

Luna Community College



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2015-2018
Catalog

LUNA COMMUNITY COLLEGE

MAIN CAMPUS

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Las Vegs, New Mexico 87701
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800.588.7232
www.luna.edu

SANTA ROSA SATELLITE

213 4th Street
Santa Rosa, New Mexico
88435
575.472.1400

MORA SITE

PO Box 397
Mora, New Mexico
87732
575-387-6760

SPRINGER SATELLITE

P.O. BOX 755
Springer, New Mexico
87747
575.483.5009

BOARD OF TRUSTEES

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Catalog Number 30, Volume 1

DIRECTORY OF CONTACTS

For assistance, call the offices listed below directly or via our toll free line at 800.588.7232:

	<u>Direct Line</u>	<u>800 Extension</u>
ACCESS Center	505.454.5355	2005
Admission & Recruitment	505.454.5312	2004
Adult Education	505.454.2531	2008
Allied Health/Dental	505.454.5340	1809
Assessment & Testing	505.454.2546	1215
Blackboard/Distance Education	505.454.5361	1206
Bookstore	505.454.2569	2007
Business/Fiscal Office	505.454.5339	2001
Cafeteria	505.454.2581	1715
Campus Security	505.454.2577	1108
Computer Center/Information Technology	505.454.5385	2021
Counseling Services (Educational)	505.454.5355	1213
Dual Credit/Concurrent Enrollment	505.454.5374	1217
Education – Early Childhood and Teacher	505.454.2504	2010
Financial Assistance	505.454.2534	2002
Human Resources	505.454.5330	2003
Humanities	505.454.2565	2012
Institutional Research	505.454.5343	1023
Learning Resource Center	505.454.2540	2024
Nursing	505.454.2523	2030
Operator/Switch Board	505.454.2500	1000
Physical Plant	505.454.5305	2019
Registrar	505.454.2596	2006
School of Business	505.454.2543	2009
Science, Technology, Engineering & Math	505.454.5370	2014
Student Government	505.454.5354	1604
Tutoring Services	505.454.2546	1215
Veterans Resource Center	505.454.5317	1211
Vocational Education	505.454.2522	2016
Wellness Center	505.425.2810	1652
Office of the President	505.454.2501	1015
Vice President of Finance	505.454.5328	1017
Vice President of Instruction	505.454.5378	1013
Santa Rosa Satellite	575.472.1400	2028
Springer Satellite	575.483.5009	2029
Mora Office	575.387.6760	2027

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Administration Building



PURPOSE OF THE CATALOG

The purpose of the Luna Community College (LCC) 2015-2018 Catalog is to communicate to the public the college's most current policies, programs, tuition, fees, and other relevant information. However, through its governing Board of Trustees, LCC reserves the right to make changes and exceptions to this catalog. Programs, tuition, fees, procedures, due dates, statements, financial aid regulations, and/or courses/prerequisites contained within this catalog are subject to continuous review and evaluation. All corrections, errors, omissions, and officially approved changes are filed in the Office of the Registrar. Currently enrolled and prospective students should contact the Office of the Registrar regarding any corrections or changes to the catalog. This catalog is not to be construed as contractual in nature.

ACADEMIC PROGRAMS AND COURSES

Through constant assessment and evaluation, LCC attempts to assure that the educational programs remain current, viable, and effective. Student achievement, employment, and professional licensing are also dependent on factors outside the programs such as individual initiative, governmental or institutional regulations, and market conditions. Therefore, LCC provides no guarantee that following a particular course or curriculum will result in specific achievement, employment, admission to other programs, or professional licensing.



Maximiliano Luna

HISTORY OF LUNA COMMUNITY COLLEGE

Luna Community College (LCC) is the only comprehensive community college in northeastern New Mexico. LCC is located in the lower slopes of the majestic Sangre de Cristo Mountain Range overlooking the City of Las Vegas, New Mexico. LCC enjoys an outstanding reputation for its caliber of facilities, teaching methods, curricula, and dedication to excellence.

The college derives its name from Maximiliano Luna, who was Speaker of the House of Representatives for the Territory of New Mexico in 1899. Luna was also a Captain of the Rough Riders, U.S. Voluntary Cavalry, and a First Lieutenant of the 34th U.S. Volunteer Infantry. Many of the Rough Riders, a mounted cavalry unit that fought in Cuba during the Spanish American War, were recruited in Las Vegas. In 1929, the popular training site for the New Mexico National Guard on the outskirts of Las Vegas was renamed Camp Luna after the leader who died in the Philippines in 1899.

In 1967, a legislative act of the State of New Mexico authorized the establishment of a vocational training facility at Las Vegas, New Mexico. When LCC was founded in 1969, the new board of trustees honored Captain Maximiliano Luna by naming the school, Luna Area Vocational Technical School.

In 1970, the first 5-mill levy election to fund LCC, which at the time was called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry to voluntarily tax themselves in support of vocational-technical education. This provided an occupational training opportunity for the people of the following school districts: West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools, and most recently the Wagon Mound Public Schools joined the mill levy. Since its inception, the college has continued to grow and expand to meet the occupational needs throughout northeastern New Mexico.

LCC has satellite centers in Springer and Santa Rosa, New Mexico. These satellites, in addition to the main campus, serve participants of the Springer Municipal Schools, Maxwell Municipal Schools, and Santa Rosa Consolidated Schools, which are within Colfax and Guadalupe counties.

All campuses are administered and supervised by LCC and governed by an elected Board of Trustees. Courses may be offered where need is demonstrated.

In June 1987, a final tribute was paid to Captain Maximiliano Luna on the LCC campus. A memorial stone monument to Luna was rededicated and now stands in front of the Technologies Center. It faces the school campus and former training grounds of the New Mexico National Guard and World War II recruits. The monument remains a lone sentinel and witness to the progress and many developments that continue to unfold at LCC.

On December 18, 2000, the Board of Directors adopted the current name, Luna Community College, to signify that the college was a comprehensive community college. The New Mexico Legislature officially approved the name change. As of today, LCC continues to offer a broad range of vocational, technical, academic, and professional educational programs.

GENERAL INFORMATION

INSTITUTIONAL ACCREDITATION

Luna Community College is accredited to grant certificates and associate degrees by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, #7-500 2400, Chicago, Illinois 60604; telephone 800.621.7440; www.hlcommission.org. Luna Community College operates within the guidelines of the New Mexico Department of Higher Education.

PROGRAM ACCREDITATION

The following educational programs are accredited by:

- Dental Assistant – Commission on Dental Accreditation, www.ada.org/coda
- Nursing RN program – Accreditation Commission for Education in Nursing, www.acenursing.org
- School of Business – Accreditation Council for Business School and Programs, www.acbsp.org
- Vocational Education, National Center for Construction Education and Research, www.nccer.org

MISSION OF THE COLLEGE:

“Creating Opportunities for You!”

The guiding principles of LCC are to:

- Provide accessible, affordable and quality education designed to optimize opportunities for student participation
- Prepare students through dual credit and concurrent enrollment and facilitate their aspirations by early admissions with the ultimate goal of earning meaningful employment
- Provide students with greater insight into their strengths, needs, aspirations, and foster a greater appreciation and understanding of their cultural background and experiences
- Promote general education CORE curriculum to ensure that our graduates possess adequate literacy and general knowledge to function in employment, to pursue additional education, and to participate in the cultural and political life of the community and society
- Promote collegiality, respect and dignity among staff and students
- Prepare students for employment through a broad range of vocational, technical, and professional education programs
- Enhance job effectiveness through promotion of critical thinking skills, continued training, advancement in technology, distance learning, and maintain relevant skills needed in the job market
- Promote transfer of credits between institutions of higher education

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Luna Community College is committed to providing equal educational and employment opportunities regardless of gender, gender identity, marital status, spousal affiliation, sexual orientation, color, race, ethnicity, ancestry, religion, age, national origin, veteran status, or disability. The Equal Educational Opportunity Act applies to admission, recruitment, extracurricular programs and activities, access to course offerings, counseling, testing, financial assistance, educational services, and employment.

Inquiries regarding compliance of these laws may be directed to the Vice President of Instruction at 505.454.5378

RIGHT TO INSPECT PUBLIC RECORDS

Under New Mexico law, any member of the public has the right to inspect and obtain copies of the public records of Luna Community College. To make a request or for more information, contact LCC's Human Resource Director at 505.454.2003.

ACADEMIC YEAR

LCC operates on a two-semester system (16 weeks each) and one 8-week summer session. The academic calendar applies to instructional programs at all campuses.

COMMUNITY AND CONTINUING EDUCATION

The Community Education Program emphasizes LCC's commitment to the community by providing educational opportunities for all ages. Noncredit courses, workshops, seminars, and special interest courses are offered throughout the school year. Generally, there are no entrance requirements or examinations, although some courses may have age restrictions or prerequisites.

Community education classes are scheduled throughout the school year. Courses are also offered at many off-site locations. Efforts are made to include classes for all interest groups. Planning is ongoing and new courses are added regularly.

For schedules and registration information, contact the office of Recruitment and Admissions at 505.454.5335.

COMMUNITY EDUCATION (Noncredit)

Noncredit courses are designed primarily for personal enrichment. Fees vary for community education courses. Please inquire prior to registering for a course. Students enrolled in these courses do not pay standard registration, course, laboratory, or activity fees. Senior citizen reduced tuition does not apply to community education since the courses are noncredit.

CONTINUING EDUCATION (Credit)

Continuing education courses for academic credit are offered by the different departments at the college. Many times, courses are offered upon request by an individual or an organization seeking a specialized class. Courses range in credit from one to four credit hours.

CONTINUING EDUCATION (Noncredit)

LCC offers continuing education courses at its main campus, satellites, and other locations in its service area. Courses in various disciplines are offered to upgrade job performance in a variety of occupational areas. Continuing Education Units (CEU's) are awarded upon completion of most courses. Nonacademic continuing education courses that award CEU's vary in cost. Required fees are assessed for each continuing education course. Continuing education courses are also offered to meet the needs of employers or other special interest groups.

COMMUNITY SERVICES

Luna Community College allows nonacademic use of the college's facilities for community functions such as meetings and conferences. Arrangements for the use of facilities may be made by contacting the Director of Facilities at 505.454.5305.

OVERVIEW OF STUDENT CODES AND POLICIES

DISCLOSURE

State and federal statutes, accrediting agencies, and other authorities require that the following information be made available to students, employees and the public.

- Equal Opportunity Policy and Grievances
- Privacy of Student Records
- Campus Crime and Sexual Harassment
- Attendance, Costs, and Refund Policies
- Graduation Requirements
- Americans with Disabilities Plan
- Substance Abuse Policy

General information on these policies is located in this catalog. Specific policies, procedures, and notifications can be found at the Human Resource Office and/or the LCC Student Handbook.

STUDENT CONDUCT

Luna Community College students are expected to maintain high moral and ethical standards of conduct at all times. Students should behave in a manner that reflects positively upon themselves and Luna Community College and are responsible for complying with all policies and regulations of LCC and the laws of the State of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies may justify disciplinary action, including administrative withdrawal or suspension.

ACADEMIC INTEGRITY

Students are responsible for achieving academic requirements to include course goals and objectives as prescribed by the faculty and for demonstrating achievement in an honest manner. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and academic community and are subject to disciplinary action:

Plagiarism which includes, but is not limited to:

- Offering the ideas, words, sentences, or parts of another person's writings without giving appropriate credit and representing the work as one's own, including quotations or identical expressions of material from books, reference works, and encyclopedias
- Undocumented World Wide Web source usage
- Submitting a paper purchased from a research or term paper service, including the Internet

Cheating which includes, but is not limited to:

- Use of materials, notes, information, or study aids not permitted by the instructor during tests, quizzes, or other graded in-class activities
- Use of electronic equipment including cell phones, PDA's, and calculators not authorized by the instructor
- Unauthorized possession of examinations, quizzes, or instructor records
- Obtaining information during an examination or obtaining an assignment from another individual and/or assisting others in cheating
- Alteration of grades on an examination, assignment, or records of an instructor or the college

ATTENDANCE AND STUDENT PERFORMANCE

Students are expected to regularly attend all classes for which they are registered. Valid reasons for missing classes do not relieve the student of making up the work missed or the responsibility of seeing the instructor about making up any missed work. Participating in chat sessions, lectures and/or postings to a discussion link may be considered attendance for online courses. **Specific class attendance requirements are determined by the instructor of the course.**

Students making satisfactory progress in their classes will be excused from classes when they are representing LCC during college-sponsored events (e.g., sponsored student-organization functions, educational field trips, baseball/softball games and conferences). Authorized absences do not relieve the student of his or her class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring faculty, staff coach or director.

When the number of absences hinders a student's progress in a course, the instructor may contact the Academic Director. The Academic Director and Faculty can make a recommendation for repeating, withdrawing or auditing the course. Additionally, a student may be removed from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been removed from a class shall have the right to appeal that decision through the ACCESS Center and the Vice President of Instruction.

Only enrolled students for credit or for audit are permitted to attend classes. A student who has officially withdrawn from a course cannot continue to attend the course.

ASSESSMENT OF STUDENT LEARNING

Assessment of student learning is an ongoing process aimed at understanding and improving student learning. It involves setting outcomes and standards for student learning and then systematically gathering and analyzing evidence to determine how well student performance matches those expectations and standards. The main goals in the assessment of student learning are: 1) to document what learning is taking place and, 2) to use the results of assessment activities to improve student learning.

ACADEMIC APPEALS

When warranted by special circumstances, students may petition for relief of any academic hardship brought about as a result of an institutional academic regulation or requirement. A student filing an academic petition must clearly specify their request, provide supporting documentation and justification, and fully explain how the requirement or regulation would create a hardship. Assistance with academic appeals is available through the office of the Vice President of Instruction.

SATISFACTORY ACADEMIC PROGRESS

A grade of “C” or better is required in most requirements in the student’s concentration of study. An “S” grade is also acceptable. However, in some cases a “D” grade is allowed for credit in some general education courses.

Students receiving financial assistance must also comply with the LCC Financial Aid Satisfactory Academic Progress Policy as described in the Student Financial Assistance section.

SEXUAL HARASSMENT

Luna Community College does not tolerate any form of sexual harassment. For additional information, refer to the LCC Student Handbook.

SUBSTANCE ABUSE

Luna Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of employees, students, and the general public. For additional information, refer to the LCC Student Handbook.

RULES OF STUDENT CONDUCT AND PROHIBITED ACTIVITIES

Rules of student conduct and prohibited activities are defined in the LCC Student Handbook.

GRIEVANCES

Students wishing to pursue a grievance or a conflict are encouraged to resolve the issue with the affected staff or faculty member, when possible. If it becomes necessary, the student should contact the department director. If the issue remains unresolved, the student handbook provides other steps and procedures applicable to grievance complaints. Students may pick up a grievance form from the ACCESS Center to document and track this process.

If the incident involves a sexual harassment complaint involving a student and an LCC employee, the incident must be reported to the Human Resources (HR) Director. If the sexual harassment involves a student to student complaint, it must be reported to the ACCESS Center and may require intervention by the HR Director. The offender may be required to attend training regarding the issue which is coordinated by the HR Department.

EXTRA-CURRICULAR LEARNING ACTIVITIES

A basic premise held by the college is that permitting students to participate in extra-curricular learning activities shall serve to enhance and broaden educational experiences. Procedures are defined in the LCC Student Handbook.

OFFICIAL ADMINISTRATIVE DIRECTIVES

Student absences that are a result of official administrative directives will be treated as excused absences and shall not affect grades, provided that the missing work is satisfactorily made up under the instructor's supervision.

STUDENT CLUBS AND ORGANIZATIONS

LCC provides students with many opportunities to obtain valuable experiences and develop skills that enhance their personal and professional lives. Students who are part of an LCC club or organization can gain valuable skills and experiences in the areas of: leadership, teamwork, communications, work ethic, responsibility, time management, problem solving, and critical thinking.

ASSOCIATED STUDENT GOVERNMENT

The purpose of the Associated Student Government is first and foremost to represent the student body of LCC. Additionally, its purpose is to:

- Encourage collaboration and communication between students, faculty, staff, administration, board members, and all campus organizations
- Provide a forum for student expression and the exchange of student-faculty views
- Enhance the quality of student life
- To represent the student body of LCC
- To represent LCC through word and deed which reflect well upon the college and the students

For more information contact the Student Government Office at 505.454.5354

CULINARY ARTS CLUB

The mission of the Culinary Arts Club is to supplement the culinary arts curriculum through participation in food-related events, to build a fellowship of students interested in food and to introduce those students to the culinary community of New Mexico. Some club activities include food and beverage tasting, trips to a local organic seed business during harvest, screenings of food-related movies, and eating meals at ethnic restaurants in Santa Fe and Albuquerque. The club raises money through its catering activities during the academic year and is open to all interested students.

For more information, contact the Culinary Arts Club at 505.454.5346.

INTERCOLLEGIATE ATHLETICS

Luna Community College is a member of the National Junior College Athletic Association (NJCAA). LCC is part of Region V and participates in Division II of the NJCAA. LCC competes in men's baseball and women's softball. Both men and women play against college teams from Arizona, Colorado, Kansas, New Mexico, Oklahoma, and Texas.

For more information, contact the Athletic Department at 505.454.5366.

PHI THETA KAPPA

LCC established its Beta Mu Nu chapter of Phi Theta Kappa (PTK) in the Fall of 2003. PTK recognizes academic excellence at the two-year college level and has become the largest and most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement.

The purpose of PTK is to recognize and encourage scholarship among students. To achieve this purpose, PTK provides the 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 excellence.

General Beta Mu Nu chapter eligibility requirements include:

- Completion of at least 12 credit hours
- Classification as a degree or certificate seeking student
- Have a cumulative grade point average of at least a 3.500

For more information, contact the PTK advisor at 505.454.2558.

STUDENT NURSE ASSOCIATION

The Student Nurse Association (SNA) is an organization of students at the local, state, and national level that supports the development of professional nurses' activities by an approved constitution. The SNA sponsors the annual student nurse pinning ceremony for graduating PN and RN students each May prior to graduation. The organization also sets goals each year for fund raising events to support community health activities as well as sending officers and members to the national SNA convention.

For more information, contact the Nursing department at 505.454.2521.

SKILLS-USA

SkillsUSA prepares America's high performance workers in technical, skilled, service, and health occupations. The club promotes quality educational experiences for students in leadership, teamwork, citizenship and character development, self-confidence, work attitudes and communication skills. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

LCC Chapters

Auto Technology: 505.454.2590

Auto Collision Repair: 505.454.2591

Welding: 505.454.2589

Building Technology: 505.454.2586

Culinary Arts: 505.454.5346

Cosmetology: 505.454.5345 or 505.454.2572

LCC CAR CLUB

To promote community and student events and raise funds for student scholarships.

- To recruit students to LCC
- To support student educational opportunities in the field of Automotive/Auto Collision Repair

For more information, contact LCC car club at 505.454.2591

KAPPA BETA DELTA

The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishments in the pursuit and completion of studies in business.

- To encourage and reward academic excellence and accomplishment among students
- To encourage and promote professional and personal aspirations who are enrolled in business, management and administration

For more information, contact Kappa Beta Delta club at 505.454.2557

PSI BETA & PSYCHOLOGY

Psi Beta & Psychology is an organization to provide opportunities for students interested in psychology to enhance leadership opportunities and explore areas not addressed in the curriculum.

- To serve as means of national recognition of the student's early interest in and dedication to the field of psychology
- To provide a forum for developing ones perspective about psychology and for building a sense of community and identity with others in the field
- To benefit the campus and community through programs and services

For more information, contact Psi Beta & Psychology club at 505.454.2570

STEM CLUB

Stem Club is an organization to promote interest in STEM and encourage students to gain understanding of scientific programs. Through coordination of special events and programs we shall increase interest and knowledge of STEM. STEM Club will accomplish its mission through interaction with the educational and local communities.

For more information, contact STEM club at 505.454.2554 or 505.454.5371

ACADEMIC AND STUDENT SUPPORT SERVICES

**Advisement, Counseling, Career Placement
and Educational Support Services Center**

Telephone: 505.454.5355

E-mail: access@luna.edu

Advisement

Advisement at LCC is a collaborative venture among the student, the ACCESS Center, and the academic disciplines. Accurate and coordinated academic advisement is crucial to student progress and institutional planning.

Accordingly, new students (first-time enrollees), transfer students, alumni, and students who have not declared a program of study are advised through the ACCESS Center. Returning students who have declared a program of study or who intend on pursuing a particular certificate or degree program are advised through the appropriate academic discipline.

Counseling

Counseling and guidance services are available to all students. Local community agencies that contain crisis intervention services as well as referral services partner or complement our services. These services will provide assistance for common issues that pose problems for college students such as alcohol and drugs, anxiety, depression, family issues, stress, homesickness, addiction, etc. All services are confidential. Additional information may be obtained at the ACCESS Center from an educational advisor.

Career Planning

This service is designed to assist the student who is having a difficult time selecting a career or program of study. Educational advisors are available to assist students in exploring their interests and needs, developing an educational plan, and identifying possible career, vocational, and academic choices. An interest inventory assessment may be administered at the ACCESS Center.

Career Placement

This service is designed to assist current and graduating students with job search strategies, résumé writing, interviewing techniques, job retention, employment ethics, and information relevant to the labor market. A résumé template/sample is available for students who are interested in creating résumés. Students interested in internship possibilities are urged to contact the ACCESS Center for career placement opportunities and other resources by calling 505.454.5355 or visiting Career Services at the ACCESS Center.

Adaptive Education Services - Americans with Disabilities Act Policy

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable laws, LCC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. Services for students with disabilities include counseling, advisement, classroom accommodations, adaptive equipment, and liaison services between LCC and community agencies. Requests for such services may be made by contacting the Adaptive Education Specialist at 505.454.2541.

Educational Support Services

1. Tutoring services are available in most academic areas. Any registered student is eligible for free tutorial program services. A tutor schedule is prepared and printed every semester and posted throughout the campus and e-mailed to all students. Tutoring for specific areas not listed on the tutor schedule can be requested by contacting the ACCESS Center. The Tutoring Center is located in the Student Services Building, Room 111. Tutoring services may also be available through each academic department.
2. Through assessment and academic placement, LCC is committed to seeing that students who enroll in certificate or degree programs successfully achieve their career goals. Incoming students are required to take a placement assessment exam, which covers LCC proficiency requirements in reading, mathematics, and writing. Students who have taken the American College Test (ACT) and/or SAT may not be required to take the placement assessment exam. However, they will be required to satisfy prescribed proficiencies. LCC does not administer the ACT and/or SAT.

A student who has taken the ACT/SAT must provide scores to the ACCESS Center who will review the scores for placement purposes. Students are encouraged to complete proficiency requirements within their first two semesters.

The placement assessment exam/ACT/SAT are solely used to determine the student's course placement level. If deficiencies are indicated, students will be required to satisfy proficiency requirements in order to graduate from any LCC program of study. Based on the Placement Assessment Exam/ACT results, students are placed in the following prescribed **Institutional Proficiency Requirements**:

ENG078 Reading and Writing Strategies
ENG098 Essentials of College Writing

MATH075 General Mathematics

Students who do not complete the required institutional proficiency requirements and withdraw from LCC for at least three years must retake the Placement Assessment Exam to continue with their coursework.

Note: Placement scores, whether the Placement Assessment Exam, ACT, SAT, etc., are not used in lieu of students completing the Area II - Mathematics course required for degrees offered at LCC. An appropriate mathematics course would need to be completed. For example, if a student earns a score of 27 on the ACT and the student's program of study requires MATH116, the student would then have the option of completing MATH116, MATH180 or MATH190 to fulfill the Area II requirement for completion of their degree.

3. Student success strategies and seminars are offered to encourage educational and career success. A variety of learning techniques, seminars, and workshops are held throughout the academic year.
4. Early Alert is an intervention process initiated at 4 and 12 weeks whereby students who are performing below average and/or have excessive class absences are referred by their instructors to the ACCESS Center for follow-up. A mid-term early alert referral will be initiated for those students who are performing below average (grades of "D", "F", or "U") when and only if mid-term grades are posted. ACCESS Center staff will also follow-up with a phone call in an attempt to help the student work on a plan for successful completion. However, it is the sole responsibility of the student to ensure all demographic information is correct and updated in LCC's computer system. Students are able to update demographics at the Office of the Registrar.

LEARNING RESOURCE CENTER

Telephone: 505.454.2540

E-mail: lrc@luna.edu

The Learning Resource Center provides a variety of services and materials to enrich and support the instructional, research, recreational, and informational needs of students, faculty, staff, and community patrons. Collections include over 30,000 volumes and audiovisual materials, audiovisual equipment, over 150 print subscriptions, several on-line databases, eBooks, and eAudiobooks. Remote access to the LRC's online catalog and full-text online databases are available to Luna Community College students and staff. The LRC's website is <http://lrc.luna.edu>.

The LRC is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m.

DISTANCE EDUCATION

Telephone: 505.454.5361

E-mail: dl@luna.edu

Luna Community College's efforts to provide education to its students and to rural communities via distance education resulted in the creation of the Distance Learning Network (DLN). It is the goal of the DLN to provide greater course access to students as well as offering greater flexibility to course scheduling. LCC offers distance education courses via two mediums: interactive television (ITV) and the Internet utilizing Blackboard. Students interested in taking courses via distance education are urged to visit the college website at www.luna.edu or contact the ACCESS Center for more information. DLN course offerings are published in the schedule of classes each term and are also available on the LCC website.

GUIDELINES FOR DISTANCE LEARNING EXAMINATIONS

When examinations are employed, LCC will ensure firm student identification. If proctoring is used, it is the responsibility of the student to identify an appropriate proctor and confirm arrangements regarding the scheduling and administration of the exam directly with the proctor. The following proctor information must be provided 2-3 weeks before the proctored exam:

- Name
- Title
- Company/Agency/Educational Institution
- Address
- Phone Number
- Fax Number
- E-mail Address

In addition to the testing materials, a copy of the Academic Integrity Policy will be included. Both the student and the proctor must review, sign, and return the policy with the examination and a copy of a photo ID. Any violation of this policy is subject to disciplinary action on the part of the college.

Who can be approved to serve as a proctor? An acceptable proctor is someone with no conflict of interest in upholding LCC's Academic Integrity Policy. Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors. A student's proctor candidate may be one of the following:

- An employee at an educational administrator's office or community college library, university, or high school
- A librarian at a public library
- An employee at a learning center
- An officer of higher rank than the student, if in the military
- An employee at a college, university, or private testing center (in this case, the testing center director should be listed as the student's proctor)
- A direct supervisor at the place of employment, providing the setting is suitable for academic testing

PRESCHOOL

Telephone: 505.454.2535

E-mail: kids@luna.edu

The college offers childcare services through the LCC Early Childhood Education Center Preschool for students, employees, and community. The preschool is located on the west end of the campus in the Nick Salazar Early Childhood Education Center. Additional information about the preschool is available at the site. A parent handbook detailing the preschool is available upon request.

BOOKSTORE

Telephone: 505.454.2569

E-mail: books@luna.edu

The mission of the LCC Bookstore is to meet the textbook needs of students. Supplies, as well as a variety of other items, are also available for purchase. The bookstore is open during regular college hours from 8 a.m. to 4 p.m. with extended hours during peak registration periods.

In some academic and vocational programs, supplies and equipment are required and should be purchased by the student at the beginning of each term. These items can be special ordered. Students are strongly encouraged to contact course instructors regarding any potential additional costs before classes begin.

CAMPUS SECURITY

Telephone: 505.454.2577

E-mail: security@luna.edu

The San Miguel County Sheriff's Office, the New Mexico State Police, and the college's security officers provide security and law enforcement. Patrol and dispatch services are provided with access through the emergency telephone number 911 or via a campus phone at ext. 1108. Satellite and off-site locations should contact their local law enforcement authorities. The campus is closed and secured during holidays, weekends when classes are not in session, and Monday through Friday from 10 p.m. to 6 a.m. Students or visitors witnessing any crime, suspicious activity or anyone on campus in need of emergency assistance are asked to report their observations to the security office located within the Humanities Building.

TRANSPORTATION

Transportation is the primary responsibility of the student. The Meadow City Express public transportation provides services to and from the college at a reduced student rate. To make arrangements for transportation or for further information, contact Meadow City Express at 505.454.8583.

HEALTH INSURANCE

The college does not offer any type of health insurance coverage to students.

HOUSING

It is the responsibility of students to obtain their own housing while attending the college. LCC does not have dormitories. However, the ACCESS Center will assist students by providing contacts to obtain housing.

STUDENT E-MAIL

Luna Community College offers free student e-mail accounts to all enrolled students. Many important announcements and deadlines are routinely sent to students via e-mail. To sign up, go to <http://www.luna.edu> and look under the My LCC/Sign In link.

GETTING STARTED: APPLYING FOR ADMISSION

OFFICE OF RECRUITMENT AND ADMISSIONS

Telephone: 505.454.5312

E-mail: admissions@luna.edu

ADMISSIONS STATEMENT

Luna Community College has an open admissions policy for any person who can benefit from the instructional programs offered by the college. No applicant will be denied admission on the basis of race, color, creed, age, sex, sexual preference, religion, national origin, physical handicap or marital status. However, because Luna Community College is a post-secondary institution, we have restrictions on admission for those who have not yet graduated from high school or earned a GED. If a student wishes to obtain a degree or certificate from LCC, he or she must be a high school graduate or have passed the GED test.

ADMISSION STATUS

Admission requirements shall be in accordance with the guidelines under the following classifications:

REGULAR ADMISSION

Any student wishing to obtain a certificate or an associate degree must first apply for regular admission and meet the following criteria:

- Submit an official high school transcript indicating a graduation date from an accredited secondary school or submit an official transcript of GED test results. Please be aware that on-line high school and GED certificates are rarely accredited by a Department of Education entity and will not be sufficient for regular admission.
- Complete any other specific criteria required by individual academic programs within the college

Submission of a Certificate of Completion or a Certificate of Attendance from a high school is not a diploma and will cause a student to be classified as Non-Degree until a GED is earned. Transcripts become the property of LCC and will not be returned to the student either as originals or as photo copies.

Note: It is the student's responsibility to request all necessary transcripts. Transcripts must be sent directly from the respective school or GED center. Faxes or photocopies will not be accepted.

PROVISIONAL ADMISSION

Provisional admission may be given in certain circumstances while an application for regular admission is pending. This is a temporary classification. The student is subject to disenrollment and will not be permitted to register for a subsequent term until regular admission has been established.

UNDECLARED ADMISSION

Special Admissions Requirements

There are two programs at LCC that have special admissions requirements:

- Dental Assistant
- Nursing

Incoming students interested in the nursing and dental assistant programs will be coded as Allied Health Certificate as their major. In addition to fulfilling the general requirements for admission to the community college, individuals seeking admission to the nursing and dental assistant programs must also fulfill certain special admission requirements. Since the nursing and dental assistant programs has limited enrollment, completion of the admissions requirements for these specific programs does not guarantee acceptance into the program. Acceptance is competitive based on individual academic performance in previous coursework and other criteria. Specific information regarding the application procedure for these specific program may be obtained from the department of nursing or the dental assistant office.

Students must reapply to the nursing and dental assistant programs each time they wish to be considered for acceptance. For example, a student who has fulfilled all the special admission requirements, yet was not admitted to the nursing or dental assistant program because of space limitation, will not automatically be considered for a subsequent year; she/he must reapply. Similarly, one who may have been accepted during a particular semester, but declined an offer into the nursing or dental assistant programs, must also reapply in order to be considered again.

NON-CERTIFICATE AND NON-DEGREE ADMISSION

Non-certificate/non-degree status is available for those who do not wish to pursue a certificate or degree. Students can enroll in courses for job improvement or personal enrichment. No high school or college transcripts are required and a certificate or degree cannot be earned under this admission status. Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form. Students admitted in non-certificate/non-degree status are ineligible for financial assistance and veteran's benefits.

TRANSFER ADMISSION

Applicants to LCC can be accepted under transfer status from other accredited colleges or universities. Students seeking a certificate or degree must also meet the regular admission criteria noted above. Transcripts from other colleges or universities must be sent to the Office of the Registrar.

INTERNATIONAL ADMISSION

LCC does not issue F1 or M1 visas (I-20s) for international students to attend college in the United States. An individual in the United States on an approved visa or other status may be eligible to attend LCC. For more information, please contact the Admission Office at 505.454.5312.

Students who have foreign high school transcripts must have their transcripts evaluated by NACES, which will determine if the transcript is equivalent to regional accredited institution standards. This has to be done prior to submitting transcripts to the Admissions Office. The student is responsible for contacting NACES and any fee incurred by utilizing their services.

ADMISSION APPELLATE PROCESS

Consideration for waiver of entrance requirements will be given to students in special situations. Each case will be reviewed independently. An appeal of admission standards based upon an initial determination of ineligibility may be made as follows:

1. The student's appeal is made directly to the Director of Admissions who reviews the appeal and either approves or denies it.
2. If the director denies the appeal, the student may submit a petition to the Admission's Committee. The committee is made up of the Director of Admissions, Vice President of Instruction, Registrar, and academic program director.

Any hearings concerning admission under special situations will be scheduled prior to final registration.

HIGH SCHOOL CONCURRENT ENROLLMENT/DUAL-CREDIT ADMISSION

The Concurrent Enrollment/Dual-Credit program provides an extraordinary opportunity for students to take academic or vocational college courses while in high school. Concurrent enrollment refers to enrollment of high school students in courses at the post-secondary level that are not designated as dual-credit and may include remedial or developmental courses. Dual-credit refers to enrollment of high school students in college-level courses offered by a post-secondary institution that may be academic or career technical, and simultaneously allows high school students to earn credit towards high school graduation and a post-secondary degree or certificate.

Concurrent Enrollment/Dual-Credit Admission requirements

General application requirements include but are not limited to:

- Completion of a Concurrent Enrollment/Dual-Credit Application for Admission
- Approval of the Student's parent/guardian and high school designee
- Must be classified as a high school Junior or Senior

- Must submit an official high school transcript and have a documented cumulative high school grade point average of at least a 2.00
- Must take the LCC placement assessment exam, ACT or SAT

For further information regarding complete admission requirements, policies, approved courses, etc., contact LCC's Concurrent Enrollment/Dual-Credit Office at 505.454.5374 or via e-mail at cedc@luna.edu.

Note: Luna Community College credits may not apply toward high school credits. Contact high school counselor for more information.

Summary of Regulations for New Mexico Residency for Tuition Purposes

A student is classified as a resident or non-resident for tuition purposes based on information provided on the completed Application for Admission. The rules and regulations for establishing residency for tuition purposes are defined by the New Mexico Higher Education Department which is authorized by the Constitution of the State of New Mexico and state statutes (Chapter 235, IE, NMSA 1971 and Section 21-1-4E NMSA 1978) to provide classification for a tuition differential between resident and non-resident students.

A non-resident student who feels he/she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" from the Office of Admissions. The form should be completed in detail and returned to the Office of Admissions, along with a copy of his/her parents' or guardian's 1040 or 1040A U.S. income tax form, if the student is under 23 years old. A change in residency classification is never automatic, and it is always the student's responsibility to initiate the petition.

While the requirements for residency must be completed before the first day of classes or LCC's census date, if different, the deadline for any petition for resident tuition classification applicable to a current semester is 15 calendar days after the first day of classes (i.e., the date the semester officially begins). A petition received after that date will not be considered. Another petition must be filed for any subsequent term.

In general, a financially independent, adult person over 18 years of age must have resided in New Mexico for a period of 12 consecutive months immediately prior to the term for which the petition is being filed. Furthermore, "residency" in this context means legal "residence." Legal residence requires intent to remain in a place indefinitely, in the sense of making one's permanent home there, as well as physical presence at the place. The distinction is that one may have any number of residences at one time, but never more than one legal residence.

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be completed. Each person must meet the following requirements individually:

- The 12-month Consecutive Presence Requirement
- The Financial Independence Requirement
- The Written Declaration of "Intent" Requirement
- The Overt Acts Requirement

A brochure fully detailing residency requirements and restrictions is available at the Office of Admissions and from the New Mexico Higher Education department's Web page at www.hed.state.nm.us

In-District Residency for Tuition Purposes

LCC classifies all New Mexico residents in one of two categories: Resident in-district or resident out-of-district. A resident out-of-district student must follow the same procedures that apply to a non-resident out-of-state student in order to satisfy resident in-district requirements for tuition purposes.

LCC is supported by a local three-mill levy assessed to those local school districts that have elected to be a participating school district of the LCC service area. In-district tuition calculations are based upon a student's residency status within one of these participating school districts. Some residency information is initially determined from information provided on the application for admission.

PARTICIPATING SCHOOL DISTRICTS

The participating school districts are: West Las Vegas Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, Maxwell Municipal Schools, and Wagon Mound Public Schools.

APPELLATE PROCESS FOR RESIDENCY

If a student's petition for residency is denied, the student may amend his/her petition with additional information in support of his/her cause. Amended petitions are reviewed by the same standards as original petitions. If the amended petition is denied, the student may appeal to the Residency Appeals Committee. The committee consists of the Director of Admissions, Registrar, Fiscal Office representative, and the Vice President of Instruction.

Resident/In-District

For tuition purposes, a resident in-district student is a student whose legal state of residency is New Mexico living within the boundaries of one of the participating school districts.

Resident/Out-of District

For tuition purposes, a resident out-of-district student is a student whose legal state of residency is New Mexico, not living within the boundaries of one of the participating school districts.

Non-Resident/Out-of-State

For tuition purposes, a non-resident out-of-state student is a student whose legal residency is not New Mexico.

REGISTRATION AND GENERAL ACADEMIC POLICIES

OFFICE OF THE REGISTRAR

Telephone: 505.454.2548
E-mail: registrar@luna.edu

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-To-Know Act of 1990, LCC publishes and distributes a yearly Campus Security Report.

The college is also required to disclose, to current and prospective students, graduation rate data of full-time certificate-seeking or degree-seeking undergraduate students who are enrolling for the first time and who have not previously enrolled at any other institution of higher education. This information is available at the Office of the Registrar.

SOCIAL SECURITY NUMBER

Luna Community College uses the individual student's social security number for record-keeping purposes only. In addition, under the federal 1997 Tax Relief Act, LCC is required to obtain the social security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under the Family Educational Rights and Privacy Act (FERPA) and covered under LCC's Access to Student Academic Records Policy. It is, therefore, strongly encouraged that students disclose their social security number to the college for identification purposes.

CHANGE OF ADDRESS/PHONE NUMBER

Students are expected to keep the college informed of their current mailing/permanent addresses and phone number. Changes must be submitted in writing to the Office of the Registrar. Change of Student Information forms are available online, at the Las Vegas main campus, and our satellites in Santa Rosa and Springer. Students may also request an address or phone number change on a registration card. Changes that are submitted via e-mail or requested by telephone will not be accepted.

CHANGE OF NAME

Students needing to process a change of name for their academic records must bring appropriate documentation to the Office of the Registrar. The appropriate documentation includes a driver's license, a state issued identification card or a passport and the social security card reflecting the new name. No other type of documentation will be accepted. Change of Student Information forms are available online, at the Las Vegas main campus and our satellites in Santa Rosa and Springer. Changes that are submitted via E-mail or requested by telephone will not be accepted.

STUDENT COURSE LOAD

The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular fall or spring semester or more than 9 credit hours in a summer session.

Students who have successfully completed at least 30 credit hours and are classified as a sophomore may take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a "C" in any course the previous term. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 credit hours in a regular fall or spring semester or no more than 12 credit hours in a summer session. Overload Recommendation/Approval forms are available at the Office of the Registrar and online at www.luna.edu. Students wishing to take an overload must have the form completed by their advisor and obtain approval from the Registrar.

STUDENT CLASSIFICATIONS

- Freshman - A student who has completed fewer than 30 credit hours
- Sophomore - A student who has completed 30 or more credit hours
- Full-time - A student enrolled 12 or more credit hours during a fall or spring semester or 6 or more credit hours during a summer session
- Three-Quarter-time - A student enrolled 9-11 credit hours during a fall or spring semester or 4-5 credit hours during a summer session
- Half-time - A student enrolled 6-8 credit hours during a fall or spring semester or 3 credit hours during a summer session
- Less than Half-time - A student enrolled fewer than 6 credit hours during a fall or spring semester or fewer than 3 credit hours during a summer session

Note: Student classifications as outlined above differ for financial aid purposes during the summer session.

DEFINITION OF A CREDIT HOUR

LCC operates on a semester credit hour system. Therefore, course credit offered by the college is awarded in terms of semester credit hours. Each semester hour of credit in a lecture class requires a minimum of 750 minutes of instruction per semester. Each semester hour of credit in a laboratory class requires a minimum of 1,500 minutes of instruction per semester. The credit value in semester hours for each course is indicated after the course number and title in the course description section of the catalog. Summer courses and courses meeting for a shorter or longer period of time than a traditional 16-week course may require an adjustment of instruction time to meet the minimum required minutes.

COURSE NUMBERING

Each course offered at the college is assigned a course number to represent its academic level. Courses numbered 050-099 are developmental or preparatory, 100-199 are freshman-level and 200-299 are sophomore-level. Students enrolling in courses numbered 200-299 are expected to have some knowledge in the subject area and in most cases must meet certain lower level prerequisites.

ADVANCED PLACEMENT AND COLLEGE-LEVEL EXAMINATION PROGRAM

LCC participates in the Advanced Placement Program (AP) and the College-Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB). Refer to the following credit tables for minimum requirements. Such credit will be listed as credits earned on the student's academic transcript once the student officially enrolls. Examination score reports must be received by the Office of the Registrar directly from the College Board. A student may earn up to 18 credits through AP & CLEP examinations.

For information on the Advanced Placement Program contact: AP Services, Educational Testing Service, P.O. Box 6671, Princeton, New Jersey, 08541-6671, call toll free, 888.225.5427 or via E-mail: apexams@info.collegeboard.org.

For information on the College-Level Examination Program contact: CLEP Services, Educational Testing Service, P.O. Box 6600, Princeton, New Jersey, 08541-6600, call toll free, 800.257.9558 or via E-mail: clep@info.collegeboard.org.

See page 21 for AP and CLEP credit tables.

Advanced Placement Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Art History	3	ART210 for 3 credits
Biology	3	BIO110 and BIO111 for 8 credits
Calculus AB	3	MATH195 for 4 credits
Calculus BC	3	MATH 195 and MATH212 for 8 credits
Chemistry	3	CHEM111 and CHEM112 for 8 credits
Computer Science	3	CS121 for 4 credits
Economics - Macro	3	ECON208 for 3 credits
Economics - Micro	3	ECON209 for 3 credits
English Language & Composition	3	ENG111 for 3 credits
English Language & Composition	5	ENG115 for 3 credits
English Literature & Composition	3	ENG111 for 3 credits
English Literature & Composition	5	ENG115 for 3 credits
Environmental Science	3	ENVS102 for 4 credits
Government - U.S.	3	POLS151 for 3 credits
History - European	3	HIST101 and HIST102 for 6 credits
History - U.S.	3	HIST161 and HIST162 for 6 credits
Music Theory	3	MUS229 for 3 credits
Physics B	3	PHYS115 and PHYS116 for 8 credits
Physics C - Mechanics	3	PHYS161 for 4 credits
Physics C - Electricity and Magnetism	3	PHYS162 for 4 credits
Psychology	3	PSYC101 for 3 credits
Spanish Language	3	SPAN101 and SPAN102 for 6 credits
Statistics	3	MATH130 for 3 credits

College-Level Examination Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Accounting - Financial	55	ACCT200 for 4 credits
American Government	55	POLS151 for 3 credits
Biology	55	BIO110 and BIO111 for 8 credits
Calculus	60	MATH195 for 4 credits
Chemistry	55	CHEM111 and CHEM112 for 8 credits
College Algebra	55	MATH180 for 4 credits
English Composition with Essay	55	ENG111 for 3 credits
English Composition with Essay	65	ENG115 for 3 credits
Freshman College Comp. with Essay	55	ENG111 for 3 credits
Human Growth and Development	65	PSYC242 for 3 credits
Information Sys & Computer Applications	55	CSA150 for 3 credits
Macroeconomics - Principles of	55	ECON208 for 3 credits
Management - Principles of	55	MGMT207 for 3 credits
Marketing - Principles of	55	MKT201 for 3 credits
Microeconomics - Principles of	55	ECON209 for 3 credits
Pre-Calculus	60	MATH 180 and MATH190 for 8 credits
Psychology-Introductory	55	PSYC101 for 3 credits

Spanish Language - Level 1	55	SPAN101 and SPAN102 for 6 credits
Sociology-Introductory	55	SOC101 for 3 credits
U.S. History I	55	HIST161 for 3 credits
U.S. History II	55	HIST162 for 3 credits
Western Civilization I	55	HIST101 for 3 credits
Western Civilization II	55	HIST102 for 3 credits

Note: AP and/or CLEP credit will not be awarded if the student has received college credit for the same course or its equivalent.

TRANSFER OF CREDIT

LCC accepts transfer of academic credits earned from institutions of higher learning whose accreditation is from a regional, national faith-based, or national career-related accrediting organization recognized by the Council for Higher Education Accreditation. Both general education core and program/major specific courses are eligible for transfer. Proficiency courses are eligible for transfer at the discretion of the Registrar. The Office of the Registrar evaluates courses and determines transfer eligibility of general education core courses and some non-general education courses only. The student's academic advisor, in conjunction with the respective academic director, evaluate and determine transfer eligibility of all program/major specific courses and must formally file a Transfer of Credit Evaluation form with the Office of the Registrar. Any transfer student who changes their major after their transcript has been reviewed, needs to request a re-evaluation of their transfer transcript from the Registrar and their new academic advisor. Re-evaluation is not automatic.

Students will receive credit for coursework completed with a grade of "C" or better, provided that the courses are appropriate toward a certificate or degree and an equivalent LCC course exists. Transferable general education core courses with a grade of "D" from New Mexico colleges and universities are accepted provided the "D" grade is also acceptable for the student's certificate or degree program. A grade of "D" is not acceptable if the transferred course is a prerequisite to a sequenced course such as ACCT200 for ACCT201 or ENG111 for ENG115. All transfer credits earned are listed on the academic transcript with a grade of "CR." Transfer transcripts issued in quarter credit hours will be converted to semester credit hour equivalents. One-quarter hour is equivalent to two-thirds of a semester credit hour.

Prior to any evaluation of courses by the Registrar or an academic advisor, an official transcript from each institution must be sent directly to the Office of the Registrar. LCC reserves the right to request course syllabi or course descriptions to evaluate course content and transfer eligibility. It is the responsibility of the student to provide, upon request from the Office of the Registrar, course syllabi and/or course descriptions from their previous college or university to aid in the proper evaluation of credit. Course syllabi and/or course descriptions that are requested must be from the term and year taken. Transcripts received on behalf of a current or prospective student who is not admitted to the college as a regular student with a specific major within 180 days of receipt of the transcript will not be evaluated and will be destroyed.

Transcripts from other institutions sent to LCC for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for or given to the student, college faculty, or staff. Student athletes are required to order duplicate sets of ALL transfer transcripts for the athletic department for the purpose of documenting player eligibility.

TRANSFER OF CREDIT APPEAL PROCESS

Any student denied transfer of a course who wishes to appeal the transfer evaluation must file a written appeal with the Office of the Registrar. The appeal must include the name, prefix and number of the course(s) in question, semester and year completed, and the name of the post-secondary institution. In addition, the student must include the course description from the sending institution's catalog specific to the term and year the course was completed. Within 21 calendar days of submittal of a written appeal, the file will be reviewed and the student will be notified in writing of the outcome.

If the appeal is denied and the student wishes to further pursue the appeal, the student must notify the Vice President of Instruction in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days the Vice President of Instruction will convene the Transfer of Credit Appeal Committee to review all applicable materials and policies to render a decision. The committee's decision at the institutional level becomes final upon a majority vote and the student will be notified in writing. The Transfer of Credit Appeal Committee shall consist of the Vice President of Instruction, Registrar, ACCESS Center Director, and respective academic director.

A student not satisfied at the institutional level may forward their appeal and file a complaint with the New Mexico Higher Education Department in Santa Fe if the course(s) in question are part of a state approved transfer module. A student may make further appeal by contacting:

New Mexico Higher Education Department
Deputy Secretary for Academic Affairs
2048 Galisteo Street
Santa Fe, New Mexico 87505-2100
505.476.8400

If a student's articulation complaint is upheld by the New Mexico Higher Education Department, LCC shall reimburse the student the complete cost, including tuition, books and fees of each course the student was required to repeat.

ADDITIONAL OPTIONS FOR CREDIT OR WAIVER OF CREDIT

Luna Community College accepts the transfer of credit through certain nontraditional sources, described as follows:

Courses at Military Schools

Credit may be granted by the Registrar for coursework completed at military schools. Such credit may or may not apply to the student's program of study.

Armed Services Educational Experience

LCC will award credit, up to a maximum of 15 credit hours of the degree requirements, for certain armed services educational experiences. Credit will be accepted through the United States Armed Forces Institute (USAFI) program of study. Credit will also be granted for certain armed services training completed and verified through the Office on Educational Credit and Credentials (OECC) of the American Council of Education. The Military Occupational Specialists (MOS) credit recommendations may be modified to be consistent with LCC's credit policy and are subject to review of both the subject area and course descriptions. Additionally, no more than (2) two physical education credits will be awarded to students who have completed basic training in the military service.

Specialized Training

LCC recognizes that students gain college level knowledge and skills through specialized training experiences outside the classroom of a college, university, or other academic setting. LCC's Specialized Training Program provides the opportunity for a waiver of certain program requirements for learning students have acquired outside of college. No more than a combined maximum of 15 credit hours may be waived. Currently, through proper documentation, LCC is waiving some credits for students who have successfully completed selected training with the following agencies:

- New Mexico Corrections Department
- New Mexico Department of Public Safety
- New Mexico National Guard
- New Mexico Public Regulation Commission - Firefighters Training Academy

It is important to note that credits are not waived solely for completion of training with one of the above agencies. Students must be actively enrolled in and graduate from specific LCC programs to qualify for any waiver. Additionally, the official posting of waivers to a student's academic record will take place upon graduation from LCC.

Other forms of specialized training may be approved upon review by the Vice President of Instruction.

With approval, students may be granted permission to enroll in courses without meeting pre/corequisite course requirements. Approval must be obtained from the instructor and Academic Director of the department the course is taught. If the overridden course is a graduation requirement, the student must complete the course to meet all graduation requirements. Overrides of pre/corequisites will not be granted for General Education Core Curriculum courses, mathematics courses and/or sequenced courses.

PREREQUISITES AND COREQUISITES

Prerequisites and corequisites are listed for many courses in the course description section of the catalog. It is the student's responsibility to meet the prerequisites and/or corequisites in effect for the term in which a course is taken, regardless of the catalog under which the student entered or will graduate. Students may not be allowed to enroll in a particular course or may be administratively disenrolled if prerequisite or corequisite courses are not met.

A prerequisite is a course or requirement that must be successfully completed before a student may enroll in a specific course. Prerequisites are determined on necessary skills or competencies for a student to be successful in the next level course. All prerequisite courses must be completed with a grade "C" or better. A student with a posted final grade of AU, D, F, I, NR, U or W may not enroll in any class for which the former is a prerequisite. A recommended prerequisite is a course that is strongly suggested for successful completion of the course, but is not required.

Many general education and entry-level courses have prerequisites of English, mathematics, or reading. Students who have completed prerequisite courses at another post-secondary institution will be required to provide proof through transcripts or assessment exam scores.

A corequisite is a course that is either recommended or required to be taken in combination with another course.

How to meet a Course Prerequisite

- Take the placement exam and test out of the prerequisite course with a qualifying score;
- Submit official ACT or SAT results to the Office of Admissions and test out of the prerequisite course with a qualifying score
- Successfully complete the required prerequisite course with a grade of “C” or higher. A grade of S,CR or WV is also acceptable
- Successfully complete the required prerequisite course at another post-secondary institution with a grade of “C” or higher
- Successfully challenge the prerequisite course via LCC’s Credit by Examination policy.

Based on exceptional circumstances and the review of the individual student situations, the Vice President of Instruction may waive certain proficiency courses. Waiver of prerequisites will not be considered for sequenced courses.

Override of Pre/Corequisites

With approval, students may be granted permission to enroll in courses without meeting pre/corequisite course requirements. Approval must be obtained from the instructor and academic director of the department the course is taught. If the overridden course is a graduation requirement, the student must complete the course to meet all graduation requirements. Overrides of pre/corequisites will not be granted for General Education Core Curriculum courses, mathematics courses and/or sequenced courses.

REGISTRATION PROCEDURES

Online registration and course offerings are accessible through our website at www.luna.edu. Schedules are normally released at least two weeks prior to the first day of registration for that specific term. Starting and ending dates, meeting times and locations, registration dates and instructions, payment information, and other pertinent student policies are listed in the schedule.

Any student who pre-registers for classes and does not make financial arrangements by scheduled disenrollment dates will be disenrolled and will have to re-register for their classes during the late registration period. There is no guarantee that courses a student initially registered for will remain available after disenrollment.

Note: All high school students must begin the registration process with LCC’s Concurrent Enrollment/Dual-Credit Office.

Late registration extends for the period as outlined in the academic calendar. Students must receive academic advising before enrolling for classes. During late registration, selection of courses may be limited.

Admission and registration steps for new students are as follows:

- A. Complete an Application for Admission and submit to one of the following locations:
 - LCC Main Campus Admissions Office, Student Services Building, Room 119, 366 Luna Drive, Las Vegas, NM, 87701
 - LCC Springer Satellite, P.O. Box 755, Springer, NM, 87747

- LCC Santa Rosa Satellite, 213 Fourth Street, Santa Rosa, NM, 88435
- Mora Site, PO Box 397, Mora, NM 87747

Note: Students may also apply online at <http://www.luna.edu> under the **Apply to LCC** tab

B. Advisement session with an LCC Educational Advisor/Counselor

The session includes information regarding:

- Admission status and placement assessment procedures
- Process to apply for student financial assistance
- Career awareness and declaration of a major
- Institutional policies and procedures
- Availability of support services

C. Complete the assessment and academic placement process

This process applies to all new students. With the assistance of an LCC Educational Advisor/Counselor, a student may select one of the following options to demonstrate institutional proficiency levels:

- Provide ACT or SAT scores
- Take the LCC placement assessment
- Register for proficiency courses and satisfy appropriate prerequisites

For more information regarding proficiency requirements, please refer to the Assessment and Academic Placement section on page 11 of this catalog. This does not apply to community and continuing education courses.

D. Follow-up session with an LCC Educational Advisor/Counselor

This session will be held at the ACCESS Center or a Satellite location and will include:

- A review of the placement assessment, ACT or SAT scores to determine appropriate course placement
- An informal review of prior postsecondary coursework completed to determine academic status and prerequisites
- Completion of a course registration card

E. Submit registration card to the Office of the Registrar

Once the Office of the Registrar enters and confirms the student's registration, the student must proceed to the Fiscal Office to obtain their printed schedule and make financial arrangements. Students not making financial arrangements are subject to disenrollment, risk losing their courses, and may not be allowed to re-register. Online registration is available through our website at www.luna.edu.

F. Payment of tuition/fees

Tuition and fees will be assessed and posted to the student's account at the time of registration. Tuition charges based on a student's residency status will be assessed for all courses.

To complete the registration process, students must make payment arrangements with the Fiscal Office. If tuition/fees are to be paid directly by a support agency, written payment authorization from that agency is required for completion of the enrollment process.

G. Official enrollment

Once a student completes the registration process including clearance through the Fiscal Office, he/she is considered officially enrolled and shall conform to all student policies and procedures as stated in the catalog and student handbook. Students who falsify any information will be subject to disenrollment.

H. Student Identification Card

Upon official enrollment, students are eligible to receive a student identification card. Student ID's are issued by the Fiscal Office.

CHANGES IN ENROLLMENT

ADDING COURSES

Students may add courses through the end of late registration as specified in the current academic calendar. Students wishing to add courses may complete the paper Schedule Change form or add courses online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All courses added, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. Students who are unable to complete the process in person or online, may download a form from LCC's website and fax in their request to 505.454.5348. If the student adds courses in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses added using the Schedule Change form.

DROPPING/WITHDRAWING FROM COURSES

Students are officially dropped/withdrawn from courses by one of two procedures:

PARTIAL DROP/WITHDRAWAL - Some Courses

Students may drop/withdraw from courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to drop/withdraw from some but not all courses may either complete the paper Schedule Change form or drop/withdraw from courses online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may download a form from LCC's web site and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Schedule Change form.

COMPLETE WITHDRAWAL - All Courses

Students may completely drop/withdraw from all courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to completely drop/withdraw from all courses may either submit the paper Complete Withdrawal form or drop/withdraw from all courses online. High school students must complete the Complete Withdrawal form with LCC's Concurrent Enrollment/Dual-Credit Office. All complete drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may download a form from LCC's web site and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Complete Withdrawal form.

Students are encouraged to discuss any intention to drop or withdraw from classes with their academic advisor. If a student wishes to reverse a decision to withdraw after the Complete Withdrawal form or online transaction has been processed, the student must complete a Petition for Course Reinstatement for each course and submit the form to the Office of the Registrar for processing.

Students who stop attending classes in the middle of a term and do not officially drop/withdraw, run the risk of earning failing grades at the end of the term. Students wishing to add, drop or withdraw from courses in person may submit the necessary forms to the Office of the Registrar at the Las Vegas Main Campus, Santa Rosa Satellite, Springer Satellite or the Mora Site.

CLOSED COURSES

If a course is closed due to reaching the maximum number of allowable students, the instructor of the course may approve a course overfill. Students will need to present to the instructor of the course a "blue" Closed Course Registration Card for approval. Students commonly refer to this process as "blue-carding" into a class. Allowing a student to blue-card into a class is at the discretion of the instructor and is normally dependent upon classroom size and equipment. The student must have the blue-card signed by the academic director. Approval to blue-card into a class does not extend registration deadlines. Closed Course Registration Cards are available at the Office of the Registrar and online at www.luna.edu.

INSTRUCTOR APPROVAL

Instructor approval is required to register for some courses listed in the course description section of the catalog. Students must obtain approval from the instructor teaching the specific course and must present the approval form to the Office of the Registrar at the time of registration. Instructor Approval forms are available at the Office of the Registrar and online at www.luna.edu.

AUDITING A COURSE

A student, except for high school students enrolled in courses through the Dual Credit/Concurrent Enrollment program, may enroll in a course for audit if he/she has met the prerequisite(s) for the course. A Course Audit Request form must be submitted to the Office of the Registrar by the established deadline outlined in the academic calendar. Noncredit courses cannot be audited. Auditing a course gives a student the opportunity to attend class as a non-graded participant and allows students to

review a subject area either as a refresher or for general use. Students are encouraged to attend class sessions but have no responsibility for completing assignments and examinations. Consequently, students receive neither a grade nor credit. Courses taken for audit will appear on the student's transcript as "AU." Students officially admitted to the Nursing program and auditing NRSG prefixed courses must follow the audit policy as defined in the Nursing Student Handbook. Course Audit Request forms are available at the Office of the Registrar and online at www.luna.edu.

CREDIT BY EXAMINATION

LCC recognizes that students may have gained academic knowledge through experience or training outside the college classroom. To challenge a course the following requirements must be met:

1. The student must be enrolled for a minimum of three (3) credit hours at LCC during the semester they are requesting to challenge a course. **If a student is enrolled for only one (1) course, it cannot be the course being challenged.**
2. The student will not be allowed to challenge a specific course more than once. In addition, students cannot challenge courses if they have received college credit for the same course or its equivalent. Course challenge cannot be used to establish credit for courses in which a D, F, I or U grade has been earned.
3. The student must obtain a Credit by Examination form from the Office of the Registrar. The form will require the student to obtain approval from the Vice President of Instruction and the respective academic director from the department offering the course to be challenged. The academic director and Vice President of Instruction will determine if the course may be challenged, if a challenge exam has been developed, and schedule an exam date.
4. A course challenge fee is assessed for each course challenged. The fee is the regular tuition charge for the specific course based on the student's residency. The fee is separate from registration and lab fees and is non-refundable except as noted in item #6 below.
5. Students currently enrolled in classes successfully challenged will be administratively disenrolled from the challenged course upon submittal of a thoroughly executed Credit by Examination form to the Office of the Registrar. Disenrollment of the challenged course may affect the overall assessed charges as well as the official enrollment status of the student.
6. If a student is not successful in their challenge of a course through credit by examination and the student wishes to enroll or remain enrolled in the same course in the same term, the credit by examination fee will be reversed from the student's account. The student will not pay both tuition and credit by examination fees for the same course in the same term.
7. If a student successfully completes the examination with a grade of "C" or higher, the credit earned will be posted to the student's academic transcript with the designation "Credit by Examination." If the course is not successfully challenged, no entry will be made on the academic transcript. Although a successfully challenged course appears on the student's academic transcript, it may not transfer to another post-secondary institution.
8. If the student registers in a subsequent term for a course that was not successfully challenged, regular tuition charges will be assessed.
9. The maximum number of credit hours that may be earned by course challenge examinations is limited to 7.

10. It is the responsibility of the student to inquire about and schedule course challenge examinations early enough to be able to register for more advanced courses during the late registration/add period.
11. A student may challenge a course up to the end of the 8th week during the Fall or Spring semester and up to the end of the 4th week during the summer session. All documentation, whether the exam is successfully passed or not, must be submitted by the academic department to the Office of the Registrar within 5 working days of the student taking a challenge exam.
12. Clinical, practicum, internship and proficiency courses may not be challenged via the process outlined above. Students wishing to challenge a proficiency course should contact the ACCESS Center.

DIRECTED STUDY COURSES

Directed study courses are offered to students when course scheduling conflicts arise at the academic department level or when a required course is not available for a graduating student. Directed study courses are designed to be a course offering option for students to maintain progress in program completion. A student who registers for and completes a directed study course will meet the same objectives of the regularly offered course. The title of the directed study course will be noted on the student's academic transcript and the course will be taught and supervised by an appropriate faculty member. The faculty member must first grant a student permission to enroll in directed study, followed by approval from the academic director and the Vice President of Instruction via a Directed Study Course Registration form. The form will carry the necessary approvals and will be filed with the student's records in the Office of the Registrar. Directed study courses are offered as variable credit depending on the title and credit hour value of the course.

The following requirements apply to directed study courses:

1. Directed Study cannot be used as an option to establish credit for a course in which a D, F, I, U or W grade has previously been earned.
2. A student must have a minimum GPA of 2.5 in his/her study concentration area.
3. The faculty member supervising the student must schedule at least two weekly meetings with each student engaged in a directed study course.
4. A final grade assigned to the student must be prepared by the faculty member supervising the student and must be submitted to the Office of the Registrar at the end of the term.
5. No more than four (4) credit hours of directed study may be taken per term unless approved by the Vice President of Instruction.
6. No more than three (3) directed study courses may be used and applied towards a student's program of study unless approved by the Vice President of Instruction.
7. Directed study courses may be taken to fulfill program requirements in the student's area of study or concentration, **excluding General Education courses**.

GRADING STANDARDS

Theory and non-credit laboratory corequisites will be averaged into one final grade value. Only final grades become part of the student's permanent record. LCC uses the following grading system:

Grade Scale	Letter Grade	Description	Quality Points Per Credit Hour
90 – 100	A	Excellent	4
80 – 89	B	Above Average	3
70 – 79	C	Average	2
60 – 69	D	Below Average	1
N/A	F	Failure	0
	W	Withdrawal	0
	S	Satisfactory	0
	U	Unsatisfactory	0
	I	Incomplete	0
	AU	Audit	0

Note: A grade of “D” is accepted in some general education requirements for certificates and associate degrees. This does not apply to prerequisite and proficiency courses. The Nursing Department adheres to a different grading scale than what is outlined above. Please refer to the Nursing Student Handbook.

AU - Audit

No credit is earned for the course.

CR - Credit

CR is used to reflect transfer credit accepted by LCC from other post-secondary institutions and in cases where a student earns academic credit via a specialized placement exam, credit by exam, Advanced Placement, or CLEP.

I - Incomplete

An “I” is given at the discretion of the instructor only when circumstances beyond the student's control prevent final completion of work within the established time and when that student's academic and performance standing is satisfactory in the course for which the “I” is sought. The following conditions must be adhered to in assigning an incomplete:

- An “I” will only be granted during the final two weeks of the fall and spring semesters and during the last week of the summer session
- An “I” must never be submitted by faculty to avoid assigning a D, F or U grade if the student's academic performance fails to meet course objectives/competencies
- An “I” is not granted in cases where the student has been absent for a significant portion of the course
- The instructor submits an “I” grade at the same time that final grades are due
- The instructor reports the “I” and files an Incomplete Grade form with the Office of the Registrar documenting the work required and any other conditions

- The instructor will set a terminal date for completion of the “I” **not to exceed the end of the 6th week of the subsequent term**
- An “I” not changed by the instructor with the Office of the Registrar within one week of the terminal date, will automatically be converted to a failing grade
- When the “I” is converted, the student’s permanent record will reflect the grade, its grade points, and an adjusted semester/cumulative grade point average (GPA)
- An “I” grade will be converted to a failing grade if a student re-enrolls in a course in which an active “I” grade is present on their academic transcript

IP - In Progress

This grade is limited to an approved course that signifies current enrollment and/or for a course that extends beyond the end of a normal term. No academic credit is earned until the course is completed and a grade is posted.

NR - Not Received/Reported

Grade not reported to the Office of the Registrar by the instructor.

S/U - Satisfactory/Unsatisfactory

S = grade of “C” or better. Used in proficiency ratings in practical settings or clinical areas. “S/U” grading is also used for selected courses. Students receiving an “S” grade may earn credit hours, but it does not compute in the GPA. “U” grades are computed in the GPA.

W - Withdrawal

Regulations for course withdrawal are listed above in the Changes in Enrollment policy.

WV - Waived Requirement

Used in instances when a program requirement has been waived as a result of specialized training or other documented circumstances. Waiving a course requires approval by the Vice President of Instruction and/or the Registrar.

REPEATING COURSES

In most cases, students may repeat any course without obtaining special permission. Each course enrollment and its grade will appear on the transcript. The last grade earned will be used to determine fulfillment of graduation requirements and to calculate the adjusted cumulative grade point average as long as it is the identical course abbreviation and course number. This policy is not applicable to directed study courses and when course abbreviations and numbers change as a result of new programs and/or program revisions. Certain forms of financial assistance, including VA benefits, will not provide assistance to students repeating courses that have been completed successfully. Compliance with such regulations is the responsibility of the student.

FINAL/MID-TERM GRADE REPORTS AND GPA'S

At the end of each term students are able to view and print grades online by accessing LCC's Pathways website. Students may log-on to Pathways at <https://pathways.luna.edu> using their student username and password and clicking on the **My Grades** tab. Computer labs are available at the main campus, satellites and Mora site for students who do not have computer and/or Internet access. The grade report will indicate the semester credit hours attempted, total credit hours earned, and a grade point average. Once grades have been recorded, they **cannot** be expunged from the student's permanent record. Mid-term grades are also available online provided the instructor has submitted mid-term grades for recording with the Office of the Registrar. Mid-term grades are not issued during the summer session.

- 1 credit hour of "A" = 4 quality points
- 1 credit hour of "B" = 3 quality points
- 1 credit hour of "C" = 2 quality points
- 1 credit hour of "D" = 1 quality point
- 1 credit hour of "F" = 0 quality points

The grade point average is computed by multiplying the quality points earned by the credit hour value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated in the following example:

- 6 credit hours of "A" = $6 \times 4 = 24$ quality points
- 3 credit hours of "B" = $3 \times 3 = 9$ quality points
- 3 credit hours of "C" = $3 \times 2 = 6$ quality points

12 credit hours = 39 quality points

39 quality points divided by 12 credit hours = 3.25 grade point average

CHANGE/CHALLENGE OF GRADE

The instructor of a course has the responsibility for any grade reported for official posting to a student's academic transcript. Once a grade has been reported to the Office of the Registrar, the instructor may change it with appropriate justification within three (3) months from the end of the term the grade was issued. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must be documented on a Change of Grade form and be approved by the academic director of the department the course was taken and the Vice President of Instruction. Once the semester is over, students will not be allowed to submit make-up coursework and have their final grade recalculated. All coursework must have been submitted to the instructor within the term the course was taken.

Students challenging a grade reported to the Office of the Registrar must first communicate any concern he/she may have about the grade to the instructor of the class. An instructor agreeing to a student challenge must submit the change of grade to the Office of the Registrar within the time frame above. If the issue is not resolved with the instructor, the student may formally appeal a final grade to the Vice President of Instruction for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced
- Grade miscalculation

- Errors in the final exam if a change in the final exam grade would cause a change in the course grade
- Inconsistent classroom practices

The appeal must be filed within three (3) months from the end of the term the grade was issued. A student may not appeal disagreements with teaching methodologies, attendance policies, course syllabi requirements or grade weighting methods. Upon receipt of an appeal, the instructor will be contacted to submit a statement concerning the request of the student. The Vice President of Instruction may schedule a hearing with the student, instructor, academic director and registrar to address and bring final resolution to the appeal.

Mid-term grades are not part of a student's permanent academic record nor are they an official grade recording period of the college. Mid-term grades are intended to only give the student an indication of progress in a course. Therefore, a change to or challenge of a mid-term grade will not be processed or considered by the Office of the Registrar.

SCHEDULED CLASS MEETINGS

Every effort will be made not to change scheduled courses. In the event of a change to scheduled courses, all students enrolled in the class must agree to any changes in class days and times. The Vice President of Instruction must approve any proposed changes and all appropriate paperwork must be filed with the Office of the Registrar.

CANCELLATION OF COURSES

Scheduled courses may be necessary to cancel due to low enrollment or the unavailability of an instructor to teach the course. LCC's academic departments will make every effort to notify students of cancellations prior to the last day to add courses in order to give students ample time to register for an alternative course. Course cancellations are posted on LCC's website under the Course Schedule link.

FINAL EXAMINATIONS

The schedule of final examinations is available at the Office of the Registrar each term and is published in the schedule of classes that is available online. The final examination period for each class is a part of the term's instructional time and is to be used as such. The Vice President of Instruction must approve, in advance, any changes to the scheduled time or day for a final examination.

STUDENT ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation at the end of a term when their semester grade point average (GPA) falls below 2.0. If a student earns a GPA below 2.0 for two consecutive academic semesters, he/she is placed on academic suspension for one semester. Students are notified of their academic status online via the final grade report. After one semester, students are allowed to return and resume taking classes. Students who wish to appeal suspension must meet with their advisor and respective academic director and submit a petition to the Academic Appeal Committee. Students will be notified of the committee's decision within 3 working days. The Academic Appeal Committee shall consist of the Vice President of Instruction, Registrar, ACCESS Center Director and respective academic director.

Students in certain health career programs are required to maintain a minimum grade of “C” in all courses in order to continue in the program. Students not meeting these standards may continue to enroll at LCC in other programs as long as they maintain minimum LCC requirements.

ACADEMIC HONORS - SEMESTER

LCC recognizes academic achievement through the Vice President’s Honor Roll at the end of each term, with the exception of the summer session. To be eligible for the Vice President’s Honor Roll, students must successfully complete, without incomplete grades included, a minimum of 12 graded credit hours during the semester with at least a 3.660 GPA or higher. Graded credit hours are courses with a letter grading standard of A, B, C, D, or F.

ACADEMIC HONORS - GRADUATION

LCC recognizes superior scholastic achievement at each spring’s commencement ceremony through the Presidential Honors list. Eligibility for graduation with honors is based on a cumulative GPA through the most recently completed term that final grades have been posted, recorded, and verified. The levels of recognition are as follows:

summa cum laude - earned cumulative GPA of 3.860-4.000

magna cum laude - earned cumulative GPA of 3.700-3.859

cum laude - earned cumulative GPA of 3.500-3.699

It is important to note that the level of recognition announced at the commencement ceremony is based on preliminary data and may differ from the official level of recognition printed on the student’s diploma and academic transcript.

PASSport

PASSport - **P**rogram **A**dvisement **S**tudent **S**ummary, is an online advisement tool intended to aid students in assessing their academic progress towards completion of a specific certificate or degree offered at LCC. PASSport provides students a general overview of requirements taken and those that are unmet but does not take into account all remaining credits as well as all academic, course, credit hour, and graduation requirements specifically detailed in LCC’s published catalogs. Requirements detailed in LCC’s published catalogs take precedence over PASSport and any variance between the two should be addressed with the Office of the Registrar. Faculty and academic advisors also utilize PASSport during advisement meetings with advisees. Students are able to print a PASSport by logging on to LCC’s website at <http://www.luna.edu> and selecting the LCC PASSport link.

ACADEMIC PLANS

Academic plans for each of the certificate and associate degree programs currently offered begin on page 68. Please note however, that not all programs may be listed, as new program development is ongoing. All new students receive initial academic advisement by the ACCESS Center. The ACCESS Center will assign new students a faculty advisor based on their academic major once initial academic advisement is complete. The student’s faculty advisor will then coordinate an educational plan outlining course requirements and will monitor student progress to ensure successful program completion.

CATALOG OF RECORD

LCC's Petition to Graduate requires a student to specify the catalog year under which he or she is requesting to graduate. The catalog in effect upon the student's term of matriculation (first term enrolled at LCC) is the student's catalog of record. A student may graduate under their catalog of record as long as all graduation requirements specific to any program are completed within four (4) years of their term of matriculation. Students not graduating within four (4) years of their term of matriculation will be required to graduate and meet all requirements of the catalog that is in effect during their term of graduation. The catalog of record and the four (4) year requirement applies to the initial and all subsequent majors declared by the student. A student does not officially graduate until all certificate or degree requirements are met and conferred.

Students will be restricted to the 2015-2018 catalog and the previous two (2) catalog cycles and will not be allowed to graduate under any requirements prior to the 2012-2015 catalog. With approval, students may be given credit for courses with different course titles and/or course numbers, but remain equivalent in scope and content. Regardless of which catalog the student will graduate under, institutional proficiency and other LCC requirements must be met. If the student does not indicate a catalog of record on the petition to graduate, the current catalog will be used to determine graduation eligibility.

COURSE SUBSTITUTIONS

Students must complete the curriculum/academic plan outlined in the college catalog for their program of study. Course substitutions are not permitted when a course is deemed essential for a degree or certificate requirement and generally are not used in lieu of a student needing to complete a required course. However, in certain instances upon graduation, it may be appropriate to substitute a course completed at LCC or a transferred course for a requirement if the resulting substitution maintains the integrity of the student's program. Course substitutions are considered only upon the student petitioning to graduate with the Office of the Registrar. Course substitution requests require approval. Forms are available at the Office of the Registrar.

GRADUATION

To be eligible to receive a certificate or degree from the college, students must meet the following requirements as well as those listed under the specific program they are pursuing:

1. The student must maintain an overall cumulative GPA of 2.0 or higher and must complete all required coursework.
2. A grade of "C" or better is required for program/certificate requirements, institutional proficiency requirements, other LCC requirements, related studies, approved electives, and is strongly recommended for all general education core.
3. Transfer credit may be used toward graduation requirements as recommended by the academic department, with the following requirements and/or guidelines:
 - a. A cumulative GPA for all courses accepted in transfer and for those used to meet graduation requirements (excluding general education core courses) must equal 2.0 or higher.
 - b. Fifteen (15) credit hours required in the major field and counted toward an associate degree (not including general education courses) shall be earned at LCC.

- c. Nine (9) credit hours required in the major field and counted toward a certificate shall be earned at LCC. A minimum of twelve (12) credit hours for STEM Certificate, Fire Protection, Business Management and Basic Electronics Certificate.

4. Meet with the Registrar and submit a Petition to Graduate (for each certificate or degree)

Students are strongly encouraged to meet the early petition to graduate deadline to receive a formal review of their petition and PASSport to ensure they are on track with final graduation requirements. Meeting the early deadline also affords students the opportunity to address missing coursework and any other necessary documentation that may cause a delay in graduation.

5. All debts to the college must be paid in full before graduation, including the \$15 graduation fee for each certificate and/or degree. Students will be required to “clear” through several LCC offices the last week of the semester of graduation at which time the graduation fee will be due and payable to the Fiscal Office. The Office of the Registrar will provide a Graduation Clearance form to graduating students by mail.

COMMENCEMENT CEREMONY

LCC holds one commencement ceremony each year at the end of the Spring semester. Detailed information regarding the ceremony is posted online at www.luna.edu each year by February 15th. Students eligible to participate in the ceremony, who have submitted a Petition to Graduate, will receive a letter of invitation and packet from the Office of the Registrar. Letters of invitation are mailed the last week of February.

Students graduate in the term in which all graduation requirements are completed whether or not a graduation ceremony is scheduled that term.

AWARDING OF CERTIFICATES AND ASSOCIATE DEGREES

Upon successful completion of a specified program, the student will receive a certificate or an associate degree and will be issued a diploma signifying their completion. However, an official academic transcript issued by the Office of the Registrar is the only official document certifying a student's completion of a program.

POSTING OF CERTIFICATE/DEGREE

A student's conferred certificate or degree will be officially recorded on the student's academic transcript at the end of the term during which all graduation requirements are completed and grades have been submitted to the Office of the Registrar. Normal processing time is 6-7 weeks from the end of the term.

TRANSCRIPT REQUEST POLICY

Upon written request by the student, the Office of the Registrar will issue an official or unofficial academic transcript to the agency, school, or person designated by the student. A \$2.00 fee is charged for each transcript. The fee to fax a transcript (unofficial only) is \$10.00 and is assessed for each destination point. Personal checks are not accepted for payments made relating to transcript requests. A copy of the student's photo ID is required when ordering a transcript in person, by mail or fax.

Transcript Request forms are available at the Office of the Registrar and online at <http://www.luna.edu>. Students may also request a transcript by sending a letter to the LCC Office of the Registrar, 366 Luna Drive, Las Vegas, NM 87701, or fax a signed request to 505.454.5348. Students should include their name (and other names that may appear on records), SSN/student ID number, date of birth, approximate semester last attended, complete address where to send the transcript, and their current address. Students requesting a faxed transcript must also include the destination point fax number and to whose attention the transcript must be sent. A copy of the student's photo ID and the student's signature is required to authorize the transcript's release.

Transcripts are normally processed within 48-72 hours of receipt of the request. However, students should allow 2-3 weeks for processing if the request is made at the beginning or end of a term. A photo ID is required for transcript requests that are designated for pick-up and will be held for 30 calendar days after which the transcript will be destroyed and fees forfeited.

Unofficial transcripts in printable format are accessible online through LCC's Pathways website. Unofficial Pathways transcripts do not reflect any certificate or degree earned by the student. Archived coursework prior to Summer 1997 may not appear on unofficial Pathways transcripts. Students may log-on to Pathways at <https://pathways.luna.edu> using their student username and password and clicking on the **My Grades** tab. Computer labs are available at the main campus, satellites and Mora site for students who do not have computer and/or Internet access.

TRANSCRIPT HOLDS

Academic transcripts will not be released to the student or to any other person or institution until all of the student's outstanding financial obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to: library fines, tuition and fees, and other charges. All financial arrangements are handled at the Fiscal Office.

STUDENT ACADEMIC RECORDS POLICY

The Office of the Registrar maintains permanent records for each student who attends the college. The Office of the Registrar strictly enforces the confidentiality of student records and maintains such records in accordance with the FERPA Act of 1974. A permanent academic transcript is also kept on file. Students may authorize LCC to provide confidential copies of an academic transcript to bona fide employers, educational institutions, and others.

A student may examine any and all documents in his/her cumulative record upon request and under the supervision of the Registrar. Reasonable time must be allowed for records to be made available during normal hours of operation. Records maintained by the Office of the Registrar include but are not limited to: college transcripts, final grades, petitions to graduate, incomplete grade forms, directed study requests, transcript requests, credit by exam forms, change of grade forms, audit requests, complete withdrawals, transfer of credit evaluations, waiver of credit evaluations, and academic petitions.

ACCESS TO STUDENT ACADEMIC RECORDS

All current and former students have access to their educational records. Agencies and others, who may at the discretion of the Registrar, have access to student records include but are not limited to:

- College administration, staff and faculty performing their job responsibilities related to disciplinary matters, academic matters and educational programs

- A person employed by or under contract to Luna Community College to perform a special task such as an attorney or auditor
- Certain officials of the U.S. Department of Education, the Comptroller General, and federal, state and local educational authorities in connection with state or federally supported education programs
- In connection with a student's request for or receipt of VA benefits or financial assistance as necessary to determine eligibility or to enforce the terms and conditions of the assistance
- Appropriate parties in a health or safety emergency
- Accrediting organizations to carry out their functions
- Scholarship and other financial aid organizations supporting the student
- Federal, state, and local officials who by law must receive information from the college
- Any party designated by judicial order or subpoena, provided that the college notifies the student of the subpoena
- Any person with the written consent of the student

Note: In general, parents lose their FERPA rights when their child turns 18 or begins attending any postsecondary institution, whichever occurs first.

AUTHORIZATION TO RELEASE EDUCATION RECORDS

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, LCC is prohibited from providing certain information from student education records to a third party. FERPA allows students to control outside access to their education records including requests for information by a parent, spouse, guardian or other designee.

Students, at their discretion, may grant LCC permission to release specific education records to a third party by submitting a completed Authorization to Release Education Records form to the Office of the Registrar. Forms are available at the Office of the Registrar. The specified information will be made available only if requested by the student or authorized third party. The authorized party must provide identification at each contact and inform the Office of the Registrar that the authorizing paperwork is on file.

LCC reserves the right to deny access if there is any doubt as to the authenticity of the person requesting access. Authorization does not permit the listed party to make changes to education records nor does it allow the party to sign documents or act on the student's behalf. As a matter of policy, LCC reserves the right not to release certain aspects of student records.

CHALLENGE CONTENT OF THE STUDENT ACADEMIC RECORD

Students have the right to challenge the content of their student records if they believe the information is misleading, inaccurate or otherwise in violation of privacy or other rights. Any dispute over the contents of the record will be handled through informal meetings or discussions between the student and the Registrar. If informal meetings do not resolve the dispute, the student has the right to file an Academic Petition with the Office of the Vice President of Instruction. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by LCC to comply with the requirements of FERPA.

PRIVACY ACT

All other uses of student records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380, 513) and its amendments. Information that can be released

without student permission to persons outside of the college is limited by federal regulations to the following public notice designated as “Directory Information.”

PUBLIC DIRECTORY INFORMATION

At its discretion, Luna Community College may provide “directory information” in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. LCC has defined the following as public directory information:

- Name, address and telephone number
- Place and date of birth
- Dates of attendance
- Grade level (such as freshman or sophomore)
- Enrollment status
- Previous institutions attended
- Major field of study
- Degrees/Certificates conferred and date or anticipated date of graduation
- Awards and honors received (including academic honors list)
- Individually identifiable photographs and electronic images
- Past and present participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Students may withhold disclosure of public directory information under the Family Educational Rights and Privacy Act of 1974, as amended. Students must notify the Office of the Registrar in writing within two weeks after the first day of class of each term. Directory Information Non-Disclosure forms are available at the Office of the Registrar. Forms received by the Office of the Registrar within the first two weeks after the beginning of a term will be honored for that term. The college will honor requests for non-disclosure for only one academic year. Therefore, authorization to withhold directory information must be filed annually at the Office of the Registrar, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico, 87701.

A non-disclosure block on a student’s record applies to all elements of directory information. LCC does not apply a non-disclosure block to individual directory information items. Once a request is filed with the Office of the Registrar, LCC assumes no liability as a result of honoring a student’s request for non-disclosure nor does it assume the responsibility to contact the student for subsequent permission to release information. Therefore, a student must consider very carefully the consequences of a decision to withhold the disclosure of public directory information.

TUITION AND PAYMENT OF FEES

FISCAL OFFICE

Telephone: 505.454.2506

Also referred to as the Business Office, the Fiscal Office is staffed with individuals to meet a variety of student needs. Students may make tuition, fee, and other payments to the cashier, make payment arrangements and resolve account issues with the student accounts manager, or obtain student refunds from the accounts payable specialist.

Operating hours are 8 a.m. to 5 p.m. with extended hours during peak registration periods.

TUITION AND FEES

Upon registering for courses, students receive a student data sheet/invoice. **In order to complete registration, all charges must be paid, or arrangements for payment must be made through the Fiscal Office.** Students whose education is being supported by an external agency, or who have applied for and are eligible to receive student financial assistance, need to present an LCC Student Credit Authorization to the Fiscal Office. An LCC Student Credit Authorization may be obtained from the Office of Student Financial Assistance.

PAYMENT POLICY

All charges incurred in connection with college attendance are payable in advance of the services rendered. Tuition, fees, and other charges are subject to change at any time by the Board of Trustees. The payment deadline is the day before classes begin. Failure to pay or make arrangements for payment will result in disenrollment. Consequently, the student must register in accordance with the registration calendar. The student is responsible for payment of all financial obligations when due. Failure to do so will be sufficient cause to:

- prevent further registration
- withhold academic records
- withhold release of academic transcripts and diplomas

Student financial assistance payments will generally be posted to qualifying student accounts to pay for educational expenses. Any balance remaining from the applied payment will be refunded to the student within a two-week period. Students receiving student loans are required to pay their account balance in full before receiving their loan check.

STUDENT INDEBTEDNESS

The college reserves the right to cancel the registration of students who fail to pay, when due, any indebtedness to the college is subject to board policies and administrative procedures.

CALCULATION OF TUITION AND FEES

Tuition rates for the 2015-2016 academic year are assessed according to the following matrix based on the student's official residency classification. Tuition and fee rates for 2016-2017 and 2017-2018 will be published in each term's online schedule of classes booklet.

Tuition Rates
2016 - 2017 Academic Year

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	\$35.00	\$35.00	\$35.00	\$5.00
2	\$70.00	\$70.00	\$70.00	\$10.00
3	\$105.00	\$105.00	\$105.00	\$15.00
4	\$140.00	\$140.00	\$140.00	\$20.00
5	\$175.00	\$175.00	\$175.00	\$25.00
6	\$210.00	\$210.00	\$210.00	\$30.00
7	\$245.00	\$336.00	\$637.00	<i>See last row in related column for additional credit hours</i>
8	\$280.00	\$384.00	\$728.00	
9	\$315.00	\$432.00	\$819.00	
10	\$350.00	\$480.00	\$910.00	
11	\$385.00	\$528.00	\$1,001.00	
12-18	\$420.00	\$576.00	\$1,092.00	
Each Additional Credit Hour				
	\$35.00	\$48.00	\$91.00	

Note: The tuition rates reflected above are applicable to Fall, Spring and Summer terms. Additionally, reduced tuition rates for out-of-district and out-of-state apply only to total enrollment of six (6) credit hours or less. Full rates apply to ALL credit hours once the student enrolls for more than six (6) credit hours with the exception of senior citizen rates. *Tuition and fee rates are subject to change without notice.* Registration and laboratory fees are not included in the above chart.

REGISTRATION/ACTIVITY AND LABORATORY FEES

In addition to the tuition costs, every student is assessed a **nonrefundable** registration/activity fee and a **nonrefundable** laboratory fee per term, as well as other applicable fees. Fees are subject to change without notice.

Registration/Activity Fee.....\$13.00

Laboratory Fee.....\$10.00

This fee is used to help with the cost of duplicating materials for students, costs associated with the course/lab offerings, and other incidental costs that may arise.

ADDITIONAL FEES

Academic Transcript Fax Fee.....\$10.00

Academic Transcript Fee.....\$2.00

Personal checks are not accepted for payments made relating to transcript requests. This includes the payment of prior balance due in order to receive a transcript.

Community Education Fee\$Variable

Noncredit courses are designed primarily for community education and personal enrichment. Community education fees are **nonrefundable**.

Placement Assessment Exam Retake Fee

- **Full Battery**.....\$10.00
- **Per Unit**.....\$5.00
- **e-Write**.....\$5.00

Students will only be allowed one (1) retake of the Placement Assessment Exam per semester.

Credit by Examination Fee.....\$Variable

Fee is based on the regular tuition charge of the specific course.

Dishonored Check/Charge Card Fee.....\$15.00

Distance Learning Fee.....\$25.00

A **nonrefundable** per course fee is applied to all Blackboard and ITV receiving site courses. Only courses with an **E** or **R** code in the course number are charged this fee. For example, ECON208E and CJ111R.

Graduation Fee.....\$15.00

A one-time, **nonrefundable** graduation fee is charged for each earned certificate or degree. The graduation fee is to be paid prior to graduation during the graduation clearance process.

Special Course Fee.....\$Variable

Fees vary and are dependent on the course offered.

Student ID Card Replacement Fee.....\$5.00

Student Sticker Fee.....\$5.00

Assessed to high school and GED students to access Wellness Center and student activities.

DELINQUENCIES

Full payment of a delinquent balance is required prior to registering for classes.

PAYMENT PLAN

Payment plan requirements for new charges are as follows:

- \$13.00 Registration Fee
- \$10.00 Laboratory Fee
- 33% of assessed tuition charges
- 25% of total bookstore charges
- Student agrees to LCC Promissory Note terms

Note: Fees are subject to change without notice. In some programs, supplies/equipment are required and should be purchased by the student at the beginning of each term. Students are strongly encouraged to contact course instructors regarding any potential additional costs.

SENIOR CITIZEN REDUCED TUITION

A person that has reached their fifty-fifth (55) birthday by the third Friday of classes may request a reduction in tuition. The senior citizen charge will be five dollars (\$5.00) per credit hour **up to 6 credit hours each semester**. The student is responsible for payment of all registration, course, and laboratory fees. The senior citizen reduced tuition does not apply to community and continuing education courses.

REFUND POLICY

Students that officially withdraw from courses may qualify for a refund, either in full or in part. This refund policy is applicable to standard duration courses. Complete withdrawal refunds will be calculated on a case-by-case basis for short-term courses. Refunds will be calculated according to the following guidelines:

1. Fees linked to a course are generally non-refundable. The only exception to this rule is in the case where the course is cancelled due to lack of enrollment, provided the student is not enrolled in any other course(s).
2. A student who drops any course during the add/drop period will receive full reimbursement of tuition. Refer to the academic calendar or schedule of classes for specific dates of the add/drop period.
3. Once the add/drop period has expired, **there will be NO REFUND of tuition or fees associated with dropped courses unless the student *completely withdraws* from LCC.**
4. A student who completely withdraws from all courses after the add/drop period has expired will receive a partial tuition reimbursement according to the refund schedule outlined below.

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Fall and Spring Semester

Disenrollment period	100%
First five days after expiration of disenrollment period	90%
Six to fifteen days after expiration of disenrollment period	50%
Sixteen to twenty-five days after expiration of disenrollment period.....	25%
After twenty-fifth day.....	0%

Summer and Eight-Week Sessions

Disenrollment period.....	100%
Three days after expiration of disenrollment period	90%
Four to ten days after expiration of disenrollment period	50%
Eleven to sixteen days after expiration of disenrollment period.....	25%
After sixteenth day	0%

The following conditions apply to students who completely withdraw from all courses:

1. The days in the refund schedule are counted Monday-Friday, excluding holidays. Days are counted beginning on the first day of classes for a given term. These dates are published in this catalog as well as the schedule of classes.
2. Any student requesting a refund must submit a Complete Withdrawal form. Refunds will be mailed unless the student notifies the Fiscal Office the credit is to remain on the account.
3. Refunds will be based on the official withdrawal date posted by the Office of the Registrar.
4. Students who have been dismissed or suspended from the college are not entitled to any refund.
5. This refund schedule does not apply to NON-REFUNDABLE registration and laboratory fees.
6. Students withdrawing online from all courses through the Pathways website must notify the Fiscal Office as the online withdrawal system is not integrated and there is no other notification to trigger the refund process.

FUNDING A COLLEGE EDUCATION: HOW TO APPLY FOR ASSISTANCE

OFFICE OF STUDENT FINANCIAL ASSISTANCE

Telephone: 505.454.2560

E-mail: finaid@luna.edu

It has long been recognized that the cost of attending an institution of higher education is greater than many families can afford. Financial assistance provides students with supplementary funds to offset these expenses. The Office of Student Financial Assistance (OSFA) provides financial aid to students through a variety of grants, scholarships, student loans, and employment opportunities for its qualified students. LCC does not provide student financial assistance from its general operating funds.

Note: Information contained in the OSFA section of this catalog is subject to change at any time.

APPLYING FOR FINANCIAL ASSISTANCE

All students who plan to attend LCC are encouraged to apply. Free applications are available online through the U.S. Department of Education's website at www.fafsa.ed.gov.

To apply for assistance, students must submit a yearly Free Application for Federal Student Aid (FAFSA) and include LCC's Title IV school code on the appropriate section of the application. LCC's Title IV school code is **009962**.

It is strongly recommended that students planning to attend LCC and wanting to apply for assistance for the academic year, which includes fall, spring and summer, should file the FAFSA by April 15th. Students who apply on or before April 15th will be given priority consideration for awarding campus-based aid. Assistance may be available for late applicants; however funds are limited.

All participants in financial assistance programs must meet certain criteria to qualify. The applicant must:

- Have financial need, except for certain loan programs
- Register (or be registered) with Selective Service if male between 18 and 25
- Have a high school diploma or GED
- Be either a U.S. citizen or an eligible non-citizen
- Be enrolled in an eligible program as a regular student seeking a degree or certificate
- Be making satisfactory academic progress
- Not be in default on any federal educational loan(s) or owe a refund on any federal grants at any school
- Have a valid Social Security number
- Have a valid Social Security number

DETERMINATION OF FINANCIAL NEED

Approximately 2 weeks after the FAFSA has been submitted for processing, the student will receive a Student Aid Report (SAR) and the OSFA will receive an Institutional Student Information Record (ISIR) from the U.S. Department of Education. It is important that the student/parent review the information on the SAR in order to verify that it is correct. In the event that corrections are required, students must contact the OSFA. This information is used in determining a student's financial need. Shortly thereafter, the student will begin to receive correspondence from the OSFA acknowledging receipt of the FAFSA and information on any other documentation needed to complete the application process. However, please keep in mind that our yearly start-up of application processing normally begins the first week of May.

Once the student has submitted all required documentation to the OSFA and the application is complete and verified, a determination of financial need can be assessed. Financial need is the difference between what the student and family are expected to contribute as determined by Federal Methodology

and the cost of attending LCC. Five basic categories are taken into consideration in determining the cost of attendance: tuition and fees, books and supplies, room and board, transportation, and personal expenses.

For financial assistance purposes, a student is either classified as an independent or dependent student. A student will be classified as independent if the student meets any one of the following:

- Must be 24 years of age or older
- Was an orphan or ward of the court or in foster care at the age of 13 or older
- Was in legal guardianship as determined by a court
- Was an unaccompanied youth who was homeless
- Is a veteran of the U.S. Armed Forces
- Has a legal dependent(s) other than a child or spouse, and provides more than 50% of their support
- Is married
- Will be enrolled in a graduate or professional program beyond a bachelor's degree

More detailed information may be found online at www.fafsa.ed.gov.

FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY

Regulations as established by the U.S. Department of Education require LCC to develop and apply a consistent standard to measure the academic progress of its financial aid applicants. It is the policy of the college to provide financial aid awards to students who remain in good academic standing and who are making satisfactory academic progress toward their degree or certificate. Please keep in mind that these standards apply to students once they apply for student financial assistance and that all coursework at LCC will be considered when enforcing these standards whether or not student financial aid is/was received.

Students who are not maintaining satisfactory academic progress will be placed on either a financial aid warning or financial aid suspension status. Students on financial aid suspension may appeal to the LCC Financial Aid Committee for reinstatement of their financial aid.

In an effort to ensure that financial aid applicants are maintaining eligibility for Title IV aid, the OSFA will closely monitor mid-term grades. Students who are performing below required standards may encounter delays in the awarding of financial assistance.

For a copy of this policy or further detailed information on Satisfactory Academic Progress, please stop by the OSFA or online at www.luna.edu/financial-aid/#progress.

FINANCIAL ASSISTANCE RETURN OF TITLE IV FUNDS POLICY

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV (federal student financial aid) funds that the student received.

If a student does not notify the appropriate office of the intention to withdraw, the date of withdrawal used for the calculation of Return of Title IV Funds will be the midpoint of the semester. A date earlier or later than the midpoint will be used if the college has documentation of the last day the student attended class or handed in an assignment. If a student withdraws because of circumstances beyond the student's control, the college will determine the date of withdrawal.

If a student who has received Title IV Funds leaves the college prior to completion of 60% of the semester or summer session, a calculation must be performed to determine the amount of unearned aid that must be returned to the Title IV programs. No return of Title IV Funds is required after 60% of the term is completed in which aid is provided. Sixty percent (60%) of completion is approximately 9.6 weeks of a 16-week semester or 4.8 weeks of an 8-week summer session. The withdrawal date will be established as described in the previous section.

The percentage of Title IV aid earned by the student (i.e., the amount of federal aid the student is permitted to keep) is the same as the percentage of the semester completed. This percentage is computed by dividing the total number of calendar days in the semester (including weekends but excluding scheduled breaks of more than 5 days) into the number of calendar days completed by the student. For example, a student enrolled for 20 of 110 days would have earned 18.2% of Title IV aid for the semester. In this example, 81.8% of the Title IV aid would be unearned. The college is responsible for returning to the federal programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

Federal regulations specify the order in which unearned funds are to be returned to the aid programs. The order is as follows:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grants
4. Federal SEOG Grants
5. Other Title IV Programs

Federal Work-Study funds are not included in this determination. A student may keep any money earned through this program.

If the total amount of unearned aid exceeds the amount the school is required to return, a student is obligated to return the unearned federal grant funds. Regulations limit the amount a student must repay to the amount by which the original overpayment exceeds 50 percent of the total grant funds disbursed or could have been disbursed for the period of enrollment. Student loans must be repaid in accordance with the terms contained in the promissory note of the loan.

The OSFA will notify a student if a return of Title IV funds is required. For a copy of this policy or further detailed information on Return of Title IV funds, please stop by the OSFA or online at www.luna.edu/financial-aid/#funds. The complete Return of Title IV Funds Policy may be obtained in the OSFA.

TYPES OF FINANCIAL ASSISTANCE AVAILABLE

There are four types of assistance available to students:

- grants, which do not have to be repaid
- loans, which must be repaid with interest
- student employment
- scholarships

Listed below are programs from which students may receive assistance, contingent upon financial need, and available funds.

FEDERAL PELL GRANT

This federal grant is the “foundation” of financial assistance upon which other sources of aid may be awarded to meet a student’s financial need. The U.S. Department of Education provides federal grants to undergraduates who are U.S. citizens or eligible noncitizens. An undergraduate is one who has not earned a bachelor’s degree. To qualify for a Federal PELL Grant, students must show financial need. To determine if students are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information students report on the FAFSA.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal Supplemental Educational Opportunity Grant (FSEOG) money is limited and available for those students who have exceptional financial need. Priority is given to students with exceptional financial need who receive a Federal PELL Grant, have the lowest expected family contribution, and have not met their financial need.

STATE STUDENT INCENTIVE GRANT

A student must be a New Mexico resident and have exceptional financial need to be eligible for a State Student Incentive Grant (SSIG). A student with exceptional financial need is one who has received a Federal PELL Grant.

Full-time students who receive a Federal Pell Grant and have the highest unmet financial need have priority. Part-time students may qualify if funds are available.

COLLEGE AFFORDABILITY GRANT

The College Affordability Grant (CAG) is available to non-traditional students and is limited to New Mexico residents. To be considered for this grant, a student must have a FAFSA on file, must be an undergraduate, must be degree seeking, and may not be receiving any other state grant or scholarship.

NEW MEXICO LOAN-FOR-SERVICE PROGRAM

The New Mexico Loan-for-Service Program is a loan program for New Mexico residents only. The purpose of the program is to increase the number of health practitioners in medically under-served areas of New Mexico. The student must be accepted and enrolled in LCC's Nursing program.

To qualify for this loan program, the student must have a completed FAFSA on file with the OSFA for the appropriate school year, must be meeting satisfactory academic progress, and all supporting documentation must be submitted. In addition, students must submit a complete Loan-for-Service Application to the OSFA each year by June 25th. Students are encouraged to contact the OSFA each spring semester in the event the deadline date changes.

FEDERAL DIRECT STUDENT LOANS

Subsidized: Direct subsidized loans are federally guaranteed loans based on financial need. Interest does not accrue on the loan while you are in school at least half time, or during any future deferment periods. The federal government "subsidizes" (or pays) the interest during this time. Subsidized Loans cannot exceed the Cost of Attendance.

Unsubsidized: Direct unsubsidized loans are federally guaranteed loans that are **not** based on financial need. Interest does accrue from the time the loan is disbursed to the school. Unsubsidized Loans cannot exceed the Cost of Attendance.

****Direct Loan Program regulations provide that a new borrower on or after July 1, 2013 is subject to a Maximum Eligibility Period which is equal to 150% of the published length of the student's academic program. For more information on this, please visit:**

<http://www.ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo/FAQ.html>

FEDERAL AND STATE WORK-STUDY

The work-study program provides jobs for eligible students. Work-study gives students an opportunity to earn money to help pay educational expenses. Students normally work 5 to 20 hours per week and are paid at a wage rate of \$8.00 per hour.

OTHER FINANCIAL ASSISTANCE RESOURCES

Listed below, but not limited to, are other scholarships/sources (based on funding) available to students:

- Bridge Scholarship
- Legislative Lottery Scholarship
- LCC's Roadrunner Scholarship
- Workforce Investment Act
- Bureau of Indian Affairs Scholarships
- LCC Foundation

The OSFA may be contacted for general information regarding the above programs.

OTHER POLICIES GOVERNING FINANCIAL ASSISTANCE

- Financial assistance awards must be used only for educational expenses.

- Students and parents have the primary responsibility to pay for higher education expenses.
- Financial assistance is considered a supplement to total family income. Students and parents (if applicable) should be prepared to make some financial sacrifices to pay for educational expenses.
- A student who receives assistance from any student assistance program and subsequently withdraws from classes may have to repay part of his/her award. All repayments must be made before any future assistance may be disbursed. Refer to the Return of Title IV Funds Policy available at the OSFA.
- All financial assistance recipients must maintain satisfactory academic progress standards. Students should consider these standards when thinking about dropping a class or classes or completely withdrawing from LCC.
- Students must enroll for classes related to their program of study. Students enrolled in classes that deviate from their program of study, merely to fill a full-time schedule, will not receive assistance for those classes.
- Classes that are audited or challenged via Credit by Examination are **NOT ELIGIBLE** for financial assistance. Additionally, any student who changes an enrolled course from credit to audit or to Credit by Examination may have their student financial assistance recalculated and owe money back to the Title IV program.

SUMMER FINANCIAL ASSISTANCE

All students attending the summer session and applying for financial assistance must have a FAFSA on file for the current school year, as this application will be used to award summer assistance. Summer Interest Forms are to be picked up from the OSFA and must be completed to assist in determining summer awards. Students who receive a full-time Pell Grant during the fall and spring semesters will not be eligible for a summer Pell Grant. Please contact the OSFA in late April for further details regarding summer aid.

CONSORTIUM AGREEMENTS

Students pursuing a certificate or degree at Luna Community College and are concurrently enrolled in courses at any other post-secondary institution must apply for and receive student financial assistance through LCC. Federal regulations require that the institution granting the degree or certificate must award the financial assistance. Any classes taken concurrently that are a part of a student's course of study will be considered as part of the total credit hours for the semester. However, in order for the OSFA at LCC to be aware that a student is concurrently enrolled at any other post-secondary institution, the student must submit an LCC Consortium Agreement to the LCC OSFA each semester. Consortium agreements may be obtained from the LCC OSFA and must be submitted to the LCC OSFA within the first five (5) days of each semester or summer session.

ENROLLMENT STATUS FOR FINANCIAL ASSISTANCE PURPOSES

The credit hours outlined below will be used to calculate and award financial assistance for the academic year as well as the summer session.

<u>Credit Hours</u>	<u>Enrollment Status</u>
1 - 5	Less than Half-Time
6 - 8	Half-Time
9 - 11	Three-Quarter Time
12 +	Full-Time

Note: The enrollment status for the summer session for financial assistance purposes differs from that outlined by the Office of the Registrar.

TITLE IV CODE OF CONDUCT

The Higher Education Opportunity Act of 2008 required LCC to develop, publish, and enforce a code of conduct relative to its participation in any of the Title IV loan programs. LCC's Title IV Code of Conduct includes the following:

1. A ban on revenue-sharing arrangements with any lender. This is defined as any arrangement between LCC and a lender that results in the lender paying a fee or other benefits, including a share of the profits, to LCC, its officer, employees or agents, as a result of LCC recommending the lender to its students or families of those students.
2. A ban on employees of the financial aid office receiving gifts from any lender, guaranty agency, or loan servicer. The law does provide for some exceptions related to specific types of activities or literature. This includes:
 - Brochures or training material related to default aversion or financial literacy
 - Food, training, or informational materials as part of training as long as that training contributes to the professional development of those individuals attending the training
 - Favorable terms and benefits to the student employed by LCC as long as those same terms are provided to all students at LCC
 - Entrance and exit counseling as long as LCC's staff are in control and they do not promote the services of a specific lender
 - Philanthropic contributions from a lender, Guarantee Agency, or servicer unrelated to education loans
 - State education grants, scholarships, or financial aid funds administered by or on behalf of the State
3. A ban on contracting arrangements whereby any employee of LCC's financial aid office may not accept any fee, payment or financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

4. A prohibition against steering borrowers to particular lenders, or delaying loan certifications. This includes assigning any first-time borrower's loan to a particular lender as part of their award packaging or other methods.
5. A prohibition on offers of funds for private loans. LCC may not request or accept such offers. This includes any offer of funds for loans to students at LCC, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.
6. A ban on staffing assistance from a lender. LCC may not request or accept any assistance with call center staffing or financial aid office staffing. However, the law does not prohibit LCC from requesting or accepting assistance from a lender related to:
 - Professional development training for financial aid administrators
 - Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials
 - Staffing services on a short-term, nonrecurring basis to assist LCC with financial aid-related functions during emergencies, including state-declared or federally-declared natural disasters, and other localized disasters and emergencies identified by the Secretary of Education
7. A ban on advisory board compensation. Employees of LCC may not receive anything of value from a lender, guarantor, or group in exchange for serving in this capacity. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

STUDENT FINANCIAL ASSISTANCE OFFICE HOURS

The OSFA is located in the Administration Building and is open for student assistance Monday through Friday, from 8 a.m. to 5 p.m. Announcements, notices, deadlines, etc. are posted on the bulletin board located in the OSFA. Students are strongly encouraged to review the bulletin board weekly. Important OSFA deadlines and announcements are also communicated to students via LCC's student e-mail system.

ADULT EDUCATION

Telephone: 505.454.2531

E-mail: abe@luna.edu

The Adult Education Program provides educational services to adult learners who have not completed a twelfth grade education and are not currently enrolled in high school. Our goal is to assist students to develop or increase their basic academic skills to acquire employment, to complete their high school diploma equivalency, and to prepare them for further study at the postsecondary level. The courses offered incorporate both independent, self-paced studies with structured classroom studies. These classes are offered free to the public. The AE Program serves the counties of San Miguel, Guadalupe, Mora, and Colfax. Through our offsite programs, we offer classes in Springer, Mora, Santa Rosa, and Las Vegas.

HIGH SCHOOL EQUIVALENCY (HSE) commonly called GED

About the Program

Adult Education (AE) offers adults and individuals 16 years of age and older the opportunity to improve their lives through education by:

- Learning Math, English, Reading/Writing, Science, Social Studies Skills
- Finding and keeping a job with workforce development skills
- Obtaining a High School Equivalency Certificate (HSEC)
- Enrolling in postsecondary education programs

HSE Preparation

A student is eligible to register for HSE preparatory classes if a student has not yet graduated from an accredited high school or received a high school equivalency certificate or diploma and has met the minimum age requirement of 16. Students who are 17 years of age or younger must obtain an official release from their last school attended, must bring their birth certificate and must be accompanied by their parent or legal guardian for enrollment.

The AE Program prepares students to successfully complete the HSE tests that measure knowledge in five subject areas: writing, social studies, science, interpreting literature and the arts, and mathematics. An important feature of the HSE is an essay that documents the student's ability to write and communicate effectively. The battery of five tests takes 7 hours and 35 minutes to complete. Application to test must be made at one of the Official Testing Centers located throughout New Mexico.

In order to pass the tests, the HSE candidate must demonstrate the level of skill that meets or surpasses that demonstrated by approximately 67 percent of graduating high school seniors. Upon successfully completing the test, the New Mexico High School Certificate is issued **only to New Mexico residents**. A student can take HSE tests no more than three (3) times in a contract year (Aug 1 – July 31). Specific subject matter preparation is highly recommended and strongly encouraged prior to re-testing.

Registration

AE has a managed enrollment system in place. During the enrollment process, students will be required to complete various forms. After completion of the required paperwork, students will take the Test of Adult Basic Education (TABE) in order for the instructor to better accommodate the individual needs of each student. Based on these scores and the needs of the student, he/she will be placed in the appropriate learning environment.

Instruction

AE offers structured classes as well as independent learning options: mornings, afternoons, and evenings. Student-friendly computer-based software is also offered to augment student learning.

Total Completion Time

Because students have achieved varying levels of mastery through previous educational experiences, students will complete their course work at varying lengths of time. After 50 hours of classroom instruction, students are post-tested to determine their progress. Structured AE classes are based on a managed 6-week student enrollment schedule. Upon successfully completing 40 contact hours in the classroom, AE students can receive a LCC picture ID and have access to the college's resources.

Location of AE Classes

HSE preparation classes are offered at the main campus and at various satellite and off-site locations as funding permits. We serve many locations: Springer, Santa Rosa, Mora, and Las Vegas.

Cost

Classes and books are offered to the student at no cost.

TRANSITION TO HIGHER ED

LCC's Transition to Higher Ed Program will help students transition from the AE program into college. Program participants are not charged tuition for credit for specific proficiency courses, and the program will impact a large number of students, particularly non-traditional students.

Our AE program, as a managed enrollment program, tests students as part of their admissions and/or orientation process. The results from these tests help our staff locate where the student may make a successful start in the sequence of courses offered at the college. AE students may be eligible through the program to take eight (8) credit hours of college proficiency courses: ENG078, ENG098, MATH075, MATH095. These classes will help bridge the gap between skills needed to obtain a HSE and the skills needed for college-level coursework.

Allied Health Building



Auto-Collision Technology



TRANSFERRING COURSES TO FULFILL NEW MEXICO'S GENERAL EDUCATION COMMON CORE CURRICULUM

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take these courses during their freshman and sophomore year of study.

The courses on pages 58-59 were developed through collaboration of New Mexico's public post-secondary institutions, to promote, encourage and not impede the transfer of students among New Mexico institutions of higher education. The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department's website at <http://hed.state.nm.us>. Students may also be able to access this list by going directly to <http://hed.state.nm.us/colleges/matrix.asp>.

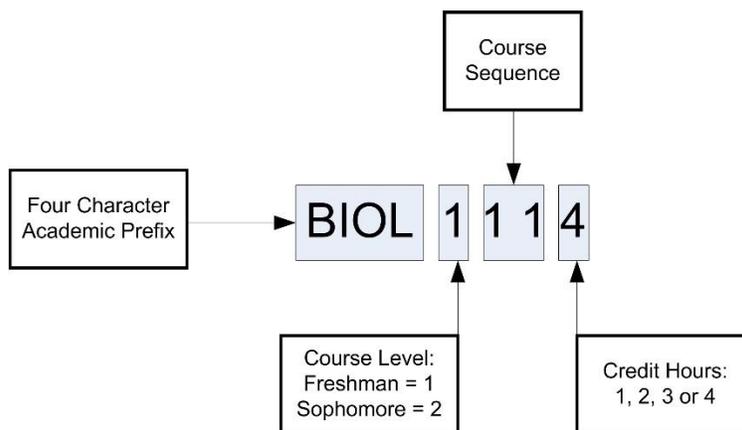
See below for LCC's New Mexico General Education Common Core Crosswalk.

NEW GENERAL EDUCATION COMMON CORE CROSSWALK

New Mexico's colleges and universities have devised a common course numbering system to assist New Mexico students who are transferring within the state to easily identify equivalent courses among all New Mexico post-secondary institutions. The NM General Education Common Core Crosswalk provides a neutral statewide course identifier for those courses that are similar in nature and therefore, required to be accepted in transfer.

As students review publications of other New Mexico colleges and universities, the course prefix and number that appear in parenthesis next to many of the institution's internal course prefixes and numbers, is the **New Mexico Common Course Number**. This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal "**common course number**" creating an easy one-to-one match.

The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:



Students may find the **New Mexico Common Course Number** listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at New Mexico’s colleges and universities ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus.

Discipline transfer modules in Business, Criminal Justice and Early Childhood Education have also been developed and are outlined beginning on page 63. Other discipline transfer modules are currently under development and will be published in future catalog editions.

Students are strongly encouraged to effectively communicate with both the institution they are taking classes from and the institution they are planning on transferring to, to assure appropriate course selection. Students are ultimately responsible for the courses they enroll for. Therefore, responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree. Any student denied transfer of a general education course or New Mexico Higher Education Department approved discipline transfer module course should follow the transfer of credit appeal process.

The following is a list of Luna Community College courses and their NM General Education Common Core equivalency.

Luna Community College Course Number - Title	New Mexico Common Core Course Number	General Education Area
ANTH103 - Introduction to Anthropology	ANTH1113	IV
ANTH221 - Cultures of the World	ANTH2113	IV
ART110 - Introduction to Art	ARTS1013	V
ART210 - Art History	ARTS2113	V
BIO105 - Biology for Non-Majors	BIOL1114	III
BIO110 - General Biology I	BIOL1214	III
BIO111 - General Biology II	BIOL1224	III
BIO201 - Medical Microbiology	BIOL2514	III
BIO217 - Human Anatomy and Physiology I	BIOL2414	III
BIO218 - Human Anatomy and Physiology II	BIOL2424	III
CHEM105 - Introduction to Chemistry	CHEM1114	III

CHEM111 - General Chemistry I	CHEM1214	III
CHEM112 - General Chemistry II	CHEM1224	III
ECON208 - Principles of Macroeconomics	ECON2113	IV
ECON209 - Principles of Microeconomics	ECON2123	IV
ENG111 - Freshman Composition I	ENGL1113	I
ENG115 - Freshman Composition II	ENGL1123	I
ENG203 - American Literature to 1865	ENGL2513	V
ENG204 - American Literature from 1865	ENGL2523	V
ENG220 - Short Fiction	ENGL2343	V
ENVS102 - Environmental Science	ENVS1114	III
GEOL101 - Survey of Earth Science	GEOL1114	III
GEOL202 - Earth History	GEOL1214	III
HIST101 - Western Civilization to 1500	HIST1053	V
HIST102 - Western Civilization from 1500	HIST1063	V
HIST161 - American History to 1865	HIST1113	V
HIST162 - American History from 1865	HIST1123	V
HIST220 - History of New Mexico	HIST2113	V
MATH180 - College Algebra	MATH1114	II
MATH195 - Calculus I	MATH1614	II
MUS108 - Music Appreciation	MUSI1113	V
MUS208 - Music History	MUSI1313	V
PHIL101 - Introduction to Philosophy	PHIL1113	V
PHYS115 - General Physics I	PHYS1114	III
PHYS116 - General Physics II	PHYS1124	III
PHYS161 - Calculus Physics I	PHYS1214	III
PHYS162 - Calculus Physics II	PHYS1224	III
POLS151 - American National Government	POLS1123	IV
POLS167 - State and Local Government	POLS1213	IV
PSYC101 - Introduction to Psychology	PSYC1113	IV
SOC101 - Introduction to Sociology	SOCI1113	IV
SPCH111 - Public Speaking	COMM1113	I
SPCH112 - Interpersonal Communication	COMM1213	I
THEO232 - World Religions	RELI1113	V
THTR110 - Introduction to Theatre	THTR1013	V

PHILOSOPHY OF GENERAL EDUCATION

Each degree program at LCC contains an integrated core of general education requirements. These include but are not limited to courses in concentration areas of communication, mathematics, lab science, social and behavioral science, humanities, and fine arts. This core ensures that our graduates possess adequate literacy and general knowledge to function well in employment, to pursue additional education, and to participate in the cultural and political life of the community and society.

INSTITUTIONAL PROFICIENCY REQUIREMENTS

English proficiency is demonstrated by:

A minimum English ACT score of 19, minimum Writing placement score of 70 or
ENG098: Essentials of College Writing

Mathematics proficiency is demonstrated by:

A minimum Math ACT score of 18, LCC Placement score within the Algebra Domain or
MATH075: General Mathematics

Reading proficiency is demonstrated by:

A minimum Reading ACT score of 18+, minimum Reading placement score of 81 or
ENG098: Essentials of College Writing

LCC'S GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

Area I. Communications.....(9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics.....(4 hours)

MATH116	Intermediate Algebra*	4
MATH180	College Algebra	4
MATH195	Calculus I	4

Area III. Laboratory Science.....(8 hours)

BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4

CHEM112	General Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

Area IV. Social and Behavioral Sciences.....(6 - 9 hours)

ANTH103	Introduction to Anthropology	3
ANTH221	Cultures of the World	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
POLS151	American National Government	3
POLS167	State and Local Government	3
PSYC101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Area V. Humanities and Fine Arts.....(6 - 9 hours)

ART110	Introduction to Art	3
ART210	Art History	3
HIST101	Western Civilization to 1500	3
HIST102	Western Civilization from 1500	3
HIST161	American History to 1865	3
HIST162	American History from 1865	3
HIST220	History of New Mexico	3
MUS108	Music Appreciation	3
MUS208	Music History	3
PHIL101	Introduction to Philosophy	3
THEO222	History of Christianity	3
THEO232	World Religions	3
THTR110	Introduction to Theater	3
Any 100 or 200 level literature course		

*MATH116 - Students intending to transfer to another postsecondary institution are advised that this course may not transfer toward General Education Core requirements but in most cases will apply toward elective requirements.

Visit the New Mexico Higher Education Department's website at <http://hed.state.nm.us> to view or print copies of all transfer guides inclusive of general education core courses and specific discipline modules.



Early Childhood Education



Humanities Department

**TRANSFER
DISCIPLINE
MODULES**

TRANSFER DISCIPLINE MODULES

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These modules are made up of articulated courses and program requirements. When complete discipline modules are taken in addition to LCC's 36-hour general education core, the total number of hours in a transfer module is approximately 64. Equivalent courses within these modules are identified with common course numbers as an easy reference that guarantees transfer.

The following is a list of Luna Community College courses that make up the Business Discipline Module, Criminal Justice Discipline Module and Early Childhood Education Discipline Module along with New Mexico Common Course Number equivalency. Students wishing to transfer to LCC should consult a similar list at their home institution for the common course equivalent offered at that institution.

Business Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
ACCT200 - Accounting Principles I	ACCT2113
ACCT201 - Accounting Principles II	ACCT2123
No Equivalent Course - Intermediate Accounting	ACCT2133
BUS105 - Introduction to Business	BUSA1113
BUS120 - Principles of Finance	BFIN2113
CSA150 - Computer Fundamentals	BCIS1113
ECON208 - Principles of Macroeconomics	ECON2113
ECON209 - Principles of Microeconomics	ECON2123
MATH130 - Statistics	MATH2113
MGMT207 - Principles of Management	MGMT2113
MKT201 - Principles of Marketing	MKTG2113

Criminal Justice Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
CJ111 - Introduction to Criminal Justice	CRJI1113
CJ121 - Introduction to Corrections	CRJI2303
CJ201 - Criminal Law	CRJI2053
CJ215 - Juvenile Justice System	CRJI2603
No Equivalent Course - Police and Society	CRJI2103
No Equivalent Course - Courts and the Criminal Justice System	CRJI2503
CSA150 - Computer Fundamentals	BCIS1113
MATH130 - Statistics	MATH2113

Early Childhood Education Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
ECME110 - Professionalism	ECED2152
ECME123 – Introduction to Language, Literacy and Reading	READ2113
ECME130 – Curriculum Development through Play-Birth through Age 4 (PREK)	ECED2163
ECME135 – Practicum for Curriculum Development through Play-Birth Through Age 4 (PREK)	ECED2162
ECME230 – Curriculum Development and Implementation – Age 3 (PREK) Through Grade 3	ECED2173
ECME235 – Practicum Curriculum Development and Implementation– Age 3 (PREK) Through Grade3	ECED2172
ECME240 - Guiding Young Children	ECED2183
ECME257 - Assessment of Children and Evaluation of Programs	ECED1143
ECME260 - Family and Community Collaboration	ECED1133
EDUC102 - Health, Safety and Nutrition	ECED1122
EDUC201 - Child Growth, Development and Learning	ECED1113

PROGRAMS OF STUDY

Academic plans for all certificate and degree offerings are listed on the following pages. Our certificate and associate of applied science degree programs are designed to provide entry-level preparation for employment and/or facilitate transfer to four-year institutions of higher education. Additionally, our associate of arts and associate of science degree programs are designed primarily for students intending to transfer and pursue a baccalaureate degree at a four-year institution.

Students completing courses prescribed in a particular curriculum will gain advanced technical skills combined with a strong academic foundation that will enhance their transition to either the workforce or higher education. While these programs emphasize preparation for employment, many of the courses will transfer to a baccalaureate degree program.

The college's ACCESS Center advisors as well as faculty advisors are available to assist students in choosing from among these options and in formulating individual certificate/degree plans. It is the student's responsibility to be aware of all published program requirements.

DEGREES

Associate of Arts

- Allied Health
- Criminal Justice
- Early Childhood Multicultural Education –*Early Childhood Teacher (Birth-Grade 3) Concentration*
- Early Childhood Multicultural Education –*Family, Infant, and Toddler Concentration*
- General Business
- Liberal Arts
- Teacher Education

Associate of Science

- General Science
- Pre-Engineering
- Mathematics

Associate of General Studies

- General Studies

Associate of Applied Science

- Accounting
- Business Administration
- Computer Science
- Drafting Technology
- Electronics Engineering Technology
- Fire Science
- Media Art and Film Technology
- Nursing

- Video Game Design & Development
- Vocational/Technical Studies

CERTIFICATES

- Allied Health
- Automotive Collision Repair Technology
- Automotive Technology
- Barbering
- Basic Electronics
- Building Technology
- Business Management
- Computer Application Specialist
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental Assistant
- Early Childhood Development
- Electrical Wiring Technology
- Emergency Medical Technician (EMT)
- Fire Protection
- General Education
- Practical Nursing
- STEM
- Welding Technology

**DEGREE
ACADEMIC PLANS**

School of Business



STEM Department



Allied Health
Associate of Applied Science Degree
 Minimum of 60 Credit Hours

The Allied Health program establishes an excellent foundation for many allied health careers and education programs. The purpose of this degree is to get students ready to either transfer into an allied health career program or to a pre-professional program at a four year college. The degree is highly flexible in order to accommodate the various pre-requisite requirements for the many programs students may enter. Possible professions include but are not limited to: athletic training, laboratory scientist, occupational therapy, pharmacy, physical therapy, physician assistant and nursing (BSN).

Degree Requirements	Credit Hours 60
General Education Core	(33 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics*	(4 hours)
Area III. Laboratory Science*	(8 hours)
Area IV Social and Behavioral Sciences	(6 hours)
PSYC101 Introduction to Psychology	3
Area V. Humanities and Fine Arts	(6 hours)
Program Requirements	(8 hours)
AH205 Allied Health Seminar	2
AH210 Nutrition	3
PSYC242 Developmental Lifespan -or-	3
PSYC258 Abnormal Psychology	3
Approved Electives	(19 hours)
AH105 Nursing Assistant Training	4
AH113 Medical Terminology	3
AH244 Pathophysiology	4
AH120 CPR for Health Professionals	1
AH215 Introduction to Athletic Training	4
AH225 Athletic Training Clinical Practicum	3
MGMT207 Principles of Management	3
SPAN212 Spanish for Health Professionals	3
EMT150 Emergency Medical Technician Basic	8
EMT150L Emergency Medical Technician Basic Lab	2
EMT180 Emergency Medical Technician Basic Field/Clinical	1

Note: * It is essential that students see an advisor to ensure the proper classes are being taken
 **Additional courses may be used as approved electives.

ACCOUNTING

Associate of Applied Science Degree Minimum of 62 Credit Hours

The Associate of Applied Science degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree is to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. Students are required to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 62
General Education Core	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(9 hours)
ECON208 Principles of Macroeconomics (required course)	
ECON209 Principles of Microeconomics (required course)	
Area V. Humanities and Fine Arts	(6 hours)
Program Requirements	(26 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT218 QuickBooks	4
ACCT231 Intermediate Accounting	4
BUS102 Quantitative Methods in Business	3
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3
BUS295 Business Capstone	1

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Minimum of 61 Credit Hours

The Associate of Applied Science degree in Business Administration prepares graduates to begin or advance their careers in the business world. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC) with a wide range of interests including accounting, business, finance, information systems, management, and marketing. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university.

Degree Requirements	Credit Hours: 61
General Education Core	(25 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(12 hours)
ECON208 Principles of Macroeconomics (required course)	
ECON209 Principles of Microeconomics (required course)	
Program Requirements	(27 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
BUS105 Introduction to Business	3
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3
MGMT207 Principles of Management	3
MGMT211 Business Ethics	3
MKT201 Principles of Marketing	3
BUS295 Business Capstone	1
Approved Electives	(9 hours)
ACCT218 QuickBooks	4
ACCT231 Intermediate Accounting	4
BUS102 Quantitative Methods in Business	3
BUS205 Business Administration Internship	3
CSA208 Microsoft Access	3
CSA217 Microsoft Excel	3
CSA233 Desktop Publishing	4
CSA242 Web Design	3
MGMT209 Human Resource Management	4
MGMT218 Principles of Small Business Management	4
MKT203 E-commerce	3

COMPUTER SCIENCE
Associate of Applied Science Degree
 Minimum of 61 Credit Hours

Computer Science is designed for students who wish to enter the multifaceted field of computers. The program provides students with general computer hardware, software, networking and security skills using Microsoft operating systems. The purpose of the degree is to provide students with computer skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in computer science or a related field. If the primary goal is to transfer, the student must learn in advance the particular requirements of the intended school or university.

Degree Requirements	Credit Hours: 61
General Education Core.....	(33 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(22 hours)
CS105 Introduction to Computer Science	3
CS112 Introduction to Operating Systems	3
CS121 Introduction to Programming	4
CS130 Introduction to Networking	4
CS140 Computer Science I	4
CS220 A+ Essential with Practical Applications	4
Approved Electives.....	(6 hours)
CS215 Java Programming	4
CS245 Security+	3
CS248 Web Design and Programming	3
CS261 Network Concepts I	3
CS267 Network Concepts II	3
STEM105 Computer Use for Scientific Research	3
STEM117 Introduction to Engineering	3
VGD106 Script Writing and Storyboarding	3
VGD130 Art and Computer Animation	3
VGD147 Game Analysis and Critique	3
VGD260 Video Game Project	4

CRIMINAL JUSTICE
Associate of Arts Degree
 Minimum of 63 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice. To enhance the written communication and report writing skills of the student, the concept of writing-across-the-curriculum is utilized.

Degree Requirements	Credit Hours: 63
General Education Core.....	(33 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(9 hours)
SOC101 Introduction to Sociology (required course)	3
Area V. Humanities and Fine Arts.....	(3 hours)
Program Requirements.....	(27 hours)
CJ111 Introduction to Criminal Justice	3
CJ121 Introduction to Corrections	3
CJ131 Introduction to Law Enforcement	3
CJ200 Professional Ethics	3
CJ201 Criminal Law	3
CJ215 Juvenile Justice System	3
CJ225 Criminal Procedure	3
CJ231 Criminal Investigation	3
CJ233 Report Writing and Documentation	3
Approved Electives.....	(3 hours)
CSA150 Computer Fundamentals	3
CJ205 Probation, Parole, and Community Corrections	3
CJ210 Deviant Behavior	3
CJ298 Criminal Justice Internship	3
SPAN101 Beginning Spanish I	3

DRAFTING TECHNOLOGY
Associate of Applied Science Degree
 Minimum of 61 Credit Hours

Drafting Technology provides students with technical knowledge and skills necessary to utilize computer software to prepare drawings commonly used in the building industry. Students receive training on recent releases of CAD software as well as hands-on experience in problem solving, critical thinking and communication skills. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment as well as continuation of education at a four-year university.

Degree Requirements	Credit Hours: 61
General Education Core.....	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Science.....	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(22 hours)
DTEC101 Engineering Graphics and Basic AutoCAD	3
DTEC107 Intermediate AutoCAD	3
DTEC109 Introduction to Architectural Drafting	3
DTEC220 Advanced Drafting and Design	3
DTEC233 3-D Visualization	3
STEM105 Computer Use for Scientific Research	3
STEM117 Introduction to Engineering	3
STEM250 STEM Capstone	1
Approved Electives.....	(3 hours)
CS105 Introduction to Computer Science	3
DTEC130 Intermediate Architectural Drafting	3
MATH190 Trigonometry	4
VOC117 Blueprint Reading and Construction Math	4

EARLY CHILDHOOD MULTICULTURAL EDUCATION
Early Childhood Teacher (Birth-Grade 3) Concentration
Associate of Arts Degree
 Minimum of 62 Credit Hours

The Associate of Arts Degree in Early Childhood Multicultural Education is intended for students whose goal is to pursue a Bachelor's degree in early childhood education or a related field. Educational emphasis is on the children's developmental progress toward competence, interdependence, socialization and the integration of content areas. In New Mexico the Early Childhood Multicultural framework delineates the content children are to learn, the processes through which children achieve the identified curricular goals, what teachers do to help children achieve these goals, and the context in which teaching and learning occur. The curriculum is flexible to facilitate adaptation to our multicultural communities and all children, including those with special needs. The minimum credit hours include the thirty-six credit hour general education transfer core.

Degree Requirements **Credit Hours: 62**

General Education Core..... (30 hours)

Area I. Communications..... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking	3

Area II. Mathematics..... (4 hours)

MATH180	College Algebra	4
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Area III. Laboratory Science..... (8 hours)

Area IV. Social and Behavioral Sciences..... (3 hours)

Area V. Humanities and Fine Arts..... (6 hours)

From at least 2 different disciplines

Program Requirements..... (29 hours)

ECME110	Professionalism	2
ECME123	Introduction to Language, Literacy, and Reading	3
ECME130	Curriculum Development through Play -Birth through Age 4 (Pre-K)	3
ECME135	Practicum for Curriculum Development through Play-Birth through Age 4 (Pre-K)	2
ECME230	Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3	3
ECME235	Practicum Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3	2
ECME240	Guiding Young Children	3
ECME257	Assessment of Children and Evaluation of Programs	3
ECME260	Family and Community Collaboration	3
EDUC102	Health, Safety and Nutrition	2
EDUC201	Child Growth, Development and Learning	3

Related Studies..... (3 hours)

CSA150	Computer Fundamentals	3
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EARLY CHILDHOOD MULTICULTURAL EDUCATION
Family, Infant, and Toddler Concentration
Associate of Arts Degree
 Minimum of 62 Credit Hours

The Associate of Arts Degree in Early Childhood Multicultural Education - Family, Infant, and Toddler Studies is a competency-based program that is part of the New Mexico Early Childhood Higher Education Articulation for two and four year institutions. The program is designed to provide professional development opportunities for early childhood professionals as well as for individuals interested in pursuing a Bachelor's degree in early childhood education or a related field. Educational emphasis is on child development, appreciating each family's unique culture, heritage, language, beliefs, and circumstances. The program will emphasize the full participation of every child through New Mexico's Early Learning System of Systems. Particular focus will be given to use of the New Mexico Early Learning Guidelines framework and New Mexico FOCUS: Essential Elements of Quality. The minimum credit hours include the thirty-six credit hour general education transfer core.

Degree Requirements	Credit Hours: 62
General Education Core.....	(30 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(3 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
From at least 2 different disciplines	
Program Requirements.....	(29 hours)
ECME110 Professionalism	2
ECME240 Guiding Young Children	3
ECME245 Caregiving for Infants and Toddlers	3
ECME250 Infant-Toddler Growth, Development & Learning	3
ECME255 Infant-Toddler Growth, Development & Learning Practicum	2
ECME257 Assessment of Children and Evaluation of Programs	3
ECME260 Family and Community Collaboration	3
ECME265 Family Infant Toddler Professionals, Families & Communities	3
ECME267 Family Infant Toddler Professionals, Families & Communities Practicum	2
EDUC102 Health, Safety and Nutrition	2
EDUC201 Child Growth, Development and Learning	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 62 Credit Hours

Electronics Engineering Technology is designed to provide students with technical knowledge and skills necessary for employment in the field of electronics and its related career paths. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment as well as continuation of education at a four-year university. The labs provide hands-on learning experience where students use modern testing and diagnostic equipment as well as modern simulation software.

Degree Requirements

Credit Hours: 62

General Education Core.....(33 hours)

Area I. Communications.....(9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics.....(4 hours)

MATH180	College Algebra	4
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Area III. Laboratory Science.....(8 hours)

Area IV. Social and Behavioral Sciences.....(6 hours)

Area V. Humanities and Fine Arts.....(6 hours)

Program Requirements.....(26 hours)

ELEC101	Electronic Circuits/DC	4
ELEC102	Electronic Circuits/AC	4
ELEC196	Solid State and Active Devices	4
ELEC202	Telecommunications Electronics	3
ELEC204	Digital Electronic Circuits	4
STEM105	Computer Use for Scientific Research	3
STEM117	Introduction to Engineering	3
STEM250	STEM Capstone	1

Approved Electives.....(3 hours)

CS105	Introduction to Computer Science	3
DTEC101	Engineering Graphics and Basic AutoCAD	3
ELEC179	Soldering, Fabrication & Repair	3
ELEC210	Computer Systems Troubleshooting	3
MATH190	Trigonometry	4
MATH195	Calculus I	4

FIRE SCIENCE
Associate of Applied Science Degree
 Minimum of 61 Credit Hours

The Associate of Applied Science degree in Fire Science prepares students for service in fire protection. It is designed for individuals serving in the profession and as a preparatory program for individuals seeking a career in the fire service. Students enrolled in the program will receive a well-rounded general college education, with a strong foundation in fire science. The degree is aligned with the Fire and Emergency Services Higher Education (FESHE) Model Curriculum.

Degree Requirements	Credit Hours: 61
General Education Core.....	(33 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(22 hours)
FS118 Principles of Emergency Services	3
FS133 Building Construction for Fire Protection	4
FS165 Fire Prevention	3
FS170 Fire Behavior and Combustion	3
FS214 Fire Protection Systems	3
FS232 Firefighter Safety and Survival	3
FS250 Research Methods in Fire Science	3
Approved Electives.....	(6 hours)
FS110 Hazardous Materials Responder	3
FS115 Introduction to Firefighting	4
FS125 Firefighter I	4
FS130 Fire and Life Safety Education	3
FS160 Fire Investigation I	3
FS205 Firefighting Strategy and Tactics	3
FS210 Firefighter Leadership	3
FS220 Fire Service Instructor I	3
FS224 Principles of Code Enforcement	3
FS230 Fire and Emergency Services Administration	3
FS281 Firefighter Internship	3

GENERAL BUSINESS
Associate of Arts Degree
 Minimum of 60 Credit Hours

This program is designed to prepare students who plan to obtain a bachelor's degree in the field of business, accounting, management information systems, or a related field. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC). For transferability, the student must learn in advance of the particular requirements of the intended school or university. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 60
General Education Core.....	(33 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
ECON208 Principles of Macroeconomics (required course)	
ECON209 Principles of Microeconomics (required course)	
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(27 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
BUS102 Quantitative Methods in Business	3
CSA150 Computer Fundamentals	3
CSA217 Microsoft Excel	3
MATH130 Statistics	3
MGMT207 Principles of Management	3
MKT201 Principles of Marketing	3
BUS295 Business Capstone	1

Learning Resource Center



Student Services

GENERAL SCIENCE
Associate of Science Degree

Minimum of 60 Credit Hours

The General Science degree program is an interdisciplinary degree track that can lead to an advance degree in medicine, research, teaching or related field. The program is focused on the fundamentals of science and is designed to be flexible in preparing students for upper division studies at the university. Through proper advising and course selection, students can use the General Science degree to pursue many diverse science fields. Students should be familiar with the admission requirements of the university they plan to attend.

Degree Requirements **Credit Hours: 60**

General Education Core(25 hours)

Area I. Communications.....(9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking	3

Area II. Mathematics.....(4 hours)

MATH180	College Algebra	4
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Area IV. Social and Behavioral Sciences(6 hours)

Area V. Humanities and Fine Arts.....(6 hours)

Program Requirements..... (7 hours)

STEM105	Computer Use for Scientific Research	3
STEM117	Introduction to Engineering	3
STEM250	STEM Capstone	1

Approved Electives..... (28 hours)

BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4
CHEM112	General Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
MATH190	Trigonometry	4
MATH195	Calculus I	4
MATH212	Calculus II	4
MATH213	Calculus III	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

GENERAL STUDIES
Associate of General Studies Degree
 Minimum of 60 Credit Hours

This flexible program is available for those who wish to tailor an associate degree to their own specific educational needs. The program will provide a variety of educational experiences and career opportunities. The program offers students a choice of general education core and electives. It is important for the student to use care in course selection. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended university. If the primary goal involves occupational skills or personal growth, the student should consult with an LCC advisor before selecting courses.

Degree Requirements	Credit Hours: 60
General Education Core.....	(22 hours)
Area I. Communications.....	(6 hours)
ENG111 Freshman Composition I	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH095 Algebra with Applications	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirement	(3 hours)
HD250 General Studies Capstone	3

Approved Electives.....(38 hours)

Approved electives can be selected from the following prefixed courses: ACCT, AH, ANTH, ART, CRT, AUTO, BAKE, BARB, BIO, BT, BUS, CHEM, CJ, CS, CSA, CSMT, CUL, DENT, DTEC, ECME, ECON, EDUC, ELEC, ENG, ENV5, EQU, EWRG, FCMK, FS, GEOL, HD, HIST, HPS, HRTC, LAW, MATH, MGMT, MKT, MMC, MUS, NRSG, PE, PHIL, PHYS, POLS, PSYC, QUIL, STEM, SOC, SPAN, SPCH, THEO, THTR and VGD, WLDG.

Requirements for the General Studies Associate Degree

- A student who has previously earned an associate degree from LCC is ineligible to receive the General Studies degree.
- The Associate of General Studies degree will not be awarded concurrently with any other associate degree offered by LCC.
- A student earning the Associate of General Studies degree from LCC is ineligible to receive the Vocational/Technical Studies degree.
- 21 credit hours in Approved Electives must be completed at LCC and all courses must be completed within 5 years of term of graduation.
- Courses may only be used once to satisfy any general education core and approved elective requirements.
- Proficiency courses cannot be used to satisfy the 38 credit hour approved elective requirements.

LIBERAL ARTS
Associate of Arts Degree
 Minimum of 61 Credit Hours

The Associate of Arts in Liberal Arts teaches effective oral and written communication concepts. Students will gain the ability to identify and define problems and tasks, the ability to think independently and creatively as well as the ability to organize ideas and create solutions. It allows students to use the degree as either a stand-alone or a transfer degree. This AA degree provides students transferring to four-year schools with the curriculum needed for the first two years of a baccalaureate study and will offer the skills and attributes essential in a competitive job market. The general education core completed in the process of this degree meets industry standards and is also accepted by all New Mexico state colleges and universities.

Degree Requirements	Credit Hours: 61
General Education Core	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirement	(3 hours)
HD260 Critical Thinking and Problem Solving	3
Related Studies	(3 hours)
CSA150 Computer Fundamentals	3
Approved Electives	(19 hours)
ART106 Introduction to Drawing	3
ART146 Drawing II	3
ENG121 Introduction to Creative Writing/Fiction	3
ENG220 Short Fiction	3
ENG140 Modern Literature: The American Novel Since 1945	3
HIST220 History of New Mexico	3
MUS108 Music Appreciation	3
MUS208 Music History	3
PSYC258 Abnormal Psychology	3
SPAN101 Beginning Spanish I	3
SPAN102 Beginning Spanish II	3
SPCH112 Interpersonal Communication	3
SPCH212 Organizational Communication	3
THTR125 Acting I	3

Note: No more than one credit hour in physical education may be used to satisfy the 22 credit hour approved electives requirement. Courses may only be used once to satisfy any general education core, program and approved elective requirements. Additional approved elective courses can be selected from Area IV and V of LCC's General Education Core Curriculum. Students are strongly encouraged to consult with their LCC advisor for proper advising and course selection.

MATHEMATICS
Associate of Science Degree
 Minimum of 60 Credit Hours

The degree in Mathematics prepares students for bachelor programs in mathematics or a related field. The program can be applied to almost any career such as statistical analysis, research, computer science, engineering, economics and education. Students should be familiar with the admission requirements of the university they plan to attend.

Degree Requirements	Credit Hours: 60
General Education Core.....	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirements	(20 hours)
MATH130 Statistics	3
MATH190 Trigonometry	4
MATH195 Calculus I	4
MATH212 Calculus II	4
MATH213 Calculus III	4
STEM250 STEM Capstone	1
Program Electives	(4 hours)
MATH116 Intermediate Algebra	4
MATH215 Linear Algebra	4
MATH220 Differential Equations	4

****Students may select other elective courses from STEM Department with faculty approval.*

MEDIA ARTS AND FILM TECHNOLOGY

Associate of Applied Science Degree

Minimum of 60 Credit Hours

The Associate of Applied Science degree in Media Arts and Film Technology is designed to prepare students with entry-level job skills in the media industry. The program focuses on the use of media technology as well as the basics of visual design and composition. The curriculum offers theory, research and hands-on experience with an emphasis on developing proficiency in the use of multimedia tools and computer software.

Students interested in employment opportunities as Film Technicians in the film industry are encouraged to complete program electives: MMC154, MMC170, MMC174, MMC178 and MMC270.

Degree Requirements	Credit Hours: 60
General Education Core.....	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirements.....	(18 hours)
MMC101 Introduction to Mass Media Communications	3
MMC105 Visual Concepts	3
MMC115 Principles of Multimedia	3
MMC130 Introduction to Media Arts	3
MMC135 Introduction to Digital Filmmaking	3
MMC295 Media Capstone	3
Approved Electives.....	(6 hours)
MMC120 Screenwriting	3
MMC138 Introduction to Digital Photography	3
MMC154 Introduction to Film Production Workflow	3
MMC161 Introduction to Film History	3
MMC170 Film Crew I	3
MMC174 On-Set Production Techniques	3
MMC178 Location Production Techniques	3
MMC211 Media Ethics	3
MMC230 Intermediate Media Arts	3
MMC235 Intermediate Digital Filmmaking	3
MMC250 Mass Media Internship	3
MMC270 Film Crew II	12
THTR125 Acting I	3

NURSING PROGRAM

Program Curriculum

The Luna Community College RN Nursing Program is approved by the New Mexico State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Luna Community College offers an Associate of Applied Science Degree in Nursing, with an exit option for Practical Nursing after completion of the first year of nursing. The mission of the nursing department is to prepare nurses to provide culturally competent, community-based entry level nursing care. Nursing is a rewarding career in high demand, which offers many challenges and opportunities within diverse health care settings. The nursing program is approved by the New Mexico Board of Nursing.

Upon successful completion of the first year nursing courses (Level I), a student receives a Practical Nursing Certificate and is eligible to take the PN National Council Licensure Examination (NCLEX) following successful passage of a PN Predictor Test. Upon successful completion of the second year nursing courses (Level II), a student receives an Associate of Applied Science Degree in Nursing and is eligible to take the RN NCLEX following successful passage of an RN Predictor Test. Graduates are encouraged to continue on toward completion of a Bachelor of Science in nursing offered at some four-year universities.

Admission to the college does not assure admission to the nursing program. Program capacity requires limited enrollment. Applicants are rank-ordered based on cumulative points earned on selection criteria. The program is rigorous and requires a full-time commitment, extensive reading outside of the classroom, and travel out of the area. **Because of the program intensity, limited employment is recommended.**

Due to rapid changes in health care and state mandated changes, the department must review and revise the curriculum on an ongoing basis. Changes can be anticipated regarding admission requirements, course requirements, and program policies. Students are advised to seek initial and continuous advisement from the ACCESS Center.

Admission Requirements:

Practical Nursing Program (Level I)

Applicants to the first year (Level I) must:

1. Be at least 18 years of age.
2. Meet LCC admission requirements.
3. Meet minimum college admission requirements for math, reading and writing proficiency skills. Those interested in pursuing a Bachelor's degree after completion of the RN nursing program are encouraged to complete additional courses such as General Chemistry, Statistics, Algebra, Introduction to Sociology or Anthropology, Technical Writing and some type of class that insures computer literacy skills.
4. Complete prerequisite courses (AH113, BIO217, BIO218, ENG111 and PSYC101) with a GPA of 2.7 or higher by the end of the spring semester prior to anticipated entry into the nursing program. AH210 and PSYC242 must be completed by the time of entry into the nursing component. AH113 and AH210 were previously offered as BIO103 and BIO210. Additionally,

BIO217 and BIO218 must be completed within five (5) years prior to entry into the nursing program. If a student returns after failing one course, student must also meet these BIO217 and BIO218 requirements within the last five (5) years.

5. Achieve a passing score on entry exam as determined by nursing faculty. Currently the examination utilized by the program is the Kaplan test prep. The exam must be taken by the end of the semester prior to anticipated entry into the program. Test dates, and registration are available at the nursing office. Scores are valid for one year. Applicants may take the test during the fall and spring semester. A maximum of 3 attempts to pass can be taken. Each test will be reviewed and the highest score will be used toward calculating admission points.
6. Submit a nursing application packet by due date for subsequent fall admission. Packets are available at the nursing department by mid-March.

It is the student's responsibility to assure that all application documents are on file in the nursing department by the deadline outlined in the application packet including documentation of work experience in a health field. The application deadline is strictly adhered to.

Selection Criteria (Level I - PN Program):

Applicants are rank-ordered based on maximum points earned on cumulative GPA for AH113, BIO217, BIO218, ENG111 and PSYC101 prerequisite course requirements and points earned for in-district residency. Eligibility requires a minimum GPA of 2.7 for prerequisite courses and passing score on the entrance examination. Bonus points are issued for prerequisite courses AH210 and PSYC242. Bonus points are also issued for related health care experience. A copy of the selection criteria form can be requested from the nursing department.

Selection of candidates takes place in June/July. All applicants receive notification by mail. It is important to keep a current address on file in the nursing office.

Admission Requirements:

Associate of Applied Science Program (Level II)

Space is limited and priority is given to returning students who completed level I in the previous year. Criteria for returning students include:

1. A letter of intent to continue in the program.
2. Completion of level I program courses with a grade of "C" or higher as per the Nursing Program Grade Scale.

Advanced Placement for LPNs

Applicants already licensed as practical nurses may apply for advanced placement. Applicants must:

1. Submit an official transcript from an approved LPN program for transfer of credit review. Course descriptions and/or syllabi may be required to determine if the course(s) are comparable. All coursework required for the first year at LCC must be met prior to acceptance into the RN program. **It may be necessary to complete some first level nursing courses as condition for admission into the program.**

2. Meet LCC admission requirements.
3. Meet with the department director to arrange for nursing skill competency testing.
4. Provide verification of a valid LPN license. At least one year clinical experience within the past five years is required.
5. Take a PN Predictor examination. Examination, fee, and registration information is available in the nursing department.
6. Submit nursing application packet to the nursing department as directed by department director.

Applicants who are accepted into either the PN (Level I) or RN (Level II) program are required to:

1. Provide documentation of a physical examination and current immunization status. Forms are available at the Department of Health Sciences and are provided upon notification of admission into the program.
2. Present Cardio-Pulmonary Resuscitation (CPR) certification and maintain current certification throughout the program. (American Heart Association)
3. Obtain student nurse liability insurance and maintain coverage throughout the program.
4. Comply with program policies and procedures. A nursing student handbook is provided to all students during the first week of class.
5. Submit fingerprinting and pass background checks at the state and federal levels.
6. Pass a 10 panel urine drug screen.

NURSING
Associate of Applied Science Degree
 Minimum of 74 Credit Hours

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075.

Degree Requirements	Credit Hours: 74
General Education Core.....	(17 hours)
Area I. Communications.....	(6 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
Area III. Laboratory Science.....	(8 hours)
BIO217 Human Anatomy and Physiology I	4
BIO218 Human Anatomy and Physiology II	4
Area IV. Social and Behavioral Sciences.....	(3 hours)
PSYC101 Introduction to Psychology	3
Program Requirements – PN.....	(23 hours)
NRSG100 Math/Dosage Calculations	1
NRSG101 Therapeutic Communication	1
NRSG110 Introduction to Nursing/Wellness	5
NRSG111 Health Assessment Practicum	2
NRSG115 Common Health Problems	5
NRSG116 Common Health Problems Practicum	2
NRSG118 Family Nursing I	2
NRSG119 Family Nursing I Practicum	1
NRSG244 Pharmacotherapeutic Interventions I	2
NRSG245 Pharmacotherapeutic Interventions II	2
Program Requirements – RN.....	(19 hours)
NRSG216 Mental Health Nursing	2
NRSG217 Mental Health Nursing Practicum	1
NRSG218 Family Nursing II	2
NRSG219 Family Nursing II Practicum	1
NRSG220 Management of Client Care within the Community	2
NRSG222 Transitional Practicum	2
NRSG224 Adult Nursing I	2
NRSG225 Adult Nursing I Practicum	1
NRSG234 Adult Nursing II	2
NRSG235 Adult Nursing II Practicum	2
NRSG254 Pharmacotherapeutic Interventions III	1
NRSG255 Pharmacotherapeutic Interventions IV	1

Related Studies.....(13 hours)

AH113	Medical Terminology	3
AH210	Nutrition	3
BIO201	Medical Microbiology	4
PSYC242	Developmental Life Span	3

Approved Electives.....(2 hours)

ANTH103	Introduction to Anthropology	3
CHEM111	General Chemistry I	4
CSA150	Computer Fundamentals	3
MATH130	Statistics	3
NRSG202	Geriatric Nursing	2
NRSG241	Pathophysiology I	3
NRSG242	Pathophysiology II	3
SOC101	Introduction to Sociology	3
SPAN101	Beginning Spanish I	3
SPAN212	Spanish for Health Professionals	3

Additional Program Requirement:

The Registered Nurse (RN) Kaplan Exit Examination is part of program completion. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for RN-NCLEX licensing. Students who fail the Kaplan Predictor must, at their own expense, complete program approved NCLEX review and pass The ATI green light to take the licensing exam.

PRE-ENGINEERING
Associate of Science Degree
 Minimum of 62 Credit Hours

The Associate of Science degree in Pre-Engineering is designed to provide students a set of skills and courses that will transfer into a four-year engineering program, mathematics, or related field. The intent of the program is to develop student interest in Science, Technology, Engineering and Mathematics (STEM), expose students to STEM curriculum, and foster the pursuit of advance degrees at the university level. Students are strongly encouraged to consult with their LCC advisor for proper advising and course selection.

Degree Requirements	Credit Hours: 62
General Education Core	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements	(23 hours)
CS105 Introduction to Computer Science	3
CS121 Introduction to Programming	4
MATH180 College Algebra	4
MATH190 Trigonometry	4
MATH195 Calculus I	4
STEM117 Introduction to Engineering	3
STEM250 STEM Capstone	1
Approved Elective	(3 hours)
<i>***Students may select one elective course from STEM Department with faculty approval.</i>	

TEACHER EDUCATION
Associate of Arts Degree
 Minimum of 62 Credit Hours

The Associate of Arts Degree in Teacher Education includes courses in the general field of elementary and secondary education as well as supplementary courses that may reflect an area of specialization. The degree also prepares the student for a career as an educational paraprofessional. Students pursuing this program are encouraged to pursue a Bachelor of Arts degree in elementary or secondary education.

Degree Requirements	Credit Hours: 62
General Education Core.....	(36 hours)
Area I. Communications.....	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences.....	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
From at least 2 different disciplines	
HIST220 History of New Mexico (required course)	
Program Requirements.....	(23 hours)
ECME123 Introduction to Language, Literacy & Reading	3
EDUC102 Health, Safety and Nutrition	2
EDUC105 Introduction to Teaching	3
EDUC201 Child Growth, Development and Learning	3
EDUC214 Introduction to Special Education	3
EDUC220 Multicultural Education	3
EDUC225 Teacher Education Practicum	3
EDUC205 Teaching Elementary School Mathematics	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

VIDEO GAME DESIGN & DEVELOPMENT

Associate of Applied Science Degree

Minimum of 61 Credit Hours

The Associate of Applied Science degree in Video Game Design and Development provides students with a wide range of game development experience in both game technology and theory. The purpose of the program is to develop student interest in Science, Technology, Engineering and Mathematics (STEM) and expose students to the video game industry.

Degree Requirements	Credit Hours: 61
General Education Core.....(36 hours)	
Area I. Communications.....(9 hours)	
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....(4 hours)	
MATH180 College Algebra	4
Area III. Laboratory Science.....(8 hours)	
Area IV. Social and Behavioral Sciences.....(6 hours)	
Area V. Humanities and Fine Arts.....(9 hours)	
Program Requirements (19 hours)	
VG106 Script Writing and Storyboarding	3
VG128 Introduction to Video Game Development	3
VG130 Art and Computer Animation	3
VG147 Game Analysis and Critique	3
VG240 Video Game Design	3
VG260 Video Game Project	4
Approved Electives..... (6 hours)	
CS105 Introduction to Computer Science	3
CS112 Introduction to Operating Systems	3
CS121 Introduction to Programming	4
STEM105 Computer use for Scientific Research	3
STEM117 Introduction to Engineering	3

VOCATIONAL/TECHNICAL STUDIES
Associate of Applied Science Degree
 Minimum of 60 Credit Hours

The Associate of Applied Science Degree in Vocational/Technical Studies is designed for students whose primary interest is in the vocational or technical fields and who have completed or are pursuing a certificate in one of the following areas: Automotive Collision Repair Technology, Automotive Technology, Barbering, Building Technology, Business Management, Computer Application Specialist, Cosmetology, Culinary Arts, Dental Assistant, Basic Electronics, Fire Protection, Electrical Wiring Technology or Welding Technology.

The structured curriculum enhances the students' chosen vocational or technical course of study with a general education component and related study electives selected in consultation with an advisor. The structured degree program enhances the students' job and advanced degree opportunities. Transfer credits are determined by the receiving institution on a course-by-course basis.

Degree Requirements	Credit Hours: 60
General Education Core.....	(23 hours)
Area I. Communications.....	(6 hours)
ENG111 Freshman Composition I	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science -or-	
Area IV. Social and Behavioral Sciences -or-	
Area V. Humanities and Fine Arts.....	(13 hours)
Related Studies	(3 hours)
CSA150 Computer Fundamentals -or-	3
STEM105 Computer Use for Scientific Research	3
Combined Certificate and Approved Elective Requirements.....	(34 hours)

Approved elective courses require academic advisor approval.

Note: Courses may only be used once to satisfy any general education core, program and approved elective requirements.

**CERTIFICATE
ACADEMIC PLANS**



Registrar's Office



Patio Park

**ALLIED HEALTH
Certificate**
Minimum of 30 Credit Hours

The Certificate in Allied Health provides students with an educational background to facilitate possible admission into a Nursing program or employment opportunities in healthcare, such as nursing assistant. The intent of the certificate is to provide foundational knowledge in the Allied Health Profession.

Coursework in the Allied Health Certificate can be applied toward the Associate of General Studies Degree or the Allied Health Degree. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Certificate Requirements	Credit Hours: 30
Program Requirements.....	(22 hours)
AH244 Pathophysiology	4
BIO217 Human Anatomy and Physiology I	4
BIO218 Human Anatomy and Physiology II	4
ENG111 Freshman Composition I	3
MATH095 Algebra with Applications	4
PSYC101 Introduction to Psychology	3
Approved Electives.....	(8 hours)
AH105 Nursing Assistant Training	4
AH113 Medical Terminology	3
AH210 Nutrition	3
ANTH103 Introduction to Anthropology	3
BIO201 Medical Microbiology	4
PSYC242 Developmental Life Span	3
SOC101 Introduction to Sociology	3
SPAN212 Spanish for Health Professionals	3
SPCH112 Interpersonal Communication	3

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

Certificate

Minimum of 36 Credit Hours

The automotive collision repair technology certificate program is designed in conjunction with the automotive technology and the welding technology programs to produce a highly knowledgeable and skilled entry level collision repair technician. The program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restoration, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management.

The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements

Credit Hours: 36

Program Requirements.....(33 hours)

AUTO100	Automotive Fundamentals	4
AUTO154	Steering and Suspension	4
CRT100	Introduction to Collision Repair	3
CRT105	Introduction to Refinishing	3
CRT110	Collision Repair Shop Management	3
CRT115	Metal Working	3
CRT120	Collision Repair II	3
CRT125	Refinishing II	3
CRT150	Structural Analysis and Damage Repair	3
CRT140	Estimation for Collision Repair	3
CRT295	CRT Capstone	1

Approved Electives.....(3 hours)

AUTO104	Electrical and Electronic Systems I	5
CRT130	Auto Restoration and Customizing	3
CRT135	Introduction to Airbrushing	3
STEM105	Computer Use for Scientific Research	3
WLDG105	Introduction to Welding	3

AUTOMOTIVE TECHNOLOGY

Certificate

Minimum of 55 Credit Hours

The program prepares students for the automotive industry. It provides students with the skills needed for a job as an entry-level line technician. It covers the automobile in every area such as chassis systems, electrical systems, fuel systems, climate control systems, drive train systems, and engine repair and engine performance. This program also provides upgrades in skills for technicians already working in the automotive industry. Demonstration of appropriate automotive skills to the faculty advisor is required.

The program follows the Automotive Service Excellence (ASE) and National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements

Credit Hours: 55

Program Requirements.....(53 hours)

AUTO100	Automotive Fundamentals	4
AUTO104	Electrical and Electronic Systems I	5
AUTO106	Engine Performance I	5
AUTO108	Manual Transmissions and Drivetrain	4
AUTO120	Engine Repair	5
AUTO124	Heating and Air Conditioning	4
AUTO126	Engine Performance II	5
AUTO128	Automatic Transmissions and Drivetrain	5
AUTO135	Brakes	4
AUTO137	Electrical and Electronic Systems II	5
AUTO154	Steering and Suspension	4
AUTO225	Automotive practicum	3

Approved Electives.....(2 hours)

AUTO101	General Automotive Service	2
AUTO161	Introduction to Diesel Mechanics	4
CRT100	Introduction to Collision Repair	3
MGMT218	Principles of Small Business Management	4
STEM105	Computer Use for Scientific Research	3
WLDG105	Introduction to Welding	3
ELEC 101	Electronics Circuits /DC	4
ELEC 179	Soldering Fabrication and Repair	3

BARBERING

Certificate

Minimum of 49 Credit Hours

The primary purpose of this program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in barbering or a related career field.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements **Credit Hours: 49**

Program Requirements.....		(49 hours)
BARB252	Shaving and Beard Trimming	2
BARB260	Barber Clinic Practice	4
CSMT109	Cosmetology Theory I	4
CSMT118	Shampoo, Rinses and Scalp Treatments	4
CSMT123	Sterilization, Sanitation and Bacteriology	4
CSMT126	Hair Cutting	5
CSMT139	Cosmetology Theory II	4
CSMT143	Facials	4
CSMT152	Chemical Rearranging	5
CSMT209	Cosmetology Theory III	4
CSMT217	Hair Coloring and Bleaching	4
CSMT222	Hairstyling	5

Optional Courses for Licensure.....		
CSMT239	Cosmetology Theory IV	4
CSMT243	Salon Business and Retail Sales	2

BASIC ELECTRONICS
Certificate
 Minimum of 19 Credit Hours

Electronics Engineering Technology is designed to provide students with technical knowledge and skills necessary for employment in the field of electronics and its related career paths. The curriculum is designed toward specific employment as well as continuation of education. The labs provide hands-on learning experience where students use modern testing and diagnostic equipment as well as modern simulation software.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Electronics.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements **Credit Hours: 19**

Program Requirements.....(13 hours)

ELEC101	Electronic Circuits/DC	4
ELEC179	Soldering, Fabrication & Repair	3
STEM105	Computer Use for Scientific Research	3
STEM117	Introduction to Engineering	3

Approved Electives.....(6 hours)

CS105	Introduction to Computer Science	3
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CS220	A+ Essentials with Practical Applications	4
ELEC102	Electronic Circuits/AC	4
MATH116	Intermediate Algebra	4
MATH180	College Algebra	4
DTEC101	Engineering Graphics and Basic AutoCAD	3

Requirements for the Basic Electronics Certificate:

- *A student who has previously earned an associate degree in electronics from LCC is ineligible to receive the certificate.*
- *A minimum of 12 credit hours for the certificate requirements must be completed at LCC and all courses must be completed within five years of term of graduation.*
- *Additional courses offered through the STEM Department may be used as approved electives.*

BUILDING TECHNOLOGY

Certificate

Minimum of 31 Credit Hours

This program prepares students with entry-level job skills in the building technology profession. Students are involved with all phases of construction to include: foundation, footings, blueprint reading, site layout, interior/exterior finish, roofing, as well as floor, wall and roof framing. Safety is covered in accordance with procedures and practices. Students will gain on-site observation and experience. With advisement, the Building Technology Certificate can assist students in obtaining National Center for Construction Education and Research (NCCER) and Associate General Contractors of American (AGC) Journeyman Certifications.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of ENG098.

Certificate Requirements Credit Hours: 31

Program Requirements.....(22 hours)

BT112	Building Construction I	3
BT113	Building Construction Application I	4
BT114	Building Construction II	3
BT115	Building Construction Application II	4
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4

Approved Electives.....(9 hours)

BT130	Basic Plumbing Principles	4
BT135	Heavy Equipment Operations	2
BT140	Heavy Equipment Operations II	8
BT142	Building Construction III	4
BT143	Building Construction Application III	4
BT154	Building Construction IV	4
BT155	Building Construction Application IV	4
BT207	International Building Code	4
BT215	Concrete Finishing I	4
BT231	Concrete Finishing II	4
BT232	Concrete Finishing Application II	4
FCMK100	Introduction to Furniture and Cabinet-Making	3
FCMK104	Planning, Layout and Design	3
FCMK118	Advanced Furniture and Cabinet Design	3
FCMK130	Advanced Woodworking Projects	3
FS133	Building Construction for Fire Protection	4

BUSINESS MANAGEMENT

Certificate

Minimum of 18 Credit Hours

The Business Management Certificate provides education in business theory and practical applications for business owners, entrepreneurship, managers, supervisors, and for gainful employment opportunities. The curriculum provides an overview of business to include finance, management and marketing.

Coursework in the Business Management Certificate can be applied toward the Associate of Applied Science Degree in Business Administration. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075 to meet all graduation requirements.

Certificate Requirements

Credit Hours: 18

Program Requirements..... (12 hours)

BUS105	Introduction to Business	3
BUS120	Principles of Finance	3
MGMT207	Principles of Management	3
MKT201	Principles of Marketing	3

Approved Electives (6 hours)

ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
CSA150	Computer Fundamentals	3
MGMT218	Principles of Small Business Management	4
MGMT211	Business Ethics	3

Requirements for the Business Management Certificate:

- *A student who has previously earned an associate degree from LCC – School of Business is ineligible to receive the certificate.*
- *The certificate will not be awarded concurrently with any associate degree offered through the School of Business.*
- *A minimum of 12 credit hours for the certificate requirements must be completed at LCC and all courses must be completed within five years of term of graduation.*
- *Additional courses offered through the School of Business may be used as approved electives.*

COMPUTER APPLICATION SPECIALIST

Certificate

Minimum of 30 Credit Hours

Computer training is essential for any career in today's world. The purpose of the Computer Application Specialist Certificate is to develop technical expertise in computer technology and its applications. The curriculum is focused on knowledge and understanding of common office application software, computer hardware and software components, introduction to operating systems, and introduction to computer networks. Under approved electives, students will have the opportunity to choose from a variety of computer courses.

Coursework in the Computer Application Specialist Certificate can be applied toward the Associate of Applied Science Degree in Computer Science. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements Credit Hours: 30

Program Requirements.....(18 hours)

CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	3
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CS220	A+ Essentials with Practical Applications	4

Approved Electives.....(12 hours)

CS140	Computer Science I	4
CS215	Java Programming	4
CS245	Security+	3
CS248	Web Design and Programming	3
CS261	Network Concepts I	3
CS267	Network Concepts II	3
CSA208	Microsoft Access	3
CSA217	Microsoft Excel	3
CSA233	Desktop Publishing	4

COSMETOLOGY

Certificate

Minimum of 62 Credit Hours

Cosmetology is a personal service occupation. The Cosmetology program is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. Upon successful completion of 1600 clock hours as required by the State Board of Cosmetology, students are eligible to take the State Board examination for licensure as a cosmetologist. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in New Mexico. Additionally, graduates can apply for licensing by reciprocity in other states.

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements Credit Hours: 62

Program Requirements.....		(62 hours)
CSMT109	Cosmetology Theory I	4
CSMT118	Shampoo, Rinses and Scalp Treatments	4
CSMT123	Sterilization, Sanitation and Bacteriology	4
CSMT126	Hair Cutting	5
CSMT139	Cosmetology Theory II	4
CSMT143	Facials	4
CSMT148	Manicuring and Pedicuring	4
CSMT152	Chemical Rearranging	5
CSMT209	Cosmetology Theory III	4
CSMT217	Hair Coloring and Bleaching	4
CSMT222	Hairstyling	5
CSMT229	Cosmetology Externship	4
CSMT239	Cosmetology Theory IV	4
CSMT243	Salon Business and Retail Sales	2
CSMT254	Personal and Community Health	2
CSMT260	Cosmetology Clinic Practice	3

CRIMINAL JUSTICE
Certificate
 Minimum of 36 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice.

Coursework in the Criminal Justice Certificate can be applied toward the Associate of Arts Degree in Criminal Justice. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements **Credit Hours: 36**

Program Requirements.....(15 hours)

CJ111	Introduction to Criminal Justice	3
CJ200	Professional Ethics	3
CJ201	Criminal Law	3
CJ233	Report Writing and Documentation	3
SOC101	Introduction to Sociology	3

Related Studies.....(9 hours)

Note: Students must select one area of concentration

Corrections Concentration

CJ121	Introduction to Corrections	3
CJ205	Probation, Parole and Community Corrections	3
CJ215	Juvenile Justice System	3

Law Enforcement Concentration

CJ131	Introduction to Law Enforcement	3
CJ225	Criminal Procedure	3
CJ231	Criminal Investigation	3

Approved Electives.....(12 hours)

ANTH221	Cultures of the World	3
CJ210	Deviant Behavior	3
*CJ121	Introduction to Corrections	3
*CJ131	Introduction to Law Enforcement	3
*CJ205	Probation, Parole, and Community Corrections	3
CJ210	Deviant Behavior	3
*CJ215	Juvenile Justice System	3
*CJ225	Criminal Procedure	3
*CJ231	Criminal Investigation	3
CSA150	Computer Fundamentals	3
POLS151	American National Government	3

PSYC101	Introduction to Psychology	3
SPAN101	Beginning Spanish I	3

**If a student selects the Corrections Concentration, then the Law Enforcement Concentration courses will be approved electives. If a student selects the Law Enforcement Concentration, then the Corrections Concentration courses will be approved electives.*

CULINARY ARTS
Certificate
 Minimum of 32 Credit Hours

Luna Community College’s Culinary Arts curriculum incorporates the American Culinary Federation’s standards for knowledge and skill competencies. This program emphasizes hands-on learning in our state-of-the-art kitchen laboratory. Each class focuses on professional food production in a commercial kitchen and prepares students for entry-level positions within the food service industry. Students learn how to handle food safely, follow standards of culinary professionalism and develop basic cooking skills. Classroom instruction emphasizes the business of cooking and giving students a fundamental understanding of managerial work in the food service industry.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements **Credit Hours: 32**

Program Requirements.....(26 hours)

BAKE102	Baking Principles	4
CUL101	Culinary Concepts and Mathematics	3
CUL107	Current Topics in Food Safety	1
CUL115	Serv-Safe® Certification	1
CUL140	Catering	2
CUL140L	Catering Lab	2
CUL208	Culinary Arts Practicum	4
CUL220	French and Italian Kitchen	3
CUL230	Global Kitchen	3
CUL237	Restaurant Experience	1
CUL237L	Restaurant Experience Lab	2

Approved Electives.....(6 hours)

BAKE140	Intermediate Baking Principles	3
BAKE160	Bread Baking	3
BAKE208	Specialty Pastry Skills	2
CUL120	Introduction to Vegetables and Starches	3
CUL122	Introduction to Meats, Poultry and Fish	3
CUL123	Introduction to Stocks, Soups and Sauces	3
CUL128	Garde Manger	3
CUL250	Healthy Cooking Techniques	3

**DENTAL ASSISTANT
Certificate**
Minimum of 52 Credit Hours

The dental assisting program is a full time, one year program, begins in the fall with sequential classes in the spring and summer semesters. All pre-requisites must be completed before entry into the cohort. Students will complete required non-monetary externship clinical practicum hours in the spring and in the summer, the student is responsible for travel to clinic site and exam fees. Dental assistants perform a growing variety of duties in the dental field: general chairside assisting, laboratory procedures and infection control. Duties include but are not limited to: therapeutic communication, multicultural interaction, psychology, oral health, preventive techniques, nutrition, chair side instrumentation, infection control, equipment safety, equipment maintenance, dental office emergencies and pain/anxiety management. The New Mexico State Board of Dental Health requires Dental Assistants to be certified has implemented new standards that include certification in coronal polishing, topical fluoride and as well as pit and fissure sealants. Students may choose to take national certification through DANB. (Dental Assisting National Board) The assistant is responsible for all preparation of dental office procedures, chair side assisting, and reception activities. The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075.

Certificate Requirements	Credit Hours: 52
Program Requirements.....(37 hours)	
DENT103 Dental Materials	5
DENT109 Preventative Dentistry/Oral Health Care	1
DENT118 Dental Assisting	3
DENT119 Dental Terminology	1
DENT128 Community Field Experience	1
DENT145 Bio-Dental Science	3
DENT160 Dental Radiology	4
DENT167 Oral Medicine	2
DENT170 Clinical Training/Practicum I	7
DENT209 Professional Ethics	2
DENT220 Dental Office Management	2
DENT226 Dental Pharmacology	1
DENT233 Laboratory Procedures	2
DENT270 Clinical Training/Practicum II	3
Related Studies.....(15 hours)	
AH113 Medical Terminology	3
CSA150 Computer Fundamentals	3
ENG111 Freshman Composition I	3
PSYC101 Introduction to Psychology	3

AH210	Nutrition –or-	3
BIO217	Anatomy & Physiology I -or-	4
SPCH111	Public Speaking –or-	3
SPCH112	Interpersonal Communication	3

Note: Dental Assistant prerequisite courses of AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112 must be completed prior to entrance into the program.

**EARLY CHILDHOOD DEVELOPMENT
Certificate**

Minimum of 32 Credit Hours

The Early Childhood Development Program provides an innovative and practical approach to early childhood development for children birth through eight years of age. The program is designed to enhance parental and professional growth. The program curriculum is based upon the seven general early childhood education competency areas of the New Mexico Public Education Department in early childhood education (birth to third grade). The majority of the practical experience will occur at the Nick Salazar Early Childhood Education Center Preschool or at an appropriate setting as approved by the faculty advisor.

Coursework in the Early Childhood Development Certificate can be applied toward the Associate of Arts Degree in Early Childhood Multicultural Education. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements Credit Hours: 32

Program Requirements.....		(29 hours)
ECME110	Professionalism	2
ECME123	Introduction to Language, Literacy, and Reading	3
ECME130	Curriculum Development through Play - Birth through Age 4 (PreK)	3
ECME135	Practicum for Curriculum Development through Play – Birth through Age 4	2
ECME230	Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3	3
ECME235	Practicum for Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3	2
ECME240	Guiding Young Children	3
ECME257	Assessment of Children and Evaluation of Programs	3
ECME260	Family and Community Collaboration	3
EDUC102	Health, Safety and Nutrition	2
EDUC201	Child Growth, Development and Learning	3
Approved Electives.....		(3 hours)
CSA150	Computer Fundamentals	3
SPCH111	Public Speaking	3

ELECTRICAL WIRING TECHNOLOGY

Certificate

Minimum of 33 Credit Hours

The program prepares students with entry-level job skills as an electrical apprentice in residential and commercial wiring fields under the supervision of a licensed Journeyman Electrician. Certain courses are offered for individuals who may want to update their present skills. Safety is covered in accordance with procedure and practices of each major component.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of ENG098.

Certificate Requirements Credit Hours: 33

Program Requirements.....(30 hours)

EWRG100	Fundamentals of AC/DC Electricity	4
EWRG102	Residential Electricity	4
EWRG105	Photovoltaics Design	3
EWRG117	Wiring Special Circuits	4
EWRG200	Commercial Electricity	4
EWRG201	AC/DC Motor Control	3
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4

Approved Electives (3 hours)

BT112	Building Construction I	3
ELEC102	Electronic Circuits/AC	4
ELEC179	Soldering Fabrication and Repair	3
EWRG107	Photovoltaics Maintenance and Operations	4

**Emergency Medical Technician - Basic
Certificate
11 Credit Hours**

The Certificate in Emergency Medical Technician - Basic prepares individuals to sit for National Registry EMT certification exam.

Prerequisite/Corequisite: Students need to take AH120 CPR for Health Professionals or hold a current CPR for Health Professionals certification.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Allied Health.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements		Credit Hours: 11
Program Requirements.....(11 hours)		
EMT150	Emergency Medical Technician Basic	8
EMT150L	Emergency Medical Technician Basic Lab	2
EMT180	Emergency Medical Technician Basic Field/Clinical	1

Note: *The EMT Certificate from LCC will only be issued to those students that successfully pass the National Registry EMT Certification Exam.*

**FIRE PROTECTION
Certificate**
Minimum of 19 Credit Hours

The Fire Protection Certificate is designed for individuals involved in fire protection, safety or prevention. The program is aligned with the Fire and Emergency Services Higher Education (FESHE) Model Curriculum.

Coursework in the certificate can be applied toward the Associate of Applied Science Degree in Fire Science. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Certificate Requirements		Credit Hours: 19
Program Requirements		(10 hours)
FS133	Building Construction for Fire Protection	4
FS165	Fire Prevention	3
FS214	Fire Protection Systems	3
Approved Electives		(9 hours)
FS110	Hazardous Materials Responder	3
FS115	Introduction to Firefighting	4
FS118	Principles of Emergency Services	3
FS125	Firefighter I	4
FS130	Fire and Life Safety Education	3
FS160	Fire Investigation I	3
FS170	Fire Behavior and Combustion	3
FS205	Firefighting Strategy and Tactics	3
FS210	Firefighter Leadership	3
FS220	Fire Service Instructor I	3
FS224	Principles of Code Enforcement	3
FS230	Fire and Emergency Services Administration	3
FS232	Firefighter Safety and Survival	3
FS250	Research Methods in Fire Science	3
FS281	Firefighter Internship	3

Requirements for the Fire Protection Certificate:

- *A student who has previously earned an associate degree in Fire Science at LCC is ineligible to receive the Fire Protection Certificate.*
- *The Fire Protection Certificate will not be awarded concurrently with LCC's Fire Science degree.*
- *A minimum of 12 credit hours for the certificate requirements must be completed at LCC and all courses must be completed within five years of term of graduation.*

GENERAL EDUCATION
Certificate
 Minimum of 36 Credit Hours

The General Education CORE Certificate prepares students for transfer to any four-year college or university in the state. It also satisfies many or all of the CORE requirements contained in the associate degree programs offered at LCC. The certificate is also a good choice for students who are undecided as to their major or program choice. Additionally, the certificate program will give students opportunity to sample various disciplines to determine their educational goals.

Certificate Requirements **Credit Hours: 36**

General Education Core.....(36 hours)

Area I. Communications.....(9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics.....(4 hours)

MATH180	College Algebra	4
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Area III. Laboratory Science.....(8 hours)

BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4
CHEM112	General Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

Area IV. Social and Behavioral Sciences.....(9 hours)

ANTH103	Introduction to Anthropology	3
ANTH221	Cultures of the World	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
POLS151	American National Government	3
POLS167	State and Local Government	3
PSYC101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Area V. Humanities and Fine Arts.....		(6 hours)
ART110	Introduction to Art	3
ART210	Art History	3
ENG203	American Literature to 1865	3
ENG204	American Literature from 1865	3
HIST101	Western Civilization to 1500	3
HIST102	Western Civilization from 1500	3
HIST161	American History to 1865	3
HIST162	American History from 1865	3
HIST220	History of New Mexico	3
MUS108	Music Appreciation	3
MUS208	Music History	3
PHIL101	Introduction to Philosophy	3
THEO222	History of Christianity	3
THEO232	World Religions	3
THTR110	Introduction to Theater	3

PRACTICAL NURSING
Certificate
 Minimum of 46 Credit Hours

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075.

Certificate Requirements **Credit Hours: 46**

General Education Core.....(14 hours)

Area I. Communications.....(3 hours)

ENG111	Freshman Composition I	3
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Area III. Laboratory Science.....(8 hours)

BIO217	Human Anatomy and Physiology I	4
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BIO218	Human Anatomy and Physiology II	4
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Area IV. Social and Behavioral Sciences.....(3 hours)

PSYC101	Introduction to Psychology	3
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Program Requirements – PN.....(23 hours)

NRSG100	Math/Dosage Calculations	1
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NRSG101	Therapeutic Communication	1
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NRSG110	Introduction to Nursing/Wellness	5
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NRSG111	Health Assessment Practicum	2
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NRSG115	Common Health Problems	5
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NRSG116	Common Health Problems Practicum	2
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NRSG118	Family Nursing I	2
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NRSG119	Family Nursing I Practicum	1
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NRSG244	Pharmacotherapeutic Interventions I	2
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NRSG245	Pharmacotherapeutic Interventions II	2
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Related Studies.....(9 hours)

AH113	Medical Terminology	3
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AH210	Nutrition	3
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PSYC242	Developmental Life Span	3
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Note: Practical Nursing prerequisite courses of AH113, AH210, BIO217, BIO218, ENG111, PSYC101 and PSYC242 must be completed prior to entrance into the program. AH113 and AH210 were previously offered as BIO103 and BIO210 respectively.

Additional Program Requirement:

The Practical Nursing (PN) Predictor Assessment Test is part of program completion. Only students who enroll in and successfully complete NRSG130, Role Transition-PN are allowed to take the PN-Predictor Assessment Test. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for PN-NCLEX licensing.

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

Certificate

Minimum of 19 Credit Hours

The purpose of this certificate program is to assist students in developing an educational foundation for transferability to a STEM field at a university. In addition, the goal is to develop student interest in Science, Technology, Engineering and Mathematics. Students must be familiar with the admission requirements and course transferability of the university they plan to attend.

Certificate Requirements Credit Hours: 19

Program Requirements.....(13 Hours)

ENG111	Freshman Composition I	3
MATH180	College Algebra	4
STEM105	Computer Use for Scientific Research	3
STEM117	Introduction to Engineering	3

Approved Electives.....(6 Hours)

MATH116	Intermediate Algebra	4
MATH190	Trigonometry	4
MATH195	Calculus I	4
BIO110	General Biology I	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
DTEC101	Engineering Graphics and Basic AutoCAD	3
DTEC109	Introduction to Architectural Drafting	3
ELEC101	Electronic Circuits/DC	4
ELEC102	Electronic Circuits/AC	4
CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	3

Requirements for the STEM Certificate:

- *A student who has previously earned an associate degree from LCC STEM Department is ineligible to receive the STEM Certificate.*
- *The STEM Certificate will not be awarded concurrently with any associate degree offered through LCC STEM Department.*
- *A minimum of 12 credit hours for the certificate requirements must be completed at LCC and all courses must be completed within five years of term of graduation.*
- *Additional courses offered through the STEM Department may be used as approved electives.*

WELDING TECHNOLOGY

Certificate

Minimum of 31 Credit Hours

The program prepares students with entry-level job skills in all phases of the welding industry and provides upgrading for those out in the field that need to acquire additional skills. Emphasis is placed on welding procedures used in the construction industry. Preparation for state certification is covered through the American Welders Society (AWS).

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of ENG098.

Certificate Requirements		Credit Hours: 31
Program Requirements.....(25 hours)		
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4
WLDG105	Introduction to Welding	3
WLDG118	Welding Level I	3
WLDG119	Welding Level I Application	4
WLDG211	Welding Level II	3
WLDG230	Welding Level III	4
Approved Electives.....(6 hours)		
BT112	Building Construction I	3
BT113	Building Construction Application I	4
CRT 115	Metal Working	3
WLDG125	Machine Operation in Metal Working	3
WLDG133	Pipe and Plate Code Testing	4
WLDG140	Advanced Layout and Fabrication	3
WLDG148	Ornamental Art Welding	3



BAKE208**Specialty Pastry Skills****2;(1,2)**

This course explores in detail the extremes of the baker's art: viennoiserie and special-needs baking. Viennoiserie is the category of rich yeast pastry doughs that includes danishes, croissant and brioche. In order to satisfy customers with special dietary concerns, the professional baker needs to understand different religious and health restrictions related to food. This course teaches the techniques of developing and modifying recipes to create gluten-free, sugar-free, low-fat, kosher and vegan desserts.

BARBERING (BARB)**BARB252****Shaving and Beard Trimming****2;(0,4)**

This course covers areas of shaving, honing and stropping, preparation, procedures, and practice. The student will have the use of products, materials and implements, client consultation, recommendations, client record keeping and safety. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Corequisites: BARB260, CSMT239 and CSMT243.*

BARB260**Barber Clinic Practice****4;(0,8)**

This course builds on the foundation presented in the theory courses in sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, hair styling, hair coloring, manicures, pedicures, and facials. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Corequisites: BARB252, CSMT239 and CSMT243.*

BIOLOGY (BIO)**BIO105****Biology for Non-Majors****4;(3,2)**

This course is designed for the non-science major student. The course is a survey of fundamental concepts in biology with emphasis on current issues and social implications, such as environmental issues, ecology, heredity, etc. Cell and molecular biology, as well as nutrition will also be covered. The lab will consist of hands-on experimentation over topics discussed in lecture. *NM Common Course Number: BIOL1114.*

BIO110**General Biology I****4;(3,2)**

General Biology I introduces the fundamental concepts of biology with consideration of the diversity of life, the origin of species, and ecology. Laboratory hands-on assignments complement the lecture. Simple Mendelian genetics will be introduced. *NM Common Course Number: BIOL1214.*

BIO111**General Biology II****4;(3,2)**

General Biology II includes a survey of fundamental concepts of cell biology including structure and function of cell organelles, tissues, organs, organ systems, and an introduction to biochemical pathways, enzyme function, and mitosis. *Prerequisite: BIO110 or BIO217. NM Common Course Number: BIOL1224.*

BT115 **Building Construction Application II** **4(0,8)**

This course provides the hands-on experience of trade practices, which includes the installation of exterior wall, and roof finishes as well as windows and exterior doors in accordance with the UBC. Course also provides hand-on activities in a safety-focused environment: insulation techniques, drywall installation, taping and texture of drywall, trim work and other finish work. *Corequisite: BT114.*

BT130 **Basic Plumbing Principles** **4;(2,4)**

This course will include the introduction to basic use of tools and equipment used in plumbing and basic design for proper rough in, water, vent, and potable water.

BT135 **Heavy Equipment Operations** **2;(1,2)**

This course will prepare individuals to apply technical knowledge and skills to operate and maintain a variety of heavy equipment such as a utility tractor, motor grader, scrapers, backhoes, excavator's dozers, sked steers, fork lifts, and other site preparation equipment. Includes instruction digging, sloping, grading, and excavation in general. Follows the NCCER credentialing. Students will also test for an OSHA 10 endorsement.

BT140 **Heavy Equipment Operations II** **8;(2,8)**

This course will familiarize students with four pieces of heavy equipment and their controls. The course provides details on the operation of equipment used in construction work to help students become proficient in the operation of these types of heavy equipment. The course also addresses operator-performed maintenance, daily walk-around inspections, and shut down activities for given machines. Most importantly the safety aspects of operating heavy equipment are also covered.

BT142 **Building Construction III** **4;(4,0)**

This course provides students theoretical knowledge with safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete. *Prerequisite: BT115.*

BT143 **Building Construction Application III** **4;(0,8)**

This course provides students with hands-on experience performing safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete. *Corequisite: BT142.*

BT154 **Building Construction IV** **4;(4,0)**

In this course students will learn theoretical knowledge of actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques. *Prerequisite: BT143.*

BT155 **Building Construction Application IV** **4;(0,8)**

In this course students will learn actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques. *Corequisite: BT154.*

BT207 **International Building Code** **4;(2,4)**

This course provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new buildings and structures. It addresses structural strength, means of egress, sanitation, adequate lighting, ventilation, accessibility and energy conservation.

BT215 **Concrete Finishing I** **4;(2,4)**

This course will include methods, procedures, and terms used in concrete finishing. Students will learn to prepare to place, apply different finishes, and learn the different curing and protecting methods of concrete. Properties, tools, equipment, and troubleshooting of concrete are also covered, while following OSHA guidelines and regulations and the Uniform Building Code (UBC).

BT231 **Concrete Finishing II** **4;(2,4)**

This course will take a more in depth look at methods, procedures and terms used in concrete finishing. Students will learn to prepare, to place, apply architectural finishes, and learn the different curing and protecting methods of concrete. Students will learn typical components and admixtures and their affects to concrete mix design and select the right tool for the right application. The student will also understand the basics of rub and patch. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC). *Prerequisite: BT215.*

BT232 **Concrete Finishing Application II** **4;(0,8)**

This course will present construction and finishing techniques used in industrial concrete floor work. Students will learn requirements used for construction of Superflat Floors to include surface treatments and quality control procedures for sampling and testing of concrete mixes. Course will also cover requirements for making repairs to concrete based on specific problems. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC). *Corequisite: BT231.*

BUSINESS (BUS)

BUS102 **Quantitative Methods in Business** **3;(2,2)**

This course helps the student develop problem-solving skills using mathematical equations to solve business problems and to enhance business performance and operations. Topics covered in this course include: the time value of money, interest calculations, trade and cash discounts, and concepts related to minimizing operational costs while increasing productivity.

CS248 **Web Design and Programming** **3;(2,2)**

Web Design and programming covers the fundamentals of web languages and the impact on business to social networking. Students will design and publish web pages using current web programming languages. Topics include aesthetics, navigation, and incorporation of Java applications. *Prerequisite: CS105.*

CS261 **Network Concepts I** **3;(2,2)**

This course is a continuation to CS130 Introduction to Networking and will prepare students for the Cisco Certified Network Associate (CCNA) certification exam 640-802. The topics covered are implementation, management, protection, and troubleshooting small to medium size enterprise branch networks. Other topics covered in-depth will be subnetting, VLANs, data encapsulation, Ethernet architecture, WAN, Frame Relay, and advanced TCP/IP configuration. *Prerequisite: CS130.*

CS267 **Network Concepts II** **3;(2,2)**

This course is a continuation of Network Concepts II and will prepare students for the Cisco Certified Network Associate (CCNA) certification exam 640-802. The topics covered are implementation, management, protection, and troubleshooting small to medium size enterprise branch networks. Other topics covered in-depth will be subnetting, VLANs, data encapsulation, Ethernet architecture, WAN, Frame Relay, and advanced TCP/IP configuration. *Prerequisite: CS261.*

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA150 **Computer Fundamentals** **3;(2,2)**

This course provides an overview of the basic components and functions of the computer with an emphasis on current business software applications. The course will cover computer operating principles, file management, the Internet, Microsoft Office Suite using Word processing, Excel spreadsheets, Access database, and PowerPoint Presentations. *NM Common Course Number: BCIS1113.*

CSA208 **Microsoft Access** **3;(2,2)**

This course provides an in-depth study of Microsoft Access database software with a hands-on approach. A MOUS Microsoft certified textbook is utilized.

CSA217 **Microsoft Excel** **3;(2,2)**

This course provides an in-depth study of Microsoft Excel spreadsheet software. A hands-on approach is taken with projects and assignments covering the MOUS certification requirement.

CSA233 **Desktop Publishing** **4;(3,2)**

This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence, and newsletters. Various software packages are used such as Microsoft Office Publisher and Adobe InDesign CS Suite.

CJ205 **Probation, Parole and Community Corrections** **3;(3,0)**

This course offers an exploration into community corrections with an emphasis in theory and practice of probation and parole. Some topics include: pretrial release, diversion, supervision, and community-based services. *Prerequisite: CJ111.*

CJ210 **Deviant Behavior** **3;(3,0)**

Applying sociological theory and principles, this course covers an analysis of human behavior that is contrary to the standards of conduct or social expectations of a given group or society. *Prerequisite: SOC101.*

CJ215 **Juvenile Justice System** **3;(3,0)**

A study of juvenile justice administration, including juvenile court practices, procedures, and jurisdiction, along with the role of police officers and other correctional personnel within the juvenile justice system. *Prerequisite: CJ111. NM Common Course Number: CRJ12603.*

CJ221 **Law Enforcement and Community Relations** **3;(3,0)**

This course will provide a perspective of developing positive community relations through citizen involvement in the justice system and the treatment of victims, witnesses, and jurors. *Prerequisite: CJ111.*

CJ225 **Criminal Procedure** **3;(3,0)**

This course examines Constitutional aspects of criminal procedure, from pre-arrest to appeal. The course focuses on the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments, including search and seizure, police interrogation and surveillance, and the trial process through sentencing and appeal. *Prerequisite: CJ201.*

CJ231 **Criminal Investigation** **3;(3,0)**

This course provides an overview of the fundamentals of the investigative process associated with crime scenes. The course will focus on information gathering, legal aspects of investigation, types of evidence, chain-of-custody requirements, interrogation, search, seizure and arrest. *Prerequisite: CJ111.*

CJ233 **Report Writing and Documentation** **3;(3,0)**

This course covers report writing, appropriate documentation, client case notes, and form preparation for agencies within the criminal justice field. Emphasis is placed on proper language and grammar usage. *Prerequisites: CJ111 and ENG111.*

CJ260 **Management in Law Enforcement** **3;(3,0)**

The course is about law enforcement managers and supervisors, their jobs, and the complicated interrelationships with all members of the law enforcement team and with the communities they serve. *Prerequisite: CJ111.*

CJ298 **Criminal Justice Internship** **3;(0,9)**

This course provides students the opportunity to gain supervised practical experience in a local law enforcement agency, corrections department, or other related criminal justice agency. Students are not paid for their work and supervision is shared between the specific agency and the criminal justice advisor. *Prerequisite: At least 12 credit hours completed in Criminal Justice and instructor approval.*

CULINARY ARTS (CUL)

CUL101 **Culinary Concepts and Mathematics** **3;(3,0)**

Topics will include an introduction to the safe use of foodservice tools and equipment, basic cooking principles and a glossary of cooking terms. Mathematics will teach what every caterer, chef and baker need to know in order to price a menu, scale recipes up or down and figure out how much that fish really costs.

CUL107 **Current Topics in Food Safety** **1;(1,0)**

The growing number of national and global outbreaks due to contaminants in the food supply and technological advances in agriculture and food processing require that the culinary professional become conversant with issues surrounding these trends. This course assists the new culinary arts student in gaining a fundamental understanding of conventional and organic agriculture and how choices in selecting food products affect the economy, public health and the environment.

CUL115 **Serv-Safe® Certification** **1;(1,0)**

A short course in the fundamentals of serving safe food and protecting the customer from injury and food-borne illness. Students will learn how to receive, store, cook, hold and serve food in a safe manner. Students who successfully complete the course will receive a Serv-Safe® Food Protection Manager Certification.

CUL120 **Introduction to Vegetables and Starches** **4;(2,2)**

For the beginning student, this course will emphasize product identification and cooking techniques for a variety of vegetables. Multiple cooking methods for preparing grains and other starches will be explored. Students will also learn nutrition basics as well as a variety of methods for maintaining a nutritional balanced diet.

CUL122 **Introduction to Meats, Poultry and Fish** **3;(2,2)**

This course introduces students to the principles of cutting and cooking meats, poultry, and fish. Students will learn which cooking method is best used for different meat products. Emphasis will be placed on butchering and product identification.

CUL123 **Introduction to Stocks, Soups and Sauces** **3;(2,2)**

In this course, students prepare stocks from scratch, the foundation of outstanding soups and sauces. From the base, classical French and regional soups from throughout the world will be prepared. The course then moves to explore the classic French mother sauces, Modernist techniques and different approaches to sauce making from around the globe.

Individual critique of student performance. *Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT109, DENT118, DENT119, DENT145, DENT160 and DENT167.*

DENT145 **Bio-Dental Science** **3;(3,0)**

The study of the normal function of external and internal structures of the teeth and oral cavity, including the study of general anatomy and physiology, embryology, histology, tooth morphology, and composition and classification of tissue of the head and neck. Includes the study of dental charting. *Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT109, DENT118, DENT119, DENT128, DENT160 and DENT167.*

DENT160 **Dental Radiology** **4;(2,4)**

The study and definition of radiation physics, health and safety theories with emphasis on fundamentals, the discovery and history of dental X-ray techniques and processing. Emphasis is on study and review for certification by the New Mexico Board of Dentistry Radiology before student participates in Clinical Training/Practicum I. Includes dental laboratory techniques, introduction to recording and interpreting, utilizing manual and computerized systems. *Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT109, DENT118, DENT119, DENT128, DENT145 and DENT167.*

DENT167 **Oral Medicine** **2;(2,0)**

Students will study oral pathology (diseases and causes) with emphasis on periodontal disease and periodontal charting. Topics will include recognition of signs and symptoms of medical emergencies, treatment for aiding patients in emergency situations, and review in CPR training. *Prerequisites: Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT109, DENT118, DENT119, DENT128, DENT145 and DENT160.*

DENT170 **Clinical Training/Practicum I** **7;(0,14)**

The student serves a non-paid practical clinical experience in the offices of qualified dentists. Direct faculty supervision and instruction is maintained in each facility with expanded critique of performance, and office management. *Prerequisites: Successful completion of 1st semester classes in Dental Assistant Program. Corequisites: DENT103, DENT226 and DENT233.*

DENT209 **Professional Ethics** **2;(2,0)**

An emphasis on development of professionalism for dental staff. Content will include oral communication, psychology, patient relations, problem solving skills, stress management, and employment ethics. *Prerequisites: Successful completion of first two semesters in Dental Assistant Program. Corequisites: DENT220 and DENT270.*

DENT220 **Dental Office Management** **2;(2,0)**

This course introduces the student to the concepts of the business of dentistry as a service profession, dental team and patient management, legal and ethical issues, and design and equipment placement in the office. In addition, the student will learn the effectiveness of communication, the key to patient success, document management and storage, written communication and telecommunication. Introduction to business office systems such as appointment management, recall, inventory, dental insurance, accounts receivable and accounts

ECME123
Introduction to Language, Literacy, and Reading

3;(3,0)

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented. *NM Common Course Number: READ2113.*

ECME130
Curriculum Development through Play Birth through Age 4 (Pre-K)

3;(3,0)

This beginning curriculum course places play at the center of the curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. *Corequisite: ECME135. NM Common Course Number: ECED2163.*

ECME135
Practicum for Curriculum Development through Play - Birth through Age 4 (Pre-K)

2;(1,6)

The beginning practicum course is a co-requisite with the course Curriculum Development through Play - Birth through Age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. *Prerequisites: EDUC201. Corequisite: ECME130. NM Common Course Number: ECED2162.*

ECME230
Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3

3;(3,0)

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included. *Prerequisite: EDUC201. Corequisite: ECME 235 NM Common Course Number: ECED2173.*

ECME235
Curriculum Development and Implementation Practicum - Age 3 (Pre-K) through Grade 3

2;(1,6)

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide

experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included. *Corequisite: ECME230. NM Common Course Number: ECED2172.*

ECME240 **Guiding Young Children** **3;(3,0)**

This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing through the use of environment, routines and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, cooperative learners and including families as part of the guidance approach. *NM Common Course Number: ECED2183.*

ECME 245 **Caregiving for Infants and Toddlers** **3;(3,0)**

This course is intended to assist students in developing strong nurturing relationships with infants/toddlers in partnership with caregivers. Students will gain an understanding of how children learn in the context of the relationship with their primary caregivers, how to meet the needs of very young children (birth to three years of age) in a variety of care giving settings, and how to meet the needs of adults who are addressing the needs of very young children and their families, through relationship-based practices. Emphasis will be placed on the New Mexico Early Guidelines: Infant and Toddler Domains.

ECME 250 **Infant-Toddler Growth Development and Learning** **3;(3,0)**

This course is intended to provide basic knowledge of typical and atypical development of young children from prenatal to 36 months and foundational understanding for the promotion of health, well-being, and development of all infants and toddlers within the context of family, community, and cultural environments. The course examines infancy and toddlerhood with an emphasis on the interrelationship of cognitive, physical, social and emotional development, mental health, and early parent-child relationships.

ECME 255 **Infant-Toddler Growth Development and Learning- Practicum** **2;(1,6)**

This course provides practical experience of typical and atypical development in young children birth to 36 months. Foundational experience for the promotion of health, well-being, and development of all infants and toddlers within the context of family, culture, and society are explored.

ECME257 **Assessment of Children and Evaluation of Programs** **3;(3,0)**

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. This course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process

and involving other teachers, professionals, and families in the process. *NM Common Course Number: ECED1143.*

ECME260 **Family and Community Collaboration** **3;(3,0)**

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desires for their children will be supported through culturally responsive strategies. *NM Common Course Number: ECED1133.*

ECME 265 **Family Infant Toddler Professionals, Families & Communities** **3;(3,0)**

This course is intended to develop a philosophical and ethical base for the Family, Infant, and Toddler (FIT) entry-level practitioner. Students will develop professional skills in advocacy, policy, family and collegial relationship-building and reflective practice. Emphasis is placed on use of the New Mexico Early Learning Guidelines: Infant and Toddler Domains

ECME 267 **Family Infant Toddler Professionals, Families & Communities Practicum** **2;(1,6)**

The practicum experience is intended to provide experiential opportunities to apply knowledge and skills that will optimize each child's development and well-being within the context of relationship building with families. Practicum experience enable students to gain deeper understanding of their role as a professional that implements family-centered programming. Emphasis is placed on use of the New Mexico Early Learning Guidelines: Infant and Toddler Domains

EDUCATION-TEACHER EDUCATION (EDUC)

EDUC102 **Health, Safety and Nutrition** **2;(2,0)**

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest. *NM Common Course Number: ECED1122.*

EDUC105 **Introduction to Teaching** **3;(3,0)**

This course provides an orientation to the profession of teaching. It is an introduction to the historical, philosophical, and sociological foundations, current trends, and issues in education. Students will use the above foundations to develop strategies related to problems, issues, and responsibilities in the broad and specific educational arenas.

EDUC201 **Child Growth, Development and Learning** **3;(3,0)**

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. This course includes knowledge of how young children grow, develop and learn.

Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, and language. The adult's role in supporting each child's growth, development and learning is emphasized. *NM Common Course Number: ECED1113.*

EDUC214 Introduction to Special Education 3;(3,0)

This course explores the identification of exceptional children with respect to educational opportunities; current concepts and goals of special education; specific consideration of educational programs; and a survey of trends and professional opportunities.

EDUC220 Multicultural Education 3;(3,0)

This course offers a study of educational trends, issues, and problems of students and the teaching methods and strategies necessary to teach respect and tolerance among people.

EDUC225 Teacher Education Practicum 3;(1,4)

This course provides students with the opportunity to plan, implement, and evaluate their personal strategies within a K-12 classroom setting and/or within a setting approved by the department director. A total of 40 contact hours within a classroom setting will be required for this class. *Prerequisite: EDUC102. Corequisites: First Aid/CPR Certification and Criminal Record Clearance.*

ELECTRICAL WIRING (EWRG)

EWRG100 Fundamentals of AC/DC Electricity 4;(3,2)

Orientation, safety, introduction to direct current, and AC circuits, electron theory, Ohms Law voltage, resistance, and power. Series and parallel circuits, practical applications in theories introduced are covered.

EWRG102 Residential Electricity 4;(2,4)

Theoretical and practical applications include residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, appliance and special outlets, farm wiring, mobile home, low voltage, remodeling, troubleshooting, motors, and motor circuits.

EWRG105 Photovoltaics Design 3;(2,2)

Photovoltaics course is designed to produce a student with the necessary technical skills to size and install and maintain a photovoltaic system. The student will understand the recommended design practices for stand-alone PV systems. System level trade-offs necessary for any photovoltaic system will be discussed. A system sizing method will be presented. Instructions and blank worksheets are provided. Fifteen specific examples for PV systems designed to meet a wide range of applications are presented. Includes sizing, design, hardware specifications, installations description, and cost information.

FS220 **Fire Service Instructor I** **3;(3,0)**

This course focuses on the profession of teaching and instruction. Several topics include: general instructional knowledge, preparation for instruction, instructional delivery, lesson plans, instructional aides, demonstrations, training evolutions, evaluation, and testing. This course addresses the job performance requirements of an Instructor I as outlined in NFPA 1041, Standard for Fire Instructor Professional Qualifications.

FS224 **Principles of Code Enforcement** **3;(3,0)**

This course will provide the students with the fundamental knowledge of the role of code enforcement in a comprehensive fire prevention program. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS230 **Fire and Emergency Services Administration** **3;(3,0)**

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS232 **Firefighter Safety and Survival** **3;(3,0)**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS250 **Research Methods in Fire Science** **3;(3,0)**

The Research Methods course in Fire Science gives the student the opportunity to demonstrate the achievement of the learning outcomes. The student will be assigned a research project based on course objectives and outcomes established in the Fire Science Core Curriculum. The student will demonstrate the application of learning through a variety of evaluations, such as oral or written examination. *Prerequisite: Instructor approval.*

FS281 **Firefighter Internship** **3;(0,9)**

This course is an application of knowledge, skills and abilities in a fire service department, as a firefighter intern and integrated member of a fire affiliated agency. *Prerequisite: Instructor approval.*

FURNITURE AND CABINET-MAKING (FCMK)

FCMK100 **Introduction to Furniture and Cabinet-Making** **3;(2,2)**

This course is designed for the beginner and includes the basic rules for the care and safe use of hand and power tool, lumber selection, adhesives, and cost estimating. Students will provide their own material and personal safety glasses to construct a small wood project.

HIST162 **American History from 1865** **3;(3,0)**

This course is a survey of the political, constitutional, diplomatic, social and cultural development of the United States from the Reconstruction Period to the present. *NM Common Course Number: HIST1123.*

HIST220 **History of New Mexico** **3;(3,0)**

This course will trace the history of the southwestern part of the United States, specifically New Mexico beginning with the Indian migrations, through the major European explorations to the present. Throughout this course, the cultures of the Native American, Spanish, Mestizo and Anglo cultural heritage will be emphasized, with understanding cross-cultural conflict and culturally different people. *NM Common Course Number: HIST2113.*

HORTICULTURE (HRTC)

HRTC105 **Garden Maintenance and Design** **3;(2,2)**

This course will teach the fundamentals of maintenance and design of a garden. The emphasis will be on tools and techniques for planting, transplanting, pruning, soil preparation, size, texture, model design, plant selection, and basic maintenance functions.

HRTC122 **Plant Propagation** **3;(2,2)**

This course will cover the fundamentals of plant production with an emphasis on techniques to increase the stock of plants. Plant production topics will include: grafting, layering, root cutting and hybridization. This course includes hands-on-experience.

HRTC131 **Soil Management** **3;(2,2)**

This course introduces the fundamentals of soil management. Topics include soil structure, fertility and water usage. Students will learn different strategies to improve the soil.

HUMAN DEVELOPMENT (HD)

HD110 **College Success** **1;(1,0)**

This course is a college preparatory course and is designed to provide necessary tools for academic success, as students' transition into a post-secondary institution. Topics include goal setting and time management; learning theories and styles; note-taking and test-taking strategies; communication skills such as listening, comprehension and public speaking; health and stress management; campus and community resources. In addition, students will be exposed to college policies and procedures. It is recommended this class be taken during the first semester of academic study.

HD111 **Employment Ethics/Résumé Writing** **1;(1,0)**

This course is designed to assist students in identifying their skills and strengths in order to prepare them to successfully market their education, training, and work experience when seeking employment upon completion of their program of study. The focus of the course is skills

HPS160	Nutrition for Exercise and Sport	3;(3,0)
<p>This course examines nutrition strategy for optimal health, including disease prevention and human performance. Topics include selecting healthy foods, nutrient metabolism, energy use, ergogenic aids, herbal supplements, and holistic health science philosophy.</p>		
HPS205	Sports in America: A Historical Perspective	3;(3,0)
<p>This course will provide historical perspectives of sports, the development of sports and the transition of sports from its pre-modern to its modern form. The focus is on sports in the United States.</p>		
HPS210	Administration and Evaluation	3;(3,0)
<p>This course is an overview of sport program operations, management and evaluation. Topics include human resource, risk management, finance, assessment, administrative duties, and program evaluations.</p>		
HPS211	Coaching/Officiating Baseball/Softball	3;(2,2)
<p>This course examines philosophy, strategy, leadership, team, and practice organization and coaching methods for baseball/softball as well as rules and mechanics of officiating baseball/softball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.</p>		
HPS226	Coaching/Officiating Football	3;(2,2)
<p>This course focuses on coaching/officiating of football. Topics include: offense, defense and special team strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.</p>		
HPS229	Coaching/Officiating Basketball	3;(2,2)
<p>This course examines strategy, leadership, team organization, and coaching methods for basketball, with experience in the rules and mechanics of officiating basketball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.</p>		
HPS245	Sports Leadership	3;(3,0)
<p>This course is intended to improve leadership skills and develop sports team leaders. The students will learn motivational and leadership practices, growth and development, mentoring techniques, and team culture. Students also develop a leadership lesson plan.</p>		
HPS250	Sports Internship	4;(0,8)
<p>This course provides students with the opportunity to gain practical experience in a sporting field. The internship will be negotiated between the student, the sporting agency and/or coordinator and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement and must complete a sports performance portfolio. Supervision is monitored, recorded and reported to the sports performance faculty/ advisor. Prerequisite: Instructor approval. 209</p>		

MMC230 **Intermediate Media Arts** **3;(2,2)**

This course is a study of computer-generated graphics technology in art and design. Students will generate and manipulate various image types including vector graphics and bitmaps. Students will also get hands experience applying proper techniques in digital design, layout, typography, and illustration for various design mediums. Students will use Adobe Photoshop, Illustrator, and InDesign software. *Prerequisite: MMC130.*

MMC235 **Intermediate Digital Filmmaking** **3;(2,2)**

In this course, students will explore and experiment with the video medium through a series of short exercises. This course offers advancement to the tools and process used in introduction to digital film. Students will do advanced projects in both the documentary and fiction film genres. Improvement of technical knowledge and skills will be emphasized, and creativity encouraged. Topics to be explored will include: understanding the video camera, advanced shooting techniques, sound gathering techniques, microphone placement and selection, non-linear sound editing, lighting techniques for studio and location, time-code, non-linear editing. We will discuss various filmmaking techniques and current industry topics. The class will utilize Final Cut Pro and Adobe Photoshop for digital film editing and effects processes. *Prerequisite: MMC135.*

MMC250 **Mass Media Internship** **3;(0,9)**

This internship will provide the student the opportunity to gain practical experience working with media organizations such as newspaper, radio or television broadcasting. Internships are unique and negotiated between the student, employer/organization, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Student supervision is shared between the specific agency/organization and the faculty/advisor. *Prerequisite: Instructor approval.*

MMC270 **Film Crew II** **12;(3,18)**

During this intensive hands-on course, students will practice their selected film technician craft by working on film projects. Students will work with technician mentors on film projects, learning to apply the skills for their chosen crafts learning in situations that replicate the “real” world of professional filmmaking. *Prerequisite: MMC170.*

MMC295 **Media Capstone** **3;(3,0)**

In this course the student will prepare and take the comprehensive examination for the Associate of Applied Science Degree in Media Art and Film Technology. Information/content will come from core curriculum (program requirements). To pass, the student must score 70% or better on the comprehensive examination. Study guides and/or group sessions will be utilized. *Prerequisite: Instructor approval. Only students in their final semester of their final year should enroll in this class.*

MATHEMATICS (MATH)

MATH075 **General Mathematics** **4;(4,0)**

This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios,

MUS125 **Beginning Guitar** **3;(1,2)**

Students will understand basic concepts of guitar playing, including the understanding of chord forms, proper technique, chord diagrams, tuning, music reading and other concepts of guitar playing.

MUS208 **Music History** **3;(3,0)**

This course will provide an overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. The course examines trends and temporary works in the evolution of musical style. *NM Common Course Number: MUS11313.*

MUS217 **Advanced Mariachi** **3;(0,4)**

This course is a continuation of MUS117. *Prerequisite: MUS117 or two years of related music experience.*

NURSING (NRSG)

NRSG100 **Math/Dosage Calculations** **1;(1,0)**

This course includes the reading and interpretation of medication orders and labels, calculation of dosages for the safe administration of medications for all age groups, and in a variety of clinical agencies. It includes the conversion of drug dosages among and within the three Common systems of measurement (i.e., metric, apothecary, and household). (Level I PN Program) *Corequisites: NRSG101, NRSG110, NRSG111 and NRSG244.*

NRSG101 **Therapeutic Communication** **1;(1,0)**

This course serves as an introductory course to basic communication techniques and principles of therapeutic and professional communication through role playing case studies. Effective techniques for teaching/learning, interviewing/assessment, listening skill building and the interpretation of non-verbal communication are incorporated. (Level I PN Program) *Corequisites: NRSG100, NRSG110, NRSG111 and NRSG244.*

NRSG110 **Introduction to Nursing/Wellness** **5;(5,0)**

The student is introduced to the philosophy and organizational framework of the program. Wellness across the life span is the focus of this course with topics that include: health promotion, cultural diversity within the community, teaching/learning principles, critical thinking, ethical and legal issues, and components of nursing practice and nursing process. (Level I PN Program) *Corequisites: NRSG100, NRSG101, NRSG111 and NRSG244.*

NRSG111 **Health Assessment Practicum** **2;(0,6)**

This course focuses on basic principles, skills and behaviors of client care with an awareness of cultural diversity within the community. Lab practice will focus on practice/demonstration and performance of basic nursing skills and critical nursing behaviors. (Level I PN Program) *Corequisites: NRSG100, NRSG101, NRSG110 and NRSG244.*

through breathing, postures and meditation. Basics emphasize safe physical execution, modifications, and movement with breath.

PE138 Self-Defense Karate 1;(0,2)

This class will teach basic movements and skills of karate with hands on training. Minimal sparring is used during class sessions, yet safety is emphasized. Students learn effective techniques of self-defense, including disciplined tactics and movements through quality instruction.

PHYSICS (PHYS)

PHYS111 Introduction to Physics 4;(3,2)

Introduction to Physics is a Liberal Studies course for the non-science major seeking a connection between science and the world we live in. The student will gain an understanding of concepts in physics such as Newton's Law's of motion, gravity, energy, thermodynamics, waves, electricity, magnetism, optics and relativity. The emphasis is on learning to think logically in order to analyze and solve problems, to develop and expand your intuition for the physical world, and to learn how things work. The laboratories will emphasize hands-on investigation of topics covered in lecture. *Prerequisites: ENG095, MATH095 and READ095 or equivalent COMPASS/ACT scores.*

PHYS115 General Physics I 4;(3,2)

This course is an introduction to vector algebra, construction of free body diagrams, Newtonian particle/rigid body dynamics, torque, acceleration, work, energy, power, impulse, and momentum. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisites: ENG095, MATH180 and READ095 or equivalent COMPASS/ACT scores. NM Common Course Number: PHYS1114.*

PHYS116 General Physics II 4;(3,2)

This course is a continuation of PHYS115, General Physics I. Topics to be covered include simple machines, thermodynamics, mechanical waves, sound, electricity, magnetic fields and forces, and optics. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisite: PHYS115. NM Common Course Number: PHYS1124.*

PHYS161 Calculus Physics I 4;(3,2)

This calculus-based physics course is for engineers and physical science majors. The course examines motion, vectors, forces, work, energy, rotational motion and fluid mechanics. A lab is required. Experiments are conducted that investigate topics such as measurement, vectors, kinematics and graphical analysis of motion, friction, projectiles, energy, ballistics, collisions, satellites, rotational motion and fluids. *Prerequisite: MATH195. NM Common Course Number: PHYS1214.*

PHYS162 Calculus Physics II 4;(3,2)

This is the second of three calculus-based physics courses for engineers and physical science majors. The course examines temperature, heat transfer, laws of thermodynamics, electric fields, electric potential, DC and AC circuits, magnetic fields, induction and Maxwell's equations. A lab is required. Experiments are conducted that investigate topics such as thermal expansion, heat

WLDG211**Welding Level II****3;(2,2)**

Designed to give the intermediate welder additional time to develop specific welding skills. Students will engage in field work and receive on the job training. Shop time will be dedicated to projects and working towards AWS certification.

WLDG230**Welding Level III****4;(2,4)**

This course is designed for the advanced welder and is the capstone class for the welding graduate. Course content will be based on NCCER welding applications. Students will prepare and submit coupons for the American Welding Society (AWS) certification test. Students will also submit a portfolio of completed projects including pictures, blueprints, and material lists. Job search and job placement are also emphasized.

ADMINISTRATION AND FACULTY

Administration:

Leroy F. Sanchez, President

B.A., New Mexico Highlands University
M.A., New Mexico Highlands University

Vidal Martinez, Vice President of Instruction & Student Services

B.A., New Mexico Highlands University
M.A., New Mexico Highlands University
Ed. D., New Mexico State University

Donna Flores-Medina, Vice President of Finance

B.A., New Mexico Highlands University
CPA, State of New Mexico

Administrative Support

Leticia Archuleta	Director, Human Resources
Denise Montoya	Director, Information Systems
Mathew Bowie	Coordinator, Information Systems
Donald Bustos	Director, Small Business Development Center
Albert Campos	Director, Santa Rosa Satellite
Ronald Duran	Manager, Bookstore
Denise Gibson	Database Administrator
Keith Gutierrez	Director, Springer Satellite
Elaina Luna	Director, Development and Area Health Education Center
Renee Maestas	Director, ACCESS Center
Moses Marquez	Director, Recruitment and Admissions
Lawrence Martinez	Director, Learning Resource Center
Lorraine Martinez	Director, Title V
Wanda Martinez	Director, Mora Site
Michael Montoya	Director, Student Financial Aid
Juliana Ortega	Director, Purchasing
Ron Ortega	Coordinator, Adult Basic Education
Bernadette C. Rael	Registrar
Abran Romero	Director, Institutional Research
Carl Vigil	Manager, Wellness Center

School of Business

Carolyn Chavez, Director/Faculty
B.A., New Mexico Highlands University
M.A., New Mexico Highlands University

Dolores Gutierrez, Faculty
B.A., New Mexico Highlands University
M.B.A., New Mexico Highlands University

Elaine Ortega, Faculty
B.A., New Mexico Highlands University
M.B.A., New Mexico Highlands University

Education

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B.A., New Mexico Highlands University
M.A., New Mexico Highlands University

Allied Health:

Andrellita Chavez, Academic Director
B.S., Boston University
M.A., California State University –Fresno

Gloria Pacheco, Administrator
Certificate, NM Board of Dental Health
B.A., New Mexico Highlands University

Erin Gilland, Faculty
B.S., University of Oklahoma
M.S., University of Alaska

Dawna Ortega-Gallegos, Faculty
Dental Assistant Certificate, Luna Community College
B.A., New Mexico Highlands University

Humanities:

Dr. Anita Roybal, Academic Director
B.A., New Mexico Highlands University
M.A., New Mexico Highlands University
Ed. D., New Mexico State University

Cindy Armijo, Faculty
B.A., New Mexico Highlands University
M.A., New Mexico Highlands University

Leslie Dennis, Faculty
A.A., St. Petersburg College
B.A., University of Tampa
M.A., University of New Mexico

Jeanette Nolan, Faculty
B.A., New Mexico Highlands University

Kenneth Bachicha, Faculty
B.F.A., New Mexico Highlands University

Nursing:

Susan Olson-Smith, Academic Director
A.D.N., Conchise College
B.S.N., University of Phoenix
M.S.N., University of Phoenix

Jackie Arguello-Romero, Faculty
A.D.N., Luna Community College
B.S., University of Central Oklahoma
M.S.N., University of New Mexico

Maxine Hughes, Faculty
B.S.N., West Texas State University
M.S.N., University of New Mexico

Deborah Worthy, Faculty
B.S.N., University of Phoenix
M.S.N./M.H.A., University of Phoenix

Susan Grohman, Faculty
B.S., University of New Mexico
M.S.N., University of Phoenix

Science, Technology, Engineering, & Math (STEM)

Fereshteh Amirhosseini (Angie Manafy), Faculty
B.S. New Mexico Highlands University
M.S., New Mexico Highlands University

Nicole Collins, Faculty
A.A., Eastern New Mexico University
B.S., Eastern New Mexico University

Sequoia Romero, Faculty
A.S., Luna Community College
A.A., ITT Technical Institute

Betsy Sanchez, Faculty
B.A., New Mexico Highlands University
M.A., University of Phoenix

Rita, Surdi, Ph.D, Faculty
B.A., San Jose State University
M.A., Indiana University
Ph.D., Indiana University

Vocational Education:

Gary Martinez, Academic Director
B.A., New Mexico Highlands University

Donnie Adkins, Faculty
High School Diploma
Certificate: Automotive Technologies: Luna Community College

Anthony Baca, Faculty
Master ASE Certified

Clarice Bonney, Faculty
Licensed Cosmetologist/Instructor, N.M. Board of Cosmetology

Jessica McGee, Faculty
B.S.; New Mexico State University
B.A.; New Mexico Highlands University

Joseph Montoya, Faculty
OSHA Trainer
NCCER Certified

Eugene Sandoval, Faculty
Master ASE
Auto Mechanic Tec/CNG Certificate, Luna Community College

Germaine Sandoval, Faculty
Licensed Cosmetologist, N.M. Board of Cosmetology

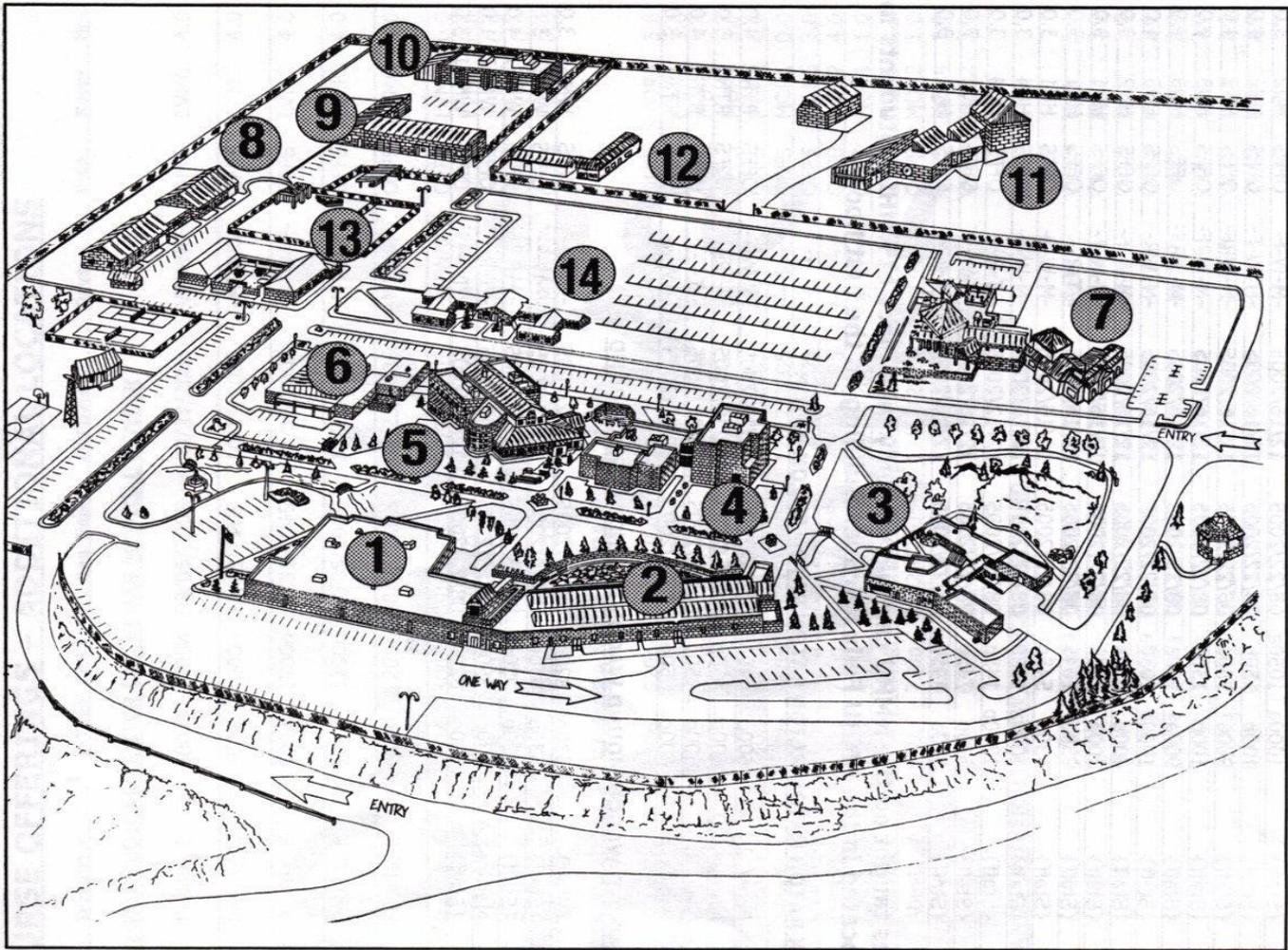
Santa Rose Satellite

Andrew Quintana, Faculty
Licensed Cosmetologist/Barber, N.M. Board of Cosmetology

Springer Satellite:

Sherry Goodyear, Faculty
B.A., University of New Mexico
M.A., Suffield University

Patricia Kuhlman, Faculty
Certificate, Luna Community College
A.A., New Mexico Highlands University



Legend:

1. MARIA H. PAIZ ADMINISTRATION BUILDING

Business/Fiscal Office
Cosmetology Classroom and Lab
Financial Aid Office
Institutional Research
LCC Foundation
President's Office
VP for Budget and Finance
VP for Instruction

2. TECHNOLOGIES CENTER

Computer Science Department
Drafting Technology Department Electronics
Technology Department
Human Resource
IT/Computer Services Center

3. HUMANITIES/GENERAL STUDIES

Campus Security
Humanities Department
Motor Pool
Purchasing Department
Warehouse

4. SAMUEL F. VIGIL LEARNING RESOURCE CENTER

Audio-Visual
Library

5. STUDENT SERVICES CENTER

ABE/GED Department
ACCESS Center and Testing
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Student Educational Counseling
Tutoring Lab
Veterans Resource Center

6. BUSINESS OCCUPATIONS FACILITY

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Nursing Department

8. BUILDING TRADES FACILITY

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9. AUTOMOTIVE MECHANICS FACILITY

Automotive Mechanics Technology
Collision Repair Technology

10. WELDING FACILITY

Welding Technology Department

11. ALTERNATIVE ENERGIES BUILDING

12. NICK SALAZAR EARLY CHILDHOOD EDUCATION CENTER

Early Childhood Education
Department
LCC Preschool
Teacher Education Department

13. BOOKSTORE/SBDC/AHEC CENTER

Area Health Education Center
Bookstore
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