Student Handbook 2015-2016

SAN JUAN COLLEGE

Updated on September 3, 2015

College Leadership Team at San Juan College

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San Juan College Board

Kenneth Hare, Chairman
John Thompson, Vice-Chairman
R. Shane Chance, Secretary
Evelyn B. Benny
Byron Manning
Dr. Joseph Pope
Matthew Tso

Student Handbook 2015-2016 Department Information

STUDENT ACTIVITIES

STUDENT ACTIVITIES

HOURS: 8 a.m.-5 p.m., Monday-Friday
PHONE: 505-566-3403
LOCATION: Room 6107, Learning Commons
www.sanjuancollege.edu/studentactivities

- Houses Student Government (AS/SJC), Student Clubs and Organizations, Safe Zone Program and Social Norms and Alcohol Prevention Program (SNAPP).
- Student Leadership opportunities through Student Government (AS/SJC), Student Clubs and Organizations, Student Programmers & Event Interns, and Student Activities Board (SAB).
- Programs social, recreational, cultural and educational activities. Most activities are free with valid SJC I.D.
- Provides leadership training opportunities
- Approval of poster/flyers

ASSOCIATED STUDENTS

PHONE: 505-566-3403
LOCATION: Room 6107, Learning Commons
www.sanjuancollege.edu/studentgovernment

- Consist of President, Vice President, Chief Financial Officer, Chief Communications Officer, Four At-Large Senator and Club Senators
- Provides a voice for students
- Distributes Student Activity Fee monies through Student Senate and SAB
- Active involvement in government processes
- Gain leadership skills and monetary stipend

STUDENT ACTIVITIES BOARD (SAB)

MEETING TIME: Wednesdays, 2:30-4 p.m.
PHONE: 505-566-3403
LOCATION: Room 6107, Learning Commons

- Helps plan annual events and activities of the Student Activities Office and Associated Students
- Present budget request for activities and events to Student Senate
- Brainstorms and presents new events and activities for SJC students
- Have an event idea? Email getinvolved@sanjuancollege.edu or stop by the Student Activities Office
- Want to Serve on SAB? Interested students should contact the Student Activities office

SAFE ZONE PROGRAM

The SJC Safe Zone Program provides advocacy and support for GLBTQ students, faculty and staff, while working to educate the wider SJC community about Gay, Lesbian, and Bisexual, Transgender, and Questioning (GLBTQ) issues.
PHONE: 505-566-3212
WEBSITE: http://www.sanjuancollege.edu/pages/6170.asp
LOCATION: Room 6107, Learning Commons

- Provide educational and social opportunities and events
- Trains Safe Zone Allies
- Safe Zone Allies are individuals on the SJC campus who supports GLBTQ students.
- These are individuals who are empathetic, supportive and informed about GLBTQ issues on campus and in the local community and are willing to be allies for these students when needed.
- The Safe Zone symbol is an upside down rainbow triangle with the SJC logo above it. Allies are given a decal that they make visible on their office doors or windows.
- The following individuals have been trained as SJC Safe Zone Allies: Stacey Allen, Kelly Anderson, Albert Avery,

Eric Bateman, Vanessa Bedonie, Elaine Benally, Michele Berkley, Sherrie Biringer, Ramsi Bodine, Abby Calcote, Cruz Chacon, Andrea Cooper, John Crouse, Liesl Dees, Carlton Downing, Linann Easley, David Eppich, Andrea Erickson, Penny Frost, Kate Fulton, Melissa Gonzales, Lucy Haber, Traci Hales Vass, Taylor Haskell, Don Hyder, Kathy Jensen, Sandra Johnson, Virginia Jones, Christopher Keating, Marti Kirchmer, Jeanne Kofron, Jenny Lambert, Lynn Lane, Sarah Lare, Lisa Lewis, Holly Lopez, Kimberley Lowe, Jennifer Martinez-Maestas, Ann Marie McCarthy, Michael Meherg, Nancy Mike, Dori Molletti, Terry Moody, Mollie Mook-Fiddler, Allan Nass, Tonya Nelson, Randy Pacheco, Judy Palier, Toni Pendergrass, Michele Peterson, Elizabeth Phelps, Cathy Radojits, Vonda Rabuck, Hannah Rankin, Lonnie Rednour, Kelly Robinson, Amanda Robles, Nicki Roddy, Kevin Rothlisberger, Chris Schipper, Alicia Skipper, Paulette Stanley, Mindi-Kim Schrum, Marcia Sterling-Penn, Stephanie Storhaug, Terry Swan, Michael Thompson, Alice Trujillo, Jennifer Valora, Lisa Wilson, Lisa Zenno

SNAPP (Social Norms and Alcohol Prevention Program)
PHONE: 505-566-3403
LOCATION: Room 6107, Learning Commons

- Programs wellness activities and events to help students to select healthy choices.

STUDENT PROGRAMMERS & EVENT INTERNS
Phone: 505-566-3403
Location: Room 6107, Learning Commons
WEBSITE: http://www.sanjuancollege.edu/pages/4233.asp
There are a total of twelve Event Interns and five Student Programmer positions available

- Plan, promote and implement student activities for San Juan College and community
- Gain valuable work experience and leadership skills
- Represent San Juan College on councils and committees
- Receive stipend upon completion of program requirements

STUDENT CLUBS & ORGANIZATIONS
PHONE: 505-566-3403
LOCATION: Room 6107, Learning Commons

- Meet people and make friends
- Get involved
- Learn more about your academic, cultural or social interest

Active San Juan College Clubs and Organizations:
A.G.A.V.E (All Great Accomplishments Value Equality): The purpose of the A.G.A.V.E. (All Great Accomplishments Value Equality) Club is to share Hispanic and Latino culture with San Juan College and the community. The club collaborates with the Hispanic Latino Center in various events such as Hispanic Heritage.
AISES (American Indian Science & Engineering Society): Promote Native Americans to participate in Science and Engineering
All Nations United Club: To promote integrating social, cultural and academic life for Native American students.
Cosmetology Vica Skills USA: To create a better cosmetology workforce.
EDGE Club: Providing student services to qualifying students.
Geeks & Gamers: To promote geekery of all kinds.
Latter-Day Saints Student Associates (LDSSA): To provide activities for all students within the guidelines of the Church.
Medical Lab Technician Club of San Juan College: To provide resources and support for those students accepted in to, and those interested in the program.
Native American Leadership Association: gives members an opportunity to increase their leadership skills and expose them to trainings, events, and conferences to demonstrate these skills both on and off campus.
Newman Club: To bring a community full prayer and service.
Parents & Educators Club: To give support to parents of children attending CFDC and Early Childhood education students.
Physical Therapy Club (PTASA): To promote physical therapy
Psi Beta/Psychology Club: To promote health and behavioral sciences among members of the SJC campus and community.

SACNAS (Society for Achievement of Hispanics/Chicanos and Native Americans in Science: To foster the success of Hispanics/Chicano and Native American scientists-from college students to professionals to attain advanced degrees, careers and positions of leadership in science.
SJC Legalize Cannabis Now Club: Educate everyone about the advantages and disadvantages of legalizing marijuana on keeping it legal.
Student American Dental Hygienist Association (SADHA): To empower, support, and develop professionals by providing mentoring, informational resume, scholarships and grants.

Student Nurses Association: To provide opportunities for student nurses at SJC to help each other.
Veteran's Club: To provide support and awareness for Veterans and dependents at San Juan College.

San Juan College Honor Societies:
The National Society of Leadership and Success (NSLS): Building better leaders for a better world.
Phi Theta Kappa (PTK): The National Honor Society of 2-year colleges.

Have a club idea? Come see us and we will help you get started.
For a full list of Student Clubs and Organizations stop by the Student Activities Office or go to www.sanjuancollege.edu/pages/4234.asp

CAMPUS DEPARTMENTS & STUDENT RESOURCES

ADVISING & COUNSELING CENTER (ACC)

HOURS: Fall and Spring semesters –
8 a.m.-5 p.m. Monday, Wednesday, Friday
8 a.m.-6 p.m. Tuesday
9 a.m.-5 p.m. Thursday
Summer semester and break – 8 a.m.-5 p.m., Monday-Friday
PHONE: 505-566-3526
LOCATION: Room 4106, Educational Services Building (clock tower building)
WEB ADDRESS: http://www.sanjuancollege.edu/pages/advising
We offer academic advising assistance with:

- Degree requirements
- Registration procedures
- Degree checks
- Transfer information
- Graduation Applications
- We offer services for students with disabilities
- Licensed professional counselors to assist students with personal issues

Please call to schedule an appointment to see an advisor!

BEHAVIORAL INTERVENTION TEAM

San Juan College is concerned about the health and safety of our students, our faculty and our staff. We are committed to providing an environment where individuals are free to work, learn and teach unencumbered and uninhibited by threats of intimidation or harm. To this end, the College has established the Behavioral Intervention Team (BIT). The BIT is responsible for monitoring behaviors of concern and providing caring, preventive, early intervention with individuals whose behavior is disruptive or concerning. Campus safety is the goal.

The Team consists of an interdisciplinary committee of qualified college officials who meet bi-weekly or more often to review reports and monitor behaviors which have the potential to negatively impact the college environment. When such behaviors are identified, the Team will provide purposeful and timely interventions in order to maintain a safe campus environment conducive

to learning and achieving academic success. BIT reporting is for non-emergency situations only. In the event of an emergency call 911 immediately.

Reports can be made via any one of three easily accessible avenues:

1. online at http://www.sanjuancollege.edu/bit/
2. email at bit@sanjuancollege.edu
3. by phone at 505 566-3020

Reports are confidential. The reporting person is only contacted in the event additional information is required. The person of concern will be contacted if deemed appropriate after the team discusses the information and decides on the best approach.

Typical behaviors that should be reported include, but are not limited to:

- Disruptive behavior
- Concerning behavior
- Possession of a weapon or weapons on campus
- Emotionally troubled individuals (i.e. depression/suicidal thinking)
- Hostile, threatening or aggressive behavior
- Alarming references or infatuation with fires, firearms or bombs
- Acts motivated by hatred or discrimination
- Alcohol or drug abuse
- Drastic, unexpected behavior change
- Stalking
- Vandalism

When wondering whether or not to make a report keep in mind the following: **If you see something, say something.**

For more information visit the BIT website: http://www.sanjuancollege.edu/bit/

BOOKSTORE

HOURS: Fall and Spring 8 a.m.-6 p.m., Monday-Thursday; 8 a.m.-5 p.m., Friday;
Special hours are listed in the current class schedule.
PHONE: 505-566-3260
FAX: 505-566-3189
LOCATION: Room 1940
WEB ADDRESS: www.sanjuancollege.edu/bookstore

- Textbooks, art & school supplies, SJC Clothing &Gifts, Snacks & Convenience items
- Can charge textbooks and supplies to student's accounts (the first week prior to classes and the following two weeks) Bring your student id for student charging. Credit Cards and Debit cards, checks also accepted.
- Provides book buy back at the end and beginning of each semester
- Graduation cap and gown purchases can be made at any time up to and including graduation day. It is not necessary to order in advance. Purchases can be made on student accounts during the January charging period.

CAMPUS STUDENT EMAIL

PHONE: 505-566-3266
LOCATION: MY SJC Portal
WEB ADDRESS: http://outlook.com/my.sanjuancollege.edu

- SJC provides every student a Microsoft Office 365 email account with 50 gigabytes of storage space. You may access your email from MY SJC Portal or http://outlook.com/my.sanjuancollege.edu.

Your email address will be: username@my.sanjuancollege.edu

- Example: blschwarzenegg89@my.sanjuancollege.edu

CAREER CENTER

Web address - www.sanjuancollege.edu/careercenter (or find us on the 'Quick Links' home page under 'Career Center')
PHONE: - 505-566-3423
HOURS: – 8 a.m.-5 p.m. M-F
LOCATION: - West Classroom Complex Building in room 1715
The SJC Career Center supports the career development of students and provides a path for students and alumni to transition from the educational experience to the business world. Just a few of our services include:

- Career Assessment (Career Connect) and Planning
- Career Coaching
- Resume and Cover Letter Reviews
- Resume Writing Workshops
- Resume Referrals
- Career Preparation Workshops
- Mock Interviews
- Job Fairs and Other Career Events
- On-line Job Postings & Job Search Strategies
- Establishes links between students and local employers
- Assists with LinkedIn
- Etiquette Dinner

Students are welcome to take advantage of the student Career Center computers and resource room to work on their resumes, search for jobs, submit online job applications and more! The Career Center also provides several career publications to read and hundreds of sample resumes and cover letters. We will even print your resume and cover letter on resume paper for you!

Like us on Facebook: www.facebook.com/careercentersjc

COPY SERVICES

HOURS: Fall and Spring: 8 a.m.-6 p.m., Monday-Thursday; 8 a.m.-5 p.m., Friday. Summer: 8 a.m.-5 p.m., Monday-Friday
PHONE: 505-566-3247
LOCATION: Room 1618

- Affordable Black & White and Full Color copying and printing
- Finishing services for reports and presentations including comb, spiral, and tape binding
- A rainbow of colored papers in light and heavy weight stocks
- Other Services include: transparencies, laminating, posters, signs and nametags

DINING SERVICES -Sodexo

HOURS: 7 a.m.-7 p.m., Monday- Thursday (Breakfast, Lunch and Dinner are available), 7 a.m.-2 p.m. (Hot food), 7 a.m.-5 p.m. C-store, Friday
Mackee Bancroft – General Manager
PHONE:505-566-3671
CATERING: 505-566-3155
Mary's Kitchen: 505-566-3265
Common Grounds: 505-566-4264
HHPC Café Belay: 505-566-3594
WEB ADDRESS: www.sjcmaryskitchen.com

- Custom Catering is available for all of your events, on and off campus.

Common Grounds Coffee
HOURS: 7:30 a.m.-3 p.m. Monday – Thursday, 7:30 a.m.-2 p.m. Friday

- Espresso drinks, bakery, sandwiches, and salads are available.

HHPC Café Belay
HOURS: 7:30 a.m.-2 p.m. Monday – Friday

- Espresso drinks, bakery, sandwiches, and salads are available.

Subject to changes

DISABILITIES SERVICES

HOURS: 8 a.m.-5 p.m., Monday-Friday
LOCATION: Room 4114, Educational Services Center/ Advising and Counseling Center
COORDINATOR PHONE: 505-566-3271
TECHNOLOGY LAB PHONE: 505-566-3643
PHONE: 505-566-3271
WEB ADDRESS: www.sanjuancollege.edu/disabilities
EMAIL: disabilityservices@sanjuancollege.edu
Removing barriers in the classroom while preserving the integrity of course objectives

- Academic accommodations for eligible students
- Technology lab featuring specialized software/equipment and testing
- Support services
- Confidential record keeping

EDGE PROGRAM

TRiO Student Support Services for First Generation, Income challenged and/or Students with Disabilities
HOURS: 8:00am - 5:00pm., Monday-Thursday / 8:00am- 4:00pm Fridays
PHONE: 505-566-3147
LOCATION: Room 1414-near the Little Theatre Building
WEB ADDRESS: www.sanjuancollege.edu/EDGE
E-MAIL: edge@sanjuancollege.edu

- Walk-in tutoring for participants
- Large Computer Lab for participants
- Financial Aid Counseling
- Academic Advisement for EDGE participants
- Support for students with disabilities including computers with assistive technology software
- Transfer assistance and trips to four year universities
- Various workshops focusing on academic and career success

ENLACE

PHONE: 505-566-3875
LOCATION: 3539 30th St., Suite 118, Farmington, NM
WEB ADDRESS: www.sanjuancollege.edu/enlace
GED in Spanish

- College Preparation for high school students and parents
- Community partnerships
- local, state, national and international networks
- Prime Time Family Literacy Program
- Informative and educational workshops
- Community Service site
- Leadership opportunities
- Cultural events
- Two family and student center sites; San Juan College Room 6119 and 30th St. Annex

ENROLLMENT SERVICES

HOURS: Fall and Spring semesters:
8 a.m.-5 p.m.: Mondays, Wednesdays, & Fridays.
8 a.m.-6 p.m.: Tuesdays.
9 a.m.-5 p.m.: Thursdays.
Fall 2015: M-Th 8a to 6p August 17, 2015 – August 28, 2015, Friday 8a to 5p

Spring 2016: M-Th 8a to 6p January 11, 2016 – January 22, 2016, Friday 8a to 5p
PHONE: 505-566-3545
LOCATION: Educational Services Building (clock tower building)
WEB ADDRESS: www.sanjuancollege.edu/admissions

- Apply to San Juan College
- Register for classes
- Add/Drop classes
- Change your major
- Change demographic information (address/phone number/name)
- Official Transcript requests
- Enrollment verification letters
- Residency status check/change
- Change from non-degree seeking to degree seeking (and vice versa)
- Transcript evaluation functions
- High School Students admissions information (dual credit and early admit)
- International student information
- Apply for Graduation

FINANCIAL AID OFFICE

HOURS: Fall/Spring: Monday, Wednesday, Friday 8 a.m.-5 p.m.; Tuesday 8 a.m.-6 p.m.; Thursday 9 a.m.-5 p.m. Summer semester: 8 a.m.-5 p. m. Monday-Friday.
Closed Labor Day September 7, 2015; Thanksgiving Break November 25-29, 2015; Winter Break Dec 19-Jan 3, 2015; Presidents Day February 13-15, 2016; and Spring Break March 21-24, 2016
PHONE: 505-566-3323
FAX: 505-566-3593
E-MAIL: financialaid@sanjuancollege.edu
WEB ADDRESS: www.sanjuancollege.edu/financialaid
FACEBOOK:www.facebook.com/sjc.financialaid
LOCATION: Educational Services Building (clock tower building)

- Opportunities to apply for financial assistance that are an investment in educational endeavors
- Federal Student Aid – Minds can achieve anything.
- Free Application for Federal Student Aid (FAFSA); www.FAFSA.gov
- Tribal Scholarships
- SJC Foundation Scholarships
- Other Scholarship Opportunities
- Work-study jobs - jobs that help students earn money to pay for college
- Veterans/GI Bill assistance
- Student loans
- Academic Requirements for financial aid
- General Financial Aid eligibility questions and concerns
- Financial Aid Appeals

HEALTH AND HUMAN PER FORMANCE CENTER

HOURS: Monday-Thursday 4:30 a.m.-9 p.m., Friday; 4:30 a.m.-8 p.m., Saturday 6:30 a.m.-5:00 p.m.
WEB ADDRESS: www.sanjuancollege.edu/hhpc

Outdoor Equipment Rental Center

HOURS: 2 p.m.-7p.m., Monday-Friday
8 a.m.-1p.m. Saturday
PHONE: 505-566-3221
WEB ADDRESS: www.sanjuancollege.edu/outdoor

Intramural Sports

HOURS: Varied, call for current schedule.

PHONE: 505-566-3819
WEB ADDRESS: www.sanjuancollege.edu/intramurals

HEALTH INSURANCE

San Juan College does not have a medical center and does not offer health insurance to students.

- Students looking for health insurance should try some of the following options:
- Search the Internet for "Student Health Insurance" or "Student Health Policies."
- Look for policies that have been approved by the American Association of Community Colleges, or the State of New Mexico.
- Students can consult various local insurance agencies to determine the types of student health insurance policies they carry.

HISPANIC/LATINO CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday
LOCATION: Room 6110
PHONE: 505-566-3874
WEB ADDRESS: www.sanjuancollege.edu/hlc
General admission assistance

- Academic advisement (Accuplacer scores, academic progress, etc.)
- Scholarship advisement (FAFSA, scholarships, etc.)
- Information and services (counseling, tutoring, etc.)
- Equipment availability (computer, copy machine, scanner, etc.)
- Enhance leadership skills, civic engagement, multi-cultural awareness, and cultural identity through events and activities including the annual Latino Heritage Week, extracurricular experiences, and cultural lectures.
- Assists in recruiting Hispanic/Latino students to San Juan College
- Partners with Hispanic/Latino organizations at New Mexico colleges and universities to provide college transfer information to Hispanic/Latino students and to assist with transfers and referrals

The Hispanic/Latino Center is committed to the access, retention, and graduation of Hispanic/Latino students.

LIBRARY

HOURS: When classes are in session – 8 a.m.-9 p.m., Monday-Thursday; 8 a.m.-5 p.m., Friday; 9 a.m.-5 p.m., Saturday; Closed Sundays. Please check www.sanjuancollege.edu/lib for hours when classes are not in session.
LOCATION: Second floor, Learning Commons
PHONE: 505-566-3249
WEB ADDRESS: http://www.sanjuancollege.edu/lib

- 60,000+ volumes
- Special collections including video, DVD and music
- Research databases and eBooks
- Research and reference assistance
- Public and lab computers with wireless network
- Laptop computers and Kindles available for checkout
- Quiet study rooms
- Copy center with DocSend scanning equipment

NATIVE AMERICAN CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday,
LOCATION: Room 1610
PHONE: 505-566-3321
WEB ADDRESS: www.sanjuancollege.edu/nac

- General admission assistance

- Academic advisement (Accuplacer scores, academic progress, etc.)
- Scholarship advisement (FAFSA, tribal scholarships, etc.)
- Information and services (counseling, tutoring, etc.)
- Equipment availability (computer, copy machine, fax, etc.)
- Enhance leadership skills, civic engagement, multi-cultural awareness, and cultural identity through events and activities including the annual San Juan College Pow Wow, extracurricular experiences, cultural lectures, educational and cultural trips.
- Assists in recruiting Native American students to San Juan College
- Partners with native organizations at New Mexico colleges and universities to provide college transfer information to Native American students and to assist with transfers and referrals

The Native American Center is committed to the access, retention, and graduation of Native American students.

PUBLIC SAFETY

HOURS: 24/7
LOCATION: Room 1100
PHONE: 566-3333 Emergency or 215-3091 Non-Emergency
WEB ADDRESS: www.sanjuancollege.edu/pages/360.asp
Offers 24/7 patrol with foot patrols/bicycles/golf carts/security vehicles
Services include:

- Security escorts
- Emergency message delivery
- Overnight vehicle security
- Emergency telephones
- Vehicle unlocks
- Vehicle jumpstarts
- Fuel assistance
- Campus lost and found
- Crime avoidance and self-defense training
- Motorized cart certification
- Safety awareness presentations
- Emergency preparedness drills
- Medical assistance, including first-aid and CPR
- Response to fire, smoke and intrusion alarms
- Response to and documentation of reported crimes that occur on campus
- Liaison with local police, emergency medical services, and fire departments
- Promoting a safe and supportive learning environment
- Coordinating college emergency management plans
- Enforcing campus rules and regulations for all students, staff, faculty, and guests
- Maintaining a daily campus crime log
- Maintaining campus crime statistics for the Department of Education
- Producing an Annual Security Report

STUDENT SUCCESS CENTER

Student Success Center
FALL and SPRING HOURS:
Monday - Thursday: 8 a.m.-8 p.m.; Friday: 8 a.m.-noon; Saturday: 9 a.m.-1 p.m.
Office is open until 5 p.m.
LOCATION: Room 1611
PHONE: 505-566-3362
WEB ADDRESS: www.sanjuancollege.edu/ssc
SERVICES:

- Walk-in tutoring in writing, science, and math during all hours the center is open.
- Spanish and Navajo tutoring schedule is available in the Center. Tutoring for other subjects is available by appointment.
- Special topic workshops are offered each semester. Check in the Center for topics.

Business Tutoring Center
FALL and SPRING hours vary. The schedule is posted at the Business Tutoring Center.
LOCATION: Room 7133
SERVICES: Walk-in tutoring in many business subjects including Accounting, Economics, Computer Science, Management, Marketing, Statistics, and a variety of software programs including Word, Excel, Access, Powerpoint, and Peachtree.

Title III LAUNCH Program
LOCATION: Office Room 1611
OFFICE HOURS: Monday – Friday: 8 a.m.-5 p.m.
PHONE: 505-566-3850
WEB ADDRESS: www.sanjuancollege/launch
SERVICES:

- LRNS 111 Dual-Credit Support
- Math 080 Summer Accelerator Academy
- Summer Bridge Freshman Program
- Gateway math and science class support
- Cultural Immersion
- Peer Mentoring
- AISES/American Indian Science Engineering Society
- SACNAS/Society for the Advancement of Chicanos and Native American Students
- Student Book Club-Exploring Native American culture in writing

Adult Education/ABE
LOCATION: 3539 30th Street, Suite 104 PHONE: 505-566-3270
SERVICES:

- Adult education classes in language arts and math
- *High School Equivalency Exam* preparation – GED®
- English classes for speakers of other languages – ESOL
- College preparation classes
- Basic skills for the workplace

Smart Lab
LOCATION: 1600L
PHONE: 566-3107

- Register online, learn about CANVAS, set up your SJC e-mail account, get help with Microsoft Office, and work with other learning software.
- Language learning programs

STUDENT ACHIEVEMENT CENTER (SAC)
LOCATION: Room 1604
PHONE: 505-566-3378
EMAIL: achievement@sanjuancollege.edu

- We are here to help you make a plan for being successful in college.
- Contact us to schedule an appointment with an Achievement or Technology Coach.
- We can also connect you to local resources such as food, housing, childcare, and academic support.

TRANSFER CENTER

FALL and SPRING HOURS: Monday - Friday: 8 a.m.-5 p.m.
LOCATION: Room 1630
PHONE: 505-566-3983
WEB ADDRESS: www.sanjuancollege.edu/transfer
FACEBOOK: www.facebook.com/SJCTransfer

SERVICES:

- Appointment and walk-in one-on-one transfer advisement.
- Transfer and college visits to area four-year universities and colleges.
- Lunch and Learn Workshop Series on transfer opportunities is offered each semester.
- Computer access is available for students to explore transfer opportunities.
- Transfer Week, including the Transfer and Scholarship Fair, is held in the spring.

TRANSPORTATION

Red Apple Transit
HOURS: 7 a.m.-6 p.m., Monday-Friday
PHONE:505-325-3409
WEB ADDRESS: http://www.fmtn.org/redapple

- Fixed route services within the City of Farmington, Bloomfield and Aztec
- Dial-A-Ride demand response van service to all customers within the city limits of Farmington.
- Appointments must be made no later than 24 hours in advance and no earlier than 21days in advance.
- Free Paratransit services anywhere within the Farmington city limits and within 3/4 mile of all fixed-routes outside the Farmington city limits.
- Free transfer to first destination: $2.00 each way, $1.00 one way (kids under 10 are free) ½ off with Student ID, Medicaid Card, or Senior Over 65

Navajo Transit System
HOURS: Routes begin as early as 5 a.m. and end as late as 7 p.m. during weekdays.
PHONE: 928-729-4002 or 866-243-6260
WEB ADDRESS: www.navajotransit.com

- Runs seven fixed routes
- Fare Cost $2 per day/per person

TECHNOLOGY SERVICES

HOURS: 8 a.m.-5 p.m., Monday-Friday
LOCATION: Room 7203, Information Technology Center
PHONE: 505-566-3266
WEB ADDRESS: http://sanjuancollege.edu/ots

- 24/7/365 technical support for SJC technology issues
- Computer lab services and support
- MySJC Portal support
- WebAdvisor support
- CANVAS support
- Student login accounts
- Student E-mail services
- Network storage

WEB REGISTRATION

For more information please visit: http://www.sanjuancollege.edu/Documents/Counseling/Student-Planning-Instructions.pdf

VETERAN STUDENT CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday
LOCATION: Room 1717
PHONE: 505-566-3970

- General admission assistance
- Academic advisement (Accuplacer scores, academic progress, etc.)
- Scholarship advisement (FAFSA, scholarships, etc.)
- Information and services (counseling, tutoring, etc.)
- Equipment availability (computer, copy machine, fax, etc.)
- Assists in recruiting Veteran students to San Juan College
- Partners with Veteran organizations at New Mexico colleges and universities to provide college transfer information to Veteran students and to assist with transfers and referrals

The Veteran Center is committed to the access, retention, and graduation of Veteran students.

VOLUNTEER CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday
LOCATION: Room 1911 West Classroom Complex
PHONE: 505-566-3690
WEB ADDRESS: www.sanjuancollege.edu/volunteercenter

- Community Volunteer Program: Connecting potential volunteers with community needs by identifying their strengths and interests.
- Connections to Student Success: A list of referrals for childcare, transportation, tutoring, employment, and much more for San Juan College students.

Please visit the Volunteer Center online or in room 1911 to find out more about us!

San Juan College Policies/Rules

ACADEMIC HONESTY RULES

INTRODUCTION

San Juan College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. In order to help the students, staff, and faculty of San Juan College maintain academic honesty, it is necessary to establish academic honesty rules. These rules will govern the procedures and consequences associated with academic dishonesty and will serve as an educational tool, outlining what is academically dishonest conduct. It is the individual responsibility of each student, faculty member, and administrator to read and understand these rules. It should be further understood that ignorance of what constitutes academic dishonesty in no way absolves guilt from an act which lacks academic integrity. The following rules shall present definitions for several types of academic dishonesty and then proceed to describe the process by which cases of academic dishonesty are reported and adjudicated.

TYPES OF ACADEMIC DISHONESTY

A. Cheating: Using materials, information, or study aids other than those specifically authorized by the instructor during exams, quizzes, or other graded, in-class activities. Cheating includes, but is not limited to:

- Copying or conspiring to copy another student's work
- Intentionally allowing another student to copy one's work
- Unauthorized use of a textbook, cheat sheet, notes, etc.
- Unauthorized use of devices such as calculators, cell phones, symbolic manipulators, palm pilots, electronic

dictionaries, walkmans, tape recorders, radio transmitters, etc.
- Obtaining answers to specific test questions from another student before ordering an exam
- Taking an examination or completing an assignment for another student or commissioning someone to take an exam or complete an assignment for oneself

B. Plagiarism: Using another person's or group's words, ideas, or data as one's own. To avoid plagiarizing, a student must give credit through footnotes, citations, or proper quotation structure when he/she uses:

- Another person's idea, opinion, or theory
- Any pieces of information that are not common knowledge such as facts, statistics, graphs or drawings
- Quotations and/or paraphrases of another person's actual spoken or written words, including lectures, classroom discussions, and handouts
- Another person's data, solutions, or calculations without permission and/or proper citation of the source

Ignorance of plagiarism is not a legitimate defense against a charge of plagiarism. It is the responsibility of a college student to know what constitutes plagiarism. Any questions about what constitutes plagiarism should be discussed with the faculty member who gave the assignment.

C. Fabrication: Knowingly giving false data, false information, false sources, or false testimony in laboratory work, field activities, research projects, or writings submitted for academic credit. Fabrication also involves:

- Giving false testimony or information in an attempt to excuse missing academic assignments or examinations
- Changing examination answers or assignments after they have been graded, in an attempt to illegitimately earn a higher grade

D. Other Acts of Academic Dishonesty include, but are not limited to:

- **Stealing** or attempting to steal exams, answer keys, or official academic records, etc.
- **Forging** or altering academic records, grade change cards, attendance records, or signatures, etc.
- **Unauthorized collaboration**, particularly on take-home exams, without instructor permission
- **Facilitating** academic dishonesty by knowingly or intentionally helping another student commit any act of academic dishonesty
- **Intentionally impairing** the performance of other students (i.e. denying access to information, resources, or material made available for general class use; giving misleading information; destroying or altering materials, including computer files)
- **Submitting** all or part of one's work from one class for use in another without instructor permission
- **Falsely signing in or out** on a PC that tracks actual lab hours

LEVELS OF ACADEMIC DISHONESTY

A. Level One Academic Dishonesty Infractions

Minor infractions that do not significantly affect the student's overall grade constitute Level One infractions.

- A Level One infraction cannot be the primary cause of course failure.
- A Level One infraction cannot lead to expulsion.
- Level One incident is noted by the instructor and discussed with the student. If the instructor feels disciplinary action is necessary, the incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within
- 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level One Infraction:

- Claiming to participate in group work and not doing so
- Minor amounts of plagiarism involving the failure to footnote or give proper acknowledgment in an extremely limited section of an assignment or failing to cite all sources in a bibliography or Works Cited page
- Cheating on minor quizzes that do not significantly affect the student's overall grade Possible Disciplinary Actions:
- Make-up assignment
- Redo assignment for a lesser grade

- Chance to rewrite assignment
- No credit for the assignment

B. Level Two Academic Dishonesty Infractions

Infractions characterized by dishonesty of a more serious character or which affect a more significant aspect or portion of the coursework are Level Two infractions.

- A Level Two infraction cannot result in expulsion from the institution.
- The record of a Level Two infraction will be kept for two years by the appropriate Dean and the Office of the Registrar.
- The student will be placed on disciplinary probation for a period of two years.
- Level Two incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level Two Infractions:

- Fabricating a paper
- Plagiarizing moderate portions on a written assignment
- Altering exams for the purpose of re-grading
- Presenting the work of another as one's own
- Cheating on an exam

Possible Disciplinary Actions:

- Failing grade on assignment
- Reduction of course grade, including failure of course
- Additional options as approved by Dean and instructor

C. Level Three Academic Dishonesty Infractions

Infractions that are a serious breach of academic honesty and affect a major or essential portion of work done to meet course requirements are Level Three infractions. Incidents that involve premeditation or are preceded by one or more Level Two infractions are also Level Three infractions.

- The record of a Level Three infraction will be kept on file permanently.
- The notation of "Academic Disciplinary Separation" will remain permanently on file in the following offices: Registrar, appropriate Dean, and Vice President for Student Services.
- A Level Three incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level Three Infractions:

- Plagiarizing major portions of written assignments
- Collaborating before an exam to develop methods of exchanging information and implementing those plans
- Using a purchased paper, exam, or other materials
- Stealing or selling an exam, exam answers, a paper, or official academic records
- Intentionally impairing another student's performance
- Having a substitute take an exam or taking an exam for someone else
- Forging or altering any academic records

Possible Disciplinary Actions:

- Suspension
- Expulsion, Academic Disciplinary Separation
- Failure of the course, with notation "Academic Disciplinary Separation"

NOTICE OF VIOLATION OF ACADEMIC HONESTY

San Juan College instructors will use the "notice of violation of academic honesty" form for all levels of alleged academic dishonesty. The exception to this will be Level One violations in which the instructor feels no documentation or follow through is necessary. The instructor will complete the form, which provides for the following:

1. A description of the academic dishonesty involved
2. Evidence of the violation to include:
    a. Name of course
    b. The assignment, examination, or project
    c. Date work was due, presented, taken, or performed
    d. Information used to establish the violation, witness names not disclosed
3. Violation level
4. Proposed penalty
5. Signature of student(s) indicating receipt of form and date
6. Statement of student(s) to instructor
7. Recording date of meeting with student and instructor
8. Appeal to appropriate Dean by student, date set for hearing
9. Decision by Dean concerning appeal.

In the case of Level One academic dishonesty, the instructor will hold the material relative to the case. In cases of Level Two and Level Three academic dishonesty where the Dean upholds the decision of the instructor, copies of the documents will be sent to the Vice President for Learning and the Vice President for Student Services to be made part of the student(s) permanent record.

The decision will not be reflected on the student official transcript. In all cases, any materials are considered confidential in nature and handled accordingly.

COMPLAINTS

Students wishing to submit written complaints regarding college student service issues may do so with the Vice President for Student Services. Students should first follow any documented procedures for handling of concerns as covered in this Student Handbook or the Academic Catalog before submitting concerns to the Office of Vice President. Grade appeals are not covered under this complaint section, all grade appeals should follow the outlined grade appeal process as listed.

GRADE APPEALS POLICY

Please refer to http://www.sanjuancollege.edu/pages/6089.asp

CLASS EXPECTATIONS - STUDENT ATTENDANCE - CHILDREN, PETS & CELL PHONES

All students will receive the following information the first day of classes:

- A topical outline of the course
- Requirements of the course
- Grading system to be used
- Attendance policy for the course (also see below)
- Process required in taking examinations
- Process required by which students will receive grades

Students who start a class after the first class meeting must request a class expectations handout from the instructor.

Students are expected to regularly attend all classes for which they are registered.

- Valid reasons for missing classes do not relieve the student from making up any missed work.
- Any instruction missed and not subsequently completed will necessarily affect the student's grades, regardless of the reason for the absence.
- Only students enrolled for credit, non-credit or audit are permitted to attend classes.
- Students who have officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester.

In order that classes and the normal usage of the college facilities and grounds are not disrupted; the following rules apply:

- Students are not allowed to leave unattended children on campus.
- Students should not bring children to class, labs or leave them unattended in the lounges, halls, library, cafeteria or other campus area.
- Dogs are not allowed to roam freely on the campus and must be on leash at all times.
- Only service dogs are allowed in the buildings or classrooms.
- The use of cell phones for calls, text messaging or other activities, pagers, MP3 players and other similar electronic devices is disruptive in the classroom environment. Individual faculty will inform their students regarding their policy concerning the use of this equipment in their classroom.

CLEAN INDOOR AIR & TOBACCO POLICY

It is a recognized fact that Environmental Tobacco Smoke (ETS) is a harmful indoor air pollutant which can cause significant health problems among non-smokers. ETS is known to contain more than 4,000 chemicals, many of which are known animal or human carcinogens. Exposure to ETS is also known to cause other adverse health effects such as cardiovascular and pulmonary injury (including asthma among children). The College faculty, staff, students and visitors should therefore be provided with a smoke-free environment to the fullest extent feasible.

The College, in compliance with the State of New Mexico's Dee Johnson Clean Indoor Air Act of 2007, and Section 12-3-8 of the City of Farmington's Smoking Regulations, has enacted a policy on smoking. All areas will be designated either as "non-smoking" or "smoking" as outlined in the act. All College employees and students are expected to comply. Persons who violate provisions of the Clean Indoor Air Act of 1985 shall be subject to penalties set forth in the act.
Therefore:

- The smoking of tobacco or clove type products is prohibited in or at all fully enclosed college buildings (classrooms, offices, restrooms, corridors, etc.).
- Smoking shall be prohibited in all enclosed, semi-enclosed, or covered/semi-covered walkways and/or breezeways.*
- Smoking is prohibited within 50 feet of any outside door, window, or building intake* or in certain outdoor common gathering areas such as the patio outside the Mary's Kitchen outdoor athletic facilities and/or during College-sponsored or organized outdoor events or in College-owned or leased vehicles (cars, trucks, vans, motorized utility carts, etc.)
  The use of smokeless tobacco is not permitted in libraries, auditoriums, classrooms, laboratories, other instructional support areas, or an area posted as prohibiting use of smokeless tobacco. Persons who use smokeless tobacco shall dispose of waste tobacco, debris, containers, etc. in a sanitary manner, in proper waste receptacles.
- The use of electronic cigarettes is not permitted in libraries, auditoriums, classrooms, laboratories, other instructional support areas, offices, restrooms, corridors, etc. or an area posted for "no smoking".

In an effort to accommodate smokers and to assist them in compliance with the above stated policy, particularly in times of inclement weather conditions, and to minimize campus littering, health and safety, in consultation with the Physical Plant and the Safety Committee, may designate and/or construct certain limited outdoor shelter areas to be utilized for smoking. In that case, areas designated with an * may be exempt from smoking prohibition listed above.

FREEDOM OF SPEECH POLICY

INTRODUCTION

San Juan College's mission is to inspire and support life-long learning to achieve personal and community goals by providing quality education, services, and cultural enrichment. San Juan College, as an institution of higher education, supports free speech.

Diverse points of view, expressed though civil discourse and debate, form a cornerstone for active learning on a college campus and in our society. San Juan College is a learning community and uses the exchange of ideas and information to further individual knowledge and understanding.

Freedom of speech is a basic tenet for citizens in the United States. It is protected under the First Amendment to Constitution which states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or of bridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government

for a redress of grievances." The State of New Mexico has codified parameters for speech and assembly relating to state educational institutions in State Statute 30-20-13.(D) which states: "No person shall willfully interfere with the education process of any public or private school by committing, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or function of a public or private school."

ACCESS TO CAMPUS

The College must also maintain its primary mission relative to educating its students. In that regard, the College maintains the right to assure that the educational process will not be impeded. Any requirements imposed under this policy will be content and viewpoint neutral.

No endorsement is implied by the college for individuals/groups using their rights of speech on the campus.

The college's campuses and facilities shall be open to students, faculty, staff, guests and visitors except on such occasions when all or part of the campuses, buildings, and other facilities are closed to the general public.

FREEDOOM OF ASSEMBLY AND DEMONSTRATION

Any outdoor area that is generally accessible to the public may be used by any individual or group for petitioning, distributing written material, handing out newspapers, or conducting speech acts. Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product. Activities must follow all applicable fire codes, local, state, and federal laws. Activities shall not:

- Unreasonably obstruct vehicular or pedestrian traffic or create safety issues for themselves or others in parking, traffic or pedestrian areas.
- Block the entrances or exits to buildings and facilities.
- Permanently occupy land areas or permanently locate signs and posters.
- Erect permanent structures, shelters or camps.
- Unreasonably interfere with classes, college work, and scheduled events.

In exercising the right of free expression, one must also accept the responsibility of following the laws related to the safety of people and property. If property damage or littering contrary to City of Farmington municipal code occurs, or other unusual expenses are incurred by the college as a result of the event, event organizers may be held responsible for reasonable charges if deemed appropriate by the Vice President of Student Services or his/her designee.

GROUP SPEECH ACTIVITIES

Group speech activities, including rallies, parades and demonstrations that are advertised through public media including newspapers, radio, television, flyers, or electronic lists may need to be coordinated through the San Juan College Public Safety Office.

Any individual, group, or organization sponsoring a group speech activity that is expected to draw more than 50 persons at one time and uses public media for advertising must notify the San Juan College Public Safety Office no less than 72 hours in advance of the activity, so that the San Juan College Public Safety Office can take appropriate actions to ensure the safety of the event and issue a permit as proof of prior notification. Activities expected to draw 100 or more participants, or require road closures or detours, must be scheduled two weeks in advance.

Any individual, group, or organization planning a group speech activity should contact the Student Activities Office two business days in advance so that activities may be coordinated with appropriate college offices. This will allow for locations to be reserved or other safety and scheduling concerns to be addressed. Contacting the Student Activities Office is voluntary and does not constitute an approval process for the proposed speech.

1. All scheduling is done on a "first come, first serve" basis.
2. Activities that are scheduled receive priority in the use of space on campus.

FREEDOM OF EXPRESSION AND SPEECH

Single individual free speech activities taking place in traditional public forums are allowed under the protections listed in the United States Constitution.

Single individual rights are protected as long as this "Free Speech" activity does not disrupt the rights of others and their ability to use walkways, roadways, and/or access to facilities or pose safety risks to others.

USE OF CHALK

Chalk may be used on campus as long as it is restricted to concrete walkways.

All chalk used must be of a temporary or removable nature. Permanent chalk, such as surveyor's chalk, may not be used under any circumstances.

PETITIONING AND LITERATURE DISTRIBUTION

All literature distributed must contain identifying information either (1) the name of a San Juan College sanctioned organization, or (2) the name and address (which may be an organization and e-mail address) of the unaffiliated entity or person or the telephone number of the unaffiliated entity or person for someone to contact in case of litter problems.

Literature may be distributed hand-to-hand, through the use of tables, or by posting on designated bulletin boards.

Written materials may not be placed in non-approved locations. Written materials may not be placed on any part of a college building or structure without college permission. Posting on traffic signs, power poles, trees, and automobile windshields is not allowed. Written materials may be handed to automobile occupants who are willing to receive them.

Tables are allowed as long as they do not unreasonably interfere with pedestrian traffic. Materials may not be left on unattended tables. While scheduling of tables is not required in advance, those individuals who have previously scheduled a site through the Student Activities Office or other appropriate college offices will have priority in terms of location use.

POSTING POLICY

The following posting guidelines apply to all posted material at San Juan College. All signs, notices, flyers, posters and table tents must be date stamped by the Office of Student Activities before any materials can be posted. The exception to this process is for class room schedule changes, cancellations or closure which will be posted outside the classroom by the appropriate department.

- Posters/Flyers can be posted on all "San Juan Events and Community Board" bulletin boards. A list of these boards, including their locations is available in the Student Activities Office.
- A copy of flyer must be given to the Student Activities office for informational use only.
- Any material without a stamp and past its expiration date will be removed.
- Advertisements posted on college property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the college.
- All advertising must be factual, and should not mislead or misrepresent the real nature of the event, activity, service, or commodity advertised.
- Due to space issues no posters/flyers larger than 11" x 17" will be allowed on any official boards unless prior approval from the Director of Student Activities is obtained.
- Due to space issues, campus organizations and departments are permitted 2 different notices/posters per bulletin board, and off-campus organizations are permitted to post 1 notice per bulletin board.
- All posters/flyers must contain the name of the sponsoring college department, organization or outside sponsor and contact information such as phone number or email.
- Push pins are the only approved method of posting on bulletin boards. The use of Duct Tape, double sticky tape, glue, etc. is prohibited.
- Any material posted in violation of these policies will be removed.
- No posting of any information on vehicles in the San Juan College parking lots is allowed.

- Only building hours, schedule changes, or closures will be posted on front entry doors by appropriate departments. Only class schedule changes will be posted outside classroom doors by the appropriate department. Any other materials may not be placed on glass, painted or varnished surfaces of any kind.
- All materials must be consistent with SJC's Student Non-Discrimination Policy and Sexual Harassment Statement (www.sanjuancollege.edu/documents/StudentHandbook, page 23), Student Conduct Rules and Visitor (www.sanjuancollege.edu/documents/StudentHandbook, pages 21-23) and Guest Rules (www.sanjuancollege.edu/documents/StudentHandbook, pages 27-29).

POLICY ENFORCEMENT

Any person violating this policy will be subject to one or more of the following: Student Conduct Rules (refer to Student Handbook, www.sanjuancollege.edu/documents/StudentHandbook, pages 21-23), Visitor and Guest Rules (refer to Student Handbook, www.sanjuancollege.edu/documents/StudentHandbook, pages 27-29), and faculty and employee handbook reference., pages TBD.

IDENTIFICATION CARDS

Students are required to have a student ID. A card that is worn out will be replaced free of charge. Lost card replacement is $5.00. Students may be asked to present their ID cards to properly identified San Juan College personnel upon their request while these people are in the performance of their duties. For more information or to get a student ID call Admissions at 566-3320.

NO SANCTUARY RULE

The College can only meet its goals as an educational institution when individuals working within its environment abide by its established procedures and regulations. Certain acts are inconsistent with the goals of San Juan College, as are the individuals who commit them. The College cannot serve as a sanctuary for those individuals accused and arrested for any of the following acts:

- Murder
- Arson
- Rape
- Armed robbery
- Assault with a deadly weapon
- Aggravated assault
- Grand larceny
- Other criminal acts

Those acts will not and cannot be tolerated by San Juan College. Those persons accused and arrested for committing any of the above acts are subject to disciplinary action.

SAN JUAN COLLEGE STUDENT E-MAIL

E-mail is an official method for communication at San Juan College between the College and its students. This ensures that all students have access to this important form of communication. Furthermore, it ensures that students can be communicated to through a standardized channel by instructors and other staff of the College as needed.

The College will send communications to students via e-mail. Students are responsible for the consequences of not reading in a timely fashion College-related communications sent to their official San Juan College student e-mail account.

Each student, upon enrolling, is issued an e-mail account with an address on the my.sanjuancollege.edu domain. This e-mail account is created by the Office of Technology Services and is the official e-mail address to which the College will send e-mail communications. This official address will be recorded in the College's electronic directories and records for that student. Students are expected to check their San Juan College official e-mail frequently in order to remain informed of College-related communications.

Instructors may also require students use e-mail in their class, including requiring students to check their e-mail on a regular basis. Instructors may also require students to use their Learning Management System's internal email system (Canvas) which is also considered official communications from the College.

E-mail is not appropriate for transmitting sensitive or confidential information. Do not send any personally identifiable

information through the College email system. The San Juan College e-mail system does not provide the appropriate degree of security and access privileges to ensure security.
All use of e-mail will be consistent with other College policies. All use of e-mail will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy
Act (FERPA).
Communications sent to a student's official San Juan College e-mail address may include notification of College-related actions, emergency notifications, and payment notifications; however, e-mail shall not be the sole method for notification of any legal action.

STUDENT CONDUCT RULES

All students at San Juan College are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any college related activities. Misconduct and inappropriate behavior will subject the student to disciplinary action. Students at the College neither lose the rights nor escape the responsibilities of good citizenship. Students are expected to obey all rules regarding College policies and procedures as well as all civil and criminal statutes of the State of New Mexico and the United States. Students may be penalized by the College for violating its standards of conduct as well as face possible civil or criminal actions by state or federal authorities for the same act. These rules supersede any conduct rules adopted by any individual department, program or school.
Violations of College policy and rules, local, state and federal laws will not be tolerated and disciplinary procedures will be implemented for but not excluded to:
1. Any violation of the rules for academic honesty.
2. Failure to make satisfactory settlement with the College for any and all debts.
3. Forgery, counterfeiting, alteration or misuse of any college record, document or identification card.
4. The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray project or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental process while on campus premises, lab sites and/or during any San Juan College sponsored or related event.
Students suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Public Safety. The result will determine the disciplinary action to be taken:

a. First offense on campus or lab areas, students may be placed on suspension with the possibility of a probationary readmission, or disciplinary probation.
b. Second offense may result in expulsion from San Juan College.

5. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
6. Possession, storage or use of any knife, firearms, incendiary or explosive device on campus including any device which is lawful but could inflict harm (all devices will become the possession of Public Safety).
7. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
8. Theft of, or unwarranted damage to, college property or property of any member of the college community or campus visitor.
9. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similar disorderly conduct that infringes upon the privacy rights or privileges of others, or causes interference with members of the college in the performance of their normal duties and activities, or disturbs the peace or the orderly process of education on campus.
10. Obstructing or restraining the lawful movement of another or causing campus disorder by obstructing or restraining another's lawful participation in authorized activities and events.
This includes, without limitation, regular and special curricular activities and co-curricular activities.
11. Actual or threatened physical injury to any person on college owned or controlled property, or at a college sponsored or supervised function, or conduct which threatens or endangers the health or safety of a person.
12. Riding bicycles, skateboards or rollerblading on campus stairs, sidewalks or inside campus buildings.
13. Loitering or willful refusal or failure to leave college property upon request.
14. Engaging in any other reckless or unlawful act or course of conduct.
15. Misrepresenting yourself or an organization to be an agent of the college.

16. Violation of college traffic rules and regulations.
17. Parking or driving in undesignated areas.
18. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to San Juan College students.

Procedure for Misconduct

When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation shall occur. The student(s) involved will be given the opportunity to submit a response to the claimed infraction to the Vice President for Student Services or his/her designee. Following the investigation, the
Vice President will make an administrative decision on the case. If warranted, the Vice President for Student Services will determine the appropriate disciplinary action.
In cases involving suspension, dismissal, expulsions, or where the disciplinary action prevents the students(s) from continuing enrollment at the College, the student(s) shall have the right of hearing before the Disciplinary Appeals Committee. A notice of the right of hearing shall be given to the student(s) and should the student wish to exercise his/her right to a hearing, he/she must submit to the Vice President of Student Services a signed written request within 72 hours from the time the notice or right of hearing is given to him/her.
In cases of suspension, dismissal and expulsion where the student(s) have requested a hearing, the student(s) shall be allowed to attend classes and remain on campus until the Disciplinary Appeals Committee renders a decision except when, in the opinion of the Vice President of Student Services or his/her designee, the situation is of an emergency nature which threatens the health and safety of the San Juan College community. In emergency situations, this right is suspended, and the College may take appropriate action to immediately remove the student(s) from the College premises with the provision that it does not prejudice the student's right to a hearing.

Hearing Procedures

Upon receipt of the written request for an appeal hearing, the Vice President for Student Services or his/her designee will appoint a Disciplinary Appeals Committee composed of five persons.
The membership of the committee will include:
1. One faculty member
2. One Student Services professional staff member
3. Two students
4. One faculty member from a different department

The Vice President will mail a notification of the formal hearing to all individuals involved, within 10 working days after the receipt of the written request for a hearing. The committee will provide all involved individuals an opportunity to present evidence and arguments and the hearing will comply with due process requirements. The Disciplinary Appeals Committee will determine the outcome based on all information given orally or in writing at the formal hearing.
The decision of the Disciplinary Appeals Committee becomes official upon a majority vote and will result in a case dismissal or an imposition as outlined in Disciplinary Actions and Sanctions.
All decisions of the Disciplinary Appeals Committee will be given to the individuals involved, the Vice President for Student Services, and the President within five working days following the hearing. All Disciplinary Appeals Committee decisions may be appealed to the President within 10 working days following the hearing, without further right of appeal. Records of the
Disciplinary Appeals Committee decision will be kept in the Office of the Vice President for Student Services.

Disciplinary Actions and Sanctions

The Vice President for Student Services and, through appeal, the Disciplinary Appeals Committee are authorized to impose penalties for student infractions including, but not limited to, the following:
1. Withholding of grades, transcripts, and/or degree.
2. Suspension of rights and privileges; and
3. College suspension or expulsion, or
4. Barring from campus

The degree and extent that a sanction is applied is left to the discretion of the Vice President of Student Services and/or the Disciplinary Appeals Committee dependent upon the circumstances in any given case. (Board Policy No. 704).

Limitation Period

No student shall hereafter be subjected to disciplinary procedures stemming from an alleged infraction of College regulations unless such procedures are initiated within one year from the time of the occurrence of the alleged infraction. The College shall make every reasonable attempt to notify the students of the infraction and request a conference. Notifications shall be certified mail to the address the student provided to the Records Office.

Disciplinary Appeals Committee Process

When a disciplinary appeal is scheduled, a Disciplinary Appeals Committee will be established according to the San Juan College Catalog to hear the appeal and to render a decision. The guidelines for the two parties – the person appealing, hereafter referred to as *Student*, and the person representing the department, hereafter referred to as *Department* – should be prepared for the meeting with the Disciplinary Appeals Committee. The committee will be provided with the documentation that was previously submitted to the Vice President for Student Services by each party.

Disciplinary Appeal Guidelines

Prepare an oral presentation for the Disciplinary Appeals Committee providing them with specifics regarding the situation – a maximum of 20 minutes with approximately 10 minutes for follow up questions for each party will be allowed.
Both parties will be present during the presentation portion of the appeal and the rebuttals (if any). A five-minute rebuttal by each party will be permitted, after both presentations have been made, if desired. There is no time limit on questions from the Disciplinary Appeals Committee.
Student and department have the opportunity to provide the Disciplinary Appeals Committee with a maximum of three pages double-spaced summary of the situation. (This is optional and must be submitted by 5:00 p.m. the day before the hearing to the Vice President for Student Services Office. The Vice President will provide copies of this to the committee members for their review by 9:00 a.m. the day of the appeal.)

Other guidelines

Each party is permitted to invite one individual to accompany him/her to the appeal meeting for assistance and moral support; however these individuals are not allowed to comment or speak during the proceedings.
During the time the student has the floor, the department cannot comment or interrupt nor can the student interrupt the department when it has the floor.
An organized and thoughtful presentation is essential. The Chair of the Disciplinary Appeals Committee will monitor time, and when the allowed time has expired will move on to the next item. After the presentations, the rebuttals, and the question and answer period, the student and the department will be dismissed, allowing the Disciplinary Appeals Committee to deliberate.
All decisions of the Disciplinary Appeals Committee will be given to the individuals involved, the Vice President for Student Services and the President within five (5) working days of the hearing.
All Disciplinary Appeals Committee decisions may be finally appealed to the President within ten (10) working days following the hearing, without further right of appeal. Records of the
Disciplinary Appeals Committee decision will be kept in the Vice President for Student Services Office.

STUDENT NON-DISCRIMINATION POLICY AND SEXUAL HARASSMENT STATEMENT

For more information on Title IX please visit: www.sanjuancollege.edu/pages/6574.asp
For more information on the Non-Discrimination Policy please visit: http://www.sanjuancollege.edu/pages/1386.asp

Safety on Campus

CAMPUS SECURITY AND CRIME AWARENESS

Any criminal or suspected criminal activity should be reported to the Department of Public Safety (DPS) office.

- DPS is present 24 hours a day, and can be reached by dialing extension 3333 from any campus telephone.
- DPS can also be reached by calling 505-215-3091, or “0” from any campus phone, or 566-3333.
- Any individual may be asked by a DPS officer to present his/her student identification card or another form of identification when on College property.
- The College reserves the right to ask any individual to vacate College property when it is determined his/her

actions are disrupting, interfering, or obstructing the functions of the College.

- DPS has the authority to enforce all campus rules and regulations.
- DPS has a close working relationship with local police agencies. In the event that an arrest must be made, the local police are summoned and all criminal activities are referred to local police agencies.
- DPS enforces all traffic and parking on campus. Fines are levied through the City of Farmington.
- Students, staff, and visitors are strongly encouraged to report all suspected crimes to DPS.
- Crime statistics regarding San Juan College, are available at the DPS office during normal business hours.

WEATHER "CLOSURE" POLICY

San Juan College will "close" because of severe weather when normal operation would pose a significant hazard to students, staff, faculty and the community attending classes or other activities. When the campus is "closed", classes will not be held and meetings and scheduled community events are cancelled unless prior arrangements have been made with appropriate College officials. All areas and operations not defined as "essential" are closed.

Weekdays: Bad weather conditions, including snow, are monitored by College officials in conjunction with officials of the local community school districts; however the College is the final determinant for any campus closures. The College makes every attempt to follow bad weather closures (two hour delay - 8:00 am to 10:00 am or all day closure - 8:00 am to 5:00 pm) of the Farmington School District. The Health and Human Performance Center makes a separate determination regarding early morning closure from 4:00 am to 8:00 am; then follows the College closure or delay procedure after 8:00 am. The Vice President of Student Services (or designee) determines weekday evening (after 5pm) campus closures by 2:00pm of that day.

Weekends: In all cases, the determination for closure or delay is communicated to the public and campus community through the Public Relations Office for the College.

Notification: Radio and televisions stations will be notified of snow closures or delays. The information will also be posted on the College web site and sent to all employees and students through the official email system. A recorded message will be available through the main switchboard at 326-3311. Day closures are announced between 6:00 am and 8:00 am, evening closures by 2:00 pm if possible. As a rule, the College is open unless otherwise notified.

Students should make their own determination as to whether they can make it safely to the College campus.

Controlled Access: The College pursues a protocol of controlled access during announced closures or delay periods. Access is allowed only through a controlled point at Sunrise Parkway and Education Drive. Only authorized individuals are allowed access. All other campus entrances to the campus are closed.

COMMUNICABLE DISEASES

The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

FIRE RESPONSE POLICY

Students should know the location of fire extinguishers, fire exits, and alarm systems on campus.

Directions on how to use the equipment is readily available and easy to read.

Take the following steps in case of a fire:

Call 911 (from a campus phone dial 911), and then call DPS at ext. 3333 or 215-3091. The primary concern, in case of fire, is your safety. Use a fire extinguisher to ensure your safety to an exit if needed. Proceed calmly to the nearest stairwell or EXIT sign, and evacuate the building.

Non-disabled individuals are to assist all persons with disabilities in exiting the building.

DO NOT USE ELEVATORS.

If a door feels warm - do NOT open it. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less polluted. If there is heavy smoke, stay near the floor and breathe through a piece of clothing. When outside of the building, maintain a distance of at least 500 feet from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building unless told to do so by a College official. After evacuating the building, go to your designated assembly point and stay there until an accurate headcount is taken. Do not re-enter the building until a fire department has designated the building as safe for re-entry.

HEALTH AND SAFETY PROVISIONS

San Juan College is committed to providing a safe and healthy work and educational environment, free from recognized hazards that could cause injury or harm to College assets. Policies follow standards, protocols, and guidelines set forth by San Juan College, the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), the New Mexico Environmental Protection Agency (EPA), the American Dental Association (ADA), and the American Association of Dental Educators. Call the Department of Environmental Health and Safety & Risk Management to report any concerns at (505)566-3190.

MEDICAL OR PERSONAL INJURY

In the case of personal injury, or a medical emergency such as a heart attack or seizure, call DPS at ext. 3333 or 215-3091. If it a medical emergency and an ambulance is needed, call 911 and advise the dispatcher of the personal injury condition. If the individual is having convulsions or seizures, make the room as safe as possible for that individual. Remove any object or furniture that could harm the person. Check for sharp or blunt objects that could cause lacerations or concussions. Ask those present if anyone knows the injured party's family or name. Ask those present to stay until DPS or emergency medical services arrive. For minor injuries, use the first aid kits that are located throughout the campus.

NO SANCTUARY RULE

The College can only meet its goals as an educational institution when individuals working within its environment abide by its established procedures, policies, and protocols. Certain acts are inconsistent with College goals as are the individuals who commit them. The College cannot serve as a sanctuary for those individuals accused and arrested for any of the following acts:

- Murder
- Arson
- Rape
- Armed robbery
- Assault with a deadly weapon
- Aggravated assault
- Grand larceny
- Other criminal acts

Those acts will not and cannot be tolerated by San Juan College. Those persons accused and arrested for committing any of the above acts are subject to disciplinary action.

REGISTERED SEX OFFENDERS

The state of New Mexico law requires that any sex offender, a resident of the state of New Mexico or a resident of another state, who enrolls in, attends, or changes enrollment status in, any institution of higher education in New Mexico must:

1. Notify and register with campus Registrar
2. Attain and remain in possession of a valid San Juan College Student ID card
3. Register prior to start of classes, for every semester you are enrolled at San Juan College, with DPS. Registration must be conducted in person and will include:
    - A color photograph taken by DPS
    - A copy of your current course schedule
    - Current, working Phone Number
    - Current Address
    - Disclosure of information concerning your vehicle(s)
    - An interview between you and a DPS supervisor about the course schedule in order to address any concerns of possible violations of your restrictions.
        - Information gathered during registration with DPS will be compiled, along with information gathered from the San Juan County Sheriff's Office and State/Federal Probation and Parole Offices, into a confidential (excluding information of public record) file that will be maintained by the DPS.
        - Information of Public Record concerning your status will be posted on the DPS web site.

4 Inform the DPS of your membership(s) in any campus clubs or student programs
5 Inform DPS of any changes to your course schedule, club memberships, student program memberships, or any personal information within 10 days of the change.

- DPS will conduct a spot check of your course schedule 10 to 30 days after your registration with our office. This may include checking your registration schedule, speaking with your instructors, speaking with the head of groups or clubs to which you belong, and calling the telephone number provided to DPS. Failure to notify DPS will result in a review of your enrollment status.

Law enforcement agency information provided by the State of New Mexico concerning registered sex offenders may be obtained at the New Mexico Sex Offender Information Page at www.nmsexoffender.dps.state.nm.us

SAFETY TIPS

As a deterrent to crime, the College recommends that students, staff, faculty, and guests practice sound crime prevention practices such as:

- Take the safest route to and from campus, not the fastest route.
- Travel in groups of two or more at night, and always walk in well-lit, heavily traveled areas. If you do not have someone to walk with you, please contact DPS for an escort by calling (505) 566-3333 or 3333 from any campus phone.
- Stay on the part of the sidewalk that is farthest away from shrubs, dark doorways, and alleys.
- Share your class schedule only with those who need to know it (family, close friends, etc.)
- Never share your schedule with anyone you do not know.
- When you go out, let someone know where you are going and when you plan to be back.
- Wherever you are, stay alert to your surroundings and the actions of people around you.
- Follow your instincts. If something doesn't feel right, change directions, go to an emergency phone or public building and call DPS.
- Do not leave your belongings unattended, even for a few minutes.
- Avoid displaying large amounts of cash or other items such as jewelry or expensive equipment.
- Always lock your car and keep valuables out of sight. Check the back seat before getting in.
- Park in well-lit, well-traveled areas of the parking lot.
- Report any suspicious activity to DPS
- Lock rooms and offices when unattended.

SAN JUAN COLLEGE PARKING REGULATIONS

San Juan College adopts and adheres to the City of Farmington, New Mexico Parking Code 1969 § 19-41, which follows State Law: Municipal parking, NMSA 1978 § 3-50-1et seq.; authority to regulate parking NMSA 1978, § 66-7-9(1). The Vice President for Student Services has the authority, as designated by the Board of Trustees, to designate in conjunction with approved City standards, all parking spaces on campus for specified usage.

(a) No person shall park a vehicle on a state educational institution or post-secondary educational institution campus in violation of state law, city ordinance, or parking regulations duly adopted by the institution owning or controlling the campus upon which the vehicle is located.
(b) Violations of this section will result in the issuance of a citation which will be filed with the municipal court and handled by the traffic violations bureau as provided in division 2 of article 2 of chapter 25.
(Ord. No. 2011-1250, § 5, 10-25-11)

Student Violators: Are issued parking citations that are adjudicated by Farmington Municipal Court. In the event that a student fails to pay the mandated fine, the Municipal Court will notify San Juan College in writing that the student has failed to take the appropriate steps to take care of the citation, at which time the students records will be placed on hold and the Municipal Court will issue a warrant.

Faculty, Staff and Guests Violators: Are issued parking citations that are adjudicated by Farmington Municipal Court. In the event that a violator fails to take the appropriate steps to pay the mandated fine, the Municipal Court will issue a warrant.

TRAFFIC ACCIDENT OR INCIDENT

DPS and the Farmington Police Department are responsible for enforcing all campus parking regulations and citations. Fines are levied through the City of Farmington. The Farmington Police Department is responsible for all moving traffic violations. Whenever a traffic accident or incident occurs, regardless of the severity, immediately notify DPS at ext. 3333.
The Farmington Police Department will investigate injury, hit and run accidents, and DUI incidents.
DPS will investigate accidents involving damage to College property.

DRUG AND ALCOHOL POLICY AND INFORMATION

Students are one of San Juan College's most valuable resources, and their health and safety are matters of serious concern. It is the goal of San Juan College to protect the public health and environment of all members of the College by promoting an alcohol and drug free work environment.
In accordance with the Drug Free Workplace Act of 1988, and the Drug Free Schools and Campuses Act Amendments of 1989:
San Juan College, therefore, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, alcohol, or illegal drug on its premises and/or during any San Juan College sponsored or related event.
Students have the right to an environment free from the effects of substance abuse. The term substance abuse, as used in this policy, refers to the use of illegal drugs or controlled substances and the consumption of alcohol in quantities to the extent that an individual is unable to perform in a safe and productive manner. Students are expected and required to report to class and/or to any San Juan College sponsored or related event fit to perform in a safe and efficient manner.
Students who violate the provisions of this policy may be subject to disciplinary action. San Juan College recognizes drug/alcohol dependency as an illness and a major health problem.
The College also recognizes drug/alcohol abuse as a potential health, safety, and security problem to the institution. Students needing help in dealing with such problems may contact the Advising and Counseling Center for referrals to available substance abuse education, treatment and rehabilitation programs.
As a condition of continued registration and enrollment, any student of San Juan College shall abide by this policy. Violation of this policy shall result in disciplinary action, up to and including expulsion. The College reserves the right to administer a drug screening of any student suspected of substance abuse. For more detailed information, students should contact the Advising and Counseling Center.

LEGAL SANCTIONS FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

The penalties for even the most minor of violations of the Liquor Control Act can include fines of up to $300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.
Penalties for illegal drug use can include significant fines and imprisonment. Penalties for the illegal sale of drugs are greater, and may include property confiscation. Alternative penalties for illegal drug or alcohol use may also include mandatory community service. Violation of laws by a foreign national may result in deportation.
In drug-related cases, a court can permanently suspend eligibility for federal benefits, including financial aid. A criminal record can seriously hurt education and career opportunities.

THE CITY OF FARMINGTON CONTROLLED SUBSTANCES AND ALCOHOL POLICY

It is unlawful for any person to intentionally possess one ounce or less of marijuana within the city. It is unlawful for any person to, knowingly or under circumstances where a person reasonably should know, manufacture, distribute or possess with intent to distribute an imitation controlled substance. It is unlawful for any person to sell, offer for sale, display, furnish, supply or give away any of the following devices or paraphernalia: any cocaine spoon, a marijuana or hashish pipe, empty gelatin capsule, hypodermic syringe or needle, or any other device primarily adapted for, designed or promoted for smoking, injecting, administering or consuming marijuana, hashish, PCP or any other controlled substance as defined in the statutes of New Mexico.
The Farmington City Code (Section 10-1-1) provides the following penalties for driving while under the influence of intoxicating liquor or drugs: First conviction of this offense, the minimum punishment shall be imprisonment for 72 consecutive hours, and a fine of not more than $500; upon a second conviction for this offense, the punishment shall be imprisonment for not less than 72 hours, nor more than 90 days and a fine of not more than $500; and upon a third conviction

of this offense, the offender shall be punished by imprisonment for not less than 72 hours, nor more than 179 days, and by a fine of not more than $1,000. The court may also, after an evaluation of the offender for alcoholism, order the offender to undergo a program of alcohol rehabilitation.

DISCLAIMER

The provisions in this handbook are not to be regarded as a contract between the students and San Juan College. The College reserves the right to change any provisions or requirements when such action will serve the interest of the College or its students. The College further reserves the right to deny admission, cancel the registration or withdraw students when it considers such action to be in the best interest of the College. The sections of this handbook are hereby declared to be independent and severable, and if any sections, subdivision, word, sentence or clause in this handbook be held void or non-enforceable, such holding shall not affect the valid or enforceable portion.

VISITOR AND GUEST RULES CONDUCT POLICY

San Juan College is dedicated to providing a positive and safe educational setting which promotes the advancement of knowledge and learning. This is encouraged through the development of responsible, personal, and social conduct by students. By their presence on the San Juan College campus, visitors and guests voluntarily assume the same obligations as students for performance and behavior relevant to the College's lawful process and functions.

All visitors and guests at San Juan College are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any College related activities. Misconduct and inappropriate behavior will subject the visitor or guest to appropriate action in order to protect students, faculty, and staff as well as the public in order to assure that the College fulfills its mission to the community. All visitors and guests are expected to obey all rules regarding College policies and procedures as well as all civil and criminal statutes of the State of New Mexico and the United States. They may be penalized by the College for violating its standards of conduct as well as face possible civil or criminal actions by state or federal authorities for the same act. These Rules supersede any Conduct

Rules adopted by any individual Department, Program or School.

Violations of College policy and rules, local, state and federal laws will not be tolerated and penalty procedures will be implemented for but not excluded to:

1. Failure to make satisfactory settlement with the College for any and all debts.
2. Forgery, counterfeiting, alteration or misuse of any College record, document or identification card
3. The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray project or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental process while on campus premises, lab sites and/or during any San Juan College sponsored or related event. Reports of a visitor or guest suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Public Safety Office. This office will determine the penalty action to be taken
4. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
5. Possession, storage or use of any knife, firearms, incendiary or explosive device on campus including any device which is lawful but could inflict harm (all devices will become the possession of the Public Safety Department).
6. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
7. Theft of, or unwarranted damage to, College property or property of any member of the College community or campus visitor.
8. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similar disorderly conduct which infringes upon the privacy rights or privileges of others, or causes interference with members of the College in the performance of their normal duties and activities, or disturbs the peace or the orderly process of education on campus.
9. Obstructing or restraining the lawful movement of another or causing campus disorder by obstructing or restraining another's lawful participation in authorized activities and events.

This includes, without limitation, regular and special curricular activities and co-curricular activities.

10. Actual or threatened physical injury to any person on College owned or controlled property, or at a College sponsored or supervised function, or conduct which threatens or endangers the health or safety of a person.

11. Engaging in acts that constitute sexual harassment or engaging in other discriminatory acts based on race, color, religion, national origin, ancestry, sex, disability, age, sexual preference, or veterans' status.
12. Riding bicycles, skateboards or rollerblading on campus stairs, sidewalks or inside campus buildings.
13. Loitering or willful refusal or failure to leave College property upon request.
14. Engaging in any other reckless or unlawful act or course of conduct.
15. Misrepresenting yourself or an organization to be an agent of the College.
16. Violation of College traffic rules and regulations.
17. Parking or driving in undesignated areas.
18. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to San Juan College Visitors or Guests.

"First offense of the conduct rules may result in temporary or permanent suspension of rights to have access to San Juan College campus or activities."

Procedure for Misconduct

When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation shall occur. The visitor or guest involved will be given the opportunity to submit a response to the claimed infraction to the Vice President for Student Services or his/her designee. Following the investigation, the Vice President will make an administrative decision on the case. If warranted, the Vice President for Student Services will determine the appropriate penalty for action. When, in the opinion of the Vice President of Student Services or his/her designee, the situation is of an emergency nature which threatens the health and safety of the San Juan College community, the College may take appropriate action to immediately remove the visitor(s) or guest(s) from the College premises without an investigation preceding the action.

Students wishing to submit written complaints regarding college student service issues may do so with the Vice President for Student Services. Students should first follow any documented procedures for handling of concerns as covered in this Student Handbook or the Academic Catalog before submitting concerns to the Office of Vice President. Grade appeals are not covered under this complaint section, all grade appeals should follow the outlined grade appeal process as listed in the Academic Catalog.

Updated on September 3, 2015

SAN JUAN COLLEGE

4601 College Boulevard, Farmington, NM 87402 • 505-326-3311

Main Campus Key

Central Classroom Complex
1300, 1400, 1500 Rooms
Little Theatre

Child and Family Development Center
8000 Rooms

East Classroom Complex
1100 and 1200 Rooms
Information/Switchboard
Safety and Security (LL)
School of Business and Information Technology

Educational Services Center
4000 Rooms, Administration
LL: Admissions
Business Office
Financial Aid
Meeting Rooms 1A,
Student Services
UL: Boardroom
Human Resources
Meeting Rooms 2C
President's Office
SJC Foundation
Office of Learning
Marketing and Public Relations

Health and Human Performance Center
55000 Rooms
Gymnasium/Fitness Center
Zia Conference Center
School of Health Sciences

Health Sciences Center
3000 Rooms

Henderson Fine Arts Center
9000 Rooms (LL), 9200 Rooms
Art Gallery
Meeting Rooms (9000 series)
Performance Hall

Information Technology Center
7000 Rooms
Meeting Room 7103

Learning Commons
6000 Rooms
Library
Student Activities

Outdoor Learning Center
77000 Rooms
Cultural Center
Greenhouse

Quality Center for Business
5000 Rooms
Center for Workforce Training
Enterprise Center
Small Business Development Center

Student Center
1600-29 Rooms
Student Success Center
Mary's Kitchen (LL)
Sun's Room (LL)

Trades and Technology Building
2000 Rooms
School of Trades and Technology

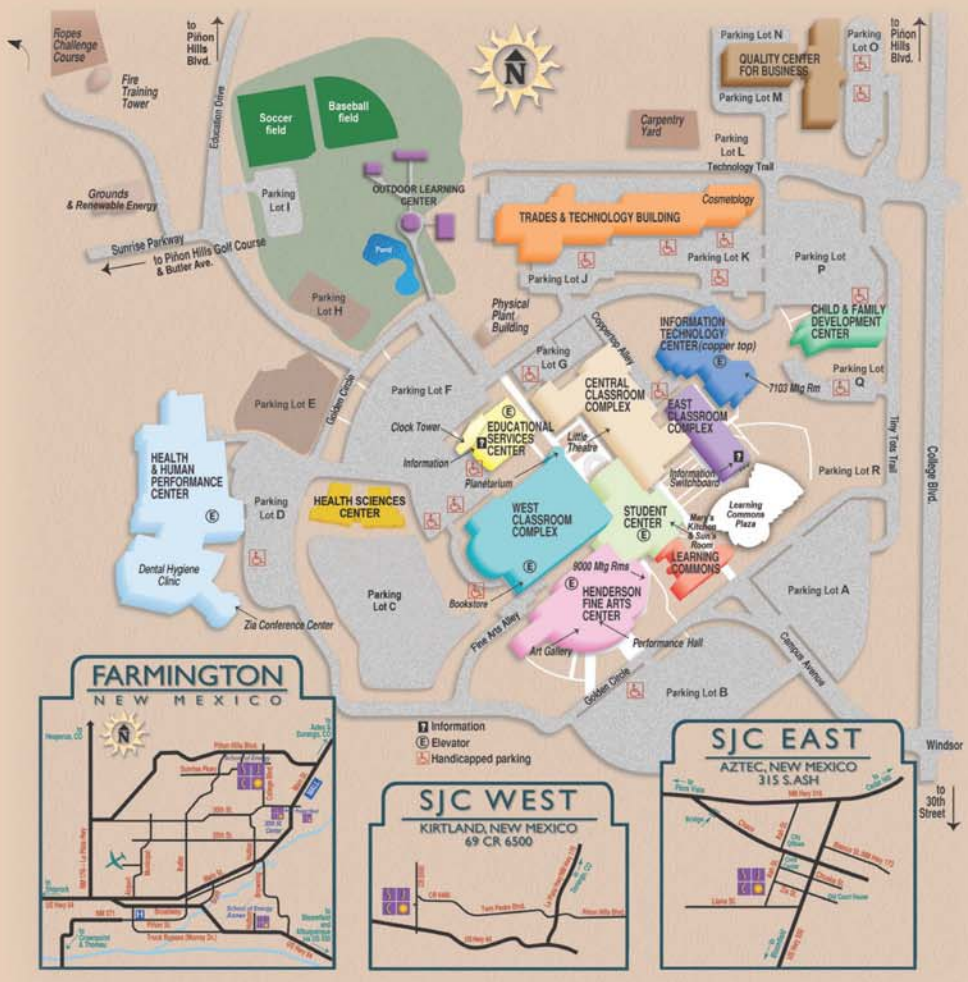
West Classroom Complex
1630-99 (LL), 1700 (UL), 1800 (UL),1900(LL) Rooms
School of Humanities
School of Science
Planetarium
Community Learning Center
Bookstore

East Campus, Aztec
E111-119 Rooms

West Campus, Kirtland
W111-303 Rooms

30th Street Center, 3539 E. 30th
Adult Basic Education
ENLACE
Project Read
University Partners

3535 E. 30th
College Tenants

School of Energy 5301 College Blvd.
99000 Rooms

School of Energy Annex 907 S. Hutton
CDL Program