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# STUDENT SERVICES

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Student Services provides a variety of programs and services to assist students in personal and educational areas. These support services include educational counseling; career planning; a testing center; admissions and records; special counseling; transfer planning; special assistance for ethnic minorities, veterans, and students with disabilities; financial aid; and a wide range of co-curricular activities.

It is the responsibility of the Student Services staff to advocate for the common good and the rights of the individual, to encourage independent thought and decision-making, and to set limits on student behavior. Student Services strives to create opportunities for personal, social, cultural, and intellectual growth within the campus environment. For more information, call 566-3318.

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## Where to start?

### Advising and Counseling Center (ACC)

In keeping with San Juan College's mission and vision – to improve the quality of life of the citizens it serves – the Advising and Counseling Center's purpose is to coordinate with professional staff and faculty to provide students with consistent academic information and personal counseling, and assists students in developing sound educational, career, and professional goals, so students can make effective decisions about courses and programs according to their values, interests and skills.

All Advising and Counseling services are free of charge. Please contact 566-3404 for additional information or to schedule appointments.

### Academic Advising

The ACC is dedicated to providing you with the best service possible. All new students will be assigned an advisor in the ACC. **Students will be expected to meet with their advisor at least two times a semester, and students are required to meet with their advisor if they have less than 24 non-remedial credit hours. Registration holds will be released after meeting with your advisor.** Students can make appointments to meet with their advisor at any time to answer questions about degree or certificate program requirements, course content, registration procedures, probation/suspension holds, degree checks, transfer information, career information, or other questions about your educational goals. While we encourage you to make an appointment, we will also see drop in students, however, you may have to wait a short time to be seen.

### Career Counseling

Students who are undecided about their future goals or those who are in the middle of making career changes, are welcome to visit with a counselor. San Juan College's professional counselors have a wide variety of testing materials, as well as a wealth of books, video tapes, and computerized information available. For more information, call 566-3526.

### Personal Counseling

The ACC has counselors available to assist students with personal issues that may be hindering their ability to do well in school. All information resulting from counseling contacts is held in confidence.

### Disability Services

Disability Services is a component of the Advising and Counseling Center. This program is designed to assist students with physical, emotional or learning disabilities to complete a chosen area of study. Students will need to make an appointment with the Disability Services counselor to determine accommodation needs.

### Transfer Advisement

Students planning to transfer San Juan College credits to a four-year institution should see a counselor as soon as possible. Planning for transfer ahead of time can help the student decide which courses to take at San Juan College and how to transfer. Students should be aware that different institutions, and departments within institutions, have different requirements and courses that they will accept for transfer. Student Services counselors have

articulation credit lists for San Juan College courses accepted by New Mexico four-year institutions and Fort Lewis College. Counselors will help the student to develop a course of study that will facilitate the student's study at San Juan College and result in successful transfer to another institution. Additional information regarding articulation and transfer between San Juan College and other state-supported institutions in New Mexico can be found in the "Admissions & Records" section of the catalog entitled "Transferring From San Juan College to another State-Supported Institution in New Mexico."

### Career Services/Job Placement

San Juan College maintains a full-time career services department for all currently enrolled students and former students (alumni). By taking one or more classes at the college you are entitled to our full line of services. These include: help in finding work that will enhance a resume; assistance in preparing resume and cover letters; tips on portfolio creation; and posting on-line off-campus job opportunities, both local and non-local. Students or alumni interested in using these services should contact the career services office to fill out a profile sheet.

The Career Services Office is located in room 1630. For more information, call 566-3423 or visit <http://www.sanjuancollege.edu/careerservices>.

### Educational Dedication and Goal Enhancement (EDGE)

EDGE is a Federal TRIO Student Support Services program that assists potentially at-risk students in completing a post-secondary education. It is designed to aid accepted applicants who qualify according to income, are first generation (neither parent has a four-year degree), or have a documented disability. The program addresses academic, personal, and professional issues.

EDGE offers several services to its participants, including academic advisement and planning; personal guidance and counseling; financial aid assistance; tutoring; computer assistance and availability; cultural and educational events; visits to four-year institutions; and adaptive needs and skills development. The program focuses on individual needs to ensure each participant's success in completing an associate degree or certificate, with the hope the student will then transfer on to complete a four-year degree and more.

To find out more about the EDGE program, and more details on participant eligibility, please stop by room 1414 in the Central Classroom Complex. You can also call 566-3147.

### Emergencies/Campus Safety Office

The College promotes a safe campus environment and has procedures in place to handle emergency situations. Emergency procedures are outlined in the student handbook. In case of emergency, contact safety and security office at 566-3333, or extension 3333 on campus.

### Financial Aid

A college education is an investment in your future. It is an investment that will provide a better quality of life and financial stability down the road. The basic premise underlying student financial aid is that the primary responsibility for a student's education rests with his or her family. When the resources of the family are not sufficient to meet college costs, the student may be eligible to receive financial assistance. This aid may come in the form of grants (grants include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), College Affordability Grant, Academic Competitive Grant and New Mexico Student Incentive Grants (SSIG) and don't have to be repaid), scholarships (scholarships are awards made to students based on outstanding grades, high school or college activities, specific college majors, or other specified criteria), work study (work study allows you to earn part of your financial aid eligibility by working part time on campus and getting paid based on the hours worked) and/or student loans (student loans allow a student to borrow money to pay for college related costs and pay back that money at a low interest rate after leaving college). The cost of attending San Juan College includes: 1) Tuition and fees; 2) Room and board; 3) Books and supplies; 4) Transportation; 5) Personal expenses; and 6) Child care costs, if applicable.

The Free Application for Federal Student Aid (FAFSA) is used to apply for all types of federal and state need-based aid. You may apply via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). San Juan College's school code is 002660. To receive maximum consideration for aid, your application should be submitted by the Priority deadline of **April 1** each year. If selected for the "verification process" you must submit any requested documents to the Financial Aid Office in a timely manner. Failure to submit documents in a timely manner may delay processing of your financial aid application.

All prospective students must be regularly admitted to San Juan College to receive an offer of financial assistance. Any student owing a refund or repayment of a loan, grant and/or in default of such a loan will be denied financial aid at this institution by the Priority deadline of April 1 each year. You must also respond in a timely manner by submitting any documents request-

ed by the Financial Aid Office in order to complete the "Verification Process" if selected. San Juan College's school code is **002660**. All prospective students must be regularly admitted to San Juan College to receive an offer of financial assistance. Any student owing a refund or repayment of a loan, grant and/or in default of such a loan will be denied financial aid at this institution.

### Typical Sources of Financial Aid

Program	Class Level	Maximum Award Amount
Federal Pell Grant	Undergraduate	\$4,731
Federal Supplemental Ed. Opportunity Grant (SEOG)	Undergraduate	\$1,000
Federal Academic Competitive Grant	Undergraduate	\$1,000
Federal/State Work Study	Undergraduate	\$4,000
Bridge to Success Scholarship	First Time Freshman	
NM Legislative Lottery Scholarship	Undergraduate	\$720
State Incentive Grant (SSIG)	Undergraduate	\$1,000
NM College Affordability Grant	Undergraduate	\$1,000
San Juan College and Native American Scholarships	Undergraduate	Various award amounts. Cannot exceed Cost of Education minus any other aid.
STARS Scholarship	First two years following High School Graduation	Gold = \$720 Silver + \$500
Federal Stafford Loan (Subsidized)	Freshman	\$2,625 (Dependent or Independent)
	Sophomore	\$3,500 (Dependent or Independent)
Federal Stafford (Unsubsidized)	Freshman	Dependent: \$5,500 (Minus any subsidized amount.) Independent: \$9,500 (Minus any subsidized amount.)
	Sophomore	Dependent: \$6,500 (Minus any subsidized amount.) Independent: \$10,500 (Minus any subsidized amount.)
Parent Loan to Undergraduate Students (PLUS Loans)	Undergraduate	Up to cost of education minus other financial aid
Loan for Service	Nursing Students	\$12,000

## Student Employment

Students seeking part-time employment while attending San Juan College may apply for student employment. Students must be enrolled for at least six credit hours to be eligible for Federal or State work-study. Students must complete the online customer service training and submit all required paperwork to the financial aid office prior to beginning a job. Available positions are posted on the Financial Aid website under work-study at [www.sanjuancollege.edu/pages/3284.asp](http://www.sanjuancollege.edu/pages/3284.asp).

## Legislative Lottery Scholarships

The New Mexico Legislature has created a scholarship to cover tuition of New Mexico high school graduates and GED completers. A student must enter college in the next semester after completing high school or completing his/her GED. Eligibility is gained by completing 12 or more credit hours and earning a cumulative 2.5 grade point average or better. After establishing eligibility a student has 4 consecutive semesters of Lottery success eligibility at a two year college and an additional 4 consecutive semesters of eligibility upon transferring to a four-year New Mexico college or university.

## Scholarships

More than 200 scholarships are available through the SJC Foundation Office at San Juan College for qualified students. You must reapply each year for consideration. Priority deadline for scholarship applications

is April 1 of each academic year. You can find information and a scholarship application at [www.sanjuancollege.edu/pages/3361.asp](http://www.sanjuancollege.edu/pages/3361.asp).

In addition, students may apply for various Native American Scholarships. Native American Scholarships are provided by the various area Chapters, local Tribal agencies and higher education offices. There are different deadlines for each scholarship and information on the scholarship programs may be found at the Financial Aid Office or through the various individual Tribal websites.

## Student Loans

The Federal Stafford loan is available at San Juan College. Students must be enrolled in a least six credit hours. Federal Stafford loans have need-based (Subsidized) and non-need based (unsubsidized) components. Students must complete entrance counseling before being certified for a student loan. Students must complete an exit interview session upon graduation or at any time that they drop below six credit hours. You can locate information and the application for Student Loans at [www.sanjuancollege.edu/financialaid](http://www.sanjuancollege.edu/financialaid), under Loans. Placement of lenders on our lending list is based on the best interests of the students through specific borrower benefits and consistency of the lending institutions customer service practices. Students are not limited to those on our list and may select any lender who participates in the Stafford Loan Program.

## Satisfactory Academic Progress

Students must meet a minimum standard of academic performance in their course work and progression toward a degree. All students' academic progress is monitored annually to determine eligibility for assistance. There are three major components to San Juan College's Satisfactory Academic Progress Policy:

- 1. Grade Point Average:** Students are required to maintain a grade point average of a 2.0 or above.
- 2. Completion Rate:** Students must successfully complete at least 66.67% of the total credit hours they attempt. Classes in which grades of A, B, C, D or CR are earned and will be considered as completed. Repeated courses were already counted as completed, and will not be counted twice. All attempted credit hours from any college (including non-degree hours) are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. Developmental coursework up to 30 credit hours are exempt from the calculation. Coursework taken as an AUDIT is not counted in the student's total course load for the purposes of financial aid eligibility.
- 3. Maximum Time Frame:** Undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of the academic program is 68 credits, the maximum time frame is 102 attempted credits. Students attempting any more than 102 credits would be placed on suspension for exceeding Maximum Time Frame. All attempted credit hours from any college, including non-degree hours, and hours attempted in completing a prior certificate or degree will count toward the maximum allowable credits regardless of whether financial aid was received. Courses with assigned grades of F, W, AW, I, NC, X, and "repeated" courses all count as attempted credit hours. Any remedial class, up to 30 attempted credit hours will not be used in the calculation.

Should you fail to meet the criteria listed above, you will no longer be eligible to receive financial aid at San Juan College. Appeals will be allowed for students with circumstances beyond their control. You can find additional information at: [www.sanjuancollege.edu/pages/3281.asp](http://www.sanjuancollege.edu/pages/3281.asp).

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**A comprehensive financial aid handbook is available in the Financial Aid Office. For information concerning available scholarships, grants, work study, and loans, contact the:**

San Juan College  
Financial Aid Office  
4601 College Blvd.  
Farmington, NM 87402  
(505) 566-3323/566-3322

Or visit our website at [www.sanjuancollege.edu/financialaid](http://www.sanjuancollege.edu/financialaid)

### **Native American Center**

The Native American Center focuses on integrating social, cultural, and academic life for Native American students. The Center assists Native American students in their college entrance and college adjustment processes. Coordination of advisement is provided in academic, vocational, financial assistance, personal guidance, and other college-assisted programs and informational sources. Native American clientele have access to college catalogs, directories of colleges, transfer program guides, sources of financial assistance, special assistance programs, and Native American organizations. Financial assistance for Native American students is provided through identification of sources and procedures for tribal scholarships. Other support services include providing liaison assistance between the college and Indian communities; as well as promotion of outreach programs, special topic seminars, and Native American cultural enrichment activities. Visit our web site at [www.sanjuancollege.edu/pages/132.asp](http://www.sanjuancollege.edu/pages/132.asp). For additional information, contact (505) 566-3321 or 3357.

### **Student Activities**

The Office of Student Activities at San Juan College provides excellent opportunities for students to enrich their educational experience with social, recreational and cultural activities. This office also serves as an information center and offers a variety of services for evening students. The Office of Student Activities is located on the first floor of the Learning Commons and is open from 8 a.m. until 6 p.m., Monday through Thursday, and 8 a.m. until 5 p.m. on Friday. The office is responsible for Associated Students, the Student Ambassador Program, the Campus Buzz (student newsletter) and all clubs and organizations.

### **Testing Center**

The San Juan College Testing Center is a full-service center offering proctoring services for SJC students as well as students from other colleges and universities. In addition, the Testing Center offers GED examinations, entrance examinations for various programs, and certification and licensure examinations. We offer CLEP examinations and other college course challenge examinations.

The SJC Testing Center is an ACT Center, Thomson Prometric Testing Center, Microsoft Office Specialist Certified Testing Center, Pearson Vue Authorized Center, national certified proctor site for the National Center for Competency Testing, a testing center for NOCTI and the Whitener Group, Performance Assessment Network (PAN) Kryterion Host location, and Assessment Technologies Institute testing site.

If you have any questions or do not see your test provider listed above, please feel free to contact the SJC Testing Center at 505-566-3139 or [testingcenter@sanjuancollege.edu](mailto:testingcenter@sanjuancollege.edu).

### **Veterans Office**

The Financial Aid Office has the responsibility for certification of veterans and/or dependents while they attend San Juan College. Prospective students are urged to submit completed applications for veterans' educational assistance to this institution well in advance of the intended enrollment. Veteran certification includes information and assistance concerning the Veterans Readjustment Act of 1956. Please contact Office of Admissions and Records.

