
ACADEMIC INFORMATION

SCHOOLS

School of Business

The School of Business offers Associate's of Arts degrees in Business Administration and in Economics. Its Associate of Applied Science degrees include Accounting, Business Administration, Digital Media Arts and Design and also Legal Assistant. Computer Science students can receive an Associate of Science degree. In addition, certificate programs are available for Accounting, Administrative Office Assistant, Business Administration and Computer Science Technology.

The School of Business continues to develop new programs to meet the needs of the community, both locally, across the state and nationally. Students are advised to meet with School of Business faculty advisors to learn of new programs. Business programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). Information: (505) 566-3317

School of Continuing Education and Community Development

The School of Continuing Education and Community Development is comprised of eight departments and more than 20 programs within those departments.

Business and Industry Training Center – 566-3501
Child and Family Resources –
566-3825 or 566-3383
Community Learning Center – 566-3214
Encore: The Senior College – 566-3461
Enterprise Center – 566-3699
Planetarium – 566-3361
Small Business Development Center – 566-3528
Volunteer Center – 566-3293

The School of Continuing Education and Community Development is dedicated to providing innovative lifelong learning and development opportunities to meet the diverse needs of our community.



School of Extended Learning

As San Juan College's vision statement embraces student-centered learning, the School of Extended Learning offers many of the types of learning that happen outside of the traditional main-campus classrooms. The School includes:

The Library, San Juan College East, San Juan College West, Online Services, Student Success Center, University Programs and the Veterinary Technology Distance Learning Program.

Library Services are available at the main campus in the Learning Commons; at the West campus in Kirtland; and at the East campus through the Aztec Public Library.

Project Read is a literacy program that assists adults in developing their reading, writing and English speaking skills. It is located at 203 W. Main Street in Farmington, 326-3503.

San Juan College East, located at 315 S. Ash Street in Aztec, is a full-service campus, offering credit and non-credit classes as well as GED classes and student support services.

San Juan College West offers educational opportunities in credit, non-credit and GED preparation classes, as well as library services to western San Juan County communities at its facility at 69 County Road 6500 in Kirtland.

University Programs on campus make available bachelor's and master's degrees to local residents. SJC hosts outreach centers for Highlands University, New Mexico State University and University of New Mexico. Information on types of degrees available, call 566-3044 or see University Programs at www.sanjuancollege.edu then search for University Programs.

The Veterinary Technology Distance Learning Program is designed to take away the barriers of time and distance for those aspiring to be veterinary assistants or credentialed veterinary technicians as the entire program is offered online. Students are required to complete their clinical assignments at a hospital or

clinic where they work and the site must be approved as an Off-Campus Clinical Instruction (OCCI) facility by the program.

Online Services provides many learning options to students who are unable to attend class face-to-face. Be sure to check the current semester schedule for a list of all the online courses and degrees.

At the **Student Success Center** (on the main campus, in room 1611), students can find one-to-one tutoring services; tutoring labs; GED and ESL (English as a Second Language) classes; basic mathematics, writing and reading classes; and Learning Support classes.

School of Energy

Located at 800 S. Hutton in south Farmington, the School of Energy supports economic development through training and educational programs responsive to the needs of the energy industry and related businesses. The school offers classes in Petroleum Technology, Natural Gas Compression, Industrial Process Operations, Renewable Energy, Commercial Drivers License (CDL) and Safety. Courses are designed to include hands-on workshops and seminars to help individuals gain entry-level, professional and/or advancement training starting with basic petroleum technology, safety, drilling, production practices, work-over, well control, process technology, pump jack technology, Commercial Drivers License A and B, hazardous materials/hazardous operators/hazard communications, natural gas compression and renewable technologies. Training encompasses entry-level, supervisory and management.

School of Health Sciences

The School of Health Sciences consists of a variety of programs that support the Health Sciences and Wellness. Current Degrees Programs are: associate of applied science (AAS) in Dental Hygiene; Health Information Technology (HIT), AAS Surgical Technology, AAS Medical Laboratory Technology; associate degree in Nursing (ADN); Physical Therapist Assistant (PTA); and associate of arts (AA) in Outdoor Leadership and Recreation. Both the PTA and HIT program are also available online. Certificates Include: Medical Insurance Coder/Biller Certificate Program, Medical Transcriptionist Certificate Program, Phlebotomy, and Certified Nursing Assistant (CNA). An AAS in Respiratory Therapy is coming soon. Another component offered consists of numerous courses in physical fitness, wellness, nutrition, and health.

School of Humanities

The School of Humanities serves the College by providing:

- General education courses in Humanities, Social Sciences, and Fine Arts
- Courses in developmental English and reading
- Certificate programs in Early Childhood Education and Human Services
- AAS programs in Human Services and Technical Theatre
- AA programs in Early Childhood Education, Teacher Education, and Human Services
- AA degrees in Liberal Arts with concentrations in many disciplines within Social Sciences, Humanities, and Fine Arts

The School of Humanities includes the following disciplines:

Humanities: English, History, Philosophy, Languages, Reading

Social Sciences: Anthropology, Early Childhood Education, Human Services, Speech Communication, Political Science, Psychology, Sociology

Fine Arts: Art, Vocal and Instrumental Music, Photography, Theatre

The faculty of the School of Humanities is committed to providing innovative, student-centered instruction that fosters intellectual curiosity and active learning. Students will develop the critical thinking, communication, interpersonal skills that will allow them to pursue academic goals, success in the workplace, and lifelong learning.

Through the Office of Public Events, the SJC Art Gallery and the KSJE Radio Station, the school extends learning opportunities and access to the arts to all students and community members. Information: (505) 566-3276.

School of Math

San Juan College offers an Associate of Science degree with concentration in the field of mathematics. The size of the math classes at San Juan College are small, enabling students to receive individual attention. Classes range from basic developmental courses to upper level classes such as linear algebra and differential equations. Math courses taken at San Juan College provide a strong background for students interested in transferring to a four-year university to complete a bachelor's degree in mathematics. Courses are offered at different times and locations and include online options.

Students receiving degrees in mathematics have a wide variety of career opportunities, including: education, actuary, and industry. Government agencies also hire students who receive degrees in mathematics. Mathematics is also important in other degrees offered by San Juan College such as science, engineering, and computer science. For more information please contact the School of Math at 566-3616.

School of Science

The School of Science comprises a variety of programs including two-year associate of science (A.S.) degrees in Biology, Chemistry, Engineering, General Science, Geology, Geography, Physics and Pre-Medical Sciences and an Associate of Applied Science (A.A.S.) degree in Horticulture. In addition, there are one-year certificates available in Geographic Information Science Technology (GIST) and Horticulture.

The School of Science offers a variety of courses including:

- Courses required as part of the A.A. or A.S. general education requirements;
- Courses intended to transfer to other institutions of higher education and apply toward four-year baccalaureate degrees;
- Specialized courses within other programs such as Health Sciences and Energy that are essential to the completion of those degrees or certificates.

The faculty and staff of the School of Science are dedicated to creating a learning environment that emphasizes critical thinking, the development of problem solving skills, a systematic study of each science discipline within the school, and a solid knowledge base in each course and program offered within the school. Students will also be introduced to technology appropriate to the discipline.

School of Trades and Technology

The School of Trades and Technology is committed to student-centered learning. The curriculum is developed through collaboration with advisory committees made up of representatives from each industry.

In the School of Trades and Technology, students apply learning concepts in a laboratory environment that prepares them for employment in their chosen field. This allows the student to reinforce classroom theory with hands-on applications. The programs are technical in nature and require students to use diagnostic procedures to solve problems much like they will experience on the job.

Students can choose from Auto Body Technology, Automotive Technology, Aviation, Building Trades, Diesel Technology, Drafting, Fire Science, Instrumentation and Controls Technology, Machine Shop Technology and Welding. San Juan College has partnerships with General Motors, Toyota, Chrysler and Mesa Airlines. Apprenticeship programs are established with Arizona Public Service Company, Giant, Public Service Company of New Mexico and BHP Billiton. These have been established to provide the best quality education that prepares students to meet the employment needs of these specific companies. Information: (505) 566-3339.

Welcome to San Juan College. We invite you to explore the wide range of course and degree options available. You will find exceptional people and the tools you need as you navigate down your path.

Academic Standing

Good Standing – A student whose cumulative grade point average is equal to or greater than 2.0 is in good standing.

Scholastic Probation or Probationary Status – Students are placed on probation at the end of a semester or summer session when their cumulative grade point average (CGPA) falls below 2.0. Notification to students of scholastic probation or suspension is mailed to eligible students at the end of each grading period.

Removal of Scholastic Probation – Such academic standing is removed when the cumulative GPA is raised to a 2.0 or higher.

Continuing in Probationary Status – Students may continue to enroll while on probation provided they maintain a semester GPA of 2.0 or higher. Students continue on probation if they withdraw from the College while on probation.

Restrictions on Enrollment while on Probationary Status – No student on probation should enroll for more than 15 credits during a semester, without permission of the Vice President for Learning.

Scholastic Suspension – Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from San Juan College will be for one semester. The second suspension from San Juan College will be for one calendar year. The third and subsequent suspensions will be for a calendar year.

Effect of Summer Attendance – Students may attend summer session at San Juan College after a spring suspension if the suspension is for one semester and summer enrollment is approved by the Director of Admissions and Records. Students suspended at the close of the spring semester may have their suspension rescinded if they attend the following summer session at San Juan College and raise their cumulative GPA to 2.0 or better. Poor performance during the summer can extend the suspension to a full year. Course work taken at other institutions has no effect upon the student's suspension.

Choice of Catalog

The application form for a degree or certificate requires a student to specify the catalog year listing degree or certificate requirements. A student may specify choice of the catalog of first admission to San Juan College in a regular admission status or any subsequent catalog, provided the selected catalog is not more than four years old when degree or certificate requirements are completed, and provided the student has been in continuous enrollment (not out of school for two consecutive semesters, fall or spring). In special cases, individual requests for waiver consideration of the catalog rule can be made to the Director of Admissions and Records. Courses showing "AU," "W," "X," or "F" for final grade will not count as a semester attended for catalog choice calculation. The student **MUST** meet the requirements in one specific edition of the SJC catalog to earn a certificate or degree. If the student does not indicate a catalog on the degree/certificate application, the current catalog will be used to determine eligibility.

Employer-Based Programs

San Juan College awards credit for approved courses taught at designated training sites. This agreement enables employees to earn an associate of applied science degree from San Juan College provided

they meet all program requirements. At the present time, only current employees of San Juan County law enforcement agencies, Arizona Public Service, and Public Service Company of New Mexico can participate in the Employer-Based Program degree offerings. These programs are NOT approved or eligible for financial aid.

The College helps develop curricula and flexible class scheduling for all approved programs and courses. The College allows employees to challenge courses as prescribed in the San Juan College catalog. The college offers Cooperative Education option credits to all students of Employer-Based Programs. This is a tremendous benefit available to employees who choose to participate and it allows San Juan College the opportunity to award credit for quality education off-campus. Contact School of Trades and Technology (505) 566-3339.

Graduation

Application for Degree or Certificate

Degree or certificate candidates are required to file an application for each degree or certificate sought. Application forms are available from the Office of Admissions and Records. Forms must be completed by these dates:

- F – Fall Semester: November 1
- SP – Spring Semester: January 31
- SS – Summer Session: June 15



If the deadlines for filing fall on the weekend, students will have until 4:00 p.m. the following business day to submit their graduation application. Students who apply for summer graduation prior to the January 31 deadline will appear in the program and publication for spring graduation and may participate in graduation ceremonies as summer candidates.

If students apply for summer graduation after the January 31 deadline, their name may not appear in the graduation program. Graduates' diplomas will be printed and mailed approximately one month after the end of the session. When the application is received, an evaluation will be completed by the Office of Admissions and Records. If it is uncertain as to whether the student has met the degree/certificate requirements, the Director of Admissions and Records and the Academic Dean will make the final determination. Only documentation on file in the student's record folder and current registration records will be used in this evaluation. It is the student's responsibility to make sure all previous college transcripts have been received and evaluated, substitution/waivers have been received and the correct major is on file in the Office of Admissions and Records. The student will be notified in writing of the outcome of this evaluation. Students are encouraged to apply for graduation one semester prior to the semester in which they expect to graduate.

Students participating in the graduation ceremony must purchase a cap and gown at the bookstore. The deadline for purchase is January 31.

Issue of Degree or Certificate

Certification of final approval for a degree or certificate will be placed on the student's official record at the end of the semester when all requirements have been completed and final grades certified.

Degree and certificate documents are mailed to students approximately one month after the semester concludes when all final grades are certified and all financial records are cleared.

A student must have a cumulative grade point average of "C" or above for all course work completed at San Juan College, must have a minimum grade point average of 2.0 for all courses counted toward the degree or certificate, and must meet all minimum course grade requirements as set forth in this catalog for the specific degree or certificate sought.

Students who apply to receive a degree or certificate

for any major area of study must earn a grade of "C" or higher in each core departmental course counted towards the degree or certificate.

Special Topics Courses: No more than six credit hours of Special Topics courses may count towards an associate of arts or associate of science degree. Special Topics credits may be applied only as electives in fulfilling the requirements for an associate degree unless approved by the appropriate dean to substitute for a required general education course.

For most associate of arts degrees, vocational credit hours will not count as electives for transfer to a four year college or university; however, they can be used to earn an associate of arts degree from San Juan College.

Transfer students seeking a degree or certificate from San Juan College must complete the last 15 semester hours of that degree at San Juan College. Exceptions may be approved by contacting the Director of Admissions and Records.

Documentation

All change of status, transfer credit evaluations, substitution/waiver requests, course challenges, "I" grade removals, and other actions which apply to individual student records must be complete and on file at the time the application for degree/certificate is processed. Missing documents not on file by April 1 will cause the applicant to forfeit his/her eligibility to participate in the May graduation ceremony. All substitution or waiver requests will originate with the appropriate school and be forwarded for approval. Failure to do so will result in the application being rated and denied for lack of minimum graduation requirements.

Attendance at Commencement

The Director of Admissions and Records certifies eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates for the spring semester or summer session and degree or certificate recipients from the previous fall semester may participate in the ceremony.



HONORS

The mission of the Honors Program is to:

- Enhance and invigorate learning at San Juan College
- Promote critical thinking and higher level learning among students and others who are prepared for and seeking those challenges
- Provide learning opportunities in cross-disciplinary and innovative, creative environments beyond the traditional curriculum
- Encourage and provide opportunities for intensive instructor-student partnerships in scholarship and learning
- Forge new and innovative venues of learning and teaching as forums for research and scholarship

Honors courses are offered each semester and are available to all students. Honors sections of core courses may be substituted for regular sections. Honors special topics courses or seminars will fulfill elective credits toward graduation and may be repeated one or more times for additional credit.

Semester Honors

President's Honor Roll

Enrolled for 12 or more credits with a semester grade point average of 3.8 or above.

Vice President's Honor Roll

Enrolled for 12 or more credits with a semester grade point average of 3.5. to 3.79.

GRADUATION HONORS

Presidential Honors

Graduates with a cumulative 3.80 grade point average or above.

San Juan College

Distinguished Scholars

Students who complete twelve (12) hours of honors courses with a 3.25 g.p.a. or higher in those courses and no grade lower than a 3.0 in an honors course, and who have an overall 3.25 g.p.a. earn the honor of San Juan College Distinguished Scholar. These students are recognized at graduation and their status as San Juan College Distinguished Scholars is recorded on their official transcript.

NOTE: See description of San Juan College Honors Program in Transfer Programs section of the catalog.

Second Degrees

A student who wishes to secure a second degree must complete a minimum of 15 additional credits at San Juan College required for the second degree, in addition to the total number of credits required for the first degree. Of the 15 credits, 12 credits must be in the department/division area of study. The student is required to complete all of the requirements for the second degree including general education requirements and specific requirements for the degree selected.

The additional credits required for the second degree may be completed concurrently with those credits applying to the first degree with the two degrees being awarded simultaneously or sequentially providing all requirements have been completed for both degrees.

Common Student Learning Outcomes

San Juan College is a learning college, where students are full partners in their education. As part of this philosophy, it is important that all students are prepared for the world of work or to transfer to a four-year college or university. In order to fulfill this goal, the College has adopted five Common Student Learning Outcomes that will be used throughout the institution to measure learning success. These outcomes are:

Learn

Students will actively and independently acquire, apply and adapt skills and knowledge to develop expertise and a broader understanding of the world as lifelong learners.

Think

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

Communicate

Students will exchange ideas and information with clarity and originality in multiple contexts.

Integrate

Students will demonstrate proficiency in the use of technologies in the broadest sense related to their field of study.

Act

Students will act purposefully, reflectively and respectfully in diverse and complex environments.