

# STUDENT SERVICES

505-566-3318

Student Services provides a variety of programs and services to assist students in personal and educational areas. 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.

## ADVISING AND COUNSELING CENTER (ACC)

[www.sanjuancollege.edu/advising](http://www.sanjuancollege.edu/advising)  
(505) 566-3404

The ACC is dedicated to providing quality advising and personal counseling to assist all students with meeting their educational goals. New and current students with less than 25 credits must meet with an advisor in order to register for classes. Advisement is available on a walk-in basis, but appointments reduce wait time. All services are confidential and free of charge.

Services provided:

- Academic and transfer advisement
- Personal and career counseling
- Disability services for students with physical, emotional and learning disabilities

## CAREER SERVICES (CS)

[www.sanjuancollege.edu/careerservices](http://www.sanjuancollege.edu/careerservices)  
(505) 566-3423

Career Services is available for anyone who has ever taken one or more classes at the college. The office is located in room 1414. Services offered include:

- Help in finding work that will enhance a resume
- Resume and cover letter assistance
- Tips on career portfolio creation

## EDUCATIONAL DEDICATION AND GOAL ENHANCEMENT (EDGE)

[www.sanjuancollege.edu/pages/1110.asp](http://www.sanjuancollege.edu/pages/1110.asp)  
(505) 566-3147

EDGE/Student Support Services is a TRIO program that provides support to low-income, first generation or disabled students to assist them in maintaining good grades and successfully completing a degree or certificate. EDGE offers the following services to students:

- Academic advising
- Individual tutoring
- Degree planning
- Financial aid counseling
- Financial literacy information
- Cultural activities and field trips
- Transfer counseling and field trips to four-year colleges and universities

- Workshops on academic, personal, and financial topics
- Support for students with disabilities

## EMERGENCIES/ CAMPUS SAFETY OFFICE

[www.sanjuancollege.edu/pages/360.asp](http://www.sanjuancollege.edu/pages/360.asp)  
(505) 566-3333, or extension 3333 on campus

The College promotes a safe campus environment and has procedures in place to handle emergency situations. Emergency procedures are outlined in the student handbook.

## FINANCIAL AID

[www.sanjuancollege.edu/financialaid](http://www.sanjuancollege.edu/financialaid)  
(505) 566-3323/566-3322

The basic underlying premise of 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:** Awards that typically are based on financial need and do not need to be repaid after graduation. Examples include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), College Affordability Grant and New Mexico Student Incentive Grants (SSIG);

**Scholarships:** Awards made to students based on outstanding grades, high school or college activities, specific college majors, or other specified criteria;

**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

**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.gov](http://www.fafsa.gov). San Juan College's school code is 002660. To receive maximum consideration for aid, your application should be submitted by the Federally suggested 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.

## Typical Sources of Financial Aid

Program	Class Level	Maximum Award Amount (amounts subject to change)
Federal Pell Grant	Undergraduate	\$5,550
Federal Supplemental Ed. Opportunity Grant (SEOG)	Undergraduate	\$1,000
Federal/State Work Study	Undergraduate	\$4,000
NM Legislative Lottery Scholarship	Undergraduate	\$1,332
State Incentive Grant (SSIG)	Undergraduate	\$1,000
NM College Affordability Grant		
San Juan College Foundation and Native American Scholarships	Undergraduate	Various award amounts. Cannot exceed Cost of Education minus any other aid.
San Juan College Foundation STARS Scholarship	First two years following High School Graduation	Gold = \$720 Silver = \$500
William D. Ford Federal Direct Loan Program (Subsidized Stafford Loan)	Freshman	\$3,500 (Dependent or Independent)
	Sophomore	\$4,500 (Dependent or Independent)
William D. Ford Federal Direct Loan Program (Unsubsidized Stafford Loan)	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.)
Federal Direct Parent Plus Loan	Undergraduate	Up to cost of education minus other financial aid awarded.
Loan for Service	Nursing Students	\$12,000

In addition, students may apply for various Native American Scholarships, which 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.

### Work-study

Students seeking part-time employment while attending San Juan College may apply for work-study. 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.sanjuan-college.edu/pages/3284.asp](http://www.sanjuan-college.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 during the initial or 'qualifying' semester. To continue eligibility students must enroll and complete full-time enrollment and maintain a minimum 2.50 GPA (including grades earned through dual credit classes). After establishing eligibility a student has four consecutive semesters of Lottery eligibility at a two year college and an additional four consecutive semesters of eligibility upon transferring to a four-year New Mexico college or university.

### SJC Foundation Scholarships

More than 200 individually sponsored 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.sjcfoundation.org/?page=Scholarships.asp](http://www.sjcfoundation.org/?page=Scholarships.asp).

### Student Loans

The William D. Ford Federal Direct loan is available at San Juan College. Under the Direct Loan Program, funds for the loans come directly from the U.S. Department of Education rather than a bank or other lending institution. The federal government remains the lender for the life of the loan and the loan will not be sold.

Students must be enrolled in a least six credit hours. Federal Direct loans have need-based (subsidized) and non-need based (unsubsidized) components. A student loan is a serious, long-term commitment and it is important that all loan borrowers fully understand their rights and responsibilities prior to borrowing a student loan. 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 “Student Loans.”

### 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 four major components to San Juan College’s Satisfactory Academic Progress Policy:

1. **Grade Point Average:** Students are required to maintain a cumulative 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.

**Zero Term:** Students will be placed on financial aid suspension when the recipient:

- Withdraws, i.e. received grades of W from all classes in a single term.
- Stops attending, i.e. receives grades of AW, or X, from all classes in a single term.
- Earns grades of F and/or U in all classes in a single term.

The zero completion standard is reviewed at the conclusion of all semesters.

**Comprehensive financial aid information, policies and information can be found on the San Juan College Financial Aid Office web page [www.sanjuancollege.edu/financialaid](http://www.sanjuancollege.edu/financialaid).**

### NATIVE AMERICAN CENTER

[www.sanjuancollege.edu/pages/132.asp](http://www.sanjuancollege.edu/pages/132.asp)  
(505) 566-3321

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.

## STUDENT ACTIVITIES

[www.sanjuancollege.edu/studentactivities](http://www.sanjuancollege.edu/studentactivities)  
**(505) 566-3403**

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, provides events throughout the year and houses Associated Students, the Student Ambassador Program, the Campus Buzz (student newsletter) and all clubs and organizations.

## TESTING CENTER

**(505) 566-3139**

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.

## VETERANS OFFICE

**(505) 566-3323**

The Financial Aid Office is approved to certify veteran students and/or dependents who wish to use their GI Bill educational benefits while enrolled in an approved degree or certificate program. Prospective students are urged to submit completed GI Bill applications on-line via VONAPP which can be accessed through the VA website at [www.va.gov](http://www.va.gov). Veteran students with prior college and/or university credits must submit transcripts to San Juan College Admissions and Records for evaluation. Military transcripts can be requested on-line at <http://aarts.army.mil>.

Veteran students must submit the following documents prior to the start of each academic semester:

New VA Students	
➤	Class Schedule
➤	Updated Program Evaluation
➤	Certification Worksheet
➤	Letter of Eligibility
➤	DD-214
➤	College and Military Transcripts

  

Returning VA Students	
➤	Class Schedule
➤	Updated Program Evaluation
➤	Certification Worksheet

