



Student Handbook 2014-2015



SAN JUAN COLLEGE

COLLEGE LEADERSHIP TEAM AT SAN JUAN COLLEGE



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SAN JUAN COLLEGE BOARD

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

Student Handbook 2014-2015 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 SNAPP.
- Student Leadership opportunities through Student Government (AS/SJC), Student Clubs and Organizations Student Ambassador & Programmers, 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 and posting of flyers

ASSOCIATED STUDENTS

PHONE: 505-566-3088

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)

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

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 supporter 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 Biringner, Ramsi Bodine, Stacey Bradley, Abby Calcote, Cruz Chacon, Andrea Cooper, John Crouse, Liesl Dees, Carlton Downing, Linann Easley, David Eppich, Andrea Erickson, Penny Frost, Kate Fulton, Mabel Gonzalez, Melissa Gonzales, Lucy Haber, Traci Hales Vass, Taylor Haskell, Don Hyder, Kathy Jensen,

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Sandra Johnson, Virginia Jones, Christopher Keating, Pete Kinnas, Marti Kirchmer, Jeanne Kofron, Jenny Lambert, Lynn Lane, Sarah Lare, Lisa Lewis, Holly Lopez, Kimberley Lowe, Cori Mapp, Jennifer Martinez-Maestas, , Skylar Masten, Ann Marie McCarthy, Michael Meherg, Brenda Mendez de Andrade, Nancy Mike, Dori Molletti, Terry Moody, Mollie Mook-Fiddler, Allan Nass, Tonya Nelson, Randy Pacheco, Judy Palier, Toni Pendergrass, Gregory Penn, Michele Peterson, Elizabeth Phelps, Cathy Radojits, Vonda Rabuck, Hannah Rankin, Lonnie Rednour, Terri Reherman, Kelly Robinson, Amanda Robles, Nicki Roddy, Kevin Rothlisberger, Chris Schipper, Alicia Skipper, Paulette Stanley, , Mindi-Kim Schrum, Marcia Sterling-Penn, Stephanie Storhaug, Danielle Sullivan, 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 AMBASSADORS AND STUDENT PROGRAMMERS

Phone: 505-566-3403

Location: Room 6107, Learning Commons

www.sanjuancollege.edu/studentambassadors

There are a total of ten Student Ambassador and four 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.

Christian Challenge Club: To bring Christian students together to encourage and learn from each other, as well as, the gospel.

Cosmetology Vica Skills USA: To create a better cosmetology workforce.

Doulos: Providing a community oriented study space for students at SJC.

EDGE Club:

Geeks & Gamers (Formally Role Playing Game Club): 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.

Outdoor Adventure Club: Building stronger community through outdoor recreation while promoting active stewardship of the outdoors.

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.

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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's Societies:

The National Honor 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.as

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:

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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

<http://bookstore.sanjuancollege.edu>

- 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')

Updated on January 6, 2015

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
- Co-Curricular Transcripts

And much much more!

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

Nathan Diogo - General Manager

Mackee Bancroft - Executive Chef

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

Updated on January 6, 2015

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 a.m.-5 p.m., Monday-Friday

PHONE: 505-566-3147

LOCATION: Room 1414-near the Little Theatre

WEB ADDRESS: www.sanjuancollege.edu/EDGE

- Walk-in tutoring for participants
- Large Computer Lab
- Financial Aid Counseling
- Academic Advisement for students with disabilities.
- 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.

Start of semester hours: (8/11-8/21) & (1/5-1/15) Mon-Thu: 8 a.m.-6:00p.m

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

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- 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.

August 11 – 21 8 a.m.-6 p.m. Closed 9/1 Labor Day; 11/26-28 Thanksgiving Break; 12/22-1/2/15 Winter Break; 2/16/15 Presidents Day; and 3/27/15 Spring Break.

PHONE: 505-566-3323

FAX: 505-566-3593

E-MAIL: financialaid@sanjuancollege.edu

WEB ADDRESS: www.sanjuancollege.edu/financialaid

FACEBOOK NAME: 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 PERFORMANCE CENTER

HOURS: 4:30 a.m.-9 p.m., Monday-Thursday; 4:30 a.m.-8 p.m., Friday; 6:30 a.m.-1:30 p.m., Saturday 6:30 a.m.-5 p.m.

PHONE: 505-566-3410

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: 505-566-3219

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:

Updated on January 6, 2015

- 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.
- For more information regarding student health insurance options, please call 566-3318.

HISPANIC/LATINO CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday

5-7 p.m. Tuesdays and Thursdays only with appointment

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

Updated on January 6, 2015

- 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

Assistance with:

- Security escort
- Emergency telephones
- Unlock vehicles
- Jumpstart vehicles
- Fire, smoke and intrusion alarms
- Promotes a safe, secure learning environment
- Coordinates College emergency management plan
- Enforces campus rules and regulations
- Maintains close working relationships with local police, EMS and fire departments
- Maintains campus crime statistics for the Department of Education

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

Updated on January 6, 2015

- 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

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

TRANSFER CENTER

FALL and SPRING HOURS:

Monday - Friday: 8 a.m.-5 p.m.

LOCATION: Room 1307

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 21 days in advance.

Updated on January 6, 2015

- 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

Note: If this is your FIRST time to register for classes through the SJC portal (WebAdvisor), you must create your username and password before registering. To Create Your Username and Password: log onto sanjuancollege.edu and click “My SJC” at top right corner.

Sign in with your username and password. Your username is your first initial, middle initial, last name (up to 12 letters), and last two digits of your social security number. Your password is “sjcp” and the last 4 digits of your social security number. For example, if your name is John Edward Doe, and your social is 123456789, your username would be “jedoe89” and your password would be “sjcp6789.” After completing this, you will then be asked to create a new password.

To register for classes using WEB ADVISOR

- To register for classes, go to: www.sanjuancollege.edu

Under **QUICK LINKS** click on **WEB ADVISOR**

Click LOG IN

- Type in your username and password
- Click on the STUDENTS square
- This takes you to the WebAdvisor for Students menu
- Click REGISTER FOR SECTIONS under the Registration heading
- Select at least one option below:
 - Search/Register—Allows you to search to find appropriate classes and register for them at once
 - Express Register—Only use if you know the exact Course Code—obtain this from printed schedule
 - Register for Previously Selected—Only use if you have saved classes in your Preferred List of Classes section
- In drop down boxes select TERM and SUBJECT
- If you know the Course number, enter it in
- Click on SUBMIT at the bottom of the page
- Browse to find the class/day/time/instructor/location that work best for your schedule
- Click on the SELECT SECTION box at the left of the class(es) you want to register for
- Click on SUBMIT at the bottom of the page

- Under the Preferred Sections and Action headings, use drop down boxes to choose the action desired (register, audit, wait list, remove from list)
- Click on SUBMIT at the bottom of the page
- The next page that comes up should verify you have been registered (or whatever your preferred action was) for the class.
- To print schedule go back to Students Menu and click on CLASS SCHEDULE, print from here

To register for classes using the SJC Portal

To register for classes, go to: www.sanjuancollege.edu

- Click on the MYSJC at the top right of the home page
- On the next screen click on MYSJC PORTAL
- Type in username and password
- On the right side of the page under WebAdvisor, click on STUDENT REGISTRATION
- Then click on REGISTER FOR SECTION
- Select at least one option below:
 - Search/Register—Allows you to search to find appropriate classes and register for them at once
 - Express Register—Only use if you know the exact Course Code –obtain this from printed schedule
 - Register for Previously Selected—Only use if you have saved classes in your Preferred List of Classes section
- In drop down boxes select TERM and SUBJECT
- If you know the Course number, enter it in
- Click on SUBMIT at the bottom of the page
- Browse to find the class/day/time/instructor/location that work best for your schedule
- Click on the SELECT box at the left of the class(es) you want to register for
- Click on SUBMIT at the bottom of the page
- Under the Preferred Sections and Action headings, use drop down boxes to choose the action desired (register, audit, wait list, remove from list)
- Click on SUBMIT at the bottom of the page
- The next page that comes up should verify you have been registered (or whatever your preferred action was) for the class.
- To print schedule click on STUDENT ACADEMIC PROFILE
- Then click on MY CLASS SCHEDULE, print from here

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: 505-566-3293

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

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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

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- **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

Updated on January 6, 2015

Please refer to the San Juan College 2013-2014 Academic Catalog; pages 33-34.

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

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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

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 breaching 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 in State Statute 30-20-13.D: 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.

San Juan College, as an institution of higher education, promotes free speech. Diverse points of views, expressed through 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 in order to be a responsible active citizen in this community, state, and nation. Diverse thoughts and expressions are needed to promote a student's ability to participate and interact in a global environment.

San Juan College has a legitimate right to protect the safety and security of students, faculty and staff. The College must also maintain its primary mission relative to educating its students. In that regard, the College maintains the right to designate public space and time for the use of free speech activities, while holding to a view that this restriction is content and viewpoint neutral. All attempts will be made to minimize the impact of this designation on opportunities of speakers to present their views.

The College has designated the courtyard of the Learning Commons Plaza as a non-limited Free Speech area. The College has allocated the hours of 10 a.m. to 3 p.m., Monday through Friday, for use of the courtyard for free speech activities. This area may be reserved for non-limited Free Speech activities by contacting the Office of Student Activities. The use of amplification is not permitted in this area as the activities cannot interfere with the educational mission of the College. During inclement weather, the first floor lounge area in the Learning Commons will be used for these non-limited Free Speech activities. The non-limited Free Speech area is reserved for San Juan College students, faculty and staff as a first priority. All other off campus organizations or individuals may reserve the space designated on a first come basis. The College will not reserve this space for any one organization or individual on a continuing basis, thus allowing the space to be used by others. During non-limited Free Speech activities, which draw larger numbers of people than can be accommodated safely in the areas defined, the College reserves the right to relocate those activities to another venue of its choosing on campus.

Policies for material used for imparting information to the campus constituencies are included for such items as posters, signs, or informational sheets. These materials will be restricted to 2-feet by 3-feet and will not contain material that incites, advocates, or encourages physical altercations, violence, and other disruptions that interfere with the educational mission of the College. The Office of Student Activities will review such posters, approve and date stamp them.

Graphic Arts table reservations are made through Scheduling Services and all parties must adhere to the governing rules surrounding the use of those table and facilities on campus.

Single individual “Free Speech” activities taking place in traditional public forums are allowed under the protections listed in the United States Constitution. Organized activities involving gatherings of people are regulated in time and place on the San Juan College campus to allow the educational mission to proceed without interruption. 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, or to access facilities. The College believes in the right of all to express their views in a civil manner while allowing the College to maintain order and the use of its public facilities while pursuing its mission of education.

POSTING POLICY

The following posting regulations apply to all circulated/posted material at San Juan College. Failure to comply with the following regulations will result in loss of circulation/posting privileges on the San Juan Campus for the remaining semester. All signs, notices, flyers, posters and table tents must be approved by the Office of Student Activities and stamped with the date approved before any materials can be posted. It is highly encouraged that the original copy of all items be submitted for approval before photocopies are made. The exception to this approval process is for class room schedule changes or cancellations which will be posted outside the classroom by the appropriate department. Only SJC sponsored classes, events, and activities will be posted on the college nonpublic bulletin boards.

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- There is one (1) public Community Event Board located on the upper lever of the Student Center next to Media Services. Individuals not associated with the college may post events and information flyers on this board. Individuals must get flyers stamped by the Student Activities Office before placing their flyer on the board. A copy of flyer must be given to the Student Activities office.
- Seventeen (17) posters or flyers will be approved for any one event. Posters/flyers must receive an approval stamp from the Student Activities Office. Any material without a stamp and expiration date will be removed.
- To allow equal participation, no material concerning campus events and/or activities will be posted until two weeks prior to the event. Material will be removed two weeks after posting.
- All poster/flyer materials will be posted once a week by designated Student Activities personnel only.
- No posters/flyers larger than 11" x 18" will be allowed on any official boards unless prior approval from the Director of Student Activities is obtained.
- All signs must contain the name of the sponsoring college department, or organization.
- A copy of all approved flyers will be kept in the Office of Student Activities.
- Push pins are the only approved method of posting on bulletin boards. The use of Duct Tape, double sticky tape, glue, etc is prohibited.
- Only one flyer per bulletin board will be placed.
- Any material hung in violation of the listed policies will be removed.
- No posting of any information on vehicles in the San Juan College parking lots will be allowed.
- Only building opening schedule changes 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 glass, painted or varnished surfaces of any kind.

The following types for posting must adhere to the above policies, as well as, policies specific to their type.

Bathrooms

- Posting of flyers or other materials in college bathrooms must be approved by the Vice President of Student Services.
- Only college related materials that are of a Safety, Health, Educational or Emergency nature will be considered for these nonpublic postings.
- All materials approved may only be posted by the Office of Student Activities or the Office of Public Safety.

Floor/Ground Posting

- No posting of flyers, posters, etc. or chalking is allowed on college internal and external floors or grounds.

Internal Departmental Bulletin Boards:

- Posting of college related materials on nonpublic bulletin boards in individual rooms is the sole responsibility, and at the discretion of, departmental supervisors.

Table Tents:

- Table Tents may be place on tables in the 1st floor of Learning Commons Building with the approval of the Student Activities Office.
- Table Tents may be place in Mary's Kitchen and Commons Grounds with the approval of the Director of Dining Services and Student Activities Office.
- Any other areas or rooms is the sole responsibility, and at the discretion of, departmental supervisor.
- An original copy of the table tent must be turned in the Student Activities Office to be kept on file.
- Table tents must be removed by sponsoring department or organization within 24 hours of the end of event.

IDENTIFICATION CARDS

Students are required to have a student ID. A card that is worn out will be replaced free of charge. 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 566-3300.

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

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- 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.sanjuacollege.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 (ANGEL, WebCT) 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 student(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

San Juan College is committed to providing equal educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, age, sex, genetics, veteran's status, gender identity, and sexual preference. Equal educational opportunity includes: admission, recruitment, course participation and grading, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, and employment which are free from acts constituting discrimination and/or sexual harassment. San Juan College does not discriminate on the basis of sex in its education programs and activities and Federal law (Title IX – 20 U.S.C. § 1681 *et seq.*) prohibits such discrimination. For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, bullying or intimidation to secure sexual favors, and other physical and verbal behavior of a sexual nature where submission to such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, school activity, or creates an intimidating, hostile, or demeaning campus environment. The College will not tolerate sexual harassment by any of its students or employees. Offenders will be disciplined appropriately where evidence substantiates a violation of this policy. All forms of harassment are prohibited, including sexual harassment.

Sexual harassment may include repeated offensive, unwelcome sexual flirtations, unwelcome personal attention, advances or propositions; requests for sexual favors; gestures and other verbal or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Ms. Stacey Allen, the Director of Human Resources at San Juan College [Office (505) 566-3515, Fax (505) 566-3251, Education Services Center, 2nd Floor, Room 4238, allens@sanjuancollege.edu] is designated as the College's Title IX Coordinator and is the place where all student non employment and employment-related inquiries and complaints concerning discriminatory actions and sexual harassment against students on campus are to be filed. Inquiries about the laws and about compliance may also be directed to the Office for Civil Rights, United States Department of Education [(800) 421-3481 or ocr@ed.gov]. The Title IX Coordinator or their designee will review the initial complaint concerning discrimination or sexual harassment against a student and determine if action is needed. All complainants (or their parents if under age 18) will be asked to consent to an investigation before any investigation is commenced. In addition, all complainants are advised that they have a right to file a separate criminal complaint with law enforcement agencies separate and apart from any school-related complaint. The Title IX Coordinator will conduct an investigation and make a determination concerning the case within thirty (30) working days of receiving the complaint. All determinations made by the Title IX Coordinator will be based on a preponderance of the evidence then available. The decision of the Title IX Coordinator will be made in writing and given to both parties, as well as the Vice President for Student Services. The complainant will only be notified of any sanction imposed on the respondent if the sanction directly relates to the complaining student. If it is determined that there was a hostile environment or an environment that allowed sexual violence to take place, the Title IX Coordinator and the Vice President for Student Services will take immediate action to eliminate the hostile environment to prevent its reoccurrence and address its effects.

Appeal Process

Any party who is dissatisfied with the determination has the right to file an appeal within fifteen (15) working days of notification of the decision. A written notice of appeal must be filed by the aggrieved party with the Office of the Vice President of Student Services. The Vice President of Student Services has ten (10) working days from receipt of the signed notice of appeal to schedule in a timely manner an appeals committee to hear the matter. The appeal will be considered de novo by the appeal committee, which shall not be bound by the determination made by the Title IX Coordinator. Upon receipt of the written notice of appeal, the Vice President for Student Services or his/her designee will appoint an Appeals Committee composed of six (6) persons and a chairperson. The membership of the Committee will include:

1. Two faculty members (outside the department of the alleged discrimination occurrence)
2. Two professional staff members (outside the department of the alleged discrimination occurrence)
3. Two students
4. Representative staff member from Human Resources Office other than the Title IX Coordinator or their designee

The Vice President will mail a notification of the formal appeal hearing to all individuals involved, within ten (10) working days after the receipt of the written notice of appeal. The Committee will provide all involved individuals an opportunity to present relevant evidence and witnesses and present arguments and the hearing will comply with due process requirements.

Updated on January 6, 2015

Cross examination of the complainant or responding party will be done by written questions submitted to the Vice President for Student Services after a short break in the hearing to minimize the potential for a hostile environment. The Appeals Committee will determine the outcome based on all information provided at the formal hearing. The decision of the Appeals Committee becomes official upon a majority vote and must be based on a preponderance of the evidence standard. The written decision of the Appeals Committee will be given to the individuals involved, the Title IX Coordinator, the Vice President for Student Services, and the (5) working days following the completion of the appeal hearing. The complainant will only be notified of any sanctions imposed on the respondent if the sanction directly relates to the complaining student. Any decision of the Appeals Committee may be appealed to the President within ten (10) working days following the hearing by delivering a written notice of appeal to the Office of the President. Upon receipt of the written notice for appeal, the President will review the decision based on the record presented within thirty (30) working days. There will be no appearance or oral argument presented to the President. The decision of the President is final and non-appealable. Records of the Appeals Committee decision will be kept in the Office of the Vice President for Student Services and the Title IX Coordinator.

Appeals Committee Hearing Guidelines

When an Appeal hearing is scheduled, an Appeals Committee will be established according to the process outlined above. Written outlines of the positions of the two parties, the Appellant (the person appealing), and the non-appealing party should be prepared in advance and presented to the Appeals Committee for use at the hearing. The Committee will also be provided with the documentation that was previously submitted to the Title IX Coordinator by each party. All parties participating in the Appeal hearing should be prepared to make an oral presentation to the Appeals Committee providing them with specifics regarding the situation. Oral presentations shall be limited to a maximum of 20 minutes per side with approximately 10 minutes for follow up questions for each party will be allowed. Both parties (Appellant and Appellee) may be present during oral presentations to the Appeals Committee 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 Appeals Committee. Appellant and Appellee have the opportunity to provide the Appeals Committee with a maximum of three pages double-spaced summary of the situation (This is optional and must be submitted by 5:00 pm 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 am, the day of the Appeal). 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 Appellant is making their presentation, the Department cannot comment or interrupt nor can the Appellant interrupt the Department when it is making its presentation. An organized and thoughtful presentation is essential. The Chair of the 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 Appellant and the Department will be dismissed, allowing the Appeals Committee to deliberate. Retaliation in any form against a complaining party will not be tolerated, regardless of the outcome of the investigation, initial determination or appeal process. If complainant experiences any subsequent problems, they should immediately report them to the Title IX Coordinator.

Safety on Campus

CAMPUS SECURITY AND CRIME AWARENESS

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

- Campus Public Safety is present 24 hours a day, and can be reached by dialing extension 3333 from any campus telephone.
- Public Safety can also be reached by calling 505-215-3091, or "0" from any campus phone, or 566-3333.
- Any individual may be asked 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 the campus when it is determined his/her actions are disrupting, interfering, or obstructing the functions of the College.
- The Public Safety force has the authority to enforce campus rules and regulations.
- The College Public Safety force has a close working relationship with local police agencies. In the event that an arrest must be made, the local police will be summoned. Other criminal activities will be referred to local police agencies.
- The City of Farmington enforces all traffic and parking on campus. Fines are levied through the City of Farmington.
- Students, staff, and visitors of San Juan College are strongly encouraged to report all suspected crimes to the Public Safety Office.

Updated on January 6, 2015

- Crime statistics for San Juan College, for public review, are available at the Public Safety 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 officials of the College in conjunction with officials of the local community school districts; however the College will be the final determinant for any campus closures. The College will make every attempt to follow the 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 in accordance with bad weather conditions, Monday through Friday. The Health and Human Performance Center will make a separate determination regarding early morning closure from 4:00 am to 8:00 am; then follow the College closure or delay procedure after 8:00 am. Weekday evenings (after 5 pm) campus closures will be determined by 2:00 pm of that day by the Vice President for Student Services (or designee).

Weekends: Classes or activity cancellations due to bad weather on all campuses will be made in consultation with the Department of Public Safety and the Vice President for Student Services (or designee). In all cases, the determination for closure or delay will be communicated to the public and the campus through the Public Relations Office for the College.

Notification: Radio and television 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 will be 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 will pursue a protocol of controlled access during an announced closure or delay periods. Access to the campus during times of closure will be allowed only through a controlled point at Sunrise Parkway and Education Drive. Only authorized individuals will be allowed access through this access point, all other entrances to the campus will be closed.

COMMUNICABLE DISEASES

Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease.

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 Public Safety 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 re-evacuating the building, go back to your original assembly point and stay there until an accurate headcount is taken.

HEALTH AND SAFETY PROVISIONS

It is the general policy of San Juan College to promote quality and safety for students, patients, faculty, staff and visitors.

Policies have been developed to be in compliance with standards, policies, and guidelines set forth by San Juan College, the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), the New Mexico State OSHA

criteria, the American Dental Association (ADA) and the American Association of Dental Educators. Call the Department of Environmental Health to report any concerns at 566-3063.

MEDICAL OR PERSONAL INJURY

In the case of personal injury, or a medical emergency such as a heart attack or seizure, call the Public Safety Office 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 hurt the person having the seizure. 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 the Public Safety Officer arrives. 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 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.

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 the San Juan College Department of Public Safety. Registration must be conducted in person and will include:
 - A color photograph taken by the Department of Public Safety Staff ____
 - 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 the SJC 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 San Juan College 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 and others 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 the Department of Public Safety 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 the Department of Public Safety.
- Do not leave your belongings unattended, even for a few minutes.
- Avoid displaying large amounts of cash or other tempting targets 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 the Public Safety Office.
- Lock rooms and offices when unattended.

SAN JUAN COLLEGE PARKING REGULATIONS

San Juan College will adopt and adhere 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: Will be issued parking citations that will be 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 student's records will be placed on hold and the Municipal Court will issue a warrant.

Faculty, Staff and Guests Violators: Will be issued parking citations that will be 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

The Department of Public Safety and the Farmington Police Department is responsible for the enforcement of all campus parking regulations and citations. The Farmington Police Department is responsible for all moving traffic violations. Whenever a traffic accident or incident occurs, regardless of the severity, immediately notify the Department of Public Safety at ext. 3333.

The Farmington Police Department will investigate injury, hit and run accidents, and DUI incidents.

Updated on January 6, 2015

Other accidents involving damage to property will only be investigated by the Farmington Police Department and the Department of Public Safety when college property is involved.
The City of Farmington enforces all traffic and parking on campus. Fines are levied through the City of Farmington.

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.

Updated on January 6, 2015

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.



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
- **Health and Human Performance Center**
55000 Rooms
Gymnasium/Fitness Center
Zia Conference Center
School of Health Sciences
- **Health Sciences Simulation 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**
Family Resource Center
Project Read
Adult Basic Education
- 3535 E. 30th**
Industrial Process Op.
Industrial Maintenance
Mechanic
University Partners
- School of Energy 800 S. Hutton**
Petroleum Training
• CDL
• Gas Compression Program
• Lease Operator

