
ADMISSIONS AND RECORDS

San Juan College has an open door policy for admission of students who have graduated from an accredited high school, completed a GED certificate, or who, through age and experience, qualify for admission as a non-high school graduate.

Admission to the College does not ensure admission to a particular course or program of study; some students may be required to enroll in specific courses before taking others.

Each student is encouraged to consult with a professional academic advisor or counselor at San Juan College in the selection of a program consistent with the student's interests and abilities. Degree-seeking students will be assigned an advisor from the Advising and Counseling Center who will assist the student in successfully transitioning to San Juan College. After the student has completed 24 credits and completed any required developmental coursework successfully, the student will be assigned a faculty advisor in his or her program of interest.

Academic Eligibility

Policy for Degree Admission

Policy for Degree Admission

Regular admission is intended for the student seeking a degree or certificate at San Juan College. To be considered as a regular degree-seeking student, first-time students must meet one of the following criteria.

- Graduate from a high school or home school program **and** satisfy **one** of the following test scores requirement listed in this section:
 - Passing scores in at least four content areas on the New Mexico state graduation exam, commonly referred to as competencies or proficiencies
 - Completion of the Accuplacer (college placement test) with the following “ability to benefit” scores (as defined by the Department of Education)
 - 55 – Reading Comprehension
 - 60 – Sentence Skills
 - 34 – Arithmetic

OR

- earn a GED

This allows three different pathways to degree admission—graduate from high school passing state proficiencies, graduate from a home school program (or private high school) and meet required “ability to benefit” Accuplacer scores, or earn the GED. This will give home-schooled and private non-accredited high school graduates another method to achieve degree admission without having to take the GED, as well as allow SJC to maintain consistent standards and remain in compliance with federal standards regarding “ability to benefit.”



Lottery Scholarship Note

It is important to note that students who do not graduate from a New Mexico public high school program, or an accredited private high school will still need to take the GED to be eligible for the Lottery Scholarship program through the State of New Mexico.

Transcript Requirements

The official transcript or GED report must be sent directly to the Office of Admissions and Records. Transfer students must have all official transcripts from regionally accredited colleges and universities sent to the Office of Admissions and Records for consideration. If the transfer student graduated from high school or earned a GED, has 15 credits or more, and a 2.0 or better grade-point average, the high school transcript or GED transcript is not required.

An application for admission must be submitted in order for the college transcript(s) to be evaluated for transfer. The evaluation of transfer credits will occur after all required transcripts are on file. When a transcript is evaluated, the allowable credits and class standing are determined, and the credits are recorded on the SJC transcript as credit earned, without the inclusion of GPA from the college in which credits are transferred. The student is sent a copy of the evaluation. San Juan College will accept facsimile transcripts for advisement only.

The steps for degree admission are outlined below.

1. Formal application for admission.
2. Seven or eight semester transcript certifying graduation, GED transcript verifying successful completion of this exam, or graduation from a home school program along with required Accuplacer scores (listed on previous page).

3. If transferring from a college, all college transcripts from regionally accredited colleges. Please note: Credits will not be accepted by transfer through a third institution or by transcripts sent to a specific San Juan College Department/School.
4. Completion of the Accuplacer for placement into classes. Transfer students who have already completed a college level English or mathematics course are exempt.
5. Attend a New Student Orientation session to complete registration.

Provisional Non-Degree Requirements

Provisional admission is intended for the student not seeking a degree or certificate at San Juan College or for students who do not meet the requirements for regular degree-seeking admission. A student who has not graduated from high school or completed a GED program may be admitted as a Provisional Non-Degree student, provided the student is at least 18 years of age and his/her class has graduated from high school. Courses taken as a provisional admit may be transferred to another college, taken for job improvement, or personal enrichment. No college or high school transcripts are required to be admitted as a non-degree student. **Please note: Admission as a regular degree-seeking student is required to be considered for financial aid or to earn any type of degree.**

Non-degree students who wish to enroll in English, mathematics or reading courses at San Juan College are required to take the Accuplacer and satisfy the required pre-requisite course requirements in place. Pre-requisite and co-requisite information for all courses are listed with the course description, which are provided in the College Course Descriptions section of the Catalog.

If a student wishes to change from non-degree to degree-seeking status, the student must meet the requirements for regular admission (above) and complete a Change of Status form which is available at the Admissions and Records Office. Provisionally admitted students who did not graduate from high school with passing scores on the New Mexico state graduation exam (passing four content proficiency requirements), must complete 12 non-remedial credits at San Juan College with a minimum GPA of 2.0 to qualify for a change of status to regular degree-seeking.

Transferring to San Juan College

Any transfer student making application to San Juan College who intends to work toward a degree or certificate from San Juan College should apply for regular admission. All students receiving financial aid or veteran's assistance must apply for degree admission.

It is the responsibility of the student to provide course descriptions from their previous college or universities to aid in proper evaluation of credit. Applicants are required to submit official transcripts from all regionally accredited colleges or universities. Facsimile transcripts, or those marked "issued to student" are not acceptable as official transcripts. San Juan College accepts transfer credit from regionally accredited colleges and universities provided a grade of "C" or better has been earned, and an equivalent course is offered by San Juan College. Coursework that is accepted in transfer to SJC is recorded as credits earned, and does not reflect grades earned at the other college. The San Juan College GPA is a reflection of courses taken at SJC.

No Special Topic classes will be accepted for transfer. Normally, the College does not recognize credit from proprietary institutions or for life experiences except as applicable towards the associate of general studies degree. Only acceptable credit that can be used toward the student's declared degree/major will be posted to the student's San Juan College transcript. San Juan College does not award credit for course challenge unless the appropriate department head and school dean recommend credit be awarded based on departmental review. Contact the Director of Admissions and Records regarding questions about the transfer of previous academic course work, or for additional information.



No official transcript evaluations or posting of transfer credit to the student's academic record will be done until after the student has enrolled at San Juan College and the official census day has passed. If the student has attended San Juan College and transferred to another college, NO transfer credit will be posted to their San Juan College academic record until the student re-enrolls at San Juan College and the appropriate date requirements outlined have been met.

Unofficial transcript evaluations may be done prior to the start of classes by student request to the Director of Admissions and Records, but will be used for advising purposes ONLY. Transcripts received for non-degree seeking student will be kept for two semesters. If the student does not change status within this period of time, the transcripts will be destroyed. Any transfer student who changes major after their initial enrollment at San Juan College needs to request a re-evaluation of their transfer transcripts. Re-evaluation is not automatic.

Transfer Credit Appeal Process

An applicant who wishes to appeal the transfer evaluation should follow the steps outlined below.

1. File a written appeal with the Admissions and Records Office, providing information regarding the course(s) being appealed. A course description or other documentation about the content of the course being appealed should be attached.
2. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing about the decision.
3. If the student request is denied, and the student wishes to continue the appeal, the student must indicate this in writing to the Vice President of Student Services. The second appeal must be done within 30 days from the date of the first appeal decision letter.
4. Within 30 days or less (when possible), the Vice President for Student Services will convene the Transfer Appeal Board (TAB). The TAB will review all applicable materials and governing statutes and make a decision. If the student wishes, a personal interview with the Transfer Appeal Board can be arranged, although it is not necessary. The decision of the Board becomes final upon majority vote.
5. The Transfer Appeal Board consists of: Vice President for Student Services, Associate Vice President for Student Services and an Academic Dean.

Transfer Student Residency Requirement

A transfer student must complete a minimum of 15 credit hours at San Juan College with a grade of "C" or above prior to the granting of a degree or certificate. A minimum of 12 of the last 15 credits must be selected from courses offered within the department or major granting the degree or certificate.

Transfer of Occupational/Vocational Non-Credit Experience

Only credit earned in non-technical subjects is initially accepted from technical institutes which are accredited by a regional collegiate accrediting association. Generally, no credit is accepted by the College from technical institutes, business schools, or other post-high school institutes which are not members of regional collegiate accrediting associations. However, students applying to the College who have earned technical credit which they believe would be applicable to the degree they are pursuing may have an official transcript sent from the school directly to San Juan College, Office of Admissions and Records. It will then be the student's responsibility to request referral of this transcript by the Admissions Office to the school of the College having supervision of his/her particular program. The school will determine whether any of the credit is acceptable in its program and return the transcript with its recommendations to the Office of Admissions. An interview or demonstration of competence of such credit would be binding only to the specific program recommending credit. It would be subject to re-evaluation should the student later enter another program offered by the College.

Transferring From San Juan College to another State-Supported Institution in New Mexico

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic



advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements of any New Mexico college or university can be found on the New Mexico Higher Education Department website at <http://hed.state.nm.us>. Click on the "Colleges and Universities" link, then "Transferring Credits" for a listing of courses by institution, under each of the five general education areas.

The course prefix and number that appear in parentheses next to many of the institutions' internal course prefixes and numbers is the New Mexico Common Course Number. This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a state-wide equivalence table that cross references the institutional course and number with the universal "**common course number**" creating an easy one-to-one match.

Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at multiple institutions, ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus.

Common Course Number Examples

The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:

EX # 1: BIOL 1114

BIOL is the four character academic prefix for biology

The first one represents the course level: Freshman = 1, Sophomore = 2

The second pair or middle pair of numbers (11) represents the course sequence

The last digit (4) represents the number of credits, in this case four credits

EX #2: ENGL 1123

ENGL is the four character academic prefix for English

The first one represents the course level: Freshman = 1, Sophomore = 2

The second or middle pair of numbers (12) represents the course sequence

The last digit (3) represents the number of credits, in this case three credits

San Juan College Common Core Course Listing with the associated New Mexico Common Course Number (NMCCN) designation.

Title for NM Common Core Courses	NMCCN	SJC Course Number
Area I - Communications		
(a) College Level English Comp.	1113	ENGL 111
(b) College Level Writing	1123	ENGL 211
(c) Oral Communication - Public Speaking Interpersonal Communication	1213	SPCH 111
(d) Other College Level English	1213	ENGL 218
Area II - Mathematics		
College Algebra	1113	MATH 185
Calculus I	1614	MATH 188
Calculus II	1624	MATH 189
Other College-Level Math	1213	MATH 130
Area III - Laboratory Science		
General Biology I for majors with lab	1214	BIOL 121
General Biology II for majors with lab	1224	BIOL 122
General Chemistry I with lab	1214	CHEM 111
General Chemistry II with lab	1224	CHEM 112
Intro to Chemistry (non-majors)	1114	CHEM 110
General Physics I with lab	1114	PHYS 211
General Physics II with lab	1124	PHYS 212
Physics I (calculus-based)	1214	PHYS 215
Physics II (calculus-based)	1224	PHYS 216
Geology/Earth Science with lab- Physical Geology	1114	GEOL 110
Historical Geology	1214	GEOL 111

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**San Juan College Common Core Course Listing with the
associated New Mexico Common Course Number (NMCCN) designation.**

(Continued)

Title for NM Common Core Courses	NMCCN	SJC Course Number
Area IV - Social/Behavioral Sciences		
(a) Economics-Macroeconomics	2113	ECON 251
Microeconomics	2123	ECON 252
(b) Introductory Political Science	1113	POLS 110
American National Government	1123	POLS 250
(c) Introductory Psychology	1113	PSYC 120
(d) Introductory Sociology	1113	SOCI 110
Contemporary Problems (Issues)	2113	SOCI 210
Marriage & Family	2213	SOCI 215
(e) Introductory Anthropology	1113	ANTH 110
Cultural Anthropology	2113	ANTH 210
New Mexico/SW	2313	ANTH 255
Area V - Humanities and Fine Arts		
(a) Introductory History Survey - World (Western) Civilization I	1053	HIST 121
World (Western) Civilization II	1063	HIST 122
American (U.S.) History I	1113	HIST 211
American (U.S.) History II	1123	HIST 212
History of New Mexico	2113	HIST 260
(b) Philosophy - Introduction	1113	PHIL 110
Ethics	2113	PHIL 115
(c) Introductory Course in History, Theory or Aesthetics of the Arts, or Literature		HUMA 210 or 211
World Literature I	2613	ENGL 261
World Literature II	2623	ENGL 262
American Literature I	2513	ENGL 251
American Literature II	2523	ENGL 252
Native American Literature	2733	ENGL 245
Southwest Literature	2713	ENGL 230
Introduction to Art	1013	ARTS 110
Art History I	2113	ARTS 200
Art History II	2123	ARTS 201
Introduction to Music	1013	MUSI 110
Music Appreciation	1113	MUSI 112
Music Fundamentals	1213	MUSI 114
Music History	1313	MUSI 111
Introduction to Theater	1013	THEA 110

Early Admission

Early Admission procedures are under review and subject to change as a result of the State of New Mexico dual enrollment initiative. Please check the San Juan College website at www.sanjuancollege.edu/DualCredit.

Returning Students

Students who have discontinued their attendance at San Juan College may reinstate their records through the Office of Admissions and Records. Contact the Admissions and Records Office to complete this process and update address information and any other changes that have occurred, since the student's last enrollment.

International Students

San Juan College is pleased to have a program authorized to admit international students. Below you will find detailed information regarding admission requirements, general notes about SJC's International Student Program policies, and information about the College.

Admission Requirements

The following requirements must be met and the proper accompanying documents (translated in English) must be on file with the Admissions and Records Office at least six months prior to the semester of first attendance. Once it is determined that a student meets all the necessary requirements, an I-20 will be issued.

Deadlines:

Fall Semester	February 15
Spring Semester	August 15
Summer Semester	December 15

Requirements

1. All international students must have a local sponsor (within 50 miles of Farmington) who is a permanent resident or citizen of the United States and a legal resident of New Mexico. The International Student Application must provide information about the sponsor and be signed by the sponsor. The sponsor requirement cannot be waived. (This requirement is no longer in effect.)
2. An official copy of TOEFL score results must be sent directly to the Admissions and Records office. A minimum score of 500 (paper based), 173 (computer based), or 61 (internet based) is required before admission will be granted.
3. All international students must have completed

a secondary school and been awarded a diploma. Official transcripts of all course work, translated in English, must be provided. These transcripts must be sent directly to the Admissions and Records Office through the WES.

4. A bank financial statement must be provided indicating sufficient funds are available for the student's education and living expenses. The signed and verified financial statement must show an account balance of no less than \$15,600 per academic year. Please refer to the Schedule of Classes for the current tuition and fee schedule, for the semester of application.
5. Proof of a satisfactory physical examination (within the last six months) by a licensed physician must be provided along with laboratory slips. The physician must use the form provided by San Juan College for this purpose.
6. Proof of current health and accident insurance must be provided. After all items have been received, and the student is admitted, an I-20 will be sent to the student in preparation for obtaining a visa. All new students must arrive in time to attend a New Student Orientation session before classes start. Dates can be obtained from the Admissions office.

General Information

- International students and/or their sponsors are responsible for locating suitable housing. Campus housing is not available.
- International students should be prepared to provide their own local transportation. Public transportation services are minimal.
- Students already attending college in the United States must follow the admission procedures outlined above. Additionally, the student must have a cumulative grade point average of 2.5 on a 4.0 scale and must not be on academic or disciplinary probation or suspension.
- Currently, San Juan College will only award associate of arts and associate of science degrees to international students. Therefore, international students will not be admitted into any technical/vocational programs.
- Financial aid is not available to international students. This includes grants, loans, and work-study.
- International students must enroll in and complete at least 12 credit hours each semester.
- San Juan College policy does not allow international students to work on campus.

- Credits earned at colleges outside of the United States may be eligible for transfer. In order to consider courses taken at a college or university outside the United States for transfer credit, the credits must be evaluated and translated by the World Education Services (WES) and sent directly from WES to San Juan College Admissions and Records. The student is responsible for payment of the required fee through WES and for providing all required documentation to WES. Contact information can be obtained by e-mailing info@wes.org.
- Curricular and optional training opportunities are not permitted for international students at SJC. No exceptions to this policy can be made.
- International students pay non-resident tuition plus a \$200 per credit hour international student fee. Please refer to the current Schedule of Classes for current tuition rates.

Online Programs Admission Requirements for International Students

International students living outside the United States may enroll in online coursework toward a degree or certificate as part-time or full-time students. The following requirements must be met and the proper accompanying documents (translated in English) must be on file with the Admissions office prior to the first semester of enrollment.

1. Online international students must have an official copy of TOEFL score results sent directly to the Admissions and Records office. A minimum score of 500 (paper based), 173 (computer based), and 61 (internet based) is required before admission will be granted.
2. Online international students must meet all academic eligibility requirements as mandated by the San Juan College academic catalog, including:
 - a. Must have completed a secondary school and been awarded a diploma. Official secondary school transcripts of all coursework, translated in English, must be provided. These transcripts must be sent directly to the Admissions and Records office.
 - b. Completion of the Accuplacer (college placement test) to determine course placement. Note: this requirement may be waived if transfer credits from other college courses indicate passing grades in college level math, reading, and English. Credits earned at colleges outside of the

United States may be eligible for transfer. To be considered as transfer credits, the credits must be evaluated and translated by the World Education Services (WES) and sent directly from WES to San Juan College Admissions and Records.

The student is responsible for payment of the required fee through WES and for providing all required documentation to WES. Contact information can be obtained by e-mailing info@wes.org.

- c. Must work with the Advising and Counseling Center on-line advisor for completion of Accuplacer (if needed), class registration, and completion of on-line new student orientation.
3. Online international students pay non-resident tuition. Please refer to the current Schedule of Classes for current tuition rates.
4. If at any point online international students wish change to regular admission status, they will need to satisfy all the "regular admission requirements."

Feel free to call (505) 566-3300 or write to obtain an International Student packet or for more information on the International Student program.

International Student Program
Admissions and Records, San Juan College
4601 College Blvd., Farmington, NM 87402

Change of Status

Students who have not attended San Juan College for three regular semesters (excludes summer session) must complete a "Change of Status" form to update their information and be eligible to register for classes. If the student has attended any other institution since attending San Juan College, final college transcripts must be sent directly from the other institutions to the San Juan College Office of Admissions and Records. A student who is under current suspension ruling from San Juan College cannot be readmitted until the suspension requirements have expired and the student has met with an advisor in the Advising and Counseling Center.

A provisional student who meets requirements for regular admission may request to be changed to regular degree-seeking status. The requirements that must be met for a change of status from provisional to regular can be found in the "Admissions and Records" section of the catalog, under the subheading of Provisional Non-Degree Requirements.

Credit by Exam

San Juan College grants up to 30 college credits for credit by examination in the following areas: Advanced Placement (AP), American College Testing (ACT), College Level Examination Program (CLEP) and Course Challenge in approved subjects. The process for awarding credit and required score information is highlighted in the appropriate section below.

Advanced Placement Credit

Students who took advanced placement courses in high school and earned a score of three or higher may be eligible for college credit at San Juan College. An official score report must be sent directly to the Office of Admissions by College Board for consideration. The code for San Juan College is 4732.

When AP credit is awarded, it will appear on the San Juan College transcript as the appropriate course(s) with the designation of "CR" which stands for credit. The credit may be used to satisfy graduation requirements and in meeting specific curriculum requirements, if appropriate. The maximum number of credits a student can earn through the AP testing programs and other testing programs (CLEP, ACT) is 30 semester hours.

The table below provides an outline for AP score required for credit and the course for which credit is awarded. For additional information regarding this program, please contact the Director of Admissions and Records at San Juan College 505-566-3300.

AP Course	Required Score	Course Equivalency	#of Cr.
Art History	3, 4, 5	ARTS 200	3
Art-Studio	3, 4, 5	ARTS 112, 113	6
Biology	3, 4, 5	BIOL 121, 122	8
Calculus AB	3, 4, 5	MATH 185, 188	7
Calculus BC	3, 4, 5	MATH 188, 189	8
Chemistry	3, 4, 5	CHEM 111, 112	8
Computer Science	3, 4	COSC 111	3
	5	COSC 111, 118	6
Economics - Macro	3, 4, 5	ECON 251	3
Economics - Micro	3, 4, 5	ECON 252	3
English Language	3, 4	ENGL 111	3
	5	ENGL 111, 211	6
English Lit-Comp	3, 4	ENGL 111	3
	5	ENGL 111, 211	6
French	3, 4, 5	FREN 111, 112	8
German	3, 4, 5	GERM 111, 112	8
Govt. and U.S. Politics	3, 4, 5	POLS 250	3
	5	HIST 211, 212	6
History-U.S.	3, 4	HIST 211	3
	5	HIST 211, 212	6
History - European	3, 4	HIST 121	3
	5	HIST 121, 122	6
Music Theory	3, 4	MUSI 130	3
	5	MUSI 130, 131	6
Physics B	3, 4, 5	PHYS 211, 212	8
Physics C	3, 4, 5	PHYS 215, 216	8
Psychology	3, 4, 5	PSYC 120	3
Spanish	3, 4, 5	SPAN 111, 112	8
Statistics	3, 4, 5	MATH 251	4

American College Testing – ACT Credit

San Juan College will grant credit based on ACT, for students with exceptional test scores. A maximum of 24 credits can be earned based on ACT scores, with a total of 30 credits allowed for ALL types of credit by exam

To be considered for ACT credit, a student must have official score results sent to the Admissions Office, listing San Juan College's code (2637). The scores will be reviewed to determine if credit can be awarded; and if approved, the student will be notified. When ACT credit is awarded, it will appear on the SJC transcript as the appropriate course(s) with the designation of CR, which stands for credit. The credit may be used to satisfy graduation requirements. The information below shows the required ACT score in each subject area, and the courses(s) for which credit is awarded.

Test Area	ACT Score	Course Equivalency	Credit
English	27	English 111	3
		English ELEC (elective)	3
Mathematics	27	Math 185	3
		Math ELEC (elective)	3
Social Sciences	29	Psyc ELEC, Soci ELEC (elective)	6
Natural Sciences	27	Biology 121	4

To be considered for ACT credit, a student must have official score results sent to the Admissions Office, listing San Juan College's code (2637). The scores will be reviewed to determine if credit can be awarded; and if approved, the student will be notified. When ACT credit is awarded, it will appear on the SJC transcript as the appropriate course(s) with the designation of CR, which stands for credit. The credit may be used to satisfy graduation requirements. The information below shows the required ACT score in each subject area, and the courses(s) for which credit is awarded.

College Level Examination Program

San Juan College participates in the College Level Examination Program (CLEP) administered by the College Board. SJC grants credit to newly admitted and regularly enrolled students who achieve passing scores on the CLEP exams (list is available in the counseling office). Students who are transferring should contact the college or university where they are transferring to acquire information regarding the appropriate exam needed. Students should be aware the CLEP Examinations are intended for students with clear strengths in an area. Important: There is six-month waiting period before repeating a test. A list of CLEP exams and equivalent SJC courses is provided below and in the Counseling Office. Official "institution copy" score reports must be sent directly to the Office of Admissions and Records by CLEP. For additional information, contact the Counseling Office at San Juan College.

CLEP Examination	Required Score	Course Credit
Financial Accounting	54	ACCT 201
Algebra, College	59	MATH 185
American Government	65	POLS 250
American Literature	50	ENGL 251 or ENGL 252
Biology	50	BIOL 121 and BIOL Elective
Business Law, Introductory	50	BADM 230
Calculus	70	MATH 188
Chemistry	63	CHEM 110 and CHEM Elective
Educational Psychology, Introduction to	65	PSYC 231
English Composition	50	ENGL 111, ENGL Elective
English Composition with Essay	50	ENGL 111 and ENGL 211
English Literature	50	ENGL 262

French Language	52	FREN 111 and 112
Freshman College Composition	50	ENGL 111
German Language	63	GERM 111 and GERM 112
History of the United States : Early Colonization to 1865	55	HIST 211
History of the United States II:1865 to Present	55	HIST 212
Human Growth and Development	63	PSYC 230
Humanities	50	HUMA 210, HUMA Elective
Information Systems and Computer Applications	50	COSC 111
Macroeconomics, Principles of	54	ECON 251
Management, Principles of	54	BADM 233
Marketing, Principles of	50	BADM 242
Mathematics, College	57	MATH 115 and MATH 130
Microeconomics, Principles of	54	ECON 252
Psychology, Introductory	56	PSYC 120
Pre-Calculus	65	MATH 185 and MATH 180
Social Science and History	50	HIST 121, SOCI 110 and/or POLS 110
Sociology, Introductory	59	SOCI 110
Spanish Language, Level I	50	SPAN 111 and SPAN 112
Spanish Language, Level II	63	SPAN 211 and SPAN 212
Trigonometry	65	MATH 180
Western Civilization I: Ancient Near East to 1648	55	HIST 121
Western Civilization II: 1648 to Present	55	HIST 122

Credit by Course Challenge

Any currently enrolled student in regular admission status (not on academic probation) may challenge by examination a course designated as available for credit by examination if he/she has not already taken the course. The manner of administering the examination and granting permission shall be determined by the department in which the course is being challenged. A student must be currently enrolled in order to challenge a course and the additional fees are not included in the regular tuition charged. For additional information, contact the Office of Admissions and Records.

Credit for Military Service

Credit for military service is granted under certain conditions. For more information, contact the Admissions and Records Office.

Credit Hour Load

The normal load for a full-time college student who plans to graduate in two years is 15-17 credit hours per semester. An overload is more than 18 credit hours per semester. A one credit course in Physical Education may be taken without being included in the calculation for determining overload.

The normal load in summer school is the same number of credits as there are weeks in the session, plus one credit hour (full financial aid requires enrollment in 12 credits.) The federal government has defined full-time enrollment as 12 or more semester credits.

Students must obtain written permission from the appropriate School Dean to register for an overload. The student should also be in sophomore standing and should have a cumulative grade point average for the two preceding semesters of 2.5 or better, with no grade less than a "C."

A full-time student must enroll in and complete a minimum of 12 semester hours to maintain full-time status.

ENROLLMENT STATUS

On the first Tuesday after the drop/change date, the official enrollment status (full-time or part-time) of each student is determined and verifications are available.

The determination of full-time or part-time enrollment status is made based on the student's enrollment as of Census Day. The addition of short term or extended credit classes DO NOT change the student's enrollment classification after the census has been reported. Full-time enrollment is defined as enrollment in 12 or more credits in a semester of 16 weeks. Part-time enrollment is defined as less than 12 credits.

Entrance Examinations

Accuplacer (formerly College Placement Test)

San Juan College uses the Accuplacer to assess English, reading and mathematics levels of students at admission to the College. **The test is mandatory for:**

1. All first time college students enrolling in 8 or more credits and/or
2. Students planning to enroll or enrolling in their first college English or mathematics course.

Students are exempt from taking the Accuplacer if:

1. They have already completed an associate degree or higher, or if they
2. Are enrolling in 7 credits or less and not enrolling in a first college English or mathematics course.

Other Special Tests

The American College Testing Program (ACT) is administered at San Juan College on the national test dates each academic year. To register for the ACT a student must obtain a registration packet from a high school counselor, San Juan College, or other college testing office.

For information concerning examination score credit and the procedures for applying earned credit, please contact Admissions and Records at 566-3335.

Other special tests administered through Student Services Testing Center include, among others, the College Level Examination Program (CLEP) and the National Teacher's Exam (NTE).

RULES FOR MANDATORY PLACEMENT

San Juan College utilizes mandatory placement to assist students in reaching their fullest potential while at San Juan College, excluding Special Interest classes (numbered 104 or 105). The Accuplacer assessment is a mandatory placement tool used to determine proper placement for all students enrolling in English

or math courses, or in any course with an English, math, or reading pre- or corequisite. Students whose scores indicate placement in developmental courses must complete those courses before enrolling in higher level courses, if required. Transfer students who have successfully completed college level courses in English, Reading, and/or Math may be exempt from this requirement, a request for exemption must be approved by the Dean of the School or the Director of Admission and Records. If a student tested in math, English, or reading more than two years ago, without taking courses, they will be required to retest.

GRADES Grading System

A – For excellent work. 4 points per credit hour
 B – For better than average work. 3 points per credit hour
 C – For average work. 2 points per credit hour
 D – For below average work. 1 point per credit hour
 F – For failing work 0 points per credit hour
 X – For failing work when student stops attending. 0 points
 W – For official student withdrawal. 0 points
 S – For satisfactory work under S/U option. 0 points
 U – For unsatisfactory work under S/U option. 0 points
 I – For incomplete work. 0 points
 AW – Administrative withdrawal. 0 points
 AU – Audit option. 0 points
 RR – Re-register In the course. 0 points
 CR – Credit authorized, but no letter grade assigned. 0 points
 CE – Credit by examination. 0 points
 NC – No credit earned. 0 points
 NR – Grade not reported. 0 points

In computing the overall grade point average, the total credits in which grades of A, B, C, D, F or X have been assigned is divided into the total number of grade points earned. Courses for which only credit, but no letter grade is given, may be counted toward graduation but are not computed in the grade point average within set limits for such classes.

A student may appeal an assigned final grade either through administrative or academic appeals procedures. Appeals must be filed within 45 days of the last day of instruction for the semester in which the grade was recorded.

Academic Renewal

Academic Renewal is available to students returning to San Juan College who have not been in attendance for five consecutive years. To be eligible, the student must have attempted thirty credit hours and have a cumulative Grade Point Average of less than 2.0, or such extraordinary circumstances to be considered by the Academic Renewal Committee.

If Academic Renewal is granted, San Juan College will remove all grade points awarded that resulted from grades lower than a "C," thus improving the cumulative Grade Point Average. Actual grades are not removed. Under no circumstances will attempted courses be purged from the permanent student record. The courses retained for credit will continue to be computed in the Grade Point Average of the student.

The student will make the initial application for Academic Renewal with the Director of Admissions and Records who will make the initial decision involving the eligibility of the student. The decision may be appealed to the Academic Renewal Committee.

Appeal of Academic Renewal

The Academic Renewal Committee will be appointed by the Vice President of Student Services and will consist of three faculty members, one professional staff member from student services, and a student. One of the faculty appointments will serve as the chair. The committee will review the student's request and render a decision. The decision of the committee will become official on majority and is not subject to appeal.

Incomplete Grade Assignment and Removal

The grade of "I" (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an "I" is given by the course instructor at the time final grades are due.

In no case is an "I" grade to be used to avoid assignment of "D" or "F" grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an "I" grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

Removal of the "I" grade

1. "I" grades can be removed only during the subsequent 12 month period from the date of issue.
2. Removal of an "I" is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of "I."
3. An "I" not made up within one calendar year will change to an "F" grade thereafter and cannot be changed by work completion.

Course Grade Options

Three options are available for students to select at the time of course registration. These options include letter grades (A, B, C, D, F), satisfactory/unsatisfactory, and audit.

Changes in options may be made only during the schedule change period. No changes can be made after census day. It is the students' responsibility to make their wishes known to a records staff member when they completing their course enrollment card for data entry. The audit option can be made using the Web or in person. The S/U option is described below.

Changes in options may be made only during the schedule change period. No changes can be made after census day. It is the students' responsibility to make their wishes known to a records staff member when they completing their course enrollment card for data entry. The audit option can be made using the Web or in person. The S/U option is described below.

Satisfactory/Unsatisfactory: S/U

Any student may choose to take any course under the S/U option. No more than 9 semester credits may be completed under the S/U option for application toward a degree or certificate at San Juan College. These courses can be used only as electives in a degree program.

Audit: AU

Students planning to audit a class may register for that class on a space-available basis. The regular tuition and fees are charged. Audited courses are recorded on permanent academic records but carry no credit and are not counted in determining maximum course loads. You may register for audit via the Web or in person.

A student may not change from credit to audit after the third Friday of the semester, but may withdraw and continue to attend the class with the permission of the instructor.

REGISTRATION INFORMATION

Students may register on the Web by going to the San Juan College homepage at www.sanjuancollege.edu or in person in the Admissions and Records Office.

Class Schedules

Detailed registration procedures are described in the San Juan College class schedule published for each semester. Students are responsible for becoming familiar with all dates, deadlines, and procedures related to registration. The class schedule is now available on

the Web. Simply go to the SJC homepage at www.sanjuancollege.edu and you can browse through the current and upcoming schedules.

Identification Cards

Each student is issued a student identification card during the first registration at San Juan College, which is kept during the student's entire attendance here. A \$5 fee is required if a student identification card needs to be replaced for any reason. ID cards can be obtained in the Educational Services Building (first floor), the Health or Human Performance Center, or the Library.

ID cards entitle the students to a variety of College services and privileges including library book checkouts, check cashing, make-up testing service, and numerous other benefits both on campus and in the community. Students may be asked to present appropriate credentials (ID card) to properly identified San Juan College personnel while they are in the performance of their duties.

Registration Classification

San Juan College offers equal access to courses for all students who have met the prerequisites, subject to enrollment limits and deadlines. The registration process at San Juan College has been designed to schedule students for registration as follows.

Continuing Student Registration

Registration during this period is restricted to continuing students in good standing who have met admission requirements. Priority will be given to regular admission degree seeking students.

New Student Registration

New student registration is included as part of the new student orientation sessions and is required of all new students (including transfers). Students attending a new student orientation will register as part of the orientation activity. Any new, full-time student who does not take part in an orientation must enroll after the last orientation is held or during advised registration immediately prior to the start of semester classes. New students wishing to pre-enroll on a part-time basis should contact the Office of Admissions and Records for instructions.

Repeat of a Course for Grade Substitution

A student may repeat a course that is not designated as repeatable for additional credit, for the purpose of grade substitution which was earned previously at San Juan College. A computable grade of A, B, C, D, F, or X must have been earned previously in the

course and a computable grade must be earned in the repeated course.

The last grade earned in a repeated course automatically substitutes for the prior grade earned and is included in the calculations. The last valid, computable grade (A, B, C, D, F, X) is used to compute credit and grade point average. If a student repeats a course eligible for grade substitution and fails the course, the second grade of "F" will be substituted for the original grade. If this is done, the student will lose both credit and grade point earned by the original grade. It is not necessary for a student who has received an Incomplete (I) to register to repeat a course. Work should be completed as directed by the course instructor, without reregistering in the course.

Repeatable Courses

San Juan College offers a limited number of courses that are repeatable for additional credit. A repeatable course is defined as any course that can be taken one or more times for additional credit without prior grade substitution. Check course description to determine if a course is repeatable for additional credit. (EX: MUSI 173, Chorale, may be repeated for a total of three credits.)

Residency Status

Student residency status is determined from information provided on the Application for Admission using a uniform definition established for all New Mexico institutions by the New Mexico Higher Education Department, and administered by the Director of Admissions and Records of San Juan College. Requests for a change in residency classification must be completed and all requirements met before the first day of classes for that term. Additional information is available in the Office of Admissions and Records.

Residency determination procedures apply only to U.S. citizens or students on an immigration type visa. Only a U.S. citizen or permanent visa student can establish New Mexico residency. Non-citizen students will be charged tuition in accordance with international student guidelines.

Special Residency Status

1. Native American students who are members of a tribe and maintain a permanent residence on a reservation bordering New Mexico may apply for a waiver of non-resident tuition and, if approved, be admitted under resident tuition status.
2. Colorado residents residing in counties which border New Mexico may apply for the Colorado-New Mexico tuition exchange program. The

student must be eligible for in-state tuition in Colorado to be eligible for this program.

3. Senior citizens (65 or over) may request a reduced tuition waiver for the first 6 credit hours per semester.
4. The spouse or dependents, of persons who have moved to New Mexico and can provide documentation of permanent full-time employment may be eligible for a waiver of the 12-month durational requirement. Other conditions must be satisfied. See the Director of Admissions and Records for additional information.
5. Any person, his or her spouse or dependent child, not otherwise entitled to claim residence who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico will be assessed in-state tuition rates.
6. Active duty New Mexico National Guard members shall be deemed an in-state resident for purposes of determining tuition.

The student is responsible for contacting the Admissions and Records Office and completing all required paperwork for consideration of in-state tuition under one of the "special residency conditions" described above.

Deadlines for Requesting Residency Change of Status

Semester	Deadline
Fall Semester	Third Friday of the Semester
Spring Semester	Third Friday of the Semester
Summer Semester	Second Friday of the Semester

Failure to submit the required paperwork by the deadline dates will result in the student being classified as an out-of-state student for that semester. Change of residency status is not retroactive.

Residency Classification Appeals Procedure

An applicant who elects to appeal a decision denying in-state tuition status should present the initial appeal in writing to the Director of Admissions and Records for review. If the appeal is granted, no further action is required. If the appeal is denied, the applicant may request that the appeal be referred to the Appeals Board for review.

Residency Classification Appeals Board

The Residency Classification Appeals Board is a standing committee to comply with Regulation 910 of

the New Mexico Higher Education Department. The Appeals Board will function to handle appeals from students denied by the Director of Admissions and Records after a review of the proper petition form.

Residency Classification Appeals Board Membership

1. Associate Vice President for Student Services
2. Director of Financial Aid
3. Assistant Vice President for Business Affairs

Hearing Procedure

The Associate Vice President for Student Services will call a meeting of the Appeals Board. If the student wishes, a personal interview with the Residency Classification Appeals Board can be arranged.

Decision

The board will review all applicable materials and governing statutes. The decision of the board becomes final upon majority vote.

Schedule Change Period

This period will be available to the students to make schedule adjustments from the first day of early registration through the second day of the term on a space available basis. Changes can be made via the Web for a limited period of time or in person at the Office of Admissions and Records. Students requesting schedule changes in person at the Admissions and Records Office must complete the appropriate form. Phone calls or other written requests will not be accepted. A refund is given, if appropriate, when students drop a course during this period and charges are added when part-time students add courses to their schedule. The form must be completed, approved, and returned to the Office of Admissions and Records within the schedule change period designated in the schedule of classes.

Drop-Change Period

A student may drop a course through the end of the third week of the regular semester. No fee is charged to drop a class, to move to another section of the same class, or to move to a higher or lower class within the same department. Requests for class additions will not be honored during this period.

A student's transcript will reflect a "W" when a course is dropped after the college census day (end of the third week, or after the third Friday of regular semester). All requests to withdraw from a course during this three-week period must be completed on a Course Drop-Change Form and must be submitted directly to Admissions and Records.

A student who drops a course(s) on or prior to the third week is eligible for a refund.

Student Withdrawal Period

A student may withdraw from all classes during a semester by completing Student Withdrawal Card. Total withdrawal cannot be completed via the Web. The scheduled period for student withdrawals is from the date of registration to the 25th instructional day prior to the last day of instruction. A "W" is given as a grade for each course from which a student has withdrawn. After the final withdrawal date has passed, a letter grade must be given in each course for which a student is registered.

A student who withdraws during this period is not eligible for a refund.

Student Classification

A student may withdraw from all classes during a semester by completing Student Withdrawal Card. Total withdrawal cannot be completed via the Web. The scheduled period for student withdrawals is from the date of registration to the 25th instructional day prior to the last day of instruction. A "W" is given as a grade for each course from which a student has withdrawn. After the final withdrawal date has passed, a letter grade must be given in each course for which a student is registered.

A student who withdraws during this period is not eligible for a refund.

Short Courses

Short courses may be scheduled for registration after the College census date. Students enrolling in short courses must make full payment at the time of registration. Maximum tuition limitations for a semester apply to enrollment in short courses. A student who enrolls in a short course and then wishes to withdraw must withdraw from the course on or before the first day of class to be eligible for a refund. After the first class day has passed, no refund is available.

Transcripts

Official and unofficial transcripts are issued from the Office of Admissions and Records. A charge of \$2 is made for any official transcript of credits; there is no charge for unofficial transcripts. If your financial obligations to San Juan College are not satisfied, or if you are on an admissions hold, your transcripts will be withheld. Official transcripts including the most current semester's work are available approximately seven days after the issue of final grades for the semester. Unofficial transcripts may be requested

for student pickup the next day. No transcripts are issued during registration, final grade processing, or census processing periods. San Juan College will accept facsimile transcripts for advisement only. Those students wishing to change status must have official transcripts sent to San Juan College directly from their previous college. San Juan College will fax transcripts to other colleges for a fee. For further information, contact the Office of Admissions and Records.

If a student believes that his/her grades are inaccurately recorded, the student must contact the Records Office in writing within 45 days of the end of the semester in which grades are in question. An investigation will be conducted and appropriate action taken. The student will be required to submit documentation to support his/her claim.

DEGREE/CERTIFICATE PROGRAMS

To meet the broad range of student objectives, San Juan College offers several types of instructional programs and study alternatives. San Juan College's two-year associate of applied science (A.A.S.) degree and one-year certificate career programs prepare students for immediate employment in a wide variety of professional fields. The associate of arts (A.A.) and the associate of science (A.S.) transfer programs are available for students who wish to earn a two-year degree or to complete the first two years toward a baccalaureate degree at San Juan College and then transfer to a four-year college or university for study in a specific major. The associate of general studies (A.G.S.) is designed for students who wish to earn an associate degree but not in a specific career or transfer area.

Tuition and Fees Deadlines

Students who pre-register for classes are required to pay tuition and fees according to the payment due date published in the schedule of classes. This schedule can be obtained at the Information Desk or Admissions and Records located in the Educational Services Center. Financial aid recipients or students sponsored by authorized third parties must have financial arrangements complete prior to registration.

Refunds

Refunds of tuition and special course fees are mailed the week following Add/Drop Period of any semester. Please reference the Financial Requirements/Procedures section in the class schedule.