



Program Year  
2019-2020



## Energy Smart Academy

@ Santa Fe Community College

6401 S Richards Ave | Santa Fe, NM 87508

505-428-1805

[www.energysmartacademy.com](http://www.energysmartacademy.com)



Student Information Packet

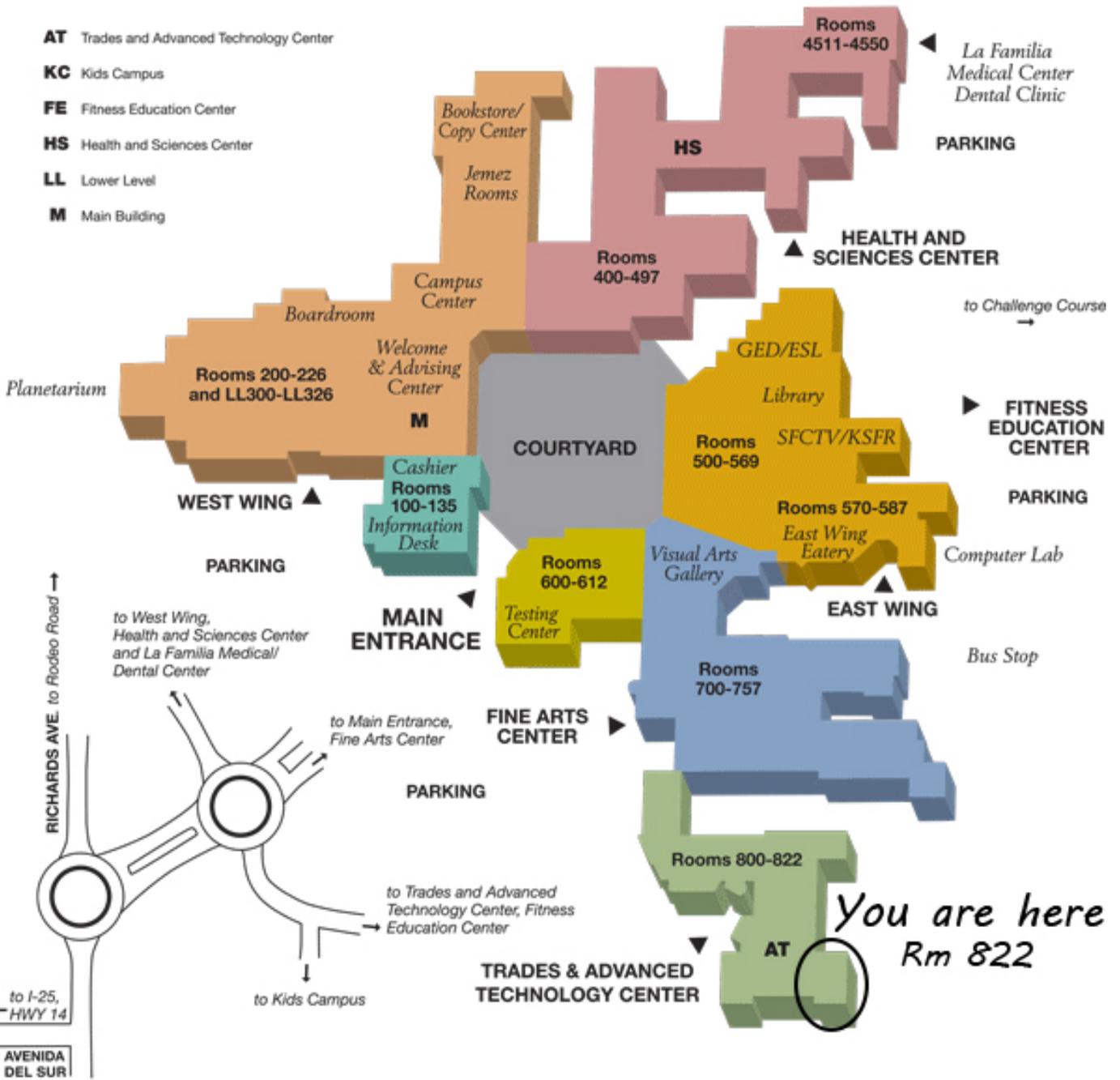
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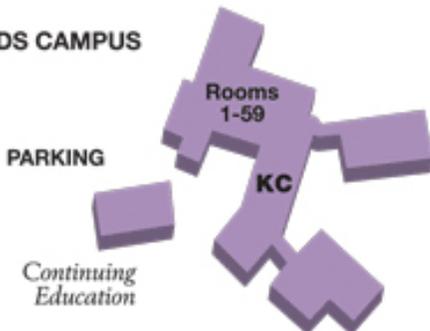
# MAIN BUILDING

PARKING

- AT** Trades and Advanced Technology Center
- KC** Kids Campus
- FE** Fitness Education Center
- HS** Health and Sciences Center
- LL** Lower Level
- M** Main Building



## KIDS CAMPUS



## WILLIAM C. WITTER FITNESS EDUCATION CENTER



## Welcome to the EnergySmart Academy at Santa Fe Community College

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The mission of the EnergySmart Academy (ESA) is to offer students high-quality, consistent energy efficiency and green jobs professional training throughout New Mexico and its surrounding states; reduce energy and water use, and greenhouse gas emissions; and engage with our community and the greater professional industry. With our state-of-the-art lab and nationally-recognized trainers, our training benefits industry professionals, residents and business owners in our state. We invite professionals to join the "New Green Jobs Economy." We train energy auditors, installers, inspectors, infrared thermographers, architects, contractors and other industry-related professionals.

The New Mexico EnergySmart Weatherization Program is administered by the New Mexico Mortgage Finance Authority (MFA). In 2010, SFCC was selected as the MFA's primary training provider for its weatherization contractors and given the opportunity to create the New Mexico EnergySmart Academy. The ESA initially was established to provide comprehensive training in all aspects of energy efficiency and residential weatherization to MFA contractors throughout the state of New Mexico and has since expanded to provide training across the country.

ESA was one of the first programs in the country to qualify as an "Accredited Training Program" by the Interstate Renewable Energy Council (IREC) for all four of its core training programs. This accreditation demonstrates our commitment to providing quality training to develop a competent workforce and increase professionalism in the weatherization industry. Implementing the processes to review our goals, evaluating the effectiveness of our program, collecting the information necessary to document our progress, and establishing effective procedures to train weatherization workers are key elements of our programs.

IREC accreditation also demonstrates our accountability to the SFCC Board of Directors, students, faculty, and industry stakeholders. Accreditation provides the mechanism for continuous improvement in the quality and effectiveness of our training program to meet the needs of the emerging energy-efficiency industry, both in New Mexico and nationally. For industry stakeholders and potential employers of our graduates, the credibility associated with accreditation adds to the growing reputation of SFCC and the ESA as a quality institution producing a well-trained workforce.

## Campus Phone Numbers

SFCC's main phone number is 505-428-1000

If you are using an office phone on campus, dial the last four digits to connect (1000).

	<u>Phone</u>	<u>Room</u>		<u>Phone</u>	<u>Room</u>
Adjunct Faculty Office	505-428-1632	226	Help Desk (Technology Service)	505-428-1222	528
Admissions	505-428-1270	201C	Higher Education Center	505-428-1725	HEC
Advising and information			Institute of American Indian Arts (IAIA) at SFCC	505-428-1891	HEC
New and non-degree students	505-428-1270	201	Info Line (recorded)	505-428-1777	
Degree students:			Kids Campus	505-428-1354	Kids Campus
School of Arts, Design, & Media Arts	505-428-1731	753	La Familia Dental Clinic	505-984-5048	
School of Business and Education	505-428-1308	LL322	Library	505-428-1352	516
School of Fitness Education	505-428-1651	2000A	Literacy Volunteers of Santa Fe	505-428-1353	514A
School of Science, Health, Engineering & Math	505-428-1323	482	Media Arts Lab	505-428-1248	605
--alternate number	505-428-1754	483	New Mexico Highlands University - Santa Fe	505-424-9185	HEC
School of Liberal Arts	505-428-1370	222	Registrar's Office	505-428-1385	202
School of Trades, Technology, Sustainability & Professional Studies	505-428-1524	801	Safety and Security	505-428-1224	101
Adult Education	505-428-1356	502	Service-Learning/Volunteer in the Community	505-428-1736	
Bookstore	505-428-1218	233	Student Accessibility Services	505-428-1701	LL311
Career Services & International Programs	505-428-1303	204E	Student Development	505-428-1665	LL312
Cashier's Office	505-428-1211	129	Student Employment	505-428-1285	204
Clubs and organizations	505-428-1266	LL312G	Student Government Association	505-428-1418	LL312
Continuing Education (noncredit)	505-428-1676	131	Teacher Education	505-428-1256	Kids
Counseling Services	505-428-1940	201	Testing Center	505-428-1625	611 A&B
Distance Learning	505-428-1166	418F	TRiO Student Support Services Program	505-428-1364	LL313
English as a Second Language	505-428-1356	502	Tutoring Center	505-428-1260	LL326
ENLACE	505-428-1714	LL312F	University of New Mexico-Santa Fe	505-428-1220	HEC
Enrollment and Student Services	505-428-1270	201	Veterans' Benefits	505-428-1314	LL302C
Financial Aid/Scholarship	505-428-1268	202	Veterans' Resource Center	505-428-1314	LL302C
First Year Experience	505-428-1919	204	Weather Watch/Holiday Line (School delays/closures)	505-428-1716	
Fitness Education Center	505-428-1651	1000	Welcome and Advising Center	505-428-1270	201
GED information	505-428-1356	504			

## Student Policies

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**At the time of printing, the student policies listed in the Student Handbook are under review and may be changed as they proceed through the approval process. The information provided here is the most current available at the time the Handbook was printed. Current and complete policies are available on the SFCC website and on JACK, under “Policies and Procedures.”**

Students are expected to read and understand official student policies. Failure to do so does not absolve them from knowing and complying with the content of such communications.

### SFCC Student Code of Conduct – Policy 2-1

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#### Policy Overview

Santa Fe Community College (SFCC) strives to create and maintain an environment that supports and respects all members of the learning community. In order to help achieve this goal, SFCC has established a Code of Conduct which sets out values, expectations and standards of behavior that apply to all students.

#### Scope and Applicability

The Code of Conduct applies to all students, visitors and guests regardless of status. SFCC recognizes that there is a diverse student body and has established standards so that all students have the opportunity to pursue their educational goals in a respectful and high-quality atmosphere.

#### Policy Statement

- A. SFCC is committed to providing a safe and welcoming environment for students, faculty, staff and the public. Students at SFCC are expected to behave in a respectful, civil and thoughtful manner at all times.
- B. Any student who has been subjected to misconduct by others or who observes misconduct should report it promptly to the Vice President for Student Success, Student Affairs Officer, and/or to Campus Safety and Security.
- C. SFCC values involvement, integrity, lifelong learning and excellence. In the spirit of these values, every member of the campus community has a personal responsibility to respect the rights of others and to behave in a manner conducive to learning and being in an educational environment. As a result of these values, the following conduct is prohibited:

##### *Classroom Conduct*

1. Plagiarizing, cheating, or committing any other form of academic misconduct including but not limited to unauthorized collaboration, falsification of information and/or helping someone else violate responsible standards for academic behaviors. Students who are found to have engaged in this type of conduct are subject to both consequences as determined by the instructor and disciplinary action under SFCC policy 2-2.
2. Any behavior that may disrupt others from learning or may interfere with the efforts of a faculty member to instruct a class, for example: use of cell phones or other portable electronics, unless authorized by the faculty member teaching the course.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or SFCC activities, including its functions on or off campus.

##### *Campus Conduct*

4. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or encouraging another person to breach the peace on SFCC premises or at activities sponsored by or participated in by SFCC. Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of, or interference with any service or activity provided or sponsored by SFCC.
5. Any violent behavior toward another student, a faculty or staff member or any other individual on campus. A student who exhibits this type of behavior shall face discipline under Policy 2-2, the Student Corrective Action and Disciplinary Action Policy, up to and including expulsion.

6. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. All threats and threatening behavior shall be taken very seriously.
7. Attempted or actual theft of and/or damage or destruction to property of SFCC, or property of a member of the SFCC community, or other personal or public property, including unauthorized use of property located on the campus or property owned or controlled by SFCC.
8. Failure to comply with direction of SFCC officials, security personnel or law enforcement officers in the performance of their duties.
9. Conduct that violates any SFCC policy, seriously threatens the educational mission of SFCC, or the health or safety of any member of the SFCC community, even if such conduct occurs off campus.
10. Unauthorized possession, duplication or use of keys to any SFCC premises, or unauthorized entry to or use of SFCC premises.
11. Possession of any unauthorized pet or animal, excluding trained service animals, while on SFCC-owned or SFCC-controlled property. (Please refer to policy 4-21 Service and Other Animals on Campus.)
12. Tampering with or disabling any security camera or any other campus safety or security equipment.
13. Leaving children unattended or unsupervised in campus buildings or on campus grounds or in vehicles.
14. Camping within campus facilities or grounds, regardless of the duration or purpose of the use.
15. Clothing and/or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered at SFCC.
16. Unauthorized displaying or distributing any written notices such as fliers, posters, brochures, etc.
17. Vending and sales activities unless authorized (See Policy 8-2 On Campus Solicitation, Vending, and Political Activity by External Parties.)

#### *Discrimination, Harassment, and Sexual Misconduct*

18. Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, serious medical condition, spousal affiliation, gender identity or sexual orientation. (See Policies 2-22 Student Sexual Harassment and 2-23 Student Discrimination and Harassment.)
19. Sexual Misconduct offenses include, but are not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation. (See SFCC Policy 2-28.)

#### *False Alarms and Weapons*

20. Deliberately causing a false fire alarm or creating any sort of false bomb threat or public alarm.
21. Possession or distribution of any firearms, ammunition, explosives, fireworks, and/ or other dangerous weapons (or chemicals/flammable liquids) unless authorized by an SFCC official, or use/threat of use of any instrument (including, but not limited to, paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

#### *Drugs, Alcohol, Medical Marijuana, Smoking and Gambling*

22. Using, being under the influence, manufacturing, possessing, cultivating, distributing, purchasing, or selling of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on SFCC-owned or SFCC- controlled property, and/or at any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.

Note: The President may make an exception regarding alcohol, by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits.

23. Although possession and use of medical marijuana consistent with the requirements of the New Mexico State Law is not a crime in the State of New Mexico, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on SFCC-owned or SFCC-controlled property, and/or any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.

24. Smoking except in designated smoking areas.
  - i. Smoking, for the purpose of this policy, shall include the use of tobacco products, e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other such devices that vaporize substances to simulate smoking.
25. Gambling of any kind, including computer gambling, sports betting pools and pyramid schemes on campus-owned or SFCC-controlled property. (Please refer to Policy 4-21.)

### *Computing and Networking*

26. Violation of SFCC policy on the acceptable use of computing and network resources. Unacceptable uses of computing resources include, but are not limited to:
  - i. Use of electronic forums to violate other sections of the Student Conduct Code;
  - ii. Sharing of accounts or computer access;
  - iii. Violation of electronic privacy;
  - iv. Interference with computer use or operations;
  - v. Unauthorized entry into or tampering with computers, networks, or other information resources;
  - vi. Commercial or illegal use of electronic or computer resources;
  - vii. Violation of copyright law or other intellectual property protection laws or policies; or
  - viii. Threats, abuse or harassment, as defined in SFCC policies made or transmitted via electronic forums, social media platforms or electronic mail.

(Please refer to policy 7-1- Technology Usage Policy, policy 7-3 Information Security Policy and policy 8-7 Social Media.)

### *Parking and Campus Traffic Rules*

27. Failing to follow traffic rules or respect designated handicap parking spaces and fire zone areas in SFCC parking lots.
    - i. Any person who violates traffic or parking rules is subject to having their vehicle towed or immobilized by the use of a boot.
    - ii. If you receive a warning sticker, or if your car has been towed or immobilized, see the Campus Safety and Security Office
  28. Using bicycles, skateboards, roller-skates, wheelies, scooters, hover boards, in-line skates and the like in prohibited areas, such as SFCC sidewalks and other campus walkways. These items may only be used on campus streets.
- D. A student who violates any provision of this Code of Conduct may be subject to discipline under the SFCC Student Corrective Action or Disciplinary Action Policy (Policy 2-2). The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

## Definitions

1. **Academic Dishonesty** means any behavior that misrepresents or falsifies the student's knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain and includes cheating, plagiarism and falsification or fabrication of records. Assisting another student in cheating, plagiarism and falsification of records is also academic dishonesty.
2. **Camping** is defined as using campus facilities or grounds for living accommodations or housing purposes, such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire, or portable stove for cooking, lighting or warmth, or the use of tents, motor vehicles, or other structures for living or shelter.
3. **Cheating** includes using or attempting to use unauthorized materials such as notes, texts, visuals, electronic devices, copies of test materials and presenting the work of others to misrepresent the student's knowledge, skills or ability. Unauthorized collaboration also constitutes cheating.
4. **Integrity** is a strict adherence to a standard of values and conduct.
5. **Plagiarism** is the intentional or unintentional representation of another's work as one's own, without proper acknowledgement of the original author or creator of the work.

## Policy Process

- A. Students should familiarize themselves with the expectations outlined in this Code of Conduct and ensure they comply with them. Any questions or concerns about this Code of Conduct should be discussed with the Vice President for Student Success, the Student Affairs Officer or their designee.
- B. Students who violate any provision of this Code of Conduct may be subject to discipline under the Student Corrective Action and Disciplinary Action Policy 2-2, up to and including, expulsion.
- C. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.
- D. SFCC may also report any apparent violation of law to the appropriate law enforcement authorities.

## Statement of Accountability and Responsibility

The President, through the Vice President for Student Success (VPSS) and the Division of Student Success (DSS), shall be responsible for enforcing student focused procedures and policies. The Student Affairs Officer, in conjunction with the VPSS is responsible for ensuring the adherence to this policy and procedures and for any corrective action or disciplinary process initiated. DSS shall work with various different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

The policy for Appeal of Academic Decisions is currently under review. The complete and updated policy is available on the SFCC website and on JACK, under "Policies and Procedures."

## Removal from Class or Campus – Emergency Basis

A faculty member may remove a student from the classroom if he or she believes that the student's presence in the classroom poses an immediate risk to the health or safety to anyone in the college community or to the security of the College, or if the student's behavior is so disruptive that the class cannot continue with the student present. The faculty member must immediately notify Campus Safety and Security and advise the Student Affairs Officer. The Student Affairs Officer shall review the removal and may implement additional discipline pursuant to the disciplinary procedures (found on the SFCC website, Policies & Procedures). Even if no further disciplinary action is taken against the student, he or she may request a Disciplinary Review.

If a college employee believes a student's presence on campus poses an immediate risk to the health or safety to anyone in the college community or to the security of the College, they should immediately notify Campus Safety and Security and the Student Affairs Officer. Campus Safety and Security may require the student to leave campus and will coordinate with the Student Affairs Officer.

## Grade Adjustment or Failure of Assignment or Course

If a student violates the Student of Code of Conduct and the issue is related to Academic Misconduct, in consultation with the faculty member, the student may be subject to: a requirement to do additional work or to retake an exam; adjustment of the student's grade on a particular assignment or exam; receipt of only partial marks for an assignment or exam; or withdrawal of a grade or assign an "F" for the assignment, exam or course.

## Revocation of Degree or Certificate

If a student violates the Student of Code of Conduct and the issue is related to Academic Misconduct, the College has the right to revoke the student's degree, certificate or other academic credential if the misconduct is not discovered until after the degree, certificate or other academic credential is awarded. This action is appropriate when a student committed a serious violation of Academic Misconduct that directly relates to degree or other credential that was awarded.

# SFCC Student Corrective Action and Disciplinary Action – Policy 2-2

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## Policy Overview

This policy is established to address non-academic misconduct including violations of the SFCC Student Code of Conduct or any other College policy that applies to students. This policy does not deal with grade appeals, academic probation, academic suspension or academic misconduct.

## Scope and Applicability

This policy applies to all students of Santa Fe Community College.

## Policy Statement

- A. If a student violates the Code of Conduct or any other policy of Santa Fe Community College, they may be subject to corrective action or disciplinary action.
- B. Corrective action is used for less serious violations of the Student Code of Conduct or other college policies and is intended to correct inappropriate conduct and to assist the student to be successful at SFCC. Corrective action is not subject to appeal.
- C. Disciplinary action is used for serious violations of the Student Code of Conduct or other college policies and may result in:
  - Removal from class;
  - Grade adjustment or failure of an assignment or a course;
  - Non-Academic probation;
  - Non-Academic suspension;
  - Withdrawal of academic credentials; and
  - Expulsion.Disciplinary action may be appealed by requesting a College Hearing Panel and final determination by the Vice President for Student Success (VPSS).
- D. The College strictly prohibits retaliation against any student or employee for participating in the corrective action or disciplinary action process. Anyone who is found to have either directly or indirectly retaliated against another individual engaged in this process may be subject to discipline under the appropriate policy.
- E. The VPSS/Student Affairs Officer will maintain records of all student corrective and disciplinary action.

## Definitions

1. **Corrective Action** is a series of discussions about correct and/or appropriate conduct and is intended to correct inappropriate conduct and to assist the student in succeeding at SFCC. Corrective Action may include documentation of the conduct violation and expected behavior and is done in the form of verbal warnings and written warnings.
2. **Disciplinary Action** is action taken when repeated or egregiously inappropriate conduct has occurred. For students, action may include removal from class(es), grade adjustment or failure, withdrawal of academic credentials, probation, suspension, or expulsion (2-1 Code of Conduct).
3. **Probation** is a trial or trial period for the purpose of redemption or correction of previous inappropriate conduct.
4. **Suspension** is an action that bars a student from certain privileges, such as attending class, for a specified time period.

## Policy Process

- A. When a report of inappropriate conduct is received, an investigation is conducted.
- B. If, as a result of the investigation, a student or students are found to have violated the SFCC Student Code of Conduct or other College policy, a determination is made about the severity of the situation.
- C. If, in the consideration of the Student Affairs Officer (SAO), and involved faculty, the violation is relatively minor, corrective action will be taken. The corrective action will include a clear statement of what is expected of the student in the future, and the steps required to achieve success.

- D. Disciplinary action will be taken for more serious breaches as determined by the Student Affairs Officer. A student who faces disciplinary action will receive written notice of the intended disciplinary action. The student may request a meeting with the SAO within 5 days of receipt of the notice, and the meeting will take place within 5 days of the request. Subsequently, the SAO shall notify the student whether the proposed discipline will be implemented, modified or not implemented.
- E. A student may request a review of the disciplinary action by requesting a disciplinary review which includes a hearing before the College hearing panel and a final decision by the VPSS.

### Statement of Accountability and Responsibility

The President, through the Vice President for Student Success or his or her designee and the Division of Student Success (DSS), shall be responsible for enforcing student focused procedures and policies. The Vice President of Student Success or his or her designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

## SFCC Student Concerns and Complaints – Policy 2-3

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### Policy Overview

This policy is established to cover two levels of conflict by students at Santa Fe Community College (SFCC or College):

- Concerns, defined as minor disagreements and the like, and
- Complaints, which deal with more serious issues.

### Scope and Applicability

This policy applies to all SFCC students.

### Policy Statement

- A. The College encourages informal resolution and dialogue around student concerns and complaints. When a student seeks formal review of a concern or complaint, there are generally recognized parameters accepted by the College that establish limits on the scope of what may be reviewed.
- B. Rights and Responsibilities Reserved to College Management  
Areas that are reserved by the College as exclusive management rights are not subject to review. The following issues are precluded from review under this policy:
  - 1. content of College policies;
  - 2. President’s final interpretation of policy or final decision about the application of a policy or resource;
  - 3. a review of a decision involving the same student and the same issue but naming another responding person;
  - 4. decisions or directives of the Governing Board or other external authorities having jurisdiction or programmatic responsibilities over the College;
  - 5. funding and program priorities;
  - 6. allocation of resources, staff, equipment, or space;
  - 7. scheduling of operations, closures, holidays and other events;
  - 8. overall allocations for tuition and other fee increases;
  - 9. class schedules and assignments of faculty members to classes;
  - 10. parking violations;
  - 11. any action taken in compliance with a court order, arbitration decision, statutory directive, city or county ordinance, or the administrative ruling, rules or regulations of an authority having jurisdiction over the College.
- C. Students are encouraged to use this process to resolve disputes and the College strictly prohibits retaliation against a student using this policy to raise concerns and complaints or to discuss conflicts. Any faculty or staff member or student who either directly or indirectly retaliates against another student engaged in this process may be subject to discipline under the appropriate corrective action and disciplinary action policy.

## Definitions

1. **Complaints:** allegations by a student that a specific College decision or action that directly affects that student constitutes a violation of College policy.
2. **Concerns:** refer to minor disagreements a student has with another student or College employee; or about a College action or decision that can be resolved through mediation or discussion.

## Policy Process

- A. A student may submit a concern to resolve any issue directly involving them. Student concerns are issues that can be resolved by:
  - a. Informal discussion between the parties involved;
  - b. Facilitated discussion with the SAO; or
  - c. Mediation.
- B. A student may submit a complaint about an issue directly affecting them regarding a specific management decision or management action which, if true, would constitute a violation of an express College policy. Examples would include but not be limited to discrimination that the student believes was not properly handled after reporting the situation and being advised of the outcome, or racial or sexual harassment not properly or adequately dealt with under the appropriate College policies.
  - a. Student complaints may be resolved using the procedural steps for resolving student concerns, or
  - b. A student may request that the complaint be reviewed before a College hearing panel within 10 days of the incident or management decision they are protesting. A Complaint Review Form must be completed (included in procedures).
    - i. Hearing panel members are selected and the panel is convened according to the process in place when the form is received.
    - ii. The hearing panel receives written statements from the student and the responding individual prior to the hearing. Oral statements, and questioning by the panel members will take place during the hearing. The hearing panel may set time limits.
    - iii. Parties will represent themselves, and attorneys or other representatives are not authorized to attend.
    - iv. The hearing panel submits a brief report and final recommendation to the President who makes the final determination. *The President's decision is final and binding upon all parties.*
- C. SFCC will keep record in compliance with the Higher Learning Commission and other regulations.

## Statement of Accountability/Responsibility

The President, through the Vice President for Student Success and the Division of Student Success (DSS), shall be responsible for enforcing student focused procedures and policies. The Vice President of Student Success or their designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

## SFCC Student Records – Policy 2-12

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### Policy Overview

SFCC is committed to protecting the confidentiality of student records. It is equally important that students have access to their records and the ability to ensure they are accurate. This policy sets out: the right of students to access their records; a procedure for students to access their records and challenge records they believe are inaccurate; and the extent to which student records are confidential and the limits of releasing educational records to third parties.

This policy has been established to comply with The Family Educational Rights and Privacy Act (“FERPA”).

## Policy Statement

### *Transfer of Rights from Parent to Student*

Rights under FERPA are transferred from a parent to a student when the student reaches the age of 18 or attends a school beyond the high school level. Thus, student records may not be released to a parent but only to a student requesting their release except when a student is a dependent of the parent under the Internal Revenue Code. If a parent wants to review the record of a dependent student, they should provide a copy of their most recent tax return to the College. The College does not retain a copy of the tax return but reviews as evidence that the student is a dependent.

### *Publishing Information Relating to Educational Records*

The College will publish information about this policy in the College catalog and in the student handbook. The College shall provide a copy of this entire policy to any student upon request.

### *Student Right to Review Records*

Generally, students have the right to inspect and review their records. Under FERPA, "Educational Records" includes all documents, computer files and other materials that contain information directly related to a student that are created and maintained by SFCC. Educational Records include: admissions records; grades; attendance records; disciplinary records; copies of correspondence with parents and others concerned with the student; records transferred from other educational agencies or institutions in which students have been enrolled; information relating to the students' participation in special programs; records of tuition and fees paid and outstanding; financial aid records; job placement records; and academic awards or recognition by the College.

Educational Records also includes student records relating to an individual in attendance at the College who is also employed at the College.

## Implementing Procedure

**Additional information is available in the SFCC Catalog and online under Policy 2-12 through mySFCC Portal**

### Procedure to Review Records Grades

If a student wants to review a grade, they may request it from Registrar's Office. Students do not need to fill out a form to review their grades but must present their student identification card or other photo identification. Grades may also be accessed through a student's online account.

### Other Educational Records

If a student wants to review any portion of their Educational Record other than a grade or tuition bill, they should submit a written request to Registrar's Office. Forms are provided for this purpose. If a particular record is requested and can be obtained immediately, a College employee will allow the student to review it. An employee must be present while the records are reviewed to explain the record and answer any questions the student has about the record. Records must be reviewed in an area that will protect the confidentiality of the records. No document may be removed from the file by the student but a copy will be provided upon request.

If a student requests an Educational Record and it is not immediately available, the Registrar's Office will provide the requested record to the student as soon as possible, but no later than 45 days.

### Limitations on Reviewing Records

The right to review Educational Records does not extend to: notes and records concerning a student made by a faculty or staff member that are retained and used solely by that faculty or staff member (or their substitute); inspecting financial records of their parents that are maintained by the College; or records created by Campus Safety and Security for law enforcement purposes.

The College will not release information to a student when it is related to: a confidential recommendation that relates to admission to another educational institution; an application for employment; or information respecting an honor or honorary recognition provided that the student has signed a waiver stating he or she is not entitled to

access that information. The student is entitled to request and be notified of the name of the individual, the educational institution or other organization requesting the confidential recommendation in those circumstances.

If any educational record contains information about more than one student the student only has the right to review that portion that relates to them.

### Confidentiality of Educational Records

Educational records are confidential and may not be released to anyone except the student without the prior written consent of the student except in limited circumstances contained in this policy or as required by law.

### Posting of Grades

All graded papers and exams must be returned to students in a manner that allows the confidentiality of the student and their grade to be retained. Faculty must not post grades with any potentially personal identifiable information such as name, social security number or student identification number.

### Access to Records by Others

The College will not provide access to or release educational information about a student to any individual, agency or organization without the prior written consent of the student except in certain, limited circumstances. The exceptions are: officials of other schools in which a student is seeking or intends to enroll; other officials, such as state and federal officials of educational and funding agencies and law enforcement agencies, who have the right to obtain copies of students' records, as provided by law; state and local authorities, within a juvenile justice system, who have the right to obtain copies of a student's records pursuant to state law; appropriate parties in connection with financial aid to a student; officials conducting studies for, or on behalf of, educational agencies for the purposes of auditing or evaluating educational programs (provided the study is conducted in a manner that does not permit disclosure of personally identifiable information to third parties and the personally identifiable information is destroyed when no longer needed for the study); accrediting organizations; parents of students who are dependent students under the Internal Revenue Code; to comply with a subpoena; appropriate officials in cases of emergencies when it is necessary to protect the health or safety of the student or other individuals; and college officials with a legitimate educational interest. A "College official" includes any employee, board member, or administrator of SFCC as well as any attorneys, consultants, and independent contractors retained by SFCC. "Legitimate educational interests" include: providing academic, employment or other advice to students; administering College programs; creating and maintaining student records; awarding and administering financial aid; assessing and collecting fees; enforcing student conduct and discipline; representing the College's legal interests in matters where a student record is relevant; and research related to the College's educational programs. If the College is required to release the Educational Record of a student it will indicate the individual, agency or organization which has requested the information and will specify the legitimate interest that the person or entity has in obtaining the information.

### Maintaining Educational Records

The College will maintain electronically stored student files, transcripts, financial information, and grade reports according to a retention schedule established by the Registrar. The College may destroy educational or personal records of a student any time after five years after the last semester of attendance and in accordance with any record-retaining laws. The College shall not destroy any education records if a request is outstanding to inspect or review the records.

### Corrective Action and Disciplinary Action

An employee who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

### Social Security Numbers in Student Records

Social security numbers are collected from prospective and current students who wish to be employed on campus or apply for financial aid. Such students are required by law to provide their social security number for

administrative use. Further, the college is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the college in accordance with the Family Educational Rights and Privacy Act (FERPA).

### Ethnicity and Race in Student Records

The college is required to report aggregated race and ethnic statistics on students and employees to the Federal Department of Education on an annual basis for research purposes. This data also assists the college in applying for federal and state grants and financial aid funding for students.

## SFCC Student Sexual Harassment Policy 2-22

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### Policy Overview

It is the policy of Santa Fe Community College to maintain a community in which students, faculty, staff and administration are free to work, study and reside without being subjected to sexual harassment. Such behavior subverts the mission of all involved. Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited on campus and in programs and activities sponsored by the College. This policy extends not only to students, but also to applicants for admission to the College. Sexual harassment constitutes an unacceptable and punishable offense at the College.

### Scope and Applicability

This policy applies to all College students. Related College policies include 4-7: SFCC Faculty Student Relationships Policy and Policy 2-23: SFCC Student Discrimination and Harassment Policy.

### Definitions

Sexual harassment may take many forms, including unwelcome conduct of a sexual nature and conduct that is not necessarily sexual in nature, but which is unwelcome and directed at a person because of his or her gender. A. Sexual harassment involving unwelcome conduct of a sexual nature can include unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of participation in a program or activity at the College;

Submission or rejection of such conduct by a student is used as the basis for academic decisions affecting the student; or such conduct is so severe or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Sexual harassment is distinguished from voluntary sexual relationships when the conduct directed towards the student is unwelcome. Conduct of a sexual nature is unwelcome when the student did not request or invite the conduct and views the conduct as offensive and undesirable. Conduct of a sexual nature can include, but is not limited to: Verbal, non-verbal or physical sexual advances; Pressure for sexual favors; Touching of a sexual nature; Sexual assault; Sexual gestures; Sexual or "dirty" jokes; Offensive personal jokes and comments of a sexual nature; Displaying or distributing sexually explicit drawings, pictures and written materials. B. Sexual harassment can also involve acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, but not involving conduct of a sexual nature, when such conduct is so severe or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Such conduct can include, but is not limited to: Offensive jokes or comments, not necessarily sexual in nature, but directed at a person because of his or her gender; Sabotaging the laboratory experiments of certain students based on the students' gender. Sexual harassment against a student or applicant for admission can involve any member of the College community, including faculty, staff, another student, or a guest speaker, visiting student or contractor.

## Reporting Sexual Harassment

If a student believes that he or she is being subjected to sexual harassment, or believes that another student or applicant for admission is being subjected to sexual harassment, he or she should notify the Affirmative Action/Equal Employment Opportunity Officer, the Human Resource Director, a Dean, a Department Chair, a Student Advisor or Campus Security. If a student is not certain whether sexual harassment is taking place, he or she should report his or her concerns. The Affirmative Action/Equal Employment Opportunity Officer (“AA/EEO Officer”) has been designated responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972. The current AA/EEO Officer for students is: Vice President for Student Success, 6401 Richards Avenue, Santa Fe, New Mexico, 87508.

## Time Frame for Reporting Sexual Harassment

In order to allow for a prompt and timely investigation, a student’s report should be made as soon as possible, but no later than 90 days following the latest alleged incident of sexual harassment. Even if this time frame has passed, the College encourages the reporting of sexual harassment. This time frame may be waived by the AA/EEO Officer for good cause.

## Retaliation Prohibited

Retaliation against a student or applicant for admission who makes a complaint of sexual harassment or reports that another student or applicant for admission is being sexually harassed or who cooperates in an investigation of a complaint of sexual harassment is prohibited. If a student believes he or she has been retaliated against or that someone else has been retaliated against for reporting sexual harassment, he or she should follow the same reporting requirements for reporting incidents of sexual harassment set forth above.

## Investigation and Resolution of Reports of Sexual Harassment

The investigation and resolution of reports of sexual harassment will be handled pursuant to this policy and any relevant disciplinary policy (for example, the Student Corrective Action and Disciplinary Action Policy or the Employee Corrective Action and Disciplinary Action Policy). The College reserves the right to investigate any reports of sexual harassment, as the College deems appropriate, whether or not the student involved participates in the investigation. Appropriate disciplinary action will be taken against any student or employee, including staff member, faculty member or administrator, who is found to have engaged in sexual harassment or retaliation. The College will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

# Student Discrimination and Harassment – Policy 2-23

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## Policy Overview

Santa Fe Community College is dedicated to providing a learning and working environment free of discrimination and harassment. The College appreciates and values the diversity of its student body, its workforce, and the greater community. All students are expected to treat their peers, subordinates, supervisors, administrators, board members and the members of the greater community in a manner that reflects equality and respect.

## Scope and Applicability

This policy prohibits discrimination against all College students by any member of the College community.

## Policy Statement

### *Compliance with Federal and State Laws*

The College complies with all federal and state laws that promote equality and prohibit discrimination, including, among others: The Equal Pay Act of 1963, Title VII of The Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, The New Mexico Human Rights Act of 1969, Title IX, Education Amendments of 1972, The Americans with Disabilities Act of 1990, and The Civil Rights Act of 1991.

### *Prohibited Harassment and Discrimination*

The College prohibits discrimination on the basis of: race; religion; color; national origin; ancestry; sex; sexual orientation; gender identity; age; physical or mental disability or handicap; serious medical condition; veteran's status; spousal affiliation; and any other basis prohibited law. Collectively, these categories are referred to as "protected classes" within this policy.

It is illegal to engage in, and the College prohibits, discrimination in any aspect of student life, including admissions, recruitment, extracurricular activities, financial assistance, counseling, guidance and course offerings. The Affirmative Action/Equal Employment Opportunity Officer ("AA/EEO Officer") has been designated responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972.

Discriminatory practices under this policy also includes: harassment on the basis of membership in a protected class; retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices; educational decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals who are members of a protected class; and denying educational opportunities to a person because of marriage to, or association with, a member of a protected class.

## Implementing Procedures

### *Reporting Harassment or Discrimination*

A student who believes he or she has been discriminated against or harassed must report it immediately to AA/EEO Officer, a Department Chair, a Student Adviser, a Director, a Dean, or campus security.

If a student believes that another member of the College community is being subjected to discrimination or harassment, or if a student believes that a specific administration decision or administration action has violated this policy, that student must notify the AA/EEO Officer immediately.

The current AA/EEO Officer for students is: Vice President for Student Success. The mailing address for the AA/EEO Officer is: Santa Fe Community College, 6401 Richards Avenue, Santa Fe, New Mexico 87508.

### *Retaliation Prohibited*

Retaliation against an individual for reporting suspected discrimination, participating in an investigation of discrimination, or opposing discriminatory practices is strictly prohibited. Any member of the College community who either retaliates against another for doing so may be subject to discipline.

### *Corrective Action and Disciplinary Action*

An employee who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, termination of employment. A student who violates this policy may be subject to Corrective Action or Disciplinary Action up to and including expulsion. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

## SFCC Student Policy on Sexual Violence, Sexual Misconduct, Relationship Violence, Domestic Violence, and Stalking – Policy 2-28

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### Policy Overview

Santa Fe Community College (SFCC) is committed to providing a safe and welcoming environment for students, faculty, staff and the public. SFCC has established this policy to facilitate reporting of sexual violence and misconduct as well as other acts of violence, and to ensure that allegations are promptly and thoroughly investigated.

## Scope and Applicability

This policy includes information for students on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions. See Policy 4-50 for policy regarding situations involving employees.

<b>IF YOU ARE EXPERIENCING AN EMERGENCY – DIAL 911</b>	
<b>If the incident occurred on the SFCC campus, dial Campus Safety and Security Department. 24 hours a day – 365 days a year. Your report may be anonymous.</b>	<b>Campus Safety &amp; Security Office: (505) 428-1224</b>

## Policy Statement

- A. The SFCC Code of Conduct prohibits sexually violent acts, termed Sexual Misconduct.
- B. SFCC is committed to providing intervention and awareness programs for the safety and benefit of its students and employees. For more information see the Office of Student Development or call 428-1665.
- C. Violence, including verbal or physical threats, coercion, intimidation and physical assault or abuse, is prohibited. All threats and threatening behavior shall be taken very seriously and investigated promptly.
- D. Any individual who engages in threatening or violent behaviors while on SFCC owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.
- E. Any student, who engages in any violent or threatening behavior toward a student, staff or faculty member, or any other individual on campus, is subject to discipline under Policy 2-2 Student Corrective Action and Disciplinary Action Policy, up to and including suspension or expulsion.
- F. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices or community resources listed below in this policy. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with SFCC policies and procedures. An employee wishing to officially report such an incident may do so by contacting any of the following offices:
  - i. Vice President for Student Success (VPSS) 428-1409;
  - ii. Office of Human Resources (OHR) 428-1228;
  - iii. Student Affairs Officer (SAO) 428-1882;
  - iv. SFCC Counseling Services 428-1682 or 428-1839;
  - v. SFCC Office of Campus Safety and Security 428-1224.
  - vi. If a student is involved in an incident, the VPSS/Title IX Coordinator and the SAO are to be notified.
  - vii. Emergency situations should be reported to Campus Safety and Security or the police immediately.
- G. Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex (including gender, sex stereotyping, and gender identity) in federally funded education programs and activities. Sexual harassment, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by Title IX. This SFCC policy on Sexual Violence which includes acts of sexual violence and sexual misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a staff or faculty member, regardless of where the alleged sexual violence or misconduct occurred. If the circumstances giving rise to the complaint are related to SFCC’s programs or activities, this policy may apply regardless of the affiliation of the parties involved.
- H. Sexual violence and misconduct could be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the campus resource offices or community resources listed below in this policy.
- I. The VPSS is SFCC’s Title IX Coordinator. As Title IX Coordinator, the VPSS oversees institutional compliance with Title IX.
- J. This policy includes information for staff and faculty on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions.

- K. Handling of Protective or Restraining Orders: Any member of SFCC community who obtains a protective or restraining order barring an individual from campus due to domestic violence, dating violence, stalking, and/or sexual misconduct, or receives a protective or restraining order that lists SFCC owned or leased property as a protected area shall immediately provide Campus Safety and Security with a copy of such order. Campus Safety and Security shall determine and initiate any appropriate action that should be taken in response to receipt of the order.
- L. False Reports: Any individual who intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.
- M. Prevention Programming
  - 1. It is the policy of SFCC to offer programming each year to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking. Educational programs are offered to raise awareness for all incoming students. These programs are conducted during new student orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention that explains and illustrates healthy relationship and dating behavior, as well as awareness of surroundings. Included in the programs are intervention strategies which provide instruction on safety measures during the intervention and encourages students to be not bystanders but stakeholders in the safety of the community. SFCC student policies on sexual misconduct are reviewed during New Student Orientation and are included in the Student Handbook.
  - 2. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based smart phone apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to insure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.
  - 3. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students, often taking the form of campaigns, emails, guest speakers and events.
  - 4. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating/relationship violence, or domestic violence do occur, SFCC takes the matter very seriously. SFCC employs interim protective measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or preying.

## Definitions

1. **Campus Violence.** Threatening and/or violent behavior that can include but is not limited to:
  - a. Physically assaulting an individual, by slapping, hitting, punching, pushing, poking or kicking; or physical and verbal threats to inflict physical harm;
  - b. Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
  - c. Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto SFCC owned or controlled property; or using a weapon to harm someone (Please refer to Policy 5-6 Firearms Control on Campus and Policy 5-7 Weapons Possession on Campus);
  - d. Intimidating or threatening gestures, bullying or hazing;
  - e. Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that individual and leads a reasonable individual to expect that violent behavior may occur;
  - f. Stalking another individual.
2. **Consent:** An affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity.

- a. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
  - b. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent can be withdrawn by verbal or electronic means such as by telephone, texting, social media or email.
  - c. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment, including impairment caused by the consumption of drugs or alcohol, or a disability.<sup>1</sup>
3. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by an action, method, electronic device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  4. **Dating violence.** Sexual or physical abuse or the threat of such abuse excluding acts covered under the definition of Domestic Violence. This type of violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim which is determined by the reporting party's statement, length and type of relationship and the frequency of interaction between the persons in the relationship.
  5. **Domestic violence.** Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a:
    - a. Spouse
    - b. Intimate partner
    - c. Person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
    - d. Another person who is an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  6. **Hate crime.** A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
  7. **Non-confidential SFCC entity** is any employee who is not one of those listed in Policy Statement F or a member of the counseling staff.
  8. **Non-consensual oral sex.** Non-consensual contact between one person's mouth and the genitals or anus of another person.
  9. **Rape/Sexual Assault.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

<sup>1</sup> SFCC has developed this definition of "consent" for use in this Policy and Policy 2-28. The Violence Against Women Reauthorization Act amendments to the Jeanne Clery Act provide that consent be defined as it is defined in this jurisdiction. New Mexico law, however, does not define "consent" in a way that is helpful to this policy or the SFCC community. Rather, in New Mexico, the absence of consent is not an element of the crime of criminal sexual penetration. What this means is that a prosecutor does not have to prove beyond a reasonable doubt that sexual intercourse took place without the victim's consent in order to convict the defendant of criminal sexual penetration. A defendant can, however, claim as a defense to a charge of criminal sexual penetration that the accuser consented to the sexual act. Consent may be used to negate the element that "force or coercion" was used by the accused.

10. **Responsible parties.** Any person who has significant obligation for student and any campus activity including but not limited to student and employee discipline and in identifying and reporting violations of policy on campus. To include but not limited to:
  - a. Campus Safety and Security
  - b. Non-security personnel responsible for monitoring College property
  - c. People/offices designated under College policy as those to whom/which violations should be reported
11. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
12. **Sexual contact/battery.** Non-consensual touching, kissing, or fondling of another person in a sexual way, whether the person is clothed or unclothed; or forcing someone to touch another in a sexual way.
13. **Sexual exploitation.** Taking sexual advantage of another person without consent, including, without limitation, indecent exposure; voyeurism; non-consensual recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; and/or allowing third parties to observe private sexual acts.
14. **Sexual harassment.** A form of sex discrimination, is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, request for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. There are two typical types of sexual harassment: “quid pro quo” and “hostile work environment.” Policy 2-22 Sexual Harassment describes the College’s prohibition of all forms of sexual harassment.
15. **Sexual misconduct.** Includes inappropriate sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While SFCC’s standards and definitions may differ from the New Mexico Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating/ relationship violence and domestic violence and by electronic means such as by social media applications, telephone, email, and texting commonly referred to as “sexting,” “cyberstalking,” and “cyberbullying.” (See Policy 2-22 Student Sexual Harassment.)
16. **Sexual violence.** Refers to physical sexual acts perpetrated with force or coercion against a person’s will; or where a person has not given consent as defined in this policy or is unable to consent due to his or her use of alcohol or drugs, or disability, or age. Examples include, but are not limited to:
  - a. Rape/sexual assault
  - b. Non-consensual oral sex
  - c. Sexual contact/battery
  - d. Sexual exploitation
  - e. Domestic violence
  - f. Domestic abuse
  - g. Dating violence
  - h. Stalking
  - i. Sexual harassment
17. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. Stalking can also be conducted through electronic means by social media applications, telephone, email, texting, or what is commonly referred to as “sexting” or “cyberstalking.”
18. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
19. **Threatening behavior.** Any behavior, intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage to property. Threats may be oral, written, or communicated through gestures, conventional mail, electronic mail, texting, fax, telephone and may be direct or implied.

**20. Violent behavior.** Any behavior, intentional or reckless, which results in bodily harm to another person and/or damage to property.

## Clery Definitions

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**Sex Offenses-Forcible** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

**Sex Offenses-Non-Forcible** Unlawful, non-forcible sexual intercourse

**Incest** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Policy Process

### A. Reporting Acts of Sexual Violence

1. The College urges any individual who has experienced sexual violence or misconduct, or has knowledge about an incident of sexual violence or misconduct, to make an official report.
2. In order for the College to respond effectively to individuals who have experienced sexual violence or misconduct, SFCC staff and faculty who receive information about a person who has experienced sexual violence or misconduct must report the information to Vice President of Student Success/Title IX Coordinator within 24 hours, or as soon as reasonably practicable, by calling the office of the VPSS/Title IX Coordinator at (505) 428-1409.

### B. Jurisdiction

1. The Office of the VPSS/Title IX Coordinator is not a law enforcement agency. As such, while it is charged with investigating allegations of sexual violence and misconduct as provided in this policy, the office of the VPSS/Title IX Coordinator and SFCC do not enforce criminal statutes. Enforcement of criminal statutes is the sole jurisdiction of law enforcement agencies. The information received from an individual will be reviewed and a determination will be made regarding how to proceed with the investigation.

### C. Off-campus Conduct

1. Conduct that occurs off-campus can be the subject of a complaint or report and will be evaluated to determine whether it implicates this policy or the Student Code of Conduct Policy 2-1. If off-campus sexual violence has continuing effects that create a hostile environment on campus for an individual who has

experienced sexual violence or misconduct, the College will take interim measures to address the campus needs of the students involved.

#### **D. Interim Measures**

The VPSS/Title IX Coordinator or designee has the authority

1. to implement interim measures which stay in place until the end of any review or appeal process.
2. to impose a “no contact” order, which typically directs the complainant and respondent not to have contact with each other, either in-person or through electronic communication, pending the investigation and resolution of a complaint.
3. to arrange for changes in academic situations as needed.
4. to implement other interim measures before the final outcome of the investigation and afterwards as needed.

#### **E. Protocol to Follow if Sexual Violence or Misconduct Happens to You**

1. IF YOU ARE IN DANGER, DIAL 911 FOR ASSISTANCE.
2. If you are on the SFCC campus, you may contact Campus Safety and Security (428- 1224) for immediate assistance. If you are calling from off campus in Santa Fe, you may dial the Regional Dispatch Office (428-3720) and you will be connected with the Santa Fe City and/or County Police Department.
3. You may also want to call a trusted family member or a friend.
4. Seek medical attention. If you have serious injuries, seek emergency medical attention at a medical facility such as your doctor’s office, urgent care centers or the hospital. In the Santa Fe area, you can contact SANE (Sexual Assault Nurse Examiners) at (505) 989-5952 for information about receiving a sexual assault examination. You can also contact the Rape Crisis Center of Central New Mexico at (505) 266-7711 or (888) 881-8282. The Rape Crisis hotline is available 24 hours a day, 7 days a week, and 365 days a year. An advocate from Rape Crisis Center will accompany you to a sexual assault examination at the office of the Sexual Assault Nurse Examiners.
5. All those who have experienced a crime have the right to report a crime to police at any time, regardless of when it occurred. However, the sooner you file a report of a sexual assault, the better the chances that helpful evidence can be collected to support a criminal case, that you will be able to convey a clear account of what happened, and that police will be able to identify and speak with witnesses.

## F. Investigation and Disciplinary Protocol

<b>Investigation and Discipline</b>
The VPSS/Title IX Coordinator reviews report to determine whether an investigation under this Policy 2-28 is appropriate and where to assign the investigation. This review and assignment process will usually occur within 1 to 3 business days of receipt of the report.
The assigned investigator(s) meets with reporting party (referred to as "Complainant," unless the report is submitted by a third party) and responding party (referred to as "Respondent") to determine scope of investigation and explain procedure. These initial meetings will usually occur within 1 to 5 days of being assigned the investigation.
The assigned investigator(s) gathers evidence from parties and analyzes the evidence to determine if it demonstrates that a violation of SFCC policy more likely than not occurred referred to as the "preponderance of the evidence" standard. The investigator will then issue an investigation report and recommendation to the VPSS/Title IX Coordinator. Depending on the complexity of the case, the investigator will issue the investigation report and recommendation within 45 days of being assigned the investigation. For good cause shown and with written notice to the Complainant and the Respondent, that time may be extended.
Within five business days of receiving the investigation report and recommendation, the VPSS/Title IX or their designee will issue the Results of the investigation and disciplinary proceeding. For purposes of this policy, Results means any initial, interim, and final decision and will include any sanctions imposed by the institution and the rationale for the result and sanctions. The Complainant and the Respondent will simultaneously receive, in writing, notification of the Result, the appeal procedures, any change in the Result, and when the Result becomes final. If the VPSS/Title IX finds, by a preponderance of the evidence that this Policy 2-28 was violated a Letter of Intent to Discipline will be issued to the Respondent.
Upon receipt of the Result, Complainant and Respondent have 5 working days to submit any new information that the VPSS or their designee has not considered or previously seen, and to request a pre-action hearing.
Following receipt of any new information and/or a pre-action hearing, the VPSS/Title IX Coordinator or their designee has five days to issue a Final Letter of Determination (FLOD), either upholding the Result and finding in the Letter of Intent to Discipline, if applicable, or altering it based on the new information submitted.
Either party has 5 working days following receipt of the FLOD to request an appeal through the Hearing Panel per policy 2-2 Student Corrective Action and Disciplinary Action.

1. A student who experiences an act of sexual violence or misconduct committed by a another SFCC student, staff or faculty member, or a visitor to the SFCC, has the option of filing a complaint with the VPSS/Title IX Coordinator or others as outlined in the Policy Statement above.
2. The investigation and disciplinary proceeding will be conducted by SFCC officials who do not have any conflict of interest or bias against the Complainant or the Respondent.
3. Investigators and other SFCC officials involved in investigations and disciplinary proceedings under this Policy 2-28 will receive annual training on the issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
4. An individual reporting to a non-confidential SFCC entity that he or she experienced sexual violence or misconduct ("Complainant") may request that his or her name not be revealed to the alleged perpetrator ("Respondent"). He or she may ask the VPSS/Title IX Coordinator or their designee not to investigate the allegations of sexual violence. If this request is made, the Complainant will be informed that honoring the request may limit SFCC's ability to fully process the allegations, including pursuing disciplinary action against the Respondent. SFCC's prohibition against retaliation will also be explained to the Complainant. If the Complainant still insists that his or her name not be disclosed to the Respondent, or he/she continues to ask SFCC not to investigate the allegations, the VPSS/Title IX Coordinator will determine whether SFCC can honor the request while still providing a safe and nondiscriminatory working and learning environment for the Complainant and others. The VPSS/Title IX Coordinator will strive to abide by the Complainant's request. However, the VPSS/Title IX Coordinator reserves the right to determine that it is essential to disclose the Complainant's identity and/or to investigate the allegations despite the Complainant's request not to in order for SFCC to fulfill its obligations under Title IX. In such cases, the VPSS/Title IX Coordinator will inform the

- Complainant prior to starting an investigation and will share information only with SFCC officials who are responsible for processing the allegations in the complaint and therefore need to know that information.
5. In all cases, regardless of a Complainant's request for anonymity, the federal Clery Act requires that disclosure of crimes of sexual violence or misconduct domestic violence and stalking will be reported in SFCC's required Clery Act Crime Statistics report. This data is aggregate data and does not include identifying information.
  6. If the victim files a complaint with the VPSS/Title IX Coordinator or designee and authorizes an investigation of the allegations made, the VPSS/Title IX Coordinator or designee will first make an assessment of whether it should be investigated under this policy or another SFCC policy. If the VPSS/Title IX Coordinator or designee determines that the allegations should be investigated under another SFCC Policy, those issues will be referred to the appropriate body, if any.
  7. The investigation and disciplinary proceeding under this policy will be conducted in a prompt, fair, and impartial manner from receipt of the initial report to the final result. The Complainant and Respondent will receive timely notice of all meetings at which the Complainant, Respondent, or both, may be present. The disciplinary proceeding will provide timely and equal access to the Complainant, the Respondent, and the appropriate SFCC officials to any information that will be used during informal and formal disciplinary meetings and hearings.
  8. As part of that investigation, the investigator will make reasonable attempts to contact the respondent to notify him or her of the allegations made, his or her right to respond to the allegations made, and present information he or she deems relevant to the matter, and the VPSS's investigation procedure. If the VPSS/Title IX Coordinator or their designee is unable to contact the respondent or if the Respondent elects not to provide a response to the allegations made or information pertinent to the matter, the VPSS/Title IX Coordinator or their designee will make a determination based on the available information.
  9. Once a complaint is filed, both the Complainant and Respondent have equal rights to present evidence to the investigator during its investigation. Once its investigation is complete, the VPSS/Title IX Coordinator uses a preponderance of the evidence standard to evaluate the evidence and determine whether an act of sexual violence or misconduct occurred. The preponderance of the evidence standard means that, on evaluation of all of the evidence, it is more likely than not that the alleged act of sexual violence or misconduct occurred.
  10. The evidence that is gathered during its investigation will be maintained by the VPSS/ Title IX Coordinator and kept confidential to the extent authorized by law and policy.
  11. Should a Complainant or Respondent appeal the determination or any sanctions issued by the VPSS/Title IX Coordinator, the VPSS/Title IX Coordinator may be required to release evidence upon which its determination is based to the appealing party or the entity to which the appeal is made or both.
  12. Any incident reported resulting in an investigation reported to SFCC will be documented. All documentation will be retained by the VPSS. In accordance with the provisions of the Victim Counselor Confidentiality Act, N.M. STAT. §31-25-2 (A), any information exchanged between a victim and a victim counselor in private, disclosed in the course of the counselor's treatment of the victim for any emotional or psychological condition resulting from a sexual assault will be kept confidential. The identity of the individual reporting the incident along with the individual responsible for the incident may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.
  13. If, after investigation, it is determined that it is more likely than not that a student or visitor committed an act of sexual violence or misconduct through a determination of preponderance of evidence, the SAO in collaboration with the VPSS/Title IX Coordinator will decide on the sanction to be imposed on the offender.
  14. If the VPSS/Title IX Coordinator or designee makes a determination of preponderance of evidence that a staff or faculty member committed an act of sexual violence or misconduct in violation of SFCC policy, the VPSS/Title IX Coordinator will refer the matter to the OHR and that individual's direct supervisor to take appropriate action, including taking disciplinary action. Misconduct by faculty and staff and the imposition of disciplinary action is handled pursuant to Policy 4-2 Employee Corrective Action and Disciplinary Action. Appeals are addressed in Policy 4-2.

15. The VPSS/Title IX Coordinator does not make any determinations regarding whether a respondent has committed an act of sexual violence or misconduct in violation of criminal statute. Rather, such determinations are the sole jurisdiction of state and federal police and prosecutorial agencies.
16. In any disciplinary meeting or proceeding held by the SAO, both the Complainant and the Respondent are allowed to bring one advisor. An advisor means any individual who provides the Complainant or the Respondent support, guidance, or advice, including an attorney. However, an advisor is not authorized to speak on behalf of the individual they are advising. Rather, the Complainant and Respondent must present their own case during the proceeding, and advisors' participation is limited to advising the person they are advising. In addition, both the Complainant and Respondent will be notified in writing of the decision on sanctions to the extent permitted by the federal Family Educational Rights and Privacy Act (FERPA), and both parties have the right to appeal the sanctions decision. More information about the disciplinary process can be found in Policy 2-2 Student Corrective Action and Disciplinary Action Procedure.
17. Individuals who have experienced sexual violence or misconduct are encouraged to report the crime to the appropriate law enforcement authority. The SAO is available to meet with a student to discuss and help implement interim measures, including academic adjustments, issuance of protective, restraining, or "no contact" orders and other measures as needed. Interim measures may also be provided for staff or faculty who experience sexual violence or misconduct, as directed by the appropriate supervisory authority.

**G. Policy Violation**

1. Under the SFCC Student Code of Conduct, a student who commits a violation of this Code, including an act of sexual violence or misconduct, is subject to the following possible sanctions:
  - i. Verbal warning;
  - ii. Written warning;
  - iii. No contact order;
  - iv. Counseling;
  - v. Loss of privileges;
  - vi. Limited access to campus;
  - vii. Online education;
  - viii. Alcohol and drug assessment and counseling;
  - ix. Probation;
  - x. Suspension;
  - xi. Expulsion.

**H. Retaliation is Prohibited**

2. It is a violation of Title IX and SFCC policy to retaliate against any person who makes a complaint of sexual violence or misconduct or testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct.
3. Concerns that a student, staff, or faculty member has threatened to retaliate or has retaliated against another student, staff, or faculty member should be reported promptly to the VPSS/Title IX Coordinator or designee.
4. A staff, faculty member, or student who retaliates against a person who makes a complaint of sexual violence or misconduct, testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct, or seeks assistance from the VPSS/Title IX Coordinator or designee, may be subject to disciplinary action, including dismissal or expulsion.

**Statement of Accountability and Responsibility**

The President, through the VPSS, shall be responsible for enforcing student procedures and policies. The VPSS, as the Title IX Coordinator, is responsible for this policy in regards to thoroughly investigating and deciding jurisdiction in all sexual misconduct cases. VPSS/Title IX Coordinator or their designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

# Student Support Services

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## Campus Cupboard

PHONE: 505-428-1457

LOCATION: Kids Campus

Campus Cupboard provides canned and dried foods and baby items to any current student or staff member of the SFCC community who needs its help. All that is needed to receive food and baby items is a current ID card from SFCC or Adult Education. Income will not be checked. See <https://www.sfcc.edu/offices/campus-cupboard/> for information about location and hours of operation.

## Career Services

PHONE: 505-428-1406

LOCATION: Welcome and Advising Center, Room 204-E

Career Services provides guidance in career exploration, job search, and education and training through classroom presentations, seminars, job fairs, and individual appointments. Services include career interest assessments, access to a vast information database, resumes and cover letters, job postings, job search coaching, interview practice, self-marketing workshops, job referrals, matching education and training with career goals, internship opportunities and connecting to other colleges and non-traditional education and training options.

All service are free to students and community members. For more information, visit <https://www.sfcc.edu/offices/career-services/> or call the Career Services Counselor at 505-428-1406.

## Counseling Services

PHONE: Janelle Johnson, LPCC - 505 428-1682 or

Kate Latimer, LPCC - 505 428-1839

Call or email [counselingservices@sfcc.edu](mailto:counselingservices@sfcc.edu) to schedule an appointment.

LOCATION: Welcome and Advising Center, Room 201

SFCC offers free counseling services for students in a confidential, non-judgmental setting. Counselors can help with the following student needs:

- Feelings of depression or anxiety
- Stress management skills
- Academic concerns/career goals
- Conflict resolution
- Test anxiety
- Grief and loss
- Community referrals
- Relationship problems

## Library

PLEASE SEE THE LIBRARY'S WEBSITE FOR HOURS.

PHONE: Circulation 505-428-1352 Reference 505-428-1234

LOCATION: Room 523

EMAIL: [sfcc.library@sfcc.edu](mailto:sfcc.library@sfcc.edu)

- The beautiful and welcoming SFCC Library is a place for research, studying, and relaxation. Study rooms with Internet access are available for small group study. The Library's collection includes books, periodicals, magazines, audiobooks, DVDs and CDs. The Library collects materials that support the academic curriculum at SFCC and

reflect the diverse population of SFCC. The Library provides access to numerous online resources including eBooks, scholarly articles, and streaming educational films. Online resources may be accessed from off campus.

- Librarians are available for research help all hours the Library is open. Librarians are also available by e-mail and over the phone. In agreement with other New Mexico libraries, the SFCC Library offers “passports,” which allow students to borrow materials from other academic libraries. Interlibrary loan services may also be utilized to gather research materials.

Visit the Library on-campus, on the web online at [www.sfcc.edu/library](http://www.sfcc.edu/library), and through the Library tab on JACK. Utilizing the library is the key to your academic success.

## On-Campus Employment

LOCATION: Welcome and Advising Center, Room 202F

PHONE: 505-428-1285

- The Student Employment Office provides students the opportunity to earn valuable work experience and income while they attend college. Programs and services are designed to match students’ interests, skills, academic majors, and class schedules with on-campus employment opportunities.
- To be eligible for student employment, a student must complete a FAFSA, be enrolled at least half time in an eligible major and maintain satisfactory academic progress.

## Student Accessibility Services (Formerly *Office of Disability Services*)

PHONE: 505-428-1711

LOCATION: West Wing, Lower Level Room LL311

- Qualified students with disabilities have access to academic support through the Student Accessibility Services, which provides academic advising, case management, assistive technology, and numerous classroom accommodations.
- Students must be prepared to submit documentation of disability in order to receive accommodations. Documentation should verify the disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified. If documentation is not readily available, please discuss with Student Accessibility Services staff. We may be able to assist you in obtaining the appropriate materials.
- Students with disabilities are encouraged to call or stop by Student Accessibility Services to make an appointment.

## Testing Center

HOURS: Monday and Tuesday, 8 a.m. to 7 p.m.; Wednesday - Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1625

LOCATION: East Wing, Room 611

EMAIL: [testing@sfcc.edu](mailto:testing@sfcc.edu)

- The Testing Center provides assessment services for SFCC and the surrounding community. The Center administers ACCUPLACER (the college’s placement exam); some exams for certain courses; and make-up exams for students who are unable to test with their class (at the instructor’s discretion). The Center also offers the GED and HiSET high school equivalency exams, WorkKeys assessments, and proctoring services for students who are taking online courses from other schools. In addition, it offers many for-fee exams such as NES, NREMT, various IT certification exams and many others. Students seeking to earn credit for college-level learning gained outside the traditional college classroom through CLEP or DSST exams, course challenge exams or prior learning portfolios should visit the Testing Center as well.

- The Testing Center will provide testing accommodations for students who have documented disabilities. If you need accommodations for a disability, you should register with Student Accessibility Services and have those accommodations approved. The Testing Center verifies all accommodation requests with Accessibility Services prior to testing.
- If you have any sort of testing or assessment need, contact the Testing Center for assistance. Each test and service may have specific conditions for pre-registration, payment of fees, and other requirements. Speak to a Testing Center staff member for detailed information.

## TRiO

PHONE: 505-428-1364

LOCATION: West Wing, Lower Level, Room LL313

- TRiO/Student Support Services is a federally-funded grant designed to work with 160 Santa Fe Community College students. The program serves income-eligible, first-generation students and students with disabilities.

### *What Does TRiO Offer Students?*

- Academic Advising/Educational Planning: course selections, degree planning, transferring, etc.
- Academic Support: tutoring, mentoring, study skills, test-taking, online resources
- Personal Advising: time and money management, managing stress, life skills, etc.
- Assistance with scholarship applications
- Textbook Exchange
- Computer lab and private study spaces
- Connection with other students to help each other succeed

To receive assistance in TRiO, students must be enrolled in an SFCC degree program. For information, contact the TRiO/SSS Office or call 505-428-1364.

## Tutoring Center

HOURS: Monday through Thursday, 9 a.m. to 6 p.m.  
 Friday, 9 a.m. to 3 p.m.  
 Saturday, 10 a.m. to 2 p.m.

PHONE: 505-428-1260

LOCATION: West Wing, Lower Level Room LL326

- Free tutoring is available in the Tutoring Center for all SFCC students, Monday through Saturday during the fall and spring semesters and Monday through Friday during the summer sessions. Subjects covered include writing in all areas, math, science, office technologies, accounting/business, basic computer application, and study skills.
- Math and science tutoring is primarily done on a drop-in basis. All other tutoring is done by appointment and students are able to have four half-hour sessions or two one-hour sessions for two hours per week for each subject. Appointments are on a first-come, first-served basis.
- For help with a writing assignment make certain you have an appointment and bring your instructor's directions and any drafts you have written. Tutors are available to assist with organizing ideas, thesis statements, grammar issues, and MLA documentation for research papers.
- Drop by the Tutoring Center to find out about tutors for your needs, to schedule an appointment or to get more information about what is available. Information is also available on JACK under the Academic Support tab.

## Veterans' Resource Center

*SFCC Named #1 Best for Vets: Two-Year Career and Technical College 2015, 2016, and 2017 by the Military Times*

HOURS: Monday through Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1314

FACEBOOK: SFCC VRC

LOCATION: West Wing, Lower Level Room LL302C

The SFCC Veterans' Resource Center is a place for veterans and their dependents to connect with the veteran community and to feel welcome while on campus. The VRC offers a computer lab, multi-media conference room, veterans lounge, and welcome area. Recently, the VRC received over \$12,000 from Student Veterans of America, Home Depot, and Coronado Paint and Decorating to remodel our area. We are a nationally-recognized PAVE program that offers peer to peer mentoring. Stop by the VRC to learn about available resources and to meet other student veterans.

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## Computer Services

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### Computer Labs and Wireless Internet

Computers are available for SFCC students in many locations around campus.

*Open Computer Laboratories, Room 583 and Room 808*

HOURS OF OPERATION (Subject to change)

Monday through Friday: 8 a.m. to 10 p.m.

Saturday: 8 a.m. to 8 p.m.

Sunday: noon to 6 p.m.

Please note that hours of operation are subject to change.

- Computers are available at various locations on campus.
- The Open Labs are operationally limited in-between semesters. Signs are posted on these rooms for availability in-between semesters.
- Open Labs are closed when the College is closed.
- Students may bring their personal devices (laptops, tablets, smart phones, etc.) to access the Internet using the SFCC wireless network—which is available anywhere on campus.

### Network File Storage

- Students may store college-related files in a personal folder on the college network that can be accessed from any computer lab.
- Network storage is available from the first day through the last class day of the semester.
- Students are encouraged to save all their files to their network folder. Any file saved on SFCC computers locally may be lost permanently.
- Stored files are the student's responsibility; the college cannot be liable for lost or deleted files. Although the college doesn't anticipate any data loss, students should regularly back up their files to a flash drive or CD.
- All student files are deleted at the end of each semester.

### Technology Service Desk

Students may call or visit the Technology Service Desk for assistance with these issues:

- Network account and password
- Logging into Jack
- Logging into Canvas

HOURS OF OPERATION

Please visit the website to check the hours of operation at [www.sfcc.edu/oit/helpdesk](http://www.sfcc.edu/oit/helpdesk) for more information.

PHONE: 505-428-1222

LOCATION: Room 528 (across from the Library)

## JACK

JACK is a web portal that enables you to connect to college information, announcements and services through the Internet. Visit JACK ([jack.sfcc.edu](http://jack.sfcc.edu)) for important activities:

- Register for classes.
- Pay on your account.
- Drop, withdraw, or switch classes to audit.
- Print out your course schedule and determine where your classes are located.
- Check your midterm and final grades.
- Print your unofficial academic transcript.
- Learn about events on campus.
- Be informed on college announcements and much more.

Go to JACK at or via the JACK link on SFCC's website [www.sfcc.edu](http://www.sfcc.edu).

Be sure to log in to your JACK account every day to learn about what is happening on campus, events, changes in schedules, films, lectures, menus, tutoring information, and clubs and activities information. Campus and Personal announcements change almost daily and can be found in JACK by clicking on "My Tab" and then looking at "Personal Announcements" and by clicking on "Our Campus" and looking at "Campus Announcements."

### Username and Password

- To access JACK, you must use your JACK username and password. (Username is typically `firstname.lastname`)
- If you do not know your JACK username, you can look it up by browsing to the JACK login page (<http://jack.sfcc.edu>) and clicking on the "Forgot Username?" link.
- On your first login, you will be asked to reset your password. Set up your secret questions and answers by clicking on the "MyAccount" link, which is located in the upper left corner of each window in JACK. Once you have set up your secret questions and answers, you will be able to reset your password yourself (without Help Desk assistance) should you forget it. You can do this by clicking on "My Account" right underneath the word JACK when logged into JACK.
- If you have trouble with online registration through JACK, you can get help at the Welcome and Advising Center 505-428-1270 or through the OIT Technology Service Desk 505-428-1222.

### Email

- Upon successful completion of the SFCC admissions application, students are assigned a college email address (all student email addresses end with `@email.sfcc.edu`). An example of this would be [first.last@email.sfcc.edu](mailto:first.last@email.sfcc.edu).
- Be sure to check your SFCC email account on a regular basis to receive communications from the college staff and/or your instructors. Since some emails might contain some personal information (your A number for example), SFCC will only send emails to your SFCC email account.
- You can check your email by first logging into JACK with your JACK username (`firstname.lastname`) and password. The Gmail icon, in the upper right hand corner, will take you to the Gmail login page. For more information, go to [www.sfcc.edu/gmail](http://www.sfcc.edu/gmail). Remember that your SFCC login password and your Gmail are not linked. If you change one, it does not change the other.

### College Communication Tools

#### *SFCC Website*

The SFCC website ([www.sfcc.edu](http://www.sfcc.edu)) provides public information about the college, including course registration, academic degree and certificate programs, weather delay and closure alerts, staff directory, job openings, news and events, giving to SFCC, and much more. You can also access JACK from the website.

#### *SFCC Operator*

The SFCC operator, at 505-428-1000, can connect callers to faculty, staff, academic departments and administrative offices throughout campus.

### *Social Media*

SFCC and some of the College's unique programs and services can be found on Facebook, Twitter, Instagram, YouTube, and LinkedIn. Join the discussion on these sites:

facebook.com/SFCCNM  
twitter.com/SFCCNM  
www.instagram.com/sfccnm  
<http://www.linkedin.com/company/santa-fe-community-college>  
youtube.com/SFCCNM

### *Sign up for SFCC Emergency Alert Text Messages*

The college is committed to keeping students, faculty and staff as safe and informed as possible. *SFCC Alert* is an Emergency Text Messaging System. During an emergency, *SFCC Alert* sends registered mobile phone users quick and straightforward information using text and email messages. The service will be used only when safety on campus is jeopardized or the college's hours of operation are changed due to weather or other emergencies. All SFCC students, enrolled in credit courses, are automatically enrolled in *SFCC Alert* to receive notification via e-mail at their sfcc.edu address. You must log in to update preferences, such as adding or changing a mobile phone number, at sfcc.edu or at <https://www.getrave.com/login/sfcc>.

*Emergency updates are also posted at [www.sfcc.edu](http://www.sfcc.edu), on Facebook and through Twitter.*

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## Campus Information

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### Parking

- Students/visitors may park in any spot in the campus parking lots that is not designated as reserved or designated for carpools, without prior authorization. School parking permits are not required.
- Do not park along the roads or curbs that surround the campus. Do not park in an area designated "handicapped" unless you have an official placard or license plate displayed. The fine for illegally parking in a handicapped space is \$500.
- You may pick up, drop off, or make deliveries in green zones for up to 20 minutes, although someone must remain in the car at all times.
- Red zones are fire lanes and for emergency vehicles only. The fine, issued by law enforcement, for illegally parking in a red zone is \$25. Numerous violations of parking policy may result in warning stickers placed on the vehicle and/or a "boot" may be placed on the tire to immobilize the vehicle.
- Yellow zones are no parking zones.

### SFCC Bookstore

HOURS: Monday through Thursday, 8 a.m. to 6 p.m.

Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1218

LOCATION: Main Hallway, Room 233 (past the Campus Center and Food Services)

- You must purchase your own textbooks if they are required for a class.
- A list of required texts is available prior to the start of classes at the Bookstore, on JACK under the Academic Support tab in the Bookstore channel, or on the SFCC website, [www.sfcc.edu](http://www.sfcc.edu).
- A copy of your schedule is required when purchasing textbooks from the SFCC Bookstore.
- Personal checks, Visa, MasterCard and ATM (debit) cards are accepted.
- If you already have been approved for or awarded financial aid, you can charge your books and supplies using your "A" number and your SFCC Student ID. Purchase dates are posted at the beginning of each semester in the Bookstore and on JACK.

- The bookstore provides copying and printing services. Fees for these services vary.
- You can send local faxes from the bookstore for \$1.50 for the first page, and \$1 for each additional page. For long-distance numbers, the charge is \$2 for the first page and \$1.50 for each additional page. The cover sheet is free.

## Food Services

### HOURS:

Cafeteria: Monday through Thursday, 7:30 a.m. to 7:30 p.m.  
Friday and Saturday, 7:30 a.m. to 2 p.m.

Campus Center Café: Monday through Thursday, 7:30 a.m. to 6:30 p.m.  
Friday and Saturday 7:30 a.m. to 2 p.m.

PHONE: 505-428-1363

LOCATION: Campus Center

- Cafeteria-style hot and cold meals are available in the Campus Center and offers made-to-order breakfasts; an assortment of salads; an extensive line of hot and cold grab-and-go items such as pizzas, calzones, pot pies, Middle Eastern/Mediterranean dishes, sandwiches, cooked-to-order Harris Ranch burgers, and full meals.
- Breakfast and lunch are served Monday through Saturday; dinner is served Monday through Thursday.
- Opening and closing times are posted; summer session hours are limited.
- The Campus Center Café offers an assortment of specialty coffee and chai beverages, salads, and sandwiches, as well as a great variety of homemade pastries and desserts.
- Vending machines, offering a variety of beverages, snacks and sandwiches, are available on the lower levels of the main building, in Health and Sciences, the East Wing, the Fitness Education Center, and Kids Campus. Microwave ovens and change machines also are provided.
- You may bring your own meals and are encouraged to eat in the Campus Center or in the courtyard. There are microwaves available at various locations on campus including by the Open Computer Lab (Room 583) in the East Wing and at the bottom of the stairs from the Campus Center.

## East Wing Eatery

HOURS: Monday through Friday, 7:00 a.m. to 5:00 p.m.  
Closed Saturday and Sunday

PHONE: 505-428-1313

LOCATION: East Wing

- The East Wing Eatery menu items are prepared by SFCC Culinary Arts students under the direction of the Chef-manager.
- The East Wing Eatery strives to use sustainably- and organically-produced local and regional products whenever possible. Selections are made to order and specialties include house-made pastries, and breads baked daily; freshly-prepared salads and sandwiches made with top quality ingredients; and an assortment of desserts made in-house.

## Fitness Education Center

HOURS: Monday through Thursday, 6:30 a.m. to 9 p.m.  
Friday, 6:30 a.m. to 7 p.m.  
Saturday, 9 a.m. to 5 p.m.

PHONE: 505-428-1615

LOCATION: William C. Witter Fitness Education Center

Stay physically fit while relieving stress and potentially increasing your academic performance. At the William C. Witter Fitness Education Center, take advantage of the Resistance Training Center, gymnasium, indoor track, lap

pool, warm water pool, whirlpool, Wellness Center, tennis courts, aerobic fitness/dance room, yoga room, Pilates room, indoor fitness cycling, and suspension training.

Here's how to acquire access the facility:

- Enroll in a Health, Physical Education, and Recreation (HPER) class for the semester. A SFCC student photo I.D. is required for class attendance and/or general use of the FEC.
- Purchase a one-time day pass for \$8.00, a five-time day pass for \$30.00, or a \$50.00 unlimited monthly pass. Passes and a photo I.D. must be presented with every visit .
- Specific exercise rooms are closed for general workout use when a HPER or DANCE class is scheduled in that room. The schedules posted at [www.sfcc.edu](http://www.sfcc.edu) are subject to change.

Locker rentals are available, one per person, on a first-come, first-served basis. A \$10.00 rental fee is payable at the Reception Desk. You must be registered in a current semester's HPER course to rent a locker. Locker contents must be removed during Finals Week. Day lockers are available for free using your own lock.

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## Safety and Emergency Services

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### Annual Security Report (Clery Act)

As required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), SFCC has compiled a comprehensive Annual Security Report (ASR) that contains information related to enforcement authority and practices of campus police and security forces, incident reporting procedures for students and employees, and policies that have been used in preparing this report. Also included is information on how the campus community is notified regarding immediate threats, emergency response and evaluation procedures, campus crime statistics, as well as information about campus and community resources available to the campus community and important safety tips. The report may be accessed online at the link: <https://www.sfcc.edu/about/hea-disclosures>. Please take a few minutes to review this information.

In addition, hard copy reports are available in the following locations:

- Safety and Security, Room 101
- Library

You may request a hard copy of the report by mail by contacting the SFCC Safety and Security Department. Send the request to:

SFCC Safety and Security Department, Room 101  
Santa Fe Community College  
6401 Richards Avenue  
Santa Fe, NM 87508

### Campus Safety & Security:

PHONE: 505-428-1224; cell 505-690-1477

LOCATION: Main Hallway, Room 101

SFCC does not maintain a college police force. Security and enforcement matters are left to officers of the appropriate law enforcement agencies. If you witness a situation where someone is at risk or believe that a law is being broken, first contact the police (911) and then contact security at 505-428-1224.

- SFCC's Lost and Found is located in the Campus Safety and Security Office in Room 101. Students can find lost articles that have been turned in. Items including phones, credit cards, wallets, jackets, assignments, and flash drives have been turned into Campus Security in the past. Please help others by being aware of abandoned articles and turning them into Campus Safety.

- If you have personal knowledge or have heard of any crime that has occurred on or off SFCC property, but would like to remain anonymous, please report the crime by filling out the Silent Witness Report Form on JACK. Enter “silent witness” in the JACK search box to locate the form.
- Call Campus Safety and Security for urgent situations that are not life threatening. While safety officers cannot administer medical assistance, Campus Safety in Room 101 can provide some privacy until medical assistance is available. When reporting an emergency, inform the official if the situation is not life threatening.
- Campus Safety and Security officers regularly patrol campus to observe, report and assist with matters related to your welfare. As in any public space, students and visitors are encouraged to be alert and attentive while in the campus parking lots.
- Security officers can escort students to the parking lot or to other areas on campus. To request an escort, contact the Campus Safety and Security Office at extension 1224.

### Emergency Phone Towers

Seven emergency phone towers are located on campus. When activated, these towers will connect you directly to Campus Safety and Security. Stay at the tower and Campus Safety Officers will talk with you directly and dispatch emergency personnel to the scene.

- Kids Campus – Two emergency phone towers in front of the building
- Fitness Education Center – Two emergency phone towers in the parking lot
- Main Facility – One emergency phone tower on the walkway by the library; one emergency phone tower in the West Wing parking lot; one emergency phone tower in front of the main entrance.

### Life-Threatening Accidents and Emergencies

- Dial 9-911 on a campus-system phone or immediately activate an emergency phone in cases such as unconsciousness, heart attack, severe bleeding, severe shock, head injuries, emergency childbirth, severe fractures, drowning and other emergency situations.
- After the appropriate emergency authority has been notified, call Campus Safety Officers to inform them of the situation.

### Be in the Know about Snow, Delays, and Closures

Notifications about campus closures, delays, and emergencies primarily are made through the college’s automated alert system, SFCC Alert.

- If you are registered in credit classes, or you are a faculty or staff member, you are already enrolled in the system. In the event of a weather delay or closure, an email will be sent to your SFCC address. You may also choose to receive a text message by manually setting your preferences at [www.sfcc.edu/sfcc\\_alert](http://www.sfcc.edu/sfcc_alert).
- Continuing Education and Adult Education students and instructors and members of the local community are not automatically enrolled. To enroll in SFCC Alert and receive weather and emergency notifications, go to [.getrave.com/login/sfcc](http://.getrave.com/login/sfcc) and click on the “Register” button.

Regardless of whether you are automatically enrolled, and regardless of whether you have set your preferences in the past, you can always customize your notification methods again. Visit [www.sfcc.edu/sfcc\\_alert](http://www.sfcc.edu/sfcc_alert), sign in with your SFCC email address, and make your selection.

When a snow delay or closure occurs, SFCC makes every effort to get a notification out by 6 a.m. or as soon as possible, depending on the timing of the weather circumstances.

If the Santa Fe public schools are delayed or closed, this is often, but not always, an indicator that SFCC will also be delayed or closed.

In addition to SFCC Alert, you can find out about an SFCC delay or closure through the following methods, which are listed in order of reliability:

- Visit [www.sfcc.edu](http://www.sfcc.edu) and see a notification on the homepage

- Call the special WeatherWatch Hotline at 505-428-1716 directly, or get to it through the college's main number at 505-428-1000
- Check the SFCC Facebook page and Twitter
- Check your SFCC email account
- Listen/watch the local news (radio, TV, newspapers online)

It is a good idea to check several sources, because occasionally texts and emails are delayed, depending on individual plans or technological issues.

Bottom line: you make the final decision on whether or not to travel in inclement weather. Be cautious on the road and always use your best judgement.

## Facility Emergencies

- Dial 9-911 on a campus-system phone or activate an emergency phone for situations such as fire, bomb threats, or uncontained chemical spills.
- After you have informed the appropriate emergency authority, call Campus Safety Officers at 505-428-1224 to advise them of the situation. The college procedure for evacuation of buildings will immediately be set in motion.

## Other Medical Emergencies

For urgent situations that are not emergencies (e.g. sprains, cuts, contusions, fatigue), call Campus Safety at 505-428-1224. Campus Safety will also dispense Band-Aids to individuals who request them.

## Emergency Telephone Numbers

*(from on-campus phones)*

- Ambulance, 9-911
- Campus Safety Office, extension 1224
- City police substation, 9-955-2080
- Fire and city police and sheriff, 9-911
- Poison control, 9-1-800-432-6866
- Sheriff, 9-428-3720
- State police, 9-827-9300
- SFCC's Weather Line 9-428-1716

## Personal Safety Tips

- Stay in well-lit areas after dark.
- Walk to your vehicle with others or request an escort from a Campus Safety Officer.
- Keep your windows closed and your vehicle locked.
- Do not leave valuables in your vehicle or, if you must, place them out of sight.
- Report suspicious behavior to a Campus Safety Officer or any member of the staff.
- Report incidents that occur on campus to Campus Safety Officers who will work with local law enforcement agencies on prosecution.

## Smoking Policy

No smoking or vaporizing is allowed inside any college building. Smoking is only allowed outside in the designated smoking areas. This includes e-cigarettes and similar devices of any kind. See Policy 2-1.

## SFCC is a Drug and Alcohol Free Campus

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SFCC is committed to providing an environment that supports the educational pursuits of its students and promotes the good health and welfare of the college community as a whole. Abuse of alcohol and drugs impair work and academic performance, poses a threat to the health and safety of the SFCC community and undermines the learning environment. SFCC is committed to maintaining a drug free campus as well as helping students and staff solve drug and alcohol-related problems. SFCC prohibits the possession, use, dispensing, distribution, and manufacture of any illegal substance both on campus and at any college-hosted function held off campus property.

### Illegal Drugs and Alcohol

- A. The *Student Code of Conduct* covers all property and facilities owned, used, leased or controlled by SFCC and any other site where SFCC business is being conducted, including motor vehicles.
- B. Controlled substances are defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812 and implementing regulations, 211 CFR 1308.11-08.15. Controlled substances include but are not limited to, marijuana hashish, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, anabolic steroids, certain prescription, and certain controlled substance analogs. Possession, use, sale, or trafficking of controlled substances and glues is prohibited and punishable as a crime.
- C. Illegal uses of alcohol include, but are not limited to, serving, buying, or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. Possession of alcohol is prohibited on all SFCC properties and in SFCC vehicles. (The President may make an exception to allow alcohol at a college social function by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits).
- D. This *Code of Conduct* is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline or any additional requirements imposed on its students, instructors or staff by federal or state law.
- E. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on SFCC property or as part of any of its activities by any member of the SFCC community is strictly prohibited.
- F. As a condition of continued registration and enrollment, all students shall abide by the *Code of Conduct*. Violation of this policy shall result in disciplinary action, up to and including expulsion.
- G. SFCC's response to any violation of this policy may include, as a total or partial alternative to disciplinary action, a requirement that the student participate satisfactorily in an approved substance-abuse treatment or rehabilitation program as a condition of continued employment or registration/enrollment.

### Legal Sanctions and Health Risks

- A. Penalties for even the most minor violation of the New Mexico Liquor Control Act can include fines 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.
- B. Penalties for illegal drug use can include significant fines and imprisonment. Penalties for illegal sale of drugs are greater and may include property confiscation. Alternative penalties for illegal drug and alcohol use may include mandatory community service. Violation of laws by a foreign national may result in deportation.
- C. Driving or using machinery after drinking or using drugs creates the risk of injury or even death for the user and others. Penalties include criminal charges, up to and including homicide, monetary fines, as well as the loss of the driver's license and impoundment of the vehicle. The minimum blood alcohol levels at which drivers' licenses are revoked in New Mexico are .02% for those under 21 and .08% for those 21 and over. All drivers in New Mexico are presumed to be intoxicated at the .08% level.
- D. In drug-related cases, a court may permanently suspend eligibility for federal benefits, including student financial aid. A criminal record can seriously hurt education and career opportunities.

## Health Risks Associated with Use of Illicit Drugs and the Abuse of Alcohol

- A. Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, pathological changes in the liver, brain, heart, and muscle which can lead to disability and death, as well as addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins and other health problems.
- B. Alcohol is significantly involved in all types of accidents: motor vehicle, home, industrial and recreational. Alcohol and drugs are also factors in homicide assaults, rapes, suicides and family and date violence.
- C. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol and other drug abuse. Intravenous (IV) drug use is a high-risk factor for AIDS, which is a serious and often fatal disease.
- D. Substance abuse negatively impacts on personal, work and academic relationships.

For more information on the possible effects and health risks associated with the use of illicit drugs and alcohol, contact one of the Counselors on staff at SFCC.

## Campus and Community Resources for Substance Abuse Problems

Any member of the SFCC community who is concerned about substance-abuse can receive free, confidential assistance from a licensed Counselor on staff at SFCC. Students may receive counseling on campus or be referred to the most appropriate community agency.

**Other community resources include** (all are in Santa Fe unless noted otherwise):

Christus St. Vincent Care Connection Program	505 995-9550
Christus St. Vincent Sobering Center	505 913-4330
New Mexico Treatment Services LLC	505 982-2129
Santa Fe Recovery Center	505 471-4985
The Life Link	505 438-0010
Turning Point Recovery Center (Albuquerque)	505 217-1717

## ESA Classes Offered 2017-2018

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Retrofit Installer Technician Crew Leader	Mobile Training Unit Courses BPI Building Analyst	OSHA 10-hour for General Construction OSHA 30-hour for General Construction
Residential Energy Auditor	Building Operator Certification	OSHA Fall Training
Quality Control Inspector	Essentials of Healthy Homes	DOE Lead Safe Weatherization
Multi-Family QCI	RESNET HERS Rater	EPA Lead Certified Renovator
Specialty Classes – Individual	Water Efficiency Rating Score (WERS)	

## EnergySmart Academy Policies:

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### Accessing Online Courses

Online and blended courses require access to a computer, tablet or smart phone that can access the internet. You can use any internet browser. The courses heavily rely upon videos, so you will need sufficient bandwidth to watch videos online. You will also need a camera or smart phone that can take digital photos and video that can be uploaded to the internet or emailed to your instructor.

Courses use the Canvas Learning Management System by Instructure. Once you have provided us with your email address, you will receive an email from Instructure that provides you access to the course. You will need to create a password. Please write it down somewhere so you don't forget it.

Once you access the course, you will see a video on the Home Page that walks you through the steps of using the online course. Please watch it carefully. If you require any assistive technologies, please contact your instructor. In the future you can get to Canvas at <https://sfcc.instructure.com>.

Please be aware, most online courses have scheduled webinars. Attendance of said webinars is important to preparation for classroom instruction and every effort should be made to participate. In addition, it is your responsibility to manage your time and complete assignments before attending classroom instruction. Assignments are designed to prepare you for certification and should not be taken lightly.

In the event of scheduled online maintenance or outages, you will receive email notification at least one week in advance so that you can plan accordingly. In the rare event of unforeseen outages, email notification is sent out as soon as possible to alert students and instructors will adjust deadlines to accommodate any outage exceeding a 24 hour period.

### Accommodations

For students with special needs or those who require accommodations, please alert your instructor either before class has begun or, at the latest, on the first day of class. Extra time for written exams, assistance reading exam questions, translation into an alternate language, unencumbered access to appliances and test sites, larger text handouts and presentations, etc can be arranged ahead of time with prior notification. It is a goal of the EnergySmart Academy to accommodate every learner. We will not ask private questions or violate your confidentiality, but please allow us time to meet your needs. If you prefer, you may contact the SFCC Student Accessibility Services directly at 505-428-1711, or in the West Wing, Lower Level Room LL311.

## Safety in the Classroom

ESA instructors are expected to introduce students to ESA equipment safety procedures and SFCC on-campus health and safety procedures. Based upon these expectations, instructors will foster a safe work/training environment. In order to facilitate a safe environment, instructors may:

- 1) Postpone or discontinue training activities that involve an identified unsafe condition until the unsafe condition can be remedied.
- 2) Remove a student from a task, or class, for repeated violations of safe work practices. All related coursework may be marked zero or null.

Whenever an instructor utilizes either of these options, details regarding the unsafe condition, remedy (or proposed remedy), and other pertinent data will be included in the ESA Instructor's Report.

In the event that an unsafe condition occurs, or is likely to occur, relating to any piece of training equipment, details about the cause (maintenance or other) will be included in the ESA Instructor's Report. Upon notification of an unsafe condition relating to equipment, the Program Director will schedule and document appropriate repairs or maintenance.

In the event that an injury occurs during a training session, the SFCC Safety Officer will be notified immediately and SFCC policy will be followed. In an emergency, SFCC Emergency Procedures will be followed (see below). Additionally, details regarding the incident will be recorded and submitted to the Program Director within 24 hours. The Program Director will verify all information regarding the incident and coordinate any necessary actions with the SFCC Safety Officer. If the Program Director is not immediately available, then a designee, other than the instructor(s) of that class, may be assigned the above responsibilities.

## Use of Electronic Devices

The ESA provides professional development training for adults who have families and often already are employed in the field. Our instructors understand the need to keep a cellular phone handy and turned on during class. Reasonable use of electronics will be permitted throughout classroom instruction, with ringers turned down to minimize distraction. During exams and task assessments, however, it is required that all electronic devices be turned off and stowed where they cannot be a distraction to other students. Similarly, if a student is regularly engaging in recreational use of their electronic or in a prolonged text conversation, said student may be asked to remove the electronic device from the classroom or to step outside until the conversation is complete. It is the responsibility of the student to keep up with material covered in class.

## Exams and Assessments

With the exception of prescribed courses, such as OSHA 10-hour and Lead RRP, most ESA courses culminate in a written exam and a task assessment. For additional information on certification thresholds, as well as testing protocol, carefully read the syllabus provided at the end of this packet. Written exams can be either paper or on a computer. Task assessments can use a rubric for scoring or a checklist field guide, and can be on-site at the school or at a private home in Santa Fe. In addition, exams and task assessments may need to be video-taped. Please make sure you are aware of testing protocol and expectations before the day of your evaluation.

## Course Surveys and Evaluations

The Program Director reviews all evaluations from students, faculty and instructors. Survey responses are used to improve courses and to gauge interest in additional course offerings. Confidentiality of survey responses are maintained in accordance with the ESA/SFCC Confidentiality Policy. In addition, course

evaluations may be used for marketing, grant-writing, and auditing purposes, with the signed approval of the student.

In addition, ESA welcomes outside participation in our curriculum development process. If you are interested in reviewing our curriculum, please contact [amanda.hatherly@sfcc.edu](mailto:amanda.hatherly@sfcc.edu).

## Certification and Maintenance

ESA courses are designed to align with industry certifications and standards, including those set forth by IREC and Building Performance Institute (BPI). For the Energy Auditor, Retrofit Installer Technician, Crew Leader, and Quality Control Inspector courses, the culmination of coursework involves a certificate of completion from SFCC and the proctored challenging of their equivalent BPI exams. Students are encouraged share their SFCC certificate of completion with employers and contractors to verify that instruction has been received.

Most certifications have an expiration date of 3 years, but can be maintained by completing related training either at a conference, through a webinar, or as Continuing Education Units (CEUs). For BPI, BOC, and EPA certifications, evidence of CEUs and recertification is maintained through the certifying organization itself. To contact these organizations, see the contacts listed below. OSHA 10- and 30-hour cards do not expire.

The Multi-Family Quality Control Inspector (MFQCI) course does not, at this time, have a corresponding national certification. As a result, the development of this course has been focused on creating an examination and certification on par with national industry standards. Proctored written exams are video recorded, as is the field skill demonstration, and a percentage of both are reviewed for quality assurance. Certification is awarded and maintained by ESA.

Similar to other certifications, MFQCI expires after three years. Certification can be maintained by completing 12 hours of related continuing education training. Conferences, seminars, lectures, online trainings, classes, webinars, etc can all be submitted for approval as continuing education as long as content is related to multifamily, housing and institutional health and safety, or occupational health and safety. You may not submit the same course more than one time. Evidence of training will be verified by EnergySmart Academy staff before being credited toward the recertification requirement. A recertification submission form can be found in this packet. Please note, this is for Multifamily QCI only. Again, other certifications must be maintained by their certifying organization. See Additional Contact Information below for other certifying organizations related to trainings provided by ESA.

## Additional Contact Information

**Building Performance Institute:** [www.bpi.org/professionals\\_already.aspx](http://www.bpi.org/professionals_already.aspx) 877-274-1274

**Environmental Protection Agency (Lead RRP):** <https://www.epa.gov/lead/getcertified>

**National Environmental Health Association (Healthy Homes):** <http://www.neha.org/professional-development/education-and-training/continuing-education>

**Water Efficiency Rating Score:** [www.wers.us](http://www.wers.us) [info@greenbuildercoalition.org](mailto:info@greenbuildercoalition.org)

**Northwest Energy Efficiency Council (Building Operator Certification):** [maintain@theboc.info](mailto:maintain@theboc.info)  
<http://www.theboc.info/certifications/maintaining-certification/> 877-850-4793

**National Renewable Energy Laboratory:** [www.nrel.gov](http://www.nrel.gov)

**Weatherization Assistance Program Technical Assistance Center (Lead Safe Wx):** [www.waptac.org](http://www.waptac.org)

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Multi-Family Quality Control Inspector  
Continuing Education Submission Form



Name:	Date:
Mailing Address:	
Phone Number:	Email:
Date of Original Certification:	

**COURSES TO BE SUBMITTED TOWARD RECERTIFICATION**

CE Hours are subject to verification and revision by an EnergySmart Academy staff member.  
12 CE Hours are required for MFQCI Recertification.

Course Name:	
Location:	Dates:
Brief Summary of the Course:	

Competencies Acquired by Participating in this Course:

- 1.
- 2.

Total CE Hours (minus breaks, lunches, dinners, and business meetings):

Course Name:	
Location:	Dates:

Brief Summary of the Course:

Competencies Acquired by Participating in this Course:

- 1.
- 2.

Total CE Hours (minus breaks, lunches, dinners, and business meetings):

Signed:

Use additional forms as necessary. Once completed, sign, scan, and email form to [Amanda.hatherly@sfcc.edu](mailto:Amanda.hatherly@sfcc.edu) or mail to: EnergySmart Academy, Attn: MFQCI Recertification, 6401 Richards Ave, Santa Fe, NM 87508. You will receive a confirmation of your submission via the email address you provided above. This confirmation will restate the information you have entered onto the form. Please review for accuracy and completeness.