

# Student Support and Institutional Information

## A SUPPLEMENT TO THE MASTER SYLLABUS

Find this document at [DACC Syllabus Supplement](#)

DACC is a caring campus, and we will follow all current [Centers for Disease Control and Prevention \(CDC\)](#) guidelines to maintain a healthy campus.

**DACC Student Success Vision Statement:** DACC will actively support students to be agents of their own learning in an inclusive, culturally responsive, and equitable environment. Students will explore, establish, navigate through, and achieve their personal, academic, and professional goals to enrich their lives, the lives of their families, and their communities.

**Academic Misconduct & Disruptive Behavior:** (Detailed information can be found in the current [DACC Catalog](#)). Any academic or non-academic misconduct will be reported to the appropriate administrative official and adjudicated in accordance with the DACC Student Code of Conduct.

**Academic Advising and Planning:** Students should partner with their academic advisor to craft an academic plan toward the completion of their goal. Students can identify their academic advisor at [Who is my Advisor?](#) The [online catalogs](#), [degree audit system](#) and [academic program websites](#) are needed to develop an academic plan. Students who are deciding on a major should work closely with the DACC Academic Advising Center, DASR 103, (575) 528-7272.

**Bookstore:** The Bookstore is open Monday through Thursday, 8 a.m. to 5 p.m., and Friday 8 a.m. to 1 p.m. It is located in room in DAAR 102 on the East Mesa Campus. In addition to textbooks, the bookstore sells calculators, educational supplies, and other types of merchandise. To receive information on extended hours during registration periods for fall and spring semesters call (575) 527-7692.

**Canvas LMS Accessibility:** Canvas is a user-friendly platform that is easy to navigate, intuitive, and designed with screen-readability in mind. The Rich Content Editor encourages the creation of accessible content pages, achieved through the use of styles to format text. Canvas allows for limited customization of colors and schemes to ensure accessibility for all users. In fact, Canvas was awarded the Gold Level Web Certification by the National Federation of the Blind in 2010. If you'd like to learn more about Canvas' accessibility features, you can visit their [Voluntary Product Accessibility Template \(VPAT\)](#). Additionally, this course incorporates YouTube videos, which are equipped with auto-captioning to improve accessibility. Any video announcements will also be accompanied by text to ensure that important points are communicated clearly.

To assist faculty members Academic Technology provides learning technology support and professional development workshops for the New Mexico State University system.

The [Academic Technology Online Open Lab](#) is available to support instructors using Canvas, Zoom, and all other NMSU learning technologies. You could also visit the [Academic Technology](#) website, or email Academic Technology for support using [learning@nmsu.edu](mailto:learning@nmsu.edu) or by calling (575)-646-5125.

Technical support is also available through (ICT) Information and Communication Technologies, [help@nmsu.edu](mailto:help@nmsu.edu) or (575) 646-1840.

**Cell Phones:** As a courtesy to your fellow classmates, it is important that you refrain from talking

during lecture so that others can hear. iPods, CD players, beepers, etc. must be turned off during class. Cell phones are to be either turned off, put on vibrate, or on silent and should only be used during an extreme emergency. If your job requires that you be on call during class time, please speak with me at the beginning of the semester.

**Course Transferability:** Find out how a course fits into your NMSU bachelor's degree by consulting with your academic advisor or the academic department at NMSU that offers the degree. General education courses at NMSU/DACC can be identified by the G suffix. For more information, contact the DACC Academic Advising Center at (575) 528-7272 or visit with your advisor to see how this course transitions to NMSU.

**Early Performance and Progress Grading:** All instructors of courses numbered 100-299 will submit grades for work completed as of the sixth Friday following the date classes begin, for the regular 16-week fall and spring semesters. This requirement does not apply to summer terms nor mini-semester. Instructors must submit the six-week early performance grades by 5:00 p.m. on the Tuesday following the sixth Friday. Early performance grades will only be used for student retention efforts, to facilitate opportunities for students to address performance issues. Prior to the last day to withdraw from a course, upon request by the student, instructors will provide information to students about their progress in the course.

**Emergency Notification System:** DACC is included in NMSU's robust system for notifying employees and students of emergencies affecting a large portion of the population. Emergency notification messages are sent out via the official NMSU e-mail system, as well as through text messages, phone calls, and e-mails to those with non-NMSU addresses who have opted in. These same messages are posted on the main [NMSU homepage](#), [Facebook](#), and [Twitter](#). In some cases, emergency messages may also be heard over the DACC office telephone system. To enter the ways in which you would like to be contacted directly, go to the [Emergency Notification Information](#) page and enter the paths you prefer. While there, please take a moment to ensure that your emergency contact information (contact information of the person you want us to notify if something happens to you) is also up to date.

**Financial Aid:** As an open-door institution, DACC is committed to providing equal educational opportunities to students regardless of personal, economic, or social conditions. This commitment means helping students overcome financial barriers in getting the education they seek ([DACC Catalog](#)). As you may be eligible for financial aid, stop by the Financial Aid office at the East Mesa Campus in Room DASR 109 or call (575) 528-7000 for additional information.

You must attend classes to receive financial aid. If you stop attending or drop any course(s) you may be required to repay all or part of the financial aid received.

**Grade Appeal:** If you have questions or concerns with the final grade you receive in a course, you may file a grievance. You will need to follow the procedure outlined in the current DACC Student Handbook, which can be found at the end of the current [DACC Catalog](#).

**Grievance Procedures:** DACC has established policy and procedure for both academic and nonacademic grievances. If students are interested in pursuing a grievance, they can find more information in the *Student Handbook* portion of the current [DACC Catalog](#).

**Identity Authentication:** DACC reserves the right to verify that you are the person registered for this course. You may be required to authenticate your identity by providing at least one form of government-issued identification and/or by attending one or more **mandatory meetings**. Misrepresentation of an academic or non-academic nature is a serious violation of the Student

Code of Conduct and will be reported to the appropriate administrative official and adjudicated in accordance with the Student Code of Conduct. If you are found responsible for violating the Student Code of Conduct, disciplinary sanctions will be imposed including disciplinary probation, suspension, expulsion, and/or dismissal. Disciplinary sanctions may appear on your official academic transcript.

**Library Services:** The DACC 2 full-service locations at the Espina and East Mesa campuses and 2 smaller collections, with self-check machines and with limited hours, at Gadsden, and Sunland Park campuses. The library [website](#) provides access to the [Search Everything box](#), which searches multiple databases at once, and [individual article, eBook, and streaming video databases](#); [Research Guides](#) – a specialized library website created specifically for your course or subject; [Study rooms](#) and [Appointment with a Librarian](#), online or in-person, bookings; and our [Ask Us!](#) service, where you can [email](#), chat, text, or call the DACC Library for assistance with your access or information needs.. Contact information: [library@dacc.nmsu.edu](mailto:library@dacc.nmsu.edu), 1-575-528-7260, 1-575-527-7555.

**Office of Institutional Equity:** New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. You may submit a report online on the [equity webpage](#). If you have an urgent concern, please contact the Office of Institutional Equity at 575-646-3635.

Furthermore, Title IX prohibits sex harassment, sexual assault, dating and domestic violence, stalking and retaliation.

In order to make our campus a safer place for all, all faculty and staff at DACC have a mandatory obligation to report to campus authorities any information learned about events of sexual harassment, domestic violence or sexual assault. If you or someone you know has been harassed or assaulted, confidential services are available through the following resources:

- DACC Vice President for Student Services, 575-527-7530
- NMSU Dean of Students, 575-646-1722
- NMSU Police, 575-646-3311
- NMSU Office of Institutional Equity, 575-646-3635, E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)

For more information on discrimination or Title IX, or to file a complaint contact:

Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue

Phone: (575) 646-3635

E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)

Office of Institutional [Equity Website](#)

(NMSU Policy 3.25 – Discrimination, Harassment and Sexual Misconduct on Campus)

**Online Misconduct:** For students taking online courses, the DACC Student Code of Conduct is still enforceable. Communication that is threatening, sexual, and/or any other language that is unwelcome is strictly prohibited.

**Out-of-Class Work Expectations:** College courses generally require students to complete a majority of their work outside of class. A reasonable formula is to plan 2-3 hours of homework

outside the classroom for every one hour inside the classroom. This formula may vary from class to class.

**Plagiarism:** (Detailed information can be found in the current [DACC Catalog](#)). Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The DACC Library has more information and help on how to avoid plagiarism at: <https://dacc.nmsu.libguides.com/academicintegrity>.

### Privacy Policies

DACC takes protecting and honoring your privacy very seriously. Please note that several software and technology materials can be used in a course. Some privacy policies are linked below:

- [Canvas Privacy Policy](#)
- [Adobe Privacy Policy](#)
- [Firefox Privacy Policy](#)
- [Google Product Privacy Guide](#) (e.g., Chrome, Google Drive, YouTube)
- [Microsoft Privacy Policy](#)
- [Apple Privacy Policy for software and devices](#)

### Accessibility of eLearning Tools

- [Canvas Accessibility Policy](#)
- [Adobe Accessibility Policy](#)
- [Firefox Accessibility Policy](#)
- [Google Accessibility Guide](#) (e.g., Chrome, Google Drive, YouTube)
- [Microsoft Accessibility](#)

**Registration Procedures:** (Detailed information is provided in the current [DACC Catalog](#). These include:

- steps to register
- late registration
- adding a course
- canceling a course
- withdrawing from a course
- canceling registration
- withdrawing from DACC/NMSU
- filing for degree
- filing for residency

**Security Information:** In all emergency situations, call 911. Once 911 notification is completed, a courtesy call to a campus-specific security guard is advisable. (Often times a guard on location is the first responder).

### On Duty Security Officers Cell Numbers:

On-duty security officers cell number (for all campuses): (575) 527-7777.

Contact Sgt. Stephen Cary or Michael Luchau via numbers listed below for any additional assistance.

### Other Important Contact Numbers:

All Campus Emergencies – 911

Central Campus; NMSU Police Department, non-emergency – (575) 646-3311

East Mesa Campus: Las Cruces Police Department, non-emergency – (575) 526-0795  
Chaparral Center: Doña Ana County Sheriff's Office, non-emergency – (575) 526-0795  
Gadsden Center: Doña Ana County Sheriff's Office, non-emergency – (575) 526-0795  
Hatch Center: Hatch Police Department, non-emergency – (575) 526-0795  
Sunland Park Center: Sunland Park Police Department, non-emergency – (575) 526-0795  
Workforce Center: Las Cruces Police Department, non-emergency – (575) 526-0795 DACC  
Police Sergeant: Stephen Cary – (575) 528-7029  
Facilities Support: Michael Luchau – (575) 527-7718

**Help keep DACC a safe place to learn and work.**

Security Offices: (575) 527-7777

- Espina: DASH 118
- East Mesa: DASR 110

**Services for Students with Disabilities:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. Students who have questions or need an accommodation in the classroom (all medical information is treated confidentially), should contact the SAS office:

DACC Student Accessibility Services (SAS)

Central Campus — DASH 117

East Mesa Campus — DASR 104A

Phone: (575) 527-7548

Email: [sas@dacc.nmsu.edu](mailto:sas@dacc.nmsu.edu)

Website: [Services for Students with Disabilities](#)

Those living in southern Doña Ana County may obtain additional information by contacting the student services specialists at the Gadsden Center, (575) 882-6809, or the Sunland Park Center, (575) 874-7787.

**Student Code of Conduct:** All students are expected to regard themselves as responsible citizens on campus and in the community. Policies and procedures concerning both nonacademic and academic misconduct—including plagiarism—are printed in the current *DACC Student Handbook*, found at the end of the [DACC Catalog](#).

**Test Proctoring:** Students may be responsible for arranging test proctoring. Several departments are available to help with proctoring. The DACC Student Resources Testing Center will proctor for a variety of testing needs; fees may apply. For more information, please visit [Testing Services](#) or call (575) 528-7294 or (575) 527-7569. In addition, you may take exams from home if your instructor has scheduled the exams with the Proctor U service provider. There is a charge for this service that averages \$25 per test, per individual. The charge varies based on the length of the exam and the scheduling time. The service is only available if your instructor scheduled the proctored exam. Contact your instructor if you wish to utilize this service.

**Tutorial Services Provided by the Academic Readiness Center:** The DACC ARCs offer students one-on-one and small group tutorial assistance (in-person and online formats). The ARCs provide small-group study areas, access to computers and printing, and educational workshops. Our tutors are CRLA certified.

All students registered in credit classes may receive FREE learning assistance in most subject areas. The centers provide a comfortable and encouraging environment and peer-to-peer tutoring that assists students in achieving academic success. Tutoring is available in most subject areas including Accounting, Anatomy & Physiology, Biology, Chemistry, Computer Software

Applications, Developmental Math-to-Calculus III, Economics, Medical Terminology, Physics, Radiologic Technology, Respiratory Therapy, Statistics, and Writing is offered for all disciplines. Be sure to contact the ARC for hours of operation or visit the [Academic Readiness Center](#) website for more information.

The Academic Readiness Center has four locations:

East Mesa Campus DAAR 201 - (575) 528-7275  
Espina Campus DASH 116 - (575) 527-7575  
Gadsden Campus DAGC 104 - (575) 882-6818  
Sunland Park Campus DASP 107 - (575) 874-7807

Contact any of the ARCs for more information or email us at [ARCtutoring@DACC.NMSU.edu](mailto:ARCtutoring@DACC.NMSU.edu).

**Virtual Learning & Instructional Technology** (VLIT) at Doña Ana Community College provides students with training in the applications and platforms the institution utilizes.

We provide support with:

- Canvas (LMS)
- myNMSU
- Outlook
- Navigate
- Canvas Studio
- Crimson Connection
- Adobe Creative Suite
- Canva
- Google Workspace
- Zoom
- And more!

Contact us by appointment, email, or by phone. Navigate: [Appointment \(P.A.L.\)](#), Email: [vlit@nmsu.edu](mailto:vlit@nmsu.edu), Phone: 575-527-7738

**Withdrawal/Attendance Policy:** Students are expected to attend regularly or if enrolled in an online course, regularly login for all courses in which they are registered. When the number of absences or failure to login online hinders a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from a class. Based on the recommendation of the instructor and with the concurrence of the course division head and the Academic Affairs Office, a student may be dropped for persistent absences or for persistent failure to complete assignments.

**Workforce Development and Career Readiness (WDCR):** WDCR assists DACC students in reaching their full potential and discovering their strengths, career interests, and finding a career path. WDCR services include career exploration and planning, career training and development, assistance with finding and applying for work-based learning experiences (internships and co-ops) and jobs, assistance with application materials such as resumes, and cover letters, and connection to social services. We serve prospective, current, and former students. Connect with WDCR by phone 575-527-7776 or email [careerreadiness@dacc.nmsu.edu](mailto:careerreadiness@dacc.nmsu.edu).