

# 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. Self-monitoring for COVID-19 symptoms is required and extremely important to keeping our campus safe and healthy. It is required that all individuals who have received **positive COVID-19 results report to the COVID Safety team immediately**. It is also required that all individuals who have had **contact/exposure to positive COVID-19 persons report to the COVID Safety team** as well. Reporting of positive results, and or contact/exposure can be done by completing the [COVID-19 report form](#). **Vaccination for students who will be on campus for any reason is now required beginning July 1, 2022**. We know that vaccination is one of our most effective tools for preventing serious illness and hospitalization due to COVID-19 infection, and in the absence of mandatory surveillance testing, this expanded vaccine requirement will help reduce the risk to our students, faculty, and staff. As well as help keep our students and our community as safe and healthy as possible. DACC's diverse community has a wide range of people, including vulnerable populations. We appreciate your use of masks, vaccines, and other safety measures to prevent the spread of disease. Students will also be required to complete the COVID Safety Module for each of their courses at the start of the semester.

(NOTE: *These guidelines may change as the CDC and State of NM guidelines change.*)

**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 Planning:** Students are responsible to partner with their academic advisor(s) to plan each course into an academic program toward the completion of their program. The DACC and NMSU Catalogs, degree plans, and the STAR degree audit system, <http://degreearaudit.nmsu.edu>, are the tools needed to develop this plan. Students who are undecided on a major should work closely with the DACC Academic Advising Center, DASR 103, (575) 527-7519.

**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 provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT). Wherever possible, YouTube video has been used in this course so that the auto-captioning feature can be used. Video announcements will be accompanied by text that includes the important points.

## [Link to Canvas Privacy Policy](#)

**Canvas Support:** Canvas Support is available through NMSU Academic Technology - visit their website <https://learning.nmsu.edu/>, email Academic Technology for support using [learning@nmsu.edu](mailto:learning@nmsu.edu) or call (575)-646-5125.

**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.

**Career Services:** The mission of career services at DACC is to assist students in reaching their personal and professional career goals. Services include career exploration and planning, job skills trainings, internships and other work-based learning opportunities, assistance with job searches and application documents, and connection to social services. These resources are available at no charge to credit and non-credit students. For more information about Career Services, please contact 575-527-7776.

**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 (<http://www.nmsu.edu>), Facebook ([www.facebook.com/nmsupolice](http://www.facebook.com/nmsupolice)), and Twitter ([www.twitter.com/nmsupolice](http://www.twitter.com/nmsupolice)). 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 <http://emergency.nmsu.edu> and enter the paths you prefer. While there, please take a moment to insure 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) 527-7696 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 library system offers a variety of resources in both print and non-print formats, and promotes leading-edge technology and electronic resources. The student college I.D. serves as a library card for checking out books, which are loaned for three weeks. If you would like more information, contact the Library Media Center at (575) 527-7555 or the East Mesa Library at (575) 528-7260 or the library at your campus. You can also visit the [Library website](#).

**Office of Institutional Equity:** NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment 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
- Ben Archer Counseling Services at Espina and East Mesa campuses, 575-640-4669
- NMSU Dean of Students, 575-646-1722
- NMSU Police, 575-646-3311
- NMSU Office of Institutional Equity, 575-646-3635

(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://dabcc.nmsu.libguides.com/plagiarism>.

**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. Gabby Graham 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: Nelson McGuire – (575) 528-7029

Facilities Support: Michael Luchau – (575) 527-7718

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

Security Office: DATS Room 153-E, Central Campus, (575) 528-7029 (M–F, 8–5)

**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 101B

Phone: (575) 527-7548

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

Website: <http://dacc.nmsu.edu/ssd/>

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 Academic Readiness Centers offer students one-on-one learning assistance with faculty with primary emphasis on math and English. The centers provide small-group study areas, access to computer-based educational software, workshops, and instructional support in various forums such as learning communities, Math and English Fast-Track Seminars, and accelerated and integrated courses.

All students registered in credit classes may receive **FREE** learning assistance in most subject areas. The center provides a comfortable and encouraging environment and peer-to-peer tutoring that assists students in achieving academic success. Tutoring is available in most subject areas to include Anatomy & Physiology, Accounting, Economics, Statistics, Biology, Chemistry, Computer Software Applications, Developmental Math-to-Calculus III, Medical Terminology, Physics, Radiologic Technology, Respiratory Therapy. Writing assistance is offered for all disciplines. Math tutoring is the only subject available without an appointment. For all other subjects, appointments are necessary. Be sure to contact the student Academic Readiness Center for hours of operation, or visit the center's webpage: <https://dacc.nmsu.edu/arc/>.

The Academic Readiness Center has four locations:

(575) 528-7275 East Mesa Campus DAAR 201

(575) 527-7646 Central Campus DASH116

(575) 882-6806 Gadsden Center DAGC 104

(575) 882-6806 Sunland Park Center DASP 107

Contact any of the Academic Readiness Centers for more information.

**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 Office, a student may be dropped for persistent absences or for persistent failure to complete assignments.