

FACULTY RESOURCE GUIDE

OFFICE OF THE PROVOST, FALL 2022

NORTHERN NEW MEXICO COLLEGE



Talking Points

Getting Started with your academic appointment

- **NNMC Academic Policies**
- **Student Services**
- **Get Involved!**

Getting Started

with your academic appointment

If you are a returning faculty, either regular or adjunct faculty, we appreciate your service to Northern!

If you are a new faculty member, welcome to Northern!



Understanding Self Service Banner (SSB)

(COLLEGE-WIDE INFORMATION SYSTEM FOR FACULTY/STUDENTS, HUMAN RESOURCES AND FINANCE)

An Eagle ID (former Banner account ID) is required for all faculty and staff

If you have previously taught at Northern, your Eagle ID is the same as in past semesters.

A PIN is also required to login to SSB (if you forget your PIN contact the Office of the Registrar @ 747-2138 or registrar@nnmc.edu).

SSB access is via NNMC's internet home page: www.nnmc.edu



Understanding Banner

(COLLEGE-WIDE INFORMATION SYSTEM FOR FACULTY/STUDENTS, HUMAN RESOURCES AND FINANCE)

An Eagle ID allows you to:

- a. Gain entry to mynmmc.edu
- b. Obtain your class rosters
- c. Enter midterm and final grades
- d. Log into Blackboard to access your courses
- e. Have faculty library privileges
- f. Be officially employed at Northern
- g. Last but not least: Get paid!



Understanding Banner

Where can I go to receive assistance with Banner?

Your supervisor (Director/Chair/Dean) or the Registrar's Office can assist you or direct you to the appropriate person with questions concerning our Banner System.



Complete Employment Forms

Human Resource (HR) File

An Eagle ID # is assigned upon approval of our HR department:

Employees submit to HR the following information:

Resume

Cover Letter

Official Transcripts

Proof of Identify/Employment Eligibility Verification (I-9 Form)

W-2 form

Fill out employment forms

For questions, please contact Mr. Ken Lucero (HR Director) at kenneth.lucero@nnmc.edu or (505) 747-5034



Conditions of Employment

Adjunct Faculty are covered by Collective Bargaining Agreement (CBA).

All conditions of employment for adjunct faculty are described in the CBA. The CBA is posted online at <https://nnmc.edu/home/facultystaff-gateway/human-resources/policies-procedures/> under 4.0 Collective Bargaining.

This document discusses salary, benefits, rights, duties, and obligations for adjunct faculty members.

For questions, please contact Mr. Ken Lucero (HR Director) at kenneth.lucero@nnmc.edu or (505) 747-5034



Requirements for Employment

Letter of Appointment

Adjunct faculty letters of appointment (LOAs) may be cancelled, at any time, at the discretion of the supervisor. The CBA includes a pro-rated scale for low enrolled courses which will help to minimize course cancellations. Please review this scale carefully.

Adjunct Faculty may also be re-assigned sections of course(s) by decision of the supervisor.

Remember: all HR items must be on file in the HR department before you can be issued an Eagle ID # and classified as an employee of NNMC.



Tuition Waivers

Adjunct faculty may obtain a tuition waiver for up to twelve (12) credit hours per calendar year while they are in contract, i.e., while they teach. This waiver is only for the adjunct faculty member and cannot be used for immediate family members.

An adjunct faculty Tuition Waiver Request form may be obtained from the Website and the supervisor needs to sign it. A signed approval from should accompany registration forms. Failure to get all signatures may delay your registration. The chairperson will verify with HR that the adjunct faculty member has not exceeded their 12 credits per year.



Payroll: Human Resources & Business Office

Payroll checks

Human Resources

Determine compensation & benefits eligibility

Business Office

Validate benefits and time in iSolve (payroll system)

Bi-weekly payrolls except for special dates (i.e. holidays)

Direct deposit is available for all adjunct faculty and we strongly encourage adjunct faculty to use it.

For questions, please contact Mr. Ken Lucero (HR Director) at kenneth.lucero@nnmc.edu or (505) 747-5034



Teaching Loads

Credit Limits and Overloads

Adjunct faculty may normally teach up to a total of 9 credit hours in any given semester. Exceptions to this number are possible and require Provost's approval.

Full-time faculty normally teach 12 credit hours per semester.

Requests for overloads must be forwarded to the Provost by the supervisor before the start of the semester in which the instructor will teach.

Supplies and Textbooks

- Supplies: Request for supplies and services must be processed through your supervisor. In other words, you cannot buy supplies on your own and expect to be reimbursed.
- Textbook: Copies of textbooks for classes are made available to all faculty. Ask your supervisor how to obtain a copy. You may also inquire with our bookstore (auxiliary@nnmc.edu) for assistance with complimentary desk copies from publishers.

NNMC Email Policy

Email Accounts

- Use of NNMC email account is REQUIRED for all adjunct faculty: this is not negotiable.
- Your supervisor will assist you in obtaining an email account.
- You can contact Deborah Trujillo for assistance with email accounts:
debra@nnmc.edu
- Homework # 1 for students: Ask your students to send you a “Hello” email from their college email accounts as Hwk # 1 (be proactive). You MUST not accept and exchange course related information coming from a non-college email account.



NNMC Smart Phone App: **NNMC GO**

This app is available for Android and Apple smartphones and can be downloaded from Google Play or Apple Store. It is a great free resource to have. The app provides access to Blackboard, to your courses, Campus Maps, Academic Catalog, Academic Calendar, etc.



Intra-campus mail

Your Mail

Ask your supervisor or administrative assistant for the specific location of your campus mailbox. Check your mailbox often since you may receive important information from the Registrar, Payroll, etc., along with campus newsletters, flyers, and messages from students.

During the Fall 2021 semester, since the college is working remotely, we discourage the use of regular mail.



FERPA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of all student educational records. The law applies to all schools that receive funds under applicable programs of the U.S. Department of Education.

FERPA generally precludes sharing student information with anyone else without student permission; exceptions exist for minors.



FERPA also:

Establishes rights of students to inspect their records and provides guidelines for correcting inaccurate data; for more detail go to:

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>



Important FERPA notes:

Do Not:

- **Use**, or post, **Eagle IDs or SS#** in any public listing of **grades**
- **Link** the names of students with their IDs in any public manner
- Send massive emails sharing the emails of students (use **bcc** for emails to your classroom)
- **Leave graded tests or papers** for others to view
- **Circulate a printed class roll** with student names and IDs or grades as an attendance roster
- **Post** individual student record information on a public website

Important FERPA notes:

Do Not:

- **Discuss the progress or grades** of any student with anyone (this includes parents, guardians, best friends, spouses!) other than the student without **written consent of the student** **except when other person has “legitimate educational need to know”**
- **Provide anyone with lists of students** enrolled in your classes for any commercial purpose
- **Provide anyone with a student schedule** or academic history or assist anyone other than NNMC employees in finding a student on campus
- **Leave** student information on **computer screens**
- **When in doubt, don’t give out and contact the Registrar for clarification.**

Do:

Faculty should only communicate with students using their NNMC email address (xxxx@nnmc.edu)



Class Rosters

Class Rosters are available on Banner:

<http://nnmc.edu/home/mynnmc/>

- All students attending class must be on the roster – there are no exceptions! If they are not enrolled within the first 2 weeks of the semester, send them to the Registrar's Office for registration assistance.
- All students on the roster should be in your class – inform the registrar if a student does not show up for three consecutive class sessions so the student can be dropped.

Contact Registrar Janice Baca, if you have any questions about your rosters, janice.baca@nnmc.edu, **(505) 747-2148**. You can also call the main line **(505) 747-2138** and be transferred to the Registrar's Office.



Class Rosters

Students listed but not attending?

If a student has not contacted or made arrangements with the instructor, you have the right to execute an Instructor Initiated Withdrawal. Make sure your course syllabi has your attendance policy outlined in it.

Students attending but not listed?

Let students know that they are not listed and **tell** them to check with the registrar and business offices ASAP on their status.

Discrepancies with Blackboard?

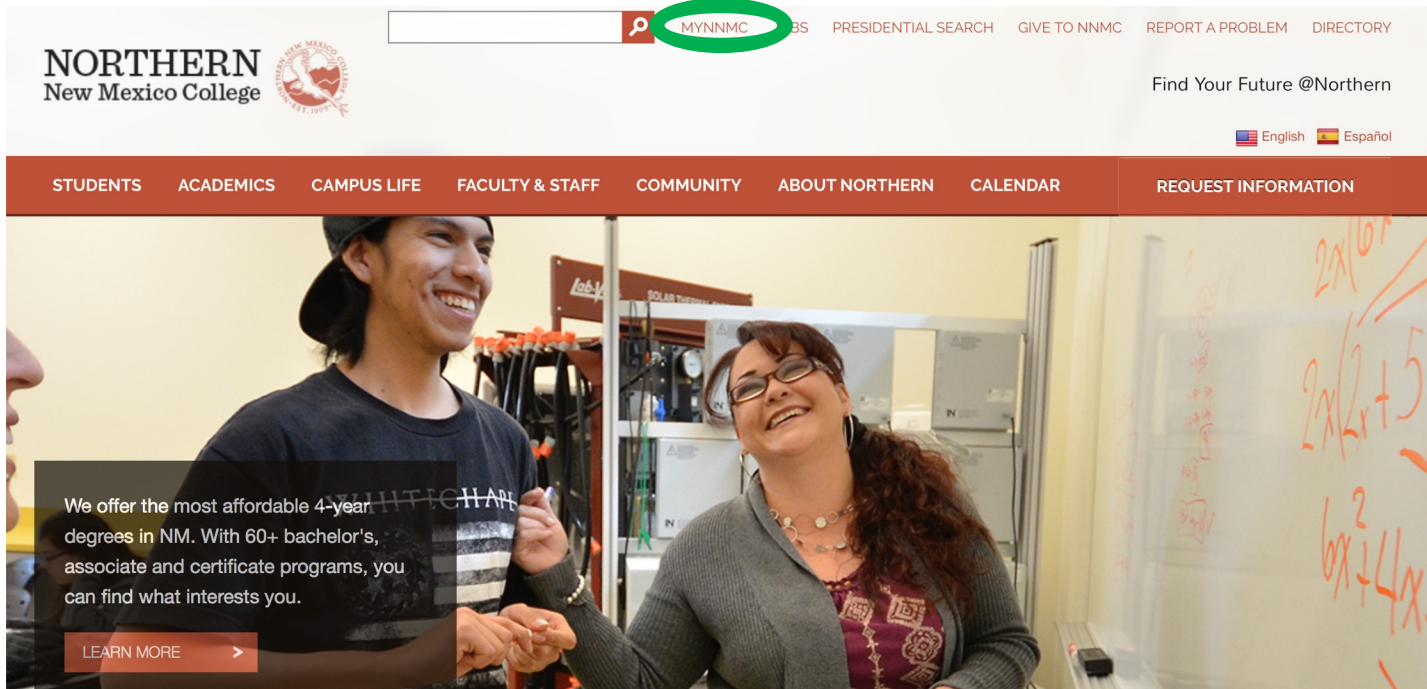
Please compare your roster in SSB and the one in Blackboard. If there are discrepancies, please submit a ticket to Distance Ed at https://nmcdistanceed.on.spiceworks.com/portal_registrations

Students not listed should not attend class!



SSB (Banner) Login

To start, link from
the "My NNMC" Tab



The screenshot shows the Northern New Mexico College website. At the top left is the college logo and name. To the right is a search bar with a magnifying glass icon and the text "MYNNMC" inside, which is circled in green. A green arrow points down from the text "To start, link from the 'My NNMC' Tab" to this search bar. Further right in the header are links for "BS", "PRESIDENTIAL SEARCH", "GIVE TO NNMC", "REPORT A PROBLEM", and "DIRECTORY". Below the search bar is the slogan "Find Your Future @Northern" and language options for "English" and "Español". A dark red navigation bar contains the following menu items: "STUDENTS", "ACADEMICS", "CAMPUS LIFE", "FACULTY & STAFF", "COMMUNITY", "ABOUT NORTHERN", "CALENDAR", and "REQUEST INFORMATION". The main content area features a photograph of a smiling male student and a smiling female instructor in a classroom setting. A whiteboard in the background has mathematical equations written on it, including $2x/6$, $2x/2+5$, and $6x^2+4x$. A text box overlaid on the bottom left of the photo reads: "We offer the most affordable 4-year degrees in NM. With 60+ bachelor's, associate and certificate programs, you can find what interests you." Below this text is a "LEARN MORE" button with a right-pointing arrow.

SSB (Banner) Login

Click "Login to Banner"

Welcome to myNINMC!

[Login to **BANNER**](#)

[Login to **EMAIL**](#)

[Login to **BLACKBOARD**](#)

[Login to **TOUCHNET Online Bill Pay**](#)

[Bill+Payment Information Sheet](#) for Fall 2016 coming soon

Website gateways

[Student Gateway](#)

[Faculty & Staff Gateway](#)

[Login to Blackboard](#)

SSB (Banner) Login

If you are attempting to access the secure portion of our webpage and have difficulty getting past step one, the problem may very well be because you are using a firewalled local area network (LAN). If this happens, check with the IT manager of your LAN or attempt accessing our site from a non-firewalled-LAN.

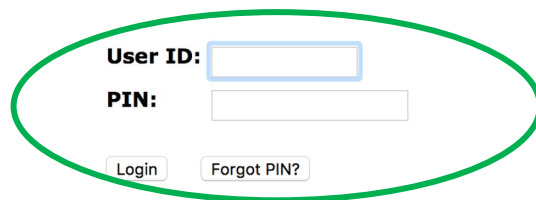
View your Official NNMC Email Address--click on Personal Information on the Main Menu then View Email Address.

Tuition and fees due by: fall: August 19, 2016.

Payment Plans available starting: fall: August 1

Dis-enrollment begins after 5 PM on: fall: August 19 and every Friday thereafter until end of add/drop period each semester.

READ: Payment Deadline Information



User ID:

PIN:

Login here with your "Eagle ID"
PIN: the first time it will be your birthday mm/dd/yy
and it will ask you change it.

SSB (Banner) Logic Faculty Services

Personal Information **Faculty Services** **Employee** **Finance**

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Ivan Lopez Hurtado, to the WWW Information System! Last web access on Jul 28, 2016 at 10:56 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

NNMC Distance Education
Access to on-line courses at NNMC -- Blackboard

Link to Student Email
Student Email login window.

Bill+Payment Center
View statement, Make payment, or Enroll in a Payment Plan (a \$25 non-refundable service fee is assessed to participate in a Payment Plan; a \$10 late fee is assessed for late payment)

NNMC Degree Audit System link
NNMC Degree Audit System link for use by students and advisors for degree audit

RELEASE: 0 0

SSB (Banner) Logic

Faculty Services

Faculty Services

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Active Assignments](#)
- [Assignment History](#)
- [NNMC Schedule of Classes](#)
- [Course Catalog](#)
- [Office Hours](#)
- [Advisee Grade Summary](#)
- [Faculty Student Concise Schedule](#)

Midterm and Final Grades

Grade Reporting

Mid-term and Final Grades

Submission of grades on or before the deadline for each semester is critical and is among the most important responsibilities of faculty.

Failure to submit final grades by the published deadline has consequences, including negative impact on students, and possible loss of teaching approval from the College. Check with your supervisor if you have questions on submission of grades on a timely basis.

Reminder

Please check the academic calendar to check the deadlines to submit final grades for 8-week courses and 16-week courses. The last paycheck will be retained if final grades are not submitted on time. The calendar is located here:

<https://nnmc.edu/home/academics/academic-calendar/>



Dropping or Adding Students

Adds and Drops

Check with your supervisor for procedures on adding students to your class.

Review and familiarize yourself with the College's add/drop policy.

All adds and drops require official documentation.

Final Exams:

Instructors are expected to meet and give a final exam, as scheduled, during finals week. For those classes where a final exam is replaced with an assignment (project, paper, etc.) the instructor **MUST** meet with students during the week of final exams so that the contact hours are met. The final exam schedule is published in the schedule of classes and is available online at www.nnmc.edu.



Syllabi

An updated syllabus is required for each section assigned to an instructor. This syllabus should be reviewed and approved by your supervisor.

Faculty are required to distribute a syllabus (hardcopy or electronically by email or through Blackboard) and any other course summary materials at the first class meeting. The syllabus should include details on student learning outcomes, attendance policy, a statement on academic honesty, details on assessment criteria/exams/grading scale, and the following statement on Special Accommodations.

Syllabus

Accessibility Services Statement

Northern New Mexico College recognizes its responsibility for creating an institutional climate in which all students can succeed. *Northern is committed to providing equitable access to all learning opportunities. The Accessibility and Resource Center (ARC) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.* In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in all classroom settings. Please contact the Coordinator of Accessibility and Resource Center to inquire about appropriate accommodations. Contact Verna A. Trujillo either via email; v.trujillo@nnmc.edu or by phone; (505) 747-2152. After your eligibility is determined, you will be given a letter, which when presented to instructors, will help us know best how to assist you.



Syllabus

Counseling & Student Support Services Statement

Counseling and Student Support Services (CASSC) are available year round on-campus, or virtually (as needed) for NNMCC students. Counseling services are provided by licensed professional counselors. All services are FREE for students, and are confidential. No record of counseling is contained in any academic, educational, or job placement file. Counseling is an opportunity to solve problems and learn new skills. Students can utilize counseling services to address issues such as depression, anxiety, stress, PTSD, anger management and alcohol and drug concerns. Students may also meet with a counselor if they are interested in off-campus resources and referrals. In addition to offering students help through counseling services, CASSC also assists student with addressing socio-economic stressors through connecting students with various community resources such as housing, food, childcare and much more.

CASSC is located in the Teacher Education Building, on the 2nd floor in the offices across from the bathrooms (#210, #211, #212 & #213). Staff/faculty can refer students or students can refer themselves for services. To learn more, schedule an appointment or refer a student in need, visit our [webpage](#) and complete our online request form, email us at cassc@nnmc.edu or call us at 505-901-1574.



Syllabus

Title IX Statement

As a recipient of Federal financial assistance for educational activities, Northern New Mexico College, is required by Title IX of the Educational Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, Title IX Coordinator at title9@nmc.edu. Please note: as employees of Northern New Mexico College, we are all required by law to report any incidents of sexual misconduct to the Title IX Coordinator.



Student Learning Outcomes

Utilize master syllabi.

Include in your syllabus common-statewide outcomes, college-wide outcomes, department's outcomes, and program outcomes.

Assess the outcomes required by your supervisor.

Get your student learning assessment data to your supervisor and work with our assessment team in a timely way.

Support on assessment processes is available from your supervisor.

You may be contacted by our Assessment Coordinator:

Courtney Bruch, courtney.bruch@nnmc.edu, (505) 747-2244



Evaluations

Evaluations

Northern New Mexico College requires evaluation of all classes at least once a semester. These may include supervisor, peer, or student evaluations.

Short classes meeting three weeks or less do not require evaluations. Your department chair can provide you with more information.



Assistance from Student Services

You are not in it alone!

Please reach out to your supervisor and peers if you need directions or information about different services.

Your supervisor will assist you to develop a network of support with the goal of better serving our students.



Advisement Center

The Advisement Center:

- Helps students create academic plans that keep them on-track to completion (and to recover from setbacks).
- Provides personal and academic support.
- Provides assistance and referrals to other student support services.
- Provides a safe place for students to get their questions answered for all manners of campus business.
- The Advisement Center is here to help: (505) 747-2150 or advisement@nnmc.edu

Early Alert Referrals

A formal and proactive approach to engaging campus-wide resources to support students at-risk of academic failure

Reasons for Referral include:

Frequent class absences;

Chronic class tardiness or leaving class early;

Missing, late, or weak effort on assignments;

Missing or poor performance on exams/quizzes;

Not acquiring textbook or other course materials;

Disengaged or disruptive behavior in class

Failure to log-in to Blackboard (For Online Courses)

Other

Most effective while there is still time to address the issue(s)



Early Alert Referrals

FACULTY & STAFF

COMMUNITY

ABOUT NORTHERN

CALENDAR

REQUEST INFORMATION



> HOME > FACULTY & STAFF GATEWAY

Faculty & Staff Gateway



[IT Services](#)

[Report a Problem](#) (web form)

[Staff Handbook](#) (2006)

[Resource Guide for Adjunct Faculty](#) (rev. 1.22.14)

[Early Alert Form](#)

[Student Consumer Information/Title IV Compliance](#)

Quick Links

[Administration](#)

[Business Office](#)

[Facilities & Services](#)

[Faculty Resources](#)



Northern New Mexico College Early Alert Form

The following form is intended to provide faculty with a process for referring a student that is:
- exhibiting a pattern of behavior that jeopardizes their chances to pass a course; and
- not responding to interventions provided by faculty to successfully complete the course.

* Required

Student

Student Banner ID *

Student's Last Name *

Course

Course Title: *

Faculty: *

Faculty Phone: *

Faculty Email: *

Issue (Please check all that apply)

NOTE: If this student has never attended the course, check your roster on our Banner system to see if the student has withdrawn.

Reason for Referral *

- Frequent class absences
- Chronic class tardiness or leaving class early
- Missing, late, or weak effort on assignments
- Missing or poor performance on exams/quizzes
- Not acquiring textbook or other course materials
- Disengaged or disruptive behavior in class
- Failure to log into Blackboard (For online classes)
- Other:

Please provide a brief description for the Early Alert *

Submit

Never submit passwords through Google Forms.

What happens to an Early Alert?

It is assigned an institutional advisor who will:

- a. Follow up with you as needed (sometimes FERPA precludes sharing additional information)
- b. Reach out to the student to provide support for him/her
- c. Work with others to address the issue, including:
 - i. Referring the concern to CARE Team
 - ii. Making Referrals and Providing Follow-Up
 - iii. Meeting directly with the student
 - iv. Contacting the student's faculty advisor and other faculty/staff

Please contact advisement@nmmc.edu or Don Appiarius at don.appiarius@nmmc.edu with any questions or concerns.



The Writing Center

The Writing Center is available to all students.

The goal of the Writing Center is to help students become strong, independent writers. Tutors provide students support at any stage of the writing process to develop essential writing skills.

Free remote tutoring via Zoom and face-to-face sessions in ADM 129 will be available in Fall 2022. Students may email writingcenter@nmmc.edu or leave a message at (505) 747-2294 to make an appointment. Our schedule will be published in a broadcast email.

Faculty and staff may contact JB Moore, Director of the Writing Center, at jbmoore@nmmc.edu for more information.



The Math Learning Center (MLC)

The Math Learning Center is available to all students

The Math Learning Center is dedicated to helping students strengthen their math and science skills so that they gain confidence and independence in math and science learning.

The Math Learning Center welcomes all students as valued mathematicians and critical thinkers. In Fall 2022, the tutoring will be conducted through Zoom and in person on our Espanola campus. The tutoring schedule will be emailed during the first week of classes.

For inquiries about the MLC, contact Dr. Ana Vasilic, ana.vasilic@nnmc.edu, or Dr. David Torres, davytorres@nnmc.edu





Madrid Center Peer Tutoring Services

Northern's Peer Tutoring Services are online. Students can drop in to our [Peer Tutoring Zoom Room](#) for online peer tutoring (via Zoom, Google Hangouts, or Video), and we will assign them a tutor.

Tutoring sessions are offered for the following courses or programs:

Accounting I & II

Business Math

E-Commerce

Macroeconomics

Physics

Business Administration

Biology

Human Anatomy and Physiology I & II

Math

Statistics & Probability

Business Management

Chemistry

Microeconomics

Spanish

Online Hours: M-Th: 8-6 / F: 8-2

Contact us: eagles.tutoring@nnmc.edu 505 423-2321



Center for Distance Education

The Center of Distance Education (DE) supports the college's mission and its strategic plan by enhancing the design, development, and delivery of online and hybrid distance learning courses to meet the educational needs of our students and faculty in innovative and supportive ways.

Quality Assurance Assistance: Ms. Candy Pugh, candy.pugh@nnmc.edu

Technical Assistance with BB: Mr. Alexandro Hernandez, alex.hernandezruiz@nnmc.edu

Faculty & Students Assistance: Eagle Techs, eagle.tech@nnmc.edu

All other DE issues: [DE Help Desk Ticket](#)

DE Website: <https://nnmc.libguides.com/de>

DE Email: distanceed@nnmc.edu

Dr. Dan Lim
Director, Center for Distance Education
dan.lim@nnmc.edu
(505) 692-0187



Ben Lujan Library @ Northern

The library's mission is to support the information needs of students and faculty at Northern.

We provide:

- Databases, streaming media, physical collections, course reserves, and interlibrary loan
- Library-related instruction, guides, and BlackBoard integration
- One-on-one research consultations
- Reference via in-person, Zoom, or email

<https://nnmc.libguides.com/home>



Assistant Provost for Student Affairs

The College has numerous policies regarding faculty, student conduct and expectations.

If a classroom situation occurs between students or between students and faculty that go against the grain of our “respectful campus” philosophy, the **Assistant Provost for Students Affairs** is our on-campus resource to help students and faculty negotiate through communications and resolution of situations.

Please refer to the Student Handbook available at <http://nnmc.edu/home/student-gateway/campus-life/student-handbooks/> for more information or contact **Dr. Don Appiarius, Assistant Provost for Student Affairs, at 505-747-2255 or don.appiarius@nnmc.edu**



Safety and Security

Northern is committed to providing a safe and secure environment for learning and teaching.

Emergency flip guides are posted in classroom, labs and hallways, and are also available from supervisors. Familiarize yourself with your building. Evacuation Plan and Muster Area.

NNMC Security Number: (505) 747-2158 (dial 2158 from any campus phone).



Counseling and Student Support Services (CASSC)

Counseling and Student Support Services (CASSC) are available year round on-campus, or virtually (as needed) for NNMC students. Counseling services are provided by licensed professional counselors. All services are FREE for students, and are confidential. No record of counseling is contained in any academic, educational, or job placement file. Counseling is an opportunity to solve problems and learn new skills. Students can utilize counseling services to address issues such as depression, anxiety, stress, PTSD, anger management and alcohol and drug concerns. Students may also meet with a counselor if they are interested in off-campus resources and referrals. In addition to offering students help through counseling services, CASSC also assists students with addressing socio-economic stressors through connecting students with various community resources such as housing, food, childcare and much more.

CASSC is located in the Teacher Education Building, on the 2nd floor in the offices across from the bathrooms (#210, #211, #212 & #213). Staff/faculty can refer students or students can refer themselves for services. To learn more, schedule an appointment or refer a student in need, visit our [webpage](#) and complete our online request form, email us at cassc@nnmc.edu or call us at 505-901-1574.



Cheating and Plagiarism Prevention

- Prevention is the best practice.
- Provide basic definitions and citation standards before assignments are due.
- Be clear on the syllabus on how these cases are going to affect their grade.
- For remote exams that require some type of proctoring, consult with Distance Ed for options.

Cheating and Plagiarism Incident Documentation

- Use the Plagiarism and Cheating Incident form. Plagiarism form
Link:
https://docs.google.com/document/d/1atlxMBFvz75wmMbHMDQmaPm_n9r5u0qEQtbIXnE8hXZk/edit
- First incident: Make sure you let the student know of the fact and save email threads.
- Second incident: Provide written notice of the incident and explain the consequences for a third offense.
- Third incident: Meet with the chair/ program director and Dean of Students to discuss disciplinary actions, as stated in the Student Handbook.

Continuing Education

- If you want to teach non-credit courses, contact your supervisor with your ideas.
- Be part of providing lifelong learning opportunities for our community.
- Advantages: flexible schedule, flexible pay rate, work with the community at large.
- For information regarding NNMC's Continuing Education program contact Cecilia Romero, coordinator, (505) 747-5477, email: cromero@nnmc.edu.

Get involved!

Northern is your HOME!

Attend co-curricular events:

Humanities speakers series

Biology speakers series

Heritage Month Celebrations

Arts festivals

Join a committee to help plan an event! Share your ideas for events.

Learn more at www.nnmc.edu

You are welcomed here!

