

# **2016-2018 COURSE CATALOG**



## **VALENCIA**

VALENCIA COUNTY'S UNIVERSITY

## **UNM Valencia 2016-2018 Catalog**

### **Message from the Chief Executive Officer Dr. Alice Letteney:**

Welcome to UNM-Valencia Campus. The growth of our campus has been remarkable, starting from a strip mall in Rio Communities to our current campus of more than 150 acres in Tomé. While our campus is advanced in technology, we continue to provide small classes and a range of services for students including specialized tutoring, academic and career advising, and financial aid counseling. Our excellent faculty and staff are dedicated to providing our students with a great learning experience and a great opportunity to succeed in whatever career path they take. As our mission statement says: "A quality education – a lifetime of success." We offer dual credit courses so that students can advance their college career while in high school, adult education classes to qualify for high school equivalency, cutting-edge academic and technical courses and programs, and community and cultural events. Whether you are just starting college, returning to college, updating your job skills or planning a new career, you are welcome at UNM-Valencia Campus. We provide outstanding certificate and degree programs at a very reasonable cost. If you have any questions, please call us at 505.925.8560, or you can visit us at [valencia.unm.edu](http://valencia.unm.edu) or like us on Facebook at [www.facebook.com/unmvc](http://www.facebook.com/unmvc).

### **ACCREDITATION**

As a branch college of UNM-Main, UNM-Valencia is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.

### **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

UNM-Valencia is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, testing, financial assistance, and employment. In keeping with this policy of equal educational opportunity, UNM is committed to creating and maintaining an atmosphere free from all forms of harassment.

### **VISION, MISSION AND CORE VALUES**

**Vision Statement:** Excellence in teaching, learning, and service to our community.

**Mission Statement:** "A quality education – a lifetime of success"

#### **Core Values:**

- Student centered
- Quality education and services
- Diversity and community
- Ethics and academic integrity
- Creativity and initiative
- Responsible stewardships

## **DEFINITIONS**

**Accredited:** certified as filling academic standards or requirements; courses recognized and accepted by certain other collegiate institutions.

**Administration:** officers, such as the Chief Executive Officer, Dean of Instruction, directors, registrar, etc., who direct branch operations.

**Advisor:** a faculty or staff member appointed to assist students in the areas of academics, financial aid or career planning.

**Affirmative Action:** a program ensuring fair and equal recruitment, employment and advancement for all members of the campus community.

**Associates Degree:** a degree awarded for completion of a prescribed program of study for a two-year duration (full-time enrollment) and a minimum of 60 credit hours.

**Auditing classes:** a student's option to pay for and attend classes without being obliged to do the required work and without credit.

**Branch campus:** division of a college or university located away from the main campus, generally offering occupational and transfer programs.

**Career/Technical course:** a course offered within a specific occupational area, formerly designated with a "T" (e.g., OBT 155T).

**Catalog:** an official publication detailing university policies.

**Certificate:** an official document awarded to indicate the completion of the requirements of a particular one-year education program (full-time enrollment) with a minimum of 30 credit hours.

**Class load:** the number of hours attempted by a student per semester; 12 hours is the minimum full-time load, and over 18 hours must be approved by the Director of Student Affairs or the Dean of Instruction.

**Co-requisite:** a course which must be taken at the same time as another designated course, usually in the same or a similar field.

**Credit hour:** a course work measurement term based on actual classroom hours involved; one semester hour is normally equal to 50 minutes of class per week for a 16-week semester.

**Degree:** an academic status awarded by a college or a university signifying successful completion of a program of study.

**Degree plan:** a program of courses leading to completion of requirements specified for a degree (i.e., associates, bachelors, masters), diploma or certificate.

**Elective:** a course not required for graduation or for the fulfillment of requirements for a major. To assist in choosing electives, students should consult an advisor and either this catalog or, if students plan to transfer, the catalog of the college they expect to attend.

**Fees:** monetary charges for the use of labs and other special materials required for a course.

**Good standing:** a student whose cumulative grade point average is equal to or greater than 2.0 is in "good standing."

**Grade Point Average (GPA):** total number of grade points earned divided by semester hours attempted.

**Lower division courses:** freshman and sophomore level classes.

**Major:** a student's chosen, concentrated field of study.

**Part-time student:** a student who is enrolled for fewer than 12 semester hours during the regular semester or fewer than 5 semester hours during a summer session.

**Plagiarizing:** to knowingly copy or steal the work of another individual or a written source and present it as your own; may result in a student receiving a failing grade in a course.

**Prerequisite:** a course or courses that must be taken, or other requirements which must be met, before advanced courses may be taken.

**Probation:** the status imposed upon a student due to low grades or improper conduct, usually defined by a specific time limit.

**Registrar:** the college administrative officer in charge of student academic records.

**Registration:** the official process of enrollment.

**Semester:** an academic term for a period of time, usually 16 weeks long, established for the purpose of offering a course of study.

**Summer session:** usually an 8-week term of study offered during the summer months.

**Suspension:** action taken by university officials when a student fails to maintain a designated grade point average in an academic program or for disciplinary reasons. The action results in a student being unable to enroll in coursework for a period of one semester.

**Transcript:** an official document of a student's record indicating courses taken, grades received, GPA earned and certificates or degrees completed.

**Tuition:** a fixed amount of money charged a student for each academic credit of instruction.

**Withdrawal:** a release from enrollment in one or more courses. The student initiates the withdrawal by notifying the Admissions Office and completing the proper forms. A student who ceases to attend classes but does not officially withdraw will nevertheless receive a letter grade for each course in which he/she is enrolled.

## **ADMISSIONS**

### **Information**

UNM-Valecia Campus admits all qualified New Mexico applicants. Within the limits of its resources, it also accepts qualified students from other states and foreign countries. Because of the great diversity of UNM-Valecia's students, special application and admission procedures have been created to meet the needs of the students served – including entering freshmen, transfer students, non-degree students, certificate students, associate degree students, and unclassified students.

### **Lobo ID and Social Security Numbers**

For the initial application, students will need to disclose their Social Security Number to the University for Identification Purposes. The university will protect the confidentiality of the SSN as required by law. Once the student is admitted, a UNM ID number will be assigned and used for all access to records.

In order for students to register they will need to create a UNM NetID and a password to access registration and financial aid information through my.unm.edu under the Student Life Tab. The Login ID should not be your Social Security number. Please keep your Login ID information and password to maintain your access.

### **The Application Process**

Applications for admission to UNM-Valecia are available online at [www.unm.edu/apply](http://www.unm.edu/apply), at the Admission/Registration Office or by calling 925.8580.

Applications are required for students who:

1. Have not previously attended UNM-Valecia;
2. Have not attended UNM-Valecia for an academic year or more and are seeking readmission;
3. Are changing from non-degree/unclassified status to an Associate degree status;
4. Are changing from a certificate to an Associate degree program;
5. Are changing from a Bachelor's degree program to an Associate degree program.

Once an application is completed, the student should submit it to the Admission/Registration Office, UNM-Valecia Campus, 280 La Entrada Rd., Los Lunas, N.M. 87031. If more information is required, a notice is sent requesting the necessary information. Once all the necessary information is received and the student is found to be in good standing, a notice is sent informing the student of his/her acceptance.

## **Admission Requirements**

UNM-Valencia essentially has an open-door admission policy. Admission is available to any student, not currently under suspension from any post-secondary institution, who meets at least one of the following criteria:

1. Graduate of high school accredited by a regional accrediting association;
2. Has valid High School Equivalency; or
3. Is 18 years or older and not currently enrolled in high school. An admission to UNM-Valencia does not necessarily mean acceptance into specific programs.

Please contact the Admission/Registration Office for more information at 505.925.8580. In addition, the following requirements apply to students enrolled in degree or certificate programs, unclassified/non-degree seeking students, and students who attended home school:

### **Associate Degrees**

Please refer to the Application for Admission section for general information on the admissions process. Other requirements include:

1. \$15 nonrefundable application fee;
2. Official high school transcript with graduation date or High School Equivalency transcript; and
3. Official college transcripts from each post-secondary institution you have attended; these must be sent to UNM-Valencia directly from the institution of origin.

Transcripts must be in the Registrar's Office by the Friday before the last day of regular registration.

### **Certificate Programs**

Please refer to the Application for Admission section for general information on the admissions process. Other requirements include:

1. \$15 nonrefundable application fee.

### **Unclassified/Non-Degree**

Please refer to the Application for Admission section for general information on the admissions process. Please be aware that unclassified and/or non-degree students are not eligible for financial aid.

### **Requirements for Non-Accredited High School or Home School Students**

The University provides admission for those students (minimum age 16) who have been home-schooled or attended a non-accredited high school. Home School students must submit the following materials:

1. Application for Admission.
2. A \$15 nonrefundable fee.
3. Passing High School Equivalency test or home school transcript reflecting a graduation date.

### **Requirements for International Students**

All International applications are processed at the International Admissions office at UNM-Main Campus.

### **Dual Credit and Concurrent Enrollment**

Dual credit is a program that provides public high school students the opportunity to receive credit for both a high school course and a college course by taking a single qualifying course. Dual credit is a state statute, revised in 2007 by the State Legislature – Senate Bill 943, Statutory Authority, Section 9-25-8 NMSA (01/01/08). Concurrent enrollment functions similarly but does not require that the college course be aligned with a corresponding high school course. Consequently, the student is not guaranteed that the high school will accept the college credit toward high school graduation requirement. Unlike dual credit, concurrent enrollment is an option available to private and home schooled students.

One form of dual credit, referred to as college-offered, requires that the student attend regularly scheduled UNM-Valencia courses, either on campus or at an off-site (which may include the high school site after hours). Another form of dual credit, referred to as school-offered, allows students to receive college credit for courses they're taking at the high school. In addition, dual credit courses can be academic or career-technical in nature. These will be referred to as academic and vocational-special, respectively. Developmental or remedial courses cannot be offered for dual credit.

Admission for this program is a non-degree status and does not constitute regular admission to UNM-Valencia. To be considered for dual credit or concurrent enrollment it is necessary for the student to meet the following minimum eligibility requirements:

To qualify for academic dual credit or concurrent enrollment courses, a high school student must:

1. Be a public high school or home school student (Note: Private school students are on concurrent enrollment status only);
2. Be at least 16 years old (exceptions can be made in certain situations with approval of a parent, high school principal, and college dean);
3. Have a minimum 2.5 GPA;
4. Achieve minimum qualifying score on the ACT, SAT, or ACCUPLACER tests (this applies to English and mathematics courses and courses which require college-level English or mathematics prerequisites); and
5. Complete the Dual Enrollment Initial Application Packet form provided by UNM-Valencia and provide an official high school transcript.

To qualify for vocational-special dual credit courses a high school student must:

1. Be a public high school student (please see note in Number 1 above);
2. Be at least a high school freshman;
3. Have a minimum 2.0 GPA;
4. Complete the Vocational Special form provided by UNM-Valencia and provide an official high school transcript.

#### **Transferring to UNM-Valencia Campus**

Students who wish to transfer to UNM-Valencia from other schools must meet the same admissions requirements as all other applicants. Students must indicate on the application all previous college attendance. Applicants may not ignore previous college attendance even if they prefer to repeat all previous work. Students found guilty of nondisclosure or misrepresentation in filling out admissions forms are subject to disciplinary action, including possible disenrollment. To receive transfer credit from previous institutions, official transcripts from those institutions must be mailed directly to UNM-Valencia, Admission/Registration Office. A transfer evaluation, reflecting those transfer credits acceptable at UNM, will be generated only after the student is officially admitted to a degree program at UNM-Valencia or UNM-Main.

Transfer students will be awarded full credit for coursework completed with grades of C or higher at fully accredited institutions if the courses are the same or equivalent to UNM courses. Neither UNM nor UNM-Valencia, however, accepts remedial coursework for transfer. Only credit earned in nontechnical subjects is initially accepted from technical institutes, which are accredited by a regional collegiate accrediting association. Normally, no credit is accepted by UNM from technical institutions, business schools, or other post high school institutions, which are not members of regional collegiate accrediting associations. However, students applying to, or currently enrolled in, the University who have earned technical credit which they believe would be applicable to the program they are pursuing may have official transcripts sent from their previous schools to the UNM-Valencia Office of Admissions. It will then be the student's responsibility to request referral of the transcript by the Admissions Office to the department of the University having supervision over his/her particular program. The department will determine whether any of the credit is acceptable to its program and return the transcript, with recommendations to the Office of Admissions. An interview or

demonstration of competence, or both, may be required before the decision regarding credit is made. Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the university.

### **Transferability of UNM-Valencia Courses**

The institution to which the student transfers determines transferability of courses taken at UNM-Valencia. General education (e.g. math, English, sciences, humanities, etc.) courses numbered 101 or above are generally accepted by other institutions when these courses are part of, or are applicable to, a degree program at that institution.

### **Career/Technical Courses**

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as The Organization, Information and Learning Sciences (OILS) program. In addition, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree-granting program. Your Advisor can help identify which courses are considered career/technical.

### **New Mexico Residency Requirements**

A student who enters and remains in New Mexico principally to obtain an education is presumed to continue to reside outside this state. This presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. The burden of proof is on the student.

A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian. Nonresident students who believe they have satisfied requirements for establishing New Mexico residency must file a petition with the Office of Admissions accompanied by the appropriate documents of evidence in the manner described in the petition. All documents submitted for this purpose are kept confidential.

To become a legal resident of New Mexico, four basic requirements must be completed by the student. Each person must meet the requirements individually.

1. The Twelve-Month Consecutive Presence Requirement. A student must physically reside in the state for twelve (12) consecutive months immediately preceding the term for which the student submits his petition. **Note:** A student cannot begin to complete the 12-month requirement until his/her 18<sup>th</sup> birthday.

2. The Financial Independence Requirement. Only persons who are financially independent may establish residency apart from parents or guardians regardless of age. A student who is financially dependent upon his/her parents or legal guardian who are nonresidents of New Mexico cannot be approved for residency. Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. At the time the student applies for residency (if under 23 years of age), a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the application. If the student is shown to be a dependent on this tax form, he/she is not eligible for residency apart from his/her parents or guardian.

3. The Written Declaration of "Intent" Requirement. The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico.

4. The Overt Acts Requirement. New Mexico requires the completion of several "overt" acts which support the student's declaration of "intent" to become a permanent resident. The required overt acts are evidence of any two of the following:

- a. Securing a New Mexico driver's license;
- b. Securing a New Mexico automobile registration;
- c. Registering to vote in New Mexico;

- d. Filing a New Mexico state tax return for the previous year;
- e. Securing employment in the state.

Other relevant factors may be considered along with those itemized above.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above. For example, additional documentation which may be requested of the student may include: 1) evidence of a long established bank account of at least six months in New Mexico, or 2) evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

The New Mexico Higher Education Department recognizes that there may be circumstances in which a student would not be able to fulfill the requirements of an overt act as listed in this section, such as: 1) individual is physically disabled and does not have a driver's license, or 2) individual is a convicted felon and therefore cannot vote, etc. In instances such as these, the institution will afford the student an opportunity to provide other documented evidence or reasonable explanation that demonstrates that permanent residency in New Mexico has been established.

### **Exceptions to Residency Regulations**

The following exceptions apply to the requirements to establish residency:

1. Marriage. An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month duration requirement, but must satisfy all other requirements.
2. Work full time. The spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) shall not be required to complete the 12-month durational requirement. However, all other requirements must be satisfied.
3. Armed Forces. Active duty military stationed in New Mexico, their spouses, and dependents are eligible for waivers of nonresident tuition. A form available from the Admissions and Records Office must be submitted to obtain this waiver.
- 4 Retirement. Any person who moves to New Mexico for retirement purposes and/or who provides appropriate evidence of retirement and is at least 65 years of age, shall have an exemption for his or her spouse and dependents in that they shall not be required to complete the 12-month durational requirement. He/she must, however, satisfy the other requirements of residency.
5. Members of an American Indian nation, tribe or pueblo located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at UNM-Valencia.

Federal service employees and military personnel who were legal residents of New Mexico prior to entering federal service or the armed forces may retain their New Mexico residency while assigned out of the state so long as they take no action inconsistent with legal residence in New Mexico. Examples of such inconsistent actions are voting in another state, remaining outside New Mexico for an unreasonable time after separation from government service, or establishing another residence.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available from the Registrar's Office, Student Services Center.

## **REGISTRATION**

### **Schedule of Classes**

Schedules listing Fall and Spring semesters and Summer session course offerings, dates, times, places and instructors are made available online at [valencia.unm.edu](http://valencia.unm.edu).

### **Dates of Registration**

Dates of registration are printed on each semester's schedule of classes and can be found online at [my.unm.edu](http://my.unm.edu) – Student Life tab, Academic Resources: Calendar.

### **Key Deadline Dates**

To view relevant deadlines during term, refer to [registrar.unm.edu](http://registrar.unm.edu) and click on Deadline Dates and/or Academic Calendar.

### **New Student Orientation Program**

Mandatory new student orientation sessions, where students learn about the existing support programs offered by the college, are offered several times prior to the summer, fall and spring semesters for new students. Contact Academic Advisement for dates, times and to schedule an orientation.

### **LoboWeb**

Students are eligible to use the LoboWeb registration system if they have been admitted to the college, paid a \$15 application fee and visited with an academic advisor. LoboWeb can be accessed by logging in to [my.unm.edu](http://my.unm.edu) with your UNM NetID and password, and then clicking on the Student Life tab. Once there, click on the LoboWeb logo to enter.

### **Class Cancellations**

UNM-Valencia reserves the right to cancel any course subject to budgetary requirements, enrollment figures, and/or availability of instructors. Because the major determining factor for cancellations is enrollment, it is very important that students register promptly during the scheduled registration period.

### **Registration for Closed Class and Disenrollment Policy**

No student will be allowed to enroll in a class which is closed. In some instances a decision may be made to increase the class cap or to create more sections in order to accommodate more students. In addition, students are asked not to petition any administrator, faculty or Student Services staff for admission to a closed class. Instead, a student who wishes to enroll in a closed class may place his/her name on a waiting list available in LoboWeb. As room becomes available in the closed class, students will be contacted in the order that the petition was submitted for immediate enrollment in the class. Student will be notified via email as to availability in closed classes and will be able to register themselves via LoboWeb.

Students who have outstanding balances from a prior semester at the end of the day on the Friday of the second week of classes will be disenrolled from all courses in which they are enrolled on the following business day. Likewise, students who fail to attend any session of a closed class by the end of the first week of classes (regardless of payment status) without notifying and receiving approval from the instructor, will be dropped from the course on the following business day.

## **ENROLLMENT**

### **Class Hours and Credit Hours**

Most academic courses meet 150 minutes a week for sixteen weeks and earn three credit hours per semester.

### **Course Load Guidelines**

A student's "course load" refers to the total number of credit hours for which a student is enrolled in a given semester. A full-time course load is defined in different ways. For tuition purposes, full-time status is defined as 12 or more credit hours during the fall or spring semesters. However, most UNM degree programs expect a student to average 16 credit hours per semester in order to complete an associate degree in two years and a Bachelor's degree in four years.

Students are considered full-time students if they are enrolled from six to nine (6-9) credit hours during the summer session, and are considered part time if enrolled from one to five (1-5) credit hours. Students may not enroll for more than 18 credit hours during a regular semester and 9 credit hours during the summer without approval from the Director of Student Affairs. A student enrolled for more than 18 credit hours in the fall and/or spring is charged tuition per credit hour for the excess hours. This additional tuition is nonrefundable.

### **Academic Year (fall or spring semester)**

- 1) Full-time: 12 or more credit hours
- 2) Three-quarter time: 9-11 credit hours
- 3) Half-time: 6-8 credit hours
- 4) Part-time: 5 or fewer credit hours

### **Academic Year (summer session)**

- 1) Full-time: 6 or more credit hours.
- 2) Half-time: 3-5 credit hours
- 3) Part-time: 2 or fewer credit hours.

### **Changes in Credit Enrollment**

Academic program changes must be initiated by the student by obtaining appropriate forms from the Student Services Center, completing these forms, and returning them to the Registrar's Office by the deadline dates indicated below.

**1) Adding Credits:** Courses may be added to the student's program until the end of the second week of the fall or spring semester, or the first week of the summer session.

**2) Dropping Credits:** A student may drop courses until the end of the third week of the fall and spring semesters. Grades will not be assigned and the dropped courses will not appear on the student's academic record.

A student may withdraw from a course after the sixth week and before the end of the twelfth week of classes without approval from the Director of Student Affairs

Students who drop or withdraw after the deadline will receive a "W" in their class(es). The "W" means the student withdrew from the class after the first week of instruction. This grade will not have an impact on the student's grade point average. To drop a class after the twelfth week, approval must be obtained from the Director of Student Affairs. Students are not permitted to withdraw from the University or drop a class during the week of final exams.

Students are responsible for the completion of every course for which they have registered. If they drop a course at any time without complying with the official change of enrollment procedures, they receive a grade of "F" in the course. (See the section on "Withdrawal" for procedures for dropping all courses.)

For summer session and short courses, deadlines for processing drops, adds, withdrawals, and grade options vary according to the length of the course. Consult the schedule of classes for specific dates.

### **Credit/Non-Credit Option (CR/NC)**

The Credit/Non-Credit grading option is open only to undergraduate and non-degree students enrolling in non-major courses. Students who do not satisfactorily complete a course under CR/NC grading receive a "NC." CR-Credit is equivalent to at least a grade of "C." A course may be changed from a traditional grade to CR/NC grade option up to the end of the fourth week of classes. A change from CR/NC to a traditional grading system may also be made prior to the end of the fourth week of classes. A maximum of 12 credit hours graded CR/NC is allowed toward an associate degree. Hours earned under which grading is specifically approved for CR/NC are not included in the 12 hour maximum allowed toward a student's degree under the CR/NC grade option.

The following may not be taken under the CR/NC option: 1) courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of CR/NC grading; 2) in some departments and colleges, courses that are part of the student's minor (see specific college and departmental requirements); 3) courses the student is repeating after first having taken the course under the regular grading systems. Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a CR/NC option basis.

Certain undesirable consequences may result from exercising the CR/NC option. For example, some college and university scholarship committees and honorary societies do not accept this grading system and convert grades of "Credit" to C and "No Credit" to F when computing grade point averages. It is recommended that an advisor be consulted when using this grading option.

### **Auditing a Course**

A student may register for a course as an auditor. The fee for audited courses is the same as for credit courses, although the student does not receive academic credit or grades. No changes in audit status may be made after the fourth week of classes. An auditor who fails to attend class on a regular basis may be dropped at the instructor's request.

### **Technical Courses**

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as the Organization, Information and Learning Sciences (OILS) program. Your advisor can help identify which courses are considered career/technical.

### **Change in Grading Option**

No change in grading option may be made after the end of the fourth week of the fall or spring semester, or the second week of the summer session for most courses.

After registration has been completed, any change in grading option requires the completion of a Program Change Request form available in the Registrar's Office.

It is solely the responsibility of students to make certain that they are registered under the proper grading option for each of their courses.

### **Attendance**

Students are expected to attend all meetings of their classes unless excused by the instructor. A student with excessive absences may be dropped from a course with a grade "W," by an instructor. Absences due to illness, field trips, athletic trips, and so forth do not relieve the student of the responsibility for missing assignments. It is the obligation of the student to take the initiative in arranging with the instructor to make up missed work. Students who are absent from final examinations or other closing exercises of their classes without an approved excuse are given the grade of "F."

**Note:** Faculty are *not* responsible for dropping students who do not attend.

## **Withdrawal**

When students want to withdraw from all of their courses in a semester, they must obtain a withdrawal form from the Registrar's Office. When a student withdraws officially from UNM-Valencia during the first three weeks of the fall or spring semester, or the first two weeks of the summer session, no grades are assigned. Course withdrawals after three weeks are subject to a grade of "W." The grade of "W" is not computed in the student's grade point average, however is considered as attempted hours. Course withdrawals may be processed through the end of the fifteenth week. However, course withdrawals submitted after the twelfth week must be approved by the Director of Student Affairs.

When students leave the University any time during a semester and do not carry out their withdrawal according to these regulations, they become liable for a grade of "F" in each of their classes, even though they may have been passing their courses up to the time of leaving.

## **Enrollment Certification**

UNM-Valencia is frequently requested to certify a student's enrollment status as to full time, half time, etc. Guidelines are used primarily to verify enrollment for the purpose of financial aid eligibility and loan deferments. Students withdrawing after the third week of classes are subject to grade of W. Courses taken in Audit status, Extension, or Correspondence status also are not included in total course load, for purposes of enrollment verification.

The National Clearinghouse is now The University of New Mexico-Valencia Campus' authorized agent for providing enrollment and degree verifications. If an employer or background screening firm requests this information, please have them contact the National Student Clearinghouse at 703.742.4200 or visit their website [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

Students requesting Enrollment Certification are referred to The National Clearinghouse. If a student wishes to have their entire academic history certified they must request a transcript. Transcripts are printed at the student's request using a valid photo ID. UNM-Valencia does not certify expected graduation date. Contact the Registrar's office to request enrollment certification.

## **GRADING PROCEDURES**

### **Grades**

The grades awarded in UNM-Valencia courses measure the quality of work achieved in each course. The meaning as well as the fractionated grade points per credit hour, are as follows:

<b>Letter Grade</b>	<b>Interpretation</b>	<b>Grade Point</b>
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A+	Excellent	4.33
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
*C-	Satisfactory	1.67
D+	Barely Passed	1.33
D	Barely Passed	1.00
D-	Barely Passed	0.67
F	Failed	0.00

**Note:** Only a grade of "C" or better is accepted toward fulfillment of all program requirements for graduation.

## **Grading Options and Descriptions**

**Credit (CR):** Gives the student credit for the course but is not computed in the student's grade point average. A grade of CR is roughly equivalent to at least a grade of "C" (see section on CR/NC above).

**No Credit (NC):** Does not give the student credit for the course and is not computed in the student's grade point average. A grade of NC is roughly equivalent to a grade "C-" or less. (see section on CR/NC above). Note: although NC is not computed into the student grade point average, it is considered a failing grade.

**Incomplete (I):** The grade of "I" is given only when circumstances beyond the student's control have prevented completion of a course within the official dates of a session or semester.

**Audit (Audit):** Recorded for completion of enrollment in an audited course. No credit is earned for an Audit grade option.

**Withdrawal (W):** A "W" grade is used for approved administrative withdrawals.

## **Grade Point Average**

A student's academic standing is measured in terms of a Grade Point Average (GPA). The GPA is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted at UNM. Grades of "W", "CR", or "I" are not included in this computation. GPA is calculated for each semester and for all semesters completed. The latter is known as the student's cumulative or overall GPA.

## **Change of Grade**

Any change of grade (except for the removal of an Incomplete) after the grade is on record in the Registrar's Office can be made only after the reasons for such a change have been submitted in writing by the instructor concerned and is approved by the UNM-Main Campus Admissions and Registration Committee. Such a change in grade must be requested within 12 months after the end of the grading period. No grade (except an Incomplete) can be raised by completion of extra work or by special examination.

## **Removal of Incomplete ("I") Grade**

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a session. Students should not reenroll or reregister (for credit) in a course for which an Incomplete has been received in order to remove the Incomplete.

Incomplete grades must be resolved no later than one year (12 months) from the published end day of the semester in which the grade was assigned. An Incomplete may be removed even though a student is not enrolled in residence. Students are responsible for making arrangements with the instructor for removal of an Incomplete. An Incomplete is changed to a grade by completing the work prescribed by the instructor. Incomplete grades not removed in accordance with these policies are automatically converted to "F" (failure). In order to be eligible for graduation, an incomplete grade must be removed.

### **Follow these steps to remove an Incomplete:**

1. The instructor submits the completed grade electronically.
2. The grade automatically updates the student's record.

## **Grade Replacement Policy**

A student may repeat any course, but receives credit only once. (This does not apply to courses noted "may be repeated more than once.")

Any course acceptable toward an undergraduate degree can be repeated one time for improvement of a grade.

Attempted courses remain on the student record; however, the lower grade is removed from the calculation of the GPA and the new grade is included. The student receives credit only once. Only 12 hours of course work may be repeated for

grade improvement. This process is not automatic. A student must contact the Registrar's Office regarding the correct procedure.

No repeated course is allowed for grade improvement after a degree has been awarded. A student who fails a course at UNM and repeats the same course with a grade of "C" or better at another college or university may have the credit accepted for transfer, but the "F" earned at UNM continues to be computed in the grade point average.

### **Examinations**

Examinations, other than final examinations, may be given during each course at the discretion of the instructor. A final examination for each course is administered during the last week of the semester. Final examination schedules are available from the Dean of Instruction's office and in the current schedule of classes. They also are posted on campus several weeks prior to the final examination period. Only under exceptional circumstances may a student take the final examination at a time other than the officially scheduled time.

### **Probation and Suspension**

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may soon become eligible for suspension. Students are placed on academic probation when their cumulative grade point average falls below the minimum requirements established in the UNM-Main catalog. In the case of Unclassified, Certificate, and Associate degree students at UNM-Valencia, a 2.0 GPA is required to remain in good academic standing. Students are subject to suspension at the end of any semester or session unless they have succeeded in removing themselves from probation or have shown adequate improvement from semester to semester.

At registration time, the Director of Student Affairs may limit a student on probation to enroll for a minimum number of hours and may at any time require a student on probation to drop hours that seem beyond his or her ability. In addition, students on academic probation are required to meet with an academic advisor a minimum of three times during the probation period. Students suspended for the first time are not eligible to reenter the university for a period of one semester from the date of suspension. Students under a repeated suspension are not eligible to reenter the university for a period of one academic year from the date of the suspension. Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension. Readmission at the end of the suspension period requires the approval of the UNM-Valencia Director of Student Affairs.

Students suspended for poor scholarship in the past are considered on probation when they return to the University, as are students who withdrew from the University while on probation, unless their withdrawal makes them subject to suspension.

Credits earned at other institutions while on suspension are not accepted at UNM-Valencia as transfer credit.

### **Grade Petition Procedure**

Article 8 of the University of New Mexico Student Grievance Procedure sets forth the procedures which should be followed by a student seeking retroactive withdrawal, enrollment or disenrollment, or for other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the University Catalog.

1. A student seeking retroactive withdrawal, enrollment, grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Records and Registration Office. **This petition process does not cover disputes involving academic judgement (refer to the UNM Pathfinder, "Student Grievance Procedure," Article 2, Academic Disputes).**
2. The petition must state the nature of the request (*specific expected results*), specify the semester involved, the course and section number, the student's name, identification number, mailing address and telephone number. **It must include documentation of extenuating circumstances, such as medical, family or employment needs. The petition must be typed and signed.**

3. A student may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade (effective as of April 2005 as approved by Faculty Senate Operations Committee). **This means no grade change can be petitioned after two years in which the course(s) was/were taken.**
4. Upon receipt of student's petition, the instructor(s) involved is contacted for a statement concerning the request.
5. The petition (along with instructor comments) is forwarded to the Grade Petition Subcommittee of the Faculty Senate Admission and Records Committee for review and decision. If the petition is approved, appropriate modifications are made to the student record.
6. The student is notified in writing of the outcome of the petition. The decision of the subcommittee is final.
7. The student is responsible for tuition and fees incurred.

#### **Academic Renewal Policy**

Academic Renewal applies to undergraduate degree-seeking students who have been readmitted to UNM or UNM-Valencia after an absence of five years. The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned credits and recalculation of the student's grade point average from the point of readmission.

Students may obtain petition forms and details from the UNM-Valencia Registrar's Office.

#### **Academic Rights and Responsibilities of Students**

UNM has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM-Valencia catalog and on the campus website. These policies are in keeping with the Family Education Rights & Privacy Act regarding confidentiality of records. The Student Grievance policy and Student Disciplinary procedures are included in the Appendices of this catalog.

#### **Catalog Requirements**

Students may graduate under the catalog requirements for the year in which they were enrolled for the first time in the academic or career/technical program in which they are seeking a degree, provided they complete the graduation requirements within a continuous six-year period. If students interrupt attendance or transfer from one academic or career/technical program to another within the university, they must graduate under the degree requirements of the catalog in effect at the time of their readmission or transfer. Students who do not register for one or more semesters are covered by the catalog in effect at the time of re-enrollment.

*Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them.*

#### **Director's List**

To qualify, a student must have completed a minimum of 6 credit hours at UNM-Valencia. In addition:

1. Students must complete at least six (6) credit hours with regular grading option in a given semester at the UNM-Valencia;
2. A semester Grade Point Average (GPA) of 3.5 is required; and
3. No grade lower than a "C" (not "C-") is acceptable.
4. Students with a grade of 'NC' and/or 'I' will not be eligible for the Director's List.

## **GRADUATION REQUIREMENTS**

### **Associate Degrees**

Candidates for associate degrees offered by UNM-Valencia must meet the following minimum degree requirements and are subject to the following University limitations:

- 1) A minimum of 60 acceptable semester hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 60 hours, upon approval of the appropriate degree-granting program.
- 2) A minimum of 15 semester hours must be earned in residence at UNM, exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transferring Students for transfer credit regulations).
- 3) Of the 60 hours minimum, no more than 9 semester hours may be earned by extension or correspondence.
- 4) The student must have a cumulative grade point average of at least 2.00.
- 5) Introductory Studies 100 courses may not be used to satisfy any of the above requirements.

### **Certificates**

Candidates for certificates offered by UNM-Valencia must meet the following minimum requirements and are subject to the following university limitations:

- 1) The minimum acceptable semester hours as defined by the program must be earned. Technical-vocational work (up to the limit specified) may be included upon approval of the certificate-granting program.
- 2) The student must have a cumulative grade point average of at least 2.00.

### **Second Associate Degree/Second Certificate**

A

second certificate or a second associate degree will not be granted until a student has earned a minimum of 15 semester hours above the requirements for the first certificate or degree and fulfilled all requirements for the second certificate or degree including residence requirements.

### **Commencement**

The Valencia Campus holds commencement exercises in May. Eligible candidates who completed their academic program during the previous summer, fall and spring semesters are invited to participate in the commencement ceremony.

### **Graduation with Honors**

Students completing an associate degree with a minimum cumulative GPA of 3.5 will graduate with Honors. The student(s) with the top cumulative GPA are honored and named Valedictorian(s) at the spring graduation ceremony.

### **Transcripts**

Both current and former students may request official transcripts online at [registrar.unm.edu/](http://registrar.unm.edu/). The fee for each official transcript requested is \$5. Unofficial transcripts can be requested online, or by presenting proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) at the Registrar's Office for a printed copy, at no charge.

### **Access to and Confidentiality of Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days after the university receives a written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make

arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record by writing the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the university; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; honorary societies, and other chartered student organizations, only for determining eligibility requirements when the societies and/or organizations do not unlawfully discriminate; and National Collegiate Athletic Association and the Mountain West Conference only for the purposes of conforming to eligibility rules for athletic competition. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The university discloses education records without a student's consent to officials of another school who have requested the records and in which a student seeks or intends to enroll.

4) The right to refuse to permit the designation of the following categories of personally identifiable information as directory information which is public information not subject to the above restrictions on disclosure:

- a. Name;
- b. Address (school and permanent);
- c. Telephone listing;
- d. Electronic mail address;
- e. Date of birth;
- f. Major field of study (including current classification, year, credit load and number of academic credits earned towards degree);
- g. Dates of attendance (matriculation and withdrawal dates);
- h. Degrees and awards received (type of degree and date granted);
- i. Most recent previous educational agency or institution attended; and
- j. Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Note:** A student wanting to keep confidential the directory information listed above should file a written request with the Registrar's Office.

5. All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

## **STUDENT SERVICES**

### **Academic Advisement**

Academic Advisement is an integral part of each student's educational experience at UNM-Valencia. Academic advisors provide detailed information about educational programs, academic procedures, and financial aid opportunities to new, returning and continuing students. Students are urged to discuss their ongoing educational and professional goals with academic advisors in Advisement Services located in the Student Services building.

Academic and program advisement are available by walk-in or appointment by calling 505.925.8560. Students with 26 or fewer completed credit hours (excluding developmental courses) must see an academic advisor before registering, adding or dropping classes. However, all students are urged to review course selections with an academic advisor prior to registration.

Students who have decided upon a UNM-Valencia or UNM degree major are encouraged to meet with UNM-Valencia academic advisors to develop a program of study plan and to make sure that steady progress is being made towards completion of the degree.

Students who have not yet decided on a specific degree program should meet with an academic advisor to review education goals prior to registration. Academic advisors can refer students to career services for assessments and career information. However, program and course selections are ultimately the student's responsibility.

Academic advisors can help in many different areas, not only scheduling classes. If you have questions about grades or grading options, grade point average, applying to graduate, transferring to main campus or other schools, or any other related issues or university policies, an academic advisor can help get the information you need.

### **Upward Bound Program**

The Upward Bound Program is a precollege academic achievement program designed to help high school students develop the motivation and skills that are required to graduate high school and successfully complete a college degree. During the academic year and summer program students will be provided with personal, vocational, and academic counseling. The program is designed to build academic skills and to provide a variety of career, cultural, and social experiences.

The Upward Bound Program is available to students attending Belen, Los Lunas and Valencia High Schools. For admission to the program, students must meet certain criteria set forth by the U.S. Department of Education. Students may request a pre-application form and tutoring information from their high school Counselor. To participate in the program or for more information call Upward Bound at 505.925.8861.

### **Career Services Center**

The Career Services Center is available to students who have not yet formulated a major or have not yet determined a career path. The center helps students to determine possible career and academic areas of concentration through career counseling which may include taking various interest assessments. The Career Services Center provides career information on most occupations and guidance on how to access and use the information to make occupational choices. Additionally, the Career Services Center provides assistance in resume writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

Career counseling is a free service for UNM-Valencia students, staff, faculty, and community members within the UNM-Valencia service area.

### **Career Placement**

The ultimate goal of the Career Services Center is to assist students in finding suitable employment. In order to accomplish this, the Career Services Center staff provides students with the necessary training to acquire employment.

Although graduates of UNM-Valencia are responsible for finding their own employment, the Career Services Center staff will provide job-seeking assistance.

Individual and group presentations and workshops are available on such topics as conducting job searches, interviewing skills, résumé writing, and decision making skills.

### **Cooperative Education/Internship Programs**

Cooperative Education and Internships are opportunities for students to gain work experience in a position related to their major field of study. Normally, students are eligible for cooperative education when they have completed their freshmen curriculum (or are nearing the end of their career/technical program in which they have acquired the necessary entry-level skills in their respective field). The number of clock hours a student must work in order to receive credit depends on the individual program. In order for academic credit to be awarded for a cooperative education experience or internship, the program must be approved through the Career Services Center. Interested students should contact Career Services at 505.925.8560 for information on current Cooperative Education/Internship listings.

### **UNM-Main Campus College Advisement Centers**

Students wanting to transfer to a four-year institution are encouraged to plan their academic studies wisely by seeing a UNM-Valencia advisor as soon as they decide they want to transfer. If a student plans to transfer to the UNM-Main Campus, the College Advisement Centers listed below should also be contacted for academic planning while attending UNM-Valencia:

<b>Department</b>	<b>Phone Number</b>
Anderson Schools of Management	505.277.6471
Architecture/Planning	505.277.2903
Arts and Sciences	505.277.4621
Dental Medicine	505.272.4513
Education	505.277.2231
Engineering	505.277.5521
Fine Arts	505.277.2112
Law	505.277.2146
Medicine (Pre-Med)	505.272.4766
Non-degree	505.277.2631
Nursing	505.272.4223
Pharmacy	505.272.3241
University College	505.277.2631

### **Assessment Center**

#### **High School Equivalency Exams**

High school equivalency exams are offered through the Assessment Center located in the Student Services building. Testing times and availability are subject to change. Cost of the four-part GED® exam is \$80 and the cost of the five part HiSET exam is \$50. For registration and scheduling of exams please visit GED.com or HiSET.ETS.org. Contact the Assessment Center for questions and for approval of underage forms at 505.925.8560. All candidates are encouraged to prepare for the exam at the Adult Education Center before registering for the official high school equivalency exams. You may contact the Adult Education Center at 505.925.8900.

### **Course Placement Testing**

Placement tests in reading, mathematics, and writing are offered prior to and during each registration period. Placement tests are administered by the Assessment Center located in the Student Services building. The ACCUPLACER assessment

is used to determine a student's placement level. Testing is available by appointment or on a walk-in basis; please contact the Assessment Center at 925-8560 for test dates and times.

New students registering for more than four semester hours of credit or enrolling in a mathematics or English course must take a reading, mathematics, and English placement test. Exemptions are made for students who have: 1) appropriate ACT or SAT scores, or 2) prerequisite course work at other post-secondary institutions.

Adherence to placement results is mandatory for all students planning to enroll in, or already enrolled in UNM-Valencia course work.

Returning or transfer students registering for more than four semester hours of credit who do not have the appropriate prerequisite course work or ACT/SAT scores must take the appropriate placement test prior to enrolling.

Exemptions to placement requirements are considered on an individual basis by the Director of Student Affairs.

### **College Level Examination Program**

UNM-Valencia participates in the College Level Examination Program (CLEP) administered by the College Board. The University of New Mexico grants credit to newly admitted and regularly enrolled (in undergraduate degree status) students who achieve passing scores on the CLEP exams listed below, as approved by the appropriate departments. For all of these CLEP Examinations, the total semester hours to be accepted towards a student's degree is at the discretion of the pertinent degree-granting college. Therefore, students should contact their college advisors for specific information. No credit is granted for Subject Exams not listed. Students should be aware the CLEP Examinations are intended for people with clear strengths in an area. **Important:** There is a 6-month waiting period before repeating a test.

### **CLEP General Exams**

The university grants credit for qualifying scores on the CLEP General Exams provided the student takes the exam before earning 26 semester hours of acceptable college credit. General credit hours are allowed as follows:

The University of New Mexico requires original transcripts of test results sent from CLEP, Box 1821, Princeton, N.J. 08543. Non-specific credit for these examinations appearing on transcripts from other colleges will not suffice. For more information about CLEP testing and transcripts, please visit the Assessment Center in the Student Services building or call 505.925.8560.

### **CLEP Chart:**

GENERAL EXAMS	SCORE	EQUIV. UNM COURSE	CREDIT GRANTED
Humanities	50	General Credit	6
Natural Science	50	General Credit	6
Social Science & History	50	General Credit	6
CLEP SUBJECT EXAMS	SCORE	EQUIV. UNM COURSE	CREDIT GRANTED (Semester Hours)
Algebra, College	59	Math 121	3
American Government	65	Political Science 200	3
Biology	50	Biology 110	3
Calculus	70	Math 162L	4
Chemistry	63	Chemistry 121L-122L	8
French Language	48	French 101	3
French Language	52	French 101 & 102	6
German Language	63	German 101 & 102	6

Human Growth & Development	63	Psychology 220	3
Macroeconomics, Principles of	54	Economics 105	3
Management, Principles of	54	Management 113	3
Marketing, Principles of	50	Management 222	3
Microeconomics, Principles of	54	Economics 106	3
Psychology, Introductory	56	Psychology 105	3
Sociology, Introductory	59	Sociology 101	3
Spanish Language	45	Spanish 101	3
Spanish Language	50	Spanish 101 & 102	6
Spanish Language	57	Spanish 101, 102, 201 & 202	12
U.S. History I	55	History 161L	3
U.S. History II	55	History 162L	3
Western Civilization I	55	History 101	3
Western Civilization II	55	History 102	3

## **FINANCIAL AID AND SCHOLARSHIPS**

UNM-Valecia makes available a variety of Federal, State and Institutional financial aid to students in need of assistance in meeting the costs of their college education. Applications and information regarding grants, loans, college work-study programs, and scholarships are accessible through the Financial Aid Office.

### **Financial Aid Deadlines and Resources**

Students seeking Federal and/or State financial assistance should submit the Free Application for Federal Student Aid (FAFSA) application by the priority deadline date for fall attendance. Students must reapply for assistance prior to each academic year on October 1<sup>st</sup>. Students are required to complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).

### **Federal and State Grants**

#### **Federal Pell Grant**

This is a federal grant designed to provide financial assistance to those who demonstrate financial need as determined by the FAFSA. The amount is determined on the basis of the student's family's financial resources. A Pell Grant does not have to be repaid.

**Federal Supplemental Educational Opportunity Grant (SEOG).** This program is for those students who demonstrate exceptional financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students must meet the March 1 priority deadline date to be considered for a SEOG. A SEOG does not have to be repaid.

**New Mexico Supplemental Student Incentive Grant (NMSSIG).** The NMSSIG is awarded from state funds for those students with exceptional financial need as determined by the FAFSA. In addition to financial need, the student must be a New Mexico resident, enrolled as a halftime student, and meet the March 1 priority deadline date. A NMSSIG does not have to be repaid.

#### **William D. Ford Direct Loan Program**

The William D. Ford Direct loan program is funded and serviced through the US Department of Education, allowing students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan

monies are available. Students must attend at least halftime (six credit hours) to be eligible. See the Financial Aid Office for information on interest rates and repayment.

### **College Student Work-Study**

The college work-study program is both a state and federal-funded program designed to provide income and work experience to those students who wish to work part-time and who are deemed eligible. Jobs on campus range from the very general to those requiring highly technical skills. Students must complete the FAFSA to be considered.

### **Scholarships**

UNM-Valencia offers scholarships to students based on academic achievement and/or financial need. Awards are made on both an academic year basis and a semester basis. Students who are enrolled full-time, three-quarter-time, or halftime are eligible for these scholarships. Specialty scholarships may be awarded if funding is available.

Students who are recent high school or High School Equivalency graduates are invited to apply for the Bridge and Lottery Success Scholarships. UNM-Valencia Campus requires students who are interested in the Bridge to Success Scholarship to complete the FAFSA in order to determine eligibility. The Lottery Success Scholarship does not require the FAFSA. Further information on the Lottery Success Scholarship can be found at [www.hed.state.nm.us](http://www.hed.state.nm.us).

The Valencia Campus Scholarship Committee determines scholarship deadlines. The Financial Aid Office has information concerning UNM-Valencia scholarships and applications.

### **Satisfactory Academic Progress Guidelines**

Students receiving financial aid from Federal, State or Institutional resources must be making satisfactory academic progress (SAP) in order to continue to receive aid. Academic progress is measured by three components: 1) completion of a degree within the maximum time frame, 2) cumulative grade point average, and 3) earning credit for 67 percent of courses attempted.

### **Veterans**

Educational programs at the Valencia Campus have been approved for persons eligible for VA benefits. Further information concerning the GI Bill Educational Training and Veterans Affairs may be obtained from the Admissions Office. Applications for the various VA programs can be obtained from the VA certifying official. If a veteran has any doubt of his eligibility for any of the programs, additional information can be obtained by calling the VA Regional Office at 1.888.442.4551.

### **Vocational Rehabilitation**

UNM-Valencia also helps individuals receiving funds from the state Division of Vocational Rehabilitation (DVR). Using state and federal monies, the DVR funds education for people who have been determined eligible and who require re-education or retraining to find employment. Applicants must demonstrate the presence of a disability and that disability must be linked to their employability. Any New Mexico resident of employable age who is considered disabled but employable is eligible for the program. Students who feel they may be eligible for this program should contact their local DVR office.

### **Financial Aid Disbursement and Refund Policies**

Financial aid disbursements are done by direct deposit or they are mailed through the UNM Bursar's office. Any questions concerning financial aid checks should be directed to the Financial Aid Office.

Any student who receives Federal financial aid and subsequently withdraws from school may be required to repay that financial aid. This can affect future financial aid eligibility.

Detailed instructions concerning financial aid disbursement and refund policy can be found in the current schedule of classes or at the Financial Aid Office.

## **TUITION AND REFUND POLICY**

### **Cost and Fees<sup>1</sup>**

Description ..... Cost/Fees

#### **New Mexico Resident:**

Part time (i.e., 1-11 credit hours)..... \$69.50 per credit hour

Full time (i.e., 12-18 credit hours)..... \$834

19 or more hours<sup>2</sup> ..... \$69.50 per credit hour

(i.e., above 18 – tuition paid for hours in excess of 18 credit hours is nonrefundable)

#### **Non-Resident:**

7-11 credit hours..... \$188.00 per credit hour

Full-time (i.e., 12-18 credit hours) .....\$2256.00

19 or more hours<sup>2</sup> ..... \$188.00 per credit hour

(i.e., above 18 – tuition paid for hours in excess of 18 credit hours is nonrefundable)

### **Miscellaneous Fees:**

Application fee for degree-seeking students.....\$15

Audit fee..... \$69.50 per credit hour

Returned check fee .....\$15 each (nonrefundable)

Installment payment plan fee. \$10/payment (nonrefundable)

Transcript fee .....\$5 each

Course challenge fee (except for career/technical courses, developmental studies,  
and Tech Prep courses vary).....\$69.50 per credit hour

Lab fees (see each semester's course schedule for appropriate lab fees) vary

**Note:** Senior citizens are eligible for reduced tuition under the Senior Citizen Reduced Tuition Act. Details regarding this provision can be obtained from the Registrar's Office.

<sup>1</sup> Tuition is subject to change at the discretion of The University of New Mexico Board of Regents. Registration at multiple campuses may incur additional costs.

<sup>2</sup> Non-Refundable

### **Payment Methods**

When a student enrolls in classes, he/she accepts financial responsibility for paying all charges such as tuition and fees. There are several methods of payment available to students: financial aid, cash, check, and credit card. All credit card payments have to be made online via LoboWeb. Only cash and check payments can be accepted at the Cashier's windows.

### **Installment Payment Plan**

Tuition and fees may be deferred in full if the student is receiving financial aid. Tuition and fees for students enrolled for six (6) or more credit hours, but not receiving financial aid, may also be deferred. An installment payment plan is available to students with an account balance of \$100 dollars or more. The installment plan is accessed through LoboWeb at my.unm.edu in the student's UNM account suite. Students have a choice of two to five payments. The non-refundable set up fee ranges from \$20 to \$50 dollars, depending on the number of payments chosen by the student. The fee is due when the plan is set up, along with the first month's payment. The student must have access to a debit or credit card in order to set up the payment plan. Student's utilizing the installment payment plan to pay their tuition may also set up a credit line at the Valencia bookstore.

Students seeking installment payment of their tuition and fees should see the UNM-Valencia Cashier's Office to make financial arrangements.

### **Refund Policy<sup>1</sup>**

#### **3 week (or less) courses:**

First day of class ..... 100%

After first day of classes ..... No Refund

#### **Longer than 3- up to 6 week courses:**

Friday of the first week of classes ..... 100%

After Friday of the first week of classes ..... No Refund

#### **Longer than 6- up to 9 week courses:**

Friday of the second week of classes ..... 100%

After Friday of the second week of classes ..... No Refund

#### **Longer than 9 week courses:**

Friday of the third week of classes ..... 100%

After Friday of the third week of classes ..... No Refund

<sup>1</sup> Refund policy is subject to change at the discretion of the UNM Student Accounting Office.

Students who drop classes after refund deadlines are still responsible for payment of tuition and fees, even if no payment has been made and/or no classes have been attended.

All tuition and fee adjustments are based on the date of official drop, withdrawal, or disenrollment. To receive consideration for a refund of tuition and fees, students must complete official drop procedures for their courses.

Immediate refunds are not given. If a refund is due and payment was made by check, there is a 21 day hold period from the payment received date. Credit card refunds will be credited to the charge card.

If mailed, the refund check will be sent to the student's current system mailing address. Students should confirm their address with the Cashier's office. Paper checks are only mailed out on Fridays.

### **Service Charge on Delinquent Accounts**

A service charge will be assessed on a student's past due account balance. An account is considered past due if the billed current amount is not paid by the next billing date.

### **Collection Agencies**

Monthly statements of accounts are emailed to all students. Failure to receive a statement of account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. Should it be necessary for an outside agency to effect a collection, reasonable collection costs of at least 30 percent of the delinquent amount shall be added to the amount due and shall be paid by the debtor. If The University of New Mexico obtains judgment from a court of competent jurisdiction, the debtor shall be liable for collection agency fees as well as reasonable court costs and attorney's fees.

### **Withholding Services**

Students who have delinquent accounts will be denied privileges and services available to students enrolled in the University and in good financial standing. Students with delinquent accounts will be subject to sanctions that withhold:

- 1) Future registrations
- 2) Readmissions
- 3) Official transcripts
- 4) Installment payment participation
- 5) Future parking and library privileges

### **Third Party Sponsored Students**

If a student's tuition and fees are being paid by a third party, it is the student's responsibility to ensure that the Cashier's office receives an approved billing authorization prior to the posted disenrollment date. All prior charges from previous semesters must be paid.

## **OTHER PROGRAMS, SERVICES, and IMPORTANT INFORMATION**

### **Computer Labs**

Computer labs are available to all UNM-Valencia students for their use. In addition to the UNM Ethics Code and Policy for Computer Use, UNM-Valencia maintains policies of its own regarding the appropriate use of computer facilities. Authorization to use these labs requires that the student sign a Statement of Responsibility. The student must follow the lab usage rules set forth in the Statement of Responsibility. Access to some software, Internet and Main Campus computing facilities may be restricted to only certain labs and certain students (e.g., class enrollments). Computer lab hours are posted outside the labs. Lab assistants are available to assist with any problems.

### **Student ID Cards and Identification Numbers**

Student ID cards are issued free of charge at the Library. The student is responsible for notifying Student Services of any incorrect information or loss of card. There is a \$15 fee for first-time card replacement. The ID card is beneficial to the student for such activities as checking out books from the Library and using computer labs.

### **Grade Reports**

Grade reports are not mailed to students directly. Official and unofficial transcripts are available upon request from the Registrar's Office. Students can access their grades electronically by viewing their records on LoboWeb.

### **Parking Permits**

UNM-Valencia Campus parking stickers must be displayed on all student vehicles. These stickers are available free of charge from the Police Department Office located in the Student Center upon completion of a vehicle registration form. There will be a \$5 fee for replacement stickers.

### **Campus Police**

Police officers and work-study security aides patrol the Valencia Campus during class hours. They also provide escort service, upon request, to parking areas during evening hours. They can assist in opening locked vehicles at the owner's request. The Campus Police Office is located in Student Center. Campus Police personnel can be reached at 505.925.8570.

### **Cafeteria**

The UNM-Valencia Cafeteria, located in the Student Center, serves a variety of hot and cold selections as well as beverages and other specialties. Vending machines with beverages and snacks are also located in the Student Center. Check the cafeteria/snack bar for posted hours.

### **Student Government Association**

The Student Government Association (SGA) strives to promote student activities while working to improve student relations with the faculty and administration. The SGA is interested in altruistic and cultural endeavors as well. The SGA office is in the Student Center. To request a copy of the UNM-Valencia SGA Constitution and Bylaws, contact Student Government.

### **Bookstore**

The UNM-Valencia Bookstore is located in the Student/Community Center. It stocks books for regularly offered courses and also handles special book orders. Additionally, the UNM-Valencia Bookstore carries a variety of office and school supplies, clothing and specialty items including caps, T-shirts, pens and pencils. UNM-Valencia bookstore accepts cash, check, and credit card payments for bookstore purchases.

## **Housing**

UNM-Valecia has no dormitories. Students must make their own arrangements for housing.

## **Lost and Found**

The lost and found area is located in the Police Department in the Student Center.

## **Phone Calls and Visitors**

Please inform family and friends that UNM-Valecia policy states that students are not called from class to receive telephone calls or visitors.

Visitors on the campus are considered welcome guests of the university. However, visitors are expected to conduct themselves in a manner that does not disrupt the educational mission of the campus, hinder the campus community, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University. Inappropriate behavior may result in a visitor's removal from the campus grounds.

Students are ultimately responsible for the behavior of visitors who accompany them to campus. Care should be taken about whom a student invites into the campus community.

## **Children on Campus**

Parents must not bring children to university classes or leave children unattended while at campus activities or conducting business on campus. UNM-Valecia will not be held responsible for injury, illness, or expense thereof for children brought to college property by parents who are attending classes and/or campus activities.

## **Presence of Animals**

Individuals are prohibited from having animals on campus or in campus buildings (except for those needed to assist individuals with disabilities). Anyone violating this policy is subject to disciplinary and/or legal action.

## **Restricted Activities**

Individuals are prohibited from using roller skates, roller blades, wheeled vehicles (except those needed to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus. All motorized and wheeled vehicles should be parked in designated areas of the parking lots. Anyone violating this policy is subject to disciplinary and/or legal action.

## **Insurance**

UNM-Valecia is not responsible for property loss, damage, or personal injuries. Students are urged to obtain their own property and medical insurance coverage. The University of New Mexico offers a Student Insurance Plan to all students who are enrolled for at least six credits. The insurance is a comprehensive, low-cost plan available to eligible students and their dependents. Applications are available at the UNM-Main Student Health Center (<http://shac.unm.edu/insurance/index.html>).

## **Campus Conduct**

Enrollment at UNM-Valecia signifies that a student recognizes the authority of the branch college in governing student actions in relation to the college. The student agrees to abide by policies and regulations of the college as well as federal, state, and local government laws.

Student grievance procedures are detailed in the Appendices of this catalog. The UNM-Valecia Student Code of Conduct is identical to that of UNM-Main, which is stated in the UNM-Valecia catalog. Some of the more relevant and frequently inquired upon policies and procedures are summarized below.

## **Dishonesty in Academic Matters**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is

found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

### **Computer Crime**

UNM-Valencia adheres to the UNM Ethics Code and Policy for Computer Use. The use of computer facilities is considered a privilege. Legal computer use is protected by punishing those who engage in illegal computer activity.

Under the state Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages, copies, or destroys any computer system or data stored within is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony. Such conduct also can lead to suspension or dismissal.

### **Dangerous Substances**

Carrying, possessing, or storing dangerous substances or materials on campus is prohibited. UNM-Valencia is a drug and alcohol-free campus.

### **Weapons and Firearms**

Carrying, possessing, or storing weapons and/or firearms on campus is prohibited. Exceptions to this policy are law enforcement officers authorized by state law to carry firearms.

### **Law Violations**

Law violations by anyone on campus are handled by appropriate law enforcement agencies.

### **Food and Beverages**

Drinking and eating are prohibited in all classrooms, studios, and labs.

### **Smoking**

UNM-Valencia is a smoke-free campus. Smoking is prohibited everywhere on campus except in designated areas.

## **SPECIAL OPTIONS FOR STUDY**

### **Independent Study**

UNM-Valencia provides the opportunity for students to study, on an independent basis, subjects appropriate for their program major. In an independent study arrangement, the student must first receive approval from the appropriate division chair and the Dean of Instruction. The student then meets with the designated course instructor to arrange for course requirements.

Independent study courses are available for special topics courses and courses in the catalog not being offered, but needed for graduation. The number of credit hours for a particular independent study course varies from one to three (1-3). Normal tuition applies as well as standard grading policies. A student may register for a maximum of three (3) credit hours of independent study per semester, and the course work outlined must be completed within the regular semester dates.

### **Practicum, Field-Based, and Cooperative Education Experiences**

Practicum, field-based, and cooperative education experiences are available in many of the UNM-Valencia programs. These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities of the work place. Students enroll in classes at UNM-Valencia and work at a training site for a specified number of hours per week. These experiences are evaluated by an assigned faculty member and training site supervisor for the work completed in the field. Practicum and field-based experiences are non-paid activities that expose students to a

variety of functions in the work place. Cooperative education experiences are paid activities, which provide students the opportunity to fill a specific job function that is related to a student's major, in private industry or government agency.

The following guidelines normally apply to the assignment of credits:

- 1) The number of credit hours earned is contingent upon the quality and quantity of measurable performance objectives that are accomplished by the students.
- 2) Ten to fifteen hours worked a week per semester generally qualifies the student to earn three (3) credit hours; 15 or more hours per week per semester qualifies the student to earn four (4) or more credit hours.

Students should contact their instructor or program chair for information concerning the Cooperative Education and practicum experience.

#### **Online and hybrid courses**

**Online courses** are delivered exclusively through the web; **hybrid courses** require that students attend classes half of the time and access much of the material online. These courses are designed to give you the flexibility and convenience you need to help you meet your educational goals. But before you consider enrolling in an online or hybrid course, the student should be aware that a good degree of initiative, discipline, diligence, and organization is required on the student's part to successfully complete the course.

Students who enroll in an online course, hybrid course, or courses designated as "web-enhanced" (i.e., the instructor uses the internet and, in particular, Blackboard Learn, to manage instruction), will need to visit the following web site: learn.unm.edu on or after the first day of classes to communicate with the instructor and get access to the course syllabus.

Online, hybrid, and web-enhanced computer hardware and skills requirements are as follows:

- 1) UNM net ID account and password;
- 2) Access to the Internet (ISP);
- 3) High-speed internet connection preferred;
- 4) Speakers for listening to presentations; microphone for participating in chat discussions;
- 5) Web browser and Java (please visit UNM Learn home page at learn.unm.edu for browser requirements);
- 6) Working knowledge of Windows or Macintosh operating systems;
- 7) Ability to use web browser, internet connection and electronic mail;
- 8) Ability to save and copy files and to receive and send email attachments.

## **ACADEMIC SUPPORT SERVICES**

### **Adult Education Center**

The Adult Education Center provides adults with an opportunity to continue their education by gaining skills to pass the high school equivalency test, prepare for post-secondary education, or learn English as a Second Language. Instructional services include classes on and off campus, individual and small group tutoring, and computer-assisted instruction, including online instruction. Classes are offered in short, five-week sessions and other services are on-going. Registration and skills assessment are required. Services are offered on an open entry/open exit basis. This means that students can register throughout the year on a drop-in basis at the Adult Education Center at UNM-Valencia Campus, and they can participate in the program until their goals are met.

Services include:

- 1) High school equivalency test preparation (in English and Spanish) for persons seeking a high school diploma.
- 2) Preparation for postsecondary education for adults performing below a 12th grade level.
- 3) Reading and writing instruction for persons wanting to improve basic literacy skills.

4) English as a Second Language for non-native speakers of English wishing to improve listening, speaking, reading, and writing ability.

5) Citizenship instruction for persons wanting to become United States citizens.

The Adult Education Center works as a partner with the Valencia County Literacy Council. The literacy program manages volunteer tutors who provide 1-on-1 and small group instruction for persons who cannot read and write or who cannot speak English well. The council also offers family literacy services.

The Adult Education Center's services are designed for adults. Sixteen and seventeen year olds may be accepted into the program with a withdrawal form from the high school last attended before enrolling in the program. In addition, a parent or guardian must be present at time of registration to complete an Underage Agreement Form in order for sixteen and seventeen year olds to receive services from the Adult Education Center.

Each May, the Adult Education Center is pleased to host a high school equivalency graduation ceremony to recognize and honor students for their success.

### **Americans with Disabilities Act**

The Americans with Disabilities Act, effective in 1990, was established in order to ensure that individuals with disabilities were given equal treatment and not discriminated against in employment, academic programs, and services.

UNM-Valencia Campus faculty and staff are recognized for their willingness and ability to meet the needs of traditional students as well as minority students and special populations. Our recruitment strategies emphasize our small class sizes and faculty dedicated to helping our students achieve their educational goals. We acknowledge that many of our students have needs and pressures that traditional students rarely face; therefore, we focus a great deal of our efforts in assisting students with reentry, basic skills, and special needs. Many students with disabilities choose this campus because the size, modern architecture, and convenient parking offer physical accessibility not found at larger and older facilities. Similarly, the small class sizes, individualized attention, specialized learning resources, and excellent tutorial program are attractive to students with learning disabilities or alternative learning styles.

Equal Access Services offer valuable tools to assist all students in their educational needs.

### **Equal Access Services**

The Equal Access Services (EAS) program provides students with documented disabilities and their instructors support services they may need to create a successful learning experience. Special learning materials, adaptive equipment, interpreters, readers, and alternative exam settings are available to students with documented disabilities. These services are housed in the Student Services building.

UNM-Valencia is subject to the provisions of the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1990, and is committed to providing equal educational opportunity. Qualified students with disabilities needing accommodation to fully participate in the programs and services offered by the Valencia Campus should contact the Equal Access Services Coordinator at 505.925.8910 or stop by Advisement Services.

EAS will collaborate with students to determine what services and accommodations are needed. Each semester, we provide a printed memorandum to the faculty and staff of the university detailing the accommodations. EAS encourages students to meet with course instructors to discuss the accommodations and how they can be implemented.

Additional information concerning equal access can be provided by the Rehabilitation Act/Americans with Disabilities Act coordinator, the director of Equal Opportunity Programs at UNM-Main Campus, 505.277.5251 (voice /TDD).

### **Campus Library**

The UNM-Valencia Campus Library houses more than 40,000 books and periodicals, more than 3,000 films, several hundred maps, and reserve items for many courses. Most of the Library's resources are automated. Access to LIBROS, the Library's catalog, various periodical databases, and the Internet is available through the twenty computers that are in the Library. Tours and classes on using the resources are also available. Materials not housed in the Valencia Campus Library can be borrowed through the Interlibrary Loan Service.

The Library is located in the Learning Resource Center and is open from 8 a.m. to 8:30 p.m. Monday through Thursday, 10:30 a.m. to 5 p.m. on the first and third Fridays, and 8 a.m. to 5 p.m. on the second and fourth Fridays. The telephone number is 505.925.8990.

### **Community Education Services**

The Community Education Program offers residents of the college service area the opportunity to participate in a wide variety of high-quality, credit and non-credit courses in subjects relating to workforce development, professional development, dual credit for high school students, Allied Health, computer training and cultural events. Classes, workshops and seminars are developed in response to needs as identified by representatives of all segments of the local communities. This includes specialized training for business, industry and governmental agencies.

The informal nature of Community Education Services provides residents with the opportunity for lifelong self-improvement, regardless of age or educational background.

Credit programs are offered in neighboring communities, which may include Socorro, Mountainair, Moriarty, Estancia, Magdalena and the Alamo Navajo Reservation. Community Education is also designated as a training center for the American Heart Association offering CPR, first aid, automatic defibrillator, basic life support, Healthcare Provider and Heartsaver CPR courses in several counties.

The Dual Credit Program offers academic and career-technical courses at Los Lunas, Valencia, Belen, Century, Infinity, Socorro, Mountainair, Magdalena, School of Dreams Academy and Alamo Navajo high schools, whereby high school students can receive both high school and college credit for the same courses.

Workforce training programs for dislocated workers and incumbent workers can be customized in various formats to fit employers' needs. Courses may include Emergency Medical Services, Certified Nursing Assistant, Personal Care Attendant, Medical Assistant, and Phlebotomy. New courses are continually developed to meet changing work force needs.

### **Wellness Center**

The Wellness Center is located in the Student Community Center next to the Bookstore on the southeast side of the campus. The center includes a cardio room, weight room, group fitness room, fitness assessment room, classroom, showers and locker rooms.

Our mission is to improve the quality of life and health of the campus community concerning all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle.

For more information about the Wellness Center and the hours and days of operation, please call 505.925.8830 or visit <http://valencia.unm.edu/wellness-center/index.html>.

#### **Guidelines for using the Wellness Center are:**

1. Anyone eighteen years and older or who has graduated from high school may access the facility by enrolling in a Physical Education class. The cardio/weight room is accessible by enrolling in a Weight Training or Introduction to Fitness class. (An orientation is mandatory for students enrolled in the Introduction to Fitness class.)
2. Students log in and out to record visits.
3. Students are required to complete an "Informed Consent and Waiver" form.
4. If the instructor deems it necessary, the student may be asked to follow up with a signed consent form from their doctor.
5. Daily use lockers are available in the locker rooms for your valuables and personal items. Please return the key for the locker before leaving the center.
6. The center does not provide a towel service at this time.
7. Food is not permitted in the Wellness Center at any time. Water is the only beverage permitted and must be kept in a spill proof, plastic container.
8. Instructors can help with any question you may have regarding your exercise program.
9. Student assistants are available to take questions, suggestions and comments relating to equipment, policies and rules.

**Dress requirements are:**

1. Athletic footwear is required to exercise in the group fitness room and cardio/weight room. No open-toe shoes, sandals, or boots, or shoes of any kind with metal hooks will be allowed in the cardio/weight room.
2. Wear comfortable, clean, athletic clothing. No jeans, belts or exposed metal.
3. No weightlifting belts with metal buckles.

**Small Business Development Center**

The mission of the Small Business Development Center is to strengthen the economy of the UNM-Valencia service area by providing direct assistance, entrepreneurial education, and resource linkages that are designed to facilitate the retention and expansion of existing small businesses and foster the creation of new businesses.

The Small Business Development Center assists business owners and potential owners in making decisions affecting their businesses. The center offers four types of services: training, counseling, referral, and library resources. The training component involves workshops, and seminars. Business counselors provide 1-on-1 counseling for those wanting more attention of a confidential nature. Library resources include a business library, government publications, statistics, business literature and access to the Internet. The center works with clients in writing business plans, organizing loan packages, creating marketing plans and much more. Counseling is offered free of charge but there are nominal fees charged for the workshops.

The center is located on the second floor of the Student Community Center with services provided to Socorro and Mountainair on a regular basis. Appointments with a counselor can be made in person or by calling 505.925.8980. Materials are available on a walk-in basis.

**Teaching and Learning Center**

The Teaching and Learning Center seeks to enhance teaching and learning, improve student and faculty success and stimulate instructional effectiveness. The center hosts a variety of faculty workshops and seminars and offers a wide range of instructional resources. The Teaching and Learning Center is located in the Learning Resource Center.

**Resources**

The Teaching and Learning Center has a library of books on instructional technology, education, and personal growth. The center also has a large collection of web-based resources on many pedagogical areas, classroom management, and learning and teaching activities.

**Workshops**

Workshops are offered in a wide range of areas including computers, audio visual equipment, online and hybrid instruction, pedagogy, and classroom management. Brown bag lunch seminars will be held covering a variety of topics.

**Goals**

- 1) Conduct workshops and classes. Each term the Teaching and Learning Center will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning. Classes will include computer software applications, instructional media development, electronic communication skills and teaching methods.
- 2) Provide individual consultations to faculty and staff. Faculty can receive assistance developing strategies to improve student learning. Resources, mentors, and information will be provided. All consultations will be confidential.
- 3) Offer instructional technology tutorials. The Center will provide tutorials for faculty and staff that need help with computer applications and technology.
- 4) Encourage collaboration between UNM-Valencia faculty and the wider educational community to improve teaching and learning. The Teaching and Learning Center will provide opportunities for faculty to support, publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by

establishing formal and informal communications forums. The Teaching and Learning Center will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

### **Learning Commons**

Each person learns in a unique way, and the Learning Commons offers a comfortable atmosphere and services to facilitate learning regardless of learning style. This is a place where you can study in a quiet room, engage in the dynamics of a study group, research and write your papers or develop spreadsheets, work with a tutor, or take advantage of computer assisted instructional software and other study resources.

Free for all students currently enrolled at the UNM-Valencia Campus, services include the following:

1. Peer and professional tutoring (group and individual)
2. Walk-in assistance
3. Tutorial appointments
4. Study groups
5. Special topic workshops
6. Computer labs staffed with trained personnel
7. State-of-the-art computer hardware and software
8. Study areas to work alone or in groups
9. Study resources (textbooks, videos, audio tapes)
10. Study guides and handouts

The Learning Commons is student focused and attempts to accommodate all student needs. The Learning Commons encompasses both a Mathematics Center and a Writing Center, in addition to other types of tutoring. In addition to regular services, the Learning Commons attempts to find a tutor or schedule a study group for a particular class at students' requests. The Learning Commons is open Monday through Friday, with evening hours Monday through Thursday. Call 505.925.8900 to schedule an appointment.

### **Transitional Studies**

#### **Program Description**

Transitional Studies (or developmental) courses, which are for college credit, are intended to provide the fundamental preparation for college-level work. Transitional Studies are not a degree or certificate program, nor do the courses count towards a degree, although they do qualify for federal financial aid for up to 30 credits.

#### **Educational Advancement Opportunities**

Transitional Studies credit courses are offered in series. Upon the successful completion of the Transitional English courses, the student will register into ENGL 110 for college credit. Mathematics courses follow a similar pattern beginning with MATH 099, followed by MATH 100. Depending on the student's major, the student will register into MATH 101, MATH 120 or MATH 111 after successfully completing MATH 100. In addition, there are academic courses that are co-requisites to the English and mathematics courses. Opportunities are available for acceleration in both Transitional English and Transitional Mathematics courses. Candidates must be motivated and prepared to work at a high level to be successful in any accelerated course.

#### **Program Requirements**

Students must successfully complete Transitional MATH and ENGL courses before registering into college-level mathematics and English courses. ENGL 110 is a suggested prerequisite for many college courses, such as Anthropology, Art History, History, and Sociology. This is due to the quality of writing and research skills expected to be successful in the

courses. Students are placed into these series of courses according to their placement scores on the ACCUPLACER or ACT. The Learning Commons offers tutoring to students who want to improve their ACCUPLACER scores.

### **Program Learning Goals**

Transitional Studies provides students with research-based instruction with an end to provide them with the preparation necessary to be successful in college-level work. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course. Upon successful completion of the required Transitional Studies courses, students will demonstrate that they have developed the ability to:

1. Successfully complete MATH 101 and MATH 102 or MATH 120 (Note: MATH 101/102/103 are the equivalent of MATH 120) or MATH 111 and ENGL 110.

2. Apply effective strategies for critical thinking, study skills, mathematical problem solving, college-level writing and reading including the use of Internet and library resources.

### **Contact and Advising Information**

Information about the Transitional Studies program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu).

### **Initial Placement Scores for Transitional Studies Courses:**

<b><u>Course</u></b>	<b><u>Credit Hours</u></b>	<b><u>ACCUPLACER/ACT Minimum Scores</u></b>
<b>Mathematics</b>		
Adult Education Math	-	Arithmetic 20-34/≤ 13
MATH 011, 099	4	Arithmetic 35-56/14-15
MATH 021, 100, 193	4 and 2	Arithmetic 57-101/16-18
MATH 101,120, 111, 115	3	Arithmetic 102-120; Elem. Alg. 41-65/19-21
Accelerated MATH 120/121, 129, STAT 145	3+3, 3	Elem. Alg. 66-103/22-24
MATH 121, 129, or STAT 145	3	Elem. Alg. 104-120; College-Level Math 37-68/22-24
MATH 123, 150	3	College-Level Math 69-99/≥ 24
MATH 180	3	College-Level Math 69-99/≥ 25
MATH 162, PHYC 151	4	College-Level Math >99/≥ 28 (plus credit for MATH 123)
<b>Reading</b>		
Review for placement	-	< 55
ENGL 100 and UNIV 101	4 and 3	55-68/≤ 18
Subject to writing	3	69-120/≤ 19
<b>Writing</b>		
Review for placement	-	<75
ENGL 111	3	75-124/≤ 15
ENGL 113	3	125-165/≤ 19
ENGL 110	3	166+/≥ 19+

## **CODE OF CONDUCT AND RELATED POLICIES**

### **Student Code of Conduct**

It is important for all students to be aware of conduct that will lead to disciplinary action by UNM-Valencia Campus. In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for students:

#### **1. Scope**

The university may take disciplinary action for an offense against the Code of Conduct when the offense occurs on university premises or at a university-sponsored event, or when an offense, which occurs off campus, is such that in the judgment of the Director of Student Affairs, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of UNM-Valencia, or endanger the health, safety or welfare of the university community.

The term "student" includes both full-time and part-time students.

#### **2. Matters Subject to Disciplinary Action**

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

2.2. Any type of sexual assault, including rape.

2.3. Making false representations to the university, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on university premises.

2.7. Theft of property or of services to include possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the university when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, process, procedures or functions of the university.

2.10. Unauthorized presence in or use of UNM-Valencia premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

- 2.12. Use or possession of fireworks on university premises or at university-sponsored activities, unless expressly authorized in writing by the president.
- 2.13. Use, possession, or storage of any weapon on university premises or at university-sponsored activities, unless expressly authorized in writing by the president. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.
- 2.14. Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing, or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.
- 2.15. Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.
- 2.16. Aid to others in committing or inciting others to commit any act mentioned above.
- 2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the university's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate university office.
- 2.18. Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the process of the university.
- 2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.
- 3. Rights of Students in Disciplinary Matters**
- Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon those rights, as those rights are defined by law.
- 4. Sanctions**
- 4.1. Any student who violates any of the rules set forth in Section 3 above shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from university employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards and Grievance Procedure, or its successor.
- 4.2. As used in this subsection:
- 4.2.1. "Verbal warning" means an oral reprimand.
- 4.2.2. "Written warning" means a written reprimand.
- 4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling, or other educational sanctions.
- 4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.
- 4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

- 4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.
- 4.2.7. "Barred from campus" means being barred from all or designated portions of the university property or activities.
- 4.3. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.
- 5. Implementation**
- The President of the University may adopt such procedures, rules, or regulations as deemed necessary to implement this Code of Conduct.
- \* All references to university officers, by title, in this Code shall also include the designee(s) of that officer.
- VISITOR CODE OF CONDUCT**
- It is important for all members of the university community to be aware of conduct that will lead to disciplinary action by the university. In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for visitors.
- 1. SCOPE**
- The university may take disciplinary action for an offense against the Visitor Code of Conduct when the offense occurs on university premises, as part of a UNM-Valencia-sponsored event or in connection with university activities. "Visitor" means a person who is not a Regent or a student and is not employed by the university.
- 2. MATTERS SUBJECT TO DISCIPLINARY ACTION**
- Appropriate disciplinary procedures and sanctions shall be applied to any visitor who commits, or attempts to commit, any of the following acts of misconduct:
- 2.1 Actions which have great potential for physically harming the person or property of others, including that of the university, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.
  - 2.2 Any type of sexual assault including rape.
  - 2.3 Making false representations to the university, including forgery and unauthorized alteration of documents; unauthorized use of any university document or instrument of identification.
  - 2.4. Substantially interfering with the freedom of expression, movement or activity of others.
  - 2.5. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on university premises.
  - 2.6. Theft of property or of services. Possession of property that is known to be stolen.
  - 2.7. Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.
  - 2.8. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the university.
  - 2.9. Unauthorized presence in or use of university premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

- 2.10. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.
- 2.11. Use or possession of fireworks, unless expressly authorized in writing by the President.
- 2.12. Use, possession or storage of any weapon unless expressly authorized in writing by the President or designee. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.
- 2.13. Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.
- 2.14. Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.
- 2.15. Aid to others in committing or inciting others to commit any act mentioned above.
- 2.16. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct.
- 2.17. Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the university.
- 2.18. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

### **3. RIGHTS OF VISITORS IN DISCIPLINARY MATTERS**

Visitors' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

### **4. SANCTIONS**

- 4.1. Any person who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), probation, denial of future university employment or admission, removal from campus, arrest, or being barred from campus. Additionally or alternatively, any sanction applicable to a student under the Student Code of Conduct may be provisionally applied to a visitor, to be made effective should the visitor ever enroll or re-enroll at the University.
- 4.2. As used in this subsection:
  - 4.2.1. "Verbal warning" means an oral reprimand.
  - 4.2.2. "Written warning" means a written reprimand.
  - 4.2.3. "Probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe sanctions depending on the conditions of the probation.
  - 4.2.4. "Removal from campus" means being physically escorted or forcibly removed to a location off property owned or controlled by UNM, by UNM police officers or other UNM agents.
  - 4.2.5. "Barred from campus" means being barred from all or designated portions of university property or activities.
- 4.3. The sanctions of denial of admission, readmission, or employment by the university, or barring from campus, will be applied only after notice and an opportunity for an informal hearing before a University officer appointed to review the matter by the President or his/her designee.
- 4.4 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the visitor's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

## **5. IMPLEMENTATION**

The President of the University may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

### **STUDENT DISCIPLINARY PROCEDURES**

#### **General Rules**

All results at any level must be put in writing and placed on file with Student Services.

Upon receipt of information of student misconduct, Student Services may temporarily suspend any student until final determination of charges against him/her when the physical or emotional well being of the student, other students, the faculty or the staff might be endangered.

If the final disposition of the Director of Student Affairs is not acceptable to the student, he/she may follow the Student Grievance Procedures.

**Step 1.** Disciplinary action against a student is first acted upon at the level of the faculty member and department chairperson as outlined in the UNM Faculty Handbook:

*...the faculty member is authorized to take whatever action is deemed appropriate, but penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed with the consent of the Director of Student Affairs. Whenever this penalty is imposed, the instructor shall immediately report the case in full detail in writing to the Director of Student Affairs.*

Prior to the decision to impose any penalty as provided above, the faculty member shall discuss the matter with the student involved and afford the student the opportunity to explain his/her conduct. If the student disputes the action taken by the faculty member, the student may initiate a grievance as outlined in the Student Grievance Procedure.

**Step 2.** If the faculty member believes the student's action warrants other disciplinary action, he/she should contact the Director of Student Affairs as outlined below.

The party bringing a charge against a student shall file a written complaint with Student Services stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the student misconduct, Student Services shall provide the student with a copy of the charge. The Director of Student Affairs may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

- a. Dismiss the allegation and notify the party bringing the charge.
- b. Assign a counselor to the case if the case requires counseling.
- c. Conduct a private hearing with the student and the party bringing the charge to resolve the matter.
- d. Arrange a hearing before the Student Affairs Committee.

**Step 3.** If the student's action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific charges against him/her which may justify probation, suspension or dismissal from school. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appeal for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf. The Student Affairs Committee will meet, hear the case and make recommendations to the Director of Student Affairs. The Director of Student Affairs will make a ruling on the case in writing within seven calendar days.

**Step 4.** The final avenue for appeal and resolution of a grievance, should the recommendation of Student Services be unacceptable, is the CEO for UNM-Valencia Campus.

**Step 5.** The CEO will present a final decision in writing within seven calendar days.

## **STUDENT GRIEVANCE PROCEDURES**

### **General Rules**

A grievance must be initiated within 45 regular semester days of the date of origin of the grievance. The grievance procedure must be completed within 60 regular semester days of the receipt of the written complaint by the Student Affairs Committee.

Complaints are required to proceed through the Grievance Procedure in order beginning with Step 1. Complainants must represent themselves (i.e., be present) at any and all levels of grievance resolution.

All results at any level must be put in writing with a copy to the Director of Student Affairs and the Student Affairs Committee.

All infractions of local, state or federal statutes will be handled by the appropriate government authorities, but may also fall within the university grievance category.

The composition of the Student Affairs Committee may vary from branch to branch but must comprise representatives of the student, faculty and staff population.

### **A. Student vs. Faculty or Staff**

**Step 1.** The student or complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The complainant shall be given the right to due process with impartiality. If the grievance is not resolved, the procedure detailed below should be followed.

**Step 2.** The student or complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least seven calendar days) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee. If the involved parties do not resolve the grievance at this level they should proceed to Step 3.

**Step 3.** If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the appropriate department or division chairperson, with a copy to the Student Affairs Committee, for disposition of the dispute.

**Step 4.** If the dispute is not resolved in Step 3, the student shall state the complaint in writing to the Dean of Instruction and Student Affairs Committee, if the dispute is against faculty. If the dispute is against staff, the complaint should be forwarded to the Director of Student Affairs and the Student Affairs Committee.

**Step 5.** If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with the instructor/staff and student each presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, present evidence (both written and oral) and/or witnesses, and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation in writing to the student, the instructor or staff member, the chairperson of the department/division and the Dean of Instruction within seven calendar days following the hearing.

**Step 6.** The student or faculty/staff member may accept the Student Affairs committee's recommendation or may appeal to the Campus CEO in writing within seven calendar days after the receipt of the Committee's recommendation.

**Step 7.** The CEO will present a final decision in writing within seven calendar days. (However, if the grievance is against the CEO, the appeal should be made to the Dean of Instruction who must review and rule on the appeal within seven calendar days.)

#### **B. Student vs. Student**

**Step 1.** The complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. If the grievance is not resolved, the complainant shall be given the right due process without prejudice.

**Step 2.** The complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least one calendar week) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee for impartial evaluation. If the involved parties do not resolve their grievance at this level they should proceed to Step 3.

**Step 3.** If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the Director of Student Affairs and the Student Affairs Committee who will attempt to mediate a solution.

**Step 4.** If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with each student presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, have evidence presented (both written and oral) and/or witnesses and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation to the student within seven calendar days.

**Step 5.** The students may accept the Student Affairs Committee's recommendation or may appeal to the Campus CEO in writing within seven calendar days after the receipt of the Committee's recommendation.

**Step 6.** The CEO will present a final decision in writing within seven calendar days.

## **SEXUAL HARASSMENT**

*Approved by The University of New Mexico Board of Regents 8/9/88, the Faculty Senate 12/8/87.*

Questions about sexual harassment and about the Sexual Harassment Grievance Procedure can be answered by the Equal Opportunity Office, 277-5251, 609 Buena Vista NE, or the following Valencia Campus offices: Student Services, Human Resources, and the CEO's Office.

The university is committed to creating and maintaining a community in which students, faculty, administrative and academic staff can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members, an atmosphere free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual. The purpose of this policy is to foster a dialogue on positive and effective inter-gender communication and interaction but also to take whatever action may be needed to prevent, correct, and, when necessary, to discipline behavior which violates this policy.

In fulfilling its dual tasks of educating and providing public service, the university can, and shall demonstrate leadership in sensitizing and educating all members of its community to what is appropriate behavior between the genders. Sexual harassment is reprehensible in that it subverts the mission of the university and threatens the careers of students, faculty, and staff. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at The University of New Mexico.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or conduct of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred. Retaliation against an employee or student for filing a sexual harassment complaint is grounds for a subsequent harassment complaint.

The University also disapproves of intimidating conduct of a sexual nature which does not rise to the level of the above definition of sexual harassment and which has a detrimental but limited impact on the work environment. Such conduct may include isolated sexual remarks, sexist comments or inappropriate physical behavior of a sexual nature. Such conduct should be strongly and actively discouraged by responsible supervisors.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same university status: student-student, faculty-faculty, staff-staff. While the vast majority of victims are female, and the vast majority of offenders are male, the prohibition of sexual harassment applies regardless of the genders of the parties.

Sexual harassment is especially serious when it threatens the relationship between student and teacher, or the relationship between supervisors and their subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's or employee's success and future career at the university and beyond.

For these reasons, a reaffirmation of a firm stand against sexual harassment and the establishment of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

### **Procedures for Redress of Sexual Harassment**

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964. Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), or third parties (e.g. someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the university's compliance office for Title IX and Title VII and must respond to all reported incidents of sexual harassment. The OEO will evaluate all reports of sexual harassment recognized by University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. This determination is subject to appeal. The staff of OEO are available to respond to questions about the University's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is 505.277.5251.

### **Sexual Assault Policy**

*Approved by the President on 10/7/95*

#### **I. Purpose of Policy**

This policy provides for The University of New Mexico main and branch campuses:

- A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
- B. Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.
- C. Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.
- D. Notification to students of existing on and off campus counseling, mental health, or other student services for victims of sex offenses.
- E. Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those changes, if requested by the victim and reasonably available.
- F. Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
  1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
  2. Both the accuser and accused shall be informed of the final determination of a disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
  3. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

#### **II. Definitions of Sex Offenses**

The University of New Mexico-Main Campus and branch campuses adopt, for the purpose of this policy, the following definitions for sex offenses as prescribed by The Student Right to Know and Campus Security Act:

## **Sex Offense – Forceable**

**A. Forceable rape:** The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

**B. Forceable 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.

**C. 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.

**D. Forceable 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 Offense – Non-forceable**

### **(unlawful, non-forceable sexual intercourse)**

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

**B. Statutory rape:** Non-forceable sexual intercourse with a person who is under the statutory age of consent.

## **III. Educational Programs**

UNM–Valencia Campus recognizes the harm caused by sexual assault and the need to educate the campus community regarding this issue. UNM-Valencia offers the following educational program services:

Rape Crisis Center of Central New Mexico  
9741 Candelaria NE  
Albuquerque, N.M. 87112  
505.266.7712

The Rape Crisis Center of Central New Mexico maintains a 24 hour a day crisis telephone service and has counselors available to provide immediate assistance to victims of sex offenses. The Center also provides educational programs to campus and community groups.

Director of Student Affairs  
Student Services building  
505.925.8560

Student Services coordinates New Student Orientation, which includes providing information addressing sexual assault and domestic violence issues. Student Services also provides information brochures and flyers throughout the campus community.

## **IV. Procedures Students Should Follow if a Sex Offense Occurs**

The university's Student Code of Conduct and Visitor Code of Conduct, which apply to the main and all of the branch campuses and educational centers, expressly forbid the commission of sexual assault including rape. A student who is a victim of such an offense may pursue charges against the perpetrator under these policies.

It is important for victims of sex offenses to understand the steps to take in order to preserve evidence as it may be necessary in the proof of sexual assault in the criminal process and the student discipline system. Victims should not

bathe, shower, wash, douche, brush one's teeth, comb one's hair or change clothes before seeking medical attention. Important evidence may be on the victim's body and/or clothes. This evidence can be collected during the medical examination.

### **Valencia Campus**

1. A student who is the victim of a sex offense on campus or at a university sponsored or sanctioned activity should immediately contact the Sheriff's Department at 505.866.2460 (or 911) to report the incident. Students may also contact UNM-Valencia Campus Police office, located in the Student Center, or call 505.925.8570. Security is available from 8 a.m. to 10 p.m. Monday through Friday and Saturday from 8 a.m. to 5 p.m. Security officers and Workstudy security aids patrol the UNM-Valencia during class hours. They also provide escort service, upon request, to parking areas during the evening hours.
2. The university's Student Code of Conduct and Visitor Code of Conduct expressively forbid the commission of sexual assault including rape. In cases where the UNM-Valencia police office has been contacted, the office will work with the victim and the Director of Student Affairs regarding the UNM-Valencia taking disciplinary action against the perpetrator under these policies. Violations of the Student and Visitor Codes of Conduct at UNM-Valencia are administered by the Director of Student Affairs in the Student Services offices (505.925.8560).

A person who is a victim of a sex offense committed by a student, or a student who is a victim of a sex offense committed by a visitor to UNM-Valencia has the option of pursuing charges against the perpetrator of the offense under the relevant Code of Conduct.

Victims of sex offenses are encouraged to report them to the Valencia County Sheriff's Department at 505.866.2460. Information regarding pursuing charges under the Student or Visitor Code of Conduct may be obtained by contacting Student Services at 505.925.8560.

Victims in student disciplinary proceedings and victims of sexual assault have the same rights that have been enumerated for the UNM-Main Campus. The specific procedures by which Student and Visitor Code of Conduct are resolved can be found in The University of New Mexico Pathfinder. Sanctions that may be applied are as enumerated under the Student and Visitor Code of Conduct.

A student who is a victim of such offenses may pursue charges against the perpetrator under these policies. The Student Services Office is available to assist victims of sex offenses in making appropriate accommodations in their academic and living arrangements.

## **ACADEMIC CURRICULA AND DEGREE REQUIREMENTS**

### **Associate Degrees and Certificates**

The Associate of Arts and Associate of Science degrees are designed for students who intend to transfer to a four-year college or university, with the transfer of credits subject to receiving institutions policies. Generally, institutions within the state have articulated courses and programs to effect an easy transition.

The Associate of Applied Science degree is designed to provide employment skills for the student. While not intended for transfer, select courses within the degree may transfer depending on the receiving institution. Students planning to transfer to a four-year institution should confer with an advisor regarding transferability.

Certificates in many programs are designed primarily for students not currently pursuing an associate degree. Courses taken as part of a certificate program are accepted toward an associate degree in that field.

All degrees and certificates offered by UNM-Valencia Campus are listed below. This list may not be complete since program development is ongoing. Students should check with their advisor or the instructional division for a current listing.

### **Associate of Arts**

- Business Administration
- Criminology
- Early Childhood Multicultural Education
- Education
  - Elementary Education Option
  - Secondary Education Option
- Liberal Arts
- Studio Art

### **Associate of Science**

- Emergency Medical Services
- General Science (including Pre-Professional Course Requirements in the Health Sciences)
- Health Education
- Health Information Technology
- Integrative Studies (formerly General Studies)
- Mathematics
- Nursing
- Pre-Engineering

### **Associate of Applied Science**

- Computer-Aided Drafting
- Construction Technology
- Digital Media Arts
- Game Design and Simulation
- Information Technology
- Office and Business Technology

### **Certificates**

- 3D Printing
- Automotive Technology
- Business Administration
- Computer-Aided Drafting
- Digital Media Arts
- Early Childhood Multicultural Education
- Elementary Education
- Film Technology
- Game Design and Simulation
- Information Technology
- Medical Assistant
- Office and Business Technology

- Studio Art
- Sustainable Building
- Welding

### **Allied Health Certificates**

UNM-Valencia offers four Allied Health programs, most of which can be completed in a single semester. These programs prepare students for immediate employment in an entry-level health field.

- Emergency Medical Services
- Nursing Assistant
- Personal Care Attendant
- Phlebotomy Technician

### **General Education and Program Requirements**

Associate degree curricula require a variety of courses to broaden students' understanding of the world as well as prepare them for employment or advanced study in their fields. Curricula therefore stress the students' major subjects, but also include general education courses.

There are two General Education tracks for students to consider. The first is the UNM Core Curriculum; it is for students who intend to continue their studies with UNM. The other is the Lower-Division General Education Common Core at New Mexico's Public Colleges and Universities, which will be referred to as the N.M. Common Core; it is for students who intend to transfer to other four-year colleges in New Mexico, such as New Mexico State University, Eastern New Mexico University, Highlands University or Western University.

The courses required of each General Education requirement are, for the most part, quite similar. However, there are some significant differences that must be carefully considered. Students are highly encouraged to consult with an advisor prior to selecting any General Education electives.

### **The University of New Mexico Core Curriculum**

*Note: Follow this General Education Core if you are continuing your education with The University of New Mexico*

The university adopted a revised Core Curriculum as of June 2015 that all undergraduate students must complete as part of their baccalaureate program. The Core consists of several groups of courses designed to enhance each student's academic capabilities. Its goal is to give all students at the university a grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience. The required courses encourage intellectual development in seven areas of study: writing and communication; social and behavioral sciences; mathematical reasoning; scientific methods in the physical and natural sciences; the humanities; the fine arts; and languages. The Core consists of lower-division courses that develop these skills and abilities, and students are strongly encouraged to complete the Core early in their college careers. Individual student substitutions should be minimal and are discouraged. Except where noted (see "Alternative Credit Options" in the Undergraduate Admissions section of the UNM Catalog), students may apply AP or CLEP credit to the Core requirements.

Departments and colleges may restrict student choices within the Core to meet departmental and college degree requirements. A grade of C (not C-) is required in all courses used to fulfill the requirements of the Core Curriculum. Courses taken CR/NC can be applied to the core, subject to general university and individual college and department regulations on the number of credits that can be taken CR/NC and the applicability of courses taken CR/NC to the individual degree.

UNM-Valencia recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students requires flexibility on its part. Transfer and returning students will receive advising in the college and department to which they are admitted in order to establish an appropriate program that will meet their needs and the aims of the Core. Where degree program requirements are so structured that a student's total academic program credits would be increased by taking a Core course in a particular Core area, a department may approve a blanket substitution of a course in a particular Core area for all students pursuing an

undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis.

The basic Core Curriculum requires approximately 37 hours of courses in seven areas of study.

**1. Writing and Speaking (9 hours):** English (ENGL) 110 (or 112 or 113) and 120 plus an additional course chosen from ENGL 219, 220; Communication and Journalism (CJ) 130; Philosophy (PHIL) 156.

**2. Mathematics (3 hours):** One course chosen from MATH 121, 129, 150, 162, 163, 180, 181, 215, STAT 145.

**3. Physical and Natural Sciences: (7-8 hours)** Two courses, one of which must include a laboratory, chosen from Anthropology (ANTH) 150 and 151L, 121L (lab required), 160<sup>1</sup> and 161L<sup>1</sup>; Astronomy (ASTR) 101 and 101L; Biology (BIOL) 110 and 112L, 123 and 124L, 201 and 202; Chemistry (CHEM) 101, 111L (lab required), 121 and 123L, and 122 and 124L; Earth and Planetary Science (EPS) 101 and 105L, 201L (lab required); Environmental Science (ENVS) 101 and 102L; GEOG 101<sup>1</sup> and 105L<sup>1</sup>; Natural Science (NTSC) 261L (lab required), 262L (lab required), 263L (lab required); Physics (PHYS) 102<sup>1</sup> and 102L<sup>1</sup>, 105<sup>1</sup>, 151 and 151L, 152 and 152L, 160 and 160L, 161 and 161L

**4. Social and Behavioral Sciences (minimum 6 hours):** Two courses chosen from American Studies (AMST) 182<sup>1</sup>, 185<sup>1</sup>; Anthropology (ANTH) 101, 130; Community and Regional Planning (CRP) 181<sup>1</sup>; Economics (ECON) 105, 106; Engineering-F (ENGF) 200<sup>1</sup>; Geography (GEOG) 102<sup>1</sup>; Linguistics (LING) 101 ( Anthropology 110); Political Science (POLS) 110, 200, 220<sup>1</sup>, 240<sup>1</sup>; Psychology (PSY) 105; Sociology (SOC) 101, 216.

**5. Humanities (6 hours):** Two courses chosen from American Studies (AMST) 186<sup>1</sup>; Classics (CLST) 107<sup>1</sup>, 204<sup>1</sup>, 205<sup>1</sup>; Comparative Literature and Cultural Studies (COMP) 223<sup>1</sup>, 224; English (ENGL) 150, 292, 293; Foreign Languages (MLNG) 101; History (HIST) 101L, 102L, 161, 162, 181, Honors Legacy Seminars (UHON) at the 100<sup>1</sup>- and 200<sup>1</sup>-level; Philosophy (PHIL) 101, 201<sup>1</sup>, 202<sup>1</sup>; Religious Studies (RELG) 107, 263<sup>1</sup>, 264<sup>1</sup>.

**6. Foreign Language (non-English language; minimum 3 hours):** One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language – SIGN), Spanish (SPAN) and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs.

**7. Fine Arts (minimum of 3 hours):** One course chosen from Architecture (ARCH) 101<sup>1</sup>; Art History (ARTH) 101, 201, 202; Dance (DANCE) 105; Music (MUSE) 139, 140; Theatre (THEA) 105; Media Arts (MA) 210. Students may elect to take one 3-hour studio course offered by the Departments of Art and Art History, Music, Theatre and Dance, and Media Arts to fulfill this requirement.

<sup>1</sup>*These courses are not generally offered at UNM-Valencia.*

## New Mexico Common Core

**Note:** Follow this General Education Core if you will be transferring to another four-year institution in New Mexico.

This list of courses, consisting of 35 credit hours, has been developed by the public colleges and universities of New Mexico as an aid to student transfer between public institutions. Students who contemplate transferring to New Mexico four year colleges other than The University of New Mexico (e.g., New Mexico State University, Eastern New Mexico University, Highlands University or Western New Mexico University) are advised to select courses consistent with this list in order to assure that their work will apply to future degree requirements. Students should consult campus advisors for help in selecting specific courses.

According to state law, and as detailed in a regulation of the New Mexico Commission on Higher Education, each public university within New Mexico will (a) accept in transfer toward bachelor's degree programs all work completed satisfactorily by a student at another regionally accredited public institution within New Mexico and consistent with this common core and (b) will guarantee application of that work toward graduation requirements for a bachelor's degree. Each university may prescribe additional general education requirements unique to its institution or certain programs, but such requirements must apply equally to students originating their study at that institution.

The following are the five general areas of the N.M. Common Core. In each instance the corresponding UNM courses which are offered at UNM-Valencia are listed. Corresponding UNM Core Curriculum and non-Core courses offered at UNM-Valencia are listed by each sub-area in bold italics.

## **Area I: Communications**

Three courses (9 credit hours total) selected from the following:

a) One course (3-4 credit hours) in college-level English composition.

**UNM Core Curriculum:** ENGL 110, ENGL 112 or ENGL 113.

b) One course (3 credit hours) in college-level writing (a second course building on the above).

**UNM Core Curriculum:** ENGL 120, ENGL 219 or ENGL 220.

c) One course (3 credit hours) in oral communication.

**UNM Core Curriculum:** CJ 130; non-Core: CJ 221 or CJ 225.

## **Area II: Mathematics**

One course (3 credit hours total) selected from any one of the following:

a) One course (3 credit hours) in college algebra (or higher).

**UNM Core Curriculum:** MATH 121 or MATH 150.

b) One course (3 credit hours) in calculus.

**UNM Core Curriculum:** MATH 162, 163, 180 or 181.

c) One course (3 credit hours) in selected from other college-level mathematics.

**UNM Core Curriculum:** MATH 129.

## **Area III: Laboratory Science**

Two courses (8 credit hours total), both of which must include a lab, selected from any one or two of the following:

a) One or two courses (4-8 credit hours) in general biology.

**UNM Core Curriculum:** BIOL 110/112L or BIOL 123/124L.

b) One or two courses (4-8 credit hours) in general chemistry.

**UNM Core Curriculum:** CHEM 111L, or CHEM 121 and 123L, or CHEM 122 and 124L.

c) One or two courses (4-8 credit hours) in general physics.

**UNM Core Curriculum:** PHYS 151/151L or PHYS 152L.

d) One or two courses (4-8 credit hours) in geology/earth science.

**UNM Core Curriculum:** EPS 101/105L or EPS 201L.

e) One or two courses (4-8 credit hours) in astronomy.

UNM Core Curriculum: ASTR 101/101L.

## **Area IV: Social/Behavioral Sciences**

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in economics (macroeconomics or microeconomics).

**UNM Core Curriculum:** ECON 105 or ECON 106.

b) One course (3 credit hours) in introductory political science.

**UNM Core Curriculum:** POLS 110 or POLS 200.

c) One course (3 credit hours) in introductory psychology.

**UNM Core Curriculum:** PSY 105.

d) One course (3 credit hours) in introductory sociology.

**UNM Core Curriculum:** SOC 101.

e) One course (3 credit hours) in introductory anthropology.

**UNM Core Curriculum:** ANTH 101 or ANTH 130.

## **Area V: Humanities and Fine Arts**

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in introductory history survey.

**UNM Core Curriculum:** HIST 101, HIST 102, HIST 161, or HIST 162.

b) One course (3 credit hours) in introductory philosophy.

**UNM Core Curriculum:** PHIL 101, PHIL 156, PHIL 201, PHIL 202, or PHIL 245.

c) One course (3 credit hours) in introductory history, theory, or aesthetics of the arts or literature.

**UNM Core Curriculum:** ARTH 101, ARTH 201, ARTH 202, ENGL 150, ENGL 292, ENGL 293, MUS 139, or THEA 105.

**Associate Degree and Certificate Program Requirements**

1. Complete the number of credit hours and the specific course requirements as outlined for the degree or certificate.
2. Earn a minimum of 15 credit hours for the degree and/or 9 credit hours for the certificate in residence at UNM-Valencia Campus.
3. Complete all required coursework for the degree or certificate with a minimum 2.0 cumulative grade point average (GPA). Please be aware that UNM and other four year institutions may require a higher GPA for admission to upper division course work. Students are encouraged to consult with an academic advisor for specific requirements in this respect.
4. No basic skills courses (e.g., ENGL 099/100, MATH 099/100, ACAM 100, ACAD 099/100 are accepted toward the number of credit hours required for graduation.
5. Must receive a grade of "C" or better on all General Education and Degree Core Requirement courses.

## **PROGRAM DESCRIPTIONS**

### **3-D Printing (Short-Term Certificate)**

#### **Program Description**

This one-semester certificate is designed for students who want to gain knowledge about 3D printing and hands-on experience using 3D printers. 3D printing is particularly relevant for students in pre-engineering and computer-aided drafting degree programs, but the courses are open to anyone interested in turning a design idea into a real physical product.

#### **Career and Educational Advancement Opportunities**

3-D printing technology is currently used in architecture, industrial design, the automotive industry, aerospace, the military, engineering, the dental and medical industries, biotechnology, fashion, footwear, jewelry, eyewear, education, and many other fields.

#### **Program Requirements**

Total Credit Hours Required: 12 (see checklist for specific requirements)

#### **Program Learning Goals**

Upon successful completion of the required courses for the 3D printing short-term certificate, our students will demonstrate that they have developed the ability to:

- 1) Identify and define concepts of 3D printing and rapid 3D prototyping.
- 2) Demonstrate basic 3D printer operations and functions.
- 3) Utilize various 3D printing software and hardware.
- 4) Properly prepare CAD files for 3D printing.

#### **Contact and Advising Information**

Information about the 3D printing short term-certificate is available from the Advisement Center at 505.925.8560 or at [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division at 505.925.8711.

#### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Courses:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110 (ACCUPLACER/ACT minimum score of 166+/19)

#### **3-D Printing Certificate Requirements**

*The following are the course requirements for completion of certificate in 3-D Printing. Students should see an advisor to customize their educational plans.*

<b>Area</b>	<b>Semester</b>	<b>Grade</b>	<b>Credits</b>
CADT 191	_____	_____	4
CADT 171	_____	_____	4
CADT 294	_____	_____	4

## **Allied Health (Short-Term Certificates)**

### **Short-Term Certificate Program Description**

The allied health programs include Emergency Medical Technician Basic (EMT-Basic), Emergency Medical Technician Intermediate (EMT-I), Personal Care Attendant (PCA-Home Health Aide), Nursing Assistant (CNA), and Phlebotomy Technician (PBT). Each program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM-Valencia Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of each of the allied health programs.

### **Short-Term Certificate Career and Educational Advancement Opportunities**

Students may enroll in any of the allied health programs offered at UNM-Valencia as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, PCA's are in demand in assisted living facilities and home healthcare. The basic skills learned in the PCA program are enhanced in the CNA classes and clinical settings and prepare students to sit for the certification exam and for work in healthcare facilities under the supervision of a Registered Nurse (RN). Phlebotomists are in demand in many healthcare settings as well as in testing and reference laboratories. Prospective nursing students may be advised to take the CNA program prior to enrolling in local schools of nursing. Students who intend to transfer to a four-year college or university may enroll in the associate of science in general science which provides the academic core required for many careers in healthcare. For more information, students should confer with an advisor.

### **Short-Term Certificate Program Requirements**

Total credit hours required: Emergency Medical Technician Basic: 10 credit hours to include 8 credit hours of coursework and 2 credit hours of lab; Emergency Medical Technician – Intermediate: 8 credit hours to include 5 credit hours of course work, 1 credit hour of lab and 2 credit hours of clinical rotation; Nursing Assistant: 8 credit hours to include 96 clock hours lecture/skills lab and 32 clock hours clinical; Personal Care Attendant (Home Health Aide): 5 credit hours to include 64 clock hours lecture/skills lab and 16 clock hours job shadowing; and Phlebotomy Technician: 12 credit hours to include 120 clock hours lecture/skills lab and 120 clock hours clinical. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support for Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a finger print background check and drug testing prior to hiring.

### **Short-Term Certificate Program Learning Goals**

The health sciences programs provide students with quality instruction in preparation for successful employment in an entry-level health field. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program. Upon successful completion of the required courses for each health science program, our students will demonstrate:

1. Workplace skills specific to healthcare careers.
2. Knowledge of local, state and federal guidelines that apply to the healthcare industry.
3. Basic knowledge of anatomy and physiology.
4. Knowledge of records documentation and basic medical terminology.

5. Team-building and communication skills; the basics of a good work ethic; and successful job-seeking strategies.
6. Where applicable, students will be prepared for the certification exam specific to the course.

### **Short-Term Certificate Contact and Advising Information**

Information about the allied health programs is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Community Education Program at 505.925.8970.

### **Short-Term Certificate Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 099 – or place into MATH 100 or higher;

**Credit Hours:** 4; **ACCUPLACER/ACT Minimum Scores:** 57-101 (Arithmetic)/16

### **Allied Health Short-Term Certificates Program Requirements**

*The following are the allied health program requirements. Please note that these are separate programs and not a sequence of courses towards a particular program.*

<b>Area</b>	<b>Semester</b>	<b>Grade</b>	<b>Credits</b>
<b>Emergency Medical Technician Basic: (10 credits)</b>			
EMS 113	_____	_____	8
EMS 142	_____	_____	2

#### **Emergency Medical Technician Intermediate: (8 credits)**

EMS 180	_____	_____	5
EMS 151	_____	_____	2
EMS 143	_____	_____	1

#### **Nursing Assistant: (8 credits)**

CNA 101L	_____	_____	8
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#### **Personal Care Attendant (Home Health Aide): (5 credits)**

PCA 101L	_____	_____	5
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#### **Phlebotomy Technician: (12 credits)**

PBT 101L	_____	_____	8
PBT 102L	_____	_____	4

# **Automotive Technology (Certificate)**

## **Program Description**

UNM-Valencia partners with the Los Lunas school district to offer a certificate program in automotive technology at Valencia High School (five miles east of UNM-Valencia) to students from Valencia and Los Lunas High Schools as well as to the general public in evening classes. Upon completion of the program and the practicum, students will be prepared to sit for the national ASE certification.

## **Career and Educational Advancement Opportunities**

The certificate in automotive technology will prepare students to sit for the national ASE certification exam, thereby qualifying them for careers as Transportation Engineers, Automotive Engineers, Automotive Engineer Technicians, Electro-Mechanical Technicians, and Auto Master/Service technician Mechanics.

## **Program Requirements**

Total Credit Hours required: 37

## **Program Learning Goals**

The automotive technology certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to succeed in careers in automotive maintenance and repair. Upon successful completion of the required courses for the program, students will demonstrate:

1. entry-level skills with an emphasis on safety and tools required for automotive trades.
2. an understanding of automotive theory, diagnosis and repair; mastery of hand-held computer scanner and vehicle onboard computer interfacing.
3. customer service skills.
4. computer-based four-wheel alignment, and automotive engine performance testing.

Following the 3-9-credit-hour practicum (AUTT 295), students will be prepared to sit for the national ASE Certification examination.

## **Contact and Advising Information**

Information about the certificate in automotive technology is available from the Advisement Center at 505.925.8560 or at [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division, at 505.925.8711.

## **Certificate in Automotive Technology Requirements**

*The following are the course requirements for completion of a certificate in automotive technology. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking (3 credits)</b>			
ENGL 119			3
<b>Mathematics (3 credits)</b>			
MATH 115			3

**Automotive Technology Core Requirements (31 credits)**

AUTT 101	_____	_____	3
AUTT 111	_____	_____	4
AUTT 115	_____	_____	4
AUTT 130	_____	_____	4
AUTT 170	_____	_____	4
AUTT 203	_____	_____	4
AUTT 213	_____	_____	4
AUTT 295	_____	_____	3-9
IT 101	_____	_____	1

**Total Required: (37 credits)**

## **Business Administration (Associate of Arts)**

### **Program Description**

Today's business managers must be prepared to meet the challenges of a rapidly changing business environment. At UNM-Valencia, students are provided the opportunity to complete the first two years of a business administration curriculum in areas such as accounting, business computer systems, finance, human resources, marketing and others. The advantages of beginning studies at UNM-Valencia include smaller class sizes and a team of instructors dedicated to teaching excellence.

### **Career and Educational Advancement Opportunities**

The associate of arts in business administration degree is a transfer program. The curriculum has been carefully articulated with the UNM Anderson School of Management to ensure that all successfully completed courses transfer without loss of credit. Students should apply for acceptance to the Anderson School of Management one semester prior to transfer. Students must earn a grade of "C" or better in all pre-admission course work.

### **Program Requirements**

Total credit hours required: 63 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The business administration program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in business administration. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of arts in business administration, our students will demonstrate that they have developed the ability to:

1. Comprehend a broad-based knowledge of financial information data and apply their communication skills (writing and speaking) in a varied and competitive business environment.
2. Calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.
3. Obtain an entry-level position in Operations, Management and Supervision, Marketing, Administrative Assistant.
4. Complete the first two years of a BA in Business Administration.

### **Contact and Advising Information**

Information about the associate of arts in business administration is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division, at 505.925.8711.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

**Associate of Arts in Business Administration Requirements**

The following are the course requirements for completion of an associate of arts in business administration degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
ENGL 219 or ENGL 220	_____	_____	3
<b>Mathematics: (6 credits)</b>			
MATH 121 or MATH 150	_____	_____	3
MATH 180 or MATH 162	_____	_____	3
<b>Physical and Natural Sciences: (7-8 credits)</b>			
_____	_____	_____	_____
_____	_____	_____	_____

Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.

**Social and Behavioral Sciences: (15 credits)**

ECON 105	_____	_____	3
ECON 106	_____	_____	3
PSY 105 or SOC 101	_____	_____	3
_____	_____	_____	_____
_____	_____	_____	_____

Select two additional courses from PSY, SOC, ANTH, LING, or POLS.

**Humanities: (3 credits)**

Select one course from the UNM Core Curriculum in Humanities. An additional upper division humanities course is required by the Anderson School of Management ASM) at UNM main campus.

**Fine Arts: (3 credits)**

Select one course from the UNM Core Curriculum in Fine Arts.

**Foreign Language: (3 credits)**

Select one course from the UNM Core Curriculum in Foreign Language.

**Business Administration Core Requirements: (17 credits)**

CS 150	_____	_____	3
MGMT 113	_____	_____	3

MGMT 113 is not required for admission to ASM, but is required for an AA in BA at UNM-Valencia.

MGMT 101 and MGMT 101L	_____	_____	4
MGMT 102 and MGMT 102L	_____	_____	4

MGMT 101/101L and MGMT 102/102L combined is the equivalent of MGMT 202 at ASM.

STAT 145	_____	_____	3
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**Total Required: (63 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

# **Business Administration Certificate**

## **Program Description**

Please refer to the associate of arts in business administration degree description (previous) for this program's description.

## **Career and Educational Advancement Opportunities**

As is the case with the associate of arts in business administration degree, the business administration certificate is a transfer program. The curriculum has been carefully articulated with the UNM Anderson School of Management to ensure that all successfully completed courses transfer without loss of credit. Students should apply for acceptance to the Anderson Schools of Management one semester prior to transfer. Students must earn a grade of "C" or better in all pre-admission course work.

## **Program Requirements**

Total credit hours required: 33 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

Please refer to the associate of arts in business administration for information on learning goals for this program.

## **Contact and Advising Information**

Information about the associate of arts in business administration is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Business, Technology and Fine Arts Division, at 505.925.8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

## **Business Administration Certificate Requirements**

*The following are the course requirements for completion of the Business Administration Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3

### **Mathematics: (3 credits)**

MATH 121 or MATH 150 \_\_\_\_\_ 3

### **Physical and Natural Sciences: (4 credits)**

\_\_\_\_\_  
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.

**Social and Behavioral Sciences: (6 credits)**

ECON 105 \_\_\_\_\_ 3

PSY 105 or SOC 101 \_\_\_\_\_ 3

**Business Administration Core Requirements: (14 credits)**

CS 150 \_\_\_\_\_ 3

MGMT 113 \_\_\_\_\_ 3

*MGMT 113 is not required for admission to ASM, but is required for AABA at UNM-Valencia.*

MGMT 101 and MGMT 101L \_\_\_\_\_ 4

MGMT 102 and MGMT 102L \_\_\_\_\_ 4

*MGMT 101/101L and MGMT 102/102L combined is the equivalent of MGMT 202 at ASM.***Total Required: (33 credits)***Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

# **Computer-Aided Drafting (Associate of Applied Science)**

## **Program Description**

According to the Bureau of Labor Statistics, “increases in overall construction activity stemming from U.S. population growth and the related need to improve the Nation’s infrastructure should spur demand for drafters trained in architectural and civil design.” Computers have taken over production drawing and are now being used in a variety of related fields; virtually all technical and scientific disciplines use technical drawings and are adopting computer-aided drawing and modeling. The associate of applied science in computer-aided drafting (CAD) includes general education courses and is designed to improve analytic and communication skills. The core of the program consists of CADT courses with a heavy emphasis on lab work. Drafting conventions are covered in the architectural and technical drafting courses.

## **Career and Educational Advancement Opportunities**

Upon completion of the associate of applied science in computer-aided drafting program, students are prepared for entry-level positions as CAD operators. Graduates of the program have been successfully placed, and many have already advanced to technician and project management positions. The associate of applied science in computer-aided drafting degree, while occupational in nature, can be transferred to UNM-Main and applied toward a bachelor's in organizational, information and learning sciences in the College of Education and a bachelor of liberal arts. However, career-technical courses are not guaranteed to transfer as credit. Additionally, grades earned in technical courses are not to be included in the grade point average at the UNM-Main and may not be included in the GPA at other four-year institutions.

## **Program Requirements**

Total credit hours required: 60 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

The computer-aided drafting program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the computer-aided drafting profession. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of applied science in computer-aided drafting, students will demonstrate that they have developed the ability to:

1. Communicate effectively in both oral and written form and use basic math to solve drawing problems.
2. Understand and apply necessary knowledge and skills in computer-aided drafting. These skills prepare students to solve drawing problems and execute drawings using drafting and design software.
3. Work as entry-level CAD operators in engineering firms.
4. Complete transferable academic courses that can be applied towards a BA degree in Organization, Information and Learning Sciences in the College of Education or in the School of Engineering and Architecture and Planning.

## **Contact and Advising Information**

Information about the associate of applied science in computer-aided drafting degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Business, Technology and Fine Arts Division, at 505.925-8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; ACCUPLACER/ACT Minimum Scores: 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; ACCUPLACER/ACT Minimum Scores: 104-120 (Elementary Algebra)/22

## **Associate of Applied Science in Computer-Aided Drafting Degree Requirements**

*The following are the course requirements for completion of an associate of science in computer-aided drafting degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 219 or CJ 130	_____	_____	3
<b>Mathematics: (3 credits)</b>			
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Mathematics.*

*Engineering transfer students should select MATH 150.*

### **Physical and Natural Sciences: (4 credits)**

_____	_____	_____	4
<i>Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.</i>			
<i>Suggested courses are: CHEM 111, CHEM 122/124L, PHYC 160/160L.</i>			
<i>Engineering transfer students should select PHYC 160/160L.</i>			

### **Social and Behavioral Sciences: (3 credits)**

PSY 105 or SOC 101	_____	_____	3
<b>Fine Arts: (3 credits)</b>			

*Select one course from the UNM Core Curriculum in Fine Arts.*

### **Humanities or Foreign Language: (3 credits)**

_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Humanities or Foreign Language.</i>			

### **Computer Aided Drafting Core Requirements: (38 credits)**

CS 150L or IT 121	_____	_____	3
<i>Select one IT elective (3 or higher credit hours).</i>			
<i>CADT 150</i>			
CADT 171	_____	_____	3
CADT 185	_____	_____	4
CADT 191	_____	_____	4
CADT 195	_____	_____	4
CADT 260	_____	_____	4
CADT 270	_____	_____	4
CADT 295	_____	_____	3-4
<i>3-4</i>			

*Select one CADT course from CADT 160, CADT 180, CADT 255, or CADT 293.*

### **Total Required: (60 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Computer-Aided Drafting Certificate**

## **Program Description**

The core of the computer-aided drafting certificate program consists of CAD courses with a heavy emphasis on lab work. The symbols and methods used in drafting are covered in the architectural and technical drafting courses. Operating systems and related computer skills are covered in the computer applications courses.

## **Career and Educational Advancement Opportunities**

Upon completion of the computer-aided drafting certificate program students are prepared for entry-level positions as CAD operators. Graduates of the program are successfully placed, and many have already advanced to technician and project management positions.

## **Program Requirements**

Total credit hours required: 31 (see checklist for specific requirements).

## **Program Learning Goals**

Please refer to the associate of applied science in computer-aided drafting for information on learning goals for this program.

## **Contact and Advising Information**

Information about the associate of applied science in computer-aided drafting degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Business, Technology and Fine Arts Division, at 505.925.8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

**Computer- Aided Drafting Certificate Requirements**

*The following are the course requirements for completion of a certificate in computer-aided drafting. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Computer Aided Drafting Core Requirements: (31 credits)</b>			
CADT 150	_____	_____	3
CADT 171	_____	_____	3
CADT 185	_____	_____	4
CADT 191	_____	_____	4
CADT 195	_____	_____	4
CADT 260	_____	_____	4
CADT 270	_____	_____	4
CADT 295	_____	_____	2-4 3-4

*Select one CADT course from CADT 160, CADT 180, CADT 255, or CADT 293.*

**Total Required: (31 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

# **Construction Technology (Associate of Applied Science)**

## **Program Description**

The associate of applied science degree in construction technology is designed for students entering apprenticeship training programs. In addition to the 15 credit hours toward specific apprenticeship training, students will broaden their academic skills and develop an increased awareness of the workplace environment. Students take several special topics courses in construction technology in order to focus their program of study towards their specific field or career goal. You will learn how to plan, organize, solve problems, and communicate well in building projects.

## **Career and Educational Advancement Opportunities**

Upon completion of the associate of applied science degree in construction technology degree and at least 50% of the apprenticeship program, the student will be prepared for career advancement in the workplace which will likely lead to higher pay. You can prepare for an entry-level job in many construction areas, or train to seek advancement to a higher level in your current position. In addition, group requirements and/or technical and academic core courses may transfer to programs in four-year universities.

## **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

The construction technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in various construction trades. Course syllabi describe specific learning objectives for each trade that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate applied science in construction technology, our students will demonstrate the following:

1. Basic skills in industry-specific trades.
2. Essential academic skills in English, math and reading for success in a workplace setting.
3. An understanding of basic construction safety.
4. Team-building and communication skills; and the basics of a good work ethic.

## **Contact and Advising Information**

Information about the associate of applied science degree in construction technology degree program is available from Advisement Center, at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Business, Technology and Fine Arts Division, at 505.925.8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 100 and MATH 193 – or place into MATH 120;

**Credit Hours:** 4 and 2; **ACCUPLACER/ACT Min. Scores:** 102-120 (Arithmetic)/19

**Associate of Applied Science in Construction Technology Degree Requirements**

The following are the course requirements for completion of an associate of applied science in construction technology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12-13 credits)</b>			
ENGL 110 or 112 or 113			3 or 3 or 4
ENGL 120			3
ENGL 219			3
CJ 130			3
<b>Mathematics: (6 credits)</b>			
MATH 120			3
STAT 145			3
<b>Physical and Natural Sciences: (7-8 credits)</b>			
			3-4
			3-4

Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.

**Social and Behavioral Sciences: (3 credits)**

PSY 105 or SOC 101			3
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**Humanities: (6 credits)**

			3
			3

Select two courses from the UNM Core Curriculum in Humanities.

**Fine Arts: (2 credits)**

ARTS 126			2
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**Foreign Language: (3 credits)**

SPAN 101			3
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**Electives: (6 credits)**

			3
			3

Students must consult with an advisor to get a list of approved elective courses.

**Construction Technology Core Requirements: (15 credits)**

CNST 293			3
CNST 293			3
CNST 293			3
JS 101L			6

**Total Required: (60 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## **Criminology (Associate of Arts)**

### **Program Description**

Criminology is the scientific study of crime, including the measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency. The Associate of Arts in Criminology is designed to give students an introduction to the field. Courses focus on the characteristics and causes of crime and deviance and on the origins, nature and consequences of societal reactions to crime and deviance, giving particular attention to the criminal justice system. Basic instruction is also given in sociological theory and research methods.

### **Career and Educational Advancement Opportunities**

The associate of arts in Criminology is a transfer program designed to prepare students for completing a bachelor's degree in Criminology. Students must earn a grade of "C" or better in all pre-admission course work and a cumulative grade point average of 2.25 for regular admission to the criminology major. The program is particularly appropriate for students wishing to pursue one of the following career options:

- Graduate work in the social sciences with a special emphasis on criminology or criminal justice.
- A career in criminal justice (e.g. law enforcement, corrections, crime prevention), especially in agencies or departments involved in planning and evaluation.
- A career in law, social work or counseling.

### **Program Requirements**

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The criminology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in criminology. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate arts in criminology, our students will demonstrate:

1. Knowledge of effective communication in writing, speaking, philosophy, and/or language.
2. The ability to apply concepts in history, economics, political science, sociology, psychology, and/or anthropology.
3. Ability in mathematics and physical/natural sciences.
4. The ability to complete the first two years of a BA in criminology.

### **Contact and Advising Information**

Information about the associate of arts in criminology program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office at 505.925.8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110 or ENGL 113;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 101/102 or MATH 120 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

**Associate of Arts in Criminology Requirements**

The following are the course requirements for completion of an associate of arts in criminology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
_____	_____	_____	3

Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156.

**Mathematics: (3 credits)**

STAT 145	_____	_____	3
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**Physical and Natural Sciences: (7-8 credits)**

_____	_____	_____	4
_____	_____	_____	3 or 4

Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.

**Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences (except those required in the Criminology major requirements), such as ANTH, ECON, POLS, PSY, or SOC

**Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities.

**Fine Arts: (3 credits)**

_____	_____	_____	3
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Select one course from the UNM Core Curriculum in Fine Arts.

**Foreign Language: (3 credits)**

_____	_____	_____	3
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Select one course from the UNM Core Curriculum in Foreign Language. Suggested SPAN 101 or 102.

**Criminology Core Requirements: (12 credits)**

SOC 101	_____	_____	3
SOC 205	_____	_____	3
SOC 213	_____	_____	3
SOC 211 or SOC 216	_____	_____	3

**Elective Requirements: (12 credits)**

(To articulate with the University of New Mexico, students should choose a minor. Therefore, 8 of the 12 elective hours should be within the same academic field. Students should consult with an advisor about choosing a minor that best fits their needs.)

**Total Required: (61 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## **Digital Media Arts (Associate of Applied Science)**

### **Program Description**

The associate of applied science in the digital media arts degree program offers general education and specialized design skills to students in a variety of media, including digital photography, graphic and web design, video and film, and the electronic arts. A primary objective of the program is to expand the creative, conceptual, and technical aspects of a student's visual thinking through multiple processes of creativity, refining a student's ability to observe, create, and analyze through design and project-based work and enhance creative problem solving. Another goal of this program is to support the self-realization of each student and to develop individuals who can grasp the physical and virtual world around them in a comprehensive and critical manner. Students will be prepared to test for industry-recognized software certifications. Through this, students will be prepared for employment in a variety of fields, but most specifically in digital photography, web and graphic design, interactive media, the film industry, and a variety of design fields.

### **Career and Educational Advancement Opportunities**

The associate of applied science in digital media arts degree provides the student with a well-rounded, design-oriented applications knowledge base with the creative problem solving skills that employers desire in all the various careers in digital media today. Many of the DMA core courses are preparatory classes for certifications in multiple software programs, including but not limited to, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver and Apple Final Cut Pro. This DMA associate degree, while occupational in nature, is transferrable to the UNM-Main and can be applied towards a Bachelor's of Fine Arts in Photography or Electronic Arts, many of the Interdisciplinary Film and Digital Media Arts (IFDM) degrees, as well as a bachelor's in Organization, Information and Learning Sciences in the College of Education, and a Bachelor's degree in Liberal Arts.

### **Program Requirements**

Total credit hours required: 60 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The digital media arts program provides students with quality instruction that will forge successful paths to media industry careers and bachelor's degree programs. Upon successful completion of the required courses for the associate of applied science in digital media arts, students will be able to:

1. Plan and produce a successful project from onset to completion in a variety of media including, but not limited to: print publication, web publication, photography portfolio, and video as narrative, documentary, or interview.
2. Graduate with a reel highlighting the student's best work, as well as an accompanying webpage to self-promote and further either career or educational opportunities.
3. Develop a strong base in the knowledge of historical and contemporary digital media art development and practitioners in the field.
4. Have an enhanced ability to think visually and communicate their ideas as such by discussing and defending their work and critiquing others in relation to concepts, ideas, techniques, processes, and experiences.
5. Develop a familiarity with the variety of media and software available in digital arts and understand the limitations and opportunities offered by these various materials and techniques.

6. Demonstrate an excellent understanding of the components of art and design (balance, unity, line, composition, color theory, visual rhythm, etc.), and use this language to discuss, debate, and create.
7. Gain a positive interdisciplinary attitude.

### Contact and Advising Information

Information about the associate of applied science in digital media arts is available from Advisement and Counseling at 505.925.8560 or vcadvise@unm.edu, or the Business, Technology and Fine Arts Division, at 505.925.8711.

### Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

### Associate of Applied Science in Digital Media Arts Degree Requirements

*The following are the course requirements for completion of an associate of applied science in digital media arts degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 219 or CJ 130	_____	_____	3
<b>Mathematics: (3 credits)</b>			
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Mathematics.*

*Engineering transfer students should select MATH 150.*

### Physical and Natural Sciences: (4 credits)

_____	_____	_____	4
<i>Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.</i>			
<i>Suggested courses are: CHEM 111, CHEM 122/124L, PHYC 160/160L.</i>			
<i>Engineering transfer students should select PHYC 160/160L.</i>			

### Social and Behavioral Sciences: (3 credits)

PSY 105 or SOC 101	_____	_____	3
<b>Fine Arts: (3 credits)</b>			

_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Fine Arts.</i>			

### Humanities or Foreign Language: (3 credits)

_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Humanities or Foreign Language.</i>			

### Digital Media Arts Core Requirements: (38 credits)

ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 130	_____	_____	3
ARTS 187 or 188	_____	_____	3
ARTS 231	_____	_____	3
ARTS 289	_____	_____	3
DMA 102	_____	_____	4

DMA 270	_____	_____	4
MA 110	_____	_____	3
IT 205 or 270	_____	_____	3
DMA 210 or 220	_____	_____	3
ARTH 210 or MA 210	_____	_____	3

**Total Required: (60 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## Digital Media Arts Certificate

### Program Description

The digital media arts certificate program is a subset of the associate of applied science in digital media arts degree offering only the specific design and computer imaging skills to train the student to provide essential digital media technology assistance in the business environment. As with the associate's degree program, students are prepared for employment in the fields of digital imaging, graphic, multimedia, video and film, and web design.

### Career and Educational Advancement Opportunities

The digital media arts certificate provides the student with the same well-rounded, design-oriented, applications knowledge base and creative problem solving skills that employers will appreciate in the digital media professional. In addition, the DMA core courses will help prepare the student for national certification.

### Program Requirements

Total credit hours required: 31 (see checklist for specific requirements).

### Program Learning Goals

Please refer to the associate of applied science in digital media arts for the program's learning goals.

### Contact and Advising Information

Information about the certificate in digital media arts is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Business, Technology and Fine Arts Division, at 505.925.8711.

### Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

**Digital Media Arts Certificate Requirements**

*The following are the course requirements for completion of the Digital Media Arts Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Digital Media Arts Core Requirements: (31 credits)</b>			
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 130	_____	_____	3
ARTS 187 or 188	_____	_____	3
ARTS 289 or 231	_____	_____	3
DMA 102	_____	_____	3
MA 110	_____	_____	3
IT 205 or 270	_____	_____	3
DMA 210 or 220	_____	_____	3
DMA 270	_____	_____	4

**Total Required: (31 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Early Childhood Multicultural Education (Associate of Arts)**

### **Program Description**

The associate of arts degree in early childhood multicultural education provides students with the knowledge and skills they need to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools as early childhood teaching assistants. This degree, plus experience, meets the qualification requirement for director of a child care center as specified in the New Mexico child care facilities licensing regulations.

### **Career and Educational Advancement Opportunities**

The associate of arts degree in early childhood multicultural education addresses the seven general early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in early childhood education (birth to third grade). In addition, all course work for the associate of arts degree in early childhood multicultural education can be applied toward the baccalaureate degree in early childhood multicultural education offered by UNM-Main Campus. The BA degree in ECME leads to licensure by the State for public school teachers working with children from birth through the age eight who are developing both typically and atypically. Students must earn a grade of "C" or better in all preadmission work.

### **Program Requirements**

Total credit hours required: 61(see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses

### **Program Learning Goals**

The early childhood education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in early childhood education. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of arts in early childhood multicultural education, our students will:

1. Demonstrate knowledge and skills related to writing and speaking, mathematics, physical and natural sciences, social and behavioral sciences, humanities, foreign language, and fine arts.
2. Demonstrate knowledge and skills to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools.
3. Be prepared to transfer to a degree program which requires them to pass the N.M. State Licensure and a BS in Early Childhood Multicultural Education examination.

### **Contact and Advising Information**

Information about the associate of arts in early childhood multicultural degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505.925.8600.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 100 and MATH 193 – or place into MATH 120;

**Credit Hours:** 4 and 2; **ACCUPLACER/ACT Min. Scores:** 41-65 (Elementary Algebra)/19

## **Associate of Arts in Early Childhood Multicultural Education Degree Requirements**

*The following are the course requirements for completion of an associate of arts in early childhood multicultural education degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
_____	_____	_____	3

*Select an additional course from CJ 220, ENGL 290, or LING 101. Students pursuing a BS in ECME degree at UNM must take CJ 220 and select an additional course from ENGL 290 or LING 101.*

### **Mathematics: (3 credits)**

MATH 111	_____	_____	3
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*A mathematics alternative such as MATH 121 or 123 or 150 or 162 or 180 may be substituted. Students pursuing a BS in ECME degree at UNM must also take MATH 112 and one option from MATH 215, 129, or STAT 145.*

### **Physical and Natural Sciences: (8 credits)**

_____	_____	_____	4
_____	_____	_____	4

*Students pursuing a BS in ECME at UNM should take all three NTSC courses (261L, 262L, 263L). Any two science courses in the UNM Core Curriculum that include a lab will meet the requirements for the AA degree and are transferable for the BS.*

### **Social and Behavioral Sciences: (3 credits)**

_____	_____	_____	3
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*Select from ANTH 101 or 130, ECON 105 or 106, LING 101, POLS 110 or 220, PSY 105, and SOC 101. Students pursuing a BS in ECME at UNM must take an additional course selected from the courses above.*

### **Humanities: (6 credits)**

HIST 101 or 102	_____	_____	3
HIST 161 or 162	_____	_____	3

*Students who intend to continue their studies at UNM must also take HIST 260 and an additional HIST course selected from the UNM Core Curriculum in Humanities.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Foreign Language or Sign Language.*

### **ECME Core Requirements: (29 credits)**

ECME 101	_____	_____	3
ECME 103	_____	_____	2
ECME 111	_____	_____	3
ECME 115	_____	_____	3

ECME 117 + ECME 117L	_____	_____	5
ECME 202	_____	_____	3
ECME 217 + ECME 217L	_____	_____	5
ECME 220	_____	_____	3
ECME 230	_____	_____	2

**Total Required: (61 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## Early Childhood Multicultural Education Certificate

### Program Description

The early childhood multicultural education certificate provides students with the knowledge and skills they need to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools as early childhood teaching assistants. This degree, plus experience, meets the qualification requirement for director of a child care center as specified in the New Mexico child care facilities licensing regulations.

### Career and Educational Advancement Opportunities

The early childhood multicultural education certificate provides students with the knowledge and skills required to work with children, birth through age eight and their families in a variety of settings including child care centers, Head Start programs, family child care settings, preschools, and in public schools as early childhood teaching assistants. All course work for this certificate can be applied toward the associate of arts degree in early childhood multicultural education degree. Students must earn a grade of "C" or better in all preadmission work.

### Program Requirements

Total credit hours required: 38 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### Program Learning Goals

Please refer to the associate of arts in early childhood multicultural education for information on learning goals for this program.

### Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 100 and MATH 193 – or place into MATH 120;

**Credit Hours:** 4 and 2; **ACCUPLACER/ACT Min. Scores:** 41-65 (Elementary Algebra)/19

## **Early Childhood Multicultural Education Certificate Requirements**

*The following are the course requirements for completion of the early childhood multicultural education certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
<b>Mathematics: (3 credits)</b>			
MATH 111	_____	_____	3
<i>In place of MATH 1111, an alternative mathematics course (such as MATH 121) may be selected.</i>			
<b>ECME Core Requirements: (29 credits)</b>			
ECME 101	_____	_____	3
ECME 103	_____	_____	2
ECME 111	_____	_____	3
ECME 115	_____	_____	3
ECME 117 + ECME 117L	_____	_____	5
ECME 202	_____	_____	3
ECME 217 + ECME 217L	_____	_____	5
ECME 220	_____	_____	3
ECME 230	_____	_____	2

### **Total Required: (38 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Elementary Education (Associate of Arts)**

### **Program Description**

The Associate of Arts in Education, Elementary option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8<sup>th</sup> grade teachers. Applicants need a minimum of 26 credit hours for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts in Education with teacher licensure for elementary school teaching. Students may also apply this degree to qualify to work as educational assistants in the public schools.

### **Career and Educational Advancement Opportunities**

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the associate of arts in Elementary Education enables students to obtain a Bachelor of Arts in Education (B.A. Ed). The Elementary Education program offers specialty areas in a number of teaching fields for the preparation and development of the professional educator. The program strives to prepare the very best entry-level teachers for all of New Mexico's children; such preparation is enriched by the diverse, contrastive linguistic and cultural communities of the region.

### **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The elementary education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in elementary education. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate arts in elementary education, our students will:

1. Acquire knowledge and skills related to writing, speaking, and foreign language.
2. Acquire knowledge and skills related to mathematics and physical and natural sciences.
3. Acquire knowledge and skills related to social and behavioral sciences, humanities, and fine arts.
4. Demonstrate that knowledge and skills to work with children in public schools.
5. Demonstrate that they are prepared to pass the state licensure exam.

### **Contact and Advising Information**

Information about the associate of arts in elementary education program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 100 and MATH 193 – or place into MATH 120;

**Credit Hours:** 4 and 2; **ACCUPLACER/ACT Min. Scores:** 41-65 (Elementary Algebra)/19

## **Associate of Arts in Elementary Education Degree Requirements**

*The following are the course requirements for completion of an associate of arts in elementary education degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12-13 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
LING 101 or ENGL 240	_____	_____	3
<b>Mathematics: (9 credits)</b>			
MATH 111	_____	_____	3
MATH 112	_____	_____	3
MATH 215	_____	_____	3
<b>Physical and Natural Sciences: (12 credits)</b>			
_____	_____	_____	4
_____	_____	_____	4
_____	_____	_____	4

*Any science course that meets the undergraduate core curriculum in Physical and Natural Sciences will be accepted. Recommended: NTSC 261L, NTSC 262L, or NTSC 263L.*

### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PSY 105, or SOC 101.*

### **Humanities: (12 credits)**

HIST 101 or HIST 102	_____	_____	3
HIST 161	_____	_____	3
HIST 162	_____	_____	3
HIST 260	_____	_____	3

### **Fine Arts: (6 credits)**

MUS 139 or MUSE 298*	_____	_____	3
ARTH 101 or ARTE 214*	_____	_____	3

*\*UNM-Main courses. ARTE 214 is considered a UNM core course in the College of Education only. It is the preferred art class for the BS in elementary education degree.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM core curriculum in Foreign Language or Sign Language.*

### **Total Required: (60 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Elementary Education Certificate**

## **Program Description**

The Associate of Arts in Education, Elementary option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8<sup>th</sup> grade teachers. Applicants need a minimum of 26 credit hours for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts in Education with teacher licensure for elementary school teaching. Students may also apply this degree to qualify to work as educational assistants in the public schools.

## **Career and Educational Advancement Opportunities**

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the associate of arts in Elementary Education enables students to obtain a Bachelor of Arts in Education (B.A. Ed). The Elementary Education program offers specialty areas in a number of teaching fields for the preparation and development of the professional educator. The program strives to prepare the very best entry-level teachers for all of New Mexico's children; such preparation is enriched by the diverse, contrastive linguistic and cultural communities of the region.

## **Program Requirements**

Total credit hours required: 31 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

Please refer to the associate of arts in elementary education for information on learning goals for this program.

## **Contact and Advising Information**

Information about the elementary education certificate program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 100 and MATH 193 – or place into MATH 120;

**Credit Hours:** 4 and 2; **ACCUPLACER/ACT Min. Scores:** 41-65 (Elementary Algebra)/19

## **Elementary Education Certificate Requirements**

*The following are the course requirements for completion of elementary education certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
<b>Mathematics: (3 credits)</b>			
MATH 111	_____	_____	3
<i>In place of MATH 1111, an alternate mathematics course such as MATH 121, 123, 150, 162, or 180 may be substituted.</i>			
<b>Physical and Natural Sciences: (4 credits)</b>			
_____	_____	_____	4

*Any science course that meets the undergraduate core curriculum will be accepted. Recommended: NTSC 261L, NTSC 262L, or NTSC 263L.*

### **Social and Behavioral Sciences: (3 credits)**

_____	_____	_____	3
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*Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.*

### **Humanities: (3 credits)**

HIST 101 or HIST 102 or HIST 260	_____	_____	3
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### **Fine Arts: (3 credits)**

MUS 139 or MUSE 298* or ARTH 101 or ARTE 214*	_____	_____	3
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*\*UNM-Main courses. ARTE 214 is considered a UNM core course in the College of Education only. It is the preferred art class for the BS in elementary education degree.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Foreign Language or Sign Language.*

### **General Elective: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Social and Behavioral Sciences, Physical and Natural Sciences, or Fine Arts as prescribed above in each of the corresponding areas.*

### **Total Required: (31 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Secondary Education (Associate of Arts)**

### **Program Description**

The Associate of Arts in Education, Secondary Education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective 7<sup>th</sup>-12<sup>th</sup> grade teachers. Applicants need a minimum of 26 credit hours and a 2.5 overall GPA for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts or Science in Education with teacher licensure for secondary school teaching. Students may also apply this degree to qualify to work as educational assistants in the public schools.

### **Career and Educational Advancement Opportunities**

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the associate of arts in Secondary Education enables students to obtain either a Bachelor of Science in Education (B.S. Ed.), or a Bachelor of Arts in Education (B.A. Ed) upon transfer to a four-year institution. The Secondary Education program offers opportunities for students seeking a teaching license (grades 7-12) and experienced teachers interested in a scholarly study of their practice.

### **Program Requirements**

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The secondary education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in secondary education. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate arts in secondary education, our students will:

1. Acquire broad-based knowledge of information and concepts related to writing and speaking, mathematics, physical and natural sciences, social and behavioral sciences, humanities, foreign language, and fine arts.
2. Apply critical thinking skills to demonstrate comprehension of subjects taken and practical application of information.
3. Demonstrate that they are prepared to pass the state licensure exam.

### **Contact and Advising Information**

Information about the associate of arts in secondary education program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 37-68 (College-Level Math)/22

## **Associate of Arts in Secondary Education Degree Requirements**

*The following are the course requirements for completion of an Associate of Arts in Secondary Education degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
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### **Writing and Speaking: (12 credits)**

ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
LING 101 or ENGL 240	_____	_____	3

### **Mathematics: (6 credits)**

MATH 101 and 102 and 103	_____	_____	1 or 1 or 1
or			
MATH 120	_____	_____	3
STAT 145	_____	_____	3

### **Physical and Natural Sciences: (12 credits)**

_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4

*Select four courses from ASTR 101/101L, BIOL 110/112L, BIOL 201L, BIOL 202L, BIOL 123/124L, CHEM 111L, CHEM 121/123L, CHEM 122/124L, EPS 101/105L, EPS 201L, EPS 250, NTSC 261L, NTSC 262L, NTSC 263L (NTSC courses recommended), PHYC 151/151L, or PHYC 152/152L. Must include at least one lab.*

### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.*

### **Humanities: (12 credits)**

HIST 101 or HIST 102	_____	_____	3
HIST 161	_____	_____	3
HIST 162	_____	_____	3
HIST 260	_____	_____	3

### **Fine Arts: (6 credits)**

ARTH 101	_____	_____	3
MUS 139	_____	_____	3

### **Foreign Language: (3 credits)**

SPAN 101 or SIGN 201	_____	_____	3
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### **Secondary Education Core Requirements: (4 credits)**

EDUC 124 or MATH 193	_____	_____	1
EDUC 183 or ETSS 290	_____	_____	3

*These courses are not required for acceptance to the College of Education at UNM or for licensure.*

### **Total Required: (61 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## **Emergency Medical Services (Associate of Science)**

### **Program Description**

The associate of science in emergency medical services degree provides the first two years of study for a student who plans to pursue a bachelor's degree in emergency medical services at UNM-Main Campus. The curriculum is designed to teach and train paramedic leaders to be better prepared to handle the realities of a new era in prehospital medicine. Graduates will have the breadth of knowledge to think independently, and to push the development of emergency medical services. The program prepares students to advance to higher levels of education.

### **Career and Educational Advancement Opportunities**

Intended to prepare graduates to meet the professional educational needs of pre-hospital care providers, the associate of science in emergency medical services meets 2009 National EMS Educational Standards requirements and incorporates EMT scope of practice. Upon successful completion of course requirements and a minimum GPA of 2.33, graduates will be eligible for National Registry testing and for admission to the UNM School of Medicine, Emergency Medical Services Academy Bachelor of Science in Emergency Medical Services.

### **Program Requirement**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The emergency medical services program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in the emergency medical services program. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. The paramedic program is an inherent part of the NS EMS program. Upon successful completion of the required courses for the emergency medical services program, students will demonstrate that they have developed the ability to:

1. Recognize medical and traumatic emergencies and to intervene and stabilize patients while in transport to an advanced care facility.
2. Pre-hospital field techniques, including airway management and patient assessment and administration of intravenous fluids.
3. Have a working knowledge of pharmacology, the history of emergency medical services, the development of EMS systems and current trends and issues in EMS.

### **Contact and Advising Information**

Information about the associate of science in emergency medical services degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Community Education Program at 505.925.8970

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

### **Associate of Science in Emergency Medical Services Degree Requirements**

*The following are the course requirements for completion of an associate of science in emergency medical services degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
CJ 130	_____	_____	3
<b>Mathematics: (6 credits)</b>			
MATH 121	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (12 credits)</b>			
BIOL 123/124L	_____	_____	4
BIOL 237/247L	_____	_____	4
CHEM 121/123	_____	_____	4
<b>Social and Behavioral Sciences: (3 credits)</b>			
PSY 105	_____	_____	3
<b>Humanities: (3 credits)</b>			
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Humanities.*

<b>Fine Arts: (3 credits)</b>	_____	_____	3
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*Select one course from the UNM Core Curriculum in Fine Arts.*

<b>Foreign Language: (3 credits)</b>	_____	_____	3
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*Select one course from the UNM Core Curriculum in Foreign Language.*

### **Emergency Medical Services Core Requirements: (21 credits)**

EMS 113	_____	_____	8
EMS 120	_____	_____	3
EMS 142	_____	_____	2
EMS 143	_____	_____	1
EMS 151	_____	_____	2
EMS 180	_____	_____	5

### **Total Required: (60 credits)**

*Students transferring to UNM-Main will have completed the core curriculum requirements for the UNM-Emergency Medical Services Academy BS degree in Emergency Medical Services, with the exception of BIOL 238/248L. For transfer to other 4-year institutions, students should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# Film Technology (Certificate)

## Program Description

The two-year, 32 credit-hour certificate in film technology offers specialized training in film industry pre-production, production, and post-production for students to gain experience and knowledge of the film industry. The certificate is designed to develop hands-on skills by using and experimenting with equipment covering all aspects of filmmaking, better preparing students for employment on film and television sets as production assistants and other film crew positions.

## Career and Educational Advancement Opportunities

Film and television productions that often shoot in the area need reliable, trained crew members. Film technology graduates will be prepared for entry-level crew positions in the area of film and television production.

## Program Requirements

Total Credit Hours Required: 32 (see checklist for specific requirements)

## Program Learning Goals

Upon successful completion of the required courses for the film technology certificate, our students will be able to:

- 1) Identify and define concepts and rules of filmmaking.
- 2) Demonstrate audio, camera and lighting equipment operations and functions.
- 3) Utilize various post-production and editing software.
- 4) Develop a film portfolio to showcase skills.

## Contact and Advising Information

Information about the film technology certificate is available from the Advisement Center at 505.925.8560 or at [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division, at 505.925.8711.

## Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Courses:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110 (ACCUPLACER/ACT minimum score of 166+/19)

## Film Technology Certificate Requirements

*The following are the course requirements for completion of an associate of applied science in game design and simulation degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
DMA 120	_____	_____	4
DMA 125	_____	_____	4
DMA 130	_____	_____	4
DMA 135	_____	_____	4
DMA 140	_____	_____	4
DMA 145	_____	_____	4
DMA 150	_____	_____	4
DMA 155	_____	_____	4

# **Game Design and Simulation (Associate of Applied Science)**

## **Program Description**

The associate of applied science in game design and simulation degree is a complement to the digital media arts program. This program will enable students to take their passion for digital games and technology and turn it into a lifelong career, centered on effectively utilizing game technology for education, entertainment, and research. This degree takes an inter-disciplinary approach by leveraging existing programs offered at UNM-Valencia to form the foundation for understanding the components of game development. AAS recipients should smoothly integrate into game design and simulation programs at four-year colleges.

Upon completion, students will have experience related to all aspects of the game design process from conception to completion. Students will have the opportunity to study the function of games and game play and will develop interactive projects that address the technical challenges of game production. Students will gain valuable experience, creating original game ideas across the different phases of development. This is both a programming and an art-concentrated degree, highlighting what it takes to design and produce interactive virtual worlds, as well as how to create assets, characters, narratives, and environments. Students will graduate with a fundamental background in the sciences and mathematics required for gaming and acquire detailed, working knowledge of industry-standard software, including imaging, modeling, rendering, animation, programming, game engines, sound editors, and level design tools.

## **Career and Educational Advancement Opportunities**

The associate of applied science in game design and simulation degree provides the student with well-rounded art and programming knowledge and experience, leading the marketable skills which are the foundation in current game development careers, including game art, programming, design, and development. The faculty and program are attracting a diverse and non-traditional student body. Comprehensive support services are provided to ensure students have the resources they need to complete the program, graduate or transfer into a four-year institution. This innovative degree prepares the student for an exciting career, centered on cutting-edge interactive technology.

The associate degree, while occupational in nature, is transferable to UNM-Main, NMSU, and other four-year colleges and universities. These courses can be applied towards a variety of bachelor's programs in conjunction with the Interdisciplinary Film and Digital Media (IFDM) minor and/or concentration, including but not limited to Computer Science, Business Administration, Fine Arts, as well as degrees separate from the IFDM program specific to the UNM-Main Campus.

## **Program Requirements**

Total Credit Hours Required: 66

## **Program Learning Goals**

The Game Design and Simulation program provides students with quality instruction that will forge successful paths to game industry careers and bachelor degree programs. Upon completion of the required courses for the associate of applied science in game design and simulation degree, the student will be able to:

- 1) Demonstrate significant knowledge of the scientific and mathematical foundations of game design.
- 2) Plan and produce successful projects from conception to completion in a variety of media, including game art, game programming, and game development.
- 3) Graduate with a portfolio reel, highlighting the student's best work, as well as an accompanying webpage to self-promote and further career and/or educational opportunities.
- 4) Demonstrate an understanding of the components of game art and design (balance, unity, line, composition, color theory, visual rhythm, storyboarding, etc.) and use this language to discuss, debate, and create original game concepts.
- 5) Gain and demonstrate through project development an understanding of production and project management methodologies utilized in commercial studios, government labs, and other development industries.
- 6) Gain through direct experience an appreciation of interdisciplinary collaboration.

## Contact and Advising Information

Information about the associate of applied science in game design and simulation program is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Business, Technology, and Fine Arts Division, at 505.925.8711.

## Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Courses:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** CS 150

**Credit Hours:** 3

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

## Associate of Applied Science in Game Design and Simulation Degree Requirements

*The following are the course requirements for completion of an associate of applied science in game design and simulation degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 219 or CJ 130	_____	_____	3
<b>Mathematics: (3 credits)</b>	_____	_____	3

*Select one course from the UNM Core Curriculum in Mathematics.*

*Engineering transfer students should select MATH 150.*

### Physical and Natural Sciences: (4 credits)

4

*Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab. Suggested courses are: CHEM 111, CHEM 122/124L, PHYC 160/160L.*

*Engineering transfer students should select PHYC 160/160L.*

### Social and Behavioral Sciences: (3 credits)

3

### Fine Arts: (3 credits)

3

*Select one course from the UNM Core Curriculum in Fine Arts.*

### Humanities or Foreign Language: (3 credits)

3

*Select one course from the UNM Core Curriculum in Humanities or Foreign Language.*

### Game Design and Simulation Core Requirements: (44 credits):

GAME 101	_____	_____	3
GAME 102	_____	_____	4
GAME 120	_____	_____	3
GAME 130	_____	_____	3
GAME 150	_____	_____	3
GAME 160	_____	_____	3
GAME 180	_____	_____	3
GAME 220	_____	_____	3
GAME 250	_____	_____	4
GAME 260	_____	_____	3
GAME 270	_____	_____	3

GAME 275	_____	_____	3
GAME 280	_____	_____	3
GAME 295	_____	_____	3

## Game Design and Simulation Certificate

### Program Description

The game design and simulation certificate program will allow students to take their passion for playing games and shape it into the development of new games. Students will experience all aspects of the game design process from conception to completion. Students will study the function of games and game play, and will participate in the development of one or more interactive projects which address the technical challenges of game production. Students will earn their certificate with a fundamental background in the sciences and mathematics required for gaming and will acquire detailed, working knowledge of industry-standard software, including imaging, modeling, rendering, animation, programming, game engines, sound editors, and level design tools.

### Career and Educational Advancement Opportunities

The certificate in game design and simulation provides the student with a well-rounded art and programming knowledge and experience, leading to marketable skills that are the foundation in current game development careers. This certificate, while occupational in nature, provides the foundation for entry-level employment and the basics to continue, if desired, to pursue the associates of applied science degree in game design and simulation.

### Program Learning Goals

Please refer to the associate of applied science in game design and simulation for information on learning goals for this program.

### Program Requirements

Total Credit Hours required: 31

#### Area Semester Grade Credits

#### Game Design and Simulation Certificate Core Requirements: (31 credits)

GAME 101	_____	_____	3
GAME 102	_____	_____	4
GAME 120	_____	_____	3
GAME 130	_____	_____	3
GAME 150	_____	_____	3
GAME 160	_____	_____	3
GAME 180	_____	_____	3
GAME 220	_____	_____	3
GAME 250	_____	_____	3
GAME 270	_____	_____	3

## **General Science (Associate of Science)**

### **Program Description**

The associate of science in general science degree provides the first two years of study for a student who plans to transfer to a four-year institution to pursue a bachelor's degree in science. The general science program prepares a student to enter into any one of a number of fields of science or health care. This degree provides a pathway for students who are interested in the sciences, and allows them to explore various areas in the scientific realm.

### **Career and Educational Advancement Opportunities**

The associate of science in general science degree program includes many requirements for a bachelor's degree in the fields of biology, chemistry, mathematics, or physics in the UNM College of Arts and Sciences or health occupations such as dental hygiene, medical laboratory sciences, nursing, occupational therapy, pharmacy, physician's assistant programs, and radiography. Students interested in applying to medical school, the physical therapy, or master's in occupational therapy program must first complete a baccalaureate degree. Students planning to transfer to a four-year institution for a baccalaureate degree *must* see an advisor to determine which courses are most appropriate for their major. Completion of this degree does *not* guarantee acceptance into a baccalaureate degree program. Students must earn a grade of "C" or better in all pre-admission course work.

### **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The general science program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of fields related to science, engineering, or the medical professions. Course syllabi describe the learning objectives for each course that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of science in general science, our students will demonstrate that they have developed the ability to:

1. Describe and apply a broad-based knowledge of information and concepts in two of the following areas: biology, chemistry, and physics.
2. Apply the scientific method of inquiry, critically evaluate experimental design, and create and interpret numerical and graphical data.
3. Use basic laboratory skills to investigate scientific questions – this includes understanding the use and application of common laboratory instruments and procedures.
4. Integrate and communicate scientific information to scientists and the general public.

### **Contact and Advising Information**

Information about the associate of science in general science degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

### **Associate of Science in General Science Degree Requirements**

*The following are the course requirements for completion of an associate of science in general science degree.*

*Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
	_____	_____	3

*Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156. Please note that the College of Arts and Sciences at UNM-Main requires no more than 6 credits from one subject under the Writing and Speaking area.*

### **Mathematics: (6-10 credits)**

#### **Mathematics Sequence 1:**

MATH 121	_____	_____	3
MATH 180	_____	_____	3
MATH 181	_____	_____	3

*Select Mathematics Sequence 1 for a bachelor's degree in Biology.*

#### **Mathematics Sequence 2:**

MATH 123	_____	_____	3
MATH 150	_____	_____	3
MATH 162	_____	_____	4

*Select Mathematics Sequence 2 for a bachelor's degree in Engineering or Physics.*

#### **Mathematics Sequence 3:**

MATH 120	_____	_____	3
STAT 145	_____	_____	3

*Select Mathematics Sequence 3 for a Bachelor of Science in Nursing.*

### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.*

### **Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Humanities.*

### **Fine Arts: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Fine Arts.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from UNM Core Curriculum in Foreign Language.*

### **General Science Core Requirements: (12-16 credits)**

#### **Biology Sequence 1:**

BIOL 201L	_____	_____	4
BIOL 202L	_____	_____	4

Select Biology Sequence 1 for a bachelor's degree in Biology or Medical Technology or a PharmD in Pharmacy.

**Biology Sequence 2:**

BIOL 123/124L \_\_\_\_\_ 4

Select Biology Sequence 2 for health sciences programs.

**Chemistry Sequence 1:**

CHEM 121/123L \_\_\_\_\_ 4

CHEM 122/124L \_\_\_\_\_ 4

Select Chemistry Sequence 1 for a bachelor's degree in Biology, Chemistry, Engineering, or Medical Technology or a PharmD in Pharmacy.

**Chemistry Sequence 2:**

CHEM 111L or \_\_\_\_\_ 4

CHEM 121/123L \_\_\_\_\_

and CHEM 212 \_\_\_\_\_ 3

Select Chemistry Sequence 2 for a Bachelor of Science in Nursing or Dental Hygiene.

**Physics Sequence 1:**

PHYC 151/151L \_\_\_\_\_ 4

PHYC 152/152L \_\_\_\_\_ 4

Select Physics Sequence 1 for a bachelor's degree in Biology or a PharmD in Pharmacy.

**Physics Sequence 2:**

PHYC 160/160L \_\_\_\_\_ 4

PHYC 161/161L \_\_\_\_\_ 4

Select Physics Sequence 2 for a bachelor's degree in Engineering.

**Electives: (To total 60 credits)**

_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4

Select up to 19 credits from among the following disciplines: ASTR, BIOL, CHEM, EPS, ENGL 219, ENGL 220, NUTR 244, PSY 105 or PHYC.

**Total Required: (60 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## **Health Education (Associate of Science)**

### **Program Description**

The Associate of Science in Health Education degree provides the first two years of study for students planning to pursue a Bachelor of Science degree at UNM-Main in the professional areas of health education (school health education or community health education). The mission of the Health Education program at the University of New Mexico is to develop and promote sustainable public health solutions for populations in New Mexico and beyond, through the professional preparation of health education specialists, collaboration with communities and organizations, research/evaluation and advocacy.

### **Career and Educational Advancement Opportunities**

An associate's degree in Health Education will prepare students for a Bachelor of Science (B.S.) and a Master of Science (M.S.) in Health Education. Both degree programs focus on health education and health promotions at the community level. The Health Education program in the College of Education at UNM offers a unique and innovative program in response to the changing health needs of the state and the nation. Graduates gain proficiency in working with culturally diverse communities to develop, implement, and evaluate health education and promotion interventions and initiatives that reduce risky behaviors and related morbidity and mortality.

### **Program Requirements**

Total credit hours required: 62 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The health education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in health education. Course syllabi describe the student learning outcomes for each course that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of science in health education, our students will demonstrate they have developed the ability to:

1. Demonstrate health literacy skills (the capacity to obtain, interpret, and understand basic health information and services) and the competence to use such information and services in ways which are health-enhancing.
2. Administer CPR and first aid.
3. Demonstrate verbal and written skills to promote and communicate the importance of health literacy to each individual.
4. Understand and appreciate the skills needed to succeed in a career as a professional health educator.
5. Pursue a bachelor of science in health education.

### **Contact and Advising Information**

Information about the associate of science in health education is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

### **Associate of Science in Health Education Degree Requirements**

*The following are the course requirements for completion of an associate of science in health education degree.*

*Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12-13 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
CJ 130	_____	_____	3
<b>Mathematics: (6 credits)</b>			
MATH 121	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (14 credits)</b>			
BIOL 123/124L	_____	_____	4
BIOL 237	_____	_____	3
CHEM 111L	_____	_____	4
NUTR 244	_____	_____	3
<b>Social and Behavioral Sciences: (6 credits)</b>			
PSY 105	_____	_____	3
			3

*Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.*

**Humanities: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Humanities.*

**Fine Arts: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Fine Arts.*

**Foreign Language: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Foreign Language.*

**Health Education Core Requirements: (15 credits)**

HED 164L	_____	_____	3
HED 171	_____	_____	3
HED 209	_____	_____	1
HED 212	_____	_____	3
HED 247	_____	_____	1
PENP 114	_____	_____	1
HED 260	_____	_____	3

**Total Required: (62 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Health Information Technology (Associate of Science)**

## **Program Description**

The associate of science degree in health information technology (HIT) is designed to prepare students to maintain patient records and health information data in every health care setting, including acute care, long-term, ambulatory care, insurance, and federal agencies. After successful completion of the HIT program, the graduate is eligible to take the national RHIT certification examination through AHIMA (American Health Information Management Association). Upon successfully passing the RHIT examination through AHIMA, the graduate is certified through AHIMA as a Registered Health Information Technician (RHIT).

*Note: HIT associate degree students in good academic standing are eligible to take the RHIT examination in the final semester of their coursework.*

## **Career and Educational Advancement Opportunities**

The healthcare industry is the top-employing industry and one of the top-projected growth industries in New Mexico. Much of the projected growth is attributed to an aging baby boomer population, technological advances in medicine, and the Patient Protection and Affordable Care Act (ACA). The ACA is catalyzing growth in healthcare professions, as the individual insurance mandate and expanded coverage options created by the Act are projected to increase the demand for healthcare services and providers. The ACA has highlighted the need for nurses, home health aides, medical assistants, nursing assistants, community health workers, community paramedics, and health information technicians.

## **Program Requirements**

Total credit hours required: 71 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

Upon successful completion of the required courses for the program, students will demonstrate entry-level skills and possess the ability to:

1. Collect, maintain, and analyze health data structure and content, and be familiar with healthcare data standards and requirements.
2. Collect, organize, and present healthcare statistics.
3. Participate in and comply with quality assessment and performance issues, and healthcare delivery systems.
4. Design, maintain, and use health data storage, security, and retrieval.
5. Use and protect health information and communication technologies.
6. Implement, maintain, and demonstrate healthcare compliance and confidentiality in ethical, legal, and privacy issues.
7. Develop, apply, and participate in human resource management, with financial and physical resources.
8. Apply and validate clinical classification systems and support reimbursement methodologies.
9. Demonstrate professional behavior through attendance, promptness, and the ability to assume appropriate responsibility.

## **Contact and Advising Information**

Information about the associate of science in health information technology degree program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505.925.8600.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

## **Associate of Science in Health Information Technology Degree Requirements**

*The following are the course requirements for completion of an associate science in health information technology degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110	_____	_____	3
ENGL 120 or CJ 221	_____	_____	3
<b>Mathematics: (3 credits)</b>			
MATH 121 or STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (4 credits)</b>			
BIOL 123/124L or BIOL 237/227L or HCHS 113	_____	_____	4
<b>Social and Behavioral Sciences: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.*

**Humanities/Fine Arts: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Humanities or Fine Arts.*

**Physical Education/Health: (2 credits)**

_____	_____	_____	2
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*Select one or two HED or PENP courses, to equal two credit hours.*

**Health Sciences: (6 credits)**

HCHS 111	_____	_____	3
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HCHS 115	_____	_____	3
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**Business Technology: (3 credits)**

CS 150L	_____	_____	3
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**Health Information Technology Core Requirements: (38 credits)**

HCHT 121	_____	_____	4
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HCHT 211	_____	_____	4
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HCHT 213	_____	_____	4
----------	-------	-------	---

HCHT 215	_____	_____	2
----------	-------	-------	---

HCHT 219	_____	_____	3
----------	-------	-------	---

HCHT 221	_____	_____	4
----------	-------	-------	---

HCHT 222	_____	_____	4
----------	-------	-------	---

HCHT 231	_____	_____	4
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HCHT 232	_____	_____	3
----------	-------	-------	---

HCHT 233	_____	_____	6
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**Total Required: (71 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Information Technology (Associate of Applied Science)**

## **Program Description**

The associate of applied science in information technology degree program offers general education and specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. The degree will give the student skills in hardware maintenance, networking, database development, programming fundamentals, and web design.

## **Career and Educational Advancement Opportunities**

The associate of applied science in information technology degree provides the student with a well-rounded knowledge base, trouble-shooting skills, and customer service techniques that employers will appreciate in an IT professional. In addition, the IT core courses will help prepare the student for national certifications: A+, CCNA, Oracle, LPI/Linux+, Security+, and basic VmWare. This degree, while occupational in nature, can be transferred to UNM-Main and applied towards a bachelor's degree. However, career/technical courses are not guaranteed to transfer directly as credit. Additionally, grades earned in technical courses are not included in the grade point average at UNM-Main Campus and may not be included in the GPA of other four-year institutions.

## **Program Requirements**

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

The information technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the information technology profession. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of applied science in information technology:

1. Students will demonstrate broad-based skills in and knowledge of installing and maintaining computer hardware and various network environments. These skills prepare students to solve computer hardware and network problems. This prepares students for Comptia A+ certification or TestOut PC Pro test for obtaining an entry-level position as a computer hardware or network technician.
2. Students will create a Linux website using Apache2, My SQL, and PHP. They will incorporate graphics and animations using tools such as WordPress. Students will use programming skills to customize and fix problems within webpages. This prepares students for entry-level positions in web design/implementation and an LPI Linux Essentials or CompTIA Linux+ certification.
3. Students will develop a complete multi-table database application according to user specifications, to include development of the user interface and macros for advanced functionality. This will lead to an entry-level position in database design and development. This prepares students for an Oracle SQL Fundamentals certification.
4. Students will create basic programs using a programming language, such as Java, Python, or C++, and be able to identify and fix problems within the programming code.
5. Students will learn, by using the Cisco Networking Academy, the installation and administration of network communication systems, by learning the general theory of network communications, basic setup, configuration, and management of network communication protocols on networking devices. This prepares students for the ICND1, ICND2, CCNA, or CompTIA Network+ certification.

## Contact and Advising Information

Information about the associate of applied science in information technology degree program is available from Advisement and Counseling at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division, at 505.925.8711.

## Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

## Associate of Applied Science in Information Technology Degree Requirements

*The following are the course requirements for completion of an associate of applied science in information technology degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 219 or CJ 130	_____	_____	3
<b>Mathematics: (3 credits)</b>			

Select one course from the UNM Core Curriculum in Mathematics.

Engineering transfer students should select MATH 150.

**Physical and Natural Sciences: (4 credits)**

_____	_____	_____	4
<i>Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.</i>			
<i>Suggested courses are: CHEM 111, CHEM 122/124L, PHYC 160/160L.</i>			
<i>Engineering transfer students should select PHYC 160/160L.</i>			

**Social and Behavioral Sciences: (3 credits)**

PSY 105 or SOC 101	_____	_____	3
<b>Fine Arts: (3 credits)</b>			

Select one course from the UNM Core Curriculum in Fine Arts.

**Humanities or Foreign Language: (3 credits)**

_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Humanities or Foreign Language.</i>			

**Information Technology Core Requirements: (39 credits)**

CS 150L	_____	_____	3
CS 151L or CS 152L	_____	_____	3
IT 122	_____	_____	3
IT 125	_____	_____	3
IT 131	_____	_____	3
IT 205	_____	_____	3
IT 222	_____	_____	3
IT 230	_____	_____	4

IT 262	_____	_____	3
IT 293	_____	_____	8
IT 295	_____	_____	3

**Total Required: (61 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## Information Technology Certificate

### Program Description

The information technology certificate program is a subset of the associate of applied science in information technology degree program that offers specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. This certificate program is geared for the student who wants to gain experience in computer maintenance, database development, and web design in a short time frame.

### Career and Educational Advancement Opportunities

The information technology certificate program provides the student with trouble-shooting skills and customer service techniques that employers will appreciate in an IT professional. In addition, the IT core courses will help prepare the student for national certification.

### Program Requirements

Total credit hours required: 32 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### Program Learning Goals

Please refer to the associate of applied science in information technology for information on learning goals for this program.

### Contact and Advising Information

Information about the information technology certificate program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu or the Business, Technology and Fine Arts Division, at 505.925.8711.

### Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; ACCUPLACER/ACT Minimum Scores: 166+/19

## **Information Technology Certificate Requirements**

*The following are the course requirements for completion of the information technology certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (3-4 credits)</b>			
ENGL 110 or 112 or 113			3 or 3 or 4

## **Information Technology Core Requirements: (29 credits)**

CS 150			3
CS 151 or 152			3
IT 122			3
IT 125			3
IT 131			3
IT 205			3
IT 230			4
IT 293			4
IT 295			3

## **Total Required: (32 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Integrative Studies (Associate)**

### **Program Description**

The aim of the Associate of Integrative Studies degree is to provide a variety of educational experiences that broadens academic knowledge in a variety of disciplines. It provides students with a basis for future study, develops critical thinking, and expands a respect for diversity and culture. While this degree program is open to all qualified students, it has been designed principally for non-traditional students who are already in the workplace but need a degree to advance in their current career, and for traditional students with clear academic or career goals interested in novel ways of organizing an undergraduate experience.

### **Career and Educational Advancement Opportunities**

A student who is awarded this degree is prepared to follow one of two career paths, depending upon the focus he/she chooses. Students can enter jobs that require one or two years of college, but do not require a declared major field of study. Requirements, other than technical courses completed, may transfer to academic programs in four-year institutions. Also, students can transfer to four-year institutions to earn a Bachelor of Integrative Studies (BIS) degree. Academic courses taken will transfer to the University of New Mexico and may transfer to most four-year institutions. The Bachelor of Integrative Studies at UNM specifically engages students who would benefit from closer collaboration with a faculty mentor(s) through experiential research and/or participation with faculty-led problem solving teams. Students are encouraged to design an individualized program that will prepare them for unique or advanced learning experiences, including international, cooperative or professional schools. It may be used as part of a dual degree or as a second degree, and an existing departmental minor is required.

### **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The integrative studies program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies in a wide variety of academic or career-technical areas. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of integrative studies, our students will demonstrate:

1. Knowledge of effective communication in writing, speaking, and/or language.
2. An ability to apply concepts in fine arts, religion, philosophy, and/or literature.
3. An ability to apply concepts in history, political science, sociology, psychology, and/or anthropology.
4. Knowledge of mathematics and physical and natural sciences.
5. An ability to apply knowledge from a variety of fields to illustrate an understanding of an institutional perspective in areas such as religion, politics, government, environment, and education.

### **Contact and Advising Information**

Information about the associate of integrative studies degree program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

### **Associate of Integrative Studies Degree Requirements**

*The following are the course requirements for completion of an associate of integrative studies degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
	_____	_____	3

Select an additional course from UNM Core Curriculum in Writing and Speaking.

#### **Mathematics: (3 credits)**

_____	_____	_____	3
For terminal degree concentrations, select one course of MATH 101/102/103 or MATH 120; for transfer concentrations, choose one course from the UNM Core Curriculum in Mathematics. (Suggested courses are MATH 121, MATH 129, or STAT 145, which are the options for the UNM BIS degree.)			
_____	_____	_____	3-4
_____	_____	_____	3-4

Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab)

#### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.

#### **Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities (6 credits required by UNM).

#### **Fine Arts: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Fine Arts (3 credits required by UNM).

#### **Foreign Language: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Foreign Language (3 credits required by UNM).

#### **Electives: (23 credits)**

Select a minimum of 23 credits of electives that meet your goals for your degree program, either in an academic and/or technical career field.

**Suggested Concentrations:**

- 1) Technical Concentration: Build your own degree. Choose any of the technical certificates to fulfill up to 15 hours of electives. For the remaining electives, choose academic courses that complement the technical certificate chosen, making you more competitive in the chosen technical field. You should work closely with advisors when making choices, and be aware that the 15 credit hours required in technical certificates may not transfer to a four-year institution.
- 2) Academic Concentration: Explore academic fields. For the electives, choose academic courses, especially core courses that reflect your chosen academic interest. You should work closely with advisors when making choices, and be aware that academic courses chosen will transfer to the University of New Mexico and to most four-year institutions.

**Total Required: (60 credits)**

*Students transferring to UNM-Main should be aware that all core curriculum requirements are met, unless they choose MATH 101/102/103 or MATH 120 to fulfill Mathematics requirements. If students use MATH 101/102/103 or MATH 120, they will, upon transfer, need to complete MATH 121, MATH 129, or STAT 145 to complete all core curriculum requirements in the Bachelor of Integrative Studies degree. (Other four-year institutions' core curriculum requirements or other core curriculum requirements in other degree programs at UNM-Main may not necessarily be met upon completion of the Associate of Integrative Studies degree.)*

## **Liberal Arts (Associate of Arts)**

### **Program Description**

The Associate of Arts in Liberal Arts combines course work in the social sciences, natural sciences, and humanities. These areas of learning cultivate skills that help students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills. Through this broad, well-rounded curriculum, students learn effective writing and verbal communication, problem solving, and analytical thinking skills. At its core, the Associate of Arts in Liberal Arts is designed to fulfill the first two years of a bachelor's degree.

### **Career and Educational Advancement Opportunities**

An associate's degree in Liberal Arts will provide students with a basic educational framework of value in a variety of fields including the arts, research and business. Graduates from a liberal arts degree program might go on to careers in public policy, mass media, city planning, business, journalism, publishing, education, sales and marketing, government, communications, museum work, or entertainment. Completion of this degree will enable students to continue studies at the College of Arts and Sciences at UNM Albuquerque (or any four-year institution), leading to a bachelor's degree in areas such as: Anthropology, Classics, Communications, Criminology, Economics, English, Geography, History, Philosophy, Political Science, Psychology, Religion, Sociology, and Women Studies.

### **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses. A minimum of 12 credit hours must be completed at the 200+ level.

### **Program Learning Goals**

The liberal arts program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of disciplines. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate arts in liberal arts, our students will demonstrate:

1. Knowledge of effective communication in writing, speaking, and/or language.
2. An ability to apply concepts in fine arts, religion, philosophy, and/or literature.
3. An ability to apply concepts in history, political science, sociology, psychology, and/or anthropology.

### **Contact and Advising Information**

Information about the associate of arts in liberal arts degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office, at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 and MATH 106 – or place into MATH 121;

**Credit Hours:** 3 and 1; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

## **Associate of Arts in Liberal Arts Degree Requirements**

*The following are the course requirements for completion of an associate of arts in liberal arts degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
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### **Writing and Speaking: (12-13 credits)**

ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
*CJ 130, PHIL 156, ENGL 219, ENGL 220	_____	_____	6

*\*Choose two from this list. ENGL 219 and 220 are recommended for English concentration.*

### **Mathematics: (3-6\* credits)**

MATH 121, MATH 129, STAT 145	_____	_____	3
	_____	_____	3

*\*For the Sociology concentration, students must choose two courses from the Mathematics area – STAT 145 is recommended. For other concentrations, only one course is required.*

### **Physical and Natural Sciences: (7-8 credits)**

_____	_____	_____	3-4
_____	_____	_____	3-4

*Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.*

### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.*

### **Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Humanities.*

### **Fine Arts: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Fine Arts.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from UNM Core Curriculum in Foreign Language or Sign Language.*

### **General Electives: (18-20 credits)**

*Select a minimum of 18 credits of electives from any academic field.*

**Minimum of 12 credit hours at 200+ level: Yes [ ] No [ ]**

**Total Required: (60 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

**Concentrations**

**English:** 18-20 elective credits, 9 of which are English courses.

**Sociology:** 18 elective credits, 9 of which are Sociology courses.

**Psychology:** 18-20 elective credits, 9 of which are Psychology courses.

**History:** 18-20 elective credits, 9 of which are History courses.

**Liberal Arts:** 18-20 elective credits.

# **Mathematics (Associate of Science)**

## **Program Description**

The associate of science in mathematics degree provides the first two years of study for a student who plans to transfer to a four-year institution and pursue a bachelor's degree in mathematics. Mathematics is an intriguing discipline even without regard to applications outside mathematics. Mathematics emphasizes fundamental ideas in everyday life. The associate of science in mathematics can be excellent preparation for future study in the areas of mathematics and statistics, as well as being good pre-professional training for students wanting to pursue engineering, medicine or other professions.

## **Career and Educational Advancement Opportunities**

The associate of science in mathematics degree program provides students with quality instruction in mathematics, statistics and other core courses to facilitate the mastery of knowledge and the attainment of the skills necessary to complete a bachelor's degree in mathematics or a related field. A student who completes this degree would also be prepared to enter jobs that require one or two years of college. Mathematics is a key component of a variety of fields, including engineering. Students may also prepare to teach as a career.

## **Program Requirements**

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

The associate of science in mathematics degree program provides students with quality instruction in mathematics, statistics and other core courses to facilitate the mastery of knowledge and the attainment of the skills necessary to complete a bachelor's degree in mathematics or a related field. Course syllabi describe the student learning outcomes that contribute to the program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate of science in mathematics degree, our students will demonstrate that they have developed the ability to:

- 1) Demonstrate and apply a broad-based knowledge of concepts in algebra, statistics and calculus.
- 2) Determine an area of concentration in mathematics and take the courses that are needed to continue with mathematics or related degree at a four-year institution.

## **Contact and Advising Information**

Information about the associate of science in mathematics degree program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office at 505-925-8600.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 111/112, 113 or 110

**Credit Hours:** variable (3-6) depending on course track; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 120 or MATH 101/102/103 – or place into MATH 121;

**Credit Hours:** 3; **ACCUPLACER/ACT Minimum Scores:** 104-120 (Elementary Algebra)/22

## **Associate of Science in Mathematics Degree Requirements**

*The following are the course requirements for completion of an associate of science in mathematics degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
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### **Writing and Speaking: (9-10 credits)**

ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 120	_____	_____	3
	_____	_____	3

*Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156.*

### **Mathematics: (17-26 credits)**

MATH 121	_____	_____	3
MATH 123	_____	_____	3
MATH 150	_____	_____	3
MATH 130	_____	_____	2
MATH 162	_____	_____	4
MATH 163	_____	_____	4
MATH 264	_____	_____	4
STAT 145	_____	_____	3

### **Physical and Natural Sciences: (7-8 credits)**

_____	_____	_____	3-4
_____	_____	_____	3-4

*Select two courses from the UNM Core Curriculum, one of which must include a lab.*

### **Social and Behavioral Sciences: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.*

### **Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Humanities.*

### **Fine Arts: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from the UNM Core Curriculum in Fine Arts.*

### **Foreign Language: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

*Select one course from UNM Core Curriculum in Foreign Language.*

### **General Electives: (0-9 credits)**

*Depending on the choices in the Mathematics area, choose up to 9 credit hours of General Electives, to reach 60 degree credit hours total.*

### **Total Required: (60 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Medical Assistant (Certificate)**

## **Medical Assistant Certificate Description**

The UNM-Valencia medical assistant certificate combines the skills and competencies taught in CNA101L (Nursing Assistant), PBT101L/102L (Phlebotomy Technician), and HCHS111 (Medical Terminology), with English, Mathematics, and Computer Science.

## **Medical Assistant Certificate Career and Educational Advancement Opportunities**

The medical assistant certificate was developed in response to a workforce need expressed by healthcare providers who specialize in outpatient care. Students completing the required courses for medical assistant will be employable in clinics and doctors' offices with opportunity for career advancement in the healthcare field.

## **Medical Assistant Certificate Program Requirements**

Total credit hours required: 32 (see checklist for specific requirements)

## **Medical Assistant Certificate Program Learning Goals**

The medical assistant certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to succeed in careers in the healthcare field. Upon successful completion of the required courses for the program, students will demonstrate skills and competencies that include:

1. An understanding of basic medical terminology,
2. The ability to properly ascertain patient vital signs and respond to provider directions,
3. The ability to set up/clean up following provider procedures,
4. An understanding of HIPAA compliance,
5. Basic lab skills,
6. The ability to inventory and stock exam rooms (including handling and disposal of biohazard materials),
7. The necessary customer service and communication skills to properly conduct patient interviews and document initial patient history,
8. Charting skills,
9. The ability to assist patients with basic requirements for health insurance coverage, and
10. Computer skills to include electronic medical records and software applications.

## **Medical Assistant Certificate Contact and Advising Information**

Information about the medical assistant certificate program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Community Education Program at 505.925.8970.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 099 – or place into MATH 100 or higher;

**Credit Hours:** 4; **ACCUPLACER/ACT Minimum Scores:** 57-101 (Arithmetic)/16

*The following are the medical assistant certificate program requirements (32 credit hours):*

Area	Semester	Grade	Credits
<b>Writing and Speaking (3-4 credits)</b>			
ENGL 110 or 112 or 113			3 or 3 or 4
<b>Mathematics (3 credits)</b>			
MATH 115			3
<b>Allied Health (20 credits)</b>			
CNA 101L			8
PBT 101L			8
PBT 102L			4
<b>Health Career Health Science (3 credits)</b>			
HCHS 111			3
<b>Computer Science (3 credits)</b>			
CS 150			3

# **Nursing (Associate of Science)**

## **Program Description**

The UNM-Valencia associate degree in nursing program is a competitive-entry program designed to graduate entry-level nurses who are able to promote, restore, and maintain health for individuals, families, and groups within our rural community and globally. The UNM-Valencia nursing curriculum includes four semesters of nursing courses designed to prepare a beginning level nurse. The courses increase in complexity and address the following areas in the organizing framework: patient-centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, and informatics. The New Mexico Board of Nursing (NMBON) has granted full approval to the UNM-Valencia Nursing Program through December 2020. The UNM Valencia Nursing Program is granted candidacy status from the Accrediting Commission on Education in Nursing (ACEN) through July 2017.

## **Career and Educational Advancement Opportunities**

The associate degree in nursing program at UNM-Valencia offers a career mobility format that prepares students for beginning nursing practice in a variety of health care settings. After completion of the associate degree in nursing and passing the NCLEX-RN examination, students are encouraged to continue to baccalaureate degree in nursing (BSN) programs.

## **Program Requirements**

- Completed application received in the Nursing Office by 5:00pm on April 30<sup>th</sup> each year for fall admission consideration. If the 30<sup>th</sup> falls on a weekend, it is due the following Monday by 5:00,
- Immunizations are required for all health care providers. Documentation will be required in order to go into clinical rotation. MMR, Hepatitis B vaccine, Influenza vaccine, TB screening, and Varicella are all required.
- Needle Stick insurance coverage is mandatory for students enrolled in the ADN program. Cost for coverage is \$22.00 per semester/per student, and is subject to change. Coverage will start the first day of the semester and end the day before the first day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.
- Kaplan Entrance Exam. A minimum score of 68% is required.
- Letter of intent and current resume
- All pre-requisite courses complete with a "C" or better
- Copy of transcripts
- Proof of residency in UNM-Valencia service area if requesting additional selection point consideration
- Copy of DD214 if requesting military service selection point consideration

*Completion of the admission requirements makes the applicant eligible for consideration for admission to the UNM-Valencia Nursing Program. It does not guarantee admission. Students who are selected for admission will be required to submit further materials, including, but not limited to, official transcripts, background check, and immunization records.*

## **Program Learning Goals**

Graduates of the ASN program will be able to:

1. Participate in professional nursing practice that is patient-centered and cultural appropriate for individuals, families, and communities.
2. Function effectively as a member of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes.

3. Deliver nursing care that is evidence based in a variety of healthcare settings.
4. Apply the principles of quality improvement to nursing practice within a variety of healthcare settings.
5. Integrate principles of safe nursing care into nursing practice.
6. Utilize technologies for the management of information and in the delivery of patient care.

### **Contact and Advising Information**

Information about the associate of science in nursing degree is available from the Nursing advisor, Tracy Owen, at 505.925.8915 or [tracyb@unm.edu](mailto:tracyb@unm.edu), or the Nursing Program at 505.925.8870.

### **Recommended Course of Study:**

#### **Prerequisites**

Students must complete the following prerequisite courses to be considered for admission to the ADN program.

<b>Course</b>		<b>Credit Hours</b>
BIOL 237/247L *	Human Anatomy and Physiology/Lab	4 (3+1L)*
ENGL 110, 112 or 113	Composition	3
HCHS 111	Medical Terminology	3
PSY 105	General Psychology	3
<b>Prerequisite Total Credits</b>		<b>13</b>

\*BIOL 123/124L and CHEM111 are prerequisites for BIOL 237/247L (These courses as well as PSY105, HCHS111, and ENGL 110 are available via dual credit)

\*\*Nursing courses with +L designations include a clinical/lab component. 1 L credit is the equivalent of 3 hours clinical/lab per week.

### **Associate of Science – Nursing Degree Requirements**

*The following are the course requirements for completion of an associate of science degree in nursing. Students should see an advisor to customize their educational plans.*

<b>First Semester Courses</b>		<b>Credit Hours</b>
BIOL 238/248L	Human Anatomy and Physiology Lab II	4 (3+1L)
NURS 115	Nursing Fundamentals	8 (7+1L)
HCHS 125	Introduction to Pharmacology	3
NURS 110	Professional Development	1
<b>Semester 1 Total Credits</b>		<b>16</b>

<b>Second Semester Courses</b>		<b>Credit Hours</b>
PSY 220	Developmental Psychology	3
NURS 130	Medical-Surgical Nursing I	5 (3+2L)
NURS 131	Principles of Mental Health	4 (3+1L)
<b>Semester 2 Total Credits</b>		<b>12</b>

<b>Third Semester Courses</b>		<b>Credit Hours</b>
ENGL 120	Composition III	3
NURS 230	Women' Health Nursing	4 (3+1L)
NURS 232	Pediatric Nursing	4 (3+1L)
NURS 234	Medical-Surgical Nursing II	5 (3+2L)
<b>Semester 3 Total Credits</b>		<b>16</b>

<b>Fourth Semester Courses</b>		<b>Credit Hours</b>
NURS 243	Medical-Surgical Nursing III	9 (6+3L)
NURS 242L	Nursing Practicum	2 (2L)
NURS 245	Professional Seminar	1
	<b>Semester 4 Total Credits</b>	<b>12</b>

**Total Required: (69 credits – 13 prerequisites plus 56 program credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Office and Business Technology (Associate of Applied Science)**

## **Program Description**

As technology continues to expand, so does the necessity for well-qualified office personnel. Cutting edge computers and electronic communication equipment are a vital part of the 21st century office. Organizations need timely and effective office and administrative support in order to meet the needs of today's demanding and complex office. Administrative Assistant and Support Service positions will continue to be available to qualified individuals and are available in virtually every sector of the economy: education, legal, medical, government, and small and large businesses. The majority of this degree can be taken online.

## **Career and Educational Advancement Opportunities**

Upon completion of the associate of applied science in office and business technology program, students will be ready to obtain an office position. In order to advance students are encouraged to take the Microsoft Office Specialist Exam (MOS) and join a professional organization such as: the International Association of Administrative Professionals (IAAP) and work toward becoming a Certified Administrative Professional (CPA). These certifications will be beneficial for students who wish to advance or obtain top positions. The associate of applied science office and business technology degree, while occupational in nature, can be transferred to the UNM-Main and applied towards a Bachelor's in Organization, Information, and Learning Sciences (OILS). However, career-technical courses are not guaranteed to transfer as credit. Additionally, grades earned in career/technical courses are not included in the grade point average at the UNM-Main and may not be included in the grade point average of other four-year institutions.

## **Program Requirements**

Total credit hours required: 69 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

## **Program Learning Goals**

The office and business technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the office administration profession. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate applied science in office and business technology, our students will demonstrate that they have developed the ability to:

1. Use word processing software to create business documents with appropriate formatting.
2. Use a variety of software programs to create spreadsheets, databases, publications and presentations.
3. Become Certified in Microsoft Office System (MOS) and Office Professional Assessment Certification (OPAC).
4. Obtain an entry-level position as an administrative assistant in an office environment such as: medical, legal, education, government and small or large business.
5. Complete transferable academic courses which can be applied towards a BA in organizational learning and instructional technologies in the College of Education.

## **Contact and Advising Information**

Information about the associate of applied science office and business technology degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Business, Technology and Fine Arts Division, at 505.925.8711.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

### **Associate of Applied Science in Office and Business Technology Degree Requirements**

*The following are the course requirements for completion of an associate of applied science in office and business technology degree. Students should see an advisor to customize their educational plans.*

<b>Area</b>	<b>Semester</b>	<b>Grade</b>	<b>Credits</b>
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**Writing and Speaking: (9-10 credits)**

ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 119	_____	_____	3
ENGL 120 or CJ 130	_____	_____	3

**Mathematics and Physical and Natural Sciences: (3 credits)**

_____	_____	_____	3
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*Select a non-developmental mathematics course or one course from the UNM Core Curriculum in Physical and Natural Sciences.*

**Social and Behavioral Sciences: (3 credits)**

_____	_____	_____	3
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*Select one course (must include a lab) from the UNM Core Curriculum in Physical and Natural Sciences.*

**Fine Arts, Humanities, and Foreign Language: (3 credits)**

_____	_____	_____	3
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*Select one course from the UNM Core Curriculum in Fine Arts, Humanities or Foreign Language.*

**Office and Business Technology Core Requirements: (51-52 credits)**

CS 150L	_____	_____	3
IT 121	_____	_____	3
IT 122	_____	_____	3
MGMT 113	_____	_____	3
MGMT 116	_____	_____	3
OBT 101 or MGMT 101 and MGMT 101L	_____	_____	3-4
OBT 110	_____	_____	3
OBT 111	_____	_____	3
OBT 112	_____	_____	3
OBT 205	_____	_____	3
OBT 219 or OBT 221 or IT 222	_____	_____	3
OBT 235	_____	_____	3
OBT 257	_____	_____	3
OBT 260	_____	_____	3
OBT 263	_____	_____	3
OBT 265	_____	_____	3
OBT 295	_____	_____	3

**Total Required: (69 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

# **Office and Business Technology Certificate**

## **Program Description**

The office and business technology certificate is a one-year program that consists of a subset of the associate of applied science office and business technology degree program. It provides information technology, general business courses, and various OBT courses designed to prepare the student for a successful career in secretarial administration. **Career and Educational Advancement Opportunities** Students may apply the courses listed in the office and business technology certificate program towards the associate of applied science in office and business technology degree.

## **Program Requirements**

Total credit hours required: 33 (see checklist for specific requirements).

## **Program Learning Goals**

Please refer to the associate of applied science in office and business technology for information on learning goals for this program.

## **Contact and Advising Information**

Information about the associate of applied science office and business technology degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Business, Technology and Fine Arts Division, at 505.925.8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

## **Office and Business Technology Certificate Requirements**

*The following are the course requirements for completion of the office and business technology certificate.*

*Students should see an advisor to customize their educational plans.*

## **Office and Business Technology Core Requirements:**

<b>Area</b>	<b>Semester</b>	<b>Grade</b>	<b>Credits</b>
CS 150L	_____	_____	3
IT 121	_____	_____	3
MGMT 113	_____	_____	3
OBT 101	_____	_____	3
OBT 110	_____	_____	3
OBT 111	_____	_____	3
OBT 112	_____	_____	3
OBT 205	_____	_____	3
OBT 235	_____	_____	3
OBT 257	_____	_____	3
OBT 295	_____	_____	3

**Total Required: (33 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Pre-Engineering (Associate of Science)**

### **Program Description**

The associate of science in pre-engineering degree provides the first two years of study for a student who plans to transfer to a four-year institution to pursue a bachelor's degree in engineering. A degree in pre-engineering leads to further study in the areas of chemical, civil, computer, construction, electrical, mechanical, or nuclear engineering. The degree consists of core curriculum, with an emphasis on mathematics and science, and engineering electives designed to be tailored to your future, more specific field of engineering.

### **Career and Educational Advancement Opportunities**

The associate of science in pre-engineering degree program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of engineering fields such as Chemical, Civil, Computer, Construction, Electrical, Mechanical, or Nuclear Engineering. Engineering contains a large number of job opportunities and specialties in areas such as medicine, aerospace, automotive, geology, software, and more.

### **Program Requirements**

Total credit hours required: 63 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum for a list of allowable core curriculum elective courses.

### **Program Learning Goals**

The pre-engineering science program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in engineering. Course syllabi describe the learning objectives for each course that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of science in general science, our students will demonstrate that they have developed the ability to:

1. Describe information and concepts in one of the following areas: mathematics or science.
2. Apply the scientific method of inquiry and critically evaluate experimental design.
3. Utilize the basic skills used in engineering.

### **Contact and Advising Information**

Information about the associate of science in general science degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Academic Affairs Office at 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT, or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Course:** MATH 150 and MATH 123 – or place into MATH 162;

**Credit Hours:** 3 and 3; **ACCUPLACER/ACT Minimum Scores:** 100-120 (College-Level Math)/32

**Associate of Science in Pre-Engineering Degree Requirements**

The following are the course requirements for completion of an associate of science in pre-engineering degree.

Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113			3 or 3 or 4
ENGL 120			3
ENGL 219			3
<b>Mathematics: (12 credits)</b>			
MATH 162			4
MATH 163			4
MATH 264			4
<b>Physical and Natural Sciences: (16 credits)</b>			
CHEM 121 /123L			4
CHEM 122/124L			4
PHYC 160/L			4
PHYC 161/L			4
<b>Social and Behavioral Sciences: (6 credits)</b>			
ECON 105			3
			3

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.

**Humanities: (6 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities.

**Fine Arts: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Fine Arts.

**Foreign Language: (3 credits)**

_____	_____	_____	3
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Foreign Language.

**Engineering Careers, Computer Science, and Engineering Core Requirements: (8 credits)**

UNIV 175	_____	_____	1
CS 151L	_____	_____	3
ENG 116	_____	_____	1
	_____	_____	3

Select one additional course contingent on specific engineering field as follows:

1. Chemical and Nuclear Engineering: CHNE 230 or CHNE 251,
2. Civil, Construction, or Mechanical Engineering: CE 202, or
3. Electrical and Computer Engineering: ECE 131.

**Total Required: (63 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## **Studio Art (Associate of Arts)**

### **Program Description**

The fine arts program at UNM-Valecia provides students with the first two years of study toward a bachelor's degree in fine arts (BFA) at UNM-Main. Courses and course sequences are designed to encourage students to discover art principles and develop their creativity in such subjects as drawing, painting, ceramics, sculpture, photography, and electronic media. Students also study art to broaden their cultural background and enhance their general education. The first level of courses is designed for beginning students with little or no experience in fine arts.

### **Career and Educational Advancement Opportunities**

The associate of arts in studio arts degree program provides students with the courses necessary for completion of the first two years of study toward a bachelor's in fine arts at UNM-Main and most other four-year institutions. Being a practitioner of studio art allows a student to expand in many directions. It could be the start of a career as an artist where you create personal works of art. A student could also pursue a position in an arts organization or as a design assistant. Some students are seeking to prepare to teach as their career. There are many options in the field of art, and they can be an individual as each student.

### **Program Requirements**

Total credit hours required: 61. It is recommended that students interested in pursuing a bachelor of fine arts should follow the associate of arts in liberal arts degree requirements.

### **Program Learning Goals**

The studio art program provides students with quality instruction in preparation for continuation of studies in a baccalaureate program in fine arts. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program. Upon successful completion of the required courses for the studio art degree, our students will demonstrate that they have developed the ability to:

1. Appreciate art and culture.
2. Identify and define various concepts of the creative process in portfolios.
3. Produce visual art using skills, techniques and terminology in several mediums.
4. Apply the creative problem solving skills as part of a qualitative aesthetic process.

### **Contact and Advising Information**

Information about the associate of arts in studio art is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology, and Fine Arts Division, at 505.925.8711.

### **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

**Associate of Arts in Studio Arts Degree Requirements**

The following are the course requirements for completion of an associate of arts in studio art. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6-7 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3 or 3 or 4
ENGL 219 or CJ 130	_____	_____	3
<b>Mathematics: (3 credits)</b>			
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Mathematics.

Engineering transfer students should select MATH 150.

**Physical and Natural Sciences: (4 credits)**

_____	_____	_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.			

Suggested courses are: CHEM 111, CHEM 122/124L, PHYC 160/160L.

Engineering transfer students should select PHYC 160/160L.

**Social and Behavioral Sciences: (3 credits)**

PSY 105 or SOC 101	_____	_____	3
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**Humanities/Foreign Language: (3 credits)**

_____	_____	_____	3
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Select one course from the UNM Core Curriculum in Humanities or Foreign Language

**Fine Arts: (3 credits)**

_____	_____	_____	3
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Select one course from UNM Core Curriculum in Fine Arts.

**Studio Arts Core Requirements: (39 credits)**

ARTH 101	_____	_____	3
ARTH 201	_____	_____	3
ARTH 202	_____	_____	3
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 126	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select seven courses from the following options: ARTS 130, ARTS 168, ARTS 187 or ARTS 188, ARTS 205, ARTS 207, ARTS 213, ARTS 231, ARTS 268, ARTS 289, FA 229.

**Total Required: (61 credits)**

Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

# **Studio Art Certificate**

## **Program Description**

The fine arts program at UNM-Valecia provides students with opportunities to discover art principles and develop their creativity in such subjects as drawing, painting, ceramics, sculpture, and photography. Students also study art to broaden their cultural background and enhance their general education. The studio art certificate program is designed to provide a variety of experiences, and courses are planned to meet the needs of all levels of students. The first level of courses is designed for beginning students with little or no experience in fine arts.

## **Career and Educational Advancement Opportunities**

The studio arts certificate program provides students with most courses of the first two years of study toward a bachelor's in fine arts at UNM-Main and most other four-year institutions. Being a practitioner of studio art allows a student to expand in many directions. It could be the start of a career as an artist where you create personal works of art. A student could also pursue a position in an arts organization or as a design assistant. Some students are seeking to prepare to teach as their career. There are many options in the field of art, and they can be an individual as each student.

## **Program Requirements**

Total credit hours required: 30 (see checklist for specific requirements). It is recommended that students interested in pursuing a bachelor of fine arts should follow the associate of arts in liberal arts degree requirements.

## **Program Learning Goals**

Please see the associate of arts in studio art for the program learning goals related to the studio art certificate.

## **Contact and Advising Information**

Information about the certificate in studio art is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology, and Fine Arts Division, at 505.925.8711.

## **Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

**Course:** ENGL 100 and UNIV 101 or equivalent – or place into ENGL 110;

**Credit Hours:** 4 and 3; **ACCUPLACER/ACT Minimum Scores:** 166+/19

## **Studio Art Certificate Requirements**

*The following are the course requirements for completion of the Studio Art Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
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**Studio Arts Core Requirements: (30 credits)**

ARTH 101	_____	_____	3
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3
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*Select one additional ARTH elective course from any of the art history courses offered on campus.*

ARTS 106	_____	_____	3
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3
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ARTS 125	_____	_____	3
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3
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ARTS 126	_____	_____	3
----------	-------	-------	---

3
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ARTS 207	_____	_____	3
----------	-------	-------	---

3
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ARTS 213	_____	_____	3
----------	-------	-------	---

3
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_____	_____	_____	3
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3
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_____	_____	_____	3
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3
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*Select three courses from the following options: ARTS 130, ARTS 168, ARTS 187 or ARTS 188, ARTS 205, ARTS 207, ARTS 213, ARTS 231, ARTS 268, ARTS 289, FA 229.*

**Total Required: (30 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Sustainable Building (Certificate)**

### **Program Description**

The sustainable building certificate provides a foundation for students who are pursuing a career in the building sector of the new green economy (see list of related employment opportunities below) and for those currently working in the building industry who wish to augment their skills and enhance opportunities for advancement. The sustainable building certificate focuses on green building principles and solutions as they apply to both residential and commercial construction. Regarding greenhouse gasses and fossil fuel use, buildings are a surprisingly large part of the problem. According to year 2000 data from the U.S. Energy Information Administration, buildings account for 48 percent of all energy consumption and GHG emissions annually. Seventy-six percent of all power plant-generated electricity is used to operate buildings. Sustainable or green building encompasses an array of practices and techniques to reduce the impacts of buildings on the environment and human health.

### **Career and Educational Advancement Opportunities**

The following is a list of employment opportunities for students who successfully complete the sustainable building certificate program:

- Energy auditors
- Solar system installers
- Trainers
- Building inspectors
- Facility and property managers
- Contractors and builders
- Landscape designers
- HVAC contractors
- Design professionals – architects, engineers, planners, and interior designers
- Building owners and developers

### **Program Requirements**

Total credit hours required: 29 (see checklist for specific requirements).

### **Program Learning Goals**

The sustainable building certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the green building sector of the economy. Students will learn about advances in building science, building processes and building materials for both new and existing buildings. Course syllabi describe the learning objectives for each course that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the, our students will demonstrate that they have developed the ability to:

1. Apply knowledge and skills related to sustainable building practices.
2. Interpret and apply energy codes and building rating systems.
3. Evaluate solar and other renewable energy options for new and existing buildings.
4. Conduct on-site energy audits (using a blower door and an infrared camera).
5. Evaluate building performance and energy code compliance using energy analysis software.

## Contact and Advising Information

Information about the sustainable building certificate is available from Advisement and Counseling at 505.925.8560 or vcadvise@unm.edu, or the Business, Technology and Fine Arts Division, at 505.925.8711.

## Sustainable Building Certificate Requirements

*The following are the course requirements for completion of the Sustainable Building Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Sustainable Building Core Requirements:</b>			
CADT 150	_____	_____	3
CNST 104	_____	_____	4
CNST 204	_____	_____	4
SUST 120	_____	_____	3
SUST 150	_____	_____	3
SUST 230	_____	_____	3
SUST 250	_____	_____	3
SUST 260	_____	_____	3
SUST 295	_____	_____	3

### **Total Required: (29 credits)**

*Students transferring to UNM-Main and other 4-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## **Welding Technology (Certificate)**

### **Program Description**

UNM-Valencia partners with the Belen school district to offer a certificate program in welding at Belen High School to students at the high school as well as to the general public in evening classes. The major goal of the program is to fulfill a community need to achieve competencies in reading blueprints, beginning and advanced Arc Welding, Oxy-Fuel, pipe, MIG & TIG welding, along with communication and metallurgy.

### **Career and Educational Advancement Opportunities**

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree, or for students seeking qualification for entry level work in the welding trades.

### **Contact and Advising Information**

Information about the certificate in welding technology is available from the Academic Affairs office at UNM-Valencia – 505-925-8600.

### **Course Prerequisites**

Students must meet prerequisites in English and mathematics by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.

### **Welding Technology Certificate Program Requirements**

*The following are the course requirements for completion of a certificate in welding technology. Students should see an advisor to customize their educational plans.*

<b>Area</b>	<b>Semester</b>	<b>Grade</b>	<b>Credits</b>
<b>Writing and Speaking (3 credits)</b>			
ENGL 119			3
<b>Mathematics (3 credits)</b>			
MATH 115			3
<b>Welding Technology Core Requirements (31-32 credits)</b>			
WLDT 101			4
WLDT 105			4
WLDT 107			4
WLDT 108			4
WLDT 130			4
WLDT 141			4
WLDT 201			4
IT 101			3
or CADT 150, 185 or 195			4

**Total Required: (37-38 credits)**

## **Definitions of Course Offerings**

### **Academic Course Offerings**

Within the limits of its facilities and resources, UNM-Valecia Campus is able to offer any University of New Mexico course up to the 299-level. Enrolling for a UNM course at UNM-Valecia is equivalent to taking the course at UNM-Main Campus. Consequently, there is no need for petitioning to transfer academic courses to UNM-Main.

### **Career/Technical Course Offerings**

UNM-Valecia offers a variety of courses developed by UNM-Valecia for various business, technology and health-related programs. These courses, which are not generally accepted at UNM-Main or other four-year institutions as credits toward a bachelor's degree program, have the following prefixes: AUTT, CNA, CADT, CNST, DMA, GAME, HCHS, HCCT, MFGT, OBT, PBT, and PCA.

### **Developmental Studies Course Offerings**

UNM-Valecia also offers precollege studies courses aimed at preparing students for college-level studies. In English and mathematics these courses have numbers less than 101 (i.e., 099 and 100). We also offer academic studies courses in English (UNIV 101) and mathematics (MATH 193) aimed at improving reading and studies skills. These courses do not count toward a certificate or associate degree at UNM-Valecia, nor are they accepted at UNM-Main or other four-year institutions as credits towards a bachelor's degree program.

### **UNM Core Curriculum and New Mexico Lower-Division General Education Common Core Curriculum Offerings (UNMCC and NMCC)**

Courses which are part of the 37-credit hour UNM Core Curriculum or 35-credit hour New Mexico Lower-Division General Education Common Core Curriculum are noted as such in italics at the end of the course description. Detailed descriptions of the UNM Core Curriculum (UNMCC) and the New Mexico Lower-Division General Education Common Core Curriculum (NMCC) are listed in the Academic Curricula and Degree Requirements section. Please note that Art Studio and Foreign Language courses are not part of the NMCC and that certain Literature courses are not part of the UNMCC.

### **Glossary of Terms Used in Course Descriptions**

The following describes some of the terms used in the course descriptions:

**Also offered as:** Indicates that a course is the equivalent of another course, both of which are offered simultaneously (e.g., ANTH 110 and LING 101). Students may receive credit for one course only.

**Clinical:** Some health occupations courses require that the student spend a prescribed amount of hours applying learned skills in a clinical (i.e., "on the job") setting.

**Core:** Indicates whether a course is part of the UNM Core Curriculum or the New Mexico Lower-Division General Education Common Core Curriculum.

**Co-requisite:** Indicates course/s in which a student must be enrolled during the same semester.

**Credit not allowed:** Some courses will not count for credit if the student has already taken another specified course (e.g., BIOL 110 and 123, CHEM 111L and 121L).

**Grade option:** The subset of grades that students will be given in this course (if not listed, grades are A, B, C, D, or F).

**Lecture/Lab:** Some science courses indicate the amount of time per week students will spend in the lecture portion of the class (i.e., the classroom) and in the laboratory (in practice, "3 hours" is actually 2½ hours/week or 5 hours/week for an 8-week session). Some health-related courses list total lecture and lab hours for a semester.

**May be repeated for credit:** Indicates that a course may be repeated for credit up to a specified number of credit hours or, for topics courses, may be repeated if the topics vary.

**New Mexico Lower-Division General Education Common Core Curriculum (NMCC):** Indicates the area (if any) in the New Mexico Lower-Division General Education Common Core Curriculum to which the course can be applied (NMCC stands for New Mexico Core Curriculum).

**Placement:** Certain freshman-level English and mathematics courses require minimum placement scores on standardized tests (e.g., ACCUPLACER, ACT, SAT) in place of prerequisites.

**Prerequisite:** Indicates course/s that a student must have successfully completed (generally, a grade of "C" or above) before a student is allowed to enroll in a course.

**Recitation:** The term "recitation" is similar to "lab" and refers to additional class time for tutorial or assistance with assignments purposes.

**Restriction:** Similar to "prerequisites," this term indicates that there are certain constraints (e.g., instructor or administrative approval) in place before a student is allowed to enroll in the course.

**Suggested pre/co-requisite:** Indicates course/s which a student should (i.e., not required but highly recommended) take either prior to (pre) or concurrent with (co-) a course.

**UNM Core Curriculum (UNMCC):** Indicates the area (if any) in the UNM Core Curriculum to which the course can be applied.

## Courses Descriptions

### **Anthropology (ANTH)**

**ANTH 101: Introduction to Anthropology.** (3) Surveys the breadth of anthropology, introducing students to archeology, biological anthropology, ethnology, human evolutionary ecology, and linguistics. *Meets New Mexico Lower-Division General Education Common Core Curriculum (NMCC) Area IV: Social/Behavioral Sciences. Meets University of New Mexico Core Curriculum (UNMCC) Area 4: Social and Behavioral Sciences.*

**ANTH 110: Language, Culture, and the Human Animal.** (3) Fundamentals of anthropological linguistics. The biological, structural, psychological, and social nature of language; implications for cross-cultural theory, research, and applications.

**ANTH 121L: Archeological Methods and Theory.** (4) Introduction to archeological methods and theory. Lectures cover basic concepts and strategy. Labs provide hands-on experience with methods of analyzing archeological remains.

**ANTH 130: Cultures of the World.** (3) Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization. *Meets NMCC Area IV: Social/Behavioral Sciences. Meets UNMCC Area 4: Social and Behavioral Sciences.*

**ANTH 134: Creating a Sustainable Future: Introduction to Environmental, Social, and Economic Health.** (3) Also offered as AMST 134, SUST 134. An introduction to creating a sustainable future that supports environmental health and restoration, social equity, and economic vitality. Examines challenges and examples of integrated, creative strategies on local, regional, national, and global levels.

**ANTH 150: Evolution and Human Emergence.** (3) Fundamentals of biological anthropology and principles of organic evolution, in relation to the biology, ecology and behavior of primates and fossil humans. Biological anthropology concentrators are required, and others are encouraged, to enroll concurrently in 151L.

**ANTH 151L: Human Evolution Laboratory.** (2) The factual basis of human evolution, from the comparative study of living and fossil primates to interpretation of recent human fossils. Recommended, but not required, that this be taken concurrently with 150.

**ANTH 160: Human Life Course.** (3) Biology and behavior of the human life course, including the evolution of the life history patterns specific to humans and the impact of population growth and of adaptation to local conditions in promoting human diversity. Students are encouraged, but not required, to enroll concurrently in ANTH 161L.

**ANTH 161L: Computer Laboratory in Human Evolutionary Ecology.** (2) Introduces the computer as a tool in biological and social science research, provides first-hand experience in data collection, analysis and modeling behavior. No prior computer experience required. Pre or co-requisite: ANTH 160.

**ANTH 220: World Archaeology.** (3) Illustrated lecture survey of the development of human culture from its Stone Age origins through the inception of complex societies worldwide.

**ANTH 230: Topics in Current Anthropology.** (3) Experimental courses on topics of current interest. May be repeated for credit, since subject matter varies by term.

**ANTH 238: Cultures of the Southwest.** (3) Basic concepts of cultural anthropology, illustrated with overviews of social and cultural patterns of Southwest Indians and Hispanics. Interethnic relations of these with other American populations.

**ANTH 251: Forensic Anthropology.** (3) This course is designed to introduce students to the forensic investigation of death. Emphasis will be on current methods and techniques and include the role of the anthropologist as an integral member of the investigation process.

## **Art History (ARTH)**

**ARTH 101: Introduction to Art.** (3) A beginning course in the fundamental concepts of the visual arts; the language of form; and the mediums of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance. Suggested prerequisite: ENGL 101. Meets UNMCC – Area 7: Fine Arts; meets NMCC – Area V: Humanities and Fine Arts.

**ARTH 201: History of Art I.** (3) Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque and Gothic Art. Suggested prerequisite: ENGL 101. Meets UNMCC – Area 7: Fine Arts; meets NMCC – Area V: Humanities and Fine Arts.

**ARTH 202: History of Art II.** (3) Western art from Early Renaissance to Impressionism. Suggested prerequisite: ENGL 101. Meets UNMCC – Area 7: Fine Arts; meets NMCC – Area V: Humanities and Fine Arts.

**ARTH 210: History of Photography.** (3) A survey tracing the historical and cultural impact of photography, including artistic, scientific, documentary, commercial, and vernacular images.

## **Art Studio (ARTS)**

**ARTS 106: Drawing I.** (3) Basic drawing concepts, including the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure. Suggested co-requisite: ARTH 101. Meets UNMCC – Area 7: Fine Arts.

**ARTS 125: Arts Practices I.** (3) This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art-making today. Art Practices I will investigate issues of Light, Frame, and Mark. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills. Suggested co-requisite: ARTH 101. Meets UNMCC – Area 7: Fine Arts.

**ARTS 126: Arts Practices II.** (3) This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art-making today. Art Practices II will investigate issues of Motive and Change. Particular attention will be placed on traditional and contemporary approaches to sculpture through the consideration of spatial concepts and making three-dimensional objects. Suggested co-requisite: ARTH 101. Meets UNMCC – Area 7: Fine Arts.

**ARTS 130: Introduction to Electronic Art.** (3) Introduction to the computer as a medium and fine art tool. Course will explore history, theory and contemporary art issues associated with computer-based art practice, as well as introducing students to basic tools and technologies. Meets UNMCC – Area 7: Fine Arts.

**ARTS 168: Introduction to Ceramics.** (3) Comprehensive introduction to the terms, concepts, historical, and technical information that support creative development. Includes hand building and throwing, basic clay bodies, slip and glaze, oxidation, reduction, and atmospheric firing. Suggested co-requisites: ARTS 106, ARTS 126. Meets UNMCC – Area 7: Fine Arts.

**ARTS 187: Introduction to Photography.** (3) Hands-on course introducing students to the basic techniques of digital, black and white, and color photography. Suggested co-requisite: ARTS 125. Meets UNMCC – Area 7: Fine Arts.

**ARTS 188: Visualizing Ideas Using Photography.** (3) This course will help students use photography to develop their ideas conceptually. Students will work in both a traditional and an experimental manner with a variety of photographic processes and technologies to advance the visual presentation of their ideas.

**ARTS 205: Drawing II.** (3) Further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media. Assigned problems explore aspects of still life, landscape, portraiture and/or the figure. Prerequisites: ARTS 106, ARTS 125. Meets UNMCC – Area 7: Fine Arts.

**ARTS 207: Painting I.** (3) Painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems. Prerequisites: ARTS 106, ARTS 125; suggested co- or prerequisite: ARTS 205. Meets UNMCC – Area 7: Fine Arts.

**ARTS 208: Painting II.** (3-6) Continued exploration of the painting concepts and techniques, presented in ARTS 207. Working from imagination as well as observation, emphasizing the expressive potential of the medium. Prerequisite: ARTS 207. Meets UNMCC – Area 7: Fine Arts.

**ARTS 213: Sculpture I.** (3) A further exploration into the concepts presented in Three-Dimensional Design. Will investigate, through specific assignments, issues that are central to producing sculpture. Prerequisite: ARTS 126. Meets UNMCC – Area 7: Fine Arts.

**ARTS 231: Video Art I.** (3) An investigation of video as a medium within a fine art context. Course will explore history, theory, and contemporary art issues associated with video art practice as well as develop student's mastery of technical skills. Prerequisite: ARTS 130. Meets UNMCC – Area 7: Fine Arts.

**ARTS 232: Sound Art I.** (3) An investigation of sound as a medium within a Fine Arts context. Course will explore history, theory, and contemporary arts issues associated with sound art intended to develop student skills in sound editing/recording technology. Prerequisite: ARTS 130. Meets UNMCC – Area 7: Fine Arts.

**ARTS 268: Ceramics II.** (3-6) Continuation of ARTS 168 with emphasis placed on the mastery of forming, surfacing, and firing processes, expanded critical awareness, and the development of a personal aesthetic. Open-ended and self-selected projects. Individual and group critiques. May be repeated for credit if subject matter varies. Prerequisites: ARTS 126 and ARTS 168. Meets UNMCC – Area 7: Fine Arts.

**ARTS 274: Introduction to Printmaking.** (3) Exploration of printmaking concepts and fundamental techniques, including monotype, monoprint, intaglio, lithography, woodcut linoleum cut, collagraph, and curatorial technique. Instruction includes lecture, demonstration, and critique. Prerequisites: ARTS 106, ARTS 125. Meets UNMCC – Area 7: Fine Arts.

**ARTS 289: Digital Imaging Techniques.** (3) Techniques and aesthetics of digital imaging using a variety of software programs and hardware. Prerequisite: ARTS 187. Meets UNMCC – Area 7: Fine Arts.

## Astronomy (ASTR)

**ASTR 101: Introduction to Astronomy.** (3) Conceptual description of our fascinating universe: early astronomy, Newtonian, synthesis, Earth, Moon, planets, asteroids, comets, the Sun, our solar system, stars, black holes, galaxies, dark matter, dark energy and cosmological mysteries. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.*

**ASTR 101L: Astronomy Laboratory.** (1) Intended as an adjunct to ASTR 101, this course deals with elementary techniques in astronomical observations. Pre or co-requisite: ASTR 101. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

## Automotive Technology (AUTT)

**AUTT 101: Introduction to Automotive Technology.** (3) Designed to expose the student to the automotive industry, its tools, and its specific language. The student will receive an overview in the basic systems related to automotive technology, and appropriate safety measures.

**AUTT 111: Automotive Testing and Diagnosis.** (4) Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

**AUTT 115: Brake Systems.** (4) The study of modern brake theory including drum and disk-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.

**AUTT 130: Electrical System Repair.** (4) Electrical theory and diagnosis. Starting, charging, lighting, and related electrical systems in automotive applications will be studied.

**AUTT 157: Steering and Suspension.** (6) A detailed study of steering and suspension components and their repair and alignment.

**AUTT 167: Emission Control Service.** (3) To familiarize the student with various emission control devices, including functions, diagnosis, repair, and/or service.

**AUTT 170: Heating and Air Conditioning** (4) Basic heating and air conditioning of an automotive system.

**AUTT 203: Automotive Engine Overhaul** (4) Repair and overhaul procedure performed on a gas engine.

**AUTT 210: Drive Train Overhaul** (6) Repair and overhaul of drive train components such as clutch, manual transmission, transfer case and differentials found on 2-wheel, 4- wheel, and front wheel drive vehicles.

**AUTT 213: Automotive Transmission Overhaul** (4) Basic transmission and overhaul of an automotive system.

**AUTT 230: Electrical System Overhaul.** (3) To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

**AUTT 295: Practicum in Auto Technology.** (3-9) The student will work in a garage or training facility in the Valencia County area and at the same time will be attending the college during part of the day. (May be repeated in subsequent terms for a maximum of 9 cr.)

## Biology (BIOL)

**BIOL 110: Biology for Non-Majors.** (3) Biological principles important for the non-scientist in today's world. Ecological, evolutionary and molecular topics. Credit not allowed for both BIOL 110 and BIOL 123/124L; not accepted toward Biology major. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.*

**BIOL 112L: Biology Laboratory for Non-Majors.** (1) An optional laboratory that may be taken concurrently with or subsequent to BIOL 110. Lab: One three-hour lab per week including plant and animal diversity, techniques and investigation of current issues. Pre or co-requisite: BIOL 110. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.*

**BIOL 123: Biology for Health-Related Sciences and Non-Majors.** (3) Principles of cell biology, genetics, and organismic biology. Credit not allowed for both BIOL 123 and BIOL 110; not accepted toward Biology major. BIOL 123 is available via dual credit. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.*

**BIOL 124L: Biology for Health-Related Sciences and Non-Majors Laboratory.** (1) One-credit optional laboratory to accompany BIOL123. Pre or co-requisite: BIOL 123. BIOL 124L is available via dual credit. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.*

**BIOL 201L: Molecular and Cell Biology.** (4) The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication and the cell cycle. Three lectures, one discussion section. Credit not allowed for both BIOL 201L and BIOL 219. Prerequisite: CHEM 121 and CHEM 123L –or- AP Chemistry score of 3 or higher.

**BIOL 202L: Genetics.** (4) Mitosis, meiosis, Mendelian genetics, chromosomes and inheritance, molecular basis of inheritance, genes to proteins, genetic models (viruses and bacteria), eukaryotic genomes, genetic basis of development and overview of genomes. Three lectures, one discussion section. Credit not allowed for both BIOL 202L and BIOL 221. Prerequisite: BIOL 201L and CHEM 121 or CHEM 131L. Prerequisite or Co-requisite: CHEM 122 or CHEM 132L.

**BIOL 203: Ecology and Evolution.** (3) Darwinian principles, origin of the earth, the fossil record and diversification of ancient life, evolution of populations, origin of species, phylogenetics, introduction to ecology and the biosphere, behavioral ecology, population ecology, community ecology, ecosystem ecology, and conservation biology. Prerequisites: BIOL 202L, CHEM 122 and CHEM 124L. Pre or co-requisite: BIOL 203L, and (MATH 162 or MATH 180).

**BIOL 203L: Ecology and Evolution Laboratory.** (1) Material includes a survey of the diversity of life. Pre or co-requisite: BIOL 203.

**BIOL 204: Plant and Animal Form and Function.** (3) Introduction to plant systems including: structure, growth, transport, nutrition, reproduction, development, and control systems. Introduction to animal systems including: nutrition, circulation, reproduction, development; and immune, control and nervous systems. Prerequisites: BIOL 203 and BIOL 203L, CHEM 122 and CHEM 124L. Pre or co-requisite: BIOL 204L and MATH (162 or MATH 180).

**BIOL 204L: Plant and Animal Form and Function Laboratory.** (1) Laboratory for BIOL 204. Pre or co-requisite: BIOL 204.

**BIOL 237: Human Anatomy and Physiology I for the Health Sciences.** (3) An integrated study of human structure and function to include histology, skeletal, muscular, and nervous systems. Lecture: 3 hours. BIOL 123/124L and CHEM 111L are available via dual credit. Prerequisites: BIOL 123/124L or BIOL201L and CHEM 111L or CHEM 121.

**BIOL 238: Human Anatomy and Physiology II for the Health Sciences.** (3) A continuation of BIOL 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Lecture: 3 hours. Prerequisites: BIOL 237.

**BIOL 239: Microbiology for Health Sciences and Non-Majors.** (4) Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a biology major. Lecture: 3 hours; lab: 3 hours. Credit not allowed for both BIOL 239L and BIOL 351 and BIOL 352L. Prerequisites: BIOL 123/124L or BIOL 201 and CHEM 111L or CHEM 121 and CHEM 123L.

**BIOL 247L: Human Anatomy and Physiology Laboratory I.** (3) Laboratory work using cadavers. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237. Lab: 3 hours. Pre or co-requisite: BIOL 237.

**BIOL 248L: Human Anatomy and Physiology Laboratory II.** (3) Continuation of BIOL 247L. Topics integrated with BIOL 238. Lab: 3 hours. Pre or co-requisite: BIOL 247.

**BIOL 299: Topics in Biology.** (1-4) Transferable to the UNM Biology Department as an elective.

## **Business Management (MGMT)**

**MGMT 101: Fundamentals of Accounting I.** (3) The development of the accounting cycle, special journals, and financial statements. Suggested co-requisite: MGMT 101L.

**MGMT 101L: Fundamentals of Accounting I Lab.** (1) To provide additional problem solving necessary for the students to master accounting basics. Suggested co-requisite: MGMT 101.

**MGMT 102: Fundamentals of Accounting II.** (3) Continuation of MGMT 101, including corporation and manufacturing accounting and decision-making. Prerequisite: MGMT 101. Suggested co-requisite: MGMT 102L.

**MGMT 102L: Fundamentals of Accounting II Lab.** (1) To provide additional problem solving necessary for students to master accounting basics. Suggested co-requisite: MGMT 102.

**MGMT 113: Management: An Introduction.** (3) Modern concepts of organizations and their management. An overview of functional activities within business and other organizations. Suggested prerequisite: MATH 120.

**MGMT 116: Human Relations in Business.** (3) Designed to acquaint the student with human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.

## **Chemistry (CHEM)**

**CHEM 101: Chemistry in Our Community.** (3) Introduction for non-science majors to the basic chemistry required to understand scientific topics affecting our community, such as global warming, acid rain, nuclear power, plastics, drugs, and genetic engineering.

**CHEM 111: Elements of General Chemistry.** (4) One-semester course in general chemistry, especially for non-science majors in the health sciences except pre-medicine and medical terminology. Credit not allowed for both CHEM 111 and 121L. CHEM 111 is available via dual credit. Prerequisite: ACT =>22 or SAT =>510 or MATH 103 or MATH 121 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC – Area III: Laboratory Science.

**CHEM 115: Preparation for Chemistry.** (2) A preparatory course for students who feel they are not prepared or who do not have the prerequisite requirements for CHEM 121/123L. A grade of "CR" can be used as a placement into CHEM 121/123L. Offered on a CR/NC (credit/non-credit) basis only.

**CHEM 120: Foundations of Chemistry.** (3) This course is available to students initially enrolled in CHEM 121 who find themselves unprepared. Designed for science majors, it provides foundational chemical concepts and prepares students to return and succeed in CHEM 121.

**CHEM 121: General Chemistry I.** (3) Introduction to the chemical and physical behavior of matter. Lecture: 3 hours. Credit not allowed for both CHEM 111L and CHEM 121L. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH

162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or with a grade of C or higher or a math placement score that qualifies the student for. Co-requisite: CHEM 123L. Suggested prerequisite: CHEM 111L. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**CHEM 122: General Chemistry II.** (3) Continuation of CHEM 121L. Lecture: 3 hours. Co-requisite: CHEM 124L. Prerequisite: CHEM 121 and CHEM 123L or CHEM 131L with a grade of C or higher; ACT =>25 or SAT =>570 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**CHEM 123L: General Chemistry I Laboratory.** (1) Introduction to basic chemical laboratory principles and techniques. Lab: 3 hours. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Co-requisite: CHEM 121. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**CHEM 124L: General Chemistry II Laboratory.** (1) Experiments illustrating the fundamental principles and techniques of chemistry. Lab: 3 hours. Prerequisite: ACT Math =>25 or SAT Math =>570 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or CHEM 121 and CHEM 123L. Co-requisite: CHEM 122. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**CHEM 212: Integrated Organic Chemistry and Biochemistry.** (4) Survey interrelating the major principles of organic chemistry and biochemistry with special emphasis toward interests of students in the health sciences. Prerequisite: CHEM 111L or CHEM 122.

## Communication and Journalism (CJ)

**CJ 101: Introduction to Communication.** (3) Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication.

**CJ 101L: Introduction to Communication Lab.** (1) Laboratory experience related to principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication.

**CJ 110: Introduction to Mass Communication.** (3) Also offered as MA 110. The development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society. Suggested prerequisite: ENGL 110.

**CJ 115: Communication Across Cultures.** (3) An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. This course seeks to identify, honor and enhance the strengths of different cultural perspectives. Suggested prerequisite: ENGL 100.

**CJ 130: Public Speaking.** (3) A performance course that deals with the analysis, preparation, and presentation of speeches. Suggested prerequisite: ENGL 110. Meets UNMCC – Area 1: Writing and Speaking; meets NMCC– Area I: Communications.

**CJ 171: Introduction to Media Writing.** (3) Practical introduction to journalism, emphasizing journalistic conventions and the gathering and writing of news for the print and broadcast media. Language and typing skills required. Prerequisites: 15 credit hours earned, 2.0 minimum GPA, ENGL 120.

**CJ 220: Communication for Teachers.** (3) Concepts and practices of interpersonal, small group and public communication pertinent to classroom teachers at the elementary, middle, and secondary levels of education.

**CJ 221: Interpersonal Communication.** (3) Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communication skills in different situations. Meets NMCC – Area I: Communications.

**CJ 225: Small Group Communication.** (3) Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution, and creative decision-making methods. Meets NMCC – Area I: Communications.

## **Computer-Aided Drafting (CADT)**

**CADT 150: Introduction to Computer Aided Drafting.** (3) This course is designed for students interested in developing computer-aided drafting skills. It consists of both lecture and system operation assignments. Lecture/lab. Prerequisite: Approval of the instructor.

**CADT 160: Introduction to AutoDesk Revit.** (4) An introductory course to building information modeling. The basic features of Autodesk's REVIT software will be covered. Lecture/lab.

**CADT 171: Computer Modeling for 3D Printing.** (4). The purpose of this course is to introduce students to 3D printing software. Students will learn how to make 3D models using Sketchup, Autodesk's 123D Design and AutoCad. The 3D models will be converted to build files and printed using the lab 3D printers. Lecture/lab. Prerequisite: CADT 150.

**CADT 180: 3D Studio I.** (4) Introductory course in 3D modeling, rendering and animation. Lecture/lab. Prerequisite: CS 150 or permission of instructor.

**CADT 185: Architectural Drafting.** (4) An introductory architectural drafting course covering basic drafting skills and conventions.

**CADT 191: Introduction to 3D Printing.** (4) The purpose of this course is to introduce students to the current state of 3D printing technology. Students will learn about the cross-disciplinary nature of 3D printing as an accessible, cost-effective and green prototyping and manufacturing solution. The course is taught in a lecture/lab format using two different 3D printers and related software. Lecture/lab. Prerequisite: CADT 150.

**CADT 195: Introduction to Technical Drafting.** (4) Includes basic drafting skills, geometric construction, multi-view projection and dimensioning.

**CADT 255: Introduction to Architectural Modeling.** (4) Students will use design software to create 3D models of buildings, generate floor plans and other working drawings, create a "walk through," and generate construction estimates. This class can be used for elective credit in the CAD certificate and degree programs. Lecture/Lab. Prerequisite: IT 101 or equivalent computer literacy.

**CADT 260: Intermediate Computer-Aided Drafting.** (4) This course covers discipline, specific environment, and data input/export. Lecture/Lab. Prerequisite: CADT 150.

**CADT 270: Advanced Computer-Aided Drafting.** (4) Course in advanced CAD techniques, including macro programming and production drafting. Prerequisites: CADT 260.

**CADT 293: Topics in CADT.** (1-4)

**CADT 294: 3D Printing Project.** (4) This is the capstone course for the 3D Printing Certificate. CADT 294 is an independent study course for students with existing modeling and 3D printing skills. Students are required to log eight hours per week (two of the eight hours must be completed in the CAD lab). The 3D printing project(s) and project milestones are chosen in consultation with the instructor. Lecture/lab. Prerequisites: CADT 170 191 and CADT 190 171.

**CADT 295: Practicum/Cooperative Education.** (1-4) Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of their associate degree or certificate program.

## **Computer Science (CS)**

**CS 150L: Computing for Business Students.** (3) Students will use personal computers in campus laboratories to learn to use a word processor, a spreadsheet, and a database management program. The course will also cover access to the internet and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science. Prerequisite: MATH 120.

**CS 151L: Computer Programming Fundamentals for Non-Majors.** (3) An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. Lecture: 3 hours, recitation: 1 hour.

**CS 152L: Computer Programming Fundamental for Computer Science Majors.** (3) Also offered as MATH 151L An introduction to the art of computing. Intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. Lecture: 3 hours, recitation: 1 hour.

## **Construction Technology (CNST)**

**CNST 104: Required Introduction to the National Center for Construction Education and Research for Certification.** (4) Topics studied include basic math, communications prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

**CNST 204: Timber Framing.** (4) Plan reading, elementary construction techniques, materials and construction documents; primary emphasis is on the current building code plan checking. Prerequisite: CNST 104.

**CNST 293: Topics in Construction Technology.** (3-6) This course of study provides a basic introduction to construction skills for all crafts. Topics include basic safety in the construction setting, an introduction to construction mathematics, introduction to blue-prints, effective use of hand and power tools, and basic rigging.

## **Digital Media Arts (DMA)**

**DMA 102: Digital Media Arts Foundations.** (3) This course is designed to provide students with a fundamental working knowledge of the technical, aesthetic, and conceptual aspects of creating digital artwork using variety of tools in the Adobe Creative Suite.

**DMA 120: Introduction to Television and Film Production.** (4) This is a comprehensive course that introduces students to the basics in producing short films and documentaries. Students will learn hands on by using and experimenting with equipment.

**DMA 125: Introduction to Post-Production Editing.** (4) This is a comprehensive introduction to the basics of editing short films and documentaries. Students will work with post-production software like Final Cut X for editing.

**DMA 130: Cinematography.** (4) This course introduces students to the world of cinematography. Students will learn about different cameras and lighting, scene study, shooting and editing scenes, and casting – all the techniques that comprise the making of motion pictures. Prerequisites: DMA 120 and DMA 125.

**DMA 135: Short Film Production.** (4) Students will learn the basics of pre-production to include lighting, casting, and shooting and editing, as it applies to short film production. Prerequisites: DMA 120 and DMA 125.

**DMA 140: Commercial Production.** (4) Students will learn the basics of commercials to include script writing, breakdown, and shooting and editing, as it applies to commercial production. Prerequisites: DMA 120 and DMA 125.

**DMA 145: Documentary Film Production.** (4) Students will learn the basics of documentary films and genres to include scriptwriting, cameras and lighting, and shooting and editing, as it applies to documentary film production. Prerequisites: DMA 120 and DMA 125.

**DMA 150: Television and Film On-Set Internship.** (4) Students will work on set for a television or film production company getting hands-on experience in the field. Students are required to keep a daily production journal. Prerequisites: DMA 120 and DMA 125.

**DMA 155: Co-op Feature Film Production.** (4) Students will co-op with a production company working on feature films. Students are required to keep a daily production journal. Prerequisites: DMA 120 and DMA 125.

**DMA 210: Blogging as a Tool.** (3) This course is designed to provide students with a fundamental working knowledge of blogging. Students will investigate blogging and contribute their own content to the Web, enhancing their critical view of our online universe.

**DMA 220: Social Media Marketing Tools.** (3) This course will teach students how to create and maintain a social media presence for business. Students will learn to use social media and content marketing to grow a business and engage with customers.

**DMA 270: Capstone: Portfolio-Practicum.** (3) This course is designed to provide students with an opportunity to concentrate on a specific portfolio project. Students will develop a portfolio helpful for an entry-level position in digital media. This course should be taken in the final semester. Prerequisite: Instructor approval.

## **Early Childhood Multicultural Education (ECME)**

**ECME 101: Child Growth, Development and Learning.** (3) This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the foundation for becoming competent early childhood professionals and knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognitive, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized.

**ECME 103: Health, Safety and Nutrition.** (2) This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe teaming environments for decreasing risk and preventing childhood injury.

**ECME 111: Family and Community Collaboration I.** (3) This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program will be included.

**ECME 115: Guiding Young Children.** (3) This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be included. Emphasis is placed on helping children become self- responsible, competent, independent, and cooperative learners.

**ECME 117: Curriculum Development through Play – Birth through Age 4 (Pre-K).** (3) This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: ECME 117L. Prerequisite: ECME 101.

**ECME 117L: Practicum for Curriculum Development through Play – Birth through Age 4 (Pre-K).** (2) This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning Developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. Co-requisite: ECME 117. Prerequisite: ECME 101.

**ECME 202: Introduction to Reading and Literacy Development.** (3) This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it address's developing writing, reading, and oral language in the home and school contexts will be addressed. Instructional approaches and theory- and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

**ECME 217: Curriculum Development – Age 3 (Pre-K) through Grade 3.** (3) This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. Co-requisite: ECME 217L. Prerequisite: ECME 101.

**ECME 217L: Practicum for Curriculum Development – Age 3 (Pre-K) through Grade 3.** (2) This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. Co-requisite: ECME 217. Prerequisite: ECME 101.

**ECME 220: Assessment of Children and Evaluation of Programs I.** (3) This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

**ECME 230: Professionalism.** (2) This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

## **Earth and Planetary Science (EPS)**

**EPS 101: How the Earth Works – An Introduction to Geology.** (3) A fascinating tour of our active planet. Explore Earth's materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global warming, and other topics. Students are encouraged but not required to enroll in EPS 105L. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC – Area III: Laboratory Science*.

**EPS 105L: Physical Geology Laboratory.** (1) Minerals, rocks, and topographic and geologic maps; field trips. 2 hrs. lab. Pre or co-requisite: EPS 101. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC – Area III: Laboratory Science*.

**EPS 110: Topics in the Earth Sciences.** (1-3) Eight- to 16-week courses on selected topics relating directly to the human experience, e.g., volcanoes, extinctions, weather, earthquakes, New Mexico's water, soils, nuclear hazards, geomagnetism, Albuquerque field geology and the geology of everyday life.

**EPS 115: Geological Disasters.** (3) Causes and effects of disastrous geological events, including earthquakes, volcanic eruptions, tsunamis, landslides, and floods.

**EPS 201L: Earth History.** (4) Origin and history of the earth, including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origins and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth's history is interpreted from the geologic rock record. Prerequisite: EPS 101 or ENVS 101; pre or co-requisite: EPS 105L or ENVS 102L. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC – Area III: Laboratory Science*.

**EPS 250: Geology of New Mexico.** (3) Survey of geologic features of New Mexico including structures, land forms, stratigraphy, fossils, geologic history and mineral resources. A course in elementary geology recommended.

## **Economics (ECON)**

**ECON 105: Introductory Macroeconomics.** (3) Economics on a national scale: determination of national income, employment level, inflation, and impact of policies affecting money supply, interest rates and government programs. Current macroeconomic issues and problems. Suggested prerequisites: ENGL 101 and MATH 120. *Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC – Area IV: Social/Behavioral Sciences.*

**ECON 106: Introductory Microeconomics.** (3) Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption courses. Suggested prerequisites: ENGL 101, MATH 120, and ECON 105. *Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC – Area IV: Social/Behavioral Sciences.*

## **Education (EDUC)**

**EDUC 124: Introduction to Computers for Educators.** (1) An introduction to microcomputers, software, and telecommunications. Emphasis placed on educational applications of software and hardware.

**EDUC 183: Introduction to Education in New Mexico.** (3) An exploration of contemporary issues around diversity, culture, and education in New Mexico.

**EDUC 293: Topics in Education.** (1-3) Various topics related to education from an interdisciplinary perspective. May be repeated for credit, no limit.

## **Emergency Medical Services (EMS)**

**EMS 106: Emergency Medical Responder.** (4) A 60-hour course designed specifically for personnel who are first at the scene of an accident or emergency. This course offers a foundation for advanced EMS courses. *Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.*

**EMS 111: EMS Combination Refresher.** (1) A 24-hour required course for EMT-First Responders, Basics, and Intermediates to maintain state and National Registry licensure that reviews current treatment in pre-hospital emergency patient care and updates the student in any changes to the New Mexico Scope of Practice for EMT's. Student must have a current EMT License to take this course.

**EMS 113: EMT-Basic.** (6) This EMS certification level is the foundation level for all emergency medical responders. This course consists of 96 hours of didactic instruction and 80 hours of lab instruction, including individual instruction for a range of basic skills. Upon successful completion of the course, graduates will be eligible to sit for the National Registry EMT licensing examination. Corequisite: 142. Restriction: program permission. *Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.*

**EMS 120: Introduction to EMS System.** (3) Covers the history of emergency medical services and the development of EMS systems and current trends and issues in EMS. Ideal for students considering a career in EMS. Available online.

**EMS 142: EMT-Basic Lab.** (2) Meets the EMT Basic national standard curriculum requirements and incorporates NM EMT –B scope of practice. Provides lab instruction to prepare the student to sit for the NM and National Registry testing. Co-requisite EMS 113. Restriction: program permission. *Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-*

*Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.*

**EMS 143: EMT- Intermediate Lab.** (1) Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology. Prerequisite EMS 113 and EMS 142. Co-requisite: EMS 180, EMS 151  
Restriction: program permission. Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

**EMS 151: EMT-Intermediate Clinical and Field Experience.** (2) Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and pre-hospital experience. Prerequisite: EMS 113 and EMS 142. Co-requisite: EMS 180 and EMS 143  
Restriction: program permission. Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

**EMS 180: EMT-Intermediate.** (3) Meets New Mexico requirements and incorporates EMT-Intermediate scope of practice, to include lecture and lab instruction, including intravenous fluid administration and pharmacology. This course prepares the student to sit for New Mexico and National Registry testing. Restriction: program permission. Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

**EMS 193: Emergency Medicine Topics** (1-3) Titles will vary.

## **Engineering (ENG)**

**ENG 116: Introduction to Engineering.** (1) Description of the engineering profession, orientation to engineering education, introduction to the engineering design process. Does not count toward degree credit in the College of Arts and Sciences or in the School of Engineering. Two hours lecture and demonstrations.

**ENG 120: Mathematics for Engineering Applications.** (4) Provides an overview of basic engineering mathematics topics necessary for success in second-year engineering courses. Topics are presented in the context of engineering applications and reinforced through labs and examples from core engineering courses. Prerequisite: MATH 121.

**ENG 195: Special Topics in Engineering.** (1-6) Selected topics in engineering and/or computer science at the introductory level.

## **English (ENGL)**

### **Developmental Writing Courses:**

**ENGL 099: Developmental English.** (4) An intensive study of fundamental writing skills, focusing upon paragraph development and fluency; introduces essay writing and includes a skills laboratory. Grade option: RA, RB, RCR/RNC.  
Prerequisites/placement: Minimum writing ACCUPLACER score of <55, or verbal ACT score of 14.

**ENGL 100: Writing Standard English.** (4) Developmental writing course providing concentrated practice writing and revising basic essays, as well as intensive study of grammar, punctuation, and usage and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisites/placement: Successful completion of ENGL 099 (RA, RB, or RCR) or minimum writing ACCUPLACER score of 55-68, or verbal ACT score of 17. Co-requisite: UNIV 101.

### **Expository and Professional Writing Courses:**

**ENGL 110: Accelerated Composition.** (3) Requires minimum ACT Verbal score of 19 for placement. Expository writing and reading. Concentrates on organizing and supporting ideas in writing. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I Communications.*

**ENGL 111: Composition I.** (3) For students with ACT Verbal score of <19; does not count toward Core Curriculum Writing and Speaking requirements, but does count as elective credit for graduation. This is the first term of a two-term “Stretch” sequence (with ENGL 112); the intention is that students remain with their cohort and their teacher over both courses in successive semesters.

**ENGL 112: Composition II.** (3) Students are placed in ENGL 112 after they have received a grade of “C” or higher in ENGL 111 in the previous term. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I Communications.*

**ENGL 113: Enhanced Composition.** (4) This “Studio” option covers the requirements and student learning outcomes of ENGL 110 with the addition of a 1 credit writing lab. All 4 credits generate undergraduate credit; 3 of the 4 credits meet core curriculum requirements. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 119: Technical Communications.** (3) Introductory study of written and verbal communications used in the technical professions with emphasis in the planning, execution, and editing of professional and technical documents and other communication media. This course is not a substitute for ENGL 219 and generally applies to particular associate degree programs or as an elective credit. Students are encouraged to speak with an advisor about the applicability of this course. Prerequisite: ENGL 110.

**ENGL 120: Composition III.** (3) Practice writing analytic and argumentative essays based on expository and literary readings. Some research required. Can serve as initial composition course for students with ACT Verbal score of 26-28; serves as second course in composition sequence for students who have earned a “C” or higher in ENGL 110, 112, or 113. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 219: Technical and Professional Writing.** (3) Practice in writing and editing of workplace documents, including correspondence, reports, and proposals. Prerequisite: ENGL 110 or 112 or 113 (B or higher), ENGL 120 (C or higher), or verbal ACT score ≥ 26, or verbal SAT score ≥ 610. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 220: Expository Writing.** (3 to a maximum of 6) An intermediate course with emphasis on rhetorical types, structure, and style. Prerequisite: ENGL 110 or 112 or 113 (B or higher), ENGL 120 (C or higher), or verbal ACT score ≥ 26, or verbal SAT score ≥ 610. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 224: Introduction to Creative Writing.** (3) A beginning course in the writing of fiction, poetry, and creative nonfiction. Emphasis on process over product. Introduces issues of craft, workshop vocabulary, strategies for revision, and the habit of reading as a writer. Prerequisite: ENGL 110 or 112 or 113.

**ENGL 290: Introduction to Professional Writing.** (3) A beginning course in the professional writing concentration. Study of technical writing, public information and public relations writing and freelance nonfiction writing. Prerequisite: ENGL 120.

**ENGL 298: Workshop in Literature or Writing.** (1-3, maximum of 6) Various topics in literature, language and writing.

### **Literature and Language Courses:**

**ENGL 107: Greek Mythology.** (3) Introduction to mythology; primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric Hymns and Tragedies.

**ENGL 150: The Study of Literature.** (3) An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writers’ techniques increases enjoyment of their work; relates these techniques to literary conventions; teaches recognition, analysis, discussion of important themes. *Meets UNMCC – Area 5: Humanities; meets NMCC – Area V: Humanities and Fine Arts.*

**ENGL 211: Topics in Literature.** (3 to a maximum of 6) Surveys a specific type or area in literature, e.g., the American Novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native American literature African-American literature, Medieval, and Viking literature. Primarily for non-majors.  
Prerequisite: ENGL 150.

**ENGL 240: Traditional Grammar.** (3) A study of the basic analysis of English sentences offered by traditional grammar. Presents the terminology and methods for identifying parts of speech, functional units of sentences, and basic sentence patterns. Suggested prerequisite: ENGL 100.

**ENGL 248: Topics in Popular Medieval Literature and Studies.** (3 to a maximum of 9) Reading and analysis of popular contemporary literature and film of the medieval period, including Tolkien's works; mystery novels; fantasy; Viking language and saga.

**ENGL 250: The Analysis of Literature.** (3) First course required of all English majors. Concentrates on methods of literary analysis and critical thinking. Prerequisite: ENGL 120.

**ENGL 264: Survey of Native Literatures and Rhetorics.** (3) A general overview of the history and diversity of the literatures and rhetorics of Native peoples, including oral tradition, film, autobiography fiction, poetry, art, drama and ceremony. Focus is on American Indian texts.

**ENGL 265: Introduction to Chicana/o Literature.** (3) A survey of Chicana/o novels, short stories, essays, poetry, and drama, from nineteenth century to the present, with emphasis on major themes such as history, culture, identity, language, and region.

**ENGL 281: African-American Literature I.** (3) This course introduces students to the African-American classics of the slavery era. Daily experiences of the characters in these books become the basis for discussing race, class, gender, revolt, freedom, peace and humanity.

**ENGL 287: Topics in Introductory Studies in Genre.** (3 to 6) Introductory study in any one genre, including narrative, comedy, satire, tragedy, fiction, poetics, or stylistic analysis of nonfiction.

**ENGL 292: World Literatures: Ancient World through the 16<sup>th</sup> Century.** (3) Survey of key texts in world literature from the ancient world through the 16<sup>th</sup> century. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 293: World Literatures: 17<sup>th</sup> Century through the Present.** (3) Survey of key texts in world literature from the 17<sup>th</sup> century through the present. *Meets UNMCC – Area 1: Writing and Speaking; meets NMCC – Area I: Communications.*

**ENGL 294: Survey of Earlier English Literature.** (3) From Old English to 1798. A study of the principal literary and intellectual movements and selected writers and literary works from Beowulf through Johnson.

**ENGL 295: Survey of Later English Literature.** (3) From 1798 to present. Study of principal literary and intellectual movements and selected writers and literary works.

**ENGL 296: Earlier American Literature.** (3) A general survey of American Literature to the mid-19<sup>th</sup> century.

**ENGL 297: Later American Literature.** (3) A general survey of American Literature from the mid-19<sup>th</sup> century to present.

## Fine Arts (FA)

**FA 229: Topics.** (1-3 for a maximum of 12) Interdisciplinary topics in fine arts.

## French (FREN)

**FREN 101: Elementary French I.** (3) Beginning French for students with no previous exposure to French. *Meets UNMCC – Area 6: Foreign Language.*

**FREN 102: Elementary French II.** (3) Beginning French for students who have completed FREN 101 or equivalent. *Meets UNMCC – Area 6: Foreign Language.*

**FREN 103: Elementary French Conversation.** (1) Supplementary course to FREN 101, 102, for students interested in additional practice in speaking. Grading option: CR/NC. Pre or co-requisite: FREN 101 or FREN 102.

**FREN 108: Elementary French Reading.** (1) Continuation and enrichment of elementary curriculum, conducted entirely in French.

**FREN 175: Accelerated Elementary French.** (6) Encompasses the work of FREN 101, 102. FREN 101-102 and FREN 175 may not both be counted for credit.

**FREN 201: Intermediate French I.** (3) Review of grammar and development of communication skills, conducted mostly in French. *Meets UNMCC – Area 6: Foreign Language.*

**FREN 202: Intermediate French II.** (3) Review of grammar and development of communication skills, introduction to reading of French literature, conducted entirely in French. *Meets UNMCC – Area 6: Foreign Language.*

**FREN 203: Intermediate French Conversation.** (3) Designed primarily to give qualified students of FREN 201, 202 extra practice in the oral use of the language. It is recommended that this course be taken concurrently with FREN 201 or FREN 202.

## **Game Design and Simulation (GAME)**

**GAME 101: Introduction to Game Development.** (3) Introductory game development concepts and techniques. Topics common to all game development: history of modern games, player considerations, game elements, storytelling and narrative, character development, game play experience, levels, interface design, audio, strategy, and project management.

**GAME 102: Introduction to Game Engines.** (3) This course focuses on real-time programming, using event-driven game scripting languages in both commercial and open-source gaming engines but mainly focusing on the Unity Game Engine. Students participate in both individual, hands-on exercises, as well as game development teamwork to design and build functional games, using existing game engines, including discussions and recommendations for game engines to fit industry specifications. Prerequisites: GAME 101 and GAME 150.

**GAME 120: Game Testing.** (3) Testing and debugging gaming and simulation applications in the Alpha and Beta stages of production. Product critiques and written documentation of testing and debugging processes. Assigned projects, readings, presentations, exams and group critiques will assist in preparing the student for further study in game development.

**GAME 130: Digital Imaging Techniques.** (3) This course provides students with a fundamental working knowledge of the technical, aesthetic, and conceptual aspects of digital imaging techniques, digital photography, and the Adobe Photoshop Creative Suite software to provide a foundation in game asset building, texturing and design. Lectures, demonstrations, group/online discussions, and other online content will introduce various issues associated with the digital media presented and accompanying technologies.

**GAME 150: Character Animation and Rigging.** (3) Create computer games utilizing game development tools that require no programming including 2D graphics, 3D modeling, music and sound effects. Tasks include: game setup, development studio, manipulating graphic images, creating sounds/music, pictures and animation.

**GAME 160: Game Engine Scripting.** (3) This course focuses on game scripting programming languages with an emphasis on game concepts and simulations directly related to game engines, both commercial and open-source, although a focus will be on the Unity game engine C++ and JavaScript. Students will work in small teams to produce a 2D or 3D computer game, using the Unity Game Engine. Students will be expected to fill multiple roles in the production process and gain hands-on experience in the collaborative processes of game design, project management, programming, graphics and animation, and playtesting.

**GAME 180: Game Programming.** (3) The course focuses on game programming, using various languages, such as C++. Topics will include points and vectors, sound, and graphics. Lectures, demonstrations, discussions, and other content will introduce various issues of game programming.

**GAME 220: Environmental Modeling.** (3) This course teaches students how to create full scale environments working within small production teams. Students will create full realistic and stylized environments in 3D Studio Max, covering the modeling and texturing required.

**GAME 250: Character and Creature Modeling.** (3) This course continues the focus on core methodologies for collaborative game development. The iterative development process will be enhanced through online communication strategies, version control and a rigorous review process. Independent online marketing strategies will be introduced and utilized for the final project.

**GAME 260: Level Design.** (3) This course introduces the tools and concepts used to create levels for games and simulations. The course focuses on level design: architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling, utilizing toolsets from industry titles. Lectures, demonstrations, discussions, and other content will introduce various issues of game-level design.

**GAME 270: 3D Modeling and Animation.** (3) This course focuses on skill development covering the 3D computer graphics pipeline, using Autodesk Maya, 3DS Ma, and/or Blender and other software. Upon completion of this course, students will gain the foundation needed to create games and game assets.

**GAME 275: 3D Lighting and Shading.** (3) This course is a study of various global, scene and character lighting techniques, shading and shadowing, and atmospheres and reflections that bring computer-generated 3D scenes to life in the digital production process.

**GAME 280: Audio for Gaming.** (3) This course examines the art, craft, and business of video game audio, including music, sound design and voice-over. It is an exploration of how the game development process works and the evolution of game audio and related topics.

**GAME 295: Game Internship.** (3) This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

## **General Studies (GNST)**

**GNST 193: Topics.** (1-3) General reading and class discussion in topical areas of interest requested by students or community entities.

## **Health Career Health Sciences (HCHS)**

**HCHS 111: Medical Terminology.** (3) An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.

**HCHS 113: Basic Body Structures and Functions.** (4) An introductory course in anatomy and physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

**HCHS 115: Pharmacology for Health Occupations.** (3) An introduction to principles for drug classification, usage, contraindications, dosage, and computations.

**HCHS 125: Introduction to Pharmacology.** (3) This course will present the basic therapeutic actions of various types of commonly used drugs. Emphasis will be placed on the classification of medications, therapeutic action, adverse reactions, routes of administration and calculation of drug dosages and solutions. Prerequisite: Admission into UNM-V Nursing Program. Co-requisites: NURS 110, NURS 115, BIOL 238.

## **Health Career Health Technology (HCHT)**

**HCHT 121: Health Technology I.** (4) An introduction to health technology, with topics to include: the history and regulation of medical record documentation, public health initiatives, the structure and language of healthcare delivery, reimbursement and billing practices, electronic health records and coding, patient privacy and security, and certification processes in health technology.

**HCHT 211: Basic ICD/CPT Coding.** (4) Students will learn the coding nomenclature and coding conventions for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems, and apply the coding conventions and guidelines to code patient diagnoses, outpatient services, and medical supplies and pharmaceuticals. A variety of payment systems are also presented, along with Medicare fraud and abuse information. Prerequisite: HCHS 111.

**HCHT 213: Principles of Disease.** (4) An introduction to human pathophysiology for non-nursing health professionals, with topics to include: cellular function, immunity, cancer, and human systems (gastrointestinal, hematologic, nervous, skeletal, reproductive, and cardiovascular). Prerequisites: HCHS 111, HCHS 113.

**HCHT 215: Advanced OP Coding.** (2) Topics related to medical coding will include: format of CPT and ICD, coding guidelines, descriptions and definitions of symbols, correct use of modifiers, accessing Encoder coding resources, and payment methodology. Prerequisite: HCHT 211.

**HCHT 219: Advanced IP Coding** (3) Practice assigning ICD-9, ICD-10, and ICD-10 PCS codes using inpatient diagnosis, procedures and reports, using the 3M encode. Prerequisite: HCHT 211.

**HCHT 221: Medical-Legal and Quality Management.** (4) This course explores the management of healthcare-related information by Health Information Management (HIM) departments in the United States. Prerequisite: HCHT 121.

**HCHT 222: Health Technology II.** (4) This course covers supervisory principles and electronic medical records, including collection, arrangement, presentation and verification of healthcare data. Also included are reimbursement methodologies, confidentiality rules and regulations, and uses of coded data. Prerequisite: HCHT 121.

**HCHT 231: Computer Applications and Healthcare Statistics.** (4) This course introduces the student to computer applications in the healthcare industry and methods used to control the security of information, with topics to include: the concepts and procedures used in the preparation of statistical reports, including vital statistics, census systems, rates and percentages. Prerequisites: HCHT 121, CS 150L, or permission of instructor.

**HCHT 232: Reimbursement Methodologies.** (3) This course presents information about insurance programs and federal healthcare legislation. It provides a basic knowledge of claims management, medical necessity and coding systems. Pre or co-requisite: HCHT 211.

**HCHT 233: Professional Practicum Experience.** (6) The student will receive hands-on experience in a Health Information Management setting under a Practicum Site Manager, who is trained in the specific areas of Health Information Technology in which the student will be gaining experience. Prerequisites: Satisfactory completion of all HCHT program core courses.

## **Health Education (HED)**

**HED 164L: Standard First Aid.** (1-3) Preparation in knowledge and skills to meet the needs in situations when basic first aid care is needed. Students eligible for Standard First Aid Certification and CPR Certificate. May be repeated for credit up to 3 credit hours.

**HED 171: Personal Health Management.** (3) Exploration of the major areas of health information pertinent to understanding how to achieve, maintain, and promote positive health. Topics covered include mental health, drugs, human sexuality, prevention and control of diseases, nutrition, consumer health, and ecology.

**HED 209: Education for AIDS Prevention.** (1) This course is designed to familiarize students about the HIV/AIDS epidemic with HIV/AIDS awareness including basic information, prevention, history, compassion, legal issues, testing and societal implications.

**HED 212: Fundamentals of Human Sexuality.** (3) Basic knowledge about human sexuality including anatomical, physiological, psycho-social, and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined.

**HED 247: Consumer Health.** (1) Preparation in knowledge and skills related to consumers of health products and services.

**HED 260: Foundations of Health Promotion.** (3) For those considering becoming health majors or minors in school health or community health. Exploration of the basic philosophy and fundamental practices currently utilized in health education.

**HED 293: Topics.** (1-3) May be repeated for credit, no limit.

## History (HIST)

**HIST 101: Western Civilization to 1648.** (3) Ancient times to 1648. *Meets UNMCC – Area 5: Humanities; meets NMCC – Area V: Humanities and Fine Arts.*

**HIST 102: Western Civilization Post 1648.** (3) 1648 to present. *Meets UNMCC – Area 5: Humanities; meets NMCC – Area V: Humanities and Fine Arts.*

**HIST 161: History of the United States to 1877.** (3) Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877. *Meets UNMCC – Area 5: Humanities; meets NMCC – Area V: Humanities and Fine Arts.*

**HIST 162: History of the United States Since 1877.** (3) Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present. *Meets UNMCC – Area 5: Humanities; meets NMCC – Area V: Humanities and Fine Arts.*

**HIST 181: History of Latin America.** (3) An introduction to indigenous, African and Iberian backgrounds. Examines colonial societies through social economic and political institutions with attention to the contributions of Indians, Africans and Europeans to the creation of Latin America's diverse societies. *Meets UNMCC – Area 5: Humanities.*

**HIST 182: Modern Latin American History.** (3) Surveys the nations of Latin America from their independence until the present. Emphasizes the process of nation-building, governance, socioeconomic integration and coping with modernization. Special attention given to the great leaders of Latin America.

**HIST 201: The Medieval World.** (3) A broad survey of the history, literature, and culture of the medieval period, from the fall of the Roman Empire to the eve of the Renaissance.

**HIST 220: Studies in History.** (1-3) Will vary from instructor to instructor, but will offer a review of particular historical issues designed for the non-specialist. For content of particular courses, contact the CHESS division. May be repeated for credit without limit provided the topics vary. Suggested prerequisite: ENGL 110.

**HIST 251: Traditional Eastern Civilizations.** (3) The origin and development of the traditional societies and cultures of India, Southeast Asia, China, Japan and the Middle East.

**HIST 252: Modern Eastern Civilizations.** (3) The emergence of modern Asia from the impact of western colonialism and imperialism to nationalism, modernization and revolution.

**HIST 260: History of New Mexico.** (3) Introduction to New Mexico history from earliest human settlement to present day.

## Information Technology (IT)

**IT 101: Computer FUNDamentals.** (1-3) This course is designed for students with little or no computer experience. The course will prepare the student to utilize computer hardware and software effectively and efficiently. The student is given the opportunity to learn to use electronic mail, explore the web, perform basic file management procedures (copy, rename, create subdirectories, etc.), and edit, format, and print simple documents. The student will also have an

opportunity to learn basic information of computer systems to include the functions of various hardware components, the importance of software programs, how information is processed, and the social and ethical implications of the computer generation. Suggested pre or co-requisite: OBT 105.

**IT 110: Introduction to Publications and Presentations.** (1) This course provides the student with basic information about the graphics arts career and corresponding skills. The student is given the opportunity to learn various terminology associated with desktop publishing and presentation graphics as well as the basic skills to produce simple yet effective publications and electronic slide presentations. Suggested prerequisite: IT 101 or prior experience with computers.

**IT 116: Fundamentals of Graphic Design.** (3) This course is designed to provide students with a fundamental working knowledge of computer-generated graphics and two-dimensional media work, preparing the student for further study in graphic and media arts.

**IT 121: Electronic Spreadsheets.** (3) Introduction to concepts and applications of electronic spreadsheets. Suggested pre or co-requisite: CS 150 with grade of C or better.

**IT 122: Introduction to Database Management Systems.** (3) Students will study theory of database management systems (DBMS) and will write generic and reusable programs using DBMS software. Suggested prerequisite: CS 150 with grade of C or better.

**IT 125: Microcomputer Operating Systems.** (3) Introductory concepts in microcomputer operating systems. Acquaints students with practical aspects of microcomputer operating systems including file management systems, utilities, and computer peripherals. Suggested prerequisite: CS 150 with grade of C or better.

**IT 131: Introduction to Hardware Installation.** (3) The purpose of this course is to prepare students to take and pass the CompTIA national certification test. Students will learn function, structure, operations, file management, and memory management. Students will also practice proper safety procedures, scheduled preventative maintenance, and installation of computer components. In addition, students will configure, diagnose, and troubleshoot stand-alone computers. Finally, students will learn and apply industry accepted customer service skills. Prerequisite: IT 125.

**IT 140: Technical Customer Service.** (3) The purpose of the course is to expose students to a wide range of customer concerns regarding the software and hardware problems. Students will identify the problem with the computer and/or software, then explain it in layman's terms and recommend corrective actions. This will be accomplished by simulating real-life hardware/software problems. A portion of the class will address customer expectations, handling irate customers, and proactive problem control. Pre or co-requisites: IT 205, IT 222, IT 230.

**IT 193: Topics I.** (1-4) May be repeated for credit provided content is not the same.

**IT 205: Web Design Methodology.** (3) Students will create and manage Web sites using various programming languages, multimedia and CSS standards. This course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations.

**IT 222: Database Management Systems.** (3) This course is a continuation of IT 122. Students will write more complex generic and reusable DBMS programs to build finished, turnkey applications. Prerequisite: IT 122.

**IT 230: Computer Networking.** (4) Students will learn the fundamentals of network technology, technical concepts of network environments, identify the basic characteristics for local and wide area networks, list and describe the layers of the OSI networking model, list and identify the use of common network devices, describe the procedure for installing and configuring network adapters, list common network protocols, identify the best network protocol, describe the physical characteristics of a LAN, identify inter-network connectivity hardware by sight, define the roles of clients, servers, and peers on a network, list the most common network operating systems, identify potential network bottlenecks, and list fault tolerance procedures. Prerequisites: IT 125 and IT 131.

**IT 262: Scripting for Network Defense.** (3) Scripting programming for security purposes. Students build on prior programming, operating systems, and security knowledge to develop, code, use, and debug new and existing scripts.

**IT 270: Graphics and Animation.** (3) This course introduces the student to the concepts, tools, and techniques of microcomputer-based, two-dimensional graphics and animation. Students use microcomputer painting software to create visual effects and still images, and they use animation software to produce the illusion of movement. Students

are taught design fundamentals, as well as the essentials of color theory, and they explore the differences between pigment color and light color.

**IT 293: Topics II.** (1-4) May be repeated for credit provided content is not the same.

**IT 295: Practicum/Cooperative Education.** (3) Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of the associate degree or certificate program.

## Linguistics (LING)

**LING 101: Introduction to the Study of Language.** (3) Also offered as ANTH 110. Broad overview of the nature of language: language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, and educational implications. Intended to fulfill breadth requirements in any college. *Meets UNMCC-Area 4: Social and Behavioral Sciences.*

**LING 295: Special Topics in Current Language Issues.** (3) Special topics motivated by expertise of instructor and interest of students. Topics may include language and gender, language and politics, animal communication, language and aging, and languages of the world. May be repeated for credit, since topics vary by term.

## Manufacturing (MFGT)

**MFGT 102: Manufacturing Operator.** (3) In this introduction to manufacturing course, the following topics will be covered: work environment; reading and understanding procedures; control systems; safety; basic math skills; reading and creating process maps; Lean Manufacturing techniques; and Total Productive Maintenance.

## Mathematics and Statistics (MATH, STAT)

**Note:** For courses requiring a grade of C or higher in a prerequisite course, a grade of C- is not sufficient to satisfy the prerequisites for mathematics and statistics courses.

### Developmental Mathematics Courses:

**MATH 011: Pre-algebra Part I.** (1-2 credits) This course includes the first half of a prealgebra course including whole numbers, fractions, decimals, ratio and proportions, and percent. Prerequisites/placement: Minimum ACCUPLACER score of 35-56 (Arithmetic), or math ACT score of 14.

**MATH 012: Pre-algebra Part II.** (1-2 credits) This is the second half of a prealgebra course and covers measurement and geometry, real numbers, introduction to algebra and basic equation solving, and applications. Prerequisite: MATH 011.

**MATH 021: Introduction to Algebra Part I.** (1 to 2 credits) This course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, integer exponents, linear inequalities, and an introduction to application problems. Prerequisites/placement: Successful completion of MATH 099 or MATH 012 or minimum ACCUPLACER score of 57-101 (Arithmetic), or math ACT score of 16. Co-requisite: MATH 193: Critical Thinking for Math.

**MATH 022: Introduction to Algebra Part II.** (1 to 2 credits) This course includes the second half of a beginning algebra course including a review of the Cartesian coordinate system, graphing linear equations in two variables, properties of exponents, polynomials and an introduction to factoring. Prerequisite: MATH 021.

**MATH 099: Pre-Algebra.** (4) A pre-college mathematics course. Emphasis is placed on basic operations, fractions, decimals, percents, ratios, and introductory algebra and includes a skills laboratory. Prerequisites/placement: Minimum ACCUPLACER score of 35-56 (Arithmetic), or math ACT score of 14.

**MATH 100: Introduction to Algebra.** (4) Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems and include a skills laboratory. Prerequisites/placement: Successful completion of MATH 099 or minimum ACCUPLACER score of 57-101 (Arithmetic), or math ACT score of 16. Co-requisite: MATH 193: Critical Thinking for Math.

### **Study Session Courses:**

**MATH 106: Problems in Intermediate Algebra.** (1) A study session for MATH 120 students with an emphasis on problem solving. Grade option: CR/NC. Suggested co-requisite: MATH 101/102/103 or MATH 120.

**MATH 107: Problems in College Algebra.** (1) A study session for MATH 121 students with an emphasis on problem solving. Grade option: CR/NC. Suggested co-requisite: MATH 121.

**MATH 110: Problems in Elements of Calculus I.** (1) Study session for Math 180 with an emphasis on problem solving. Grade option: CR/NC. Suggested co-requisite: MATH 180.

### **College-Level Mathematics Courses:**

**MATH 101: Intermediate Algebra Part 1.** (1) This course includes equations and inequalities, applications and problem solving with linear equations, linear functions and the graph of a line, percent, perimeters, areas of simple geometric shapes. Prerequisite: Successful completion of MATH 022 or MATH 100, or minimum ACCUPLACER score of 102-120 (Arithmetic) or ACCUPLACER score of 41-65 (Elementary Algebra), or math ACT  $\geq$  19, or math SAT  $\geq$  450.

**MATH 102: Intermediate Algebra Part 2.** (1) This course includes quadratic equations, properties of exponents and scientific notation, simplifying polynomial expressions, factoring and introduction to functions. Prerequisite: Math 101.

**MATH 103: Intermediate Algebra Part 3.** (1) This course includes radical expressions and equations, rational expressions and equations, the exponential and logarithm functions. Prerequisite: Math 102.

**MATH 111: Mathematics for Elementary and Middle School Teachers I.** (3) Course offers an in-depth look at the representations of rational numbers, including base-ten and decimal numbers, integers, fractions, and arithmetic operations on these sets. Problem solving is emphasized throughout Prerequisites/placement: Successful completion of MATH 102 or MATH 100 or MATH 120 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 180 or STAT 145 or ISM 100 or ACT  $\geq$  19 or SAT  $\geq$  450 or ACCUPLACER score of 102-120 (Arithmetic) or 41-65 (Elementary Algebra).

**MATH 112: Mathematics for Elementary and Middle School Teachers II.** (3) This course develops basic geometric concepts including rigid transformations and congruence; dilations and similarity; length, area and volume; systems of measurement and unit conversions; connections to coordinate geometry. Problem solving is emphasized throughout. Prerequisite: Successful completion of MATH 111.

**MATH 115: Technical Mathematics.** (3) Intended for students in applied trade technologies. Topics include a review of basic arithmetic, elementary algebra, applied geometry, measuring instruments, and formulas. Prerequisite/placement: Successful completion of MATH 022 or MATH 100 or ACCUPLACER score of 102-120 (Arithmetic) or 41-65 (Elementary Algebra).

**MATH 120: Intermediate Algebra.** (3) Preparation for MATH 121, 129 and STAT 145. Covers linear equations and inequalities, polynomials, factoring, exponents, radicals, fractional expressions and equations, quadratic equations, perimeters, areas of simple geometric shapes, and logarithms. Emphasis on problem solving skills. Prerequisites/placement: Successful completion of MATH 022 or MATH 100 or minimum ACCUPLACER score of 102-120 (Arithmetic) or ACCUPLACER score of 41-65 (Elementary Algebra), or math ACT  $\geq$  19, or math SAT  $\geq$  450. Acceptable as credit toward graduation in some programs, but not acceptable to satisfy the UNMCC or NMCC requirement in Mathematics

**MATH 121: College Algebra.** (3) Preparation for MATH 150 and 180. The study of equations, functions and graphs, especially linear and quadratic functions. Introduction to polynomial, rational, exponential and logarithmic functions. Applications involving simple geometric objects. Emphasizes algebraic problem solving skills. Prerequisites/placement: Successful completion of MATH 119 or MATH 120 or MATH 103 or minimum ACCUPLACER score of 104-120 (Elementary Algebra) or ACCUPLACER score of 37-68 (College-Level Math), or math ACT  $\geq$  22, or math SAT  $\geq$  510. Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 123: Trigonometry.** (3) Definition of the trigonometric functions, radian and degree measure, graphs, basic trigonometric identities, inverse trigonometric functions, complex numbers, polar coordinates and graphs, vectors in 2

dimensions. May be taken concurrently with MATH 150. Prerequisites/placement: Successful completion of MATH 121 or minimum ACCUPLACER score 69-99 (College-Level Math), or math ACT score  $\geq 25$ , or math SAT score  $\geq 570$ .

**MATH 129: A Survey of Mathematics.** (3) An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry and probability. Emphasizes general problem-solving skills. Prerequisites/placement: Successful completion of MATH 119 or MATH 102 or MATH 120 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264, or minimum ACCUPLACER score of 66-103 (Elementary Algebra) or 37-68 (College-Level Math), or math ACT score  $\geq 22$ , or math SAT score  $\geq 510$ . Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 130: Exploring Topics and Careers in Mathematics.** (2) This introduction course will prepare students planning to major in Mathematics or Statistics. The course will emphasize career options, concentrations, and research and job opportunities. Activities are designed to engage students in their chosen field. Prerequisites/placement: Successful completion of MATH 123 and MATH 150, or ACCUPLACER score of 100-120 (College-Level Math) or ACT  $\geq 32$  or SAT  $\geq 700$ .

**MATH 150: Pre-Calculus Mathematics.** (3) In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. May be taken concurrently with MATH 123. Prerequisites/placement: Successful completion of MATH 121 or minimum ACCUPLACER score of 69-99 (College-Level Math), or math ACT score  $\geq 25$ , or math SAT score  $\geq 570$ . Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 162: Calculus I.** (4) Limits. Continuity. Derivative: definition, rules, geometric and rate-of-change interpretations, applications to graphing, linearization and optimization. Integral: definition, fundamental theorem of calculus, substitution, applications to areas, volumes, work, average. Prerequisites/placement: Successful completion of MATH 123 and MATH 150, or ACCUPLACER score of 100-120 (College-Level Math) or ACT  $\geq 32$  or SAT  $\geq 700$ . Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 163: Calculus II.** (4) Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series, Taylor series with applications, complex variables, differential equations. Credit not allowed for both MATH 163 and MATH 181. Prerequisite: Successful completion of MATH 162. Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 180: Elements of Calculus I.** (3) Limits of functions and continuity, intuitive concepts and basic properties; derivative as rate of change, basic differentiation techniques; application of differential calculus to graphing and minima-maxima problems; exponential and logarithmic functions with applications. Credit not allowed for both MATH 162 and MATH 180. Prerequisites/placement: Successful completion of MATH 121 or MATH 150 or minimum ACCUPLACER score of 69-99 (College-Level Math), or math ACT score of 26, or math SAT score of 600. Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 181: Elements of Calculus II.** (3) Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus. Credit not allowed for both MATH 163 and MATH 181. Prerequisite: Successful completion of MATH 180. Meets UNMCC – Area 2: Mathematics; meets NMCC – Area II: Mathematics.

**MATH 193: Topics in Mathematics.** (1-3) Topics in mathematics including, but not limited to, tools and techniques designed to improve attitudes and performance in math class, and calculator usage. Generally, the co-requisite is MATH 021, MATH 022 or MATH 100. Consult with your instructor for details.

**MATH 215: Mathematics for Elementary and Middle School Teachers III.** (3) Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: topics from probability and statistics with connections to other topics in elementary curriculum. Problem solving is emphasized throughout. Prerequisite: Successful completion of MATH 111. Meets UNMCC – Area 2: Mathematics.

**MATH 264: Calculus III.** (4) Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem. Prerequisite: Successful completion of MATH 163.

**STAT 145: An Introduction to Statistics.** (3) Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, introduction to sampling and statistical inference, illustrated by examples from a variety of fields. Prerequisites/placement: Successful completion of MATH 119 or MATH 102 or MATH 120 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264, or minimum ACCUPLACER score of 37-68 (College-Level Math) or 66-103 (Elementary Algebra), or ACT score ≥22, or SAT score ≥510. Meets UNMCC – Area 2: Mathematics.

## Media Arts (MA)

**MA 110: Introduction to Mass Communication.** (3) Also offered as CJ 110. Study of the development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics, and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society.

**MA 111: Technical Introduction to Video Production.** (3) For the student who has no practical knowledge of video technology. Students learn about the camera and lens, sound recording, lighting, editing, and other elements of production. Special fee required.

**MA 210: Introduction to Film Studies.** (3) Analysis of film as a unique art, and a survey of main trends in film history. Screenings and critical study of major films.

**MA 212: Beyond Hollywood.** (3) An introduction to marginalized cinemas with screenings of major works.

**MA 216: Topics in Video Making.** (3-6) This course strengthens students' skills in video technology, while helping them write, direct, and edit video projects that begin to reflect a personal, artistic vision. Special fee required. Prerequisite: MA 111.

## Mechanical Engineering (ME)

**ME 217: Energy, Environment and Society.** (3) A look at the social, ethical, and environmental impacts of energy use in the contemporary world and throughout history. A survey of renewable energy and conservation and their impact on environmental and social systems.

## Music (MUS)

**MUS 139: Music Appreciation.** (3) Designed to expand the student's ability to listen actively to Western classical art music; a survey of the various genres, including chamber music, symphonic and vocal repertoire. Includes live guest performances. Attendance at several on-campus concerts required. No musical background necessary. *Meets UNMCC – Area 7: Fine Arts; meets NMCC– Area V: Humanities and Fine Arts.*

**MUS 143: University Chorus.** (1) Mixed chorus. Open to all students; no audition required. May be repeated for credit for a maximum of 8 hours credit.

## Natural Science (NTSC)

**NTSC 261L: Physical Science.** (4) For pre-service K-8 teachers only. A broad, interdisciplinary introduction to the science of geology, chemistry, physics and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. The course is activity-based, utilizing a problems-and-issues based approach; various teaching methods are modeled and practiced by students; some field trips may be required. *Meets UNMCC – Area 3: Physical and Natural Sciences.*

**NTSC 262L: Life Science.** (4) For pre-service K-8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes, inquiry and integration of technology. Various teaching methods are modeled, and practiced by students; some field trips may be required. *Meets UNMCC – Area 3: Physical and Natural Sciences.*

**NTSC 263L: Environmental Science.** (4) For pre-service K-8 teachers only. An activity-based interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigations, and field-based activities, and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled, and practiced by students. *Meets UNMCC – Area 3: Physical and Natural Sciences.*

## Nursing (NURS)

**Note:** *NURS 110, 115, 130, 131, 230, 232, 234, 235, 242L, 243, and 245 are restricted to students in the Associate Degree in Nursing (ADN) program. Only students enrolled in the ADN program will be allowed to enroll in these courses. In addition, CPR certification is required to participate in clinical rotation of nursing courses. You must sign up for a CPR class if you are not currently certified. The CPR class must be a Health Care Providers course. Background checks are required for clinical rotations, be expected to have a background check done per the Patient Care Act. The fee may cost up to \$130. Immunizations are required for all health care providers. Documentation will be required in order to go into clinical rotation. MMR, Hepatitis B vaccine, TB screening, and Varicella are all required. Students must get a physical clearing them to lift 50 lbs. in order to go into clinical rotation. Make your doctor appointments early if you are signing up for this course. Finally, Needle Stick insurance coverage is mandatory for students enrolled in the ADN program. All UNM students who are at risk for body fluid and blood-borne pathogen exposure, and coverage is for academic-related exposures only. Cost for coverage is \$30.00 per semester/per student, and is subject to change. Coverage will start the first day of the semester and end the day before the first day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.*

**NURS 110: Professional Development.** (1) Introduces the nursing student to broad concepts of critical self-examination, self-evaluation and self-management as a precursor to personal accountability and responsibility necessary for effective Nursing leadership and management. Emphasis on entry into the roles of the profession. Prerequisite: Admission into UNM-V Nursing Program. Co-requisites: HCHS 125, NURS 115, BIOL 238.

**NURS 115: Nursing Fundamentals.** (8) Introduces concepts and skills foundational to Associate Degree nursing. Emphasis is placed on use of best practice and nursing process to provide care for individual older adults with chronic health needs in long term care. Prerequisite: Admission into UNM-V Nursing Program. Co-requisites: HCHS 125, NURS 110, BIOL 238.

**NURS 130: Medical-Surgical Nursing I.** (5) Introduction to medical-surgical nursing. Students will apply the nursing process in the care of an acute and/or chronically ill adult client in the acute care setting. Clinical application will take place in a variety of healthcare environments. Prerequisite: HCHS 125, NURS 110, NURS 115. Co-requisites: NURS 131, PSYC 220, ENGL 120.

**NURS 131: Mental Health Nursing.** (4) Focuses on application of the nursing process to care for individuals experiencing normal and abnormal psychological responses to life stressors. Students will care for one client in acute and community settings. Prerequisite: HCHS 125, NURS 110, NURS 115. Co-requisites: NURS 130, PSYC 220, ENGL 120.

**NURS 230: Women's Health Nursing.** (4) Focuses on the application of the nursing process to care for female clients, neonates, and families, before, during and after the birth process. Students will care for clients in a variety of inpatient and community settings. Prerequisite: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, PSYC 220. Co-requisites: NURS 232, NURS 234.

**NURS 232: Pediatric Nursing.** (4) Focuses on application of the nursing process to care for the child and family. Students will care for clients in a variety of inpatient and community settings. Prerequisite: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, PSYC 220. Co-requisites: NURS 230, NURS 234.

**NURS 234: Medical-Surgical Nursing II.** (5) Focuses on application of the nursing process to care for one or more adult clients and families with acute and chronic multisystem health problems. Clinical learning takes place in acute and community-based facilities and simulations labs. Prerequisite: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, PSYC 220. Co-requisites: NURS 230, NURS 232.

**NURS 238: Pharmacology in Nursing and the Health Professions.** (3) Introduction to pharmacologic principles, application of these principles to major classes of drugs, common drugs and their use in the clinical setting. Pre or co-requisite: NURS 239 or NURS 240.

**NURS 239: Pathophysiology I.** (3) An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: BIOL 237 and 247L and BIOL 239L.

**NURS 240: Pathophysiology II.** (3) This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of Pathophysiology for nursing students. Prerequisites: NURS 239 and BIOL 238 and 248L.

**NURS 242L: Nursing Practicum.** (2) This clinical course provides assessment of the student's Nursing knowledge, skills, and abilities in preparation for graduation, while the student works with a preceptor RN in the acute, long-term, or community setting. Prerequisites: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, NURS 230, NURS 232, NURS 234. Co-requisites: NURS 243, NURS 245.

**NURS 243: Medical Surgical Nursing III.** (9) The nursing process is applied in the care of the adult client with complex acute, life-threatening, multi-system health problems. Clinical learning will take place in outpatient and inpatient acute care settings and simulation labs. Prerequisites: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, NURS 230, NURS 232, NURS 234. Co-requisites: NURS 242, NURS 245.

**NURS 245: Professional Seminar.** (1) This capstone course explores the theoretical application of Nursing practice to develop expertise in management and leadership roles. Emphasis is on professional role development. Prerequisites: HCHS 125, NURS 110, NURS 115, NURS 130, NURS 131, NURS 230, NURS 232, NURS 234. Co-requisites: NURS 242, NURS 243.

## Nursing Assistant (CNA)

**CNA 101L: Nursing Assistant.** (8) This course prepares students to provide patient care in a home, health care center, or hospital under the supervision of a professional health care provider (RN). Prepares students for the NM Nurse Aide Competency Evaluation (Prometric) exam. 128 total clock hours; 96 hours lecture/skills lab; 32 hours clinical.

Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

## Nutrition (NUTR)

**NUTR 120: Nutrition for Health.** (3) General concepts of nutrition applied to food choices that support health. Cultural, psychological and economic implications of food choices.

**NUTR 244: Human Nutrition.** (3) This course provides an overview of all the nutrients including functions in the body and food sources. Dietary guidelines intended to promote long term health are stressed. Prerequisite: BIOL 123 or BIOL 201 and CHEM 111L or CHEM 121 and CHEM 123L.

## Office and Business Technology (OBT)

**OBT 101: Introduction to Accounting.** (3) This is a beginning course in secretarial accounting. Students are taught the basics of accounting and to complete a worksheet. Also covered are assets, liabilities, and owner's equity.

**OBT 105: Basic Keyboarding.** (1) Designed for students who have no keyboarding background or for students who want to improve/increase keyboarding skills. Students will learn the proper techniques for using the alpha-numeric keyboard using tutorial software on microcomputers. Not recommended for Office and Business Technology majors.

**OBT 110: Business Language Skills.** (3) Focuses on basic business language skills—spelling, capitalization, business terminology, dictionary usage, hyphenation, sentence punctuation, and applications to business writing.

**OBT 111: Keyboarding and Word Processing I.** (3) Keyboarding is emphasized to develop speed and accuracy using the computer and current word processing software. Students will focus on creating, saving and retrieving, editing and formatting the following types of documents: business letters, memorandums, and manuscripts.

**OBT 112: Keyboarding and Word Processing II.** (3) Students will learn to format business letters, business forms, manuscripts and tables with accuracy and speed using the computer and current word processing software. Resumes, application letters, itineraries, labels and news releases will be introduced. Speed goal: 45 words per minute minimum.  
Prerequisite: OBT 111.

**OBT 205: Business Math Applications.** (3) This course shows the student how to operate an electronic calculator through the “touch” method. Business problems in banking, payroll, merchandising, interest, compound interest, finance charges, amortization, depreciation, working capital ratios, and securities purchases are covered. Prerequisite: MATH 100.

**OBT 219: Legal Terminology/Transcription.** (3) This course emphasizes legal terminology, and preparation and transcription of legal documents on a microcomputer. It is individualized and self-paced through the use of tapes.  
Prerequisites: OBT 112 (with minimum typing speed of 45 words per minute) and ENGL 100 or equivalent.

**OBT 221: Medical Transcription.** (3) Students will learn to transcribe medical reports on a microcomputer. This course is individualized and self-paced through the use of tapes. Prerequisites: OBT 112 (with minimum typing speed of 45 words per minute) and ENGL 100.

**OBT 235: Records Management.** (3) A management course pertaining to a vital office function—the storage and control of records. Students will acquire knowledge and gain experience in using traditional and computerized storage systems.

**OBT 257: Administrative Procedures.** (3) This course will provide students with an understanding of the role of administrative support personnel: employment skills, office health and safety issues, organization and time management, records management, information and communications, meeting and travel planning, reprographics, and critical thinking skills. Prerequisite: OBT 112.

**OBT 260: Desktop Publishing and Presentation.** (3) Students get hands-on training in desktop publishing and presentation graphics software as they are taught to produce flyers, newsletters, brochures, and professional presentations. Prerequisite: OBT 112 or approval of the instructor.

**OBT 263: Preparation for Microsoft Word Certification.** (3) Students will refine their word processing skills and apply them to more advanced operations (e.g., math functions, sorting, merging and graphics) which will help them prepare for Microsoft Word Certification. Certification testing is not provided; students wishing to take the exam will need to make their own arrangements. Prerequisite: OBT 112 or approval of the instructor.

**OBT 265: Business Communications.** (3) Students will prepare business correspondence, deliver oral presentations, and be introduced to grant writing. Correct and forceful English will be emphasized. Students will develop sensitivity in communicating with a diverse workforce. Prerequisite: OBT 110.

**OBT 293: Topics in OBT.** (1-4) Focuses on topics of special interest in Office and Business Technology. May be repeated for credit up to 9 credit hours.

**OBT 295: Practicum/Cooperative Education.** (1-3) Students are placed in an office-related work situation to gain skills and knowledge on the job. Prerequisite: approval of the instructor.

## **Personal Care Attendant (PCA)**

**PCA 101L: Personal Care Attendant.** (5) (Home Health Aide) Students prepare to work as a Personal Care Attendants in home healthcare, as independent contractors/self-employment, or to provide care for a relative. Course includes lectures, group learning, video instruction, workbook exercises, instructor demonstrations, hands-on skills practice and exams. Skills Lab: 64 hours; job shadowing: 16 hours in a home healthcare or assisted living facility. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

## **Philosophy (PHIL)**

**PHIL 101: Introduction to Philosophical Problems.** (3) Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality; and in social, political, and religious philosophy. *Meets UNMCC – Area 5: Humanities; meets NMCC– Area V: Humanities and Fine Arts.*

**PHIL 102: Current Moral Problems.** (3) Ethical issues arising in contemporary society; sexual morality, preferential treatment, racism, punishment, war, and world food distribution.

**PHIL 108: Introduction to Asian Philosophies.** (3) Philosophical issues and methodology illustrated in relation to South and East Asian thought: Hinduism, Buddhism, Taoism, and Confucianism.

**PHIL 111: Humanities I.** (3) Comparative introduction to the development of human civilizations, emphasizing philosophic thought, religious practice and artistic expression.

**PHIL 156: Reasoning and Critical Thinking.** (3) The purpose of this course is to help students learn how to analyze, critique, and construct arguments in context, in other words, how to read and write argumentative essays. *Meets NMCC – Area V: Humanities and Fine Arts.*

**PHIL 201: Greek Thought.** (3) An introductory survey of early and classical Greek philosophy, literature, and history. Figures: Presocratics, Socrates, Plato, and Aristotle; Homer and Sophocles; Herodotus and Thucydides. *Meets UNMCC – Area 5: Humanities; meets NMCC– Area V: Humanities and Fine Arts.*

**PHIL 202: From Descartes to Kant.** (3) An historical study of philosophical trends and controversies that characterize the development of early modern philosophy. This survey will cover the philosophies of Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, and Kant. *Meets UNMCC – Area 5: Humanities; meets NMCC– Area V: Humanities and Fine Arts.*

**PHIL 204: Greek Civilization.** (3) An Interdisciplinary introduction to the ancient world as the foundation of modern civilization. Lectures on classical art, history, literature and philosophy.

**PHIL 205: Roman Civilization.** (3) Also offered as HIST 205. An interdisciplinary introduction to ancient Rome. Lectures on Roman literature, history, art and philosophy.

**PHIL 245: Professional Ethics.** (3) Examination of social and ethical problems associated with the business, engineering, medical and legal professions. *Meets NMCC – Area V: Humanities and Fine Arts.*

## **Phlebotomy Technician (PBT)**

**Note:** Needle Stick insurance coverage is mandatory for PBT 101L/102L. All UNM students may be at risk for body fluid and blood-borne pathogen exposure, and coverage is for academic-related exposures only. Cost for coverage is \$30.00 per semester/per student, and is subject to change. Coverage will start the first day of the semester and end the day before the first day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.

**PBT 101L: Phlebotomy Technician.** (8) This course prepares students to become a Phlebotomy Technician. Training includes anatomy, safety, blood-drawing techniques, specimen preparation, equipment maintenance, and associated clerical, customer service and basic work skills. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Co-requisite: PBT 102L. Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (\$73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Phlebotomy students must also purchase Needle-Stick Insurance (\$30 fee). A UNM Certificate is awarded upon successful completion of this course.

**PBT 102L: Phlebotomy Technician Clinical.** (4) Clinical apprenticeship program for PBT 101L. Successful completion required for credit in PBT 101L. Clinical: 120 hours total.

## **Physical Education (PENP, PEP)**

**PENP 113: Aikido.** (1) Instruction and practice of the basic skills and techniques of Aikido

**PENP 114: Weight Training and Physical Conditioning.** (1) Individual training programs for development of general strength, tone, endurance, and weight control.

**PENP 115: Intermediate Weight Training.** (1) Instruction in advanced weight-lifting principles and techniques as well as fitness related topics.

**PENP120: Nia Dance Fitness.** (1) Instruction and practice in the basic movements in Nia, a fitness program designed to increase participant's strength, endurance and balance.

**PENP121: Beginning Belly Dance.** (1) Instruction in the basic moving steps and rhythms of the oriental dance

**PENP122: Intermediate Belly Dance.** (1) Instruction on the isolation and slow movements of Middle Eastern dance, including use of the veil and improvisation

**PENP 124: Ballroom Dance.** (1) Instruction in the basic movements of social dances such as the fox trot, waltz, lindy, rhumba, tango, and cha-cha.

**PENP 125: Intermediate Ballroom Dance.** (1) Instruction dependent upon experience of students in basic movements of all segments of ballroom dance.

**PENP 128: Beginning Country Western Dance.** (1) Instruction in the basic movements of the waltz, two-step, swing and polka.

**PENP 129: Intermediate Country Western Dance.** (1) Instruction dependent upon experience of students in basic movements of all segments of Country Western dance.

**PENP 130-131: T'ai Chi Ch'uan.** (1) Instruction and practice in techniques to enhance body awareness, reduces stress, improve balance and increase strength.

**PENP 132: Beginning Tae Kwan Do.** (1) Instruction in the basic skills, blocks, strikes and kicks of Tae Kwan Do.

**PENP 133: Intermediate Tae Kwan Do.** (1) Advanced instruction in the basic skills, blocks, strikes and kicks of Tae Kwan Do

**PENP 134: Beginning Kung Fu.** (1) Instruction in the basic skills, blocks, strikes and kicks of Kung Fu.

**PENP 135: Intermediate Kung Fu.** (1) Advanced instruction in the basic skills, blocks, strikes and kicks of Kung Fu

**PENP 136: Personal Defense.** (1) Instruction in the basic skills needed to defend one's self against assault.

**PENP 138-139: Karate.** (1-2) Instruction in the basic skills, blocks, strikes, and kicks of Japanese karate.

**PENP 140: Beginning Golf.** (1) Instruction in basic skills, equipment, rules, etiquette, and shot-making.

**PENP 141: Intermediate Golf.** (1) Instruction emphasizes actual play.

**PENP 143: Beginning Tennis.** (1) Instruction in basic skills and rules of tennis.

**PENP 144: Intermediate Tennis.** (1) Instruction dependent upon skills of students in basic fundamentals. Perfection of strokes.

**PENP 146: Bowling.** (1) Special fees. Instruction and practice in the basic skills of bowling.

**PENP 148: Archery.** (1) Instruction in the basic skills and knowledge of range archery.

**PENP 155-156: Pilates.** (1) Instruction in movements that increase balance, core fitness and cardiorespiratory endurance.

**PENP 158: Aerobic Dance I.** (1) Instruction in continuous movement using basic dance steps for improved cardio-respiratory endurance.

**PENP 159: Aerobic Dance II.** (1) Instruction in a longer aerobic workout using more advanced dance steps for improved cardio-respiratory endurance.

**PENP 161-162: Jogging Fitness.** (1) Individualized running programs for improved cardio-respiratory endurance.

**PENP 165: Yoga.** (1) Introduction to five areas of yoga which are particularly significant to the Western World.

**PENP 166: Intermediate Yoga.** (1) Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga.

**PENP 177-178: Fundamentals of Stretching and Relaxation Techniques.** (1) Instruction and practice of various techniques to enhance flexibility and reduce stress.

**PENP 180-181: Feldenkrais: Awareness Through Movement.** (1) A class to develop and experience a deeper awareness of a person's body and its capabilities.

**PENP 188: Modified Physical Education.** (1) An activity class designed to meet the individual needs of students who require various modifications for exercise.

**PENP 193: Topics.** (1-2) May be repeated for credit, no limit. New activities offered on an exploratory basis.

**PENP 293: Topics.** (1-3) May be repeated for credit, no limit.

## Physics (PHYC)

**PHYC 151: General Physics.** (3) Mechanics, sound, heat, fluid, waves. The sequence (PHYC 151, 151L, 152, 152L) is required of pre-medical, pre-dental, and pre-optometry students. Only PHYC 151 and 152 are required of pharmacy students. Prerequisite: Successful completion of MATH 150 or MATH 153 or MATH 162 or MATH 180 or ACCUPLACER score of 100-120 (College-Level Math) or ACT score ≥28, or SAT score ≥660. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 151L: General Physics Laboratory.** (1) Mechanics, sound, heat. Lab: 3 hours. Pre or co-requisite: PHYS 151. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 152: General Physics.** (3) Electricity, magnetism, optics. Prerequisite: PHYS 151. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 152L: General Physics Laboratory.** (1) Electricity, magnetism, optics. Lab: 3 hours. Pre or co-requisite: PHYS 152. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 160: General Physics.** (3) Mechanics, sound. Pre or co-requisite: MATH 162. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 160L: General Physics Laboratory.** (1) Mechanics, sound. Pre or co-requisite: PHYC 160. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 161: General Physics.** (3) Heat, electricity, magnetism. Prerequisite: PHYC 160. Pre or co-requisite: MATH 163. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

**PHYC 161L: General Physics Laboratory.** (1) Electricity and magnetism. Pre or co-requisite: PHYC 161. Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC– Area III: Laboratory Science.

## Political Science (POLS)

**POLS 110: The Political World.** (3) An introduction to politics, with emphasis on the ways people can understand their own political systems and those of others. Students who have already had courses in political science may not count POLS 110 toward a major at UNM. Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC– Area IV: Social/Behavioral Sciences.

**POLS 200: American Politics.** (3) Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues. Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC– Area IV: Social/Behavioral Sciences.

**POLS 220: Comparative Politics** (3). Designed to give students the ability to understand and evaluate political regimes by focusing on the political history, socioeconomic structure and contemporary political institutions and behavior. Includes consideration of European and developing systems. Meets UNMCC – Area 4: Social and Behavioral Sciences.

**POLS 240: International Politics.** (3). Analyzes significant factors in world politics, including nationalism, national interest, ideology, international conflict and collaboration, balance of power, deterrence, international law and international organization. Meets UNMCC – Area 4: Social and Behavioral Sciences.

**POLS 260: Political Ideas.** (3) Introduces many of the enduring political issues in descriptive, analytical and normative terms. Will include discussion of both classical and contemporary political ideas and ideologies.

**POLS 270: Public Policy and Administration.** (3) Introduces public policy and bureaucracy, including decision-making and implementation.

**POLS 280: Introduction to Political Analysis.** (3) Discovery of causal patterns in political behavior, evaluation of effectiveness of political reforms and campaign techniques, analysis of the logic of scientific research and related topics. No knowledge of statistics, computers or research methods assumed.

## Psychology (PSY)

**PSY 105: General Psychology.** (3) Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality, and approaches to psychotherapy. Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC– Area IV: Social/Behavioral Sciences.

**PSY 211: Applied Psychology.** (3) Topics in applications to everyday life, such as personnel selection, consumer psychology, and environmental problems.

**PSY 220: Developmental Psychology.** (3) Overview of the physical, perceptual, motor, cognitive, emotional, and social development of children from infancy through adolescence. Prerequisite: PSY 105.

**PSY 231: Psychology of Human Sexuality.** (3). Exploration of the physiological, cultural, social and individual factors that influence sexual behavior, sex roles, and sexual identity. Prerequisite: PSY 105.

**PSY 240: Brain and Behavior.** (3) A general survey of the biological foundations of behavior. Emphasis is on the central nervous system. Prerequisite: PSY 105, or BIOL 110, or BIOL 123.

**PSY 265: Cognitive Psychology.** (3) Study of the cognitive processes involved in the encoding, storage, retrieval and use of knowledge, including attention, memory, comprehension, categorization, reasoning, problem-solving, and language. Prerequisite: PSY 105.

**PSY 271: Social Psychology.** (3) Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, groups. Prerequisite: PSY 105. Suggested prerequisite: ENGL 110.

**PSY 280: Health Psychology.** (3) This introduction to Health Psychology covers the role of stress in illness, coping with chronic illness, stress, and pain, and the role of health behavior in health and disease. Prerequisite: PSY 105.

## **Religious Studies (RELG)**

**RELG 107: Living World Religions.** (3) Introduction to major living world religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism. Suggested prerequisite: ENGL 110. Meets UNMCC – Area 5: Humanities.

## **Signed Language (SIGN)**

**SIGN 201: Introduction to Signed Language.** (3) Overview of signed language studies and related issues. Introduction to American Sign Language (ASL); signed communication systems most frequently used by deaf and hard of hearing individuals; the study of fingerspelling. *Meets UNMCC – Area 6: Foreign Language.*

## **Sociology (SOC)**

**SOC 101: Introduction to Sociology.** (3) Basic concepts, topics, and theories of contemporary sociology. Prerequisite for more advanced courses in sociology. *Meets UNMCC – Area 4: Social and Behavioral Sciences; meets NMCC – Area IV: Social/Behavioral Sciences.*

**SOC 205: Crime, Public Policy and the Criminal Justice System.** (3) The study of crime, the criminal justice system and crime-related public policy. Discussion of key criminology concepts. Measurement of crime and delinquency, its distribution in society, victimization, public opinion, the criminal justice system, crime control strategies and policies. Prerequisite: SOC 101.

**SOC 211: Social Problems.** (3) Description and analysis of major social problems facing American society. Foci may include: poverty, homelessness, alcohol and drug problems, race and ethnic relations, aging and mental illness. Prerequisite: SOC 101.

**SOC 213: Deviance.** (3) Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior, and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address these behaviors. Prerequisite: SOC 101.

**SOC 216: The Dynamics of Difference, Power and Discrimination.** (3) The study of prejudice and discrimination, including their historical and contemporary sources and prospects for reduction, with applications to American institutions. Prerequisite: SOC 101.

**SOC 221: Global Issues.** (3) The global context of patterns of development in nation-states with an emphasis on industrialized countries. Selected topics of social, economic, and cultural change. Inequality, war, reform and revolution in global perspective.

**SOC 230: Society and Personality.** (3) The social psychology of personalities, relationships, small groups, and organizations. Prerequisite: SOC 101.

## **Spanish (SPAN)**

**SPAN 101: Elementary Spanish I.** (3) Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening and speaking. *Meets UNMCC – Area 6: Foreign Language.*

**SPAN 102: Elementary Spanish II.** (3) Beginning Spanish for students who have completed SPAN 101 or equivalent.

Continued development of four skills with emphasis on listening and speaking. *Meets UNMCC – Area 6: Foreign Language.*

**SPAN 103-104: Elementary Spanish Conversation.** (1) Supplementary course to SPAN 101-102 for students interested in additional practice in speaking. Grade option: CR/NC. Pre or co-requisite: SPAN 101 or SPAN 102.

**SPAN 111: Elementary SHL I.** (3) Beginning Spanish for students who grew up in a Spanish-speaking environment. Will build upon the language base which the students already possess. Development of all language skills: reading, writing, listening and speaking.

**SPAN 112: Elementary SHLII.** (3) Beginning Spanish for heritage language students who have completed SPAN 111 or equivalent. Continued development of the four skills with an emphasis on reading and writing, vocabulary building and review of grammar.

**SPAN 201: Intermediate Spanish I.** (3) Intermediate Spanish for students who have completed SPAN 102 or equivalent. Review of grammar and further development of all four skills. *Meets UNMCC – Area 6: Foreign Language.*

**SPAN 202: Intermediate Spanish II.** (3) Spanish for students who have completed SPAN 201 or equivalent. Continued development of all four skills with emphasis upon reading. *Meets UNMCC – Area 6: Foreign Language.*

**SPAN 203: Spanish Conversation.** (3) For students who have completed or are currently enrolled in SPAN 201or SPAN 202. Small classes designed to increase skills in speaking Spanish. Not for native speakers. Pre- or co-requisite: SPAN 201, SPAN 202, SPAN 211.

**SPAN 211: Intermediate SHL I.** (3) Intermediate Spanish for heritage language students who have completed SPAN 102 or equivalent. Review of grammar and continued development of the four skills with an emphasis on literacy and speaking.

**SPAN 212: Intermediate SHL II.** (3) Intermediate Spanish for heritage language students who have completed SPAN 201 or equivalent. Further development of all four skills, with an emphasis on reading authentic materials, on practice writing needs and communicating with other native speakers.

## **Statistics (STAT) (see Mathematics and Statistics)**

### **Sustainable Building (SUST)**

**SUST 120: Introduction to Green Building.** (3) This course is an introduction to green building, principles, materials and methods of construction as they apply to sustainable residential construction. It provides the decision making framework for students to learn how homes can be built to be more energy efficient, healthy and comfortable.

**SUST 150: Renewable Energy in Buildings.** (3) This course is an introduction to solar and other renewable energy options for new and existing construction. Topics include: photovoltaic arrays, passive and active solar space heating and water heating, and wind energy. Students will use computer generated three-dimensional models to evaluate building performance and explore design options.

**SUST 230: Computer Assisted Sustainable Design (BIM).** (3) This course explores sustainable design using BIM (building information modeling) and specialized energy analysis software. Students will learn core concepts of sustainability in building design, including systems, and materials.

**SUST 295: Green Building Capstone Project/Internship.** (3) Students are assigned opportunities to expand their knowledge and skills by applying sustainable practices and policy. Students will work directly on sustainable projects and research in a workplace setting.

## **Theatre Arts (THEA)**

**THEA 105: Theatre Appreciation.** (3) For majors and non-majors. Study of the various elements of the practice of theatre: acting, directing, design, production, playwriting. Issues of spectatorship and criticism also addressed. Required attendance at a number of performances. *Meets UNMCC – Area 7: Fine Arts; meets NMCC – Area V: Humanities and Fine Arts.*

## **University Studies (UNIV)**

**UNIV 101: Freshman Interest Group Seminar.** (1-3 to a maximum of 3) Designed to accelerate successful transition to university life. Grade option: A, B, CR/NC.

**UNIV 175: Experiential Learning Seminar.** (1-3 to a maximum of 3) Experiential learning involves collaborative, reflective investigation of real-world issues from a variety of personal, social and disciplinary perspective. Extensive off-campus participation may be required. UNIV 175 may be linked with a co-requisite course.

**UNIV 201: Topics in Career Exploration.** (1-3 to a maximum of 6) Both general and discipline-specific sections offered. Students will explore their goals, passions, and skills, and the steps and tools related to career decision making (general seminar). In the discipline-specific sections, students will explore specific career options.

## **Welding (WLDT)**

**WLDT 101: Blue Print Reading.** (4) An introductory course on welding blue print reading and related theory. Students will demonstrate competency by satisfactory completion of instruction modules and American Welding Society Standards. Course combines lecture and laboratory.

**WLDT 105: Arc Welding I.** (4) This course will introduce the student to the process of electrode manipulation, position welding and the use of different welding machines.

**WLDT 107: Advanced Arc Welding.** (4) Students will learn V-groove welds and how to set up welding equipment for making open V-groove welds. The course provides procedures for making flat, horizontal, vertical and overhead open V-groove welds.

**WLDT 108: Oxyacetylene Welding.** (4) This course will introduce the student to the gas welding process. The student will learn to handle and use the acetylene gas form of welding.

**WLDT 130: Pipe Welding.** (4) This course utilizes advanced Arc and oxyacetylene welding skills and techniques on ferrous pipe in a rotating and/or a fixed position. Emphasis is placed on the open groove pipe joint. The course will include alignment techniques, oxyacetylene cutting of pipe, pre-heat interpass temperatures, and mechanical preparation of the joints.

**WLDT 141: M.I.G. and T.I.G. Welding.** (4) This course begins with a brief review of pipe welding and groove welds on plate in all positions and covers stainless steel, cupro nickel alloys, hard facing processes, gas metal arc welding or M.I.G, and gas tungsten arc welding or T.I.G.

**WLDT 201: Welding Metallurgy Math and Communication.** (4) Students will study metallurgy, math and communication skills for welding technology.

## **Women's Studies (WMST)**

**WMST 200: Introduction to Women Studies** (3) This interdisciplinary course explores intersectional influences of gender, race, class, sexuality, and other factors of identity in regional, national, and international contexts; the critical historical study of feminist activity and Women's Studies in the U.S.

## **Governing Bodies**

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Dr. Laura Musselwhite	Dean of Instruction
Andrew Sánchez	Director of Business Operations
Hank Vigil	Director of Student Affairs

### **The University of New Mexico Valencia Faculty**

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#### **Ian Burch**

Visiting Lecturer II, Mathematics  
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Assistant Professor, English  
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#### **Sheral Cain**

Lecturer II, Nursing  
BSN, Chamberlain College of Nursing; MSN, Walden University

#### **Marjorie Campbell**

Lecturer II, Nursing  
Director, Nursing Program  
BSN, University of Oregon; MSN, University of New Mexico

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**Elaine Clark**

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Division Chair, Mathematics, Engineering, and Science

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Manager, Adult Education Program

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