

**The University of New Mexico**  
**Valencia Campus**  
**2008-2010 Catalog**





UNM VALENCIA

The University of  
New Mexico  
Valencia Campus  
2008-2010 Catalog

*Dreams Start Here!*



# A Message from the Executive Director

**W**e take our mission statement seriously at UNM-Valencia. The mission of our campus is “to provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible, and creative individuals.”

Having taught and been an administrator in colleges for more than 37 years, I am proud to say that I have never experienced faculty and staff more dedicated to a mission statement and to student success than those working at the UNM-Valencia Campus. Learning here is personal. When you couple that with faculty and staff who are helpful and friendly, then you have a learning atmosphere where dreams can start. We have story and after story on this campus of students who started their dreams here.

When you come to UNM-Valencia Campus, you become a member of our college family. That's because we are committed to our core values, another important component of our mission statement. Our first value is that we are student-centered, and we connect that value with the others: quality instruction and services; being responsive to change; embracing diversity; empowering the individual; and being committed to accessibility.

Now that we are starting our 2008 academic year, UNM-Valencia Campus is celebrating having *two* Century Scholars, a mark of academic excellence in the community college system. We have developed a comprehensive TRiO program, as well as learning communities for developmental students, that help grow dreams. We have implemented a strong dual enrollment program with the area high schools, and we have seen our headcount surpass 2,000 for the first time in the history of the campus.

We have seen our college grow from a few makeshift classrooms in a shopping center with a population of 300, to a permanent campus in 1986, to our current state-of-the-art campus. Valencia Campus now serves *thousands* of students a year in college transfer and technical programs, adult basic education classes, job training, and a wide range of community and cultural activities for kids, seniors, and everyone in between.



Alice V.  
Letteney,  
Ph.D.  
Executive  
Director

More than 2,300 dreams have been realized as we have graduated over 2,300 students from UNM-Valencia since its inception, in certificate and degree programs that have led to successful careers in teaching, public service, business, computer-aided drafting, and medical fields.

We offer high-quality instruction programs at very low costs. We are designed to give our students the intellectual tools and the skills needed to succeed in the highly competitive workforce of the 21st Century. Our students range from those beginning their college careers right out of high school, to those returning to upgrade their skills or launch a new career, to community members wanting to enrich their lives by taking leisure courses or attending cultural events. UNM-Valencia welcomes all of you!

If you have any questions about our college, please contact us at 925-8560, or visit our website at [vc.unm.edu](http://vc.unm.edu).

We look forward to seeing you, and remember: *Dreams Start Here!*

A handwritten signature in dark ink, which appears to read "Alice V. Letteney".

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# 2008 – 2010 Academic Calendar

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## 2008 Summer Semester

### *Dates Subject to Change*

#### Instruction begins:

8-week term (First 4-week term).....	June 9, Monday
Second 4-week term .....	July 7, Monday

#### Registration ends (last day to add courses or change sections):

8-week term .....	June 13, Friday
First 4-week term .....	June 10, Tuesday
Second 4-week term .....	July 8, Tuesday

#### Last day to change grading option:

8-week term .....	June 20, Friday
First 4-week term .....	June 13, Friday
Second 4-week term .....	July 11, Friday

#### Last day to drop a course without a grade:

8-week term .....	June 27, Friday
First 4-week term .....	June 18, Wednesday
Second 4-week term .....	July 16, Wednesday

#### Independence Day Holiday .....

July 4, Friday

#### Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction:

8-week term .....	July 18, Friday
First 4-week term .....	June 27, Friday
Second 4-week term .....	July 25, Friday

#### Session ends:

8-week term (Second 4-week term).....	August 2, Saturday
First 4-week term .....	July 5, Saturday
Second 4-week term .....	August 2, Saturday

# 2008 – 2010 Academic Calendar

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## 2008 Fall Semester

Instruction begins .....	August 25, Monday
Petitions for residency due.....	August 25, Monday
Labor Day Holiday .....	September 1, Monday
Registration ends (last day to add courses or change sections)	
16-week term .....	September 5, Friday
Last day to change grading options	
16-week term .....	September 19, Friday
Last day to drop a course without a grade	
16-week term.....	October 3, Friday
Fall Break .....	October 16-17, Thursday-Friday
Mid-semester (eighth week).....	October 18, Saturday
Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	November 14, Friday
Thanksgiving Holiday .....	November 27 - 30, Thursday-Sunday
Last day to withdraw from a course with approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	December 12, Friday
Last day of instruction .....	December 13, Saturday
Final examination period .....	December 15 -20, Monday-Saturday
Last day for report of removal of incomplete grade .....	December 19, Friday
Semester ends .....	December 20, Saturday



# 2008 – 2010 Academic Calendar

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## 2009 Spring Semester

Martin Luther King, Jr. Day, holiday .....	January 19, Monday
Instruction begins .....	January 20, Tuesday
Petitions for residency due.....	January 20, Tuesday
Registration ends (last day to add courses or change sections)	
16-week term .....	January 30, Friday
Last day to change grading options	
16-week term .....	February 13, Friday
Last day to drop a course without a grade	
16-week term .....	February 27, Friday
Mid-semester (eighth week).....	March 14, Saturday
Spring Recess.....	To be determined
Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	April 17, Friday
Last day to withdraw from a course with approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	May 8, Friday
Last day of instruction .....	May 9, Saturday
Final examination period .....	May 11-16, Monday- Saturday
Last day for report of removal of incomplete grade .....	May 15, Friday
Semester ends .....	May 16, Saturday
Commencement.....	May 15, Friday

# 2008 – 2010 Academic Calendar

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## 2009 Summer Semester

### *Dates Subject to Change*

#### Instruction begins:

8-week term (First 4-week term).....	June 8, Monday
Second 4-week term .....	July 6, Monday

#### Registration ends (last day to add courses or change sections):

8-week term .....	June 12, Friday
First 4-week term .....	June 9, Tuesday
Second 4-week term .....	July 7, Tuesday

#### Last day to change grading option:

8-week term .....	June 19, Friday
First 4-week term .....	June 12, Friday
Second 4-week term .....	July 12, Friday

#### Last day to drop a course without a grade:

8-week term .....	June 26, Friday
First 4-week term .....	June 17, Wednesday
Second 4-week term .....	July 15, Wednesday

#### Independence Day Holiday ..... July 3, Friday

#### Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction:

8-week term .....	July 17, Friday
First 4-week term .....	June 26, Friday
Second 4-week term .....	July 24, Friday

#### Session ends:

8-week term (Second 4-week term).....	August 1, Saturday
First 4-week term .....	July 4, Saturday
Second 4-week term .....	August 1, Saturday

# 2008 – 2010 Academic Calendar

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## 2009 Fall Semester

Instruction begins .....	August 24, Monday
Petitions for residency due.....	August 24, Monday
Labor Day Holiday .....	August 31, Monday
Registration ends (last day to add courses or change sections).....	September 4, Friday
Last day to change grading options 16-week term.....	September 18, Friday
Last day to drop a course without a grade 16-week term.....	October 2, Friday
Fall Break .....	October 15-16, Thursday-Friday
Mid-semester (eighth week).....	October 17, Saturday
Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction 16-week term.....	November 13, Friday
Thanksgiving Holiday .....	November 26 - 29, Thursday-Sunday
Last day to withdraw from a course with approval of the Director, Student Affairs or Dean of Instruction 16-week term .....	December 11, Friday
Last day of instruction 16-week term .....	December 12, Saturday
Final examination period .....	December 14 -19, Monday-Saturday
Last day for report of removal of incomplete grade 16-week term .....	December 18, Friday
Semester ends .....	December 19, Saturday

# 2008 – 2010 Academic Calendar

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## 2010 Spring Semester

Martin Luther King, Jr. Day, holiday .....	January 18, Monday
Instruction begins .....	January 19, Tuesday
Petitions for residency due.....	January 19, Tuesday
16-week term .....	January 29, Friday
Last day to change grading options	
16-week term .....	February 12, Friday
Last day to drop a course without a grade	
16-week term .....	February 26, Friday
Mid-semester (eighth week).....	March 13, Saturday
Spring Recess.....	To be determined
Last day to withdraw from a course without approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	April 16, Friday
Last day to withdraw from a course with approval of the Director, Student Affairs or Dean of Instruction	
16-week term .....	May 7, Friday
Last day of instruction .....	May 7, Saturday
Final examination period .....	May 10-15, Monday- Saturday
Last day for report of removal of incomplete grade	
16-week term .....	May 14, Friday
Semester ends .....	May 15, Saturday
Commencement .....	May 14, Friday

*Calendar dates are subject to change without notice.*

# **The New Catalog**

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## **About this catalog**

The 2008-2010 UNM-Valencia Campus Catalog is the student's guide to the programs and regulations of the University of New Mexico-Valencia Campus. Students are expected to become familiar with the regulations and to assume their proper responsibility in connection with them. This catalog is intended to provide a summary of the available programs, courses of instruction, and academic regulations, as well as a guide to policies and services affecting students.

While providing information to students about the curricula and policies of the UNM-Valencia Campus, the provisions of the catalog are not intended to be regarded as an irrevocable contract between the student and the campus. The campus reserves the right to withdraw or change any provisions or requirements at any time within the student's term of enrollment.

For information about specific programs and policies not included in this catalog, please contact individual departments or administrative offices.

Note: The University of New Mexico and UNM-Valencia Campus reserve the right to change prerequisites, course, and degree requirements without notice. It should be understood that it is the student's responsibility to seek appropriate advisement with respect to all university requirements. All questions regarding such requirements may be directed to the Office of the Registrar by writing:

UNM-Valencia Campus  
280 La Entrada  
Los Lunas, NM 87031

Or by calling: 505/925-8560.

## **General Information**



## **General Information**

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### **General Information**

The University of New Mexico–Valencia Campus is located in Tomé, New Mexico, halfway between Belén and Los Lunas, the two main population centers of Valencia County. The campus consists of 150 acres of rural land with scenic vistas of the Rio Grande Valley to the west, the Manzano Mountains to the east, and historic Tomé Hill to the north. The campus includes nine buildings designed in a modern, Southwestern style. UNM–Valencia Campus received a prestigious award from the New Mexico Society of Architecture for its outstanding landscaping.

### **History of the UNM–Valencia Campus**

The University of New Mexico began serving the educational needs of Valencia County in August 1978 with the establishment of the UNM–Eastern Valencia County Satellite Center. The creation of this Satellite Center ended nearly two decades of work by members of the Los Lunas and Belén School districts to provide a stable source of post-secondary education and vocational training in Valencia County. A total of \$93,000 in seed money was raised to help open the facility.

In 1979, the State Legislative Finance Committee indicated that expanding satellite centers, such as the one in Belén, should be established as branch campuses to be supported by an ongoing mil levy as well as with student tuition and general fund appropriations.

The local community indicated its continued support by voting overwhelmingly in favor of creating a branch campus. Additional assistance came from the Board of Educational Finance, the New Mexico State Legislature, and the Eastern Valencia County Higher Education Committee, Inc. As a result, a formal proposal to establish the branch was accepted by UNM in March 1981. Classes began in August of that year. Technical certificates and associate degrees could now be completed locally for the first time in Valencia County history.

Continued growth in enrollment and program offerings soon created a pressing need for additional space and new facilities. A new campus in Tomé was built in response to this need, opening its doors in the summer of 1986. A library and Learning Resource Center were added in 1994, extensive renovations in the spring of 1995 provided additional classroom and office space, and the completion of the Student/Community Center in the spring of 2000 added additional classrooms, office space, and a wellness/fitness center and child care facility. A Health Sciences Building was added in the fall of 2005, and a Career Technical Center was added in the fall of 2006.

### **Role and Function of the UNM Branch Colleges**

The University has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education for students pursuing post-secondary education at different locations throughout the state. Branch colleges

## **General Information**

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respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities.

Branch colleges utilize many resources in their service districts and therefore function as integral parts of their surrounding communities. They are thoroughly committed to assisting in the economic development of their service areas.

The branch campuses of the University of New Mexico are considered fully integrated component colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch colleges pledge themselves to protect the quality and integrity of all academic curricula, and the main campus pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches. UNM's associate vice president for academic affairs has responsibility for establishing policies and procedures relative to all branch operations.

## **Vision, Mission and Core Values**

### **Vision Statement**

The University of New Mexico-Valencia Campus will rise to national prominence as a leader among two-year colleges by enhancing its status as a community-based center for education, culture, and technology, and by becoming a national model for innovative teaching and learning.

### **Mission Statement**

The mission of the University of New Mexico-Valencia Campus is to provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible, and creative individuals.

The Valencia Campus, a branch college of UNM, is an open-access, student-centered institution which offers a variety of associate degrees, certificate, and credential programs. Our courses provide basic skills, transfer credits, technical career training, and noncredit adult and community education.

### **Core Values**

- We are student-centered.
- We value quality instruction and services.
- We are responsive to change.
- We embrace diversity.
- We believe in empowering the individual.
- We are committed to accessibility.



## General Information

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### Five-Part Educational Program

In order to fulfill its mission as a branch college, the University of New Mexico–Valencia Campus offers five types of educational programs:

**1. *Technical education*** programs are offered in: computer-aided drafting; information technology; pharmacy technician; certified nursing assistant; and office and business technology. Certificates and/or two year associate of applied science degrees are available in each of these career-based fields. While these are not designed as transfer programs, some or all credits earned through these programs may be eligible for transfer.

**2. *Certificates and/or Associate of Arts or Associate of Science degrees*** are offered in the fields of business administration, computer science, criminal justice, early childhood multi-cultural education, education, general science, health & fitness education, human services, liberal arts, and studio art. Credits in the general science program can be applied to bachelor degree programs in nursing, dental hygiene, radiography, nuclear medicine imaging, physical therapy, and physician's assistant at the UNM-Albuquerque Campus. Most of the credits earned for these degrees can be transferred to the UNM-Albuquerque Campus or to most other four-year colleges and universities. Specific program articulation agreements have been approved with UNM-Albuquerque Campus for the business administration, education, criminal justice, and computer science programs.

**3. *Basic skills*** assistance is offered so that students who are not adequately prepared for admission for college level study can work to improve their skills and meet their educational goals. Developmental credit courses are offered in reading, writing, math, and study skills. Services for free basic skills instruction are provided by the Adult Education Program which houses a complete learning center. Tutorial services are available to all students on campus as well as services for students with special needs through the The Learning Center.

**4. *The Community Education Services program*** at the UNM–Valencia Campus offers a variety of noncredit courses to individuals in the community who are interested in learning in an informal, noncompetitive environment. Customized workshops, seminars, and other programs can be developed in response to special community needs. Continuing education units (CEU's) may be applied for through this program.

**5. *The Small Business Development Center program***, established as a service to the county's small businesses, provides individual counseling, training workshops, and seminars (developed in conjunction with the community education program and area economic development groups), a resource center with books and computer databases, and a referral service for professional support. This program also offers certification to businesses and individuals upon completion of entrepreneurship courses.

## **General Information**

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### **Accreditation**

As a branch college of the University of New Mexico, UNM–Valencia Campus is fully accredited by the North Central Association of Colleges and Secondary Schools.

### **Operating Agreement and Funding**

UNM–Valencia Campus was established under the provisions of the Branch College Act, New Mexico Statutes 1978, implemented in an operating agreement between the UNM–Valencia Campus Advisory Board and the Regents of the University of New Mexico. An elected body of five representatives, the Advisory Board approves the Valencia Campus' annual budget and calls elections for local tax levies and capital outlay general obligation bonds on behalf of UNM–Valencia Campus.

The University of New Mexico retains administrative and academic control of UNM–Valencia Campus. The executive director of the Valencia Campus reports to the provost/vice president for Academic Affairs at UNM–Albuquerque Campus.

Funding for the University of New Mexico–Valencia Campus is derived from direct State appropriations, tax levies, special grants, and student tuition and fees.

### **Equal Educational Opportunity Policy**

The University of New Mexico–Valencia Campus programs are available to all students regardless of race, religion, sex, creed, handicap, or national origin.

The Valencia Campus Branch of the University of New Mexico is subject to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. We support the letter and spirit of these laws. Qualified students with disabilities needing accommodations to fully participate in the programs and services offered by the Valencia Branch should contact an academic advisor for a referral at 925-8560.

Students should notify their academic advisor of their needs early each semester to assure necessary accommodations can be provided in a timely manner.

For further information, contact the Rehabilitation Act/Americans with Disabilities Act coordinator, the Director of Equal Opportunity Programs at UNM–Albuquerque Campus, 277-5251 (voice) or 277-1745 (TDD).

## **General Information**

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## **Admission & Registration**



# Admission & Registration

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## Information

UNM–Valencia 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–Valencia Campus’ 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

The University of New Mexico–Valencia Campus uses the individual student’s Lobo ID number as the student’s identification number at the university. This number is used for record keeping purposes only. For the initial application, students will need to disclose their Social Security Number to the university for identification purposes.

In order for students to register they will need to create a Login ID called UNM NetID and a PIN to access registration and financial aid information through [my.unm.edu](http://my.unm.edu) under the Student Life Tab. The Login ID should not be your Lobo ID or Social Security number. Please keep your Login ID information and PIN to maintain your access.

## The Application Process

Applications for admission to the Valencia Campus are available at the Admission/Registration Office or may be obtained by writing: Admission/Registration Office, UNM–Valencia Campus, 280 La Entrada, Los Lunas, NM 87031 or by calling 925-8580.

Applications are required for students who:

1. Have not previously attended UNM–Valencia Campus;
2. Have attended the UNM extension only;
3. Have not attended UNM–Valencia Campus for an academic year or more and are seeking readmission;
4. Are changing from non-degree/unclassified status to an Associate degree status;
5. Are changing from a certificate to an Associate degree program;
6. 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–Valencia Campus, 280 La Entrada, Los Lunas, NM 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 in good standing, a notice is sent informing the student of his/her acceptance.

# Admission & Registration

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## Admission Requirements

The University of New Mexico-Valencia Campus 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 GED; or
  3. Is 18 years or older and not currently enrolled in high school.
- An admission to UNM-Valencia Campus 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 GED 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.

Because of processing time, 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 a \$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 General Education Development (GED) test or home school transcript reflecting a graduation date (Completion of the GED is preferred for students seeking the New Mexico Success Lottery Scholarship).

# Admission & Registration

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## Requirements for International Students

All International applications are processed at the International Admissions office at UNM Albuquerque.

## Dual Credit and Concurrent Enrollment

Dual credit is a program which 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 towards 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 the University of New Mexico. 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 student (Note: this is a requirement for dual credit; private and home school students are on concurrent enrollment status);
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 3.0 GPA;
4. Achieve minimum qualifying score on the ACT, SAT, or COMPASS 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 #1 above);
2. Be at least a high school freshman;
3. Have a minimum 2.0 GPA; and

## Admission & Registration

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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-Albuquerque.

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 as-

sociations. 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 re-evaluation 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



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UNM degree-granting program such as Training and Learning Technologies. 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

According to the UNM tuition policy, students enrolling for six hours or less during a regular semester will be charged resident tuition rates regardless of residency classification. Students enrolling for the summer session will be charged resident tuition rates regardless of residency classification.

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 eighteenth 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;

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- c. Registering to vote in New Mexico;
- d. Filing a New Mexico state tax return for the previous year; and
- 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 Commission on Higher Education 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. **Part-Time Students.** Students enrolling for six (6) hours or fewer during a regular semester are charged resident tuition rates regardless of residency classification.
5. **Summer Session.** Students enrolling for the summer session are charged resident tuition rates regardless of residency classification.
6. **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.
7. **Members of an Indian nation, tribe or pueblo** located wholly or partially in New Mexico, regardless of the residence of the

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member prior to acceptance at the University of New Mexico–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.

## **Advisement Services**

### **Academic Advisement**

Academic Advisement is an integral part of each student's educational experience at the University of New Mexico–Valencia Campus. 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 & Counseling Services located in the Student Services building.

Academic and program advisement are available by appointment by calling 925-8560. Students with 26 or less completed credit

hours (excluding developmental courses) must see an academic advisor before registering for 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 Campus or UNM degree major are encouraged to meet with UNM–Valencia Campus 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. 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, academic concerns, main campus or other schools, or any other related issues, an academic advisor can help get the information you need.

### **Counseling**

Counseling referrals are available for students who have any concerns that are making it difficult for them to stay in or succeed in college. Services include personal and mental health counseling provided by licensed counselors. Please drop by to make an appointment or walk-in from 8:30 a.m. to 5:00 p.m. Monday through Friday, or call 925-8560.

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### TRiO Programs

#### Student Support Services Program – onTRAC

The Student Support Services program provides eligible students with a variety of free services including academic advising, career counseling, tutoring, and personal support services to enable them to persist and succeed in completing a Certificate, Associate Degree, or transfer coursework to a four year institution.

To participate in the program, students must first submit an application and meet with a Student Support Services Program advisor to determine eligibility. For admission to the program students must meet certain criteria set forth by the U.S. Department of Education. For information call Student Support Services at 925-8574.

#### Upward Bound Program

The Upward Bound Program is a pre-college 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-ap-

plication form and tutoring information from their high school Counselor. To participate in the program or for more information call Upward Bound at 925-8861.

### Bachelor and Graduate Programs @ UNM-Valencia Campus

*Students must be admitted to UNM Main Campus in order to take these courses.*

**Live On-Site Courses:** UNM Valencia Center offers 8- and 16-week upper division courses leading to core requirement completion, a Bachelor of University Studies (BUS), or Bachelor Degrees in Education. BUS areas of study include: Communication & Journalism, Economics, Health Education, Management, Public Administration, and Sociology. Course offerings in each of these disciplines vary by semester.

**Instructional Television:** In addition, 16-week upper division and graduate level courses are offered via Instructional Television in American Studies, Communication & Journalism, Educational Leadership, Health Education, Management, Native American Studies, Professional Physical Education, Psychology, Public Administration, and Sociology.

Other options for students to access upper division courses include online and Independent Study through Correspondence courses.

For a complete schedule call UNM-Valencia Campus Community Education Services, 925-8970.

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## Policies & Procedures

All UNM Valencia Center courses are governed by UNM Main Campus policies and procedures as outlined in the current edition of the UNM Catalog and The Pathfinder (the UNM Student Handbook). Students may pick up a copy of The Pathfinder from UNM Main Campus, or view it online at <http://www.unm.edu>

## Tuition & Fees

UNM Valencia Center courses follow the same tuition schedule as UNM Main Campus courses. To see the current tuition rates, please visit <http://www.unm.edu/~bursar/>

All tuition must be paid on or before the financial disenrollment dates as stated by UNM Main Campus to avoid being dropped from courses.

## 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 Career Services 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 and guidance through various written and computer-based interest assessments and a library containing information on various careers as well as computer-based data on careers. The computer software also contains detailed information on over 750 occupations, post-secondary institutions, majors and programs related to occupations, sources for scholarships and financial aid. Many

professional career-related resources, including books, videos and software, are available for student use. Additionally, the Career Services Center provides assistance in résumé writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

Career counseling is a free service for UNM–Valencia Campus students. After hours appointments are available upon request. To schedule an appointment call 925-8560.

## 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 is a program that provides paid work experience in a position related to a student's major field of study. As well as earning a salary and gaining hands-on training, students may earn three (3) credit hours, depending on their individual program. Normally, cooperative eligible students have completed their freshmen curriculum (or are nearing the end of

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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. Interested students should contact Career Services at 925-8910 for information on current Cooperative Education job listings.

## UNM-Albuquerque 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 Campus advisor as soon as they decide they want to transfer. If a student plans to transfer to the UNM-Albuquerque Campus, the College Advisement Centers listed below should also be contacted for academic planning while attending UNM-Valencia Campus:

Department .....	Phone Number
Allied Health Science .....	272-5434
Anderson Schools of Management .....	277-3888
Architecture/Planning .....	277-4847
Arts and Sciences .....	277-4621
Dental Programs .....	272-6688
Education .....	277-3190
Engineering .....	277-4354
Fine Arts .....	277-4817
Law .....	277-2146
Medicine (Pre-Med) .....	272-2321

Non-degree .....	277-6089
Nursing .....	272-4223
Pharmacy .....	272-0912
University College .....	277-2287

## Assessment Center

### General Education Development (GED) Exam

The GED exam is offered on a monthly (except August and January) basis through the Assessment Center located in the Student Services building. Cost of the five-part exam is \$30. The fee is subject to change. Contact the Assessment Center to register and for test dates and times at 925-8560. All candidates are required to take a pre-test at the Adult Basic Education Center before signing up for the official GED Test. Contact the Adult Basic Education Center at 925-8900.

### Course Placement Testing

Placement tests in reading, math, and English are offered prior to and during each registration period. Placement tests are administered by the Assessment Center located in the Student Services building. The Computer Adaptive Placement Assessment and Support System (COMPASS) is used to determine a student's placement level. Testing is available by appointment or as a walk-in basis; please contact the Assessment Center at 925-8560 for test dates and times.

New students registering for more than four (4) semester hours of credit or enrolling in a math or English course must take a reading, math, and an English placement test. Exemptions are made

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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 Campus course work.

Returning or transfer students registering for more than four (4) semester hours of credit who do not have the appropriate prereq-

uisite 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, Student Affairs.

## Spanish Placement Testing

A placement test is recommended for all students who have had previous exposure to Spanish. This is to confirm the appropriate

### General Exam

	Scores:		Course	UNM Sem. Hrs.	Year Taken
	Paper	CBT			
English Composition	500	---	General Credit	6	Prior to 1978
English Composition	610	---	General Credit	6	1978 to 1985
English Composition	500	50	General Credit	6	1986 to present
English Composition	500	50	ENGL01	3	
English Composition w/essay			General Credit	3	
Social Sciences & History	500	50	General Credit	6	
Natural Science	500	50	General Credit	6	
Humanities	500	50	General Credit	6	
College Mathematics	570	57	General Credit	6	

### CLEP Subject Exams

Subject/Exam	Scores		Equivalent UNM Course	Sem. Hrs.
	Paper	CBT		
American History I	---	55	HIST 161L	3
American History II	---	55	HIST 162L	3
Biology	450	50	BIOL 110	3
Chemistry	520	63	CHEM 121L, 122L	8

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Intro Macroeconomics	490	54	ECON 105	3
Intro Microeconomics	470	54	ECON 106	3
Western Civilization I	500	55	HIST 101	3
Western Civilization II	500	55	HIST 102	3
American Government	550	65	POLS 200	3
Human Growth & Development	520	63	PSY 220	3
Principles of Management	500	54	MGT 113	3
Principles of Accounting	500	54	MGT 202	3
Principles of Marketing	500	50	MGT 222	3
College Algebra	560	59	MATH 121	3
Calculus	510	70	MATH 162	4
French Language	400	48	FREN 101	3
French Language	450	52	FREN 101, 102	6
German Language	390	63	GRMN 101, 102	6
Spanish Language	390	45	SPAN 101	3
Spanish Language	440	50	SPAN 101, 102	6
Spanish Language	540	57	SPAN 101, 102, 201, 202	12
Introduction to Sociology	520	59	SOC 101	3
Introduction to Psychology	550	56	PSY 105	3

level of skills before enrolling. The placement test is administered by appointment through the Assessment Center.

### College Level Examination Program

UNM Valencia Campus 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



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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. As of July, 2001, the College Board introduced Computer Based Testing for the CLEP and has adjusted the scoring. The scores that follow will list the minimums for both the paper (taken prior to July 2001) and CBT testing formats.

## CLEP General Examinations

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:

In some cases, the University of New Mexico requires original transcripts of test results sent from CLEP, Box 1821, Princeton, NJ 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 925-8560.

## Financial Aid

The University of New Mexico–Valencia Campus 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, scholarships, and Veterans

Administration benefits are certified through the college and 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 March 1 priority deadline date for fall attendance. March 1 is the priority deadline date for many financial aid resources. Students must reapply for assistance prior to each academic year. Students are required to complete the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.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). An SEOG is a grant that does not have to be repaid. Students must meet the March 1 priority deadline date to be considered for SEOG.

## New Mexico Supplemental Student Incentive Grant (NMS-

**SIG).** 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

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Mexico resident, enrolled as a halftime student and meet the March 1 priority deadline date. A NMSSIG does not have to be repaid.

## Federal Loans

**Federal Perkins Loan.** The Perkins Loan program is for students who are enrolled at least halftime (six semester hours) and have exceptional financial need as determined by the FAFSA. Repayment begins nine months after the student graduates or drops below a half time enrollment status. The interest rate is a set 5% during the time of repayment. Students must meet the March 1 priority deadline date.

**Federal Stafford Loan.** The Federal Stafford loan program allows students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan monies are available. Funds are provided by lenders at a low interest rate. Student must attend at least halftime (six credit hours). There is not a credit check for the Federal Stafford loan.

## 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

The UNM–Valencia Campus 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 half-time are eligible for these scholarships. Specialty scholarships may be awarded if funding is available.

Students who are recent high school or GED 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 Campus 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 two components: 1) completion of degree within the maximum time frame and 2) cumulative grade point average. A copy of the SAP policy is enclosed in all award letters mailed to students. Students can also receive a copy at the Financial Aid Office or on page three of the Financial Aid Guide <http://www>.

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[unm.edu/~finaid/guide/Freshmen Financial Aid Guide 2007-08.pdf](http://unm.edu/~finaid/guide/Freshmen%20Financial%20Aid%20Guide%202007-08.pdf)

## **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**

The UNM-Valencia Campus 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 re-training 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-Valencia Campus cashier'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.

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## **Other Programs, Services, and Important Information**

### **Computer Labs**

Computer labs are available to all UNM-Valencia Campus students for their use. In addition to the UNM Ethics Code and Policy for Computer Use, the Valencia Campus 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. Students must provide their own diskettes as hard disks are periodically reconfigured.

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

Student ID cards are issued free of charge at Student Services. Each semester the original ID cards are validated. The student is responsible for notifying Student Services of any incorrect information or loss of card. There is a \$5 fee for 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.

### **Parking Permits**

Valencia Campus parking stickers must be displayed on all student vehicles. These stickers are available free of charge from the Security Office located in the Student Center upon completion of a vehicle registration form.

### **Campus Security**

Security 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 Security Office is located in the Student Center. Campus security personnel can be reached at 925-8570.

### **Cafeteria**

The Valencia Campus 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.

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## Student Senate

The Student Senate strives to promote student activities while working to improve student relations with the faculty and administration. The Senate is interested in altruistic and cultural endeavors as well. The Student Senate office is in the Student Services area. To request a copy of the UNM–Valencia Campus Student Senate Constitution and Bylaws contact Student Government.

## Bookstore

The UNM–Valencia Campus 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 Campus Bookstore carries a variety of office and school supplies, clothing, and specialty items including caps, T-shirts, pens, and pencils.

## Housing

The UNM–Valencia Campus has no dormitories. Students must make their own arrangements for housing.

## Lost and Found

The lost and found area is located in the Security Office in the Student Center.

## Phone Calls and Visitors

Please inform family and friends that UNM–Valencia Campus policy states that students are not called from class to receive

telephone calls or visitors. Pay phones are available on campus for student and visitor use.

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–Valencia Campus 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 physical impairments). Anyone violating this policy is subject to disciplinary and/or legal action.

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## 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-Valencia Campus 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 (6) credits. The insurance is a comprehensive, low-cost plan available to eligible students and their dependents. Applications are available at Student Services.

## Campus Conduct

Enrollment at the University of New Mexico–Valencia Campus 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–Valencia Campus Student Code of Conduct is identical to that of UNM–Main Campus, which is stated in the UNM–Valencia Campus catalog and schedule of classes.

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

The Valencia Campus 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

# **Admission & Registration**

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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. The UNM-Valencia Campus is a drug-free, 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 the parking lots.

## **Program Information**





# Program Information

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## General Registration

### Schedule of Classes

Schedules listing fall and spring semesters and summer session course offerings, dates, times, places, and instructors are made available at UNM–Valencia Campus and the surrounding community several weeks prior to the start of each semester session. Schedules are available on-line at: <http://www.unm.edu/~vclasses>.

### Dates of Registration

Dates of registration are printed on each semester's schedule of classes and can be found on-line at: [my.unm.edu](http://my.unm.edu) - Student Life tab, Academic Resources: 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 Advisement and Counseling for dates, times and to schedule an orientation.

### LoboWeb & LoboPhone

Students are eligible to use the LoboWeb registration system if they have been admitted to the college, paid a \$15.00 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 click on the Student Life tab. Once there, click on the LoboWeb logo to enter, or by calling LoboPhone at

(505) 246-2020. Every eligible student is assigned a PIN (Personal Identification Number) set to the student's birth month/day. LoboPhone will require that the PIN be changed during the first session.

When using the LoboPhone system to register, a course schedule will NOT be automatically generated. A copy of course schedule may be obtained through the Registrar's Office. Call the Registrar's Office at 925-8580 for more information. For those who register on-line, a schedule of classes can be printed.

### Class Cancellations

UNM–Valencia Campus 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 by going to the following web site: <http://vc.unm.edu/closedclasswaitinglist.htm> and submitting the required information. As room becomes

# Program Information

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available in the closed class, students will be contacted in the order that the petition was submitted for immediate enrollment in the class. However, no student will be enrolled unless s/he is available to speak with the Student Services person making the contact.

Students who have outstanding balances in excess of \$200 by the end of the day on Friday of the first 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, 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.

# Program Information

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## 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

## 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 sixth 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, Student Affairs.

If the student is passing the course at the time of withdrawing, as determined by the course instructor, the grade issued is WP. If the student is failing, the grade is WF. The WF is computed in the student's grade point average. To drop a class after the twelfth week, approval must be obtained from the Director, 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

## Program Information

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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 Training and Learning Technologies. 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.

### **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 Student Services Center or 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 required to attend all meetings of their classes unless excused by the instructor. A student with excessive absences

## Program Information

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may be dropped from a course with a grade WF, 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 card from the Student Services Center. When a student withdraws officially from UNM–Valencia Campus during the first six weeks of the fall or spring semester, or the first three weeks of the summer session, no grades are assigned. Course withdrawals after six weeks are subject to grades of WP or WF. The grade of WF is computed in the student's grade point average as a failing grade. 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, 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 Campus 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 sixth week of classes are subject to grades of WP (withdrawal passing) or WF (withdrawal failing). The grade WF is included in the total course load for purpose of enrollment verification. WP is not included in the total course load for purpose of enrollment verification. 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 Web site [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

The University of New Mexico – Valencia Campus will produce a standardized enrollment certification document validating a student's status for the current semester, preregistered semester and any semester for the past four calendar years. If a student wishes to have their entire academic history certified or semesters not covered by the certification process, they must request a transcript. The University of New Mexico–Valencia Campus does not certify expected graduation date. Contact the Registrar's office to request enrollment certification.

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## Grading Procedures

### Grades

The grades awarded in UNM–Valencia Campus 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:

<i>Letter Grade</i>	<i>Interpretation</i>	<i>Grade Point</i>
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 towards fulfillment of General Education Core Curriculum requirements

## Grading Options

### Grade Description

CR **Credit.** 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).

NC **No Credit.** 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 of "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.

I **Incomplete.** 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.

PR **Progress.** Only available in designated developmental courses. Indicates that a student did not successfully complete the course, but was not penalized by a failing grade.

WP **Withdrawal, Passing.** All approved course withdrawals after the sixth week of classes are subject to the grade of WP if the student was passing the course at the time of his withdrawal.

WF **Withdrawal, Failing.** All approved course withdrawals after the sixth week of classes are subject to the grade of WF if the student was failing the course at the time of his withdrawal. The grade of "WF" is calculated as a failing grade in the student's grade point average.

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W/NC **Withdrawal, No Credit.** Indicates that the student officially withdrew with unsatisfactory performance from a course in which he had enrolled under the CR/NC option. This unsatisfactory grade is not, however, computed in the student's grade point average.

W **Withdrawal.** 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 "CR", "WP", "PR", or "I" are not included in this computation. A "WF" grade is included as a failing grade.

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-Albuquerque 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 completes the form and returns it to the Registrar's Office.
2. The form is then forwarded to UNM-Albuquerque Campus where the UNM Registrar makes the official entry on the student's record.

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## 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”.) Through fall 1990, all attempts and all grades are computed in the student’s grade point average.

A new repeat policy was approved and was effective with the spring 1991 semester. The new policy states that 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. Courses taken prior to spring 1991 are not considered the first attempt. The first attempt must be spring 1991, or after.

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–Albuquerque Campus catalog. In the case of Unclassified, Certificate, and Associate degree students at UNM–Valencia Campus, 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, 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



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on academic probation are required to meet with an academic advisor a minimum of three times during the probation period. Students on probation also are subject to the loss of financial aid that requires the maintenance of at least a 1.65 GPA.

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, 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 Campus as transfer credit.

### Grade Petition Procedure

1. A student seeking retroactive withdrawal, enrollment, or disenrollment; or extension of time for removal of an incomplete grade, or a grade option change; or for further academic record changes involving exceptions to the rules governing registration and academic records that are set forth in the University Catalog may submit petitions to the UNM–Valencia Campus Registrar's

Office or directly to the UNM Records Office.

2. The petition shall state the nature of the request and shall specify the semester involved, the course and section number, the student's name, I.D. number, mailing address, and telephone number. The petition should state the reason for initiating the request, and shall include documentation of extenuating circumstances, such as medical, family, or employment needs. The petition shall be typed and signed.

3. Upon receipt of the student's petition, the instructor(s) involved is contacted for a statement concerning the request.

4. The petition (along with instructor comments) is forwarded to the Grade Petition Committee for a review and decision.

5. Students are notified in writing of the outcome of the petition.

6. If the petition is denied, the student may want to appeal the decision. For more specific information on the appeal process students may contact the UNM–Valencia Campus Registrar's Office.

### Academic Renewal Policy

Academic Renewal applies to undergraduate degree-seeking students who have been readmitted to UNM or UNM–Valencia Campus 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 Campus Registrar's Office.

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## 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 Campus 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

Separate lists are established for part-time and full-time students. To qualify for either list, a student must have completed a minimum of 12 credit hours at the UNM–Valencia Campus. In addition:

1. Part-time students must complete at least six (6) credit hours with regular grading option in a given semester at the Valencia Campus;
2. Full-time students must complete 12 hours (9 hours with a regular grading option) in a given semester at UNM–Valencia Campus;
3. A semester Grade Point Average (GPA) of 3.5 is required; and
4. No grade lower than a 'C' (not 'C-') is acceptable.
5. Students with a grade of 'NC' and/or 'I' will not be eligible for the Director's List.

## Graduation/Graduation with Honors

1. **Petition to Graduate:** Students are expected to monitor their individual progress towards graduation. Students who have formally declared a program of study with the Registrar may monitor their academic progress on-line through LoboWeb. However, students are urged to meet regularly with advisors in order to assure appropriate course and course-load selection leading to a timely graduation. Students must petition to graduate by completing a Petition to Graduate Form the semester before they are planning to graduate. A late fee of \$10 will be assessed for those petitioning after the published deadline.

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2. **Second Associate Degrees:** A second associate degree is not granted until a student has earned a minimum of 15 semester hours above the requirements for the first degree and fulfilled all requirements for the second degree including residence requirements.

3. **Graduation with Honors:** Students completing an associate degree with a minimum 3.5 GPA, for coursework within the degree requirements, will graduate with Honors. The student(s) with the top GPA are honored and named Valedictorian(s) at the spring graduation ceremony.

## Commencement

The office of the Registrar certifies eligibility to participate in commencement exercises for those students planning to receive associate degrees and certificates.

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.

## Transcripts

All official student records and transcripts are kept in the Office of Admissions and Records at the University of New Mexico–Albuquerque Campus. Transcript Request Forms may be obtained from the UNM–Valencia Campus Student Services Center.

A \$3 fee is charged for official transcripts of record requested by the student to be sent to other collegiate institutions, state departments of education, current employers, or prospective employers. Unofficial transcripts may be requested from UNM–Valencia at no charge. No transcripts of record are issued until all financial obligations to the University have been satisfied.

## Access to and Confidentiality of Records

The Family Educational Rights and Privacy Act (FERPA) afford 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

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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.

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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 Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## Tuition

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

Description .....	Cost/Fees
<i>New Mexico Resident:</i>	
Part-time (i.e., 1-11 credit hours).....	\$55 per credit hour
Full-time (i.e., 12-18 credit hours) .....	\$660
19 or more hours <sup>3</sup> .....	\$55 per credit hour
(i.e., above 18—tuition paid for hours in excess of 18 credit hours is nonrefundable)	
<i>Non-Resident:</i>	
Part-time (i.e., 1-6 credit hours) <sup>2</sup> .....	\$55 per credit hour
7-11 credit hours .....	\$139.75 per credit hour
Full-time (i.e., 12-18 credit hours) .....	\$1,677
19 or more hours <sup>3</sup> .....	\$139.75 per credit hour
(i.e., above 18—tuition paid for hours in excess of 18 credit hours is nonrefundable)	
Summer Tuition (all students):	
1-5 credit hours .....	\$55 per credit hour

6-9 credit hours .....	\$330
10 or more hours <sup>3</sup> .....	\$55 per credit hour
(i.e., above 10—tuition paid for hours in excess of 9 credit hours is nonrefundable)	

### Miscellaneous Fees:

Application fee for degree-seeking students .....	\$15
Audit fee.....	\$55 per credit hour
Returned check fee.....	\$15 each (nonrefundable)
Installment payment plan fee.....	\$15 each (nonrefundable)
Transcript fee .....	\$3 each
Graduation fee.....	\$10 each
Course challenge fee (except for career/technical courses, .....	\$55 per credit hour

developmental studies, and Tech Prep courses - varies)  
Lab fees (see each semester’s course schedule for appropriate lab fees) varies

**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.  
<sup>2</sup> State regulations permit all part-time students enrolled for fewer than 7 credit hours to pay tuition at resident rates regardless of residency classification.  
<sup>3</sup> Non-Refundable

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## 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. A one-third payment (one-half during summer) must be made at the time of registration, with the balance paid in full by a predetermined date listed in the schedule of courses for that semester. Failure to pay amounts due by the designated date results in loss of future deferment privileges. A nonrefundable \$15.00 fee is assessed for the installment plan. UNM-Valencia Campus accepts VISA and MasterCard for payment of tuition, fees, and bookstore purchases.

Students seeking installment payment of their tuition and fees should see the UNM-Valencia Campus 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. MasterCard/Visa refunds will be credited to the charge card. Students must provide the credit card number and expiration date to the Cashier's office.

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.

## 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.

# Program Information

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## Collection Agencies

Monthly statements of accounts are mailed 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% 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.

## Special Options for Study at UNM–Valencia Campus

### Independent Study

UNM–Valencia Campus 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 Campus programs. These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities

## Program Information

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of the work place. Students enroll in classes at UNM–Valencia Campus 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-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 your part to successfully complete the course. Unfortunately, many students are lured by the false notion that these are easy course and, sadly, end up failing 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, WebCT Vista to manage instruction), will need to visit the following web site: <http://vista.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 (DSL or cable modems) but dial up modem will work (albeit very slow);
4. Speakers for listening to presentations;
5. Web browser and Java (please visit WebCT Vista home page @ <http://vista.unm.edu> for browser requirements).



## **Program Information**

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- 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



# Academic Support Services

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## Adult Education Center

The Adult Education Center provides adults with an opportunity to continue their education by gaining skills to pass the GED exam, 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. Students can register throughout the year on a drop-in basis at the Learning Center at UNM-Valencia Campus, and they can participate in the program until their goals are met. Childcare may be available for some classes.

Services include:

1. GED 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 one-to-one 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 and GED Testing Services are pleased to host a GED 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

## Academic Support Services

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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 and Advisement and Counseling Services offer valuable tools such as evaluation and referral services, computer labs with devices for special needs, and a variety of other learning resources to assist all students in their educational needs.

### Campus Library

The UNM-Valencia Campus Library houses some 38,000 books and periodicals, over 3,000 films, and 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 20 computers that are in the Library. Tours and classes on using the resources are also available. Materials not housed in the Valencia Campus Library may be borrowed through the Interlibrary Loan Service.

The Library is located in the Learning Resource Center and is open from 8AM to 8:30PM Monday through Thursday,

10:30AM to 5PM on the 1st and 3rd Fridays, and 8:00AM to 5PM on the 2nd and 4th Fridays. The telephone number is 925-8990.

### Child Development Center

UNM-Valencia provides an on-campus, high quality childcare center for students, faculty, staff and community members, offering developmentally appropriate curriculum with a preschool program for potty-trained children ages 2½ to 5. Children may be enrolled full-time or part-time. Hours of operation for children are Monday through Thursday, 8:00 a.m. to 5:30 p.m. Children must have a current shot record, birth certificate and recent physical examination.

A new service – Free PreK program for children age 4. (They must be 4 years old by September 01 of the current school year). This program is from 8:30 AM - 12:00 PM Monday through Thursday. We also offer extended care for those in need. The extended care program is open from 12:00 PM – 5:30 PM. Children must be pre-registered for both programs.

The Child Development Center on Valencia Campus is proud to be accredited by the National Association for the Education of Young Children, five star rated by New Mexico State CYFD and recognized for their commitment to reaching the highest professional standards. UNM – Valencia Child Development Center is the only center in Valencia County to have received the national accreditation. Stop by the Child Care Center to pick up registration materials, or call 925-8870 for more information.

# Academic Support Services

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## 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, personal enrichment, 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. Through collaborative efforts with the local school districts, over 100 elementary students regularly attend classes on campus each semester.

Credit programs are offered in neighboring communities, which may include Socorro, Mountainair, Moriarty, Estancia, Magdalena and the Alamo Navajo Reservation. Bachelor and graduate courses are offered live, on-site at UNM-Valencia Campus and are received via videoconferencing from UNM-Media Technology Services through the Extended University. Community Education is also designated as a training center for the American Heart Association offering CPR, 1st aid, automatic defibrillator, basic life support, and Heartsaver CPR courses in several counties.

Workforce training programs for dislocated workers, welfare recipients and incumbent workers can be customized in various formats to fit employers' needs. Courses may include Emergency Medical Services, Certified Driver's License (CDL), Industrial Maintenance, Certified Nursing Assistant, Personal Care Attendant, Phlebotomy, and Certified Medication Aide. New courses are continually developed to meet changing work force 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, notetakers, readers, and alternative exam settings are available to students with documented disabilities. These services are housed in Advisement and Counseling Services located in the Student Services building.

The UNM-Valencia Campus 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 925-8915 or stop by Advisement and Counseling Services.

EAS will collaborate with students to determine what services and accommodations are needed. Each semester, we provide a

# Academic Support Services

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printed memorandum to the faculty and staff of the university detailing the accommodations. It is the student's choice and responsibility to pick up the memorandum each semester and to present the memorandum to course instructors. 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, 277-5251 (voice /TDD).

## Fitness and Wellness Education Center

The Fitness and Wellness Education Center (FWEC) 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 FWEC and the hours and days of operation, please call 925-8830 or go to the website <http://www.unm.edu/~FWEC>.

### Guidelines for using the FWEC are:

1. Anyone 18 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 FWEC at any time. Water is the only beverage permitted and must be kept in a spillproof, 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

# Academic Support Services

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the cardio/weight room.

2. Wear comfortable, clean, and non-revealing 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 one-on-one 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 at UNM-Valencia Campus with services provided

to Socorro and Mountainair on a regular basis. Appointments with a counselor can be made in person or by calling 925-8980. Materials are available on a walk-in basis.

## The Teaching & Learning Center

The Teaching and Learning Center (T&LC) 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 TLC is located in Rooms 138 and 141 of 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 TLC 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 applica-

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tions, 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-VC faculty and the wider educational community to improve teaching and learning. The TLC 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 TLC will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

## Transitional Studies and Learning Center

The Transitional Studies Department offers courses in Math, English and Academics. Although these courses do not count towards a degree they provide the fundamental preparation for college level courses. Courses offered are Math 098, 099, 100 and Academics for Math 100 (ACAM); English 098, 099, 100 and Academics for English 099 and 100 (AENG). Academics course are co-requisites with their respective Math and English courses. Students test into the Math and English courses through the campus administered COMPASS placement exam or the ACT.

Most of our students require some amount of refresher in basic skills. In fact, 70% to 80% of our incoming freshmen are required to take one or more transitional courses in writing, reading, mathematics and academic studies. These courses are an essential part of your academic success.

The “Highway to Success” Learning Communities provide the structure and support needed to help students be successful in the Transitional Studies courses. Small classes, peer tutors, supplemental instruction and dedicated faculty and advisors are some of our tools for your success. Taking classes with the same students foster the creation of study groups and peer support.

## Contact and Advising Information

Information about the Transitional Studies program and registration can be obtained from the “Highway to Success” advisors: Kim Crowder 505-925-8908 or Joseph Burgess 505-925-8568, or the Program Director, Rosa M. Auletta 505-925-8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu). We invite you to visit our webpage: <http://HighwaytoSuccess.unm.edu> or email us at: [Highway@unm.edu](mailto:Highway@unm.edu). For information about the Transitional Studies courses contact: Coordinator of Transitional Mathematics, Julie DePree, Ph.D., at 505-925-8607 or [jdepree@unm.edu](mailto:jdepree@unm.edu), or the Coordinator for Transitional English, Patricia Gillikin, Ph.D., at 505-925-8616 or [pgillikin@unm.edu](mailto:pgillikin@unm.edu).



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## The Learning Center

Each person learns in a unique way and the The Learning Center (TLC) 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 Center is student focused and attempts to accommodate all student needs. In addition to regular services, the TLC attempts to find a tutor or schedule a study group for a

particular class at students' requests. The TLC, is open Monday through Friday, with evening hours Monday through Thursday. Tutoring is available on Saturdays by appointment only during the fall and spring semesters. Call 925-8900 to schedule an appointment or for additional information. Information is also available via the World Wide Web at <http://www.unm.edu/~tutor/>.



# Curricula and Degrees

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## 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

### Associate of Science

- Emergency Medical Services
- General Science (including Pre-Professional Course Requirements in the Health Sciences)
- Health Education

### Associate of Applied Science

- Computer-Aided Drafting
- Construction Technology
- Digital Media Arts
- General Studies
- Information Technology
- Office and Business Technology

### Certificates

- Computer-Aided Drafting
- Digital Media Arts
- Early Childhood Multicultural Education
- Education
  - Elementary Option
  - Secondary Option

# Curricula and Degrees

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- Group Fitness Instructor Leadership
- Information Technology
- Job Skills
- Office and Business Technology
- Studio Art

## Health Sciences Programs

In addition to degree and certificate programs, UNM-Valencia offers four health sciences programs, most of which can be completed in a single semester. These programs prepare students for immediate employment in an entry-level health field.

- Certified Medication Aide
- Certified Nursing Assistant
- Personal Care Attendant
- Phlebotomy Technician

## General Education and Program Requirements

Associate degree curricula require a variety of courses to broaden a student's understanding of the world as well as prepare students for employment or advanced study in their fields. Curricula therefore stress the student's 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 NM 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 requirements are, for the most part, quite similar. However, there are some significant differences which 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 has adopted a revised Core Curriculum as of Fall 2003 which 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 which develop these skills and abilities, and students are strongly encouraged to complete the Core early in their college careers. Individual student substitutions should

# Curricula and Degrees

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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.

The University 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 reentering students will receive advising in the college and department to which they are admitted in order to establish an appropriate program which 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) 101 and 102 plus an additional course chosen from ENGL 219, 220; Communication and Journalism (CJ) 130; Philosophy (PHIL) 156.

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

**3. Physical and Natural Sciences:** 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) 111L (lab required), 121L (lab required) or 131L1 (lab required), 122L (lab required) or 132L<sup>1</sup> (lab required); Earth and Planetary Science (EPS) 101 and 105L, 201L (lab required); Environmental Science (ENVS) 101<sup>1</sup> and 102L<sup>1</sup>; 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<sup>1</sup> and 160L<sup>1</sup>, 161<sup>1</sup> and 161L<sup>1</sup>.

**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 (AOA Anthropology 110); Political Science (POLS) 110, 200,

# Curricula and Degrees

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220<sup>1</sup>, 240<sup>1</sup>; Psychology (PSY) 105; Sociology (SOC) 101.

**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<sup>1</sup>; English (ENGL) 150, 292<sup>1</sup>, 293<sup>1</sup>; Foreign Languages (MLNG) 101<sup>1</sup>; History (HIST) 101L, 102L, 161, 162; 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<sup>1</sup>, 202<sup>1</sup>; Dance (DANCE) 105<sup>1</sup>; Fine Arts (FA) 284<sup>1</sup>; Media Arts (MA) 210<sup>1</sup>; Music (MUSE) 139, 140; Theatre (THEA) 122. 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 NM 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 italics.

# Curricula and Degrees

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## 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 101.

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

**UNM Core Curriculum:** ENGL 102 or ENGL 219.

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.

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

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

**UNM Core Curriculum:** MATH 162 or MATH 180.

c) One course (3 credit hours) 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, CHEM 121L, or CHEM 122L.

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 POL SC 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 and 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.

# Curricula and Degrees

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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 206, ENGL 211, ENGL 250, MUSE 139, MUSE 140, or THEA 122.

**Note:** Although Art Studio courses (ARTS) offered by the Department of Art and Art History, Music, Theatre and Dance, and the Media Arts program are part of the UNM Core Curriculum, they are not part of the Lower-Division General Education Common Core at New Mexico's Public Colleges and Universities and, consequently, DO NOT fulfill this requirement.

## 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 098/099/100, MATH 098/099/100, ACAM 100, AENG 099/100 and SCI 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.



# Transitional Studies

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## Transitional Studies Program

### Program Description

The Transitional Studies Program consists of both credit and non-credit courses. The Adult Education Center offers short-term, non-credit bearing classes intended to prepare students for the GED examinations, college transition (in addition to basic literacy skills), and English for non-native speakers. Services through the Adult Education Center do not qualify for financial aid and are free of charge. The developmental studies courses, credit-bearing courses, are intended to provide the fundamental preparation for college level work. Transitional Studies is not a degree or certificate program nor do the developmental 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 beginning with ENGL 098, progressing through ENGL 099, followed by ENGL 100. Upon the successful completion of ENGL 100, the student will register into ENGL 101 for college credit. Mathematics courses follow a similar pattern beginning with MATH 098, then MATH 099, and finally MATH 100. Depending on the student's major, the student will register into MATH 120 or MATH 111 after successfully completing MATH 100. In addition, there are academics courses which are co-requisites to the English and mathematics courses.

### Program Requirements

Students must successfully complete MATH 100 and ENGL 100 before registering into the college level mathematics and English courses. ENGL 101 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. Three sequences of Transitional Studies courses are designed to provide students with a minimum full-time load of 12 credit hours. Students are placed into these series of courses according to their placement scores on the COMPASS or ACT. The Adult Education Center offers a college refresher course designed to assist students wanting to improve their COMPASS 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 developmental studies courses our students will demonstrate that they have developed the ability to:

1. Successfully complete MATH 120 or MATH 111 and English 101.
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.
3. Students completing Adult Education Center courses (not graded and not for credit) will have increased confidence and skills in math, reading, writing and/or speaking English.

### 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), or Ms. Kim Crowder, Transitional Studies Advisor at 925-8908 or [kcrowd1@unm.edu](mailto:kcrowd1@unm.edu), or the Transitional Studies Division Manager, Ms. Rosa Auletta at 925-8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu). Specific information about the courses can be obtained from the Science & Mathematics Division

# Transitional Studies

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Co-Chair for Mathematics Programs, Dr. Julie DePree at 925-8607 or [jdepree@unm.edu](mailto:jdepree@unm.edu) and from the Developmental English Coordinator, Dr. Patricia Gillikin at 925-8616 or [pgillikin@unm.edu](mailto:pgillikin@unm.edu). Information about the Adult Education Center can be obtained by contacting the Adult Education Program Manager, Ms. Tina Newby at 925-8920 or [tinan@unm.edu](mailto:tinan@unm.edu).

## Initial Placement

Students must meet minimum placement scores on the COMPASS or ACT or for initial placement into developmental studies courses.

**Course:** Adult Education Math;

**Credit Hours:** 0; **COMPASS/ACT Minimum Scores:** < 21/< 5

**Course:** MATH 098;

**Credit Hours:** 3; **COMPASS/ACT Minimum Scores:** < 21/< 5

**Course:** MATH 099;

**Credit Hours:** 4; **COMPASS/ACT Minimum Scores:** 21/5

**Course:** MATH 100 & ACAM 100;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 36/9

**Course:** MATH 120 & MATH 106 or MATH 111 (college level);

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 57/19

**Course:** Adult Education English;

**Credit Hours:** ); **COMPASS/ACT Minimum Scores:** < 15/<11

**Course:** ENGL 098;

**Credit Hours:** 4; **COMPASS/ACT Minimum Scores:** 15/11

**Course:** ENGL 099 & AENG 099;

**Credit Hours:** 4 & 4; **COMPASS/ACT Minimum Scores:** 34/14

**Course:** ENGL 100 & AENG 100;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 57/17

**Course:** ENGL 101 (college level);

**Credit Hours:** 3; **COMPASS/ACT Minimum Scores:** 75/19

*The following are sample course sequences for students taking transitional studies classes in the Learning Community.*

Students entering in sequence #1 will proceed to sequence #2 the following semester.

Course	Credit Hours	Course	Credit Hours
<b>Sequence #1</b>		<b>Sequence #2</b>	
ENGL 099	4	ENGL 100	4
AENG 099	4	AENG 100	2
MATH 099	4	MATH 100	4
		ACAM 100	2
<b>Total</b>	<b>12</b>		<b>12</b>

Students entering in sequence #3 will proceed to sequence #4 the following semester.

<b>Sequence #3</b>		<b>Sequence #4</b>	
ENGL 099	4	ENGL 100	4
AENG 099	4	AENG 100	2
MATH 100	4	MATH 099	4
ACAM 100	2		
<b>Total</b>	<b>14</b>		<b>10</b>

*We recommend that students register in additional classes as fits their major and interest. Courses in Office and Business Technology, Physical Education, and Studio Arts are good choices for most students. Students must see an advisor to customize their educational plan and to register.*

# Transitional Studies

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## Transitional Studies Course Sequences (#1)

Recommended course sequences for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Sequence 1:</b> For students who initially place into both ENGL 098 and MATH 098		
<b>Semester 1</b>		
__ ENGL 098 .....	4	Students should select any Physical Education – Non-Professional course.
__ MATH 098.....	3	
__ Fine Arts Elective (see explanation).....	3	Students should select a Humanities course from the UNM Core Curriculum (see page 66).
__ IT 101 .....	1	
__ IT 110 .....	1	
__ Physical Education Elective (see explanation).....	1	Students should select a Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).
<b>Semester 2</b>		
__ ENGL 099 .....	4	
__ AENG 099 .....	4	
__ MATH 099.....	4	
__ OBT 111 (optional—see explanation).....	3	
__ Physical Education Elective (optional—see explanation).....	1	
<b>Semester 3</b>		
__ ENGL 100 .....	4	
__ AENG 100 .....	2	
__ MATH 100.....	4	
__ ACAM 100 .....	2	
__ Physical Education Elective (optional—see explanation).....	1	
<b>Semester 4</b>		
__ ENGL 101 .....	3	
__ MATH 120 and MATH 106.....	4	
__ Humanities Elective (see explanation) .....	3	
__ Social & Behavioral Sciences Elective (see explanation) .....	3	
__ Physical Education Elective (optional—see explanation).....	1	

# Transitional Studies

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## Transitional Studies Course Sequences (#2)

Recommended course sequences for full-time students. Students should see an advisor to customize their educational plans.

### Course

**Sequence 2:** For students who initially place into both

ENGL 099 and MATH 099

### Semester 1

___ ENGL 099 .....	4
___ AENG 099 .....	4
___ MATH 099 .....	4
___ IT 101 .....	1
___ IT 110 .....	1
___ Physical Education Elective (see explanation) .....	1

### Semester 2

___ ENGL 100 .....	4
___ AENG 100 .....	2
___ MATH 100 .....	4
___ ACAM 100 .....	2
___ OBT 111 (optional—see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1

### Semester 3

___ ENGL 101 .....	3
___ MATH 120 and MATH 106 .....	4
___ Humanities Elective (see explanation) .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1

### Semester 4

___ ENGL 102 .....	3
___ MATH 121 and MATH 107 or MATH 111 .....	3-4
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
___ Foreign Language Elective (see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1

### Credit Hours

### Explanation of Elective Courses

Students should select any Physical Education – Non-Professional course.

Students should select a Humanities course from the UNM Core Curriculum (see page 66).

Students should select a Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).

Students should select a Physical & Natural Science course (preferably to include a lab) from the UNM Core Curriculum (see page 66).

Students should select a Foreign Language course from the UNM Core Curriculum (see page 67).

# Transitional Studies

## Transitional Studies Course Sequences (#3)

Recommended course sequences for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Sequence 3:</b> For students who initially place into both ENGL 100 and MATH 100	
<b>Semester 1</b>	
___ ENGL 100 .....	4
___ AENG 100 .....	2
___ MATH 100 .....	4
___ ACAM 100 .....	2
___ IT 101 .....	1
___ IT 110 .....	1
___ Physical Education Elective (see explanation) .....	1
<b>Semester 2</b>	
___ ENGL 101 .....	3
___ MATH 120 and MATH 106 .....	4
___ Humanities Elective (see explanation) .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1
<b>Semester 3</b>	
___ ENGL 102 .....	3
___ MATH 121 and MATH 107 or MATH 111 .....	3-4
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
___ Foreign Language Elective (see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1
<b>Semester 4</b>	
___ Writing & Speaking Elective (see explanation) .....	3
___ Mathematics or Physical & Natural Sciences Elective (see explanation) .....	3-4
___ CS 150 .....	3
___ Fine Arts Elective (see explanation) .....	3
___ Humanities or Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical Education Elective (optional—see explanation) .....	1

### Explanation of Elective Courses

Students should select any Physical Education – Non-Professional course.

Students should select a Humanities course from the UNM Core Curriculum (see page 66).

Students should select a Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).

Students should select a Physical & Natural Science course (preferably to include a lab) from the UNM Core Curriculum (see page 66).

Students should select a Foreign Language course from the UNM Core Curriculum (see page 67).

Students should select one Writing & Speaking course from the UNM Core Curriculum (see page 66).

Students who are majoring in a field which requires mathematics courses higher than MATH 121 or MATH 111 should select the next level Mathematics course (e.g., MATH 123 or MATH 150 or MATH 112); otherwise, the student should select a second Physical & Natural Science course from the UNM Core Curriculum (see page 66).

Students should select a Fine Arts course from the UNM Core Curriculum (see page 67).

# Curricula and Degrees

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# Business Administration

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## Associate of Arts in Business Administration

### Program Description

Today's business managers must be prepared to meet the challenges of a rapidly changing business environment. At UNM –Valencia Campus 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 Valencia Campus 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 Schools 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: 63 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 ex-

plain 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. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
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, research, or as an administrative assistant/coordinator.
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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Business Administration

## Associate of Arts in Business Administration Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ Mathematics 121 or 150.....	3
___ MGMT 113 .....	3
___ CS 150L .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ MATH 180 or MATH 162 .....	3-4
___ ECON 105 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
<b>Semester 3</b>	
___ ENGL 219 or ENGL 220 .....	3
___ STAT 145 .....	3
___ ECON 106 .....	3
___ MGMT 101 .....	3
___ MGMT 101L (see explanation) .....	1
___ PSYCH 105 or SOC 101 .....	3
<b>Semester 4</b>	
___ MGMT 102 .....	3
___ MGMT 102L (see explanation) .....	1
___ Humanities Elective (see explanation) .....	3
___ Social & Behavioral Elective (see explanation) .....	3
___ Foreign Language Elective (see explanation) .....	3
___ Fine Arts Elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

In addition to ECON 105, ECON 106, and either PSY 105 or SOC 101, students must select six additional credit hours of social and behavioral sciences courses selected from American studies, anthropology, economics, history, political science, geography, and/or psychology.

MGMT 101L and MGMT 102L are co-requisites for MGT 101 and MGMT 102, respectively, at the Valencia Campus. However, neither MGMT 101L nor MGMT 102L will be accepted as transfer credits at UNM-ABQ.

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).

**Business Administration  
Certificate Requirements**





# Business Administration

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## 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 Schools 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* on pages 65-67 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 business administration certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Business Administration

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## Business Administration Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ MATH 121 or 150 .....	3
___ MGT 113 .....	3
___ ECON 105 .....	3
___ MGMT 101 .....	3
___ MGMT 101L (see explanation) .....	1
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ MGMT 102 .....	3
___ MGMT 102L (see explanation) .....	1
___ CS 150L .....	3
___ PSY 105 or SOC 101. ....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4

### Explanation of Elective Courses

MGMT 101L and MGMT 102L are co-requisites for MGT 101 and MGMT 102, respectively, at the Valencia Campus. However, neither MGMT 101L nor MGMT 102L will be accepted as transfer credits at UNM-ABQ.

Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

# Criminology

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## Associate of Arts in Criminology

### Program Description

The sociology department at UNM offers a specialized program in criminology, designed to give students a comprehensive 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 BA in criminology. Employment opportunities include careers in corrections, law enforcement, public safety, health service, social work, counseling, sociology, and public administration. Students must earn a grade of “C” or better in all pre-admission course work.

### Program Requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
2. Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, criminology; and b) practical application of information (e.g., interpreting effects of crime; compare and contrast past and contemporary theories on law & order; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
3. Complete the first two years of a BA in criminology.

### Contact and Advising Information

Information about the associate of arts in liberal arts degree program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Criminology

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## Associate of Arts in Criminology Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ SOC 101 .....	3
___ Mathematics Elective (see explanation) .....	3
___ Humanities Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ SOC 205 .....	3
___ Social & Behavioral Sciences (see explanation) .....	3
___ Fine Arts Elective (see explanation) .....	3
___ Physical & Natural Sciences w/lab elective (see explanation) .....	4
<b>Semester 3</b>	
___ SOC 211 or 213 .....	3
___ SOC 280 .....	3
___ Humanities elective (see explanation) .....	3
___ Social & Behavioral Sciences elective (see explanation) .....	3
___ Fine Arts elective (see explanation) .....	3
<b>Semester 4</b>	
___ ENGL 219 or 220 or CJ 130 or PHIL 156 .....	3
___ SOC 216 .....	3
___ Humanities Elective (see explanation) .....	3
___ Social & Behavioral elective (see explanation) .....	3
___ Foreign Language elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select a Mathematics course from the UNM Core Curriculum (see page 66).

Students must select two Humanities courses chosen from the UNM Core Curriculum and one additional humanities elective from literature (not more than six credits from any one area in literature), history, philosophy, or religious studies.

Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

Students must select three Social & Behavioral sciences courses from the UNM Core Curriculum not part of the criminology requirement (see page 66).

Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

# Early Childhood Multicultural Education

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## Associate of Arts in Early Childhood Multicultural Education

### 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 the University of New Mexico-Albuquerque 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: 64 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 behav-

iors 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 arts in early childhood multicultural education, our students will demonstrate that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
2. Develop the 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 as early childhood teaching assistants.
3. Seamlessly continue their studies in professional education curricula with the objective of NM State Licensure and a BS in Early Childhood Multicultural Education.

### Contact and Advising Information

Information about the associate of arts in early childhood multicultural degree program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisite

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 120;

**Credit Hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Early Childhood Multicultural Education

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

Recommended course sequence for full-time students. Please note that ECME courses are offered on a four-semester cyclical basis (not counting the summer semester) as illustrated below. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ECME 101 .....	3
___ ECME 103 .....	3
___ ECME 111 .....	3
___ ENGL 101 .....	3
___ MATH 120 (see explanation) .....	3
<b>Semester 2</b>	
___ ECME 115 .....	3
___ ECME 117 (see explanation) .....	3
___ ECME 117L (see explanation) .....	2
___ ENGL 102 .....	3
___ HIST 101 or HIST 102 (see explanation) .....	3
___ Fine Arts Elective (see explanation) .....	3
<b>Semester 3</b>	
___ ECME 202 .....	3
___ ECME 217 (see explanation) .....	3
___ ECME 217L (see explanation) .....	2
___ HIST 161 or 162 (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 4</b>	
___ ECME 220 .....	3
___ ECME 230 .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
___ Fine Arts Elective (see explanation) .....	3
___ English, Communication & Journalism, or Linguistics Elective (see explanation) .....	3

### Explanation of Elective Courses

In place of MATH 120 an advanced level mathematics courses (e.g., MATH 121, 150, 180, 162) should be substituted for students who place into a higher math course.

ECME 117L must be taken concurrently with ECME 117 (requires working a total of 64 hours during the 16-week semester in an approved child care/education center or school).

In addition to HIST 101/102/162/162, students who intend to continue their studies at UNM-Albuquerque Campus must also take HIST 260 and an additional history elective.

Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).

ECME 217L must be taken concurrently with ECME 217 (requires working a total of 64 hours during the 16-week semester in an approved child care/education center or school).

Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

Students must select one Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).

Students must select an English, Communication & Journalism, or Linguistic course preferably, but exclusively, from the UNM Core Curriculum (see page 66).

**Note:** Students who intend to transfer to UNM-Albuquerque Campus must take an additional course in mathematics and Social & Behavioral Sciences.

Early Childhood Multicultural Next page   
Ed. Certificate Requirements 

# Early Childhood Multicultural Education

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## 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* on pages 65-67 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.

### Contact and Advising Information

Information about the early childhood multicultural education certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 120;

**Credit Hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Early Childhood Multicultural Education

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## Early Childhood Multicultural Education Certificate Requirements

Recommended course sequence for full-time students. Please note that ECME courses are offered on a four-semester cyclical basis (not counting the summer semester) as illustrated below. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ ECME 101 .....	3
___ ECME 103 .....	3
___ ECME 111 .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ ECME 115 .....	3
___ ECME 117 (see explanation).....	3
___ ECME 117L (see explanation) .....	2
<b>Semester 3</b>	
___ ECME 202 .....	3
___ ECME 217 (see explanation).....	3
___ ECME 217L (see explanation) .....	2
<b>Semester 4</b>	
___ ECME 230 .....	3
___ MATH 120 (see explanation) .....	3
___ Social & Behavioral Sciences or Fine Arts Elective (see explanation) .....	3

### Explanation of Elective Courses

ECME 117L must be taken concurrently with ECME 117 (requires working a total of 64 hours during the 16-week semester in an approved child care/education center or school).

ECME 217L must be taken concurrently with ECME 217 (requires working a total of 64 hours during the 16-week semester in an approved child care/education center or school).

In place of MATH 120 an advanced level mathematics course (e.g., MATH 121, 150, 180, 162) should be substituted for students who place into a higher math course.

Students must select one Social & Behavioral Sciences or Fine Arts course from the UNM Core Curriculum (see page 66).



# Education - Elementary

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## Associate of Arts in Elementary Education

### Program Description

The associate of arts in education, elementary education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8 teachers.

### Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges 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 elementary or secondary school teaching. Students may also apply this degree to qualify under the No Child Left Behind Act to work as educational assistants in the public schools. Students must earn a grade of “C” or better in all preadmission course work.

### Program Requirements

Total credit hours required: 64 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 demonstrate that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & 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. Seamlessly continue their studies in professional education curricula with the objective of NM State Licensure in their chosen concentration and a BA or BS degree in Education.

### Contact and Advising Information

Information about the associate of arts in elementary education program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 120;

**Credit Hours:** 3 & 1; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Education - Elementary

## Associate of Arts in Elementary Education Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 111.....	3
___ ENGL 101 .....	3
___ CJ 130 or CJ 220 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 2</b>	
___ MATH 112.....	3
___ ENGL 102 .....	3
___ ARTH 101 .....	3
___ HIST 101 or HIST 102.....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
___ EDUC 124 or MATH 193.....	1
<b>Semester 3</b>	
___ MATH 215.....	3
___ MUS 139.....	3
___ HIST 161 or HIST 162.....	3
___ LING 101 or ENGL 240 .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 4</b>	
___ HIST 260 .....	3
___ EDUC 183 or ETSS 290 .....	3
___ History Elective.....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Foreign Language Elective .....	3

### Explanation of Elective Courses

For the Social & Behavioral Sciences Elective students must select two courses from the following list: ANTH 101, ANTH 130; ECON 105, ECON 106, GEOG 102; POLS 110, POLS 200, POLS 220, POLS 260, PSYCH 105, or SOC 101.

For the Physical & Natural Science Elective students must take three courses, with corresponding labs, from the following:  
ASTR 101/101L, BIOL 110/112L, BIOL 123/124L, CHEM 111L, CHEM 121L, CHEM 122L, ; EPS 101/105L, EPS 201L, EPS 250, ENVIS 101/102L, NTSC 261L, NTSC 262L, NTSC 263L (highly recommended for elementary majors), PHYC 151/151L, PHYC 101/102L, PHYC 152/152L, PHYC 160/160L, or PHYC 161/161L.

Education-Elementary  
Certificate Requirements



# Education - Elementary

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## Education Certificate - Elementary Education

### Program Description

The associate of arts in education, elementary education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8 teachers.

### Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges 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 elementary or secondary school teaching. Students must earn a grade of “C” or better in all preadmission course work.

### Program Requirements

Total credit hours required: 32 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 120;

**Credit Hours:** 3 & 1; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Education - Elementary

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## Education Certificate – Elementary Education Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 111.....	3
___ ENGL 101.....	3
___ CJ 130 or CJ 220.....	3
___ HIST 101 or HIST 102 or HIST 260.....	3
___ ARTH 101 or MUS 139.....	3
<b>Semester 2</b>	
___ EDUC 183 or ETSS 290.....	3
___ Social & Behavioral Sciences Elective (see explanation).....	3
___ Physical & Natural Sciences Elective (see explanation).....	4
___ Foreign Language Elective (see explanation).....	3
___ General Electives (see explanation).....	3

### Explanation of Elective Courses

For the Social & Behavioral Sciences Elective students must select one of the following courses: ANTH 101, ANTH 130; ECON 105, ECON 106, GEOG 102; POLS 110, POLS 200, POLS 220, POLS 260, PSYCH 105, or SOC 101.

For the Physical & Natural Science Elective students must select one course, with corresponding lab, from the following: ASTR 101/101L, BIOL 110/112L, BIOL 123/124L, CHEM 111L, CHEM 121L, CHEM 122L, EPS 101/105L, EPS 201L, EPS 250, ENVS 101/102L, NTSC 261L, NTSC 262L, NTSC 263L (highly recommended for elementary majors), PHYC 151/151L, PHYC 101/102L, PHYC 152/152L, PHYC 160/160L, or PHYC 161/161L.

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

For the General Elective students must select one additional course from the social & behavioral sciences, physical & natural sciences, or fine arts as listed above.

**Education-Secondary  
Degree Requirements**



# Education - Secondary

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## Associate of Arts in Secondary Education

### 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 7-12 grade teachers.

### Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges 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 elementary or secondary school teaching. Students may also apply this degree to qualify under the No Child Left Behind Act to work as educational assistants in the public schools. Students must earn a grade of “C” or better in all preadmission course work.

### Program Requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 of arts in secondary education, our students will demonstrate that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & 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. Seamlessly continue their studies in professional education curricula with the objective of NM State Licensure in their chosen concentration and a BA or BS degree in Education.

### Contact and Advising Information

Information about the associate of arts in secondary education program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Education - Secondary

## Associate of Arts in Secondary Education Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 120.....	3
___ ENGL 101 .....	3
___ CJ 130 or CJ 220 .....	3
___ HIST 101 or HIST 102.....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 2</b>	
___ STAT 145 .....	3
___ ENGL 102 .....	3
___ ARTH 101 .....	3
___ HIST 161 .....	3
___ EDUC 124 or MATH 193.....	1
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 3</b>	
___ MUS 139.....	3
___ HIST 162 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ LING 101 or English Elective (see explanation).....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 4</b>	
___ HIST 260 .....	3
___ EDUC 183 or ETSS 290 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Foreign Language Elective (see explanation).....	3

### Explanation of Elective Courses

In place of MATH 120 an advanced level mathematics courses (e.g., MATH 121, 150, 180, 162) should be substituted for students who place into a higher math course.

For the Physical & Natural Science Elective students must select three courses, with corresponding labs, from the following:

ASTR 101/101L, BIOL 110/112L, BIOL 123/124L, CHEM 111L, CHEM 121L, CHEM 122L, ; EPS 101/105L, EPS 201L, EPS 250, ENV5 101/102L, NTSC 261L, NTSC 262L, NTSC 263L (highly recommended for elementary majors), PHYC 151/151L, PHYC 101/102L, PHYC 152/152L, PHYC 160/160L, or PHYC 161/161L.

For the Social & Behavioral Sciences Elective students must select one of the following courses: ANTH 101, ANTH 130; ECON 105, ECON 106, GEOG 102; POLS 110, POLS 200, POLS 220, POLS 260, PSYCH 105, or SOC 101.

For the English Elective students are encouraged to select ENGL 240 or may select one Writing & Speaking or Humanities course from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

**Education-Secondary  
Certificate Requirements**



# Education - Secondary

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## Education Certificate - Secondary Education

### 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 7-12 grade teachers.

### Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges 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 elementary or secondary school teaching. Students must earn a grade of “C” or better in all preadmission course work.

### Program Requirements

Total credit hours required: 32 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 for a list of allowable core curriculum elective courses.

### Program Learning Goals

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

### Contact and Advising Information

Information about the secondary education certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 111;

**Credit Hours:** 3 & 1; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Education - Secondary

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## Associate of Arts in Secondary Education Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 120 (see explanation) .....	3
___ ENGL 101 .....	3
___ CJ130 or CJ 220 .....	3
___ HIST 161 or HIST 162 or HIST 260.....	3
___ ARTH 101 or MUS 139.....	3
___ EDUC 124 or MATH 193.....	1
<b>Semester 2</b>	
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
___ EDUC 183 or ETSS 290 .....	3
___ Foreign Language Elective (see explanation).....	3
___ General Electives (see explanation) .....	3

### Explanation of Elective Courses

In place of MATH 120 an advanced level mathematics courses (e.g., MATH 121, 150, 180, 162) should be substituted for students who place into a higher math course.

For the Social & Behavioral Sciences Elective students must select one of the following courses: ANTH 101, ANTH 130; ECON 105, ECON 106, GEOG 102; POLS 110, POLS 200, POLS 220, POLS 260, PSYCH 105, or SOC 101.

For the Physical & Natural Science Elective students must select one course, with corresponding lab, from the following: ASTR 101/101L, BIOL 110/112L, BIOL 123/124L, CHEM 111L, CHEM 121L, CHEM 122L, ;EPS 101/105L, EPS 201L, EPS 250, ENVS 101/102L, NTSC 261L, NTSC 262L, NTSC 263L (highly recommended for elementary majors), PHYC 151/151L, PHYC 101/102L, PHYC 152/152L, PHYC 160/160L, or PHYC 161/161L.

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

For the General Elective students must select one additional course from the social & behavioral sciences, physical & natural sciences, or fine arts as listed above.



# Liberal Arts

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## Associate of Arts in Liberal Arts

### Program Description

The associate of arts in liberal arts degree is designed to satisfy diverse educational interests. It provides the general curricula of the first two years of baccalaureate study for transfer to four-year institutions or may serve as an end in itself.

### Career and Educational Advancement Opportunities

Upon completion of the degree, a student should have taken a number of introductory courses that satisfy the general education requirements of most four-year institutions in preparation for completion of a variety of baccalaureate programs.

### Program Requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to the University of New Mexico Core Curriculum on pages 65-67 for a list of allowable core curriculum elective courses. A minimum of 20 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 of arts in liberal arts, our students will demonstrate that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.

2. Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, the chosen field of study; and b) practical application of information (e.g., interpreting effect of supply & demand in the market place; compare and contrast names, dates & important events in history as they affect current events; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
3. Awareness of the human condition from an institutional perspective: religion, politics, government, environment, education.
4. Complete the first two years of a BA in a humanities, communication, or social behavioral/science field.
5. Opportunities for success in whichever academic life goals the student chooses.

### Contact and Advising Information

Information about the associate of arts in liberal arts degree program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Liberal Arts

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## Associate of Arts Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ Mathematics Elective (see explanation) .....	3
___ Humanities Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
___ General Elective (see explanation) .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ Social and Behavioral Sciences Elective (see explanation) .....	3
___ Humanities Elective (see explanation) .....	3
___ Fine Arts Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	3-4
<b>Semester 3</b>	
___ Mathematics Elective (see explanation) .....	3
___ Fine Arts Elective (see explanation) .....	3
___ General Elective (see explanation) .....	6
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 4</b>	
___ Writing & Speaking Elective (see explanation) .....	3
___ General Elective (see explanation) .....	3
___ Humanities Elective (see explanation) .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ Foreign Language Elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select two Mathematics courses from the UNM Core Curriculum (see page 66).

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

Students must complete a minimum of 12 credit hours of general electives from any academic field, ideally in the student's planned major or minor. The student should bear in mind that the liberal arts program requires a minimum of 20 credit hours at the 200+ level to be selected from any disciplines.

Students must select three Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).

Students must select one Writing & Speaking course from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

# Studio Art

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## Studio Art Certificate

### Program Description

The fine arts program at UNM – Valencia 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-Albuquerque Campus and most other four-year institutions.

### Program Requirements

Total credit hours required: 36 (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 (see pages 94-95).

### 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 certificate, our students will demonstrate that they have developed the ability to:

1. Appreciate art and culture.
2. Explore various concepts of the creative process.
3. Produce visual art using skills, techniques, and terminology in several mediums.
4. Apply creative problem solving skills to other classes and daily lives.

### Contact and Advising Information

Information about the associate of applied science in digital media arts is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fine Arts Coordinator, Michael Ceschi at (505) 925-8702 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

# Studio Art

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## Studio Art Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		ARTS 207 may be taken as co-requisite with ARTS 121.
__ENGL 101 .....	3	
__HIST 101 or HIST 102.....	3	Students must select three additional Art Studio Elective courses for a minimum of nine credit hours from any art studio courses offered on campus.
__ARTH 101 .....	3	
__ARTS 106 .....	3	
<b>Semester 2</b>		ARTS 213 may be taken as co-requisite with ARTS 122.
__ARTS 121 (see explanation).....	3	
__Art Studio Elective (see explanation).....	3	Students must select one additional Art History Elective course from any of the art history courses offered on campus.
__ARTS 207 (see explanation).....	3	
__Art History Elective (see explanation) .....	3	
<b>Semester 3</b>		
__ARTS 122 .....	3	
__ARTS 213 .....	3	
__Art Studio Elective (see explanation).....	3	
__Art Studio Elective (see explanation).....	3	

# Emergency Medicine

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## Associate of Science in Emergency Medicine

### Program Description

The associate of science in emergency medicine 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-Albuquerque Campus.

### 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 1998 EMT National Standard Curriculum requirements and incorporates New Mexico requirements and EMT scope of practice. Upon successful completion of degree requirements and a minimum GPA of 2.33, graduates will be qualified for New Mexico and National Registry testing and are eligible for admission to the UNM School of Medicine Emergency Medical Services Academy Bachelor of Science in Emergency Medical Service program to begin at the 300 level.

### Program Requirement

Total credit hours required: 66 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 emergency medical services paramedic program. 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 emergency medical services program, our students will demonstrate that they have devel-

oped 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Co-Chair of the Science & Mathematics Division for Science Programs, Dr. Miriam Chávez at 925-8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

**For licensure only:** see individual course listings.

# Emergency Medicine

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## Associate of Science in Emergency Medicine Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		Students must select two Humanities courses from the UNM Core Curriculum (see page 66).
__EMS 101 .....	6	
__ENGL 101 .....	3	
__MATH 121 .....	3	Students must select three Social & Behavioral sciences courses from the UNM Core Curriculum (see page 66).
__BIOL 123 .....	3	
__BIOL 124L .....	1	
<b>Semester 2</b>		Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).
__EMS 120 .....	3	
__ENGL 102 .....	3	
__Humanities Elective (see explanation) .....	3	Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).
__Social & Behavioral Sciences Elective (see explanation) .....	3	
__CHEM 111L .....	4	
<b>Semester 3</b>		
__EMS 201 .....	5	
__Humanities Elective (see explanation) .....	3	
__BIOL 237 .....	3	
__BIOL 247L .....	1	
__STAT 145 .....	3	
__CJ 130 .....	3	
<b>Semester 4</b>		
__BIOL 238 .....	3	
__BIOL 248L .....	1	
__ENGL 219 .....	3	
__Foreign Language Elective (see explanation) .....	3	
__Social & Behavioral Science Elective (see explanation) .....	3	
__Fine Arts Elective (see explanation) .....	3	

# General Science

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## Associate of Science in General 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.

### 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 at the UNM-Albuquerque Campus. 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 on pages 65-67 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 profes-

sions. 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Co-Chair of the Science & Mathematics Division for Science Programs, Dr. Miriam Chávez at 925-8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# General Science

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## Associate of Science in General Science Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ Mathematics Sequence (see explanation) .....	3-4
___ General Science Core Sequence (see explanation).....	4
___ Social & Behavioral Sciences Elective (see explanation) .....	3
___ General Elective (see explanation).....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ Mathematics Sequence (see explanation) .....	3-4
___ General Science Core Sequence (see explanation).....	4
___ Fine Arts Elective (see explanation).....	3
___ Humanities Elective (see explanation) .....	3
<b>Semester 3</b>	
___ ENGL 219 or ENGL 220 or CJ 130 or PHIL 156.....	3
___ Mathematics Sequence (see explanation) .....	3-4
___ General Science Core Sequence (see explanation).....	4
___ General Elective (see explanation).....	3
___ Humanities Elective (see explanation) .....	3
<b>Semester 4</b>	
___ General Science Core Sequence (see explanation).....	4
___ General Elective (see explanation).....	3
___ General Elective (see explanation).....	3
___ Social & Behavioral Science Elective (see explanation).....	3
___ Foreign Language Elective (see explanation).....	3

### Explanation of Elective Courses

Students must complete one of the following Mathematics Sequences to total 6-10 credits:

1. MATH 121, 180, 181
2. MATH 123, 150, 162 (Physics majors must follow sequence 2.)
3. MATH 120, STAT 145

Students must complete one General Science Core Sequence from two of the following areas to total 12- 16 credits:

#### Biology Area:

1. BIOL 201L, 202L
2. BIOL 123, 124L

#### Chemistry Area:

1. CHEM 121L, 122L
2. CHEM 111L or 121L, 212

#### Physics Area:

1. PHYS 151L, 152L
2. PHYS 160L, 161L (PHYS 160/161 are not frequently offered at UNM-Valencia.)

Students must select one Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).

Students must select four General Elective courses from the UNM Core Curriculum (see page 66).

Students must select one Fine Arts course from the UNM Core Curriculum (see page 67).

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).



# Medical Sciences at UNM-Valencia

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## **Pre-Professional Courses Offered in the Medical Sciences at UNM-Valencia**

### **(as part of the Associate of Science in General Science)**

#### **Course Sequence Description**

As stated in the description for the associate of science in general science on page 100, students who want to major in a health science, such as nursing, pharmacy, dental hygiene, nuclear medicine imaging, radiography, physician's assistant, physical or occupational therapy, may apply their associate's degree requirements towards a degree in the areas mentioned. In an attempt to better guide the student, a list of courses offered here at the UNM-Valencia Campus that can be applied in each of various health professions is provided. Not all courses listed are required for admission to a program. Students are cautioned, however, to meet with a Student Services or science faculty advisor to ensure that the courses taken apply towards a particular health profession.

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

Please refer to the associate of science in general science for information on career and educational advancement opportunities in the medical sciences.

#### **Program Requirements**

Total credit hours required varies. Please see specific requirements for each medical sciences program.

#### **Program Learning Goals**

Please refer to the associate of science in general science for information on learning goals for this program.

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

Information about the associate of science in general science degree is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Co-Chair of the Science & Mathematics Division for Science Programs, Dr. Miriam Chávez at 925-8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

#### **Course Prerequisites**

Course prerequisites for the medical sciences are listed by each specific program.

# Dental Hygiene

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ CJ 221.....	3
___ STAT 145 .....	3
___ BIOL 123 & BIOL 124L .....	4
___ CHEM 111L .....	4
<b>Semester 2</b>	
___ SOC 101 .....	3
___ ENGL 102 .....	3
___ BIOL 237 & BIOL 247L .....	3
___ PSY 105 .....	3
<b>Semester 3</b>	
___ CHEM 212.....	4
___ BIOL 239L.....	4
___ BIOL 238 & BIOL 248L .....	4
___ NUTR 244 .....	3

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Medical Laboratory Sciences

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ CJ 221 or CJ 225 .....	3
___ STAT 145 .....	3
___ MGT 113 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 2</b>	
___ MATH 121 .....	3
___ ENGL 102 .....	3
___ CHEM 121L .....	4
___ BIOL 201 .....	4
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 3</b>	
___ CHEM 122L .....	4
___ BIOL 237 & BIOL 247L (see explanation).....	3
___ BIOL 202 .....	4
___ Humanities Elective (see explanation) .....	3
___ Foreign Language Elective (see explanation).....	3
<b>Semester 4</b>	
___ BIOL 238 & BIOL 248L (see explanation).....	4
___ BIOL 239L.....	4
___ CHEM 212.....	4
___ Humanities Elective (see explanation) .....	3
___ Fine Arts Elective (see explanation).....	3

### Explanation of Elective Courses

Students must select two Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

BIOL 247L and BIOL 248L (anatomy & physiology labs) are not required at UNM for a degree in Medical Laboratory Sciences, but they are highly recommended.

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select one Fine Arts course from the UNM Core Curriculum (see page 67).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Medical Nuclear Medicine Imaging

## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ CS 150L .....	3
___ MATH 123 .....	3
___ MATH 150 .....	3
___ CJ 221 .....	3
___ Humanities , Fine Arts, or Foreign Language Elective (see explanation) .....	3
<b>Semester 2</b>	
___ PHYS 151 .....	3
___ ENGL 102 .....	3
___ CHEM 121L .....	4
___ PSY 105 .....	3
___ BIOL 123 & BIOL 124L .....	4
<b>Semester 3</b>	
___ CHEM 122L or CHEM 212 .....	4
___ BIOL 237 & BIOL 247L .....	4
___ ECON 105 .....	3
___ Humanities, Fine Arts, or Foreign Language Elective (see explanation) .....	3
<b>Semester 4</b>	
___ BIOL 238 & 248L .....	4
___ PHIL 245 .....	3
___ BIOL 239L .....	4
___ ECON 106 .....	3
___ ENGL 219 .....	3

### Explanation of Elective Courses

Students must select up to two Humanities and/or Fine Arts courses and one Foreign Language course from the UNM Core Curriculum (see pages 66-67) for a total of nine credits.

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 121 & MATH 106—or place into MATH 150	3 & 1	55/22

# Nursing

## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
__ ENGL 101 .....	3
__ CS 150 (see explanation) .....	3
__ CHEM 111L .....	4
__ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 2</b>	
__ ENGL 102 .....	3
__ STAT 145 .....	3
__ BIOL 123 & BIOL 124L .....	4
__ Foreign Language Elective (see explanation) .....	3
<b>Semester 3</b>	
__ BIOL 237 & BIOL 247L (see explanation) .....	4
__ Fine Arts Elective (see explanation) .....	3
__ NURS 239 .....	3
__ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 4</b>	
__ BIOL 238 & BIOL 248L (see explanation) .....	4
__ BIOL 239L .....	4
__ NUTR 244 .....	3
__ NURS 240 .....	3
<b>Semester 5</b>	
__ NURS 238 .....	3
__ Humanities Elective (see explanation) .....	3
__ Social & Behavioral Sciences Elective (see explanation) .....	3
__ Foreign Language Elective (see explanation) .....	3

### Explanation of Elective Courses

CS 150 is not required for a degree in nursing, but is recommended.

Students must select three Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

Students must select two Foreign Language courses from the UNM Core Curriculum (see page 67).

Students must select one Fine Arts course from the UNM Core Curriculum (see page 67).

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

BIOL 247L and BIOL 248L (anatomy & physiology labs) are not required at UNM for a degree in Medical Laboratory Sciences, but they are highly recommended.

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Occupational Therapy

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. *Please note that occupational therapy is a master's degree program. Consequently, students will need to complete a bachelor's degree as part of the requirements.*

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ PSY 105 .....	3
___ BIOL 123L & BIOL 124L .....	4
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ STAT 145 .....	4
___ BIOL 237 & 247L .....	4
___ CJ 130 .....	3
<b>Semester 3</b>	
___ PSY 220 .....	3
___ BIOL 238 & BIOL 248L .....	4
___ ENGL 219 or ENGL 220 .....	3

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Pharmacy

## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ MATH 123.....	3
___ MATH 150.....	3
___ ECON 106 .....	3
<b>Semester 2</b>	
___ STAT 145 .....	3
___ ENGL 102 .....	3
___ CHEM 121L .....	4
___ BIOL 201 .....	4
___ PHYS 151 & PHYS 151L (see explanation).....	4
<b>Semester 3</b>	
___ MATH 180.....	3
___ CHEM 122L .....	4
___ BIOL 237 & BIOL 247L (see explanation).....	4
___ BIOL 202 .....	4
<b>Semester 4</b>	
___ BIOL 238 & BIOL 248L (see explanation).....	4
___ BIOL 239L.....	4
___ CJ 130 or CJ 221 .....	3
___ General Elective (see explanation).....	3
___ Critical Thinking Elective (see explanation) .....	3

### Explanation of Elective Courses

The PHYS 151L lab is not required for the pharmacy degree at UNM-Albuquerque Campus, but is highly recommended.

BIOL 247L and BIOL 248L (anatomy & physiology labs) are not required at UNM for a degree in Medical Laboratory Sciences, but they are highly recommended.

Students may select two general elective courses from any discipline but are advised to see an advisor before making their selections.

Students must select the critical thinking elective course from any one of the following: ENGL 220, MATH 129, MATH 181, PHIL 101, PHIL 102, PHIL 156, or PHYS 152.

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Physical Therapy

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. *Please note that physical therapy is a master's degree program. Consequently, students will need to complete a bachelor's degree as part of the requirements.*

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ BIOL 123 & 124L .....	4
___ PSY 105 .....	3
___ MATH 121 .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ CHEM 111L .....	4
___ PSY 220 .....	3
___ MATH 123 .....	3
<b>Semester 3</b>	
___ STAT 145 .....	3
___ BIOL 237 & 247L .....	4
___ PHYS 151 & PHYS 151L .....	4
___ MATH 150 .....	3
<b>Semester 4</b>	
___ BIOL 238 & 248L .....	4
___ PHYS 152 & PHYS 152L .....	4
___ NUTR 244 .....	3

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22



# Physician's Assistant

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ STAT 145 or MATH 121 or MATH 162 .....	3-4
___ BIOL 123 & BIOL 124L .....	4
___ PSY 105 .....	3
___ Humanities Elective (see explanation) .....	3

<b>Semester 2</b>	
___ ENGL 102 .....	3
___ CHEM 121L .....	4
___ Fine Arts Elective (see explanation) .....	3
___ Cross Culture Course Elective (see explanation) .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3

<b>Semester 3</b>	
___ CHEM 122L .....	4
___ BIOL 237 & BIOL 247L .....	4
___ CS 150 .....	3
___ ENGL 219 or ENGL 220 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3

<b>Semester 4</b>	
___ BIOL 238 & 248L .....	4
___ BIOL 239L .....	4
___ NUTR 244 .....	3
___ Humanities Elective (see explanation) .....	3
___ Foreign Language Elective (see explanation) .....	3

Prerequisite Courses	Credit Hours	COMPASS/ACT Minimum Scores
ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

### Explanation of Elective Courses

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select one Fine Arts course from the UNM Core Curriculum (see page 67).

Students must select one cross cultural course elective from any one of the following disciplines or areas: Asian, Africa, Middle Eastern, Latin American, or Native American studies.

Students must select two Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

# Radiography

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## Pre-Professional Medical Sciences Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

### Course

### Credit Hours

### Explanation of Elective Courses

#### Semester 1

___ ENGL 101 .....	3
___ CS150 .....	3
___ MATH 121.....	3
___ CJ 221.....	3

Students must select two Humanities, Fine Arts, and/or Foreign Language courses from the UNM Core Curriculum (see pages 66-67).

#### Semester 2

___ ENGL 102 .....	3
___ BIOL 123 & 124L.....	4
___ Humanities, Fine Arts or Foreign Language Elective (see explanation) .....	3

#### Semester 3

___ PHIL 245 .....	3
___ BIOL 237 & BIOL 247L .....	4
___ ECON 105 .....	3
___ Humanities, Fine Arts, or Foreign Language Elective (see explanation) .....	3

#### Semester 4

___ BIOL 238 & BIOL 248L .....	4
___ PSY 105 or SOC 101 .....	3
___ ECON 106 .....	3

### Prerequisite Courses

### Credit Hours

### COMPASS/ACT Minimum Scores

ENGL 100 & AENG 100—or place into ENGL 101	4 & 2	75/19
MATH 120 & MATH 106—or place into MATH 121	3 & 1	55/22

# Health Education

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## Associate of Science in Health Education

### 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-Albuquerque Campus in the professional areas of health education (school health education or community health education).

### Career and Educational Advancement Opportunities

The associate of science in health education degree program includes multidisciplinary requirements needed to continue into a bachelor of science in health education program required for professional occupations in the area of community health or school health education. Students must earn a grade of “C” or better in all pre-admission course work.

### Program Requirements

Total credit hours required: 62 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 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 health education, our students will demonstrate that they have developed the ability to:

1. Students will demonstrate health literacy skills - Health literacy is 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. Students will possess the skills needed to administer CPR and first aid.
3. Students will demonstrate verbal and written skills to promote and communicate the importance of health literacy to each individual.
4. Students will acquire an understanding and appreciation of the skills needed to succeed in a career as a professional health educator.
5. Graduates will be prepared to transfer and pursue a Bachelor of Science in Health Education at the University of New Mexico.

### Contact and Advising Information

Information about the associate of science in health education is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fitness & Wellness Education Coordinator, Dubra Karnes-Padilla at (505) 925-8832 or [dubra@unm.edu](mailto:dubra@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Health Education

## Associate of Science in Health Education Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 121 .....	3
___ ENGL 101 .....	3
___ PSY 105 .....	3
___ HED 164L .....	3
___ PENP 158 or PENP 159 .....	1
___ Humanities Elective (see explanation) .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ STAT 145 .....	3
___ PENP 114 .....	1
___ HED 171 .....	3
___ Fine Arts Elective (see explanation) .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 3</b>	
___ CHEM 111L .....	4
___ CJ 130 .....	3
___ ENGL 219 .....	3
___ HED 247 .....	1
___ BIOL 123 & BIOL 1214L .....	4
<b>Semester 4</b>	
___ NUTR 244 .....	3
___ BIOL 237 & BIOL 247L (see explanation) .....	4
___ HED 260 .....	3
___ HED 293 (see explanation) .....	3
___ PENP 165 .....	1
___ Health Education Elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select two Humanities courses from the UNM Core Curriculum (see page 66).

Students must select two Fine Arts courses from the UNM Core Curriculum (see page 67).

Students must select three Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

BIOL 247L and BIOL 248L (anatomy & physiology labs) are not required at UNM for a degree in Health Education, but they are highly recommended.

HED 293, a topics course, has a co-requisite of HED 260 for this program.

Students must select a health education elective course from any area relevant to Tracks I or II of the Health Education bachelor's program at UNM-Albuquerque Campus.

**Group Fitness Instructor  
Certificate Requirements**



# Group Fitness Instructor Leadership

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## Group Fitness Instructor Leadership Certificate

### Program Description

The group fitness instructor leadership certificate is a one-year subset of the associate of science in health education degree program previously listed concentrating on most of the program-specific courses.

### Career and Educational Advancement Opportunities

The group fitness instructor leadership certificate lays the foundation for a student to enter the fitness industry as a group fitness leader and continue to pursue the associate of science in health education or other related degree. Course work will help prepare a student to take the American Council on Exercise examination for group fitness instructor national certification. Students must earn a grade of “C” or better in all pre-admission course work.

### Program Requirements

Total credit hours required: 35 (see checklist for specific requirements).

### Program Learning Goals

The group fitness program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to lead group exercise classes for individuals from a variety of backgrounds. 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 group fitness instructor leadership certificate, our students will demonstrate that they have developed the ability to:

1. Students will demonstrate skills needed to participate in cardio activities, resistance training, and flexibility training.

2. Students will demonstrate verbal and written skills to promote and communicate important health and exercise concepts and their application.

3. Students will demonstrate skills needed to lead group exercise classes for healthy adults, adults with disabilities and limitations, and special populations.

4. Students will possess the skills needed to administer CPR and first aid.

5. Students will appreciate the health benefits provided from exercising.

6. Students will be prepared to pass the National American Council Group Fitness Instructor Exam.

### Contact and Advising Information

Information about the group fitness instructor leadership certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fitness & Wellness Education Coordinator, Dubra Karnes-Padilla at (505) 925-8832 or [dubra@unm.edu](mailto:dubra@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Group Fitness Instructor Leadership

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## Group Fitness Instructor Leadership Certificate Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

### Course

### Credit Hours

### Explanation of Elective Courses

#### Semester 1

___ MATH 120 or 121 .....	3
___ ENGL 101 .....	3
___ CHEM 111L .....	4
___ HED 164L .....	3
___ PENP 158 or PENP 159 .....	1
___ BIOL 123 & BIOL 124L .....	4

Before enrolling in PEP 293 students must have a current CPR Professional Rescuer and First Aid certification, or be enrolled in HED 171.

BIOL 247L and BIOL 248L (anatomy & physiology labs) are not required at UNM for a degree in Health Education, but they are highly recommended.

#### Semester 2

___ HED 171 .....	3
___ CJ 130 .....	3
___ PENP 165 .....	1
___ NUTR 244 .....	3
___ BIOL 237 & BIOL 247L (see explanation) .....	4
___ PEP 293 (see explanation) .....	2
___ PENP 114 .....	1

# Computer-Aided Drafting

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## Associate of Applied Science in Computer-Aided Drafting

### Program Description

According to the U.S. Department of Labor, the increasing complexity of industrial and architectural design problems will increase the demand for drafting services. The demand for drafters will also increase because they are beginning to break out of the traditional role and do work traditionally performed by engineers and architects. 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 includes general education courses and is designed to improve analytic and communication skills. The core of the program consists of CAD 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 the UNM–Albuquerque Campus and applied toward a bachelor's in organizational learning and instructional technologies in the College of Education. 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–Albuquerque Campus and may not be included in the GPA at other four-year institutions.

### Program Requirements

Total credit hours required: 65 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65–

67 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, our 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 in organizational learning and instructional technologies 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Computer-Aided Drafting

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

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 121 or MATH 150 ( see explanation).....	3
___ ENGL 101 .....	3
___ CS 150 .....	3
___ CAD 185.....	4
___ MATH 123.....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ PHYS 151 & PHYS 151L or PHYS 160 & PHYS 160L (see explanation) .....	4
___ CAD 150.....	3
___ IT 121 .....	3
___ CHEM 111L or CHEM 121L (see explanation).....	4
<b>Semester 3</b>	
___ IT 122 .....	3
___ Fine Arts, Humanities, or Foreign Language Elective (see explanation) .....	3
___ CAD 195.....	4
___ CAD 260.....	4
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 4</b>	
___ ENGL 219 .....	3
___ CAD 270.....	4
___ CAD 295.....	1-4
___ CAD Elective (see explanation).....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3

### Explanation of Elective Courses

Students planning to major in engineering should select MATH 150 instead of MATH 121.

Students planning to major in engineering should select PHYS 160 & PHYS 160L instead of PHYS 150 & PHYS 150L.

Students planning to major in engineering should select CHEM 121L instead of CHEM 111L.

Students must select two Social & Behavioral Sciences courses from the UNM Core Curriculum (see page 66).

Student must select one CAD elective course not part of the required CAD courses as an elective.

Students must select one Fine Arts, Humanities, or Foreign Language course from the UNM Core Curriculum (see pages 66-67).

**Computer-Aided Drafting  
Certificate Requirements**





# Computer-Aided Drafting

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## 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: 38 (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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

ACAD 101 or place reading at college level

# Computer-Aided Drafting

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## Computer- Aided Drafting Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		Student must select one CAD elective course not part of the required CAD courses as an elective.
___ ENGL 101 .....	3	
___ MATH 120.....	3	
___ CS 150 .....	3	
___ CAD 150.....	3	
<b>Semester 2</b>		
___ IT 121 .....	3	
___ CAD185.....	4	
___ CAD 195.....	4	
___ CAD 260.....	4	
<b>Semester 3</b>		
___ IT 122 .....	3	
___ CAD 270.....	4	
___ CAD 295.....	1-4	
___ CAD Elective (see explanation).....	3-4	

# Construction Technology

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## Associate of Applied Science in Construction Technology

### 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.

### Career and Educational Advancement Opportunities

Upon completion of the associate of applied science degree in construction technology, 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. 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: 59 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), the manager of Community Education, Rita Logan, at (505) 925-8971 or [rlogan@unm.edu](mailto:rlogan@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & ACAM 100—or place into MATH 120;

**Credit Hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

# Construction Technology

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## Associate of Applied Science in Construction Technology Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		Students must select two Humanities courses from the following: AMST 186, AMST 215, ENGL 150, or HIST 101.
__ MATH 120.....	3	
__ ENGL 101 .....	3	
__ Humanities Elective (see explanation) .....	3	Students must select two general elective courses for a minimum of six credits.
__ CNST 293 .....	3	
__ General Elective (see explanation).....	3	
<b>Semester 2</b>		Students must select two Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).
__ STAT 145 .....	3	
__ ENGL 102 .....	3	
__ Humanities Elective (see explanation) .....	3	
__ JS 101L .....	6	
<b>Semester 3</b>		
__ CJ 130.....	3	
__ ARTS 123 .....	2	
__ CNST 293 .....	3	
__ Physical & Natural Sciences Elective (see explanation) .....	3	
__ PSY 105 or SOC 101 .....	3	
<b>Semester 4</b>		
__ ENGL 219 .....	3	
__ CNST 293 .....	3	
__ SPAN 101 .....	3	
__ Physical & Natural Sciences Elective (see explanation) .....	3	
__ General Elective (see explanation).....	3	

# Digital Media Arts

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## Associate of Applied Science in Digital Media Arts

### Program Description

The associate of applied science in digital media arts degree program offers general education and specific design and computer imaging skills to train the student to provide essential digital media technology assistance in the business environment. Students are prepared for employment in the fields of digital imaging, graphic, multimedia, and web design.

### 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, 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. The associate of applied science in digital media arts degree, while occupational in nature, can be transferred to the UNM–Albuquerque Campus and applied towards a bachelor's in organizational learning and instructional technologies at the College of Education.

### Program Requirements

Total credit hours required: 65 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 for a list of allowable core curriculum elective courses.

### Program Learning Goals

The digital media arts program provides students with quality instruction to facilitate a foundation knowledge, skills and behaviors necessary to be successful in the digital media arts 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 digital media arts, our students will demonstrate that they have developed the ability to:

1. Plan and produce a publication to advertise in print, broadcasting, and web media.
2. Apply understanding of Digital Media Arts principles in electronic media.
3. Gain positive interdisciplinary attitude.
4. Apply creative problem solving skills learned in the business realm to demonstrate working knowledge.

### Contact and Advising Information

Information about the associate of applied science in digital media arts is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fine Arts Coordinator, Michael Ceschi at (505) 925-8702 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Digital Media Arts

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

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ ARTS 106 .....	3
___ ARTS 187 .....	3
___ MA 110 .....	3
___ SOC 101 .....	3
___ ARTS 130 .....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ ARTS 121 .....	3
___ ARTS 188 .....	3
___ Mathematics Elective (see explanation) .....	3
___ CS 150 .....	3
___ Writing and Speaking Elective (see explanation) .....	3
<b>Semester 3</b>	
___ ARTS 289 .....	3
___ IT 205 .....	3
___ CAD 180 .....	4
___ History, Theory, or Aesthetics of the Arts or Literature Elective .....	3
<b>Semester 4</b>	
___ IT 270 .....	3
___ PSY 105 .....	3
___ Philosophy Elective (see explanation) .....	3
___ Physical & Natural Sciences Elective (see explanation) .....	4
___ Foreign Language Elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select a Mathematics course from the UNM Core Curriculum (see page 66).

Students must select one Writing & Speaking course from the UNM Core Curriculum (see page 66).

Students must choose one course from the following list: ARTH 101, ARTH 201, ARTH 202, ENGL 150, ENGL 206, ENGL 211, ENGL 250, ENGL 296, ENGL 297, MA 210, MUSE 139, MUSE 140, MUSE 271, or THEA 122.

Students must choose one course from the following list: PHIL 101, PHIL 156, or PHIL 245.

Students must select one Physical & Natural Science course which must include a lab from the UNM Core Curriculum (see page 66).

Students must select one Foreign Language course from the UNM Core Curriculum (see page 67).

**Digital Media Arts  
Certificate Requirements**



# Digital Media Arts

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## 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, 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: 37 (see checklist for specific requirements).

### Program Learning Goals

Please refer to the associate of applied science in digital media arts on page 122 for the program's learning goals.

### Contact and Advising Information

Information about the associate of applied science in digital media arts is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fine Arts Coordinator, Michael Ceschiati @ (505) 925-8702 or [ceschiati@unm.edu](mailto:ceschiati@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Digital Media Arts

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## Digital Media Arts Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
__ ENGL 101 .....	3
__ ARTS 106 .....	3
__ ARTS 187 .....	3
__ MATH 120.....	3
<b>Semester 2</b>	
__ ARTS 121 .....	3
__ ARTS 130 .....	3
__ ARTS 188 .....	3
__ CS 150 .....	3
<b>Semester 3</b>	
__ IT 205 or IT 270 .....	3
__ ARTS 289 .....	3
__ CAD 180.....	4
__ MA 110.....	3



# General Studies

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## Associate of Applied Science in General Studies

### Program Description

The aim of the associate of applied science in general studies degree is to provide a variety of experiences that broadens academic understanding, increases knowledge of the relationships across the disciplines, and helps develop an increased awareness of others and of the environment.

### Career and Educational Advancement Opportunities

A student who is awarded this degree is prepared to enter jobs that require one or two years of college but do not require a declared major field of study. In addition, group requirements, other than technical courses, may transfer to academic programs in four-year universities.

### Program Requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 for a list of allowable core curriculum elective courses.

### Program Learning Goals

The general 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 applied science in general studies, our students will demonstrate that they have developed the ability to:

1. Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.

2. Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, the chosen field of study; and b) practical application of information (e.g., interpreting effect of supply & demand in the market place; compare and contrast names, dates & important events in history as they affect current events; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
3. Awareness of the human condition from an institutional perspective: religion, politics, government, environment, education.
4. Complete the first two years of any baccalaureate field.
5. Opportunities for success in whichever academic life goals the student chooses.

### Contact and Advising Information

Information about the associate of arts in liberal arts degree program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Communication, Humanities, Education & Social Sciences Division, Dr. Jon Conescu at 925-8614 or [jconescu@unm.edu](mailto:jconescu@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# General Studies

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## Associate of Applied Science in General Studies Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		Students must select two Social & Behavioral Sciences courses preferably, but not exclusively, from the UNM Core Curriculum (see page 66).
___ ENGL 101 .....	3	
___ Social & Behavioral Sciences Elective (see explanation) .....	3	
___ Humanities or Fine Arts Elective (see explanation) .....	3	Students must complete 30 credit hours of General Elective courses, at least 15 of which must be academic and the remaining 15 may be selected from any career-technical field.
___ General Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	
<b>Semester 2</b>		Students must select two Humanities or Fine Arts courses preferably, but not exclusively, from the UNM Core Curriculum (see pages 66-67).
___ ENGL 102 .....	3	
___ General Elective (see explanation) .....	3	
___ Humanities or Fine Arts Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	Students must select three Physical & Natural Science or Mathematics courses (at least one of which must include a lab) preferably, but not exclusively, from the UNM Core Curriculum (see page 66).
___ Physical & Natural Sciences & Math Elective (see explanation) .....	3-4	
<b>Semester 3</b>		
___ General Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	
___ Social & Behavioral Sciences Elective (see explanation) .....	3	
___ Physical & Natural Sciences or Math Elective (see explanation) .....	3	
<b>Semester 4</b>		
___ ENGL 219 or 220 or CJ 130 or PHIL 156 .....	3	
___ General Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	
___ General Elective (see explanation) .....	3	
___ Physical & Natural Sciences or Math Elective (see explanation) .....	3	

# Information Technology

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## **Associate of Applied Science in Information Technology 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 certification. The associate of applied science in information technology degree, while occupational in nature, can be transferred to the UNM–Albuquerque Campus and applied towards a bachelor's in organizational learning and instructional technologies at the College of Education. However, career/technical courses are not guaranteed to transfer as credit. Additionally, grades earned in technical courses are not included in the grade point average at the UNM–Albuquerque Campus and may not be included in the GPA of other four-year institutions.

### **Program Requirements**

Total credit hours required: 65 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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, our students will demonstrate that they have developed the ability to:

1. Use and possess broad-based knowledge of information and concepts related to installing and maintaining computer hardware, installing and maintaining computer networks, analyze and create multi-table databases according to user specifications, and write code for the web and desktop computer platforms.
2. Equip students with necessary knowledge and skills in various areas of Information Technology. These skills prepare students to solve computer hardware and network problems, prepare to take the certification A++ test, create a website using good design principles, demonstrate a basic proficiency in computer programming, and develop database applications for users.
3. Obtain an entry-level position in computer hardware maintenance, computer network technician, web design and implementations, and database design and development.
4. Complete the first two years of a BA in Organizational Learning and Instructional Technology.

### **Contact and Advising Information**

Information about the associate of applied science in information technology degree program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### **Course Prerequisites**

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106—or place into MATH 121;

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Information Technology

## Associate of Applied Science in Information Technology Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ MATH 121 .....	3
___ IT 121 .....	3
___ CS 150 or OBT 263 .....	3
___ IT 125 .....	3
___ OBT 105 .....	1
___ Physical & Natural Sciences Elective (see explanation) .....	4
<b>Semester 2</b>	
___ ENGL 101 .....	3
___ IT 122 .....	3
___ IT 222 .....	3
___ IT 131 .....	3
___ CJ 130 .....	3
<b>Semester 3</b>	
___ MGMT 116 .....	3
___ CS 151 & CS 151L or CS 152 & CS 152L .....	3
___ IT 230 .....	3
___ IT 205 .....	3
___ English, Communication & Journalism, or Humanities, Fine Arts, Social & Behavioral Sciences, or Foreign Language Elective (see explanation) .....	3
<b>Semester 4</b>	
___ IT 140 .....	3
___ EDUC 293 (see explanation) .....	3
___ IT 295 .....	3
___ IT 270 .....	3
___ ENGL 119 .....	3
___ English, Communication & Journalism, or Humanities, Fine Arts, Social & Behavioral Sciences, or Foreign Language Elective (see explanation) .....	3

### Explanation of Elective Courses

Students must select one Physical & Natural Science courses (at least one of which must include a lab) from the UNM Core Curriculum (see page 66).

Students must complete two courses chosen from the following: ENGL 102, ENGL 219, CJ 221, or the UNM Core Curriculum in Humanities, Fine Arts, Social & Behavioral Sciences, or Foreign Language.

The EDUC 293 course must focus on career planning.

**Information Technology  
Certificate Requirements**



# Information Technology

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## Information Technology Certificate

### Program Description

The information technology certificate program is a subset of the associate of applied science in information technology degree program which 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 shorter 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 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

# Information Technology

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## Information Technology Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours	Explanation of Elective Courses
<b>Semester 1</b>		The EDUC 293 course must focus on career planning.
___ ENGL 101 .....	3	
___ IT 205 .....	3	
___ CS 150 or OBT 263 .....	3	
___ OBT 105 .....	1	
___ IT 125 .....	3	
___ IT 122 .....	3	
<b>Semester 2</b>		
___ IT 131 .....	3	
___ MGMT 116.....	3	
___ CJ 130.....	3	
___ IT 295 .....	3	
___ IT 121 or IT 222 or IT 230 or IT 270 .....	3	
___ EDUC 293 (see explanation).....	1	

# Office and Business Technology

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## Associate of Applied Science in Office & Business Technology

### 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.

### Career and Educational Advancement Opportunities

Upon completion of the associate of applied science in office & 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 (CAP). 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 Campus and applied towards a Bachelor's in Organizational Learning and Instructional Technology (OLIT) in the College of Education. 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 Campus and may not be included in the grade point average of other four-year institutions.

### Program Requirements

Total credit hours required: 70 (see checklist for specific requirements). Please refer to the *University of New Mexico Core Curriculum* on pages 65-67 for a list of allowable core curriculum elective courses.

### Program Learning Goals

The office & 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 & business technology, our students will demonstrate that they have developed the ability to:

1. Understand and possess broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
2. Use electronic equipment to compose letters, memos, and emails; send and receive faxes; answer phones and schedule meetings.
3. Use a variety of software programs to create spreadsheets, databases, publications, and presentations.
4. Become Certified in Microsoft Office System (MOS) and Office Professional Assessment Certification (OPAC).
5. Obtain an entry-level position as an administrative assistant in an office environment such as: medical, legal, education, government, and small or large business.
6. 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 the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

# Office and Business Technology

## Associate of Applied Science in Office and Business Technology Degree Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 101 .....	3
___ OBT 101 .....	3
___ OBT 110 .....	3
___ CS 150 .....	3
___ Fine Arts, Humanities, or Foreign Language Elective (see explanation).....	3
<b>Semester 2</b>	
___ ENGL 102 .....	3
___ ENG 119.....	3
___ MGMT 116.....	3
___ OBT 111 .....	3
___ MGMT 113.....	3
___ IT 121 .....	3
<b>Semester 3</b>	
___ OBT 112 .....	3
___ OBT 265 .....	3
___ OBT 205 .....	3
___ OBT 235 .....	3
___ IT 122 .....	3
___ Social & Behavioral Sciences Elective (see explanation) .....	3
<b>Semester 4</b>	
___ OBT 257 .....	3
___ OBT 260 .....	3
___ OBT 263 .....	3
___ OBT 295 .....	3
___ OBT 219 or OBT 221 or IT 270 or IT 205.....	3
___ Physical & Natural Sciences elective (see explanation) .....	3

### Explanation of Elective Courses

Students must complete one course chosen from the UNM Core Curriculum in Fine Arts, Humanities, or Foreign Language. ECON 105 or ECON 106 are highly recommended.

Students must select one Social & Behavioral Sciences course from the UNM Core Curriculum (see page 66).

Students must select one Physical & Natural Science course from the UNM Core Curriculum (see page 66).

**Office & Business Technology  
Certificate Requirements**





# Office and Business Technology

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## Office & 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: 36 (see checklist for specific requirements).

### Program Learning Goals

Please refer to the associate of applied science in office & business technology for information on learning goals for this program.

### Contact and Advising Information

Information about the office and business technology certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Ms. Cindy Chávez at 925-8706 or [c2chavez@unm.edu](mailto:c2chavez@unm.edu).

### Course Prerequisites

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

**Course:** ENGL 100 & AENG 100—or place into ENGL 101;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

# Office and Business Technology

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## Office and Business Technology Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 119 .....	3
___ OBT 110 .....	3
___ CS 150 .....	3
___ OBT 111 .....	3
<b>Semester 2</b>	
___ IT 121 .....	3
___ OBT 101 .....	3
___ OBT 112 .....	3
___ MGMT 116.....	3
<b>Semester 3</b>	
___ OBT 205 .....	3
___ OBT 295 .....	3
___ OBT 235 .....	3
___ OBT 257 .....	3

# Health Sciences

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## Health Sciences Programs

### Program Description

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

### Career and Educational Advancement Opportunities

With the exception of the CMA program which requires that students have already passed the Certified Nursing Assistant exam, students may enroll in any of the health sciences programs offered at UNM-Valencia as they build on basic skills required for the provision of care at various facilities in the healthcare field. PCAs 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). In order to enroll in the CMA program and sit for the certification exam, students must have successfully completed the CNA program and certification exam as CMAs are authorized to administer medication in healthcare settings, also under the supervision of an RN. Phlebotomists are in demand in many healthcare settings as well as in testing and reference laboratories. Prospective nursing students are often 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.

### Program Requirements

Total credit hours required: Certified Medication Aide: 6 credit hours to include 60 hours lecture/skills lab and 32 hours clinical; Certified Nursing Assistant: 8 credit hours to include 96 hours lecture/skills lab and 32 hours clinical; Personal Care Attendant (Home Health Aide): 5 credit

hours to include 64 hours lecture/skills lab and 16 hours clinical/job shadowing; and Certified Phlebotomy Technician: 12 credit hours to include 120 hours lecture/skills lab and 120 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 First 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.

### 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.

### Contact and Advising Information

Information about the health sciences programs is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Co-Chair of the Science & Mathematics Division for Science Programs, Dr. Miriam Chávez at 925-8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

### Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT, or through completion of ENGL 100 and MATH 099 with a grade of "CR."

# Health Sciences

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## Health Sciences Programs Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Program Course	Credit Hours
<b>Personal Care Attendant (Home Health Aide)</b>	
__PCA 101 .....	5
<b>Certified Nursing Assistant</b>	
__CNA 101L .....	8
<b>Certified Medication Aide</b>	
__CMA 101L.....	6
<b>Certified Phlebotomy Technician</b>	
__PBT 101 .....	8
__PBT 102 .....	4

# Job Skills

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## Job Skills Certificate

### Program Description

The job skills certificate program was originally developed to enable students to obtain a credential in specific occupational skills while improving basic writing, reading, computing, mathematics, and interpersonal communication skills, as well as job seeking strategies.

### Career and Educational Advancement Opportunities

Students enrolled in the job skills certificate program can complete workplace specific courses, such as the various health sciences and construction technology programs now available at UNM-Valencia Campus while broadening their basic academic and communications skills.

### Program Requirements

Total credit hours required: 28 (see checklist for specific requirements).

### Program Learning Goals

The job skills certificate program provides students with quality instruction in preparation for continuation of studies in a wide variety of programs. 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 job skills certification, our students will demonstrate that they have developed the ability to:

1. Demonstrate basic workplace skills in industry-specific trades and careers.
2. Essential academic skills in English, math, and reading for success in a workplace setting.
3. Basic team-building and communication skills.
4. The basics of a good work ethic and successful job-seeking strategies.

### Contact and Advising Information

Information about the job skills certificate program is available from the Advisement Center at (505) 925-8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the manager of Community Education, Rita Logan, at (505) 925-8971 or [rlogan@unm.edu](mailto:rlogan@unm.edu).

### Course Prerequisites

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

**Course:** ENGL099 & AENG 099—or place into ENGL 100;

**Credit Hours:** 4 & 2; **COMPASS/ACT Minimum Scores:** 75/19

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

**Credit Hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# Job Skills

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## Job Skill Certificate Requirements

Recommended course sequence for full-time students. Students should see an advisor to customize their educational plans.

Course	Credit Hours
<b>Semester 1</b>	
___ ENGL 100 .....	4
___ AENG 100 .....	2
___ MATH 100 .....	4
___ ACAM 100 .....	2
___ IT 101 .....	1
<b>Semester 2</b>	
___ JS 101 .....	6
___ JS 201 .....	6
___ OBT 295 .....	3

## **Curricula and Degrees**

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## **Course Descriptions**





# Course Descriptions

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## Academic Course Offerings

Within the limits of its facilities and resources, the University of New Mexico–Valencia Campus is able to offer any University of New Mexico course up to the 299-level. Enrolling for a UNM course at the Valencia Campus is equivalent to taking the course at UNM Main. Consequently, there is no need for petitioning to transfer academic courses to UNM-Albuquerque.

## Career/Technical Course Offerings

UNM-Valencia offers a variety of courses developed by the Valencia Campus for various business, technology, and health-related programs offered at UNM Valencia. These courses, which are not generally accepted at UNM Main or other four-year institutions as credits towards a bachelor's degree program, have the following prefixes: CMA, CNA, CAD, CT, GENS, JS, IT, OBT, PBT, and PCA.

## Developmental Studies Course Offerings

UNM-Valencia also offers pre college studies courses aimed at preparing students for college-level studies. In English and Mathematics these courses have numbers less than 101 (i.e., 098, 099, & 100). We also offer academic studies courses in English (AENG) and mathematics (ACAM) aimed at improving reading and studies skills. These courses do not count towards a certificate or associate degree at UNM-Valencia 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 Common Core Offerings

Courses which are part of the 37 credit hour UNM Core Curriculum or 35-credit hour New Mexico Lower-Division Common Core are noted as such in *italics* at the end of the course description. Detailed descriptions of the UNM Core Curriculum and the New Mexico Lower-Division Common Core are listed in the Academic Curricula and Degree Requirements section. Please note that Art Studio and Foreign Language courses are not part of the New Mexico Lower-Division Common Core and that certain Literature courses are not part of the UNM Core Curriculum.

## Glossary of Terms Used in Course Descriptions

The following describes some of the terms (*underlined*) 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 & 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 Common Core (please see description directly above).

Co-requisite – Indicates course/s in which a student must be enrolled during the same semester.

## Course Descriptions

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Credit not allowed... – Some courses will not count for credit if the student has already taken another specified course (e.g., BIOL 110 & 123, CHEM 111L & 121L).

Grade option – The subset of grades which 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 & 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 Common Core – Indicates the area (if any) in the New Mexico Lower-Division Common Core to which the course can be applied (NMCCN stands for “New Mexico Common Core Number”).

Placement – Certain freshman-level English and mathematics courses require minimum placement scores on standardized tests (e.g., COMPASS, ACT, SAT) in place of prerequisites.

Prerequisite – Indicates course/s which 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 – Indicates the area (if any) in the UNM Core Curriculum to which the course can be applied.

### **Academic Studies in English (AENG)**

**AENG 099: College Reading and Study Skills.** (4) A first-semester academic studies course offering a student-centered orientation to college, integrated reading, writing, and study skills, collaborative group projects, a wide range of activities and strategies for successful learning, and which includes a skills laboratory.  
Grade option: RA, RB, RCR/RNC. Co-requisite: ENGL 099.

**AENG 100: Academic Studies College Prep.** (2) This course integrates academic reading, writing, and critical thinking, college-level notetaking, library skills, exploratory research, group-work, oral presentations, as well as summary, application, analysis, evaluation, and synthesis of complex material and challenging and stimulating texts. Students will map out writing and speaking assignments using a variety of effective structures such as analysis, investigation, argument, classification, and cause and effect. In the process, students will learn to understand, demystify, and identify patterns in the structures, codes, expectations, and vocabulary of academia. Grade option: RA, RB, RCR/RNC. Co-requisite: ENGL 100.

# Course Descriptions

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## Academic Studies in Mathematics (ACAM)

**ACAM 100: Academic Studies Mathematics Prep.** (2) Strategies for successful achievement in mathematics, including techniques for productive time management, effective note taking in mathematics, useful study and test taking skills for mathematics, and strategies for improving critical thinking and problem-solving ability. Grade option: RA, RB, RCR/R NC. Co-requisite: MATH 100.

## American Studies (AMST)

**AMST 185: Introduction to Race, Class & Ethnicity.** (3) An interdisciplinary introduction to the issues of race, class, and ethnicity in American life and society. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 4: Social & Behavioral Sciences.

**AMST 186: Introduction to Southwestern Studies.** (3) Provides both an introduction to the complex history and culture of the Southwestern United States and a demonstration of the possibilities of the interdisciplinary study of regional American culture. It is as multicultural in its content as it is multidisciplinary in its methodology. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities.

## 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. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 4: Social & Behavioral Sciences. New Mexico Lower-

Division Common Core – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**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. Also offered as LING 101. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 4: Social & Behavioral Sciences.

**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. Suggested prerequisite: ENGL 101.

**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. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 4: Social & Behavioral Sciences; New Mexico Lower-Division Common Core – Area IV: Social/Behavioral Sciences (NMCCN 2113).

**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. Suggested prerequisite: ENGL 101.

## 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

# Course Descriptions

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lectures supplemented by museum exhibition attendance. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts (NMCCN 1013).

**ARTH 201: History of Art I.** (3) Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque, and Gothic Art. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts (NMCCN 2113).

**ARTH 202: History of Art II.** (3) Western art from Early Renaissance to Impressionism. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts (NMCCN 2123).

## 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. UNM Core Curriculum – 7: Fine Arts.

**ARTS 121: Two-dimensional Design.** (3) Emphasis on elements of line, form, value, color theory, painting principles, and visual vocabulary. Particular attention is placed on a disciplined approach toward design and development of perceptual skills. Suggested co-requisite: ARTH 101. UNM Core Curriculum – 7: Fine Arts.

**ARTS 122: Three-dimensional Design.** (3) Emphasis on materials, processes, and vocabulary. Particular attention is placed on traditional and contemporary approaches to sculpture through the consideration of spatial concepts and making of three-dimensional objects. Suggested co-requisite: ARTH 101. UNM Core Curriculum – 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. UNM Core Curriculum – 7: Fine Arts.

**ARTS 168: Ceramics I – 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 122. UNM Core Curriculum – 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. Students are strongly encouraged to enroll in ARTS 188 the following semester. Suggested co-requisite: ARTS 121. UNM Core Curriculum – 7: Fine Arts.

**ARTS 188: Visualizing Ideas Using Photography.** (3) This course will help students to develop their ideas conceptually. Students will work in digital, color, and black & white processes, and experiment with cameras, scanners, and other technology to

## Course Descriptions

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further their ideas. Prerequisite: ARTS 187. UNM Core Curriculum – 7: Fine Arts.

**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 121. UNM Core Curriculum – 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 that explore aspects of still life, landscape, portraiture, and/or the figure. Prerequisites: ARTS 106, ARTS 121; suggested co- or prerequisite: ARTS 205. UNM Core Curriculum – 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 123. UNM Core Curriculum – 7: Fine Arts.

**ARTS 268: Ceramics II.** (3 to a maximum of 6) Continuation of 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 122 and ARTS 168. UNM Core Curriculum – 7: Fine Arts.

**ARTS 274: Introduction to Printmaking.** (3) Fundamental techniques, methods, and expressive potentials of the major printmaking processes, including monotype, etching, lithography, woodcut, and xerography. Instruction includes lecture, demonstrations, practice, and critique. Prerequisites: ARTS 106, ARTS 121; co-requisite: ARTS 205 or ARTS 207. UNM Core Curriculum – 7: Fine Arts.

**ARTS 287: Black & White Photography.** (3) Concentrates on black and white photographic techniques: film processing and fine black and white printing. Prerequisite: ARTS 187 and ARTS 188; suggested pre- or co-requisite: ARTS 121. UNM Core Curriculum – 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 and ARTS 188. UNM Core Curriculum – 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. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**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. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico

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Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

## **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. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**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. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**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. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science.

**BIOL 124L: Biology for Health-Related Sciences and Non-Majors Lab.** (3) One credit optional laboratory to accompany 123. Pre- or co-requisite: BIOL 123. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common

Core – Area III: Laboratory Science.

**BIOL 201: 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. Credit not allowed for both BIOL 201 and BIOL 219. Pre or co-requisite: CHEM 121L.

**BIOL 202: 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. Prerequisites: BIOL 201 and CHEM 121L. Pre or co-requisite: CHEM 122L.

**BIOL 203L: Ecology and Evolution.** (4) 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. Lecture: 3 hours; lab: 3 hours. Lab material includes a survey of the diversity of life. Prerequisites: BIOL 202, CHEM 122L. Pre or co-requisite: MATH 162 or MATH 180.

**BIOL 204L: Plant and Animal Form and Function.** (4) Introduction to plant systems including: structure, growth, transport, nutrition, reproduction, development, and control systems. Introduction to animal systems including: nutrition, circulation, reproduction, and development; and immune, control, and nervous

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systems. Lecture: 3 hours; lab: 3 hours. Prerequisites: BIOL 202 and CHEM 122L. Pre or co-requisite: BIOL 203L and MATH 162 or MATH 180.

**BIOL 237: Human Anatomy and Physiology I.** (3) An integrated study of human structure and functions of the skeletal, muscular, nervous, and cardiovascular systems. Lecture: 3 hours. Prerequisites: BIOL 123/124L and CHEM 111L or CHEM 121L).

**BIOL 238: Human Anatomy and Physiology II.** (3) Continuation of BIOL 237. Cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Lecture: 3 hours. Prerequisites: BIOL 237.

**BIOL 239L: Microbiology for Health Sciences.** (4) Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a biology major. Prerequisites: BIOL 123/124L and CHEM 111L or CHEM 121L. Lecture: 3 hours; lab: 4 hours required for pharmacy students, 3 hours required for nursing and dental hygiene students. Credit not allowed for both BIOL 239L and BIOL 351 and BIOL 352L.

**BIOL 247L: Human Anatomy and Physiology Laboratory I.** (3) Laboratory work using cadavers. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237. Pre- or co-requisite: BIOL 237. Lab: 3 hours.

**BIOL 248L: Human Anatomy and Physiology Laboratory II.** (3) Continuation of BIOL 247L. Topics integrated with BIOL 238. Pre- or co-requisite: BIOL 247. Lab: 3 hours.

**BIOL 299: Topics in Biology.** (1-4) Transferable to the UNM Biology Department as an elective.

## Business Management (MGT)

**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.

## Certified Medication Aide (CMA)

**CMA 101L: Certified Medication Aide.** (6) This course provides specialized training in medication administration for patients in long-term care facilities or those with developmental disabilities consistent with NM Board of Nursing guidelines and under the supervision of a healthcare professional (RN). Stu-

## Course Descriptions

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dents must be a Certified Nursing Assistant (CNA) to take this course which prepares them for the NM Board of Nursing CMA Certification exam. Lecture/Skills Lab: 60 hours; Clinical: 32 hours. 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 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. Employers in the healthcare setting will require a finger print background check and drug testing prior to hiring. A UNM-Valencia Campus Certificate of Completion is awarded upon successful completion of this course.

### **Certified Nursing Assistant (CNA)**

**CNA 101L: Certified 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 (NACEP) exam. Lecture/skills lab: 96 hours total, clinical: 32 hours total. 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 be certified in American Heart Association Basic Life Support for Healthcare Providers CPR, have a current TB test and be able to lift a minimum of 50 lbs. Employers in the healthcare setting will require a finger print background check and drug testing prior to hiring. A UNM—Valencia Campus

Certificate of Completion is awarded upon successful completion of this course.

### **Certified Phlebotomy Technician (PBT)**

**PBT 101L: Certified Phlebotomy Technician.** (8) This course prepares students to become a Certified Phlebotomy Technician. Training includes anatomy, safety, blood-drawing techniques, specimen preparation, equipment maintenance, and associated clerical, customer service, and basic work skills. Prior to entering clinical setting in the final weeks of class, students must show proof of all standard immunizations as well as a current TB test and at least the first of the Hepatitis B series. Employers in the healthcare setting will require a finger print background check and drug testing prior to hiring. A UNM-Valencia Campus Certificate of Completion is awarded upon successful completion of this course. 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.

**PBT 102L: Certified Phlebotomy Technician Clinical.** (4) Clinical apprenticeship program for PBT 101L. Successful completion required for credit in PBT 101L. Clinical: 120 hours total.

### **Chemistry (CHEM)**

**CHEM 111L: 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 technology. Lecture: 3 hours; lab: 2 hrs. Credit not allowed for both CHEM 111L and CHEM 121L. Suggested prerequisite: MATH 120. UNM Core Curriculum – 3: Physical & Natural Sciences;



# Course Descriptions

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New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**CHEM 121L: General Chemistry.** (4) Introduction to the chemical and physical behavior of matter. Lecture: 3 hours, lab: 3 hours. Credit not allowed for both CHEM 111L and CHEM 121L. Prerequisite: completion of MATH 121, MATH 150 with a grade of C or higher or a math placement score that qualifies the student for MATH 162 or MATH 180. Suggested prerequisite: CHEM 111L. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1214).

**CHEM 122L: General Chemistry.** (4) Continuation of CHEM 121L. Lecture: 3 hours, lab: 3 hours. Prerequisite: CHEM 121L or CHEM 131L with a grade of C or higher. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1224).

**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 121L. Certified Nursing Assistant (CNA).

## Communication & Journalism (CJ)

**CJ 110: Introduction to Mass Communication.** (3) 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. Also offered as MA 110. Suggested prerequisite: ENGL 101.

**CJ 130: Public Speaking.** (3) A performance course that deals with the analysis, preparation, and presentation of speeches. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division Common Core – Area I: Communications (NMCCN 1113).

**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. Suggested prerequisite: ENGL 101.

**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. Suggested prerequisite: ENGL 101. New Mexico Lower-Division Common Core – 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. Suggested prerequisite: ENGL 101.

## Computer-Aided Drafting (CAD)

**CAD 150T: 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: 3 hours. Prerequisite: Approval of the instructor.

**CAD 160T: Introduction to AutoDesk Revit.** (4) An introductory course to building information modeling. The basic features

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of Autodesk's REVIT software will be covered. Lecture: 3 hours; lab: 2 hours.

**CAD 180T: 3D Studio I.** (4) Introductory course in 3D modeling, rendering, and animation. Lecture: 11/2 hours, lab: 2 hours. Prerequisite: CS 150 or permission of instructor.

**CAD 185T: Architectural Drafting.** (4) An introductory architectural drafting course covering basic drafting skills and conventions.

**CAD 195T: Introduction to Technical Drafting.** (4) Includes basic drafting skills, geometric construction, multi-view projection, and dimensioning.

**CAD 255T: 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. Prerequisite: IT 101 or equivalent computer literacy.

**CAD 260T: Intermediate Computer-Aided Drafting.** (4) This course covers discipline, specific environment, and data input/export. Lecture: 3 hours; lab: 2 hours. Prerequisite: CAD 150.

**CAD 270T: Advanced Computer-Aided Drafting.** (4) Course in advanced CAD techniques, including macro programming and production drafting. Prerequisites: CAD 260.

**CAD 293T: Topics in CAD.** (1-4)

**CAD 295T: 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 World Wide Web 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. Pre or co-requisite: MATH 162.

**CS 152L: Computer Programming Fundamental for Computer Science Majors.** (3) 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. Also offered as MATH 151L. Lecture: 3 hours, recitation: 1 hour. Prerequisite: MATH 150 (C- or higher).

## Construction Technology (CNST)

**CNST 293: Topics in Construction Technology.** (1-3) Various topics in the broad area of construction technology (e.g., carpentry, concrete finishing, electrical, electronic systems, glazing, HVAC, industrial maintenance, instrumentation, insulation, masonry, painting, pipefitting, plumbing, roofing, sheet metal, and industrial welding). May be repeated for credit.

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## **Construction Technology Core (JS)**

**JS 101L: Construction Technology Core.** (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 blueprints, effective use of hand and power tools, and basic rigging.

## **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 and Implementation I.**

(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,

## Course Descriptions

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health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: ECME 117L.

**ECME 117L: Curriculum Development and Implementation Practicum I.** (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.

**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 lit-

eracy and reading skills of native speakers and English language learners will be presented.

**ECME 217: Curriculum Development and Implementation II.** (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.

**ECME 217L: Curriculum Development and Implementation Practicum II.** (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.

**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.

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**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 & 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. Suggested co-requisite: EPS 105L. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**EPS 105L: Physical Geology Laboratory.** (1) Minerals, rocks, and topographic and geologic maps; field trips. 2 hrs. lab. Pre- or co-requisite: EPS 101. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division Common Core – Area III: Laboratory Science (NMCCN 1114).

**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. UNM Core Curriculum – 3: Physical & Natural Sciences.

**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. UNM Core Curriculum – 4: Social & Behavioral Sciences. New Mexico Lower-Division Common Core – Area IV: Social/Behavioral Sciences (NMCCN 2113).

**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. UNM Core Curriculum – 4: Social & Behavioral Sciences. New Mexico Lower-Division Common Core – Area IV: Social/Behavioral Sciences (NMCCN 2123).

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### **Education (ARTE, EDUC, ETSS, & SPCD)**

#### **ARTE 214: Art in Elementary and Special Classrooms I.** (3)

Understanding the art process as it relates to the growth and development of children. Experiences, methods, and curriculum for art education in the elementary school.

**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 220: Exploring Schools and Teaching.** (2) This course is open to all university students interested in exploring schools, teaching, contemporary education issues, and teaching as a profession.

**EDUC 293: Topics in Education.** (1-3) Various topics related to education from an interdisciplinary perspective. May be repeated for credit, no limit.

**LLSS 183: Introduction to Education in New Mexico.** (3) An exploration of contemporary issues around diversity, culture, and education in New Mexico. The course is of special interest to students considering a teaching career. Projects in schools and/or community sites are part of requirements.

**SPCD 201: Education of the Exceptional Person.** (3) A survey of the characteristics and educational needs of exceptional children. Includes definition, etiology, characteristics, and various educational alternatives for each of the exceptionalities. Suggested co-requisite: SPCD 204.

**SPCD 204: Introduction to Special Education.** (2) Field experience and seminar in special education settings. Required of all undergraduate majors. Suggested co-requisite: SPCD 201.

**SPCD 293: Topics.** (1-3) Designed to offer specialized content to paraprofessionals working with handicapped learners. May be repeated for credit, no limit.

### **Emergency Medical Services (EMS)**

**EMS 101: EMT-Basic.** (7) Prepares providers to recognize medical and traumatic emergencies and to intervene and stabilize patients while in transport to an advanced care facility. Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lecture and lab instruction to prepare the student to sit for New Mexico and National Registry testing. Students must obtain current certification in American Heart Association Basic Life Support for Healthcare Providers CPR before the first class session.

**EMS 201: EMT-Intermediate.** (5) 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. Students must obtain current certification in American Heart Association Basic Life Support for Healthcare Providers CPR before the first class session.

**EMS 110: First Responder.** (4) A 72-hour course consisting of 40 hours of didactic instruction which includes the minimum standard Department of Transportation curriculum to prepare

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the student for pre-hospital field techniques and 32 hours of lab instruction which includes individual instruction in airway management and patient assessment skills. Students must obtain current certification in American Heart Association Basic Life Support for Healthcare Providers CPR before the first class session.

**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 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.

### English (ENGL)

#### Writing Courses:

**ENGL 098: Developmental English I.** (4) An intensive study of fundamental writing skills, focusing upon sentence structure and fluency; includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Placement: minimum writing COMPASS score of 15, or verbal ACT score of 11 (lower scores on either of these will require the student to take Adult Education courses).

**ENGL 099: Developmental English II.** (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: Successful completion of ENGL 098 (RA, RB, or RCR) or minimum writing COMPASS score of 34, or verbal ACT score of 14. Co-requisite: AENG 099.

**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 COMPASS score of 57, or verbal ACT score of 17. Co-requisite: AENG 100.

**ENGL 101: Composition I: Exposition.** (3) Expository writing and reading. Concentrates on organizing and supporting ideas in writing. Prerequisites/ placement: Successful completion of ENGL 100 (A, B, or CR), or minimum writing COMPASS score of 75, or verbal ACT score of 19, or verbal SAT score of 450. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division Common Core – Area I: Communications (NMCCN 1113).

**ENGL 102: Composition II: Analysis and Argument.** (3) Practice writing analytic and argumentative essays based on expository and literary readings. Some research required. Prerequisites/ placement: Successful completion of ENGL 101 (C or higher), or minimum verbal ACT score of 29, or verbal SAT score of 650. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division Common Core – Area I: Communications (NMCCN 1123).

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**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 101.

**ENGL 219: Technical and Professional Writing.** (3) Practice in writing and editing of workplace documents, including correspondence, reports, and proposals. Prerequisite: ENGL 101 (B or higher), ENGL 102 (C or higher), or verbal ACT score of 30, or verbal SAT score of 651. *UNM Core Curriculum* – 1: Writing & Speaking; *New Mexico Lower-Division Common Core* – Area I: Communications.

**ENGL 220: Expository Writing.** (3) An intermediate course with emphasis on rhetorical types, structure, and style. Prerequisite: ENGL 101 (B or higher), ENGL 102 (C or higher), or verbal ACT score of 30, or verbal SAT score of 651. *UNM Core Curriculum* – 1: Writing & Speaking.

**ENGL 221: Introduction to Creative Writing --Fiction.** (3) A beginning course in fiction, emphasizing process over product. Introduces issues of craft, workshop vocabulary, strategies for revision, and the habit of reading as a writer. Prerequisite: ENGL 101 or its equivalent.

**ENGL 222: Introduction to Creative Writing—Poetry.** (3) A beginning course in poetry, emphasizing process over product. Introduces issues of craft, workshop vocabulary, strategies for re-

vision, and the habit of reading as a writer. Prerequisite: ENGL 101 or its equivalent.

**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 298: Workshop in Literature or Writing.** (1-3) Various topics in literature, language, and writing. May be repeated for credit up to 6 credit hours.

### Literature Courses:

**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. *UNM Core Curriculum* – 5: Humanities; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts.

**ENGL 211: Topics in Literature.** (3) Surveys a specific type or area in literature, such as 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 or permission of the instructor.

**ENGL 250: The Analysis of Literature.** (3) First course required of all English majors. Concentrates on methods of liter-



# Course Descriptions

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ary analysis and critical thinking. Prerequisite: ENGL 102 or its equivalent or permission of the instructor.

## General Studies (GENS)

**GENS 193: Topics.** (1-3) General reading and class discussion in topical areas of interest requested by students or community entities.

## 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. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts (NMCCN 1053).

**HIST 102: Western Civilization Post 1648.** (3) 1648 to present. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts (NMCCN 1063).

**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. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts (NMCCN 1113).

**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. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities; New Mexico Lower-

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*Division Common Core* – Area V: Humanities and Fine Arts (NMCCN 1123).

**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, see Schedule of Classes and contact Department. May be repeated for credit without limit provided the topics vary. Suggested prerequisite: ENGL 101.

**HIST 260: History of New Mexico.** (3) Introduction to New Mexico history from earliest human settlement to present day. Suggested prerequisite: ENGL 101.

## 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 121: Electronic Spreadsheets.** (3) Introduction to concepts and applications of electronic spreadsheets. Suggested prerequisite: 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

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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. Prerequisites: 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 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.

### Job Skills (JS)

**JS 101L: Topics/Introduction to Job Skills.** (1-6).

**JS 201L: Topics/Introduction to Job Skills.** (1-6).

*Note: See also Construction Technology Core for specific JS 101L courses.* This course of study provides a basic introduction to various job skills. These courses, when combined with basic

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writing, reading, computing, mathematics and communications, may be applied to completion of the Job Skills Certificate (see page 138 for details).

### **Linguistics (LING)**

**LING 101: Introduction to the Study of Language.** (3) 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. Also offered as ANTH 110. LING 101 and ANTH 110 may not both be counted for credit. UNM Core Curriculum – 4: Social & Behavioral Sciences.

### **Mathematics & Statistics (MATH, STAT)**

*Please note the following guidelines in regards pre- and co-requisites:*

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.

A co-requisite course must be taken either before or with the course requiring it.

**MATH 098: Developing Numeracy.** (3) This course is designed to prepare students for MATH 099. Students will review adding, subtracting, multiplying and dividing whole numbers, decimals and fractions in a problem solving context. Grade option: RA, RB, RC, RCR/RNC. Prerequisites: None.

**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. Grade option: RA, RB, RC, RCR/RNC. Prerequisites/placement: Successful completion of MATH 098 (RA, RB, RC, RCR) or minimum pre-algebra COMPASS score of 21, or math ACT score of 5.

**MATH 100: Introduction to Algebra.** (4) Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems, and include a skills laboratory. Grade option: RA, RB, RC, RCR/RNC. Prerequisites/placement: Successful completion of MATH 099 (RA, RB, RC, RCR) or minimum pre-algebra COMPASS score of 36, or math ACT score of 9.

**MATH 106: Problems in Intermediate Algebra.** (1) A study session for MATH 120 students with an emphasis on problem solving. Suggested co-requisite: MATH 120. Grade option: CR/NC.

**MATH 107: Problems in College Algebra.** (1) A study session for MATH 121 students with an emphasis on problem solving. Suggested co-requisite: MATH 121. Grade option: CR/NC.

**MATH 110: Problems in Elements of Calculus I.** (1) Study session for Math 180 with an emphasis on problem solving. Suggested co-requisite: MATH 180. Grade option: CR/NC.

**MATH 111: Mathematics for Elementary and Middle School Teachers I.** (3) The intuitive and logical background of arithmetic; properties of sets; algorithms of arithmetic in base ten and other bases; properties of the integers, mathematical terminology; elements of number theory; problem solving. Prerequisites/placement: Successful completion of MATH 100 (C or higher)

## Course Descriptions

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or minimum pre-algebra COMPASS score of 57, or math ACT score of 19.

**MATH 112: Mathematics for Elementary and Middle School Teachers II.** (3) The properties of the rational number system; extension to the irrationals; decimal and fractional representation of real numbers; intuitive geometry. Prerequisite: Successful completion of MATH 111 (C or higher).

**MATH 116: Topics in Pre-calculus Mathematics.** (3) Selected topics from algebra, geometry and trigonometry. Prerequisite: Permission of the department. Grade option: CR/NC.

**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 and areas of simple geometric shapes. Emphasis on problem solving skills. Acceptable as credit toward graduation in some programs but not acceptable to satisfy the UNM Core Curriculum or New Mexico Lower-Division Common Core requirement in Mathematics. Grade option: A, B, C, D, CR/NC. Prerequisites/placement: Successful completion of MATH 100 (C or CR) or minimum pre-algebra COMPASS score of 57, or math ACT score of 19, or math SAT score of 450.

**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 comple-

tion of MATH 120 (C, CR, or higher) or minimum COMPASS algebra score of 55, or college algebra score of 33, or math ACT score of 22, or math SAT score of 510. UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division Common Core – Area II: Mathematics (NMCCN 1113).

**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 (C or higher) or minimum college algebra COMPASS score of 55, or math ACT score of 25, or math SAT score of 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 120 (C, CR, or higher) or higher math course, or minimum algebra COMPASS score of 55, or math ACT score of 22, or math SAT score of 510. UNM Core Curriculum – 21: Mathematics; New Mexico Lower-Division Common Core – Area II: Mathematics.

**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 120 (C, CR or higher) or

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higher math course, or minimum algebra COMPASS score of 55, or math ACT score of 22, or math SAT score of 510. UNM Core Curriculum – 2: Mathematics.

**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 (C or higher) or minimum college algebra COMPASS score of 55, or math ACT score of 25, or math SAT score of 570. UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division Common Core – Area II: Mathematics.

**MATH 162: Calculus I.** (4) Derivative as rate of change; intuitive, numerical, and theoretical concepts; applications to graphing, trigonometric, and exponential functions; integral as a sum, relation between integral and derivative, applications, mean value theorem. Prerequisites/placement: Successful completion of MATH 123 and MATH 150 (C or higher) or minimum college algebra COMPASS score of 67 and MATH 123 or COMPASS trigonometry score of 54, or math ACT score of 28, or math SAT score of 640. Credit not allowed for both MATH 162 and MATH 180. UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division Common Core – Area II: Mathematics (NMCCN 1614).

**MATH 163: Calculus II.** (4) Transcendental functions, techniques of integration, numerical integration, improper integrals,

sequences and series with applications, complex variables and parametrization of curves. Prerequisite: Successful completion of MATH 162 (C or higher). Credit not allowed for both MATH 163 and MATH 181. UNM Core Curriculum – 2: 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. Prerequisites/placement: Successful completion of MATH 121 or MATH 150 (C or higher) or minimum college algebra COMPASS score of 67, or math ACT score of 26, or math SAT score of 600. Credit not allowed for both MATH 162 and MATH 180. UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division Common Core – Area II: Mathematics (NMCCN 1613).

**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. Prerequisite: Successful completion of MATH 180 (C or higher). Credit not allowed for both MATH 163 and MATH 181. UNM Core Curriculum – 2: Mathematics.

**MATH 193: Topics in Mathematics.** (1-3) Various topics in mathematics including, but not limited to, tools and techniques designed to improve attitudes and performance in math class, and calculator usage.

**MATH 215: Mathematics for Elementary and Middle School Teachers III.** (3) Topics from probability and statistics, coordinate geometry and measurement, and algebra; some applications

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of mathematics; elements of logic; enrichment topics for the classroom. Prerequisite: Successful completion of MATH 112 (C or higher). UNM Core Curriculum – 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 Greens theorem. Prerequisite: Successful completion of MATH 163 (C or higher, not C-).

### Media Arts (MA)

**MA 110: Introduction to Mass Communication.** (3) 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. Also offered as CJ 110).

**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 to a maximum of 6) These courses strengthen students' skills in video technology while

helping them write, direct, and edit video projects that begin to reflect a personal, artistic vision. Prerequisite: MA 111.

### 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. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts (NMCCN 1113).

**MUS 143: University Chorus.** (1) Large mixed chorus. Open to all university students; no audition required. May be repeated for credit for a maximum of 8 hours credit toward degrees in the BUS or 4 hours credit in the College of Fine Arts or in the College of Education or in other colleges.

**MUS 271: Music Today.** (3) A survey of how Western art music and popular music developed during the 20th century, especially with regard to the effect that social and economic forces had upon the art. Attendance at several on-campus concerts is required; discussion and live performances by guest musicians are included. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts.

### 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 technol-

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ogy. 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. UNM Core Curriculum – 3: Physical & 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. UNM Core Curriculum – 3: Physical & 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. UNM Core Curriculum – 3: Physical & Natural Sciences.

### Nursing (NURS)

**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. Prerequisite: NURS 240.

**NURS 239: Pathophysiology I.** (2-4) An introduction to human

pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Pre or co-requisites: BIOL 237, BIOL 247L, and BIOL 239L.

**NURS 240: Pathophysiology II.** (2-4) This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of Pathophysiology for nursing students. Pre- or corequisites: NURS 239, BIOL 238 and BIOL 248L.

### Nutrition (NUTR)

**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 or CHEM 111L or CHEM 121L.

### 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, 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 terminol-



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ogy, 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 wpm 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 wpm) 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 wpm) 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

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emphasized. Students will develop sensitivity in communicating with a diverse workforce. Prerequisite: OBT 110.

**OBT 293: Topics in OBT.** (3) 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. Students must also be certified in American Heart Association Heartsaver CPR and 1st Aid, have a current TB test, and be able to lift a minimum of 50 lbs. prior to entering clinical setting in the final week of class. Employers in the healthcare setting will require a finger print background check and drug testing prior to hiring. A UNM-Valencia Campus Certificate of Completion is awarded upon successful completion of this course. Skills Lab: 64 hours; Clinical/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."

### **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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 5: Humanities; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts (NMCCN 1113).

**PHIL 102: Current Moral Problems.** (3) Ethical issues arising in contemporary society; sexual morality, preferential treatment, racism, punishment, war, and world food distribution. Suggested prerequisite: ENGL 101.

**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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 1: Writing & Speaking; *New Mexico Lower-Division Common Core* – Area V: Humanities and Fine Arts.

**PHIL 201: Greek Philosophy.** (3) An introductory survey of early and classical Greek philosophy. Figures: the Presocratics, Socrates, Plato and Aristotle. Topics: beginnings of scientific thought; theories of the self; the concept of being; ethical relativism, happiness, theories of justice. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 5: Humanities.

**PHIL 202: Modern Philosophy.** (3) An historical study from the Renaissance through Kant. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 5: Humanities.

## Course Descriptions

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**PHIL 245: Professional Ethics.** (3) Examination of social and ethical problems associated with the business, engineering, medical, and legal professions. Suggested prerequisite: ENGL 101.

UNM Core Curriculum – 5: Humanities; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts.

**PHIL 280: Philosophy and Literature.** (3) Topics to vary with selected philosophical movements and their relationships to literary masterpieces. Suggested prerequisite: ENGL 101.

### **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) 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.

## Course Descriptions

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**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 149: Badminton.** (1) Instruction in basic skills and rules of badminton.

**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.

**PEP 293: Topics.** (1-3) May be repeated for credit, no limit.

### Physics (PHYC)

**Note:** The sequence 151, 151L, 152, 152L, is required of pre medical, pre dental, and pre optometry students. Only 151 and 152 are required of pharmacy students.

**PHYC 151: General Physics.** (3) Mechanics, sound, heat.

Prerequisite: Successful completion of MATH 150 or MATH 180 (C or higher). *UNM Core Curriculum* – 3: Physical & Natural Sciences; *New Mexico Lower-Division Common Core* – Area III: Laboratory Science (NMCCN 1114).

**PHYC 151L: General Physics Laboratory.** (1) Mechanics, sound, heat. Lab: 3 hours. Pre- or co-requisite: PHYS 151.

*UNM Core Curriculum* – 3: Physical & Natural Sciences; *New Mexico Lower-Division Common Core* – Area III: Laboratory Science (NMCCN 1114).

**PHYC 152: General Physics.** (3) Electricity, magnetism, optics.

Prerequisite: PHYS 151. *UNM Core Curriculum* – 3: Physical &

# Course Descriptions

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Natural Sciences; *New Mexico Lower-Division Common Core* – Area III: Laboratory Science (NMCCN 1124).

**PHYC 152L: General Physics Laboratory.** (1) Electricity, magnetism, optics. Lab: 3 hours. Pre- or co-requisite: PHYC 152. *UNM Core Curriculum* – 3: Physical & Natural Sciences; *New Mexico Lower-Division Common Core* – Area III: Laboratory Science (NMCCN 1124).

## 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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 4: Social & Behavioral Sciences; *New Mexico Lower-Division Common Core* – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 4: Social & Behavioral Sciences; *New Mexico Lower-Division Common Core* – Area IV: Social/Behavioral Sciences (NMCCN 1123).

**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. Suggested prerequisite: ENGL 101.

**POLS 270: Public Policy and Administration.** (3) Introduces

public policy and bureaucracy, including decision-making and implementation. Suggested prerequisite: ENGL 101.

## 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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 4: Social & Behavioral Sciences; *New Mexico Lower-Division Common Core* – Area IV: Social/Behavioral Sciences.

**PSY 220: Developmental Psychology.** (3) Overview of the physical, perceptual, motor, cognitive, emotional, and social development of children from infancy through adolescence. Pre-requisite: PSY 105. Suggested prerequisite: ENGL 101.

**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 BIOL110, or BIOL 123. Suggested prerequisite: ENGL 101.

**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 101.

## 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 101. *UNM Core Curriculum* – 5: Humanities

# Course Descriptions

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## Science (SCI)

**SCI 099L: Science Problem-Solving Lab.** (1) One-to-one and small group problem solving activities designed to assist the student in the completion of homework assignments, laboratory reports, and test preparation. Co-requisite: enrollment in the corresponding lecture course.

## Sign (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. *UNM Core Curriculum* – 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. Suggested prerequisite: ENGL 101. *UNM Core Curriculum* – 4: Social & Behavioral Sciences; *New Mexico Lower-Division Common Core* – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**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. Suggested prerequisite: ENGL 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. Suggested prerequisite: ENGL 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. Suggested prerequisite: ENGL 101.

**SOC 216: The Dynamics of Prejudice.** (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. Suggested prerequisite: ENGL 101.

**SOC 280: Introduction to Research Methods.** (3) A survey of the major methods of social research: foundations of social research, research design, sampling and measurement, quantitative and qualitative research methods, and data analysis. Prerequisite: SOC 101. Suggested prerequisite: ENGL 101.

# Course Descriptions

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## Spanish (SPAN)

**SPAN 101: Elementary Spanish.** (3) Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening and speaking. UNM Core Curriculum – 6: Foreign Language.

**SPAN 102: Elementary Spanish.** (3) Beginning Spanish for students who have completed SPAN 101 or equivalent. Continued development of four skills with emphasis on listening and speaking. UNM Core Curriculum – 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 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. UNM Core Curriculum – 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. UNM Core Curriculum – 6: Foreign Language.

## Statistics (see Mathematics & Statistics)

## Theatre Arts (THEA)

**THEA 120: Acting Foundations I.** (3) Beginning acting. The basic fundamentals of acting, including analytical and physical skills of the actor, personal work habits, and taking responsibility for the actor's craft. UNM Core Curriculum – 7: Fine Arts.

**THEA 121: Acting Foundations II.** (3) Continuation of THEA 120 with emphasis on textual material. Prerequisite: THEA 120. UNM Core Curriculum – 7: Fine Arts.

**THEA 122: Theatre Appreciation.** (3) For non-majors. Issues of performance, spectatorship, and criticism vis-à-vis theatre and other forms of performance including (but not limited to) dance, ritual, sports, and the performance of everyday life. Attendance at various performances required. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division Common Core – Area V: Humanities and Fine Arts (NMCCN 1113).

**THEA 200: Theatre Practicum.** (1-4) Participation in University theatre season in production capacity. May not duplicate other course assignments. May be repeated for credit if subject matter varies. Grade option: CR/NC. UNM Core Curriculum – 7: 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. Restriction: first semester freshman.

## **Governing Bodies & Faculty**





# Governing Bodies & Faculty

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## Governing Bodies, Administration, and Full-Time Faculty

### The University of New Mexico - Board of Regents

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Dr. Reed Dasenbrock, Secretary of Higher Education, ex officio .....	Santa Fé
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Jack L. Fortner, Vice President .....	Farmington
Carolyn J. Abeita, Secretary/Treasurer .....	Albuquerque
Don L. Chalmers .....	Rio Rancho
John M. “Mel” Eaves.....	Albuquerque
Raymond G. Sanchez .....	Albuquerque
Dahlia R. Dorman, student regent.....	Albuquerque

## University of New Mexico

### Administration

David J. Schmidly, Ph.D. ....	President
Suzanne Trager Ortega, Ph. D. ....	Provost/Executive Vice President for Academic Affairs
Richard Holder, Ph. D.....	Deputy Provost for Academic Affairs
Eliseo Torres, Ph. D. ....	Vice President for Student Affairs
Vivian Valencia.....	Secretary of the University

# Governing Bodies & Faculty

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## University of New Mexico–Valencia Campus

### Advisory Board

Paul Luna, Chair .....	Los Lunas
Belinda Martinez, Secretary .....	Belén
Corrine Sedillo .....	At-Large
David Chávez .....	Los Lunas

## University of New Mexico–Valencia Campus

### Administration

Alice V. Letteney, Ph. D. ....	Executive Director
Reinaldo A.Z. García, Ed.D. ....	Dean of Instruction
Kevin Begley .....	Director, Student Affairs
Andrew Sánchez .....	Director, Campus Resources

## **Governing Bodies & Faculty**

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### **Faculty**

#### **John Anderson**

Assistant Professor, Anthropology

M.S. — University of New Mexico, NM, 1996

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Lecturer II, Transitional Studies Division

Manager, Adult Education Center

M.S. — University of New Mexico, NM, 1999

#### **Claudia Barreto**

Assistant Professor, Biology

Ph.D. — University of Wisconsin, WI, 1994

#### **Toni R. Black**

Associate Professor, Information Technology

Ph.D. — University of New Mexico, NM, 2007

#### **Celestyn M. Brozek**

Associate Professor, Chemistry

Ph.D. — Agricultural Academy, Krakow, Poland, 1979

#### **Gregory L. Candela**

Professor, English

Ph.D. — University of New Mexico, NM, 1981

#### **Steve R. Castillo**

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M.F.A. — University of New Mexico, NM, 1996

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Chair, Business, Technology and Fine Arts Division

M.P.A. — University of New Mexico, NM, 2003

#### **Miriam J. Chávez**

Professor, Biology

Co-Chair, Science Programs, Science and Mathematics Division

Ph. D. — University of New Mexico, NM, 1990

## **Governing Bodies & Faculty**

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Dean of Instruction

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### **Shelley Garcia**

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### **Teresa Goodhue-Conescu**

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### **Khaled Kassem**

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## **Governing Bodies & Faculty**

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### **Michelle D. LeBeau**

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Ph.D. — New Mexico Institute of Mining  
and Technology, NM, 2001

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### **Alex Sánchez**

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M.A. — University of New Mexico, NM, 1972

### **Amiee Shaffner**

Lecturer I, Developmental English

B.A. — University of New Mexico, NM, 2001

### **LeAnn Weller**

Lecturer II, Library Science

M.A. — University of Michigan, 1976



# Appendices

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## Appendix A: Definitions

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

**Administration** — officers, such as the director, the associate directors or the registrar, 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.

**Associate 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 College** — 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 associate director for Student Services.

**Co-Requirement** — 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., associate's, bachelor's, master's), 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.

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**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 total 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 five 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.



# Appendices

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## Appendix B: Student 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 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 students:

#### I. 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, Student Affairs, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

### 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.

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2.7. Theft of property or of services. 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 University 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.

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## 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 & 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.

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## 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.

## 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 Programs Office, 277-5251, 609 Buena Vista NE, or the following Valencia Campus offices: Student Services, Human Resources, and the Executive Director'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 condition 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 na-

# Appendices

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ture 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.

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## **Sexual Assault Policy**

*Approved by the President 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 charges, 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 – Forcible**

A. **Forcible 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. **Forcible sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of

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

## **Sex Offense – Non-forcible (unlawful, non-forcible sexual intercourse)**

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

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

## **III. Educational Programs**

The University of New Mexico – Valencia Campus recognizes the harm caused by sexual assault and the need to educate the

campus community regarding this issue. The Valencia Campus offers the following educational program services:

1. Albuquerque Rape Crisis Center  
1025 Hermosa S.E.  
Albuquerque, New Mexico  
505-266-7711

The Albuquerque Rape Crisis Center 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.

2. UNM-Valencia Campus Counseling Center  
Student Services building  
505-925-8560

The Counseling Center provides crisis intervention, short term mental health counseling, and community referrals. Hours of operation are Monday through Friday 8:30 am to 5:00 pm. After hours appointments can be made by calling 925-8560.

3. Director, 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.

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## 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 a 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 866-2460 (or 911) to report the incident. Students may also contact UNM-Valencia Campus Security office, located in the Student Center, or call 925-8570. Security is available from 8:00 am to 10:00 pm Monday through Friday and Saturday from 8:00 am to 5:00 pm. Security officers and Workstudy security aids patrol the Valencia Campus 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 expressly forbid the commission of sexual assault including rape. In cases where the UNM-Valencia Campus Security office has been contacted, the office will work with the victim and the Director, Student Affairs regarding the Valencia campus taking disciplinary action against the perpetrator under these policies. Violations of the Student and Visitor Codes of Conduct at UNM-Valencia Campus are administered by the Director, 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 the Valencia Campus 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 the Student Services office at 505-925-8560.

Victims in student disciplinary proceedings and victims of sexual assault have the same rights that have been enumerated for the 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



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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.

## Appendix C: 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, 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,

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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, 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 Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

**Step 7.** The Director will present a final decision in writing within seven calendar days. (However, if the grievance is against the Director, the appeal should be made to the Vice President for Academic Affairs 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

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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, 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 Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

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

## Appendix D: 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, 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, Student Affairs. Whenever this penalty is imposed, the instructor shall immediately report the case in full detail in writing to the Director, Student Affairs.*

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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, 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, 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, Student Affairs. The Director, 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 Executive Director for UNM-Valencia Campus.

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

## Location Map & Directions

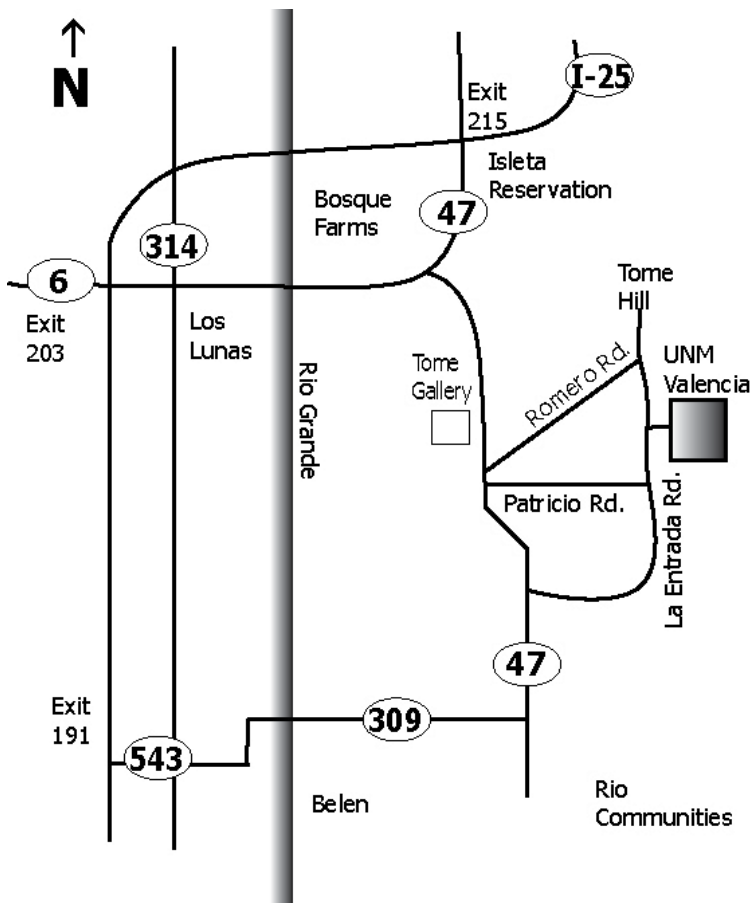
### Directions to the UNM-Valencia Campus

#### From the North:

From Albuquerque, take I-25 south the Exit 215. Turn south on NM 47 and proceed to the Valencia “Y” Shopping Center. Turn left at the light in front of the shopping center and stay on NM 47 for 5.5 miles to **Patricio Road**. Patricio Road is just south of Tome Gallery. Turn left onto Patricio, proceed 1 mile to La Entrada. Turn left onto La Entrada, then right to the campus.

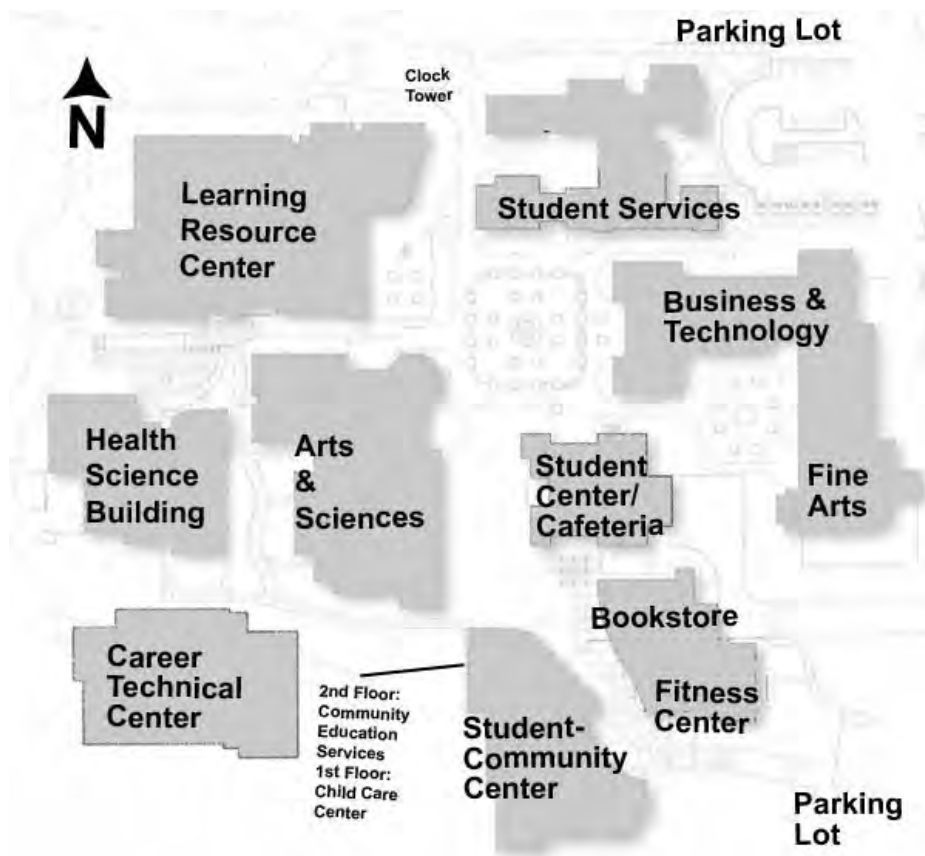
#### From the South:

From Socorro, take I-25 north to Exit 191. Go east on Camino de Llano (NM 548) to Main Street in Belen. Turn left onto Main and proceed north to Reinken (NM 309). Turn right onto Reinken and head east to NM 47. Turn left onto NM 47 and proceed north for 3 miles to La Entrada Road. Turn right onto La Entrada and proceed 3.7 miles to the campus on the right.



# UNM-Valencia Campus

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**The University of  
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# Campus Phone Directory

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## UNM-Valencia Campus Resource Information

*Valencia Campus has many resources to assist you. The following is a guide for your convenience. We are here to serve you!*

### General Information: 925-8500

Academic Office.....	925-8600	Concerns or Complaints About Classes/Instructors .....	925-8600
Adult Basic Education .....	925-8900	Cooperative Education/Internships .....	925-8560
Advisement & Counseling Center .....	925-8560	Degree Checks .....	925-8560
Adding/Dropping A Class .....	925-8580	Development Office.....	925-8550
Address/Name Change .....	925-8580	Developmental Studies and Learning Communities.....	925-8908
Admissions .....	925-8580	Enrollment Verification .....	925-8580
Bookstore.....	925-8801	Executive Director's Office.....	925-8540
Business & Technology .....	925-8700	Facilities .....	925-8565
Cafeteria/Food Orders.....	925-8811	Financial Aid (Workstudy, Grants, Loans, Scholarships) .....	925-8590
Career Services .....	925-8560	Financial Aid Checks .....	925-8520
Cashiers.....	925-8520	Fine Arts .....	925-8722
Challenging A Course .....	925-8580	GED Classes, Assessment, Pre-Test .....	925-8900
Child Care Center.....	925-8870	GED Examination Scheduling .....	925-8560
Class Schedule Copy .....	925-8580	Graduation Petition .....	925-8560
Class Cancellations .....	925-8600		
Community Education.....	925-8970		

# Campus Phone Directory

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Human Resources .....	925-8530	Student Employment Service .....	925-8560
ID Cards .....	925-8560	Student Enrichment Center .....	925-8900
Instructor Locator .....	925-8600	Student Organizations .....	925-8820
Interest Inventory Assessments.....	925-8560	Student Services .....	925-8560
Job Search Workshops .....	925-8910	Student Support Services Program (TRiO/SSS onTRAC).....	925-8574
Learning Resource Center.....	925-8900	Tech Prep Consortium .....	925-8717
Library .....	925-8990	Transcripts .....	925-8580
Lost and Found .....	925-8570	Transferring to Main Campus .....	925-8580
Placement Testing .....	925-8560	Tutoring .....	925-8900
Public Affairs.....	925-8545	Upward Bound.....	925-8861
Refund Inquiries .....	925-8520	Veteran Affairs .....	925-8580
Registration/Enrollment .....	925-8580	Wellness Center .....	925-8830
Security .....	925-8570	Withdrawal from class.....	925-8560
Small Business Development Center .....	925-8980		
Student Employment Checks .....	925-8520		

## **Dreams Start Here!**



## Notes

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**Notes**

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## Notes

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***Dreams Start Here!***

**UNM-Valencia Campus**

**280 La Entrada**

**Los Lunas, NM 87031**

**Student Services: (505) 925-8560**

**General Information: (505) 925-8500**

***vc.unm.edu***