VALENCIA

2022-2023

COURSE CATALOG

UNM-Valencia 2022-2023 Catalog

ACCREDITATION

As a branch community college of UNM-Main, UNM-Valencia is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools. The institution's last comprehensive review occurred in March 2019, and resulted in the reaffirmation of accreditation.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

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

VISION, MISSION AND CORE VALUES

Vision Statement: The vision of UNM Valencia is to embrace excellence in teaching, learning, and service to our community.

Mission Statement: The mission of UNM Valencia is to provide a quality education for a lifetime of success.

Core Values:

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

DEFINITIONS

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

Administration: officers, such as the Chancellor, Dean of Instruction, directors, registrar, etc., who direct branch operations.

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

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

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

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

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

Career/Technical course: a course offered within a specific occupational area.

Catalog: an official publication detailing university policies.

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

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

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

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

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

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

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

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

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

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

Lower division courses: freshman and sophomore level classes.

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

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

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

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

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

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

Registration: the official process of enrollment.

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

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

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

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

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

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

ADMISSIONS

Information

UNM-Valencia 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's students, special application and admission procedures have been created to meet the needs of the students served – including entering freshmen, transfer students, non-degree students, certificate students, and associate degree students.

Lobo ID and Social Security Numbers

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

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

The Application Process

Applications for admission to UNM-Valencia are available online at www.unm.edu/apply, at the Admission/Registration Office or by calling 925.8580.

Applications are required for students who:

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

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

Admission Requirements

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

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

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

Associate Degrees

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

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

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

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

1. $15 nonrefundable application fee.

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

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

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

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

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

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 location, 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 and physical education courses cannot be offered for dual credit.

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

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

1. Be a public high school, private high school, or home school student;

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

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

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

Transferring to UNM-Valencia

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

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

Transferability of UNM-Valencia Courses

The institution to which the student transfers determines transferability of courses taken at UNM-Valencia. General education (e.g. math, English, sciences, humanities, etc.) courses numbered 1101 or above are generally accepted by other institutions when these courses are part of, or are applicable to, a degree program at that institution.

Career/Technical Courses

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as The

Organization, Information and Learning Sciences (OILS) program. In addition, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree-granting program. Your Advisor can help identify which courses are considered career/technical.

New Mexico Residency Requirements

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

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

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

1. The Twelve-Month Consecutive Presence Requirement. A student must physically reside in the state for twelve (12) consecutive months immediately preceding the term for which the student submits his petition. **Note:** A student cannot begin to complete the 12-month requirement until his/her 18th birthday.
2. The Financial Independence Requirement. Only persons who are financially independent may establish residency apart from parents or guardians regardless of age. A student who is financially dependent upon his/her parents or legal guardian who are nonresidents of New Mexico cannot be approved for residency. Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. At the time the student applies for residency (if under 23 years of age), a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the application. If the student is shown to be a dependent on this tax form, he/she is not eligible for residency apart from his/her parents or guardian.
3. The Written Declaration of "Intent" Requirement. The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico.
4. The Overt Acts Requirement. New Mexico requires the completion of several "overt" acts which support the student's declaration of "intent" to become a permanent resident. The required overt acts are evidence of any two of the following:

a. Securing a New Mexico driver's license;
b. Securing a New Mexico automobile registration;
c. Registering to vote in New Mexico;
d. Filing a New Mexico state tax return for the previous year;
e. Securing employment in the state.

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

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

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

Exceptions to Residency Regulations
The following exceptions apply to the requirements to establish residency:

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

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

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

REGISTRATION

Schedule of Classes
Schedules listing Fall and Spring semesters and Summer session course offerings, dates, times, places and instructors are made available online at valencia.unm.edu.

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

Key Deadline Dates
To view relevant deadlines during term, refer to www.registrar.unm.edu and click on Deadline Dates and/or Academic Calendar.

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

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

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

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

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

ENROLLMENT

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

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

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

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

Academic Year (summer session)
1) Full-time: 6 or more credit hours.
2) Half-time: 3-5 credit hours
3) Part-time: 2 or fewer credit hours.

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

1) Adding Credits: Courses may be added to the student's program until the end of the second week of the fall or spring semester, or the first week of the summer session.
2) Dropping Credits: A student may drop courses until the end of the third week of the fall and spring semesters. Grades will not be assigned and the dropped courses will not appear on the student's academic record.

A student may withdraw from a course after the sixth week and before the end of the twelfth week of classes without approval from the Dean of Instruction.

Students who drop or withdraw after the deadline will receive a "W" in their class(es). The "W" means the student withdrew from the class after the drop deadline period. This grade will not have an impact on the student's grade point average. To drop a class after the twelfth week, approval must be obtained from the Dean of Instruction. 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 stop attending 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. Refer to drop deadline dates at www.registrar.unm.edu for specific dates.

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

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

Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a CR/NC option basis.

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

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

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

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

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

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

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

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

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

Enrollment Certification

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

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

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

GRADING PROCEDURES

Grades

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

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

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

Grading Options and Descriptions

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

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

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

Audit (Audit): Recorded for completion of enrollment in an audited course. No credit is earned for an Audit grade option.
Withdrawal (W): A "W" grade is used for approved administrative withdrawals.

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

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

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

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

Follow these steps to remove an Incomplete:
1. The instructor submits the completed grade electronically.
2. The grade automatically updates the student's record.

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

Any course acceptable toward an undergraduate degree can be repeated one time for improvement of a grade. Attempted courses remain on the student record; however, the lower grade is removed from the calculation of the GPA and the new grade is included. The student receives credit only once. Only 12 hours of course work may be repeated for grade improvement. This process is not automatic. A student must contact the Registrar's Office regarding the correct procedure.

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

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

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

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

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

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

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

1. A student seeking retroactive withdrawal, enrollment, grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Records and Registration Office. **This petition process does not cover disputes involving academic judgement (refer to the UNM Pathfinder, "Student Grievance Procedure," *Article 2, Academic Disputes*).**
2. The petition must state the nature of the request *(specific expected results)*, specify the semester involved, the course and section number, the student's name, identification number, mailing address and telephone number. **It must include documentation of extenuating circumstances, such as medical, family or employment needs. The petition must be typed and signed.**
3. A student may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade (effective as of April 2005 as approved by Faculty Senate Operations Committee). **This means no grade change can be petitioned after two years in which the course(s) was/were taken.**

4. Upon receipt of student's petition, the instructor(s) involved is contacted for a statement concerning the request.
5. The petition (along with instructor comments) is forwarded to the Grade Petition Subcommittee of the Faculty Senate Admission and Records Committee for review and decision. If the petition is approved, appropriate modifications are made to the student record.
6. The student is notified in writing of the outcome of the petition. The decision of the subcommittee is final.
7. The student is responsible for tuition and fees incurred.

Academic Renewal Policy

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

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

Academic Rights and Responsibilities of Students

UNM has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM-Valencia catalog and on the campus website. These policies are in keeping with the Family Education Rights & Privacy Act regarding confidentially 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.

Dean's List

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

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

GRADUATION REQUIREMENTS

Associate Degrees

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

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

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

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

Second Associate Degree/Second Certificate
A second certificate or a second associate degree will not be granted until a student has earned a minimum of 15 semester hours above the requirements for the first certificate or degree and has met all requirements for the second certificate or degree including residence requirements.

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

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

Transcripts
Both current and former students may request official transcripts online at www.registrar.unm.edu. The fee for each official transcript requested is $10. Unofficial transcripts can be requested online, or by presenting proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) at the Registrar's Office for a printed copy, at no charge.

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

1) The right to inspect and review the student's education records within 45 days after the university receives a written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

a. Name;

b. Address (school and permanent);

c. Telephone listing;

d. Electronic mail address;

e. Date of birth;

f. Major field of study (including current classification, year, credit load and number of academic credits earned towards degree);

g. Dates of attendance (matriculation and withdrawal dates);

h. Degrees and awards received (type of degree and date granted);

i. Most recent previous educational agency or institution attended; and

j. Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

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

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

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

STUDENT SERVICES

Academic Advisement

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

Academic and program advisement appointments are available through LoboAchieve in Loboweb. Students may also call 505-925-8560 to set up an appointment. Walk-in advisement is available daily for quick questions or issues. Students with 26 or fewer completed credit hours (excluding developmental courses) must see an academic advisor before registering, adding or dropping classes. However, all students are urged to review course selections with an academic advisor prior to registration.

Students who have decided upon a UNM-Valencia or UNM degree major are encouraged to meet with UNM-Valencia academic advisors to develop a degree pathway 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 degree pathways prior to registration. Academic advisors can refer students to career services for assessments and career information. However, program and course selections are ultimately the student's responsibility.

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

Upward Bound Program

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

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

Career Services Center

Career Services are available to all students, alumni, and community members within UNM-Valencia's service area. Services include assistance for those who have not yet chosen a major or have not yet determined a career path. The center helps students to determine possible career and academic areas of concentration through career advisement, which may include taking various assessments. The Career Services Center provides career information on most occupations and guidance on how to access and use the information to make occupational choices. Additionally, the Career Services Center assists in resume writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

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 professionalism.

Cooperative Education/Internship Programs
Cooperative Education and Internships are opportunities for students to gain work experience in a position related to their major field of study. Normally, students are eligible for cooperative education when they have completed their freshmen curriculum (or are nearing the end of their career/technical program in which they have acquired the necessary entry-level skills in their respective field). The number of clock hours a student must work in order to receive credit depends on the individual program. In order for academic credit to be awarded for a cooperative education experience or internship, the program must be approved through the Career Services Center. Interested students should contact Career Services at 505.925.8840 for information on current Cooperative Education/Internship listings.

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

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

Assessment Center

High School Equivalency Exams
High school equivalency exams are offered through the Assessment Center located in the Student Services building. Testing times and availability are subject to change. The cost of the GED® exam is $20 per section for a total of $80 for all four tests. The cost of the computer-based HiSET exam is $10.75 per section for a total of $53.75 for the five-test battery. The cost of the paper-and-pencil version is $15 per section for a total of $75 for the five-test battery. For registration and scheduling of exams please visit GED.com or HiSET.ETS.org. Contact the Assessment Center for questions and for approval of underage forms at 505.925.8560. All candidates are encouraged to prepare for the exam

at the Adult Education Center before registering for the official high school equivalency exams. You may contact the Adult Education Center at 505.925.8900.

Course Placement Testing

Placement tests in reading, mathematics, and writing are offered prior to and during each registration period. Placement tests are administered by the Assessment Center located in the Student Services building. The ACCUPLACER assessment is used to determine a student's placement level. Testing is available by appointment or on a walk-in basis; please contact the Assessment Center at 925-8560 for test dates and times.

New students registering for more than four semester hours of credit or enrolling in a mathematics or English course must take a reading, mathematics, and English placement test. Exemptions are made for students who have: 1) appropriate ACT or SAT scores, 2) prerequisite course work at other post-secondary institutions, 3) and/or qualifying high school GPA or high school equivalency exam results.

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

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

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

College Level Examination Program

UNM-Valencia participates in the College Level Examination Program (CLEP) administered by the College Board. The University of New Mexico grants credit to newly admitted and regularly enrolled (in undergraduate degree status) students who achieve passing scores on the CLEP exams listed below, as approved by the appropriate departments. For all of these CLEP Examinations, the total semester hours to be accepted towards a student's degree is at the discretion of the pertinent degree-granting college. Therefore, students should contact their college advisors for specific information. No credit is granted for Subject Exams not listed. Students should be aware the CLEP Examinations are intended for people with clear strengths in an area. **Important:** There is a 3-month waiting period before repeating a test.

CLEP General Examinations

The university grants credit for qualifying scores on the CLEP General Exams. General credit hours are allowed as follows:

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

CLEP Chart:

GENERAL EXAMS	SCORE	EQUIV. UNM COURSE	CREDIT GRANTED
Humanities	50	General Credit	6
Natural Science	50	General Credit	6
Social Science & History	50	General Credit	6

CLEP SUBJECT EXAMS	SCORE	EQUIV. UNM COURSE	CREDIT GRANTED (Semester Hours)
Algebra, College	59	Math 1220	3
American Government	65	Political Science 1120	3
Biology	50	Biology 1110	3
Calculus	70	Math 1512	4
Chemistry	63	Chemistry 1215-1225	8
French Language	48	French 1110	3
French Language	52	French 1110 & 1120	6
German Language	63	German 1110 & 1120	6
Human Growth & Development	63	Psychology 2120	3
Macroeconomics, Principles of	54	Economics 2110	3
Management, Principles of	54	Management 1110	3
Marketing, Principles of	50	Management 2110	3
Microeconomics, Principles of	54	Economics 2120	3
Psychology, Introductory	56	Psychology 1110	3
Sociology, Introductory	59	Sociology 1110	3
Spanish Language	45	Spanish 1110	3
Spanish Language	50	Spanish 1110 & 1120	6
Spanish Language	57	Spanish 1110, 1120, 2110 & 2120	12
U.S. History I	55	History 1110	3
U.S. History II	55	History 1120	3
Western Civilization I	55	History 1150	3
Western Civilization II	55	History 1160	3

FINANCIAL AID AND SCHOLARSHIPS

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

Financial Aid Deadlines and Resources

Students seeking Federal and/or State financial assistance should submit the Free Application for Federal Student Aid (FAFSA) application by the priority deadline date for fall attendance. Students must reapply for assistance prior to each

academic year on October 1st. Students are required to complete the FAFSA online at studentaid.gov. (Students not eligible to complete a FAFSA may submit a State Aid Application. For assistance contact the Financial Aid Office at 505-925-8590.

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.

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

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

New Mexico Opportunity Scholarship. The New Mexico Opportunity Scholarship provides tuition and fee assistance for students enrolled in credit-bearing certificate or associate degree programs in a public institution of higher education or Tribal College in New Mexico. Students must be New Mexico residents enrolled in at least 6 credit hours and maintain a 2.5 cumulative GPA.

Bridge to Success Scholarship. The Bridge to Success Scholarship is offered to first-time Freshman their first semester while in the process of qualifying for the Legislative Lottery Scholarship.

New Mexico Legislative Lottery Scholarship. Students must have graduated from a public or accredited private New Mexico high school, completed requirements as a home-schooled student registered with the New Mexico Public Education Department, or received a high school equivalency credential recognized by the state of New Mexico while maintaining residency in New Mexico. Student must be a New Mexico resident Further information on the New Mexico Legislative Lottery Scholarship can be found at www.hed.state.nm.us.

William D. Ford Direct Loan Program
The William D. Ford Direct loan program is funded and serviced through the US Department of Education, allowing students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan monies are available. Students must attend at least halftime (six credit hours) to be eligible. See the Financial Aid Office for information on interest rates and repayment.

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

Scholarships
UNM-Valencia offers scholarships to students based on academic achievement and/or financial need. Student are encouraged to complete the Free Application for Federal Student Aid (FAFSA)/State Aid Application to qualify for need based scholarships. Awards are made on both an academic year basis and a semester basis. Students who are enrolled full-time, three-quarter-time, or halftime are eligible for these scholarships. Specialty scholarships may be awarded if funding is available.

The Valencia Campus Scholarship Committee determines scholarship deadlines. The Financial Aid Office has information concerning UNM-Valencia scholarships and applications. To apply visit: https://unmvalencia.awardspring.com

Satisfactory Academic Progress Guidelines
Students receiving financial aid from Federal, State or Institutional resources must be making satisfactory academic progress (SAP) in order to continue to receive aid. Academic progress is measured by three components: 1) completion of a degree within the maximum time frame, 2) 2.0 cumulative grade point average, and 3) earning credit for 67 percent of courses attempted.

Veterans
Educational programs at UNM Valencia 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 Registrar's Office. Applications for the various VA programs can be obtained from the VA School 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.

In accordance with the Title 38 US Code 3679 (e), Section 103 of Public Law (PL) 115-408, 'Veterans Benefits and Transition Act of 2018,' individuals using veterans benefits under chapter 31 or 33 will be allowed to attend or participate in courses, while pending VA payment. UNM-Valencia will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to submit the following to the School Certifying Official:

- A VA Certificate of Eligibility (COE) by the first day of class; or
- A written request to be certified (VA Schedule Approval Form).

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

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

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

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

TUITION AND REFUND POLICY

Cost and Fees[1]

Description.....Cost/Fees

New Mexico Resident:

Part time (i.e., 1-11 credit hours)..... $78.25 per credit hour

Full time (i.e., 12-18 credit hours).....$939

19 or more hours[2] ..... $78.25 per credit hour

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

Non-Resident:

7-11 credit hours..... $213.75 per credit hour

Full-time (i.e., 12-18 credit hours) $2565.00

19 or more hours[2] ..... $213.75 per credit hour

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

Miscellaneous Fees:

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

Audit fee..... $78.25 per credit hour

Returned check fee .....$30 each (nonrefundable)

Installment payment plan fee. $15/payment (nonrefundable)

Transcript fee ..... $10 each

Course challenge fee (except for career/technical courses, developmental studies, and Tech Prep courses vary)……..$78.25 per credit hour

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

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

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

[2] Non-Refundable

Payment Methods

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

Installment Payment Plan

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

credit card in order to set up the payment plan. Student's utilizing the installment payment plan to pay their tuition may also set up a credit line at the Valencia bookstore.

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

Refund Policy[1]
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
[1] Refund policy is subject to change at the discretion of the UNM Student Accounting Office.

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

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

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

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

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

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

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

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

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

OTHER PROGRAMS, SERVICES, and IMPORTANT INFORMATION

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

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

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

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

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

Cafeteria
The UNM-Valencia Cafeteria, located in the Student Union, 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 Union. Check the cafeteria/snack bar for posted hours.

Student Government Association
The Student Government Association (SGA) strives to promote student activities while working to improve student relations with the faculty and administration. The SGA is interested in altruistic and cultural endeavors as well. The SGA

office is in the Student Union. To request a copy of the UNM-Valencia SGA Constitution and Bylaws, contact Student Government.

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

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

Lost and Found
The lost and found area is located in the Police Department in the Student Union.

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

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

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

Children on Campus
Parents must not bring children to university classes or leave children unattended while at campus activities or conducting business on campus. UNM-Valencia 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 registered service animals). Anyone violating this policy is subject to disciplinary and/or legal action.

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

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

Campus Conduct
Enrollment at UNM-Valencia 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 Student Code of Conduct is identical to that of UNM-Main, which is stated in the UNM-Valencia catalog. Some of the more relevant and frequently inquired upon policies and procedures are summarized below.

Dishonesty in Academic Matters
Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

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

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

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

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

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

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

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

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

SPECIAL OPTIONS FOR STUDY

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

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

Practicum, Field-Based, and Cooperative Education Experiences

Practicum, field-based, and cooperative education experiences are available in many of the UNM-Valencia programs. These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities of the work place. Students enroll in classes at UNM-Valencia and work at a training site for a specified number of hours. 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 number of hours worked at the work site. Forty-five hours of work are required to earn one credit hour of academic credit.

2) The grade in the practicum or cooperative education course is based on supervisor feedback as reported in the evaluation.

Students should contact the Career Services Office at 505.925.8840 for information concerning the Cooperative Education and practicum experience.

Online and hybrid courses

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

Students who enroll in an online course, hybrid course, or courses designated as "web-enhanced" (i.e., the instructor uses the internet and, in particular, Canvas, to manage instruction), will need to visit the following web site: canvas.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 (high-speed internet connection preferred);
3) Speakers for listening to presentations; microphone for participating in discussions;
4) Web browser (please visit UNM Canvas home page at canvas.unm.edu for browser requirements);
5) Working knowledge of Windows or Macintosh operating systems;
6) Ability to use web browser, internet connection and electronic mail;
7) Ability to save and copy files and to receive and send email attachments.

ACADEMIC SUPPORT SERVICES

Next Steps: Adult Education Center

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

Services include:

1) High school equivalency test preparation (in English and Spanish) for persons seeking a high school diploma.
2) Preparation for postsecondary education for adults performing below a 12th grade level.
3) Reading and writing instruction for persons wanting to improve basic literacy skills.
4) English as a Second Language for non-native speakers of English wishing to improve listening, speaking, reading, and writing ability.
5) Citizenship instruction for persons wanting to become United States citizens.

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

The Next Steps: 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 Next Steps: Adult Education Center.

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

Americans with Disabilities Act

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

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

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

Equal Access Services

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

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

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

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

Campus Library

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

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

Wellness Center

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

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

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

Guidelines for using the Wellness Center are:

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

Dress requirements are:

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

Small Business Development Center

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

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

The center is located at the UNM-Valencia Workforce Training Center, with services provided to Socorro and Mountainair on a regular basis. Appointments with a counselor can be made in person or by calling 505.925.8980. Materials are available on a walk-in basis.

Teaching and Learning Center

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

Resources

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

Workshops

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

Goals

1) Conduct workshops and classes. Each term the Teaching and Learning Center will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning. Classes will include computer software applications, instructional media development, electronic communication skills and teaching methods.

2) Provide individual consultations to faculty and staff. Faculty can receive assistance developing strategies to improve student learning. Resources, mentors, and information will be provided. All consultations will be confidential.

3) Offer instructional technology tutorials. The Center will provide tutorials for faculty and staff that need help with computer applications and technology.

4) Encourage collaboration between UNM-Valencia faculty and the wider educational community to improve teaching and learning. The Teaching and Learning Center will provide opportunities for faculty to support,

publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by establishing formal and informal communications forums. The Teaching and Learning Center will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

Learning Commons

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

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

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

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

Developmental Studies

Program Description

Developmental Studies (or remedial) courses, which are for college credit, are intended to provide the fundamental preparation for college-level work. The courses do not count towards a degree, although they do qualify for federal financial aid for up to 30 credits.

Educational Advancement Opportunities

Developmental Studies courses are offered in series. Upon the successful completion of the developmental English requirements, the student will register into ENGL 1110 for college credit. FYEX 1110 a required co-requisite course associated with the developmental English course (ENGL 100). Mathematics courses follow a similar pattern beginning with MATH 0099 and then MATH 100 or MATH 021/022 (MATH 021/022 together are equivalent to MATH 100). These courses have required co-requisite MATH 1996 topics courses associated with them. Depending on the student's major, the student will register into MATH 1215, MATH 1170, or MATH 1118 after successfully completing MATH 100.

Program Requirements

Students must successfully complete developmental MATH and ENGL courses before registering into college-level mathematics and English courses. ENGL 1110 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. MATH 1215 or MATH 1215X and/or MATH 1215Y are prerequisite courses for college-level, transfer courses such as MATH 1350, MATH 2118, and MATH 1220. Students are placed into these series of courses according to their placement scores on the ACCUPLACER, ACT, or SAT, or according to analysis of their high school transcripts. The Learning Commons offers tutoring to students who want to improve their ACCUPLACER scores.

Program Learning Goals

Developmental 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, students will demonstrate that they have developed the ability to:

1. Successfully complete MATH 1215, MATH 1215X and MATH 1215Y, MATH 1170, or MATH 2118 and ENGL 1110.
2. Apply effective strategies for critical thinking, study skills, mathematical problem solving, college-level writing and reading including the use of Internet and library resources.

Contact and Advising Information

Information about Developmental Studies is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu.

UNM - Valencia Campus Assessment Center Placement Score Guidesheet				
ACT Score	***SAT Score***	***Next Gen Accuplacer***	***HS Transcript Review***	***Course Placement***
Reading	**Reading**	**Reading**		**Course**
		<237	<2.0 (Accuplacer prep)	Adult Education
<18	<430	237-249	2.0 – 2.5	ENGL 100 & FYEX 1110
18+	430+	250+		Use Writing Score
English	**English**	**Writing**	**English**	**Course**
<14	<380	<237		Adult Education
14 - 18	380-449	237-262	2.6 – 2.9	ENGL 1110Z
19+	450-600	263+	3.0+ *or* 2.7+ and 'B' or higher in most recent English	ENGL 1110
Math	**Math**	**Arithmetic**	**Math**	**Course**
<13	<320	<237	D or lower in Algebra I	Adult Education
13 - 14	320 – 379	237 – 249	C-, C, or C+ in Algebra I or D+ or lower in Algebra II	*(MATH 099 & 1996)
15	380 – 429	250-264	C- or C in Algebra II	*(MATH 021 & 1996 P1) or *(MATH 100 & 1996)
16 -17	4400 – 489	265-284	C+ or B- or B in Algebra II and/or C-, C, or C+ in Statistics or College Readiness Math (CRM)	*(MATH 1215 X/1215Y Lecture & 106 or MATH 1215 X Mastery
18 - 19	490 -519	285-300	B+ in Algebra II and/or B- or B in Statistics or CRM and/or C or lower in Pre-Calc., Trig., or Calc.	Math 1215 Lecture or Math 1130 or Math 1170 or *(Math 1118 & Math 1215X)
Math	**Math**	**QRAS**		**Course**
<16	< 440	<237		Use Arithmetic Score
16 - 17	440 – 489	237 – 247	C+ or B- or B in Algebra II and/or C-, C, or C+ in Statistics or CRM	*(MATH 1215 X/1215Y Lecture & 106 or MATH 1215 X Mastery
18 - 19	490 – 519	248 – 254	B+ in Algebra II and/or B- or B in Statistics or CRM and/or C or lower in Pre-Calc., Trig., or Calc.	Math 1215 Lecture or Math 1130 or Math 1170 or *(Math 1118 & Math 1215X)
20 - 21	520 – 539	255-300	B+ or higher in Algebra II and/or C+ in Pre-Calc., Trig., or Calc.	MATH 1350 or MATH 1118
Math	**Math**	**Advanced A and F (A&F)**		**Course**
<16	<440	<220		use QRAS scores
16 – 17	440 – 489	220-227	C+, B-, or B in Algebra II and/or C-, C, or C+ in Statistics or CRM	*(MATH 1215 X/1215Y Lecture & 106 or MATH 1215 X Mastery
18 – 19	490 – 519	228-237	B+ in Algebra II and/or B- or B in Statistics or CRM and/or C or lower in Pre-Calc., Trig., or Calc.	Math 1215 Lecture or Math 1130 or Math 1170 or *(Math 1118 & Math 1215X)
20 – 21	520 – 539	233-238	B+ or higher in Algebra II and/or C+ in Pre-Calc., Trig., or Calc.	MATH 1350 or MATH 1118
22 – 24	540 – 569	239-248	B or higher in Pre-Calc., Trig., Calc., Statistics, or CRM.	MATH 1220
25+	570 – 599	249-283	A-, A, or A+ in Pre-Calc., Trig., or Calc.	MATH 1230, MATH 1240, MATH 1250
26+	600+	249-283	A-, A, or A+ in Pre-Calc., Trig., or Calc.	MATH 1430
28 +	640 - 699	284 - 300	Need placement scores	PHYC 1230, MATH 1512

CODE OF CONDUCT AND RELATED POLICIES

Student Code of Conduct

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

1. Scope

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

2. Matters Subject to Disciplinary Action

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

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

2.2. Any type of sexual assault, including rape.

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

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

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

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

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

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

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

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

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

2.12. Use or possession of fireworks on university premises or at university-sponsored activities, unless expressly authorized in writing by the president.

2.13. Use, possession, or storage of any weapon on university premises or at university-sponsored activities, unless expressly authorized in writing by the president. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing, or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the university's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate university office.

2.18. Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the process of the university.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. Rights of Students in Disciplinary Matters

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

4. Sanctions

4.1. Any student who violates any of the rules set forth in Section 3 above shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from university employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards and Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling, or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. “Expulsion” means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. “Dismissal” means termination of student employment, either for a stated time period or indefinitely.

4.2.7. “Barred from campus” means being barred from all or designated portions of the university property or activities.

4.3. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student’s record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group’s race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

5. Implementation

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

* All references to university officers, by title, in this Code shall also include the designee(s) of that officer.

VISITOR CODE OF CONDUCT

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

1. SCOPE

The university may take disciplinary action for an offense against the Visitor Code of Conduct when the offense occurs on university premises, as part of a UNM-Valencia-sponsored event or in connection with university activities. "Visitor" means a person who is not a Regent or a student and is not employed by the university.

2. MATTERS SUBJECT TO DISCIPLINARY ACTION

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

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

2.2 Any type of sexual assault including rape.

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

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

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

2.6. Theft of property or of services. Possession of property that is known to be stolen.

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

2.8. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is

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

3. RIGHTS OF VISITORS IN DISCIPLINARY MATTERS

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

4. SANCTIONS

4.1. Any person who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), probation, denial of future university employment or admission, removal from campus, arrest, or being barred from campus. Additionally or alternatively, any sanction applicable to a student under the Student Code of Conduct may be provisionally applied to a visitor, to be made effective should the visitor ever enroll or re-enroll at the University.
4.2. As used in this subsection:
4.2.1. "Verbal warning" means an oral reprimand.
4.2.2. "Written warning" means a written reprimand.
4.2.3. "Probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe sanctions depending on the conditions of the probation.
4.2.4. "Removal from campus" means being physically escorted or forcibly removed to a location off property owned or controlled by UNM, by UNM police officers or other UNM agents.
4.2.5. "Barred from campus" means being barred from all or designated portions of university property or activities.
4.3. The sanctions of denial of admission, readmission, or employment by the university, or barring from campus, will be applied only after notice and an opportunity for an informal hearing before a University officer appointed to review the matter by the President or his/her designee.

4.4 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the visitor's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

5. IMPLEMENTATION

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

STUDENT DISCIPLINARY PROCEDURES

General Rules

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

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

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

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

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

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

Step 2. If the faculty member believes the student's action warrants other disciplinary action, he/she should contact the Director of Student Affairs as outlined below. The party bringing a charge against a student shall file a written complaint with Student Services stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the student misconduct, Student Services shall provide the student with a copy of the charge. The Director of Student Affairs may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

a. Dismiss the allegation and notify the party bringing the charge.

b. Assign a counselor to the case if the case requires counseling.

c. Conduct a private hearing with the student and the party bringing the charge to resolve the matter.

d. Arrange a hearing before the Student Affairs Committee.

Step 3. If the student's action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific charges against him/her which may justify probation, suspension or dismissal from

school. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appeal for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf. The Student Affairs Committee will meet, hear the case and make recommendations to the Director of Student Affairs. The Director of Student Affairs will make a ruling on the case in writing within seven calendar days.

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

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

STUDENT GRIEVANCE PROCEDURES

General Rules

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

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

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

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

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

A. Student vs. Faculty or Staff

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

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

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

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

Step 5. If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with the instructor/staff and student each presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, present evidence (both

written and oral) and/or witnesses, and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation in writing to the student, the instructor or staff member, the chairperson of the department/division and the Dean of Instruction within seven calendar days following the hearing.

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

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

B. Student vs. Student

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

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

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

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

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

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

SEXUAL HARASSMENT

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

Questions about sexual harassment and about the Sexual Harassment Grievance Procedure can be answered by the Equal Opportunity Office, 277-5251, 609 Buena Vista NE, or the following Valencia Campus offices: Student Services, Human Resources, and the Chancellor'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 Tile IX of the Educational Amendments of 1972 and will not be tolerated at The University of New Mexico.

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

1. Submission to such conduct is made either explicitly or implicitly a term or conduct of an individual's employment or academic advancement.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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

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

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

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

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

Procedures for Redress of Sexual Harassment

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964. Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), or third parties (e.g. someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the university's compliance office for Title IX and Title VII and must respond to all

reported incidents of sexual harassment. The OEO will evaluate all reports of sexual harassment recognized by University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. This determination is subject to appeal. The staff of OEO are available to respond to questions about the University's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is 505.277.5251.

Sexual Assault Policy
Approved by the President on 10/7/95

I. Purpose of Policy
This policy provides for The University of New Mexico main and branch campuses:

A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

B. Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.

C. Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.

D. Notification to students of existing on and off campus counseling, mental health, or other student services for victims of sex offenses.

E. Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those 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 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
UNM–Valencia Campus recognizes the harm caused by sexual assault and the need to educate the campus community regarding this issue. UNM-Valencia offers the following educational program services:

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

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

Director of Student Affairs
Student Services building
505.925.8560

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

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

It is important for victims of sex offenses to understand the steps to take in order to preserve evidence as it may be necessary in the proof of sexual assault in the criminal process and the student discipline system. Victims should not bathe, shower, wash, douche, brush one's teeth, comb one's hair or change clothes before seeking medical attention.

Important evidence may be on the victim's body and/or clothes. This evidence can be collected during the medical examination.

Valencia Campus

1. A student who is the victim of a sex offense on campus or at a university sponsored or sanctioned activity should immediately contact the Sheriff's Department at 505.866.2460 (or 911) to report the incident. Students may also contact UNM-Valencia Campus Police office, located in the Student Union, or call 505.925.8570. Security is available from 8 a.m. to 10 p.m. Monday through Friday and Saturday from 8 a.m. to 5 p.m. Security officers patrol UNM-Valencia during class hours. They also provide escort service, upon request, to parking areas during the evening hours.

2. The university's Student Code of Conduct and Visitor Code of Conduct expressively forbid the commission of sexual assault including rape. In cases where the UNM-Valencia police office has been contacted, the office will work with the victim and the Director of Student Affairs regarding the UNM-Valencia taking disciplinary action against the perpetrator under these policies. Violations of the Student and Visitor Codes of Conduct at UNM-Valencia are administered by the Director of Student Affairs in the Student Services offices (505.925.8560).

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

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

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

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

ACADEMIC CURRICULA AND DEGREE REQUIREMENTS

Associate Degrees and Certificates

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

- Art Studio
- Business Administration
- Criminal Justice
- Criminology
- Early Childhood Education
- Education
    - Elementary Education Option
    - Secondary Education Option
- Film and Digital Arts
- Liberal Arts

Associate of Science

- Emergency Medical Services
- General Science
- Health Education
- Integrative Studies
- Mathematics
- Nursing
- Pre-Engineering

Associate of Applied Science

- Architectural Drafting Technology
- Computational Mathematics
- Game Design and Simulation
- Information Technology
- Manufacturing and Industrial Technology

Certificates

- 3D Printing
- Architectural Drafting Technology
- Art Studio
- Automotive Technology
- Business Administration
- Early Childhood Education
- Elementary Education
- Film and Digital Arts
- Film Technician
- Game Design and Simulation

- Health Information Technology
- Information Technology
- Medical Assistant
- Networking and Linux
- PC Operating Systems and Repairs
- VMware
- Welding

Allied Health Certificates

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

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

General Education and Program Requirements

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

New Mexico Core Curriculum

The state of New Mexico adopted a new general education core curriculum in the fall of 2019.

By providing a base of knowledge and flexible tools for thinking, the general education core curriculum empowers students to face a rapidly changing world. General education equips students for success throughout their education and in future employment. It also provides pathways to community engagement, awareness of diverse local and global experiences, and enhancement of life through curiosity, learning, and tolerance. A student's program of study offers the opportunity to specialize in an area of specific interest and in the practices belonging to a particular field (for example, General Science or Liberal Arts). In contrast, the general education core curriculum provides a set of essential skills: communication, critical thinking, information and digital literacy, quantitative reasoning, and personal and social responsibility. Students develop these skills from different angles by taking one or more courses in each of the areas of the core curriculum: Writing and Speaking, Mathematics, Physical and Natural Sciences, Social and Behavioral Sciences, Humanities, Languages, and Arts. Completing the general education core curriculum early on sets students up for achievement throughout their college careers.

All students must complete 31 credit hours of course work in general education, following the guidelines below. General education consists primarily of lower-division courses (numbered at the 1000- and 2000-level). Only some of these courses fulfill a requirement within a major and only some are prerequisites to the major. Except where noted (see the Student Services section of this catalog), students may apply AP or CLEP credit to general education requirements.

Departments and colleges at main campus or other four-year institutions may restrict student choices within the core curriculum to meet departmental and college degree requirements. A grade of C (not C-) is required in all courses used to the requirements of the core curriculum. Courses taken CR/NC can be applied to the core curriculum, 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.

Transfer students who have demonstrated completion of all of the requirements for General Education at another higher education institution in New Mexico will not be required to General Education requirements at UNM, unless they opt to do so. Transfer students who have not completed all of the requirements for General Education at another higher education institution in New Mexico will need to follow the University of New Mexico requirements for General Education listed here.

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

The General Education Core Curriculum requires a minimum of 31 credit hours of courses in eight areas of study:

1. Writing and Speaking (6 hours): ENGL 1120 (Composition II), plus one additional course from the following:

ENGL 2120 (Intermediate Composition)
ENGL 2210 (Professional & Technical Communication)
COMM 1130 (Public Speaking)
PHIL 1120 (Logic, Reasoning, & Critical Thinking)
UHON 201 (Seminar in Public Rhetoric and Discourse)[1]
**Students who do not place into ENGL 1120 may apply three credit hours from Area 8 (Student Choice) to fulfill the pre-requisite ENGL 1110 (Composition I).*

2. Mathematics and Statistics (3 hours): One course at the appropriate level as determined by placement from the following:

MATH 2118 (Math for Elementary and Middle School Teachers III)
MATH 1130 (Survey of Mathematics)
MATH 1220 (College Algebra)
MATH 1240 (Pre-Calculus)
MATH 1250 (Trigonometry & Pre-Calculus)
MATH 1350 (Introduction to Statistics)
MATH 1430 (Applications of Calculus I)
MATH 1440 (Applications of Calculus II)
MATH 1512 (Calculus 1)
MATH 1522 (Calculus II)
UHON 202 (Seminar in Mathematics in the World)[1]

3. Physical and Natural Sciences (4 hours): One course and, where applicable, the related laboratory from the following:

ANTH 1211 and 1211L (Archeological Method and Theory and Lab)
ANTH 1170 and 1170L (Human Life and Lab)
ANTH 1175 and 1175L (Evolution & Human Emergence and Lab)
ASTR 1115 and 1115L (Introduction to Astronomy and Lab)
BIOL 1110 and 1110L (General Biology and Lab)
BIOL 1140 and 1140L (Biology for Health Sciences and Lab)
CHEM 1110 (Chemistry in our Community)
CHEM 1120 (Introduction to Chemistry for Non-Majors)
CHEM 1215 and 1215L (General Chemistry I for STEM Majors and Lab)
CHEM 1225 and 1225L (General Chemistry II for STEM Majors and Lab)
CHEM 1217 (Principles of Chemistry I)[1]
CHEM 1227 (Principles Chemistry II)[1]
CS 108L (Computer Science for All)
GEOG 1160 and 1160L (Home Planet and Lab)[1]

GEOL 1110 and 1110L (Physical Geology and Lab)
GEOL 1120 and 1120L (Environmental Geology and Lab)
GEOL 2110 (Historical Geology)
NTSC 1110 (Physical Science for Teachers)
NTSC 1120 (Life Science for Teachers)
NTSC 2110 (Environmental Science for Teachers)
PHYS 1110 (Physics and Society)[1]
PHYS 1115 and 1115L (Survey of Physics and Lab)[1]
PHYS 1125 and 1125L (Physics of Music and Lab)[1]
PHYS 1230 and 1230L (Algebra-based Physics I and Lab)
PHYS 1240 and 1240L (Algebra-based Physics II and Lab)
PHYS 1310 and 1310L (Calculus-based Physics I and Lab)
PHYS 1320 and 1320L (Calculus-based Physics II and Lab)
UHON 203 (Seminar in Science in the 21st Century)[1]

4. Social and Behavioral Sciences (3 hours): One course from the following:

AFST 1120 (Race in the Digital Age)[1]
AMST 1110 (Introduction to Environmental & Social Justice)[1]
AMST 1140 (Introduction to Race, Class, & Ethnicity)[1]
ANTH 1115 (Introduction to Anthropology)
ANTH 1140 (Introduction to Cultural Anthropology)
ANTH 1155 (Introduction to Linguistic Anthropology)
ANTH 2175 (World Archaeology)
ARCH 1210 (Introduction to Environmental Planning)[1]
CCST 1110 (Introduction to Comparative & Global Ethnic Studies)[1]
CRP 181 (Environmental Issues in a Changing World)[1]
ECON 2110 (Macroeconomic Principles)
ECON 2120 (Microeconomic Principles)
ENG 200 (Technology in Society)[1]
GEOG 1165 (People and Place)[1]
GEOG 217 (Energy, Environment, & Society)[1]
LING 2110 (Introduction to the Study of Language and Linguistics)
ME 217 (Energy, Environment, & Society)
PCST 240 (International Politics)[1]
PH 101 (Introduction to Population Health)[1]
PH 102 (Global Health Challenges and Responses)[1]
POLS 1120 (American National Government)
POLS 1140 (The Political World)
POLS 2110 (Comparative Politics)
POLS 2120 (International Relations)
PSYC 1110 (Introduction to Psychology)
SOCI 1110 (Introduction to Sociology)
SOCI 2315 (The Dynamics of Prejudice)
UHON 204 (Seminar in the Individual & the Collective)[1]

5. Humanities (3 hours): One course from the following:

AFST 1110 (Introduction to Africana Studies)
AMST 1150 (Introduction to Southwest Studies)[1]
CCST 2110 (Introduction to Chicano/a Studies)[1]
CLST 1110 (Greek Mythology)[1]
CLST 2110 (Greek Civilization)[1]

CLST 2120 (Roman Civilization)[1]
COMP 224 (Literary Questions)[1]
ENGL 1410 (Introduction to Literature)
ENGL 2650 (World Literature I)
ENGL 2660 (World Literature II)
GEOG 1175 (World Religions)[1]
HIST 1110 (United States History I)
HIST 1120 (United States History II)
HIST 1150 (Western Civilization I)
HIST 1160 (Western Civilization II)
HIST 1170 (Survey of Early Latin America)
HIST 1180 (Survey of Modern Latin America)
MLNG 1110 (Approaches to Languages and Culture)[1]
NATV 1150 (Introduction to Native American Studies)[1]
PHIL 1115 (Introduction to Philosophy)
PHIL 2210 (Early Modern Philosophy)
PHIL 2225 (Greek Thought)
RELG 1110 (Introduction to World Religions)
RELG 2110 (Eastern Religions)[1]
RELG 2120 (Western Religions)[1]
UHON 121-122 (Legacy Seminar)[1]
UHON 205 (Seminar in Humanities in Society & Culture)[1]

6. Second Language (non-English language; 3 hours): One course in the student's second language. Students will follow campus guidelines on placement in the appropriate language level. Languages regularly offered at UNM-Valencia include American Sign Language, French, and Spanish.

7. Arts and Design (3 hours): One course from the following:

ARCH 1120 (Introduction to Architecture)
ARTH 1120 (Introduction to Art)
ARTH 2110 (History of Art I)
ARTH 2120 (History of Art II)
DANC 1110 (Dance Appreciation)[1]
FA 284 (Experiencing the Arts)[1]
FDMA 1520 (Introduction to Film & Digital Media)
FDMA 2110 (Introduction to Film Studies)
MUSC 1120 (Music Appreciation: Rock and Roll)[1]
MUSC 1130 (Music Appreciation: Western Music)
THEA 1110 (Introduction to Theatre)
UHON 207 (Seminar in Fine Arts as Global Perspective)[1]
** Students may elect to take one 3-hour studio course offered by the Humanities Division to fulfill this requirement.*

8. Student Choice (6 hours): The remaining 6 credit hours of the general education core curriculum are student choice. A student should choose two additional courses from two of the different areas. Students who do not place into ENGL1120 may apply 3 credit hours from the Student Choice area to fulfill the pre-requisite ENGL 1110.

[1] *These courses are not generally offered at UNM-Valencia.*

Note: The University of New Mexico has a US and Global Diversity requirement, which can be satisfied with a qualified general education course. This is a university requirement that applies to all undergraduates, including transfer students.

Associate Degree and Certificate Program Requirements

1. Complete the number of credit hours and the specific course requirements as outlined for the degree or certificate.
2. Earn a minimum of 15 credit hours for the degree and/or 9 credit hours for the certificate in residence at UNM-Valencia Campus.
3. Complete all required coursework for the degree or certificate with a minimum 2.0 cumulative grade point average (GPA). Please be aware that UNM and other four year institutions may require a higher GPA for admission to upper division course work. Students are encouraged to consult with an academic advisor for specific requirements in this respect.
4. No basic skills courses (e.g., ENGL 099/100, MATH 099/100/021/022, ACAM 100, ACAD 099/100 are accepted toward the number of credit hours required for graduation.
5. Must receive a grade of "C" or better on all General Education and Degree Core Requirement courses.

PROGRAM DESCRIPTIONS

3-D Printing (Short-Term Certificate)

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

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

Program Requirements
Total credit hours required: 12

Program Learning Goals
Upon successful completion of the required courses for the 3D Printing Certificate, our students will demonstrate that they have developed the ability to:

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

Contact and Advising Information
Information about the 3D Printing Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

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

Certificate in 3-D Printing Requirements

COURSE	CREDITS
CADT 171 (Computer Modeling for 3D Printing)	4
CADT 191 (Introduction to 3D Printing)	4
CADT 294 (3D Printing Project)	4

Total Credit Hours Required: 12

Allied Health (Short-Term Certificates)

Certificate Program Description

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

Certificate Career and Educational Advancement Opportunities

Students may enroll in any of the Allied Health programs offered at UNM-Valencia as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, 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). Phlebotomists are in demand in many healthcare settings as well as in testing and reference laboratories. Prospective nursing students may be advised to take the CNA program prior to enrolling in local schools of nursing. Students who intend to transfer to a four-year college or university may enroll in the Associate of Science in General Science which provides the academic core required for many careers in healthcare. For more information, students should confer with an advisor.

Certificate Program Requirements

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

Certificate Program Learning Goals

Allied Health 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 Allied Health 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.

Certificate Contact and Advising Information

Information about the Allied Health programs is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Health Sciences Division at 505.925.8974.

Certificate Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 099 – or place into MATH 100 or higher;
ACCUPLACER/ACT Minimum Scores: 244-259 (Arithmetic)/14-16

Allied Health Program Requirements

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

PROGRAM	CREDITS
Emergency Medical Technician Basic: 10 credits	
EMS 113 (EMT Basic)	8
EMS 142 (EMT Basic Lab)	2
Emergency Medical Technician Intermediate: 8 credits	
EMS 143 (EMT Intermediate Lab)	1
EMS 151 (EMT Intermediate Clinical)	2
EMS 180 (EMT Intermediate)	5
Nursing Assistant: 8 credits	
CNA 101 (Nursing Assistant)	8
Personal Care Attendant (Home Health Aide): 5 credits	
PCA 101L (Personal Care Attendant)	5
Phlebotomy Technician: 12 credits	
PBT 101L (Phlebotomy Technician)	8
PBT 102L (Phlebotomy Technician Clinical)	4

Architectural Drafting Technology (Associate of Applied Science)

Program Description

According to the Bureau of Labor Statistics, "increases in overall construction activity stemming from U.S. population growth and the related need to improve the Nation's infrastructure should spur demand for drafters trained in architectural and civil design." The Associate of Applied Science in Architectural Drafting Technology (ADT) includes general education courses and is designed to improve analytic and communication skills. The core of the program consists of architecture and computer-aided drafting courses with a heavy emphasis on lab work, and the theory and practice of drafting technologies.

Career and Educational Advancement Opportunities

Upon completion of the Associate of Applied Science in Architectural Drafting Technology, 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. Students are prepared to transfer into the Bachelor of Arts in Architecture program at UNM-Main after completing their academic core and Architecture (ARCH) courses, equivalent of two semesters toward their Bachelor of Art in Architecture. CADT courses in the Associate of Applied Science in Architectural Drafting Technology degree, while occupational in nature, can be transferred to UNM-Main and applied toward a Bachelor's in Liberal Arts or Integrative Studies. However, career-technical courses are not guaranteed to transfer as credit. Additionally, grades earned in technical courses are not to be included in the grade point average at the UNM-Main and may not be included in the GPA at other four-year institutions.

Program Requirements

Total credit hours required: 62

Program Learning Goals

The Architectural Drafting Technology 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 Architectural Drafting Technology, 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 bachelor's degree.

Contact and Advising Information

Information about the Associate of Applied Science in Architectural Drafting Technology program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215 X, Y, and Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239 (A&F)/22

Associate of Applied Science in Architectural Drafting Technology Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Mathematics and Statistics.	
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.	
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology) or SOCI 1101 (Introduction to Sociology)	3
Humanities or Second Language: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities or Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (3 credits)	
_____	**3**
Select one additional General Education course from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	
Architectural Drafting Technology Core Requirements: (37 credits)	
ARCH 1125 (Design Fundamentals)	3
ARCH 1115 (Introduction to Architectural Graphics)	3
ARCH 1120 (Introduction to Architecture)	3
CADT 150 (Intro. to Computer Aided Drafting)	3
CADT 171 (Computer Modeling for 3D Printing)	3
CADT 185 (Architectural Drafting)	4
CADT 191 (Intro. to 3D Printing)	4
CADT 260 (Intermediate Computer Aided Drafting)	4
CADT 270 (Advanced Computer Aided Drafting)	4
CADT 295 (Practicum)	3 to 4
_____	3
Select one course from CADT 160, CADT 255, CADT 293, CADT 294.	

Total Credit Hours Required: 62

Architectural Drafting Technology Certificate

Program Description

The core of the program consists of architecture and computer-aided drafting courses with a heavy emphasis on lab work, and the theory and practice of drafting technologies. 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 Architectural Drafting Technology 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: 30

Program Learning Goals

Please refer to the Associate of Applied Science in Architectural Drafting Technology for information on learning goals for this program.

Contact and Advising Information

Information about the Certificate in Architectural Drafting Technology Certificate is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215 or MATH 1215 X, Y, and Z – or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239 (A&F)/22

Certificate in Architectural Drafting Technology Requirements

AREA	CREDITS
ARCH 1120 (Introduction to Architecture)	3
CADT 150 (Intro. to Computer Aided Drafting)	3
CADT 171 (Computer Modeling for 3D Printing)	3
CADT 185 (Architectural Drafting)	4
CADT 191 (Intro. to 3D Printing)	4
CADT 260 (Intermediate Computer Aided Drafting)	4
CADT 270 (Advanced Computer Aided Drafting)	4

CADT 295 (Practicum)	2 to 4
_____	3

Select one CADT course from CADT 160, CADT 255, CADT 293, CADT 294.

Total Credit Hours Required: 30

Art Studio (Associate of Arts)

Program Description

The fine arts program at UNM-Valencia provides students with the first two years of study toward a Bachelor's degree in Fine Arts (BFA) at UNM-Main. Courses and course sequences are designed to encourage students to discover art principles and develop their creativity in such subjects as drawing, painting, ceramics, sculpture, photography, and electronic media. Students also study art to broaden their cultural background and enhance their general education. The first level of courses is designed for students with little or no experience in fine arts.

Career and Educational Advancement Opportunities

The Associate of Arts in Art Studio degree program provides students with the courses necessary for completion of the first two years of study toward a Bachelor's in Fine Arts at UNM-Main and most other four-year institutions. Being a practitioner of art studio allows a student to expand in many directions. It could be the start of a career as an artist where you create personal works of art. A student could also pursue a position in an arts organization or as a design assistant. Some students are seeking to prepare to teach as their career. There are many options in the field of art, and they can be an individual as each student.

Program Requirements

Total credit hours required: 61

Program Learning Goals

The Art Studio 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 Art Studio degree, our students will demonstrate that they have developed the ability to:

1. Appreciate art and culture.
2. Identify and define various concepts of the creative process in portfolios.
3. Produce visual art using skills, techniques and terminology in several mediums.
4. Apply the creative problem solving skills as part of a qualitative aesthetic process.

Contact and Advising Information

Information about the Associate of Arts in Art Studio is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215X and MATH 1215Y – or place into MATH 1130
ACCUPLACER/ACT Minimum Scores: 228+ (A&F)/18+

Associate of Arts in Art Studio Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Mathematics and Statistics.	
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.	
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology) or SOCI 1110 (Introduction to Sociology)	3
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	3
_____	3
Select two additional General Education courses from two of the different areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	
Art Studio Core Requirements: (18 credits)	
ARTH 1120 (Introduction to Art)	3
ARTH 2110 (History of Art I)	3
ARTH 2120 (History of Art II)	3
ARTS 1610 (Drawing I)	3
ARTS 1220 (Arts Practices I)	3
ARTS 1230 (Arts Practices II)	3
Elective Requirements: (12 credits)	
_____	3
_____	3
_____	3
_____	3
Select four courses from the following options: ARTS 1510, ARTS 1310, ARTS 1410 or ARTS 2420, ARTS 2610, ARTS 1630, ARTS 1840, ARTS 2523, ARTS 1320, ARTS 2522, ARTS 2996.	
Total Credit Hours Required: 61	

Art Studio 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 Art Studio 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 Art Studio Certificate program provides students with most courses of the first two years of study toward a Bachelor's degree in Fine Arts at UNM-Main and most other four-year institutions. Being a practitioner of art studio allows a student to expand in many directions. It could be the start of a career as an artist where you create personal works of art. A student could also pursue a position in an arts organization or as a design assistant. Some students are seeking to prepare to teach as their career. There are many options in the field of art, and they can be an individual as each student.

Program Requirements

Total credit hours required: 30

Program Learning Goals

Please see the Associate of Arts in Art Studio for the program learning goals related to the Art Studio Certificate.

Contact and Advising Information

Information about the Certificate in Art Studio is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215X and MATH 1215Y – or place into MATH 1130
ACCUPLACER/ACT Minimum Scores: 228+ (A&F)/18+

Certificate in Art Studio Requirements

COURSE	CREDITS
ARTH 1120 (Introduction to Art)	3
_____	3

Select one additional ARTH elective course from any of the art history courses offered on campus.

ARTS 1610 (Drawing I)	3
ARTS 1220 (Arts Practices I)	3
ARTS 1230 (Arts Practices II)	3
ARTS 1630 (Painting I)	3
ARTS 1840 (Sculpture I)	3
_____	3
_____	3
_____	3

Select three courses from the following options: ARTS 1510, ARTS 1310, ARTS 1410 or ARTS 2420, ARTS 2610, ARTS 2523, ARTS 1320, ARTS 2522, ARTS 2996.

Total Credit Hours Required: 30

Automotive Technology (Certificate)

Program Description
UNM-Valencia partners with local high school districts to offer a certificate program in Automotive Technology to students as well as to the general public in evening classes. Upon completion of the program and the practicum, students will be prepared to sit for the national ASE certification.

Career and Educational Advancement Opportunities
The Certificate in Automotive Technology will prepare students to sit for the national ASE certification exam, thereby qualifying them for careers as Transportation Engineers, Automotive Engineers, Automotive Engineer Technicians, Electro-Mechanical Technicians, and Auto Master/Service technician Mechanics.

Program Requirements
Total credit hours required: 36

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

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

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

Contact and Advising Information
Information about the Certificate in Automotive Technology is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Certificate in Automotive Technology Requirements

AREA	CREDITS
Writing and Speaking (3 credits)	
ENGL 1210 (Technical Communications)	3
Mathematics and Statistics (3 credits)	
MATH 1170 (Technical Mathematics)	3
Automotive Technology Core Requirements (31 credits)	
AUTT 101 (Intro. to Automotive Tech.)	3
AUTT 111 (Automotive Testing and Diagnosis)	4
AUTT 115 (Brake Systems)	4
AUTT 130 (Electrical System Repair)	4

AUTT 170 (Heating and Air Conditioning)	4
AUTT 203 (Automotive Engine Overhaul)	4
AUTT 213 (Automotive Transmission Overhaul)	4
AUTT 295 (Practicum)	3 to 9

Total Credit Hours Required: 36

Business Administration (Associate of Arts)

Program Description

Today's business managers must be prepared to meet the challenges of a rapidly changing business environment. At UNM-Valencia, students are provided the opportunity to complete the first two years of a Business Administration curriculum in areas such as Accounting, Business Computer Systems, Finance, Human Resources, or Marketing. The advantages of beginning studies at UNM-Valencia include smaller class sizes and a team of instructors dedicated to teaching excellence.

Career and Educational Advancement Opportunities

The Associate of Arts in Business Administration degree is a transfer program, with most students transferring to the UNM Anderson School of Management. Students should apply for acceptance to the Anderson School of Management one semester prior to transfer. Students must earn a grade of "C" or better in all pre-admission course work.

Program Requirements

Total credit hours required: 61

Program Learning Goals

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

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

Contact and Advising Information

Information about the Associate of Arts in business Administration is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215 or MATH 1215X, MATH 1215Y and MATH 1215Z – or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239 (A&F)/22

Associate of Arts in Business Administration Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
ENGL 2210 (Professional and Technical Communication) or ENGL 2120 (Intermediate Composition)	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)	
MATH 1350 (Introduction to Statistics)	3
Physical and Natural Sciences: (4 credits)	
_____	4

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

Social and Behavioral Sciences: (3 credits)	
ECON 2110 (Macroeconomic Principles)	3
Humanities: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)	
_____	3

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

Arts and Design: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Arts and Design.

Student Choice (6 credits)	
_____	3
_____	3

Select two additional General Education courses from two of the different areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Business Administration Core Requirements: (30 credits)	
ECON 2120 (Microeconomic Principles)	3
BCIS 1110 (Introduction to Information Systems)	3
ACCT 2110X (Principles of Accounting 1A)	3
ACCT 2110Y (Principles of Accounting 1B)	3
BUSA 1110 (Introduction to Business)	3
BUSA 2220 (Human Resource Management)	3
MKTG 2110 (Principles of Marketing)	3
ENTR 1110 (Entrepreneurship)	3
BFIN 2110 (Introduction to Finance)	3
BUSA 2260 (Principles of Strategy)	3

Total Credit Hours Required: 61

Business Administration Certificate

Program Description

Please refer to the Associate of Arts in Business Administration degree description (previous) for this program's description.

Career and Educational Advancement Opportunities

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

Program Requirements

Total credit hours required: 30

Program Learning Goals

Please refer to the Associate of Arts in Business Administration for information on learning goals for this program.

Contact and Advising Information

Information about the Associate of Arts in Business Administration is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215 or MATH 1215X, MATH 1215Y and MATH 1215Z – or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239 (A&F)/22

Certificate in Business Administration Requirements

AREA	CREDITS
Social and Behavioral Sciences: (6 credits)	
ECON 2110 (Macroeconomic Principles)	3
ECON 2120 (Microeconomic Principles)	3

Business Administration Core Requirements: (24 credits)

ACCT 2110X (Principles of Accounting IA)	3
ACCT 2110Y (Principles of Accounting IB)	3
BUSA 1110 (Intro to Business)	3
BUSA 2220 (Human Resource Management)	3
MKTG 2110 (Principles of Marketing)	3
ENTR 1110 (Entrepreneurship)	3
BFIN 2110 (Introduction to Finance)	3
BUSA 2260 (Principles of Strategy)	3

Total Credit Hours Required: 30

Computational Mathematics (Associate of Applied Science)

Program Description

When people think of mathematics, they often think of what would be termed *applied* mathematics. This would constitute the mathematics involved in building bridges, establishing cyber security measures, and analyzing data just to name a few of the areas of application. The Associate of Applied Science in Computational Mathematics provides excellent preparation for future study in the areas of mathematics, statistics, and computer science, as well as being good training for students wishing to pursue professions that require a strong mathematical and coding/programming background. Students in this degree program will hone their mathematical skills, grapple with concepts in formal logic, and develop beginning to intermediate programming skills.

Career and Educational Advancement Opportunities

The Associate of Applied Science in Computational Mathematics degree provides students with the foundational coursework needed to transfer to a four-year institution and pursue a bachelor's degree in Applied Mathematics, Computer Science, Statistics, and/or Computational Mathematics. A student who completes this degree would *also* be prepared to enter jobs that require two years of college mathematics and competence in programming languages. Developing mathematical competence and computer programming skills gives students a solid background for jobs in a variety of fields including engineering, data analysis, cyber security, and many of the sciences. Students may also prepare to teach as a career and this degree program provides those students some of the courses needed for special endorsements.

Program Requirements

Total credit hours required: 61

Program Learning Goals

Upon successful completion of the required courses for the Associate of Applied Science in Computational Mathematics degree, students will be able to:

1) Apply a broad-based knowledge of concepts in mathematics, statistics, and computer applications.
2) Analyze mathematical relations and functions through numerical, symbolic, graphical, and computational representations.
3) Analyze a contextual situation, choose mathematical and/or computational constructs best suited to model the situation, and propose an appropriate solution or conclusion.
4) Apply logical structures and algorithmic models in solving problems.

Contact and Advising Information

Information about the Associate of Applied Science in Computational Mathematics degree program is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505-925-8600.

Course Prerequisites

Students should meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or SAT or through completion of course work. Students who place lower in their first Mathematics course may take more than four semesters to complete this program.

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110 or higher;
ACCUPLACER/ACT/SAT Minimum Scores: 263+/19+/450-600
Course: MATH 1220 – or place into MATH 1240 or higher;
ACCUPLACER/ACT/SAT Minimum Scores: 249+ (A&F)/25+/570+

Associate of Applied Science in Computational Mathematics Degree Requirements

GENERAL EDUCATION REQUIRED COURSES	**CREDITS**
Area 1: Communication: (6 credits)	
ENGL 1120 (Composition II)	3
PHIL 1120 (Logic, Reasoning, and Critical Thinking)	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill Area 8 requirements below.*

Area 2: Mathematics and Statistics: (3 credits)	
MATH 1240 (Pre-Calculus)	3
Area 3: Physical and Natural Sciences: (4 credits)	
_____	4

BIOL 1110 and BIOL 1110L or BIOL 1140 and BIOL 1140L recommended

Area 8: Student Choice: (3 credits)	
_____	3

Select one additional General Education courses from Areas 1 through 7. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area. Alternatively, students who do not place into MATH 1240 may apply the credit hours from the prerequisite MATH 1220 to help fulfill this area.

GENERAL EDUCATION ELECTIVE COURSES: (9 credits)

Select an additional 9 credit hours of General Education electives courses from any general education area.

PROGRAM REQUIREMENTS (26 credits)	
BCIS 1110 (Fundamentals of Information Literacy and Systems)	3
CS 105L (Introduction to Computer Programming)	3
CS 261 (Mathematical Foundations of Computer Science)	3
MATH 1230 (Trigonometry)	3
MATH 1350 (Introduction to Statistics)	3

MATH 1512 (Calculus I)	4
MATH 1522 (Calculus II)	4
MATH 2420 (Applied Linear Algebra)	3

Be aware, MATH 2420 may only transfer as elective credit to any of the UNM campuses

Applied Mathematics and Data Science Concentration (10 credits)

MATH 2140 (Introduction to Numerical Computing)	3
MATH 2531 (Calculus III)	4
STAT 279 (Topics: Data Science)	3

Computer Science Concentration (10 credits)

CS 152L (Computer Programming Fundamentals)	3
CS 251L (Intermediate Programming)	3
CS 241L (Data Organization)	3
CS 293 (Social and Ethical Issues in Computing)	1

Total Credit Hours Required: 61

Criminal Justice (Associate of Arts)

Program Description

The program provides students a foundational understanding of the operation of the criminal justice system.

Career and Educational Advancement Opportunities

It prepares students to either transfer to a four-year institution and complete a bachelor degree in criminal justice or pursue careers in the criminal justice system such as Adult Corrections, Juvenile Correction, or Adult and Juvenile Probation and Parole.

Program Requirements

Total credit hours required: 61

Program Learning Goals

Upon successful completion of the required courses for the Associate Arts in Criminal Justice, our students will be able to:

1. Describe the purpose of the Criminal Justice System in the U.S. and NM, the various components, their functions and challenges they face
2. Explain in general the criminal law of the US, including the law of arrest, search and seizure
3. Discuss the criminal trial process from arrest to sentence
4. Describe the sociological theories of crime, deviance, and the criminal justice system
5. Identify the types of crime
6. Explain how crime data are measured, collected, and utilized
7. Apply basic analytical and critical thinking skills in evaluating criminology issues and trends.

Contact and Advising Information

Information about the Associate of Arts in Criminal Justice program is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215X, MATH 1215Y and MATH 1215Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239 (A&F)/22

Associate of Arts in Criminal Justice Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)

MATH 1350 (Introduction to Statistics) 3

Physical and Natural Sciences: (4 credits)

_____ 4

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

Social and Behavioral Sciences: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.

Humanities: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)

_____ 3

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

Arts and Design: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Arts and Design.

Student Choice: (6 credits)

_____ 3

_____ 3

Select two additional General Education courses from two of the different areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Criminal Justice Core Requirements: (27 credits)

CJUS 1110 (Introduction to Criminal Justice)	3
CJUS 1120 (Criminal Law)	3
CJUS 1140 (Juvenile Justice)	3
CJUS 1170 (Introduction to Criminology)	3
CJUS 2120 (Criminal Courts and Procedures)	3
CJUS 2130 (Police and Society)	3
CJUS 2140 (Criminal Investigations)	3
CJUS 2150 (Corrections Systems)	3
SOCI 2315 (The Dynamics of Prejudice)	3

Elective Requirements: (3 credits)

Choose one course from the following: CJUS 1180 (Introduction to Cybercrime), CJUS 1190 (Introduction to Protective Services), CJUS 1360 (Foundation of Professional Investigation), CJUS 2110 (Professional Responsibility in Criminal Justice), CJUS 2235 (Constitutional Criminal Procedure), CJUS 2310 (Domestic Violence), CJUS 2320 (Gangs in American Society), CJUS 2330 (Juvenile Corrections), CJUS 2998 (Criminal Justice Internship), CJUS2410 (Probation, Parole, and Community Corrections), SOCI 2310 (Contemporary Social Problems),

Total Credit Hours Required: 61

Criminology (Associate of Arts)

Program Description

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

Career and Educational Advancement Opportunities

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

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

Program Requirements

Total credit hours required: 61

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 this degree, our students will demonstrate:

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

Contact and Advising Information

Information about the Associate of Arts in Criminology program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215X, MATH 1215Y and MATH 1215Z – or place into MATH 1350;

ACCUPLACER/ACT Minimum Scores: 233+ (A&F)/20+

Associate of Arts in Criminology Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	3

Select an additional course from COMM 1130, ENGL 2120, ENGL 2210, or PHIL 1120.

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)	
MATH 1350 (Introduction to Statistics)	3
Physical and Natural Sciences: (4 credits)	
_____	4

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

Social and Behavioral Sciences: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences (except those required in the Criminology major requirements).

Humanities: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)	
_____	3

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

Arts and Design: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Arts and Design.

Student Choice: (6 credits)	
_____	3
_____	3

Select two additional General Education courses from two of the different areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Criminology Core Requirements: (15 credits)	
SOCI 1110 (Introduction to Sociology)	3
SOCI 2120 (Introduction to Criminal Justice Systems)	3
SOCI 2210 (Sociology of Deviance)	3
SOCI 2310 (Contemporary Social Problems)	3
SOCI 2315 (Dynamics of Prejudice)	3

Elective Requirements: (15 credits)

Choose 15 credit hours. 9 of the 15 elective credit hours should be within the same academic field.

Total Credit Hours Required: 61

Early Childhood Education (Associate of Arts)

Program Description

The Associate of Arts degree in Early Childhood 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 Education addresses the seven general early childhood education competency areas required as partial fulfilment 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 Education can be applied toward the Bachelor's degree in Early Childhood Education offered by UNM-Main Campus. The Bachelor's degree 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: 60

Program Learning Goals

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

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

Contact and Advising Information

Information about the Associate of Arts in Early Childhood Education degree program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 100 and MATH 1996 – or place into MATH 1215 or MATH 1215X;

ACCUPLACER/ACT Minimum Scores: 244+ (QRAS)/20

Associate of Arts in Early Childhood Education Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	3

Select an additional course from CJ 2150, ENGL 2220, or LING 2110. Students pursuing a BS in ECE degree at UNM must take CJ 2150 ***and*** *select an additional course from ENGL 2220 or LING 2110.*

Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.

Mathematics and Statistics: (3 credits)	
MATH 2118 (Math for Elementary and Middle School Teachers III)	3
Physical and Natural Sciences: (4 credits)	
_____	4

Students pursuing a BS in ECE at UNM should take all three NTSC courses (1110, 1120, 2110). Any science courses in the UNM Core Curriculum that includes a lab will meet the requirements for the AA degree and are transferable for the BS.

Social and Behavioral Sciences: (3 credits)	
_____	3

Select from ANTH 1115 or 1140, ECON 2110 or 2120, LING 2110, POLS 1140 or 2110, PSYC 1110, and SOCI 1110. Students pursuing a BS in ECE at UNM must take an additional course selected from the courses above.

Humanities: (3 credits)	
_____	3

Select an additional course from HIST 1150, 1160, 1110, or 1120.

Students who intend to continue their studies at UNM must also take HIST 260 and an additional HIST course selected from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)	
_____	3

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

Arts and Design: (3 credits)	
_____	3

Select one course from the UNM Core Curriculum in Art and Design.

Student Choice: (6 credits)

_____ 6

Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

ECME Core Requirements: (29 credits)

ECED 1110 (Child Growth, Development, and Learning)	3
ECED 1115 (Health, Safety, and Nutrition)	2
ECED 1130 (Family and Community Collaboration I)	3
ECED 1120 (Guiding Young Children)	3
ECED 2120 + ECED 2121 (Cur. Dev. through Play – Birth through Age 4 + Lab)	5
ECED 2115 (Introduction to Language, Literacy, and Reading)	3
ECED 2130 + ECED 2131 (Cur. Dev. through Play – Age 3 through Grade 3 + Lab)	5
ECED 1125 (Assessment of Children and Evaluation of Programs)	3
ECED 2110 (Professionalism)	2

Total Credit Hours Required: 60

Early Childhood Education Certificate

Program Description

The Early Childhood 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 certificate, 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 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 Education degree. Students must earn a grade of “C” or better in all preadmission work.

Program Requirements

Total credit hours required: 38

Program Learning Goals

Please refer to the Associate of Arts in Early Childhood Education for information on learning goals for this program.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 100 and MATH 1996 – or place into MATH 1215 or MATH 1215X;

ACCUPLACER/ACT Minimum Scores: 244+ (QRAS)/20

Certificate in Early Childhood Education Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1110 (Composition I) or its equivalent ENGL 1110 Y or Z	3
ENGL 1120 (Composition II)	3
Mathematics and Statistics: (3 credits)	
MATH 2118 (Math for Elementary and Middle School Teachers III)	3
ECME Core Requirements: (29 credits)	
ECED 1110 (Child Growth, Development, and Learning)	3
ECED 1115 (Health, Safety, and Nutrition)	2
ECED 1130 (Family and Community Collaboration I)	3
ECED 1120 (Guiding Young Children)	3
ECED 2120 + ECED 2121 (Cur. Dev. through Play – Birth through Age 4 + Lab)	5
ECED 2115 (Introduction to Language, Literacy, and Reading)	3
ECED 2130 + ECED 2131 (Cur. Dev. through Play – Age 3 through Grade 3 + Lab)	5
ECED 1125 (Assessment of Children and Evaluation of Programs)	3
ECED 2110 (Professionalism)	2

Total Credit Hours Required: 38

Elementary Education (Associate of Arts)

Program Description

The Associate of Arts in Education, Elementary option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8th grade teachers. Applicants need a minimum of 26 credit hours for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts in Education with teacher licensure for elementary school teaching. Students may also apply this degree to qualify to work as educational assistants in the public schools.

Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the Associate of Arts in Elementary Education enables students to obtain a Bachelor of Arts in Education. The Elementary Education program offers specialty areas in a number of teaching fields for the preparation and development of the professional educator. The program strives to prepare the very best entry-level teachers for all of New Mexico's children; such preparation is enriched by the diverse, contrastive linguistic and cultural communities of the region.

Program Requirements

Total credit hours required: 61

Program Learning Goals

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

1. Acquire knowledge and skills related to writing, speaking, and foreign language.
2. Acquire knowledge and skills related to mathematics and physical and natural sciences.
3. Acquire knowledge and skills related to social and behavioral sciences, humanities, and fine arts.
4. Demonstrate that knowledge and skills to work with children in public schools.
5. Demonstrate that they are prepared to pass the state licensure exam.

Contact and Advising Information

Information about the Associate of Arts in Elementary Education program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 100 and MATH 1996 – or place into MATH 1215 or MATH 1215X;
ACCUPLACER/ACT Minimum Scores: 244+ (QRAS)/20

Associate of Arts in Elementary Education Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	3

Select an additional course from COMM 1130, ENGL 2120, ENGL 2210, or PHIL 1120.

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)

MATH 2118 (Math for Elementary and Middle School Teachers III) 3

Physical and Natural Sciences: (4 credits)

_____ 4

Select one course from the UNM Core Curriculum in Physical and Natural Sciences. Recommended: NTSC 1110, NTSC 1120, or NTSC 2110.

Social and Behavioral Sciences: (3 credits)

_____ 3

Select one course from ANTH 1115, ANTH 1140, ECON 2110, ECON 2120, POLS 1140, POLS 1120, POLS 2130, PSYC 1110, or SOCI 1110.

Humanities: (3 credits)

HIST 1150 (Western Civilization to 1648) or HIST 1160 (Western Civilization post 1648) 3

Second Language (3 credits)

Select one course from the UNM core curriculum in Second Language. SPAN 1110 or 1120 is recommended.

Arts and Design: (3 credits)

Select one course from MUSC 1130, MUSC 2410, ARTH 1120, ARTE 2214*.*

**UNM-Main courses. ARTE 2214 is considered a UNM core course in the College of Education only. It is the preferred art class for the BS in elementary education degree.*

Student Choice: (6 credits)

_____ 6

Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Elementary Education Core Requirements (21 credits)

LING 2110 (Introduction to the Study of Language and Linguistics or ENGL 2110 (Traditional Grammar)	3
COMM 1130 (Public Speaking) or COMM 2150 (Communication for Teachers)	3
MATH 1118 (Mathematics for Elementary and Middle Schools Teachers I)	3
MATH 2115 (Math for Middle School Teachers)	3
HIST 1110 (US History I)	3
HIST 1120 (US History II)	3
HIST 2110 (Survey of New Mexico History)	3

Elementary Education Elective Requirements (9 credits)

Select three courses that align with your teaching concentration area. Concentration area options are: Language Arts, Science, Mathematics, and Social Studies.

Total Credit Hours Required: 61

Elementary Education Certificate

Program Description

The Certificate in Elementary Education is a subset of the Associate of Arts in Education, Elementary option. Applicants need a minimum of 26 credit hours for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts in Education with teacher licensure for elementary school teaching.

Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the Certificate in Elementary Education enables students to work towards a Bachelor of Arts in Education. The Elementary Education program offers specialty areas in a number of teaching fields for the preparation and development of the professional educator. The program strives to prepare the very best entry-level teachers for all of New Mexico's children; such preparation is enriched by the diverse, contrastive linguistic and cultural communities of the region.

Program Requirements

Total credit hours required: 31

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, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 100 and MATH 1996 – or place into MATH 1215 or MATH 1215X;

ACCUPLACER/ACT Minimum Scores: 244+ (QRAS)/20

Certificate in Elementary Education Requirements

AREA	**CREDITS**
Writing and Speaking: (9 credits)	
ENGL 1110 (Composition I) or its equivalent ENGL 1110 Y or Z	3
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking) or COMM 2150 (Communication for Teachers)	3
Mathematics and Statistics: (3 credits)	
MATH 1118 (Mathematics for Elementary and Middle School Teachers I)	3

In place of MATH 1118, an alternate mathematics course such as MATH 1220, 1230, 1240, 1512, or 1430 may be substituted.

Physical and Natural Sciences: (4 credits)

_____ 4

Select one course from the UNM Core Curriculum in Physical and Natural Sciences. Recommended: NTSC 1110, NTSC 1120, or NTSC 2110.

Social and Behavioral Sciences: (3 credits)

_____ 3

Select one course from ANTH 1115, ANTH 1140, ECON 2110, ECON 2120, POLS 1140, POLS 1120, POLS 2130, PSYC 1110, or SOCI 1110.

Humanities: (3 credits)

HIST 1150 (Western Civilization I) or HIST 1160 (Western Civilization II) or HIST 2110 (Survey of New Mexico History) 3

Second Language: (3 credits)

_____ 3

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

Arts and Design: (3 credits)

Select one course from MUSC 1130, MUSC 2410, ARTH 1120, ARTE 2214*.*

**UNM-Main courses. ARTE 2214 is considered a UNM core course in the College of Education only. It is the preferred art class for the BS in elementary education degree.*

General Elective: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences, Physical and Natural Sciences, or Arts and Design as prescribed above in each of the corresponding areas.

Total Credit Hours Required: 31

Secondary Education (Associate of Arts)

Program Description

The Associate of Arts in Education, Secondary Education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective 7^{th}-12^{th} grade teachers. Applicants need a minimum of 26 credit hours and a 2.5 overall GPA for admission to the UNM College of Education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts or Science in Education with teacher licensure for secondary school teaching. Students may also apply this degree to qualify to work as educational assistants in the public schools.

Career and Educational Advancement Opportunities

General education and core requirements will articulate with all New Mexico colleges of education. Completion of the Associate of Arts in Secondary Education enables students to obtain either a Bachelor of Science in Education or a Bachelor of Arts in Education upon transfer to a four-year institution. The Secondary Education program offers opportunities for students seeking a teaching license (grades 7-12) and experienced teachers interested in a scholarly study of their practice.

Program Requirements

Total credit hours required: 61

Program Learning Goals

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

1. Acquire broad-based knowledge of information and concepts related to writing and speaking, mathematics, physical and natural sciences, social and behavioral sciences, humanities, foreign language, and fine arts.
2. Apply critical thinking skills to demonstrate comprehension of subjects taken and practical application of information.
3. Demonstrate that they are prepared to pass the state licensure exam.

Contact and Advising Information

Information about the Associate of Arts in Secondary Education program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215 or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220
ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Arts in Secondary Education Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	3
Select an additional course from COMM 1130, ENGL 2120, ENGL 2210, or PHIL 1120.	
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
_____	3
Select a course from MATH 1220 (College Algebra), MATH 1130 (Survey of Mathematics), or MATH 1350 (Introduction to Statistics)	
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from ASTR 1115/1115L, BIOL 1115/1115L, BIOL 2110C, BIOL 2410C, BIOL 1140/1140L, CHEM 1120C, CHEM 1215/1215L, CHEM 1225/1225L, GEOL 1110/1110L, GEOL 2110C, GEOL 2140, NTSC 1110, NTSC 1120, NTSC 2110 (NTSC courses recommended), PHYS 1230/1230L, or PHYS 1240/1240L. Must include a lab.	
Social and Behavioral Sciences: (3 credits)	
_____	3
Select one course from ANTH 1115, ANTH 1140, ECON 2110, ECON 2120, POLS 1140, POLS 1120, POLS 2130, PSYC 1110, or SOCI 1110.	
Humanities: (3 credits)	
HIST 1150 (Western Civilization I) or HIST 1160 (Western Civilization II)	3
Second Language: (3 credits)	
Select one course from the UNM core curriculum in Second Language. SPAN 1110 or 1120 is recommended.	3
Arts and Design: (3 credits)	
ARTH 1120 (Introduction to Art) or MUSC 1130 (Music Appreciation: Western Music)	3
Student Choice: (6 credits)	
_____	6
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	

Secondary Education Core Requirements: (15 credits)

ENGL 2210 (Professional and Technical Communication), ENGL 2120 (Intermediate Composition), or COMM 1130 (Public Speaking)	3
Select one course from the UNM core curriculum in Mathematics and Statistics. Must be a different course than the one used above in the Mathematics and Statistics area.	3
HIST 1110 (United States History I)	3
HIST 1120 (United States History II)	3
HIST 2110 (Survey of New Mexico History)	3

Secondary Education Elective Requirements (15 credits)

Select five courses that align with your teaching concentration area. Concentration area options are: Language Arts, Science, Mathematics, and Social Studies.

Total Credit Hours Required: 61

Emergency Medical Services (Associate of Science)

Program Description

The Associate of Science in Emergency Medical Services is a specialized degree program designed to build a workforce that is customized to the expected needs of towns, cities and counties in Central New Mexico and beyond. Students in the program will receive basic academic and specialized hands on training needed to meet the professional educational needs of pre-hospital care providers. The program is designed to meet the National EMS Education Standards for the respective licensure levels and incorporates New Mexico requirements and EMT scope of practice.

Career and Educational Advancement Opportunities

Upon successful completion of degree requirements with a minimum GPA of 2.33, graduates will be qualified for New Mexico and National Registry testing and will have completed the core curriculum requirements for the UNM-Emergency Medical Services Academy B.S. in Emergency Medical Services. The UNM EMS Academy requires a minimum of 2.5 GPA for admission.

Program Requirement

Total credit hours required: 60

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. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. The paramedic program is an inherent part of the NS EMS program. Upon successful completion of the required courses for the emergency medical services program, students will demonstrate that they have developed the ability to:

1. Recognize medical and traumatic emergencies and to intervene and stabilize patients while in transport to an advanced care facility.
2. Pre-hospital field techniques, including airway management and patient assessment and administration of intravenous fluids.
3. Have a working knowledge of pharmacology, the history of emergency medical services, the development of EMS systems and current trends and issues in EMS.

Contact and Advising Information

Information about the Associate of Science in Emergency Medical Services degree is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Health Sciences Division at 505.925.8974.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215, or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Science in Emergency Medical Services Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)	
MATH 1220 (College Algebra)	3
Physical and Natural Sciences: (4 credits)	
BIOL 1140/1140L (Biology for Health Sciences + Lab)	4
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology)	3
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	6

Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

**Students planning to apply to the UNM EMS Academy should complete CHEM 1215/1215L (4) as well as MATH 1350 (3). These courses may be used toward the Student Choice six credit hours or taken as additional credit hours.*

Emergency Medical Services Core Requirements: (29 credits)	
BIOL 2210/2210L (Human Anatomy and Physiology I + Lab)	4
BIOL 2225/2225L (Human Anatomy and Physiology II + Lab)	4
EMS 113 (EMT Basic)	8
EMS 120 (Intro. to EMS System)	3
EMS 142 (EMT Basic Lab)	2
EMS 143 (EMT Intermediate Lab)	1
EMS 151 (EMT Intermediate Clinical)	2
EMS 180 (EMT Intermediate)	5

Total Credit Hours Required: 60

Film and Digital Arts (Associate of Arts)

Program Description

The Associate of Arts in Film and Digital Arts degree program offers general education and specialized art and technology courses to students working primarily in a variety of electronic art media. A main objective of the program is to expand the creative, conceptual, and technical aspects of a student's visual thinking through multiple processes of creativity, refining a student's ability to observe, create, and analyze through design and project-based work and enhance creative problem solving. Another goal of this program is to support the self-realization of each student and to develop individuals who can grasp the physical and virtual world around them in a comprehensive and critical manner. Students will acquire the necessary skills to prepare for employment in a variety of fields and be prepared to test for industry recognized software certifications. This DMA associate degree, while also occupational in nature, is transferrable to the UNM-Main Campus and can be applied towards a Bachelor of Fine Arts in Art Studio, a Bachelor of Arts in Art Studio, a Bachelor of Arts in Interdisciplinary Arts, a Bachelor of Fine Art in Film and Digital Arts, and a Bachelor of Arts in Film and Digital Arts, a Bachelor of Arts in Liberal Arts, as well as a variety of minors.

Career and Educational Advancement Opportunities

The Associate of Arts in Film and Digital Arts degree provides the student with a well-rounded, design oriented applications knowledge base with the creative problem solving skills that employers desire in all the various careers in digital media today. Many of the FDMA and ARTS core courses are preparatory classes for certifications in multiple software programs, including but not limited to Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro and Apple Final Cut Pro.

Program Requirements

Total credit hours required: 61

Program Learning Goals

The Film and Digital Arts program provides students with quality instruction that will forge successful paths to media industry careers and bachelor's degree programs. Upon successful completion of the required courses for the Associate of Arts in Film and Digital Arts, students will be able to:

1. Plan and produce a successful project from onset to completion in a variety of media including, but not limited to: print publication, web publication, photography portfolio, and video as narrative, documentary, or interview.
2. Graduate with a reel highlighting the student's best work, as well as an accompanying webpage to self-promote and further either career or educational opportunities.
3. Develop a strong base in the knowledge of historical and contemporary digital media art development and practitioners in the field.
4. Have an enhanced ability to think visually and communicate their ideas as such by discussing and defending their work and critiquing others in relation to concepts, ideas, techniques, processes, and experiences.
5. Develop a familiarity with the variety of media and software available in digital arts and understand the limitations and opportunities offered by these various materials and techniques.
6. Demonstrate an excellent understanding of the components of art and design (balance, unity, line, composition, color theory, visual rhythm, etc.), and use this language to discuss, debate, and create.
7. Gain a positive interdisciplinary attitude.

Contact and Advising Information

Information about the Associate of Arts in Film and Digital Arts is available from Advisement and Counseling at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215, or MATH 1215X and MATH 1215Y – or place into MATH 1130;

ACCUPLACER/ACT Minimum Scores: 228+ (A&F)/20+

Associate of Arts in Film and Digital Arts Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking) or ENGL 2210 (Technical Writing)	3

Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.

Mathematics and Statistics: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Mathematics and Statistics.

Physical and Natural Sciences: (4 credits)

_____ 4

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

Social and Behavioral Sciences: (3 credits)

PSYC 1110 (Introduction to Psychology) or SOCI 1110 (Intro. to Sociology) 3

Arts and Design: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Arts and Design.

Humanities: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)

_____ 3

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

Student Choice: (6 credits)

_____ 3

_____ 3

Select one additional General Education course from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Film and Digital Arts Core Requirements: (30 credits)

ARTS 1220 (Arts Practices I)	3
ARTS 1510 (Introduction to Electronic Arts)	3
ARTS 1410 (Introduction to Photography) or 2410 (Black and White Photography)	3
ARTS 2523 (Video Art I)	3
ARTS 2522 (Digital Imaging Techniques)	3
FDMA 1520 (Introduction to Film and Digital Media)	3
ALBS 2110 (The Business of Being an Artist)	3
FDMA 2286 (Activating Digital Space)	3
ARTH 2245 (History of Photography) or FDMA 2110 (Introduction to Film Studies)	3
FDMA 2280 (Capstone: Creating a Portfolio)	3

Total Credit Hours Required: 61

Film and Digital Arts Certificate

Program Description

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

Career and Educational Advancement Opportunities

The Film and Digital 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, some of the program courses will help prepare students for national certification.

Program Requirements

Total credit hours required: 30

Program Learning Goals

Please refer to the Associate of Arts in Film and Digital Arts for the program's learning goals.

Contact and Advising Information

Information about the Certificate in Film and Digital Arts is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215, or MATH 1215X and MATH 1215Y – or place into MATH 1130;

ACCUPLACER/ACT Minimum Scores: 228+ (A&F)/20+

Certificate in Film and Digital Arts Requirements

AREA	**CREDITS**
Film and Digital Arts Core Requirements: (31 credits)	
ARTS 1220 (Arts Practices I)	3
ARTS 1510 (Introduction to Electronic Arts)	3
ARTS 1410 (Introduction to Photography) or 2410 (Black and White Photography)	3
ARTS 2523 (Video Art I)	3
ARTS 2522 (Digital Imaging Techniques)	3
FDMA 1520 (Introduction to Film and Digital Media)	3
ALBS 2110 (The Business of Being an Artist)	3
FDMA 2286 (Activating Digital Space)	3
ARTH 2245 (History of Photography) or FDMA 2110 (Introduction to Film Studies)	3
FDMA 2280 (Capstone: Creating a Portfolio)	3

Total Credit Hours Required: 30

Film Technician (Certificate)

Program Description
The two-year, 30 credit-hour Film Technician certificate offers specialized training in film industry pre-production, production, and post-production for students to gain experience and knowledge of the film industry. The certificate is designed to develop hands-on skills by using and experimenting with equipment covering all aspects of filmmaking, better preparing students for employment on film and television sets as production assistants and other film crew positions. This certificate is fully transferrable to the Bachelor of Art/Fine Art in Film and Digital Arts at UNM Main Campus.

Career and Educational Advancement Opportunities
Film and television productions that often shoot in the area need reliable, trained crew members. Film Technician graduates will be prepared for entry-level crew positions in the area of film and television production.

Program Requirements
Total credit hours required: 30

Program Learning Goals
Upon successful completion of the required courses for the Film Technician Certificate, our students will be able to:

1) Identify and define concepts and rules of filmmaking.
2) Demonstrate audio, camera and lighting equipment operations and functions.
3) Utilize various post-production and editing software.
4) Develop a film portfolio to showcase skills.

Contact and Advising Information
Information about the Film Technician Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

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

Courses: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110 (ACCUPLACER/ACT minimum score of 263+/19+)

Certificate in Film Technician Requirements

Course	Credits
FDMA 1210 (Digital Video Production I)	3
FDMA 2520 (Introduction to Cinematography)	3
FDMA 2525 (Video Production II)	3
FDMA 1520 (Introduction to Film and Digital Media)	3
FDMA 2110 (Introduction to Film Studies)	3
FDMA 2610 (Directing I)	3
FDMA 2286 (Activating Digital Space)	3
FDMA 1996 (T: Post-Production Editing)	3
FDMA 2280 (T: Film Crew Internship)	3
FDMA 2280 (T: Capstone: Creating a Portfolio)	3

Total Credit Hours Required: 30

Game Design and Simulation (Associate of Applied Science)

Program Description

The **Associate of Applied Science** in Game Design and Simulation degree teaches students the skills in design and technology to develop games and other digital art. This degree takes an interdisciplinary approach, with students learning how to use industry standard software and techniques to create game models and textures, animate characters, program gameplay, and create sounds. Students will learn game design theories to understand media and design their games to create emotional attachments and guide players through the mechanics and environments. By the end of the program, students will have the skills to fully develop and publish their own games using industry standard software, techniques, and workflow.

Career and Educational Advancement Opportunities
The degree will provide students with a solid foundation in all aspects of game development, such as design, programming, and art. Graduates from the program are prepared for industry or independent work in game development, or related industries such as digital art or UX design. Students are also well-suited to continue their studies for a related bachelor's degree at UNM-Main or other 4-year institutions, such as degrees in digital media art, computer science, or fine art.

Program Requirements
Total credit hours required: 61

Program Learning Goals
The Game Design and Simulation program provides students with quality instruction that will forge successful paths to game industry careers and bachelor degree programs. Upon completion of the required courses for the Associate of Applied Science in Game Design and Simulation degree, the student will be able to:

1) Demonstrate significant knowledge of the scientific and mathematical foundations of game design.
2) Plan and produce successful projects from conception to completion in a variety of media, including game art, game programming, and game development.
3) Graduate with a portfolio reel, highlighting the student's best work, as well as an accompanying webpage to self-promote and further career and/or educational opportunities.
4) Demonstrate an understanding of the components of game art and design (balance, unity, line, composition, color theory, visual rhythm, storyboarding, etc.) and use this language to discuss, debate, and create original game concepts.
5) Gain and demonstrate through project development an understanding of production and project management methodologies utilized in commercial studios, government labs, and other development industries.
6) Gain through direct experience an appreciation of interdisciplinary collaboration.

Contact and Advising Information
Information about the Associate of Applied Science in Game Design and Simulation program is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites
Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work.
Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215, or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Applied Science in Game Design and Simulation Degree Requirements

AREA	CREDITS
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Mathematics and Statistics.	
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.	
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology) or SOCI 1110 (Introduction to Sociology)	3
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	3
_____	3
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area. Recommended courses are CS 180L (Computer Science for All) and ENGL 2310 (Introduction to Creative Writing).	
Game Design and Simulation Core Requirements: (36 credits):	
GAME 101 (Intro. to Game Development)	3
GAME 102 (Intro. to Game Engines)	3
GAME 120 (Game Testing)	3
GAME 125 (3D Modeling and Animation)	3
GAME 150 (Character Animation and Rigging)	3
GAME 160 (Game Engine Scripting)	3
GAME 180 (Game Programming)	3
GAME 220 (Environmental Modeling)	3
GAME 250 (Character and Creature Modeling)	3
GAME 260 (Level Design)	3
GAME 280 (Audio for Gaming)	3
GAME 296 (Capstone)	3
**GAME 293 (Topics) (encouraged, but not required)*	*3*

Total Credit Hours Required: 61

Game Design and Simulation Certificate

Program Description
The Game Design and Simulation Certificate program will allow students to take their passion for playing games and shape it into the development of new games. Students will experience all aspects of the game design process from conception to completion. Students will study the function of games and game play, and will participate in the development of one or more interactive projects which address the technical challenges of game production. Students will earn their certificate with a fundamental background in the sciences and mathematics required for gaming and will acquire detailed, working knowledge of industry-standard software, including imaging, modeling, rendering, animation, programming, game engines, sound editors, and level design tools.

Career and Educational Advancement Opportunities
The **Certificate** in Game Design and Simulation provides the student with a well-rounded art and programming knowledge and experience, leading to marketable skills that are the foundation in current game development careers. This certificate, while occupational in nature, provides the foundation for entry-level employment and the basics to continue, if desired, to pursue the Associates of Applied Science Degree in Game Design and Simulation.

Program Learning Goals
Please refer to the Associate of Applied Science in Game Design and Simulation for information on learning goals for this program.

Program Requirements
Total credit hours required: 30

Certificate in Game Design and Simulation Requirements

AREA	CREDITS
GAME 101 (Intro. to Game Development)	3
GAME 102 (Intro. to Game Engines)	3
GAME 120 (Game Testing)	3
GAME 125 (3D Modeling and Animation)	3
GAME 150 (Character Animation and Rigging)	3
GAME 160 (Game Engine Scripting)	3
GAME 180 (Game Programming)	3
GAME 220 (Environmental Modeling)	3
GAME 250 (Character and Creature Modeling)	3
GAME 260 (Level Design)	3

Total Credit Hours Required: 30

General Science (Associate of Science)

Program Description

The Associate of Science in General Science degree provides the first two years of study for a student who plans to transfer to a four-year institution to pursue a bachelor's degree in a science or healthcare field.

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, Biochemistry, Chemistry, Earth and Planetary Sciences, Environmental Science, or Physics, or health occupations such as Nutrition and Dietetics, Nursing, Pharmaceutical Sciences, Emergency Medical Services, Medical Laboratory Sciences, Medical Imaging, Nuclear Medicine, Dental Hygiene, Public Health, or Animal Science. 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: 61

Program Learning Goals

The General Science program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of fields related to science, engineering, or the medical professions. Course syllabi describe the learning objectives for each course that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the Associate of Science in General Science, our students will demonstrate that they have developed the ability to:

1. Describe and apply a broad-based knowledge of information and concepts in two of the following areas: Biology, Chemistry, Earth and Planetary Sciences, Environmental Science, and Physics.
2. Apply the scientific method of inquiry, critically evaluate experimental design, and create and interpret numerical and graphical data.
3. Use basic laboratory skills to investigate scientific questions – this includes understanding the use and application of common laboratory instruments and procedures.
4. Integrate and communicate scientific information to scientists and the general public.

Contact and Advising Information

Information about the Associate of Science in General Science degree is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215, or MATH 1215X, MATH 1215Y, and MATH 1215Z– or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Science in General Science Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
ENGL 2210 (Professional and Technical Communication)	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)
Please see the required mathematics courses listed in your selected concentration below. One course will fulfill the General Education requirement of 3 credits.

Physical and Natural Sciences: (4 credits)
Please see the required science courses listed in your selected concentration below. One course will fulfill the General Education requirement of 4 credits.

Social and Behavioral Sciences: (3 credits)
_____ 3
Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.

Humanities: (3 credits)
_____ 3
Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)
_____ 3
Select one course from UNM Core Curriculum in Second Language.

Arts and Design: (3 credits)
_____ 3
Select one course from the UNM Core Curriculum in Arts and Design.

Student Choice: (6 credits)
_____ 6
Select two additional General Education courses from the General Education areas above or the courses listed here: CS 108L: Computer Science for All, ECON 2110: Macroeconomics, or ECON 2120: Microeconomics. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

General Science Core Concentrations (37 total credit hours)
Choose the concentration of your interest. These concentrations will prepare you for advancement to a four-year institution and pursuing a bachelor's degree.

Biochemistry or Biology Concentration
Mathematics requirements (6 credit hours):
MATH 1430: Applications of Calculus I (3)
MATH 1440: Applications of Calculus II (3)

Physical and Natural Sciences Requirements (20 credit hours):
CHEM 1215/1215L: General Chemistry for STEM I + Lab (4)
CHEM 1225/1225L: General Chemistry for STEM II + Lab (4)
BIOL 2110C: Principles of Biology: Cellular and Molecular (4)
BIOL 2410C: Principles of Biology: Genetics (4)
PHYS 1230/1230L: Algebra Based Physics I + Lab (4)

Electives (11 credit hours):
Select courses totaling 11 or more credit hours. The courses listed here are suggested and some are prerequisites for other requirements. You may alternatively choose any course from the General Education Core Curriculum.
PHYS 1240/1240L: Algebra Based Physics II + Lab (4)
BIOL 2996: Undergraduate Research (2)
GEOL 1110/1110L: Physical Geology + Lab (4)
MATH 1220: College Algebra (3)

Chemistry Concentration
Mathematics requirements (8 credit hours):
MATH 1512: Calculus I (4)
MATH 1522: Calculus II (4)

Physical and Natural Sciences Requirements (16 credit hours):
CHEM 1215/1215L: General Chemistry for STEM I + Lab (4)
CHEM 1225/1225L: General Chemistry for STEM II + Lab (4)
PHYS 1310/1310L: Calculus based Physics I + Lab (4)
PHYS 1320/1320L: Calculus based Physics II + Lab (4)

Electives (13 credit hours):
Select courses totaling 13 or more credit hours. The courses listed here are suggested and some are prerequisites for other requirements. You may alternatively choose any course from the General Education Core Curriculum.
BIOL 2996: Undergraduate Research (2)
MATH 1220: College Algebra (3)
MATH 1230: Trigonometry (3)
MATH 1240: Pre-calculus (3)
MATH 2531: Calculus III (4)
GEOL 1110/1110L: Physical Geology with Lab (4)

Earth and Planetary Sciences Concentration
Mathematics requirement (8 credit hours)
MATH 1512: Calculus I (4)
MATH 1522: Calculus II (4)

Physical and Natural Sciences requirement (20 credit hours)
CHEM 1215/1215L: General Chemistry for STEM I + Lab (4)
CHEM 1225/1225L: General Chemistry for STEM II + Lab (4)
PHYS 1310/1310L: Calculus based Physics I + Lab (4)
GEOL 1110/1110L: Physical Geology + Lab (4)
GEOL 2110C: Historical Geology + Lab (4)

Electives (9 credit hours)
Select courses totaling 9 or more credit hours. The courses listed here are suggested and some are prerequisites for other requirements. You may alternatively choose any course from the General Education Core Curriculum.
BIOL 2996: Undergraduate Research (2)
MATH 1220: College Algebra (3)
MATH 1230: Trigonometry (3)
MATH 1240: Pre-calculus (3)
PHYS 1320/1320L: Calculus Based Physics II + Lab (4)
GEOL 1140: Geological Disasters (3)
GEOL 2140: Geology of New Mexico (3)
ASTR 1115/1115L: Introduction to Astronomy (4)

Physics Concentration
Mathematics requirement (8 credit hours)
MATH 1512: Calculus I (4)
MATH 1522: Calculus II (4)

Physical and Natural Sciences requirement (19 credit hours)
CHEM 1215/1215L: General Chemistry for STEM I + Lab (4)
CHEM 1225/1225L: General Chemistry for STEM II + Lab (4)
PHYS 1310/1310L: Calculus based Physics I + Lab (4)
PHYS 1320/1320L: Calculus based Physics II + Lab (4)
PHYS 2310: Calculus based Physics III (3)

Electives (10 credit hours)
Select courses totaling 10 or more credit hours. The courses listed here are suggested and some are prerequisites for other requirements. You may alternatively choose any course from the General Education Core Curriculum.
BIOL 2996: Undergraduate Research (2)
MATH 1220: College Algebra (3)
MATH 1230: Trigonometry (3)
MATH 1240: Pre-calculus (3)
MATH 2531: Calculus III (4)
ASTR 1115/1115L: Introduction to Astronomy (4)

Pre-Health Concentration
This area of concentration prepares students for transfer to bachelor degree programs that include but are not limited to: Nutrition and Dietetics, Nursing, Pharmaceutical Sciences, Emergency Medical Services, Medical Laboratory Sciences, Medical Imaging, Nuclear Medicine, Dental Hygiene, Public Health, or Animal Science.)

Mathematics requirement (6 credit hours)
MATH 1220: College Algebra (3)
MATH 1350: Introduction to Statistics (3)

Physical and Natural Sciences requirement (20 credit hours)
CHEM 1120C: Introduction to Chemistry for Non-majors (4)
BIOL 1140/1140L: Biology for Health Sciences + Lab (4)
BIOL 2210/2210L: Human A & P I + Lab (4)
BIOL 2225/2225L: Human A & P II + Lab (4)
BIOL 2305: Microbiology for Health Sciences (4)

Electives (11 credit hours)

Select three or four courses, totally 11 or more credit hours. The courses listed here are strongly suggested. You may alternately choose any course from the General Education Core Curriculum.

BIOL 2996: Undergraduate Research (2)
PSYC 2120: Developmental Psychology (3)
NUTR 2110: Human Nutrition (3)

Pre-Agriculture Concentration

UNM-Valencia, partnered with New Mexico State University, has degree requirements for students interested in studying agriculture. Students can complete an associate's degree in General Science at UNM-Valencia related to a bachelor's degree programs in the College of Agricultural, Consumer, and Environmental Sciences at NMSU.

Mathematics requirement (9 credit hours)

MATH 1220: College Algebra (3)
MATH 1350: Intro to Statistics (3)
MATH 1430: Applications of Calculus I (3)

Physical and Natural Sciences requirement (20 credit hours)

CHEM1215/1215L: General Chemistry for STEM I + Lab (4)
CHEM 1225/1225L: General Chemistry for STEM II + Lab (4)
BIOL 2110C: Principles of Biology: Cellular and Molecular (4)
BIOL 2410C: Principles of Biology: Genetics (4) PHYS1230/1230L: Algebra Based Physics I + Lab (4)

Electives (8 credit hours)

Select two or three courses, totaling 8 or more credit hours. The courses listed here are strongly suggested. You may alternately choose any course from the General Education Core Curriculum.

BIOL 2996: Undergraduate Research (2)
COMM 1130: Public Speaking (3)
GEOL 1110/1110L: Physical Geology + Lab (4)
MATH 1440: Applications of Calculus II (3)
PHYS 1240/1240L: Algebra-Based Physics II + Lab (3)

Total Credit Hours Required: 61

Health Education (Associate of Science)

Program Description

The Associate of Science in Health Education degree provides the first two years of study for students planning to pursue a Bachelor of Science degree at UNM-Main in the professional areas of health education (school health education or community health education). The mission of the Health Education program at the University of New Mexico is to develop and promote sustainable public health solutions for populations in New Mexico and beyond, through the professional preparation of health education specialists, collaboration with communities and organizations, research/evaluation and advocacy.

Career and Educational Advancement Opportunities

An associate's degree in Health Education will prepare students for a Bachelor of Science (B.S.) and a Master of Science (M.S.) in Health Education. Both degree programs focus on health education and health promotions at the community level. The Health Education program in the College of Education at UNM offers a unique and innovative program in response to the changing health needs of the state and the nation. Graduates gain proficiency in working with culturally diverse communities to develop, implement, and evaluate health education and promotion interventions and initiatives that reduce risky behaviors and related morbidity and mortality.

Program Requirements

Total credit hours required: 62

Program Learning Goals

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

1. Demonstrate health literacy skills (the capacity to obtain, interpret, and understand basic health information and services) and the competence to use such information and services in ways which are health-enhancing.
2. Administer CPR and first aid.
3. Demonstrate verbal and written skills to promote and communicate the importance of health literacy to each individual.
4. Understand and appreciate the skills needed to succeed in a career as a professional health educator.
5. Pursue a bachelor of science in health education.

Contact and Advising Information

Information about the Associate of Science in Health Education is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Science in Health Education Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
MATH 1220 (College Algebra)	3
Physical and Natural Sciences: (4 credits)	
BIOL 1140/1140L (Biology for Health Sciences and Lab)	4
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology)	3
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	6
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	

Health Education Core Requirements: (31 credits)

BIOL 2210 (Anatomy and Physiology I)	3
CHEM 1120C (Introduction to Chemistry)	4
ENGL 2210 (Professional and Technical Communication)	3
HLED 1113 (First Aid and CPR)	3
HLED 1220 (Personal Health Management)	3
HLED 2210 (Education for AIDS Prevention)	1
HLED 2530 (Fundamentals of Human Sexuality)	3
HLED 2130 (Consumer Health)	1
HLED 2150 (Foundations of Health Promotion)	3
MATH 1350 (Introduction to Statistics)	3
NUTR 2110 (Human Nutrition)	3
PHED 1510 (Resistance Training)	1

Total Credit Hours Required: 62

Health Information Technology (Certificate)

Program Description

The certificate in Health Information Technology (HIT) is designed to prepare students to maintain patient records and health information data in every health care setting, including acute care, long-term, ambulatory care, insurance, and federal agencies.

Career and Educational Advancement Opportunities

The healthcare industry is the top-employing industry and one of the top-projected growth industries in New Mexico. Much of the projected growth is attributed to an aging baby boomer population, technological advances in medicine, and the Patient Protection and Affordable Care Act (ACA). The ACA has highlighted the need for nurses, home health aides, medical assistants, nursing assistants, community health workers, community paramedics, and health information technicians.

Program Requirements

Total credit hours required: 33

Program Learning Goals

Upon successful completion of the required courses for the program, students will demonstrate entry-level skills and possess the ability to:

1. Collect, maintain, and analyze health data structure and content, and be familiar with healthcare data standards and requirements.
2. Collect, organize, and present healthcare statistics.
3. Participate in and comply with quality assessment and performance issues, and healthcare delivery systems.
4. Design, maintain, and use health data storage, security, and retrieval.
5. Use and protect health information and communication technologies.
6. Implement, maintain, and demonstrate healthcare compliance and confidentiality in ethical, legal, and privacy issues.
7. Develop, apply, and participate in human resource management, with financial and physical resources.
8. Apply and validate clinical classification systems and support reimbursement methodologies.
9. Demonstrate professional behavior through attendance, promptness, and the ability to assume appropriate responsibility.

Contact and Advising Information

Information about the certificate in Health Information Technology is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Health Sciences Division at 505.925.8974.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Certificate in Health Information Technology Requirements

AREA	CREDITS
Writing and Speaking: (3 credits)	
ENGL 1110 (Composition I)	3
Physical and Natural Sciences: (4 credits)	
BIOL 1140/1140L (Biology for Health Sciences + Lab) or BIOL 2210/2210L (Human Anatomy and Physiology + Lab) or HCHS 113 (Basic Body Structures and Functions)	4
Information Technology (3 credits) IT 101 (Computer Fundamentals)	3
Health Sciences: (3 credits)	
HCHS 111 (Medical Terminology)	3
Health Information Technology Core Requirements: (20 credits)	
HCHT 121 (Health Technology I)	4
HCHT 211 (Basic ICD/CPT Coding)	4
HCHT 215 (Advanced OP Coding)	2
HCHT 219 (Advanced IP Coding)	3
HCHT 221 (Medical-Legal and Quality Management)	4
HCHT 232 (Reimbursement Methodologies)	3

Total Credit Hours Required: 33

Information Technology (Associate of Applied Science)

Program Description

The Associate of Applied Science in Information Technology degree program offers general education and specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. The degree will give the student skills in hardware maintenance, networking, database development, programming fundamentals, and web design.

Career and Educational Advancement Opportunities

The Associate of Applied Science in Information Technology (IT) degree provides the student with a well-rounded knowledge base, trouble-shooting skills, and customer service techniques that employers will appreciate in an IT professional. In addition, the IT core courses will help prepare the student for national certifications: A+, CCNA, Oracle, LPI/Linux+, Security+, and basic VMware. This degree, while occupational in nature, can be transferred to UNM-Main and applied towards a bachelor's degree. However, career/technical courses are not guaranteed to transfer directly as credit. Additionally, grades earned in technical courses are not included in the grade point average at UNM-Main Campus and may not be included in the GPA of other four-year institutions.

Program Requirements

Total credit hours required: 61

Program Learning Goals

The Information Technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the information technology profession. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of applied science in information technology:

1. Students will demonstrate broad-based skills in and knowledge of installing and maintaining computer hardware and various network environments. These skills prepare students to solve computer hardware and network problems. This prepares students for Comptia A+ certification or TestOut PC Pro test for obtaining an entry-level position as a computer hardware or network technician.
2. Students will create a Linux website using Apache2, My SQL, and PHP. They will incorporate graphics and animations using tools such as WordPress. Students will use programming skills to customize and fix problems within webpages. This prepares students for entry-level positions in web design/implementation and an LPI Linux Essentials or CompTIA Linux+ certification.
3. Students will develop a complete multi-table database application according to user specifications, to include development of the user interface and macros for advanced functionality. This will lead to an entry-level position in database design and development. This prepares students for an Oracle SQL Fundamentals certification.
4. Students will create basic programs using a programming language, such as Java, Python, or C++, and be able to identify and fix problems within the programming code.
5. Students will learn, by using the Cisco Networking Academy, the installation and administration of network communication systems, by learning the general theory of network communications, basic setup, configuration,

and management of network communication protocols on networking devices. This prepares students for the ICND1, ICND2, CCNA, or CompTIA Network+ certification.

Contact and Advising Information

Information about the Associate of Applied Science in Information Technology degree program is available from Advisement and Counseling at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Applied Science in Information Technology Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6-7 credits)	
ENGL 1120 (Composition II)	3
COMM 1130 (Public Speaking)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Mathematics and Statistics.	
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.	
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology) or SOCI 1110 (Introduction to Sociology)	3
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (3 credits)	
_____	3
Select one additional General Education course from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	
**CS 108L (Computer Science for All) is recommended.*	

Information Technology Core Requirements: (39 credits)

CS 105L (Introduction to Computer Programming)	3
CS 152L (Programming for Computer Science Majors)	3
IT 122 (Intro. to Database Management Systems)	3
IT 125 (Microcomputer Operating Systems)	3
IT 131 (Intro. to Hardware Installation)	3
IT 205 (Web Design Methodology)	3
IT 222 (Database Management Systems)	3
IT 230 (Computer Networking)	4
IT 262 (Scripting for Network Defense)	3
IT 293 (Topics II)	8
IT 295 (Practicum/Cooperative Education)	3

Total Credit Hours Required: 61

Information Technology Certificate

Program Description

The Information Technology Certificate program is a subset of the Associate of Applied Science in Information Technology degree program that offers specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. This certificate program is geared for the student who wants to gain experience in computer maintenance, database development, and web design in a short time frame.

Career and Educational Advancement Opportunities

The Information Technology (IT) 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

Program Learning Goals

Please refer to the Associate of Applied Science in Information Technology degree program for information on learning goals for this program.

Contact and Advising Information

Information about the Information Technology Certificate program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Certificate in Information Technology Requirements

AREA	CREDITS
Writing and Speaking: (3 credits)	
ENGL 1110 (Composition I) or its equivalent ENGL 1110 Y or Z	3
Information Technology Core Requirements: (29 credits)	
CS 105L (Introduction to Computer Programming)	3
CS 152L (Programming for Computer Science Majors)	3
IT 122 (Intro. to Database Management Systems)	3
IT 125 (Microcomputer Operating Systems)	3
IT 131 (Intro. to Hardware Installation)	3
IT 205 (Web Design Methodology)	3
IT 230 (Computer Networking)	4
IT 293 (Topics)	4
IT 295 (Practicum/Cooperative Education)	3

Total Credit Hours Required: 32

Integrative Studies (Associate)

Program Description

The aim of the Associate of Integrative Studies degree is to provide a variety of educational experiences that broadens academic knowledge in a variety of disciplines. It provides students with a basis for future study, develops critical thinking, and expands a respect for diversity and culture. While this degree program is open to all qualified students, it has been designed principally for non-traditional students who are already in the workplace but need a degree to advance in their current career, and for traditional students with clear academic or career goals interested in novel ways of organizing an undergraduate experience.

Career and Educational Advancement Opportunities

A student who is awarded this degree is prepared to follow one of two career paths, depending upon the focus he/she chooses. Students can enter jobs that require one or two years of college, but do not require a declared major field of study. Requirements, other than technical courses completed, may transfer to academic programs in four-year institutions. Also, students can transfer to four-year institutions to earn a Bachelor of Integrative Studies (BIS) degree. Academic courses taken will transfer to the University of New Mexico and may transfer to most four-year institutions. The Bachelor of Integrative Studies at UNM specifically engages students who would benefit from closer collaboration with a faculty mentor(s) through experiential research and/or participation with faculty-led problem solving teams. Students are encouraged to design an individualized program that will prepare them for unique or advanced learning experiences, including international, cooperative or professional schools. It may be used as part of a dual degree or as a second degree, and an existing departmental minor is required.

Program Requirements

Total credit hours required: 60

Program Learning Goals

The Integrative Studies program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies in a wide variety of academic or career-technical areas. Course syllabi describe the learning objectives that contribute to the program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the Associate of Integrative Studies, our students will demonstrate:

1. Knowledge of effective communication in writing, speaking, and/or language.
2. An ability to apply concepts in fine arts, religion, philosophy, and/or literature.
3. An ability to apply concepts in history, political science, sociology, psychology, and/or anthropology.
4. Knowledge of mathematics and physical and natural sciences.
5. An ability to apply knowledge from a variety of fields to illustrate an understanding of an institutional perspective in areas such as religion, politics, government, environment, and education.

Contact and Advising Information

Information about the Associate of Integrative Studies degree program is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;

ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Integrative Studies Degree Requirements

Area	**Credits**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	
Select an additional course from the following: COMM 1130, ENGL 2120, ENGL2210, PHIL 1120.	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)

_____ 3

For terminal degree concentrations, select one course of MATH 1215X/1215Y/1215Z or MATH 1215; for transfer concentrations, choose one course from the UNM Core Curriculum in Mathematics and Statistics. (Suggested courses are MATH 1220, MATH 1130, or MATH 1350, which are the options for the UNM BIS degree.)

Physical and Natural Sciences: (4 credits)

_____ 4

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

Social and Behavioral Sciences: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.

Humanities: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Humanities.

Second Language: (3 credits)

_____ 3

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

Arts and Design: (3 credits)

_____ 3

Select one course from the UNM Core Curriculum in Arts and Design.

Student Choice: (6 credits)

_____ 6

Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.

Electives: (29 credits)
Select a minimum of 29 credits of electives that meet your goals for your degree program, either in an academic and/or technical career field.

Suggested Concentrations:
1) Technical Concentration: Build your own degree. Choose any of the technical certificates to up to 15 hours of electives. For the remaining electives, choose academic courses that complement the technical certificate chosen, making you more competitive in the chosen technical field. You should work closely with advisors when making choices, and be aware that the 15 credit hours required in technical certificates may not transfer to a four-year institution.
2) Academic Concentration: Explore academic fields. For the electives, choose academic courses, especially core courses that reflect your chosen academic interest. You should work closely with advisors when making choices, and be aware that academic courses chosen will transfer to the University of New Mexico and to most four-year institutions.

Total Credit Hours Required: 60

Students transferring to UNM-Main should be aware that all core curriculum requirements are met, unless they choose 1215X/1215Y/1215Z or MATH 1215 to fulfill Mathematics requirements. If students use MATH 1215X/1215Y/1215Z or MATH 1215, they will, upon transfer, need to complete MATH 1220, MATH 1130, or MATH 1350 to complete all core curriculum requirements in the Bachelor of Integrative Studies degree.

Liberal Arts (Associate of Arts)

Program Description

The Associate of Arts in Liberal Arts combines course work in the social sciences, natural sciences, and humanities. These areas of learning cultivate skills that help students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills. Through this broad, well-rounded curriculum, students learn effective writing and verbal communication, problem solving, and analytical thinking skills. At its core, the Associate of Arts in Liberal Arts is designed to fulfill the first two years of a bachelor's degree.

Career and Educational Advancement Opportunities

An associate's degree in Liberal Arts will provide students with a basic educational framework of value in a variety of fields including the arts, research and business. Graduates from a liberal arts degree program might go on to careers in public policy, mass media, city planning, business, journalism, publishing, education, sales and marketing, government, communications, museum work, or entertainment. Completion of this degree will enable students to continue studies at the College of Arts and Sciences at UNM Albuquerque (or any four-year institution), leading to a bachelor's degree in areas such as: Anthropology, Classics, Communications, Criminology, Economics, English, Geography, History, Philosophy, Political Science, Psychology, Religion, Sociology, and Women Studies.

Program Requirements

Total credit hours required: 60

**A minimum of 12 credit hours must be completed at the 200+ level.*

Program Learning Goals

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

1. Knowledge of effective communication in writing, speaking, and/or language.
2. An ability to apply concepts in fine arts, religion, philosophy, and/or literature.
3. An ability to apply concepts in history, political science, sociology, psychology, and/or anthropology.

Contact and Advising Information

Information about the Associate of Arts in Liberal Arts degree program is available from Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office, at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 1215 or MATH 1215X, MATH 1215Y, and MATH 1215Z – or place into MATH 1220;
ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Arts in Liberal Arts Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	
Select an additional course from the following: COMM 1130, ENGL 2120, ENGL2210, PHIL 1120.	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
MATH 1220 (College Algebra), MATH 1130 (A Survey of Mathematics), or MATH 1350 (Introduction to Statistics)	3
_____	3
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab.	
Social and Behavioral Sciences: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.	
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language: (3 credits)	
_____	3
Select one course from UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	6
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	

General Electives: (29 credits)

Select a minimum of 29 credits of electives from any academic field.

Concentrations

English: 29 elective credits, 15 of which are English courses.
Sociology: 29 elective credits, 15 of which are Sociology courses.
Psychology: 29 elective credits, 15 of which are Psychology courses.
History: 29 elective credits, 15 of which are History courses.
Liberal Arts: 29 elective credits.

Minimum of 12 credit hours at 200+ level: Yes [ ] No [ ]

Total Credit Hours Required: 60

Manufacturing and Industrial Technology (Associate of Applied Science)

Program Description

The Associate of Applied Science in Manufacturing and Industrial Technology degree program will provide high quality training and develop skills in the areas of Manufacturing and Industrial Technology. The hands-on objectives in this program will have students qualified to enter the workforce. We use only the current and emerging technologies in the industry while training. Our business and industrial partners have helped us form the curriculum to meet the demands of the ever-changing work environment. Our students also take math and communications courses tailored exclusively to what our students will need to know when they enter the workforce.

Career and Educational Advancement Opportunities

The Associate of Applied Science in Manufacturing and Industrial Technology degree provides the student with a well-rounded knowledge base, trouble-shooting skills, and customer service techniques that employers will appreciate in manufacturing professional. This program will enhance student employment as they learn a variety of skills and work onsite at their place of employment. Students will also be able to sit for industry credentialing exams throughout the program.

Program Requirements

Total credit hours required: 62

Program Learning Goals

Upon successful completion of the required courses for the Associate of Applied Science in Manufacturing and Industrial Technology, students will be able to:

1. Operate safety equipment and use safe work habits.
2. Understand the basic tenets of manufacturing.
3. Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment.
4. Diagnose and repair mechatronic systems.
5. Understand basic electric and fluid power systems.
6. Conduct machine maintenance.

Contact and Advising Information

Information about the Associate of Applied Science in Manufacturing and Industrial Technology degree program is available from Advisement and Counseling at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 100 or MATH 021/022 – or place into MATH 1170;

ACCUPLACER/ACT Minimum Scores: 228+ (A&F)/18+

Associate of Applied Science in Manufacturing and Industrial Technology Degree Requirements

AREA	CREDITS
Writing and Speaking: (3 credits)	
ENGL 1120 (Composition II)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (3 credits)	
MATH 1170 (Technical Mathematics)	3
Physical and Natural Sciences: (4 credits)	
_____	4
*Select one course from the UNM Core Curriculum in Physical and Natural Sciences, which must include a lab. *Suggested course is CHEM 1120C.*	
Social and Behavioral Sciences: (3 credits)	
PSYC 1110 (Introduction to Psychology) or SOCI 1110 (Introduction to Sociology)	3
Student Choice: (3 credits)	
_____	3
Select one additional General Education course from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	
Manufacturing and Industrial Technology Core Requirements: (43 credits)	
MFGT 101 (Technology Foundations)	3
MFGT 103 (Technology in Advanced Manufacturing)	3
MFGT 104 (Fluid Power Basics)	3
MFGT 106 (Key Principles of Advanced Manufacturing)	3
MFGT 150 (Machine Maintenance and Installation)	3
MFGT 160 (Automation: Mechatronics Mechanical Systems)	3
MFGT 222 (Automation: Mechatronics Pressurized Systems)	3
CNST 120 (Principles of Electricity)	3
MCHT 101L (Basic Welding)	4
ELCT 105L (Industrial Shop Practice)	3
MFGT 295 (Technical Concentration I: Practicum)	3
MFGT 296 (Technical Concentration II: Practicum)	3
MFGT 297 (Technical Concentration III: Practicum)	3
MFGT 298 (Technical Concentration IV: Practicum)	3

Electives (choose one course for a total of three credit hours):
CNST 123, CNST 128, CNST 129, CNST 205, MFGT 204, MFGT 260

Total Credit Hours Required: 62

Mathematics (Associate of Science)

Program Description

The Associate of Science in Mathematics degree provides the first two years of study for a student who plans to transfer to a four-year institution and pursue a bachelor's degree in Mathematics or related field. Mathematics is an intriguing discipline even without regard to applications of mathematical concepts in other fields. Mathematics emphasizes fundamental ideas in everyday life. The Associate of Science in Mathematics can be excellent preparation for future study in the areas of mathematics and statistics, as well as being good pre-professional training for students wanting to pursue engineering, medicine or other STEM professions.

Career and Educational Advancement Opportunities

The degree program provides students with quality instruction in mathematics, statistics and other core courses to facilitate the mastery of knowledge and the attainment of the skills necessary to complete a bachelor's degree in mathematics or a related field. A student who completes this degree would also be prepared to enter jobs that require two years of college-level mathematics. Mathematics is a key component of a variety of fields, including engineering and many of the sciences. Students may also prepare to teach as a career.

Program Requirements

Total credit hours required: 60

Program Learning Goals

Course syllabi describe the student learning outcomes that contribute to the program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the Associate of Science in Mathematics degree, students will be able to:

5) Apply a broad-based knowledge of concepts in algebra, statistics and calculus.
6) Interpret mathematical relations and functions through numerical, symbolic, and graphical representations.
7) Analyze a contextual situation, choose mathematical constructs best suited to model the situation, and propose an appropriate solution or conclusion.
8) Students in the program will also be able to determine an area of concentration in the field of mathematics or another STEM field, and take the courses that are needed to continue with mathematics or related degree at a four-year institution.

Contact and Advising Information

Information about the Associate of Science in Mathematics degree program is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1215 – or place into MATH 1220 or higher

ACCUPLACER/ACT Minimum Scores: 239+ (A&F)/22+

Associate of Science in Mathematics Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
_____	
*Select an additional course from the following: COMM 1130, ENGL 2120, ENGL2210, PHIL 1120. *PHIL 1120 is strongly recommended.*	3

**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*

Mathematics and Statistics: (3 credits)	
MATH 1220 (College Algebra)	3
Physical and Natural Sciences: (4 credits)	
_____	4
Select one course from the UNM Core Curriculum in Physical and Natural Sciences, and, where applicable, the related lab.	
Social and Behavioral Sciences: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.	
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language: (3 credits)	
_____	3
Select one course from UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	6
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	

**CS 105L or CS 108L is recommended for one of the choices.*

Mathematics Core Requirements (23 credits):

MATH 1230 (Trigonometry)	3
MATH 1480 (Exploring Careers in Mathematics)	2
MATH 1240 (Pre-Calculus)	3
MATH 1512 (Calculus I)	4
MATH 1522 (Calculus II)	4
MATH 2531 (Calculus III)	4
MATH 1350 (Introduction to Statistics)	3

General Electives: (6 credits)

*Select 6 credit hours of General Electives, to reach 60 credit hours total. *STAT 222 and/or BCIS 1110 recommended. BCIS 1110 will transfer to the BS in Mathematics degree program at Western New Mexico University.*

Total Credit Hours Required: 60

Medical Assistant (Certificate)

Medical Assistant Certificate Description

The Medical Assistant Certificate combines the skills and competencies taught in CNA101 (Nursing Assistant), PBT101L/102L (Phlebotomy Technician), and HCHS111 (Medical Terminology), with English, Mathematics, and Computer Science.

Medical Assistant Certificate Career and Educational Advancement Opportunities

The Medical Assistant Certificate was developed in response to a workforce need expressed by healthcare providers who specialize in outpatient care. Students completing the required courses for Medical Assistant will be employable in clinics and doctors' offices with opportunity for career advancement in the healthcare field.

Medical Assistant Certificate Program Requirements

Total credit hours required: 32

Medical Assistant Certificate Program Learning Goals

The Medical Assistant Certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to succeed in careers in the healthcare field. Upon successful completion of the required courses for the program, students will demonstrate skills and competencies that include:

1. An understanding of basic medical terminology,
2. The ability to properly ascertain patient vital signs and respond to provider directions,
3. The ability to set up/clean up following provider procedures,
4. An understanding of HIPAA compliance,
5. Basic lab skills,
6. The ability to inventory and stock exam rooms (including handling and disposal of biohazard materials),
7. The necessary customer service and communication skills to properly conduct patient interviews and document initial patient history,
8. Charting skills,
9. The ability to assist patients with basic requirements for health insurance coverage, and
10. Computer skills to include electronic medical records and software applications.

Medical Assistant Certificate Contact and Advising Information

Information about the Medical Assistant Certificate program is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Health Sciences Division at 505.925.8974.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;
ACCUPLACER/ACT Minimum Scores: 263+/19+
Course: MATH 099 – or place into MATH 100 or higher;
ACCUPLACER/ACT Minimum Scores: 237+ (Arithmetic)/13+

Certificate in Medical Assistant Requirements

AREA	CREDITS
Writing and Speaking (3 credits)	
ENGL 1110 (Composition I) or its equivalent ENGL 1110 Y or Z	3
Mathematics and Statistics (3 credits)	
MATH 1170 (Technical Mathematics)	3
Allied Health (20 credits)	
CNA 101 (Certified Nursing Assistant)	8
PBT 101L (Phlebotomy Technician)	8
PBT 102L (Phlebotomy Technician Clinical)	4
Health Career Health Science (3 credits)	
HCHS 111 (Medical Terminology)	3
Computer Science (3 credits)	
BCIS 1110 (Introduction to Information Systems)	3

Total Credit Hours Required: 32

Networking and Linux (Short-Term Certificate)

Program Description
The certificate program in Networking and Linux is fifteen credit hours in length, and prepares students for an industry credentialing exam. This is a stackable certificate that helps students achieve a milestone along the way to a full Information Technology certificate and associate's degree.

Career and Educational Advancement Opportunities
This certificate prepares students for a career in networked-enterprise technology businesses.

Program Requirements
Total credit hours required: 15

Program Learning Goals
Upon successful completion of the required courses for the Networking and Linux Certificate, our students will demonstrate that they have developed the ability to:

1) Recognize the components of a microcomputer operating system.
2) Identify the characteristics of different types of networks.
3) Use network devices.
4) Configure network adapters.
5) Define the role of clients on a network.
6) Troubleshoot networking issues.
7) Navigate the Cisco and RedHat computer environments.

Contact and Advising Information
Information about the Networking and Linux Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

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

Courses: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110 (ACCUPLACER/ACT minimum score of 263+/19+)

Certificate in Networking and Linux Requirements

Course	Credits
IT 125 (Microcomputer Operating Systems)	3
IT 230 (Computer Networking)	4
IT 293 (Topics II/Cisco Concentration)	4
IT 293 (Topics II/RedHat Concentration)	4

Total Credit Hours Required: 15

Nursing (Associate of Science)

Program Description

The UNM-Valencia Associate Degree in Nursing program is a competitive-entry program designed to graduate entry-level nurses who are able to promote, restore, and maintain health for individuals, families, and groups within our rural community and globally. The New Mexico Board of Nursing (NMBON) has granted full approval to the UNM-Valencia Nursing Program through August 2022. The UNM Valencia Nursing Program is accredited by the Accrediting Commission on Education in Nursing (ACEN) through spring 2022.

Career and Educational Advancement Opportunities

The Nursing program at UNM-Valencia offers a career mobility format that prepares students for beginning Nursing practice in a variety of health care settings. Starting fall 2018, the UNM-Valencia Nursing program is utilizing the statewide New Mexico Nursing Education Consortium (NMNEC) curriculum and will admit eight associate degree students and eight dual degree students annually. Dual degree students will graduate after five semesters in the nursing program with an associate's degree and a bachelor's degree in Nursing.

Program Requirements

- The application process will be on-line through NursingCAS. 50% of total is based on the Kaplan entrance exam (68% or above is required); 40% is based on specified prerequisite GPA; and 10% is based on local residency, twelve or more prerequisite credits taken at UNM-Valencia, Anatomy and Physiology I optional lab taken, and veteran status.
- All pre-requisite courses completed with a "C" or better and cumulative GPA in prerequisite courses of 2.75 or greater
- Official transcripts will be submitted on-line at time of application
- Proof of residency in UNM-Valencia service area if requesting additional selection point consideration
- Copy of DD214 if requesting military service selection point consideration

Completion of the admission requirements makes the applicant eligible for consideration for admission to the UNM-Valencia Nursing Program. It does not guarantee admission. Students who are selected for admission will be required to submit further materials, including, but not limited to, background check and immunization records.

Program Learning Goals

Graduates of the Nursing program will be able to:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

Contact and Advising Information

Information about the associate of science in nursing degree and the dual degree program is available from the Nursing advisor, Tracy Owen, at 505.925.8915 or tracyb@unm.edu, or the Health Sciences Division at 505.925.8870.

Recommended Course of Study

	Course	Title	Credits
Sem 1	CHEM 1120C **	Introduction to Chemistry	4
11 cr	BIOL 1140/1140L **	Biology for Health Sciences and Lab	4
	PSYC 1110	Introduction to Psychology	3
Sem 2	BIOL 2210 (lab optional)	Human Anatomy and Physiology I	3(1)
12 cr	PSYC 2120 (lifespan)	Developmental Psychology	3
	ENGL 1110	Composition I	3
	NURS 239	Pathophysiology I	3
Sem 3	NMNC 1110	Introduction to Nursing Concepts	3
13 cr	NMNC 1135	Principles of Nursing Practice	4
	BIOL 2225 (lab optional)	Human Anatomy and Physiology II	3 (1)
	NURS 240	Pathophysiology II	3
Sem 4	NMNC 1210	Health and Illness Concepts I	3
13 cr	NMNC 1220	Health Care Participant	3
	NMNC 1235	Assessment and Health Promotion	4
	NMNC 1230	Nursing Pharmacology	3
Sem 5	NMNC 2310	Health and Illness Concepts II	3
13 cr	NMNC 2320	Professional Nursing Concepts	3
	NMNC 2335	Care of Patients with Chronic Conditions	4
	ENGL 1120	Composition II	3
Sem 6	NMNC 2410	Health and Illness Concepts III	4
10 cr	NMNC 2435	Clinical Intensive I	4
	NMNC 2445	ADN Capstone	2

12 credits of health sciences (Anatomy & Physiology and Pathophysiology) required

Required for application
** either CHEM 1120C or BIOL 1140/1140L grade for admission GPA, not both

72 total credits (2 additional optional Anatomy & Physiology labs)

PC Operating Systems and Repair (Short-Term Certificate)

Program Description
The certificate program in PC Operating Systems and Repair is ten credit hours in length, and prepares students for an industry credentialing exam. This is a stackable certificate that helps students achieve a milestone along the way to a full Information Technology certificate and associate's degree.

Career and Educational Advancement Opportunities
This certificate prepares students for a career in computer hardware repair and operating systems.

Program Requirements
Total credit hours required: 10

Program Learning Goals
Upon successful completion of the required courses for the PC Operating Systems and Repair Certificate, our students will demonstrate that they have developed the ability to:

1) Recognize the components of a microcomputer operating system.
2) Install and troubleshoot hardware and software.
3) Carry out standard safety protocols.
4) Provide successful customer service.

Contact and Advising Information
Information about the PC Operating Systems and Repair Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110 (ACCUPLACER/ACT minimum score of 263+/19+)

Certificate in PC Operating Systems and Repair Requirements
The following are the course requirements for completion of the Certificate in PC Operating Systems and Repair. Students should see an advisor to customize their educational plans.

Course	Credits
IT 125 (Microcomputer Operating Systems)	3
IT 131 (Introduction to Hardware Installation)	3
IT 293 (Topics II/Hardware and Software)	4

Total Credit Hours Required: 10

Pre-Engineering (Associate of Science)

Program Description

The Associate of Science in Pre-Engineering degree program at UNM-Valencia is a foundation for further study for a student who plans to pursue a bachelor's degree in an engineering field. The degree consists of courses selected from the UNM core curriculum, with an emphasis on mathematics and science, and engineering electives designed to be tailored to a future, more specific field of engineering. (Students should be aware that not all of the courses in this program will transfer to a BS program at UNM main campus.)

Career and Educational Advancement Opportunities

The Associate of Science in Pre-Engineering degree program provides students the opportunity to master the knowledge, skills and behaviors necessary to continue their studies towards a bachelor's degree in a variety of engineering fields. The field of engineering contains a large number of job opportunities and specialties in fields such as biomedical, aerospace, geomatics, software design, chemical and petroleum, mechanical, civil, electrical, and much more.

Program Requirements

Total credit hours required: 60

Program Learning Goals

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

1. Apply knowledge of mathematics, science, and other related disciplines
2. Design and conduct experiments, as well as to analyze and interpret data
3. Identify, formulate, and solve applied science problems
4. Function on teams
5. Understand professional and ethical responsibility
6. Communicate effectively
7. Understand contemporary issues
8. Use techniques, skills, and modern applied science tools necessary for professional practice

**taken from ABET accreditation criteria for Associates degree programs in Applied and Natural Sciences.*

Contact and Advising Information

Information about the Associate of Science in Pre-Engineering degree is available from the Advisement Center at 505.925.8560 or vcadvise@unm.edu, or the Academic Affairs Office at 505-925-8600.

Course Prerequisites

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110;

ACCUPLACER/ACT Minimum Scores: 263+/19+

Course: MATH 1240 and MATH 1230 (or MATH 1250) -- or place into MATH 1512;

ACCUPLACER/ACT Minimum Scores: 284-300 (A&F)/28+

Associate of Science in Pre-Engineering Degree Requirements

AREA	**CREDITS**
Writing and Speaking: (6 credits)	
ENGL 1120 (Composition II)	3
ENGL 2210 (Professional and Technical Communication)	3
**Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill the Student Choice area requirements below.*	
Mathematics and Statistics: (4 credits)	
MATH 1512 (Calculus I)	4
Physical and Natural Sciences: (4 credits)	
PHYS 1310/1310L (Calculus-Based Physics I + Lab)	4
Social and Behavioral Sciences: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Social and Behavioral Sciences. Recommended courses are ENG 200 or ME/GEOG 217.	
Humanities: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Humanities.	
Second Language (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Second Language.	
Arts and Design: (3 credits)	
_____	3
Select one course from the UNM Core Curriculum in Arts and Design.	
Student Choice: (6 credits)	
_____	6
Select two additional General Education courses from the areas above. Students who do not place into ENGL 1120 may apply the credit hours from the prerequisite ENGL 1110 (or its equivalent ENGL 1110 Y or Z) to help fulfill this area.	

**CS 105L is recommended, ME 217 or ENG 200 recommended if not already taken to fulfill Social and Behavioral Sciences, or ECON 2110 (Macroeconomics) or ECON 2120 (Microeconomics).*

Pre-Engineering Core Requirements (18 credits) and Electives (10 credits)

For each concentration, there are 18 required core credits and 10 required elective credits. The following is a list of electives that may be used in any concentration:

ENG 200 (Technology in Society) OR ME/GEOG 217 (Energy, Environment, and Society) 3
**Course selected to fulfill a program elective requirement cannot also fulfill general education core requirement.*

ENG 195 (Special Topics: Mathematics for Engineering Applications) 3
**Course can be used as a prerequisite for MATH 1512, ECE 203 and CE 202.*

MATH 1250 (Precalculus and Trigonometry) 5
MATH 1230 (Trigonometry) 3
MATH 1240 (Precalculus) 3

Please choose a concentration from the following:

Chemical/Petroleum Engineering Concentration (18 required credits + 10 elective credits)

Required:

MATH 1522 (Calculus II) 4
MATH 2531 (Calculus III) 4
ENG 195 (Special Topics, Introduction to Engineering) 3
CHEM 1215/1215L (General Chemistry I + Lab) 4
ECON 2110 (Macroeconomics) OR ECON 2120 (Microeconomics) 3

Elective options:

CE 202 (Engineering Statics) 3
CHEM 1225/1225L (General Chemistry II + Lab) 4
PHYS 1320 (Calculus-Based Physics II) 3
PHYS 1320L (Calculus-Based Physics II Lab) 1
GEOL 1110/GEOL 1110L (Physical Geology) 4

Civil/Construction/Environmental Engineering Concentration (18 required credits + 10 elective credits)

Required:

MATH 1522 (Calculus II) 4
MATH 2531 (Calculus III) 4
ENG 195 (Special Topics, Introduction to Engineering) 3
CHEM 1215/1215L (General Chemistry I + Lab) 4
CS151L (Programming for Non-Majors, *now ENG 130L*) 3

Elective options:

CE 202 (Engineering Statics) 3
GEOL 1110/GEOL 1110L (Physical Geology) 4
PHYS 1320 (Calculus-Based Physics II) 3
PHYS 1320L (Calculus-Based Physics II Lab) 1
BIOL 1110 (General Biology) 3

Electrical/Computer Engineering Concentration (18 required credits + 10 elective credits)

Required:

MATH 1522 (Calculus II) 4
MATH 2531 (Calculus III) 4
ENG 195 (Special Topics, Introduction to Engineering) 3
PHYS 1320/1320L (Calculus-Based Physics II + Lab) 4
CS151L (Programming for Non-Majors, *now ENG 130L*) OR ECE 131L (Programming Fundamentals) 3

Elective options:

ECE 203 (Circuit Analysis I) 3
CHEM 1225/1225L (General Chemistry II + Lab) 4
GEOL 1110/GEOL 1110L (Physical Geology) 4
ECON 2110 (Macroeconomics) OR ECON 2120 (Microeconomics) 3

Mechanical/Aeronautical Engineering Concentration (18 required credits + 10 elective credits)

Required:

MATH 1522 (Calculus II) 4
MATH 2531 (Calculus III) 4
ENG 195 (Special Topics, Introduction to Engineering) 3
PHYS 1320/1320L (Calculus-Based Physics II + Lab) 4
CS151L (Programming for Non-Majors, *now ENG130L*) 3

Elective options:

CE 202 (Engineering Statics) 3
ECE 203 (Circuit Analysis I) 3
CHEM 1215/125L (General Chemistry I + Lab) 4
ECON 2110 (Macroeconomics OR ECON 2120 (Microeconomics) 3
ME 217 (Energy, Environment, and Society) 3

Engineering Undecided (18 required credits + 10 elective credits)

Required:

MATH 1522 (Calculus II) 4
MATH 2531 (Calculus III) 4
ENG 195 (Special Topics, Introduction to Engineering) 3
PHYS 1320/1320L (Calculus-Based Physics II + Lab) 4
CS151L (Programming for Non-Majors, *now ENG 130L*) 3

Elective options:

CE 202 (Engineering Statics) 3
CHEM 1215/1215L (General Chemistry I + Lab) 4
CHEM 1225/1225L (General Chemistry II + Lab) 4
CS 152L (Programming for Computer Science Majors) 3
ECE 131 (Programming Fundamentals) 3
ECE 203 (Circuit Analysis I) 3
GEOL 1110/GEOL 1110L (Physical Geology) 4
BIOL 1110 (General Biology) 3
PHYS 1320 (Calculus-Based Physics II) 3
PHYS 1320L (Calculus-Based Physics II Lab) 1
ECON 2110 (Macroeconomics) OR ECON 2120 (Microeconomics) 3

**May have up to 3 credit hours from topics courses such as BIOL 299 T: Undergraduate Research or topic pertaining to engineering or computer science; UNIV 102 T: Research Methods or topic pertaining to engineering or computer science; or other topics courses pertaining to engineering or computer science (may not count as credits towards BS degree).*

**Although any of the above courses can be used to fulfill the required 10 elective credits, the courses listed in each concentration will transfer directly to the specified BS programs.*

Total Credit Hours Required: 60

VMware (Short-Term Certificate)

Program Description
The certificate program in VMware is eleven credit hours in length, and prepares students for an industry credentialing exam. This is a stackable certificate that helps students achieve a milestone along the way to a full Information Technology Certificate and Associate's Degree.

Career and Educational Advancement Opportunities
This certificate prepares students for a career in virtualization environments used in technology businesses. VMware provides cloud computing and platform virtualization services.

Program Requirements
Total credit hours required: 11

Program Learning Goals
Upon successful completion of the required courses for the VMware Certificate, our students will demonstrate that they have developed the ability to:

1) Recognize the components of a microcomputer operating system.
2) Identify the characteristics of different types of networks.
3) Use network devices.
4) Configure network adapters.
5) Define the role of clients on a network.
6) Troubleshoot networking issues.
7) Install, navigate, and troubleshoot the VMware environment.

Contact and Advising Information
Information about the VMware Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

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

Course: ENGL 100 and FYEX 1110 or equivalent – or place into ENGL 1110 (ACCUPLACER/ACT minimum score of 263+/19+)

Certificate in VMware Requirements

COURSE	CREDITS
IT 125 (Microcomputer Operating Systems)	3
IT 230 (Computer Networking)	4
IT 293 (Topics II/Virtualization in VMware)	4

Total Credit Hours Required: 11

Welding Technology (Certificate)

Program Description

UNM-Valencia partners with the Belen school district to offer a certificate program in Welding Technology at Belen High School to students at the high school as well as to the general public in evening classes. The major goal of the program is to meet a community need to achieve competencies in reading blueprints, beginning and advanced Arc Welding, Oxy-Fuel, pipe, MIG & TIG welding, along with communication and metallurgy.

Career and Educational Advancement Opportunities

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree, or for students seeking qualification for entry level work in the Welding trades.

Program Requirements

Total credit hours required: 34

Contact and Advising Information

Information about the Welding Technology Certificate is available from the Advisement Center at 505.925.8560 or at vcadvise@unm.edu, or the Academic Affairs Office at 505.925.8600.

Certificate in Welding Technology Requirements

AREA	CREDITS
Writing and Speaking (3 credits)	
ENGL 1210 (Technical Communications)	3
Mathematics (3 credits)	
MATH 1170 (Technical Mathematics)	3
Welding Technology Core Requirements (28 credits)	
WLDT 101 (Blue Print Reading)	4
WLDT 105 (Arc Welding I)	4
WLDT 107 (Advanced Arc Welding)	4
WLDT 108 (Oxyacetylene Welding)	4
WLDT 130 (Pipe Welding)	4
WLDT 142 (M.I.G. Welding)	4
WLDT 143 (T.I.G. Welding)	4

Total Credit Hours Required: 34

Definitions of Course Offerings

Academic Course Offerings

Within the limits of its facilities and resources, UNM-Valencia Campus is able to offer any University of New Mexico course through the 2000-level. Enrolling for a UNM course at UNM-Valencia is equivalent to taking the course at UNM-Main Campus. Consequently, there is no need for petitioning to transfer academic courses to UNM-Main.

Career/Technical Course Offerings

UNM-Valencia offers a variety of courses developed by UNM-Valencia for various business, technology and health-related programs. These courses, which are not generally accepted at UNM-Main or other four-year institutions as credits toward a bachelor's degree program, have the following prefixes: AUTT, CNA, CADT, CNST, DMA, GAME, HCHS, HCHT, MFGT, OBT, PBT, and PCA.

Developmental Studies Course Offerings

UNM-Valencia also offers precollege studies courses aimed at preparing students for college-level studies. In English and mathematics these courses have numbers less than 101 (i.e., 099 and 100). We also offer academic studies courses in English (FYEX 1110) and mathematics (MATH 1996) aimed at improving reading and studies skills. These courses do not count toward 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.

Glossary of Terms Used in Course Descriptions

The following describes some of the terms used in the course descriptions:

Also offered as: Indicates that a course is the equivalent of another course, both of which are offered simultaneously (e.g., ANTH 1155 (formerly 110) and LING 2110 (formerly 101). Students may receive credit for one course only.

Clinical: Some health occupations courses require that the student spend a prescribed amount of hours applying learned skills in a clinical (i.e., "on the job") setting.

Core: Indicates whether a course is part of the UNM Core Curriculum or the New Mexico Lower-Division General Education Common Core Curriculum.

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

Credit not allowed: Some courses will not count for credit if the student has already taken another specified course (e.g., BIOL 1110 (formerly 110) and 1140 (formerly 123), CHEM 1120 (formerly 111L) and 1215 (formerly 121L).

Grade option: The subset of grades that students will be given in this course (if not listed, grades are A, B, C, D, or F).

Lecture/Lab: Some science courses indicate the amount of time per week students will spend in the lecture portion of the class (i.e., the classroom) and in the laboratory (in practice, "3 hours" is actually 2½ hours/week or 5 hours/week for an 8-week session). Some health-related courses list total lecture and lab hours for a semester.

May be repeated for credit: Indicates that a course may be repeated for credit up to a specified number of credit hours or, for topics courses, may be repeated if the topics vary.

New Mexico Lower-Division General Education Common Core Curriculum (NMCC): Indicates the area (if any) in the New Mexico Lower-Division General Education Common Core Curriculum to which the course can be applied (NMCC stands for New Mexico Core Curriculum).

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

Prerequisite: Indicates course/s that a student must have successfully completed (generally, a grade of "C" or above) before a student is allowed to enroll in a course.

Recitation: The term "recitation" is similar to "lab" and refers to additional class time for tutorial or assistance with assignments purposes.

Restriction: Similar to “prerequisites,” this term indicates that there are certain constraints (e.g., instructor or administrative approval) in place before a student is allowed to enroll in the course.

Suggested pre/co-requisite: Indicates course/s which a student should (i.e., not required but highly recommended) take either prior to (pre) or concurrent with (co-) a course.

UNM Core Curriculum: Indicates the area (if any) in the UNM Core Curriculum to which the course can be applied.

Course Descriptions

Arts Leadership and Business (ALBS)

ALBS 2110: The Business of Being an Artist. (3) Survey of arts management terms and concepts with an emphasis on the creative workforce and economy, business of art, nonprofit management, and arts career development strategies. Students develop a career plan that informs their academic directions.

Anthropology (ANTH)

ANTH 1115: Introduction to Anthropology. (3) Anthropology is the systematic study of the humanity both past and present. The course introduces students to the four subfields of anthropology, which include archaeology, biological, linguistic and cultural anthropology. Students will learn about the concepts and methods that anthropologists use to study our species and gain a broader perspective on the human experience. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

ANTH 1211: Archaeological Method and Theory. (3) This class explores different ways of studying and interpreting the past through a survey of archaeology's historical, theoretical, and methodological development. Co-requisite: ANTH 1211L.

ANTH 1211L: Archaeological Method and Theory Laboratory. (1) Accompanying lab class for ANTH1211. Co-requisite: ANTH 1211.

ANTH 1140: Introduction to Cultural Anthropology (3) This is an introductory course that provides an overview of cultural anthropology as a subfield within the broader discipline of anthropology and as a research approach within the social sciences more generally. The course presents core concepts and methods of cultural anthropology that are used to understand the ways in which human beings organize and experience their lives through distinctive cultural practices. More specifically, this course explores social and cultural differences and similarities around the world through a variety of topics such as: language and communication, economics, ways of making a living, marriage and family, kinship and descent, race, ethnicity, political organization, supernatural beliefs, sex and gender, and globalization. This course ultimately aims to present a broad range of perspectives and practices of various cultural groups from across the globe. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

ANTH 1155: Introduction to Linguistic Anthropology. (3) This is an introductory course, which provides an overview of the discipline of Linguistic Anthropology. The course will discuss the implications of language within anthropology, as well as within the sciences and social sciences more generally. The course explores the core concepts and methods of linguistic anthropology, such as the basic structure of language, first and second language acquisition, bilingualism, and social and regional variations that are used to help students understand what it means to be human and the role of language in human societies. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

ANTH 1170: Human Life Course. (3) Biology and behavior of the human life course, including the evolution of the life history patterns specific to humans and the impact of population growth and of adaptation to local conditions in promoting human diversity. Recommended, but not required, that this be taken concurrently with 1170L.

ANTH 1170L: Computer Laboratory in Human Evolutionary Ecology. (2) Introduces the computer as a tool in biological and social science research, provides first-hand experience in data collection, analysis and modeling behavior. No prior computer experience required. Recommended, but not required, that this be taken concurrently with 1170.

ANTH 1135: Introduction to Biological Anthropology. (3) Evolution over the last several million years has resulted in modern humans – Homo sapiens. Amazing things occurred during this lengthy process, resulting in us – big brained, handy, upright, and lightly hair-covered primates. In this class, we'll track the phenomenal course of human development, beginning with our distant hominid ancestor Aridipithecus (more than 4 million years ago), through the various species of Australopithecus, Homo habilis, Home erectus, Neanderthals, and finally arriving at modern humans.

During this class, we'll learn what makes humans unique as a species and how closely related we are to our primate cousins. Recommended, but not required, that this be taken concurrently with 1135L.

ANTH 1135L: Introduction to Biological Anthropology Laboratory. (2) The factual basis of human evolution, from the comparative study of living and fossil primates to interpretation of recent human fossils. Recommended, but not required, that this be taken concurrently with 1135.

ANTH 2175: World Archaeology. (3) Archaeology is the systematic study of the human past through material remains. This course introduces students to the physical remains of past societies and compares and contrasts archaeological development in different regions. Students will explore the dynamics of the human past and its influences on contemporary society. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

ANTH 2190C: Introduction to Forensic Anthropology. (3) This course will introduce you to the field of forensic anthropology, its main concepts, and their application in the broader medico legal system. This will include discussion of the structure of the medico legal system, the organizational hierarchy of death investigation, the role and ethical responsibilities of the forensic anthropologist, an introduction to the information that is provided by anthropological analysis and the methods used to obtain this information, the importance of the chain of evidence, the role of expert testimony, the importance of research, and the steps of designing effective research projects.

ANTH 2996: Topics in Anthropology. (3) May be repeated for credit, as long as content is different.

Architecture (ARCH)

ARCH 1115: Introduction to Architectural Graphics. (3) Introduction to manual and digital drawing as well as modeling techniques for architectural and interior design. Students will learn how to represent composition, form and space by orthographic drawing, paraline and perspective views, and freehand sketching. Three-dimensional model building techniques will also be introduced.

ARCH 1120: Introduction to Architecture. (3) This course provides students the tools and vocabulary to analyze, interpret and discuss the built environment from the social, historical, perceptual and technical determinants. Students are introduced to elements, principles, and theories of architecture through their social, historical, and technical determinants. The course seeks to lay a foundation in architectural studies, including introducing students to fundamental vocabulary and concepts.

ARCH 1125: Design Fundamentals. (3) Introduces fundamental principles and processes of two-, three-, and four-dimensional design. Design aesthetics, perception, technique, composition, evaluation of materials and methods, practicing design methodologies, exploring design principles and theories, and graphic authorship are explored through various types of assignments.

Art History (ARTH)

ARTH 1120: Introduction to Art. (3) In this class, students will be introduced to the nature, vocabulary, media and history of the visual arts, illustrated by examples drawn from many cultures, both Western and non-Western and across many centuries. We will begin with a general overview of the subject, including basic concepts and themes that shed light on the continuity of the artistic enterprise across the span of human experience. We will study the visual elements from which art is made, including how artists use these elements and how the artists' use of visual elements affects our experience of looking at art. We will examine both two-dimensional and three-dimensional media including drawing, painting, printmaking, camera and computer arts, graphic design, sculpture, installation, crafts and architecture. Selected works will be examined in context, including the history of the time and place in which they were created, as well as their function, patronage, and the character and intent of individual artists. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTH 2110: History of Art I. (3) This survey course explores the art and architecture of ancient pre-historic cultures through the end of the fourteenth century. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTH 2120: History of Art II. (3) This survey course will explore the architecture, sculpture, ceramics, paintings, drawings, and glass objects from the 14th century to the modern era. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTH 2245: History of Photography. (3) This course is designed to provide students with a fundamental working knowledge of the major trends in the aesthetic, conceptual, and technical aspects of photography from its beginnings in the 1830s to the recent practices of photographers and artists working with photographic technologies. Together we will investigate photography's role as an artistic medium as a central focus, as well as its broader role in our visual, political, and social culture. Textbook readings, online lectures, discussions boards, exams, and other activities will assist students in gaining a critical understanding of photography.

Art Studio (ARTS)

ARTS 1220: Arts Practices I. (3) This course introduces the exploration of processes, ideas, and diverse media of visual arts. It addresses the thematic concepts that are central to the nature of art making today, with emphasis given to issues of LIGHT, FRAME, and MARK while developing an understanding of the elements and principles of design. Suggested co-requisite: ARTH 1120.-*Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1230: Arts Practices II. (3) This course introduces the exploration of processes, ideas, and diverse media of visual arts. It addresses the thematic concepts that are central to the nature of art making today, with emphasis given to issues of MOTIVE and CHANGE while developing concepts, techniques, and processes involved in working in the third dimension. Suggested co-requisite: ARTH 1120.-*Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1310: Introduction to Ceramics. (3) This course introduces the technical processes and conceptual concerns of working with ceramic material. Various methods of forming functional and expressive works out of clay are explored. Methods used include handbuilding and throwing, basic clay bodies, slip and glaze, and atmospheric firing. Suggested co-requisites: ARTS 1610, ARTS 1230.-*Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1320: Ceramics I. (3-6) An introduction to the medium of clay incorporating hand building and wheel throwing to introduce the student to both the sculptural and utilitarian uses of clay. The student will also be introduced to a variety of glazing and firing techniques. Prerequisites: ARTS 1230 and ARTS 1310. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1410: Introduction to Photography. (3) This course introduces the making of photographic images from a broad viewpoint to consider both as an art practice and as a cultural practice. The course covers technical information on camera use and functionality, composition and visual design, digital workflow and editing, professional functions of manipulating and enhancing images, and printing correctly and effectively. The historical aspects of photography are also covered. Suggested co-requisite: ARTS 1220. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1510: Introduction to Electronic Art. (3) This course will be an introduction to the computer as a medium and fine art tool. The course will explore the history, theory, and contemporary art issues associated with electronic art practice, as well as introduce students to the basic tools and associated technologies. This studio course will introduce simple

electronics, software and ideas for working with sound, video, and the internet to create artwork. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1610: Drawing I. (3) This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3-D subject on a 2-D surface with visual accuracy. Other topics include historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space & composition. Suggested co-requisite: ARTH 1120. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1630: Painting I. (3) This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory, and composition. Prerequisites: ARTS 1610, ARTS 1220; suggested co- or prerequisite: ARTS 2610. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1710: Introduction to Printmaking. (3) This course provides direct experience of exploring basic printmaking processes, including relief, intaglio, and monoprint processes, as well as the investigation of materials/media, tools, techniques, history, and concepts of printmaking. Emphasis is given to solving problems through thematic development while producing a portfolio of prints. Prerequisites: ARTS 1610, ARTS 1220. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 1830: Shop Foundation. (3) This course provides an introduction to the proper use of shop facilities with an emphasis on the safety procedures required for their proper use. The course will provide the student with a foundation of technical skills for use in the production of their work in subsequent classes.

ARTS 1840: Sculpture I. (3) This course introduces the student to a variety of medium and techniques used in the production of sculpture; along with the historic, conceptual, and esthetic foundations of the sculptural process. Prerequisite: ARTS 1230. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2410: Black & White Photography. (3) This course introduces the fundamental techniques of black and white photography, which includes camera functions and use, exposure techniques and film processing, traditional darkroom printing, and presentation of work.

ARTS 2420: Visualizing Ideas. (3) The course is dedicated to teaching how to visualize ideas within the photographic medium by combining theoretical content and aesthetic form to create a conceptually rich body of work. It explores advanced digital photography, including perfecting use of the camera and relevant digital software, and honing inkjet printing skills. We will explore new techniques and workflows, and use them to respond to a variety of themes and concerns. We will look at a number of contemporary photographic practitioners, and discuss a multitude of historical and contemporary approaches to the same ideas we will be probing.

ARTS 2522: Digital Imaging Techniques. (3) Techniques and aesthetics of digital imaging using a variety of software programs and hardware. Prerequisite: ARTS 1410. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2523: Video Art I. (3) An investigation of video as a medium within a fine art context. Course will explore history, theory, and contemporary art issues associated with video art practice as well as develop student's mastery of technical skills. Prerequisite: ARTS 1510. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2610: Drawing II. (3) This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing. Prerequisites: ARTS 1610, ARTS 1220. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2630: Painting II. (3-6) This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical, and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of -class assignments, library research or museum/gallery attendance, written responses, and critiques. Prerequisite: ARTS 1630. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2892: Sound Art I. (3) An exploration of sound as a medium and fine art tool. Course will explore history, theory and contemporary art issues associated with sound art, as well as develop student's skills in sound editing/ recording technology. Prerequisite: ARTS 1510. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

ARTS 2996: Topics in Art Studio. (3-9) May be repeated for credit, as long as content is different. No more than 9 credits can be applied towards a degree.

Astronomy (ASTR)

ASTR 1115: Introduction to Astronomy. (3) This course surveys observations, theories, and methods of modern astronomy. The course is predominantly for non-science majors, aiming to provide a conceptual understanding of the universe and the basic physics that governs it. Due to the broad coverage of this course, the specific topics and concepts treated may vary. Commonly presented subjects include the general movements of the sky and history of astronomy, followed by an introduction to basic physics concepts like Newton's and Kepler's laws of motion. The course may also provide modern details and facts about celestial bodies in our solar system, as well as differentiation between them – Terrestrial and Jovian planets, exoplanets, the practical meaning of "dwarf planets", asteroids, comets, and Kuiper Belt and Trans-Neptunian Objects. Beyond this we may study stars and galaxies, star clusters, nebulae, black holes, clusters of galaxies and dark matter. Finally, we may study cosmology -- the structure and history of the universe. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

ASTR 1115L: Astronomy Laboratory. (1) Introduction to Astronomy Lab will include hands-on exercises that work to reinforce concepts covered in the lecture, and may include additional components that introduce students to the night sky. Pre or co-requisite: ASTR 1115. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

Automotive Technology (AUTT)

AUTT 101: Introduction to Automotive Technology. (3) Designed to expose the student to the automotive industry, its tools, and its specific language. The student will receive an overview in the basic systems related to automotive technology, and appropriate safety measures.

AUTT 111: Automotive Testing and Diagnosis. (4) Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

AUTT 115: Brakes, Suspension, and Steering. (4) The study of modern brake theory including drum and disk-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.

AUTT 130: Electrical System Repair. (4) Electrical theory and diagnosis. Starting, charging, lighting, and related electrical systems in automotive applications will be studied.

AUTT 170: Heating and Air Conditioning (4) Basic heating and air conditioning of an automotive system.

AUTT 203: Automotive Engine Overhaul (4) Repair and overhaul procedure performed on a gas engine.

AUTT 213: Automotive Transmission Overhaul (4) Basic transmission and overhaul of an automotive system.

AUTT 230: Electrical System Overhaul. (3) To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

AUTT 295: Practicum in Auto Technology. (3-9) The student will work in a garage or training facility in the Valencia County area and at the same time will be attending the college during part of the day. (May be repeated in subsequent terms for a maximum of 9 cr.)

Biology (BIOL)

BIOL 1110: General Biology. (3) This course introduces nonscience majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology. Credit not allowed for both BIOL 1110 and BIOL 1140; not accepted toward Biology major. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

BIOL 1110L: General Biology Laboratory. (1) This laboratory course for non-science majors compliments the concepts covered in the associated general biology lecture course. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution, taxonomic classification and phylogeny, biodiversity, and ecology. Pre or co-requisite: BIOL 1110. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

BIOL 1140: Biology for Health Sciences. (3) This introductory biology course for students interested in health science careers focuses on the concepts of chemistry, cell biology, metabolism, genetics, and regulation of gene expression. Credit not allowed for both BIOL 1140 and BIOL 1110; not accepted toward Biology major. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

BIOL 1140L: Biology for Health Sciences Laboratory. (1) This course is a laboratory that complements the concepts learned in the theory course. Students will learn skills involved in scientific measurement, microscopy, and mathematical analysis. Students will also perform experiments and data analysis related to cell structure and function, chemistry, enzyme activity, and genetics. Pre or co-requisite: BIOL 1140. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

BIOL 2110C: Principles of Biology: Cellular and Molecular Lecture and Laboratory. (4) This course introduces students to major topics in general biology and focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, genetics, DNA replication, transcription, and translation. Prerequisite: CHEM 1215 and CHEM 1215L .

BIOL 2210: Human Anatomy and Physiology I. (3) This course is the first of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; Specifically the integumentary, skeletal, muscular, and nervous systems. Lecture: 3 hours. Prerequisites: BIOL 1140/1140L or BIOL2110C and CHEM 1120L or CHEM 1215.

BIOL 2210L: Human Anatomy and Physiology Laboratory I. (3) This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level ;specifically the integumentary, skeletal, muscle, and nervous systems. Lab: 3 hours. Pre or co-requisite: BIOL 2210.

BIOL 2225: Human Anatomy and Physiology II. (3) This course is the second of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, and organ structure and physiology, and organ system structure and function; specifically the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. Lecture: 3 hours. Prerequisites: BIOL 2210.

BIOL 2225L: Human Anatomy and Physiology Laboratory II. (3) This is the second in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. Lab: 3 hours. Pre or co-requisite: BIOL 2225.

BIOL 2305: Microbiology for Health Sciences. (4) This course introduces the basic principles of microbial structure, genetics, and physiology, virology, parasitology, disease, pathogenicity, epidemiology and immunology. Only some emphasis is given to basic biological principles. The course is designed for those obtaining a career in the health sciences. Not accepted toward a biology major. Lecture: 3 hours; lab: 3 hours. Prerequisites: BIOL 1140/1140L or BIOL 2220C and CHEM 1120 or CHEM 1215/1215L.

BIOL 2410C: Principles of Biology: Genetics Lecture and Laboratory. (4) This course introduces the fundamental principles of heredity; DNA structure and replication; the processes of transcription, translation, and regulation of gene expression; and structural, functional, and comparative genomics. The course covers the application of major genetic concepts, principles, and techniques to understand and solve biological questions. Prerequisites: general chemistry I plus lab, Principles of Biology: Cell and Molecular Biology. Prerequisite: BIOL 2110C and CHEM 1215 or CHEM 1217. Prerequisite or Co-requisite: CHEM 1225 or CHEM 1227.

BIOL 2996: Topics in Biology. (1-4) Transferable to the UNM Biology Department as an elective. May be repeated for credit, as long as content is different.

Business (ACCT, BCIS, BFIN, BUSA, ENTR, MKTG)

ACCT 2110X and 2110Y: Principles of Accounting IA and IB. (3) The development of the accounting cycle, special journals, and financial statements.

BCIS 1110: Introduction to Information Systems. (3) Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making. Prerequisite: MATH 1215, or MATH 1215X, MATH 1215Y, and MATH 1215Z or MATH 1170 and MATH 1215Z.

BFIN 2110: **Intro to Finance.** (3) Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

BUSA 1110: Introduction to Business. (3) Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

BUSA 1996: Topics. (3) Selected offering of topics not represented in the regular curriculum. May be repeated once.

BUSA 2220: Human Resource Management. (3) This course covers those topics which would be relevant to the role of human resource department in today's firm. Topics include: human resource management, compensation and benefits, labor relations, E.E.O., affirmative action, employment and placement, training and development, and other related topics.

BUSA 2260: Principles of Strategy. (3) Case studies and projects that prepare the students to effectively apply their management training in the business environment will be emphasized. Project assignments in planning, decision making and problem solving will use and promote the development of capabilities in all functional area of management. Additionally, emphasizes the functions of top management. Case studies offer the student an opportunity to develop a habit of administrative thinking as company-wide objectives and policies are formulated and consistent plans and programs are carried into action.

ENTR 1110: Entrepreneurship. (3) Introduces students to the concept of entrepreneurship and to the process of business startups.

MKTG 2110: Principles of Marketing. (3) A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market related information, completion of exchange processes and profit maximization in free markets. Emphasis on interdisciplinary tools for management, decision-making and developing marketing strategies in domestic and international market applications.

Chemistry (CHEM)

CHEM 1105: Preparation for College Chemistry. (2) A preparatory course for students who feel they are not prepared or who do not have the prerequisite requirements for CHEM 1215. A grade of "CR" can be used as a placement into CHEM 121/123L. Offered on a CR/NC (credit/non-credit) basis only.

CHEM 1106: Foundations of Chemistry. (3) Chemistry 1106 is a unique preparatory course for Chemistry 1215 and subsequent chemistry courses. It has a dual purpose; firstly, to help you obtain a solid foundation in the chemical concepts that are essential to your future Chemistry and science classes, and secondly to optimize your set of learning skills to help you learn more efficiently, demonstrate your knowledge and succeed in your future fast-paced, high-level science courses.

CHEM 1110: Chemistry in Our Community. (3) This course will introduce non science majors to the basic chemistry required to understand topics of current interest affecting their communities, such as air and water quality, global climate change, use of fossil fuels, nuclear power, and alternative energy sources, to illustrate chemical principles, acquaint students with scientific methods, and to critically evaluate scientific claims as presented in the media and in other communicative forums. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 1120C: Introduction to Chemistry – non majors. (4) This course covers qualitative and quantitative areas of non-organic general chemistry for non-science majors and some health professions. Students will learn and apply principles pertaining, but not limited to, atomic and molecular structure, the periodic table, acids and bases, mass relationships, and solutions. The laboratory component introduces students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Prerequisite: ACT =>22 or SAT =>510 or MATH 1215 or MATH 1220 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1510 or MATH 1520 or MATH 2531. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 1215: General Chemistry I. (3) This course is intended to serve as an introduction to General Chemistry for students enrolled in science, engineering, and certain pre-professional-programs. Students will be introduced to several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions. Lecture: 3 hours. Credit not allowed for both CHEM 1120 and CHEM 1215. Prerequisite: MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1510 or MATH 1520 or MATH 2531 or with a grade of C or higher or a math placement score that qualifies the student. Co-requisite: CHEM 1215L. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 1215L: General Chemistry I Laboratory. (1) General Chemistry I Laboratory for Science Majors is the first semester laboratory course designed to complement the theory and concepts presented in General Chemistry I lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Lab: 3 hours. Prerequisite: MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1510 or MATH 1520 or MATH 2531. Co-requisite: CHEM 1215. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 1225: General Chemistry II. (3) This course is intended to serve as a continuation of general chemistry principles for students enrolled in science, engineering, and certain pre-professional programs. The course includes, but is not limited to a theoretical and quantitative coverage of solutions and their properties, kinetics, chemical equilibrium, acids and bases, entropy and free energy, electrochemistry, and nuclear chemistry. Additional topics may include (as time permits) organic, polymer, atmospheric, and biochemistry. Lecture: 3 hours. Co-requisite: CHEM 1225L. Prerequisite: CHEM 1215 and CHEM 1215L; ACT =>25 or SAT =>570 or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1510 or MATH 1520 or MATH 2531 *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 1225L: General Chemistry II Laboratory. (1) General Chemistry II Laboratory for Science Majors is the second of a two semester sequence of laboratory courses designed to complement the theory and concepts presented in General Chemistry II lecture. The laboratory component will introduce students to techniques for obtaining and analyzing

experimental observations pertaining to chemistry using diverse methods and equipment. Lab: 3 hours. Prerequisite: ACT Math =>25 or SAT Math =>570 or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1510 or MATH 1520 or MATH 2531 or CHEM 1215 and CHEM 1215L. Co-requisite: CHEM 1225. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

CHEM 2120: Integrated Organic Chemistry and Biochemistry. (4) This course is a one-semester introduction to Organic Chemistry and Biochemistry designed for students in health and environmental occupations. The course surveys organic compounds in terms of structure, physical, and chemical properties, followed by coverage of the chemistry of specific classes of organic compounds in the biological environment. Students will apply course concepts to everyday organic and biological chemistry problems in preparation for careers in health and environmental fields. Prerequisite: CHEM 1120C or CHEM 1225.

Communication (COMM)

COMM 1115: Communication. (3) This survey course introduces the principles of communication in the areas of interpersonal, intercultural, small group, organizational, public speaking, and mass and social media.

COMM 1130: Public Speaking. (3) This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches. Suggested prerequisite: ENGL 1110. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

COMM 1140: Introduction to Media Writing. (3) This course combines a theoretical foundation with practical applications. It provides an introduction to journalism, as well as an overview of the most common types of writing required in public relations, advertising and strategic communication. Prerequisites: 15 credit hours earned, 2.0 minimum GPA, ENGL 1120.

COMM 1150: Introduction to Mass Communication. (3). This course introduces students to the history, models, theories, concepts, and terminology of mass communication, focusing on various media and professions. The course will enable students to develop media literacy skills to interpret mass communication and understand the effects of media on society and their lives. Suggested prerequisite: ENGL 1110.

COMM 1155: Communication Across Cultures. (3) An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. This course seeks to identify, honor and enhance the strengths of different cultural perspectives. Suggested prerequisite: ENGL 100.

COMM 2120: Interpersonal Communication. (3) This course provides an introduction to the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

COMM 2140: Small Group Communication. (3) Explores the principles and practices of effective participation in small groups, with emphasis on critical thinking, problem solving, organizational skills, role theory, conflict resolution, and creative decision-making methods. It combines a theoretical foundation with practical application to help students better understand the dynamics of group communication in both professional and social contexts. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

COMM 2150: Communication for Teachers. (3) This course will investigate and critically evaluation the influence of identity, communication, and culture on instruction, learning, engagement, classroom community, and the teacher-student relationship.

Computer-Aided Drafting (CADT)

CADT 150: Introduction to Computer Aided Drafting. (3) This course is designed for students interested in developing computer-aided drafting skills. It consists of both lecture and system operation assignments. Lecture/lab. Prerequisite: Approval of the instructor.

CADT 160: Introduction to AutoDesk Revit. (4) An introductory course to building information modeling. The basic features of Autodesk's REVIT software will be covered. Lecture/lab.

CADT 171: Computer Modeling for 3D Printing. (4). The purpose of this course is to introduce students to 3D printing software. Students will learn how to make 3D models using Sketchup, Autodesk's 123D Design and AutoCad. The 3D models will be converted to build files and printed using the lab 3D printers. Lecture/lab. Prerequisite: CADT 150.

CADT 185: Architectural Drafting. (4) An introductory architectural drafting course covering basic drafting skills and conventions.

CADT 191: Introduction to 3D Printing. (4) The purpose of this course is to introduce students to the current state of 3D printing technology. Students will learn about the cross-disciplinary nature of 3D printing as an accessible, cost-effective and green prototyping and manufacturing solution. The course is taught in a lecture/lab format using two different 3D printers and related software. Lecture/lab. Prerequisite: CADT 150.

CADT 255: Introduction to Architectural Modeling. (4) Students will use design software to create 3D models of buildings, generate floor plans and other working drawings, create a "walk through," and generate construction estimates. This class can be used for elective credit in the CAD certificate and degree programs. Lecture/Lab. Prerequisite: IT 101 or equivalent computer literacy.

CADT 260: Intermediate Computer-Aided Drafting. (4) This course covers discipline, specific environment, and data input/export. Lecture/Lab. Prerequisite: CADT 150.

CADT 270: Advanced Computer-Aided Drafting. (4) Course in advanced CAD techniques, including macro programming and production drafting. Prerequisites: CADT 260.

CADT 293: Topics in CADT. (1-4)

CADT 294: 3D Printing Project. (4) This is the capstone course for the 3D Printing Certificate. CADT 294 is an independent study course for students with existing modeling and 3D printing skills. Students are required to log eight hours per week (two of the eight hours must be completed in the CAD lab). The 3D printing project(s) and project milestones are chosen in consultation with the instructor. Lecture/lab. Prerequisites: CADT 191and CADT 171.

CADT 295: Practicum/Cooperative Education. (1-4) Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of their associate degree or certificate program.

Computer Science (CS)

CS 105L: Introduction to Computer Programming. (3) Introduction to Computer Programming is a gentle and fun introduction. Students will use a modern Integrated Development Environment to author small programs in a high level language that do interesting things.

CS 108L: Computer Science for All: An Introduction to Computational Science and Modeling. (3) This course offers an introduction to computer science through modeling and simulation. Students will learn agent-based modeling of complex systems and see the applicability of computer science across fields. Course cannot apply to major in computer science or any other SOE major.

CS 152L: Computer Programming Fundamental for Computer Science Majors. (3) Also offered as MATH 151L An introduction to the art of computing. Intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. Lecture: 3 hours, recitation: 1 hour. Prerequisite: CS 105L, CS 108L, CS 151L, or ECE 131L.

CS 241L: Data Organization. (3) Data representation, storage and manipulation. Covers the memory organization of data storage and its relation to computation and efficiency. Topics include: linked vs. contiguous implementations, memory management, the use of indices and pointers, and an introduction to issues raised by the memory hierarchy. Programming assignments in C provide practice with programming styles that yield efficient code and computational experiments investigate the effect of storage design choices on the running time of programs. Prerequisite: Grade of B- or higher in CS 152L or grade of C or higher in CS 259L.

CS 251L: Intermediate Programming. (3) An introduction to the methods underlying modern program development. Specific topics will include object-oriented design and the development of graphical user interfaces. Programming assignments will emphasize the use of objects implemented in standard libraries. Lecture: 3 hours, recitation: 1 hour. Prerequisite: Grade of B- or higher in CS 152L.

CS 261: Mathematical Foundations of Computer Science. (3) Introduction to the formal mathematical concepts of computer science for the beginning student. Topics include elementary logic, induction, algorithmic processes, graph theory, and models of computation. Prerequisite: Grade of A- or higher in MATH 1240 or grade of B- or higher in MATH 1215. Successful completion of PHIL 1120 is strongly suggested.

CS 293: Social and Ethical Issues in Computing. (1) Overview of philosophical ethics, privacy and databases, intellectual property, computer security, computer crime, safety and reliability, professional responsibility and codes, electronic communities, the internet, and the social impact of computers. Students make oral presentations and produce written reports.

Construction Technology (CNST)

CNST 120: Principles of Electricity. (3) This course focuses on practical applications of electrical principles. The working principles and proper use of various types of electric motors are covered using circuit board calculations according to formulas of electrical functions.

CNST 123: Automation and Robotics Manufacturing I. (3) This course introduces the basic theory, operation, and programming of automated manufacturing systems. The course will focus on three main types of manufacturing automation: Programmable Logic Controllers (PLC), Computer Numerically Controlled Machines (CNC), and Robotics. Prerequisite: CNST 120.

CNST 128: Motor and Motor Controls. (3) This course introduces common types of electric motors and includes motor theory, magnetism and motor rotation, motor starting components, and protective devices. Heat dissipation, motor slippage, wiring, speeds, and capacitors in motor circuits are included. Prerequisite: CNST 120.

CNST 129: Electrical Circuits. (3) This course provides a general understanding of common electric motors (from small shaded pole fans to large three-phase and direct currents) and motor operation and circuits using alternating current (single and three-phase). Pre or co-requisite: CNST 128.

CNST 205: Programmable Controllers I. (3) This course introduces the basic theory, operation, and programming of programmable logic controllers (PLC). Students will demonstrate programming examples, set-up examples and troubleshoot, as well as study PLC timing, counting, arithmetic, logic, and sequences. Prerequisite: CNST 120.

CNST 293: Topics in Construction Technology. (3-6) This course of study provides a basic introduction to construction skills for all crafts. Topics include basic safety in the construction setting, an introduction to construction mathematics, introduction to blue-prints, effective use of hand and power tools, and basic rigging.

Criminal Justice (CJUS)

CJUS 1110: Introduction to Criminal Justice. (3) This course provides an overall exploration of the historical development and structure of the United States criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

CJUS 1120: Criminal Law. (3) This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime.

CJUS 1140: Juvenile Justice. (3) This course covers the diversity of the informal and formal juvenile justice system, the process of identifying delinquent behavior, the importance of legislation, law enforcement, course, diversion, referrals, and juvenile corrections facilities.

CJUS 1170: Introduction to Criminology. (3) The course will explore the crime problem, its context, and especially to explain causes of crime. The course will cover Foundations for Criminology, Theories of Crime, and Types of Crime.

CJUS 1180: Introduction to Cybercrime. (3) This course examines the nature and scope of cybercrime. Students study major theories and explore strategies necessary to deal with common types of fraudulent schemes, as well as laws that have been enacted for computer crime. Causes, victimization, legal issues, control strategies, and societal costs regarding the "computer-crime" problem will also be explored and evaluated. The course encourages analytical thinking and reasoning about computer crime topics and relevant legal issues so that students can identify, analyze, and solve problems in the continually emerging cybercrime and cyberlaw issues and trends.

CJUS 1190: Introduction to Protective Services. (3) A survey in concepts, principles, leadership, and practices of local law enforcement. The course is designed to prepare students for entry into local protective services and examines the structure, purpose, scope of authority, and jurisdictions of local law enforcement agencies. Students learn how protective services interact with local communities and agencies in local, state, tribal, and federal venues. In addition, the course reviews candidate characteristics, qualifications, and requirements for career opportunities in the protective services arena. A local background check is required. Students must be 18 years of age at the start of course. Permission required

CJUS 1360: Foundations of Professional Investigation. (3) An introduction to the investigative profession, including how professional investigators assist attorneys, businesses, and the public with a variety of cases. Students study the investigative process and conduct, the skills and traits required of professional investigators as well as the methodology that investigators use in both civil and criminal cases.

CJUS 2110: Professional Responsibility in Criminal Justice. (3) This course covers the application of various ethical systems to decision making in criminal justice professions. This includes discussion of misconduct by criminal justice professionals and strategies to prevent misconduct. Well-known philosophers will be discussed and incorporated into the course material.

CJUS 2120: Criminal Courts and Procedure. (3) This course covers the structures and functions of American trial and appellate courts, including the roles of attorneys, judges, and other court personnel, the formal and informal process of applying constitutional law, rules of evidence, case law, and an understanding of the logic used by the courts.

CJUS 2130: Police and Society. (3) The course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress.

CJUS 2140: Criminal Investigations. (3) This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures, which insure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced.

CJUS 2150: Corrections Systems. (3) This course introduces the corrections system in the United States, including the processing of an offender in the system and the responsibilities and duties of correctional professionals. The course covers the historical development, theory, and practice, as well as the institutional and community-based alternatives available in the corrections process.

CJUS 2235: Constitutional Criminal Procedure. (3) This course is an examination of the constitutional principles related to the investigation of crimes, arrests, confessions and pre-trial processing of offenders. The focus will be on individual rights found in the First, Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments of the United States Constitution and the comparable provisions of the New Mexico Constitution.

CJUS 2310: Domestic Violence. (3) This course is meant to provide a comprehensive introduction to the topic of family violence by introducing the student to crime victims. Students will develop an understanding of the impact of crime on the victim and the victim's role and rights in the criminal justice system.

CJUS 2320: Gangs in American Society. (3) This course examines the trend of juvenile and adult groups that have joined together to engage in delinquent and criminal acts. It is designed to familiarize students with the history of gangs, their various types, impacts on communities, as well as methods of prevention, suppression, and intervention.

CJUS 2330: Juvenile Corrections. (3) This course covers juvenile probation, detention, training schools and juvenile parole. This course will require students to work in teams that will design programs and facilities for juvenile corrections. Designs will be evaluated for their practical value and compliance with ACA standards.

CJUS 2410: Probation, Parole, and Community Corrections. (3) This course is a survey and analysis of probation, parole, other community reintegration procedures, halfway houses, community treatment centers, volunteer programs and graduated release. Special emphasis is placed upon the function, possibilities, and problems of community-based programs.

CJUS 2998: Internship. (3) Internship in Criminal Justice.

Early Childhood Education (ECED)

ECED 1110: 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.

ECED 1115: 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 indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

ECED 1120: 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. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented. Emphasis is placed on helping children become self- responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

ECED 1125: Assessment of Children and Evaluation of Programs (3) This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. 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.

ECED 1130: Family and Community Collaboration (3) This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings are discussed. Families' goals and desires for their children will be supported through culturally responsive strategies.

ECED 2110: 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.

ECED 2115: 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 oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory- and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

ECED 2120: Curriculum Development through Play – Birth through Age 4 (Pre-K). (3) This beginning curriculum course places play at the center of curriculum in developmentally-appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive 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 is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Co-requisite: ECED 2121. Prerequisite: ECED 1110.

ECED 2121: Practicum for Curriculum Development through Play – Birth through Age 4 (Pre-K). (2) The beginning practicum course is a co-requisite with the course Curriculum Development through Play –Birth through Age 4. The field-based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive 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 is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Co-requisite: ECED 2120. Prerequisite: ECED 1110.

ECED 2130: Curriculum Development – Age 3 (Pre-K) through Grade 3. (3) The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included. Co-requisite: ECED 2131. Prerequisite: ECED 1110.

ECED 2131: Practicum for Curriculum Development – Age 3 (Pre-K) through Grade 3. (2) The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included. Co-requisite: ECED 2130. Prerequisite: ECED 1110.

Economics (ECON)

ECON 2110: Macroeconomics. (3) Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies. Suggested prerequisites: ENGL 1110 and MATH 120. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

ECON 2120: Microeconomics. (3) This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources. Suggested prerequisites: ENGL 1110, MATH 1215, and ECON 2110. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

Education (EDUC)

EDUC 1120: Introduction to Education. (3) Introduction to the historical, philosophical, sociological foundations of education, current trends, and issues in education; especially as it relates to a multicultural environment. Students will use those foundations to develop effective strategies related to problems, issues and responsibilities in the field of education. A field component at an educational site is required.

EDUC 1125: 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.

EDUC 1996: Topics in Education. (1-3) May be repeated for credit, as long as content is different.

Emergency Medical Services (EMS)

EMS 106: Emergency Medical Responder. (4) A 60-hour course designed specifically for personnel who are first at the scene of an accident or emergency. This course offers a foundation for advanced EMS courses. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

EMS 111: EMS Combination Refresher. (1) A 24-hour required course for EMT-First Responders, Basics, and Intermediates to maintain state and National Registry licensure that reviews current treatment in pre-hospital emergency patient care and updates the student in any changes to the New Mexico Scope of Practice for EMT's. Student must have a current EMT License to take this course.

EMS 113: EMT-Basic. (8) This EMS certification level is the foundation level for all emergency medical responders. This course consists of 96 hours of didactic instruction and 80 hours of lab instruction, including individual instruction for a range of basic skills. Upon successful completion of the course, students will be eligible to sit for the National Registry EMT licensing examination. Corequisite: 142. Restriction: program permission. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes. A UNM Certificate is awarded upon successful completion of 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.

EMS 142: EMT-Basic Lab. (2) Meets the EMT Basic national standard curriculum requirements and incorporates NM EMT-B scope of practice. Provides lab instruction to prepare the student to sit for the NM and National Registry testing. Co–requisite EMS 113. Restriction: program permission. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

EMS 143: EMT- Intermediate Lab. (1) Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology. Provides lab instruction to prepare the student to sit for the NM and National Registry testing. Prerequisite EMS 113 and EMS 142. Co-requisite: EMS 151 and EMS 180 Restriction: program permission. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

EMS 151: EMT-Intermediate Clinical and Field Experience. (2) Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and pre-hospital experience. Prerequisite: EMS 113 and EMS 142. Co-requisite: EMS 143 and EMS 180 Restriction: program permission. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes.

EMS 180: EMT-Intermediate. (5) Meets New Mexico requirements and incorporates EMT-Intermediate scope of practice, to include lecture and lab instruction, including intravenous fluid administration and pharmacology. Upon successful completion of the course, students will be eligible to sit for the National Registry Advanced EMT licensing examination. Prerequisite: EMS 113 and EMS 142. Co-requisite: EMS 143 and EMS 151. Restriction: program permission. During the first two weeks of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; 10 panel illegal drug screening; caregiver background screening and finger printing ($73.30 fee); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Additional requirements for EMS classes. A UNM Certificate is awarded upon successful completion of this course.

EMS 193: Emergency Medicine Topics (1-3) Titles will vary.

Engineering (ENG)

CE 202: Engineering Statics. (3) Statics of particles and rigid bodies, in two and three dimensions using vector algebra as an analytical tool; centroids; distributed loads; trusses, frames, internal forces, friction. Prerequisites: Grade of C or higher in PHYS 1310 and MATH 1522.

ECE 131: Programming Fundamentals. (3) Fundamental programming concepts, including consideration of abstract machine models with emphasis on the memory hierarchy, basic programming constructs, functions, parameter passing, pointers and arrays, file I/O, bit-level operations and interfacing to external devices. Prerequisite: Grade of C or higher in MATH 1220 or higher, or ACT Math score of 25+, or SAT Math score of 570+, or ACCUPLACER 249+ (A&F).

ECE 203: Circuit Analysis I. (3) Basic elements and sources. Energy and power. Ohm's law and Kirchhoff's laws. Resistive networks, node and loop analysis. Network theorems. First-order and second-order circuits. Sinusoidal sources and complex representations: impedance, phasors, complex power. Three-phase circuits. Prerequisite: Grade of C or higher in ENG 120 or MATH 1522. Pre or co-requisite: PHYS 1320.

ENG 120: Mathematics for Engineering Applications. (4) Provides an overview of basic engineering mathematics topics necessary for success in second-year engineering courses. Topics are presented in the context of engineering applications and reinforced through labs and examples from core engineering courses. Prerequisite: Grade of C or higher in MATH 1220.

ENG 130L: Introduction to Engineering Computing. (3) An introduction to the use of computing to solve engineering problems. Students learn computer programming fundamentals and learn to use a numerical computing environment (e.g. MATLAB). Applications to engineering problems are explored.

ENG 195: Special Topics: Introduction to Engineering. (3) Orientation to various fields of engineering; introduction to the engineering design process; exploration of careers in engineering.

ENG 195: Special Topics in Engineering. (1-6) Selected topics in engineering and/or computer science at the introductory level.

ENG 200: Technology in Society. (3) This is an introduction to the ways in which technology shapes the world, and is itself shaped by society, culture, politics, economics, and history. Topics include industrialization, technological changes, cultural impact, environmental policies, and social and ethical responsibilities. *Meets University of New Mexico Core Curriculum Area IV: Social and Behavioral Sciences.*

ENGF 293: Topics. (1-6) Selected topics in engineering.

English (ENGL)

Developmental Writing Courses:

ENGL 099: Developmental English. (4) An intensive study of fundamental writing skills, focusing upon paragraph development and fluency; introduces essay writing and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisites/placement: Minimum writing ACCUPLACER score of <55, or verbal ACT score of 14.

ENGL 100: Writing Standard English. (4) Developmental writing course providing concentrated practice writing and revising basic essays, as well as intensive study of grammar, punctuation, and usage and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisites/placement: Successful completion of ENGL 099 (RA, RB, or RCR) or minimum writing ACCUPLACER score of 55-68, or verbal ACT score of 17.

Expository and Professional Writing Courses:

ENGL 1110: Composition I. (3) Requires minimum ACT Verbal score of 19 for placement. In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 1110X: Composition I: Stretch I (3) For students with ACT Verbal score of <19; does not count toward Core Curriculum Writing and Speaking requirements, but does count as elective credit for graduation. This is the first term of a two-term "Stretch" sequence (with ENGL 1110Y); the intention is that students remain with their cohort and their teacher over both courses in successive semesters.

ENGL 1110Y: Composition I: Stretch II. (3) Students are placed in ENGL 1110Y after they have received a grade of "C" or higher in ENGL 1110X in the previous term. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 1110Z: Enhanced Composition. (4) This "Studio" option covers the requirements and student learning outcomes of ENGL 1110 with the addition of a 1 credit writing lab. All 4 credits generate undergraduate credit; 3 of the 4 credits meet core curriculum requirements.-*Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 1120: Composition II. (3) In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods. Can serve as initial composition course for students with ACT Verbal score of 26-28; serves as second course in composition sequence for students who have earned a "C" or higher in ENGL 1110. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 1210: Technical Communications. (3) This is an 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. Students are encouraged to speak with an advisor about the applicability of this course.

ENGL 2120: Intermediate Composition. (3) This course builds upon and refines the writing skills acquired in previous writing courses, with a focus on non-fiction prose. Research, composition, exposition and presentation abilities will be practiced and developed. Through analysis and revision, students will develop strategies to improve the versatility and impact of their writing. Course topics and emphases may vary by section. Prerequisite: ENGL 1110 (C or higher) and ENGL 1120 (C or higher), or verbal ACT score $\geq$ 26, or verbal SAT score $\geq$ 610. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 2210: Professional and Technical Communication. (3) Professional and Technical Communication will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience. Prerequisite: ENGL 1110 (C or higher), and ENGL 1120 (C or higher), or verbal ACT score $\geq$ 26, or verbal SAT score $\geq$ 610. *Meets University of New Mexico Core Curriculum Area 1: Writing and Speaking.*

ENGL 2220: Introduction to Professional Writing. (3) A beginning course in the professional writing concentration. Study of technical writing, public information and public relations writing and freelance nonfiction writing. Prerequisite: ENGL 1120.

ENGL 2310: Introduction to Creative Writing. (3) This course will introduce students to the basic elements of creative writing, including short fiction, poetry, and creative nonfiction. Students will read and study published works as models, but the focus of this "workshop" course is on students revising and reflecting on their own writing. Throughout this course, students will be expected to read poetry, fiction, and non-fiction closely, and analyze the craft features employed. They will be expected to write frequently in each of these genres. Prerequisite: ENGL 1110.

ENGL 2993: Writing Workshop. (1-3, maximum of 6) Various topics in literature, language and writing.

Literature and Language Courses:

ENGL 1410: Introduction to Literature. (3) In this course, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

ENGL 1710: Greek Mythology. (3) Introduction to mythology; primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric hymns and tragedies.

ENGL 2110: Traditional Grammar. (3) This course surveys traditional grammar, introducing linguistic terminology and methods for identifying and understanding parts of speech, parts of sentences and basic sentence patterns. The course

presents terminology and methods designed to increase the student's understanding of the structure of the language. Suggested prerequisite: ENGL 100.

ENGL 2510: Analysis of Literature. (3) This course is an introduction to literary analysis and writing applied to literary techniques, conventions, and themes. Students will learn how to write focused literary analyses, demonstrating their understanding of biographical, critical, cultural, and historical contexts of various writers and genres. Students will also learn proper documentation, as well as other skills, such as quoting, paraphrasing, and integrating sources, both primary and secondary. Prerequisite: ENGL 1120.

ENGL 2540: Introduction to Chicana/o Literature. (3) This course examines a variety of literary genres to explore the historical development of Chicano/a social and literary identities. This survey offers an overview of the history of Chicano/a literature, introducing the major trends and placing them into an historical framework.

ENGL 2560: Introduction to Native American Literature. (3) This course will introduce students to the literature produced by Native American authors as well as explore issues relevant to the study of Native American literature. The course will also introduce the basic elements of literary analysis.

ENGL 2610: American Literature I. (3) This course surveys American literature from the colonial period to the mid-nineteenth century. This course provides students with the contexts and documents necessary to understand the origins of American Literature and the aesthetic, cultural, and ideological debates central to early American culture.

ENGL 2620: American Literature II. (3) This course surveys American literature from the mid-nineteenth-century to the contemporary period. This course provides students with the contexts and documents necessary to understand American Literature and the aesthetic, cultural, and ideological debates central to American culture.

ENGL 2630: British Literature I. (3) This course offers a study of British literature from its origins in Old English to the 18th century. This survey covers specific literary works—essays, short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature.

ENGL 2640: British Literature II. (3) This course offers a study of British literature from the 18th century to the present. This survey covers specific literary works—short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature.

ENGL 2650: World Literature I. (3) In this course, students will read representative world masterpieces from ancient, medieval, and Renaissance literature. Students will broaden their understanding of literature and their knowledge of other cultures through exploration of how literature represents individuals, ideas and customs of world cultures. The course focuses strongly on examining the ways literature and culture intersect and define each other. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

ENGL 2660: World Literature II. (3) In this course, students will read representative world masterpieces from the 1600s to the present. Students will broaden their understanding of literature and their knowledge of other cultures through exploration of how literature represents individuals, ideas and customs of world cultures. The course focuses strongly on examining the ways literature and culture intersect and define each other. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

ENGL 2670: African-American Literature. (3) This course introduces students to the African-American classics of the slavery era. Daily experiences of the characters in these books become the basis for discussing race, class, gender, revolt, freedom, peace and humanity.

ENGL 2996: Topics in English. (3) May be repeated twice for credit, as long as content is different. Prerequisite: ENGL 1410.

Environmental Science (ENVS)

ENVS 1130: The Blue Planet. (3) To understand global change and environmental concerns, this course weaves together an understanding of Earth's systems, including the lithosphere, atmosphere hydrosphere, and biosphere. We will look at scientific approaches to understanding human interactions and impacts on Earth systems. Co-requisite: ENVS 1130L. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

ENVS 1130L: The Blue Planet Laboratory. (1) Laboratory course for The Blue Planet. In our Blue Planet labs, students will often work together to collect data and students are encouraged to discuss their observations and ideas, but students are expected to write their own answers in their own words on their worksheets. Co-requisite: ENVS 1130. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

First Year Experience (FYEX)

FYEX 1110: First-Year Seminar. (1-3 to a maximum of 6) Designed to accelerate successful transition to university life. Grade option: A, B, CR/NC.

Film and Digital Media Arts

FDMA 1210: Digital Video Production I. (3) An introduction to digital video production. Students learn camera operation, lights and audio equipment. Hands-on production is completed in the studio and on location. Special fee required.

FDMA 1520: Introduction to Film and Digital Media. (3) This course is designed to provide students with a survey of the histories, innovative concepts, and creative possibilities of digital media. Within both the lecture hall and the studio lab, students will consider a wide variety of digital media processes and applications. Additionally, students will learn fundamental skills in teamwork, storytelling, and design. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences; or Area 5: Humanities; or Area 7: Arts and Design.*

FDMA 1996: Topics. (3) This is a topics course that can have a variety of themes.

FDMA 2110: Introduction to Film Studies. (3) This course introduces students to the fundamentals in film history, criticism, and theory. Though viewing and analysis of a variety of narrative, documentary, and experimental films, students will advance their understanding of key issues in filmic representation and aesthetics. A range of approaches will be employed in understanding the aesthetic and cultural significance of the medium, including feminism, post-colonialism, critical race theory, and modernism. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

FDMA 2195: Beyond Hollywood. (3) This course concentrates on the representation of children and adolescents in world cinema. The portrayal of children throughout world cinema has a long and rich complex history, which has been primarily shaped by family and national structures. Through film screenings, readings, and discussions class will center on the exploration of what it means to look at children and what cultural baggage are their bodies asked to carry. Also, what impact do national and global politics have on the lives of children? Through the establishment and use of basic vocabulary and analytic methodologies of film studies, larger theoretical and practical questions about how cinema functions as a cultural and ideological force, especially how it helps to construct ideas about the family, the nation, and national identities will be addressed. Class screenings will cover a breadth of children and adolescents in world cinema but readings, discussions, and outside film viewings will provide a more comprehensive overall picture.

FDMA 2280: Topics. (3) This is a topics course that can have a variety of themes.

FDMA 2286: Activating Digital Space. (3) This class introduces students to the techniques of dramatic narrative and how those techniques can inform a visual grammar where form follows function.

FDMA 2520: Introduction to Cinematography. (3) The Director of Photography (or Cinematographer), in close collaboration with the Director and Production Designer, helps determine the look of a film. This course is designed to introduce students to the technical and aesthetic fundamentals of creating, developing, and collaborating on the visual elements of storytelling, using camera framing, lensing, and lighting fundamentals such as shadows, light and color. Prerequisites: FDMA 1310 and FDMA 1550.

FDMA 2525: Video Production II. (3) An in-depth exploration of digital video production, including camera, lighting and sound production techniques for studio and field production. This class will help the filmmaker visualize and execute a digital film in a real-world team environment.

FDMA 2610: Directing I. (3) Introduction to the creative process of a film director. Students will participate in hands-on workshops and develop stories for motion media, create screenplays, and work with actors in short scenes using current technologies in film, television, and web-based media production.

FDMA 2996: Topics in Digital Media Arts. (1-4) May be repeated for credit as long as the topic is different.

Game Design and Simulation (GAME)

GAME 101: Introduction to Game Development. (3) Introductory game development concepts and techniques. Topics common to all game development: history of modern games, player considerations, game elements, storytelling and narrative, character development, game play experience, levels, interface design, audio, strategy, and project management.

GAME 102: Introduction to Game Engines. (3) This course focuses on real-time programming, using event-driven game scripting languages in both commercial and open-source gaming engines but mainly focusing on the Unity Game Engine. Students participate in both individual, hands-on exercises, as well as game development teamwork to design and build functional games, using existing game engines, including discussions and recommendations for game engines to fit industry specifications. Prerequisites: GAME 101.

GAME 120: Game Testing. (3) Testing and debugging gaming and simulation applications in the Alpha and Beta stages of production. Product critiques and written documentation of testing and debugging processes. Assigned projects, readings, presentations, exams and group critiques will assist in preparing the student for further study in game development.

GAME 125: 3D Modeling and Animation. (3) This course focuses on skill development covering the 3D computer graphics pipeline, using Autodesk Maya, 3DS Ma, and/or Blender and other software. Upon completion of this course, students will gain the foundation needed to create games and game assets.

GAME 130: Digital Imaging Techniques. (3) This course provides students with a fundamental working knowledge of the technical, aesthetic, and conceptual aspects of digital imaging techniques, digital photography, and the Adobe Photoshop Creative Suite software to provide a foundation in game asset building, texturing and design. Lectures, demonstrations, group/online discussions, and other online content will introduce various issues associated with the digital media presented and accompanying technologies.

GAME 150: Character Animation and Rigging. (3) Create computer games utilizing game development tools that require no programming including 2D graphics, 3D modeling, music and sound effects. Tasks include: game setup, development studio, manipulating graphic images, creating sounds/music, pictures and animation. Prerequisite: GAME 125.

GAME 160: Game Engine Scripting. (3) This course focuses on game scripting programming languages with an emphasis on game concepts and simulations directly related to game engines, both commercial and open-source, although a focus will be on the Unity game engine C++ and JavaScript. Students will work in small teams to produce a 2D or 3D computer game, using the Unity Game Engine. Students will be expected to fill multiple roles in the production process and gain hands-on experience in the collaborative processes of game design, project management, programming, graphics and animation, and playtesting. Prerequisite: GAME 102.

GAME 180: Game Programming. (3) The course focuses on game programming, using various languages, such as C++. Topics will include points and vectors, sound, and graphics. Lectures, demonstrations, discussions, and other content will introduce various issues of game programming. Prerequisite: GAME 102.

GAME 220: Environmental Modeling. (3) This course teaches students how to create full scale environments working within small production teams. Students will create full realistic and stylized environments in 3D Studio Max, covering the modeling and texturing required. Prerequisite: GAME 125.

GAME 250: Character and Creature Modeling. (3) This course continues the focus on core methodologies for collaborative game development. The iterative development process will be enhanced through online communication strategies, version control and a rigorous review process. Independent online marketing strategies will be introduced and utilized for the final project. Prerequisite: GAME 125.

GAME 260: Level Design. (3) This course introduces the tools and concepts used to create levels for games and simulations. The course focuses on level design: architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling, utilizing toolsets from industry titles. Lectures, demonstrations, discussions, and other content will introduce various issues of game-level design. Prerequisite: GAME 125.

GAME 275: 3D Lighting and Shading. (3) This course is a study of various global, scene and character lighting techniques, shading and shadowing, and atmospheres and reflections that bring computer-generated 3D scenes to life in the digital production process. Prerequisite: GAME 125.

GAME 280: Audio for Gaming. (3) This course examines the art, craft, and business of video game audio, including music, sound design and voice-over. It is an exploration of how the game development process works and the evolution of game audio and related topics. Prerequisite: GAME 102.

GAME 293: Topics: Game Production II. (1-4) Game design and simulation topics course. May be repeated for credit provided content is not the same.

GAME 296: Capstone: Production and Portfolio. (3) Students are tasked with creating a portfolio and/or reel highlighting their work, skills, and ability for job placement in the field. Permission of instructor required. Student must be enrolled in the last semester of their program.

Geography (GEOG)

GEOG 217: Energy, Environment, and Society (also offered as ME 217). (3) This course is a look at the social, ethical, and environmental impacts of energy use in the contemporary world and throughout history. It is a survey of renewable energy and conservation, and their impact on environmental and social systems.

Geology (GEOL)

GEOL 1110: Physical Geology. (3) Physical Geology is an introduction to our dynamic Earth introducing students to the materials that make up Earth (rocks and minerals) and the processes that create and modify the features of our planet. The course will help students learn how mountains are formed, how volcanoes erupt, where earthquakes occur, and how water, wind, and ice can shape the landscape. Students will also develop a basic understanding of the ways humans have altered the planet including our impact on natural resources and global climate change. Co-requisite: GEOL 1110L. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

GEOL 1110L: Physical Geology Laboratory. (1) Physical Geology Lab is the laboratory component of Physical Geology. Students will learn to identify rocks and minerals in hand samples, work with topographic maps, geologic maps, and geologic cross-sections, and apply stratigraphic principles to explore geologic time. Co-requisite: GEOL 1110. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

GEOL 1140: Geological Disasters. (3) This course will incorporate an overview of the geological processes that result in natural disasters and the input humans have on the amplification or mitigation of these natural disasters. We will examine past catastrophes and discuss the probability of such disasters occurring again. Hazards investigated will include, but not be limited to earthquakes, volcanoes, tsunami, hurricanes, floods, landslides, and astronomical events such as meteor and comet collisions with Earth. We will investigate the data obtained from recent disasters and explore the costs in human and economic terms.

GEOL 2110C: Historical Geology. (4) This course reviews the major geological and biological processes and events over the Earth's 4.6-billion-year history. Students will learn about the formation of the Earth and its development through time including changes in the lithosphere, atmosphere, hydrosphere, and biosphere. The interrelationships between the physical aspects of Earth history and biological origins, evolution of species, and causes of extinctions will be explored. This course combined the lecture and laboratory into one course. Prerequisite: GEOL 1110/GEOL 1110L or GEOL 1120/GEOL 1120L. *Meets UNMCC – Area 3: Physical and Natural Sciences; meets NMCC – Area III: Laboratory Science.*

GEOL 2140: Geology of New Mexico. (3) This course is a tour of the geologic history and natural places of New Mexico. Students will explore the materials (rocks and minerals) that make up New Mexico and the processes that created and continue to shape our state. Students will learn about mountains, rivers and seas that have come and gone, and New Mexico's rich fossil heritage. Students will discover where and why volcanoes erupted, and where natural resources are found and extracted.

GEOL 2996: Topics. (1-3) May be repeated for credit as long as the topic is different.

Health Career Health Sciences (HCHS)

HCHS 111: Medical Terminology. (3) An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.

HCHS 113: Basic Body Structures and Functions. (4) An introductory course in anatomy and physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

HCHS 115: Pharmacology for Health Occupations. (3) An introduction to principles for drug classification, usage, contraindications, dosage, and computations.

Health Career Health Technology (HCHT)

HCHT 121: Health Technology I. (4) An introduction to health technology, with topics to include: the history and regulation of medical record documentation, public health initiatives, the structure and language of healthcare delivery, reimbursement and billing practices, electronic health records and coding, patient privacy and security, and certification processes in health technology.

HCHT 211: Basic ICD/CPT Coding. (4) Students will learn the coding nomenclature and coding conventions for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems, and apply the coding conventions and guidelines to code patient diagnoses, outpatient services, and medical supplies and pharmaceuticals. A variety of payment systems are also presented, along with Medicare fraud and abuse information. Prerequisite: HCHS 111.

HCHT 213: Principles of Disease. (4) An introduction to human pathophysiology for non-nursing health professionals, with topics to include: cellular function, immunity, cancer, and human systems (gastrointestinal, hematologic, nervous, skeletal, reproductive, and cardiovascular). Prerequisites: HCHS 111, HCHS 113.

HCHT 215: Advanced OP Coding. (2) Topics related to medical coding will include: format of CPT and ICD, coding guidelines, descriptions and definitions of symbols, correct use of modifiers, accessing Encoder coding resources, and payment methodology. Prerequisite: HCHT 211.

HCHT 219: Advanced IP Coding (3) Practice assigning ICD-9, ICD-10, and ICD-10 PCS codes using inpatient diagnosis, procedures and reports, using the 3M encode. Prerequisite: HCHT 211.

HCHT 221: Medical-Legal and Quality Management. (4) This course explores the management of healthcare-related information by Health Information Management (HIM) departments in the United States. Prerequisite: HCHT 121.

HCHT 222: Health Technology II. (4) This course covers supervisory principles and electronic medical records, including collection, arrangement, presentation and verification of healthcare data. Also included are reimbursement methodologies, confidentiality rules and regulations, and uses of coded data. Prerequisite: HCHT 121.

HCHT 231: Computer Applications and Healthcare Statistics. (4) This course introduces the student to computer applications in the healthcare industry and methods used to control the security of information, with topics to include: the concepts and procedures used in the preparation of statistical reports, including vital statistics, census systems, rates and percentages. Prerequisites: HCHT 121, BCIS 1110, or permission of instructor.

HCHT 232: Reimbursement Methodologies. (3) This course presents information about insurance programs and federal healthcare legislation. It provides a basic knowledge of claims management, medical necessity and coding systems. Pre or co-requisite: HCHT 211.

HCHT 233: Professional Practicum Experience. (6) The student will receive hands-on experience in a Health Information Management setting under a Practicum Site Manager, who is trained in the specific areas of Health Information Technology in which the student will be gaining experience. Prerequisites: Satisfactory completion of all HCHT program core courses.

Health Education (HLED)

HLED 1113: First Aid and CPR. (3) Preparation in practice to meet needs and situations when basic first aid care is needed. Students eligible for standard first aid certification and CPR Certificate.

HLED 1220: Personal Health Management (3) An introduction to the major areas of information that help humans achieve, maintain, and promote positive health. Topics covered include nutrition, mental and physical health, drugs, human sexuality, prevention and control of diseases and injury, nutrition, and societal and environmental impacts on health.

HLED 2130: Consumer Health. (1) Preparation in knowledge and skills related to consumers of health products and services.

HLED 2150: 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.

HLED 2210: Education for AIDS Prevention. (1) Familiarize yourself concerning the HIV/AIDS epidemic with awareness including basic information, prevention, history, compassion, legal issues, testing, and societal implications.

HLED 2530: Fundamentals of Human Sexuality. (3) This course provides an introduction and 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.

HLED 2996: Topics in Health Education. (1-3) May be repeated for credit, as long as the content is different.

History (HIST)

HIST 1150: Western Civilization I. (3) This course is a chronological treatment of the history of the western world from ancient times to the early modern era. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1160: Western Civilization II. (3) This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world

societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1110: United States History I. (3) The primary objective of this course is to serve as an introduction to the history of the United States from the pre-colonial period to the immediate aftermath of the Civil War. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1120: United States History II. (3) The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1170: Survey of Early Latin America. (3) The primary objective of this course is to serve as a survey of the history of Latin America from pre-Columbian times through independence. This course will explore the contributions of Indigenous peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1180: Survey Modern Latin America. (3) The primary objective of this course is to serve as a survey of the history of Latin America from independence to the present. This course will explore the contributions of Indigenous peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

HIST 1190: Medieval Europe. (3) This course will introduce students to the history and culture of Medieval Europe. It is designed to provide students with an understanding of specific topics such as the growth of Christianity, feudalism, social conformity, and the responses of the people to the challenges of famine, disease, and warfare. For this purpose, the course is organized chronologically and topically.

HIST 2110: Survey of New Mexico History. (3) The primary objective of this course is to serve as an introduction to the history of New Mexico from the pre-Columbian times to the present day. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of New Mexico within the context of the Americas.

HIST 2255: Traditional Eastern Civilizations. (3) This course surveys nearly all of Asia (East, South, and West) from antiquity to approximately 1600 CE. The focus is on the development of three major civilizations: Chinese, South Asian, and Islamic. Topics with comparative potential include governing institutions, social structures, economies and trade, belief systems, and artistic expressions.

HIST 2256: Modern Eastern Civilizations. (3) This course surveys nearly all of Asia (East, South, and West) from approximately 1600 CE to present day. The focus is on the development of three major civilizations: Chinese, South Asian, and Islamic. Topics with comparative potential include governing institutions, social structures, economies and trade, belief systems, and artistic expressions.

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.

IT 110: Introduction to Online Publications and Presentations. (1) This course provides the student with basic information about the graphics arts career and corresponding skills. The student is given the opportunity to learn various terminology associated with desktop publishing and presentation graphics as well as the basic skills to produce simple yet effective publications and electronic slide presentations. Suggested prerequisite: IT 101 or prior experience with computers.

IT 116: Fundamentals of Graphic Design. (3) This course is designed to provide students with a fundamental working knowledge of computer-generated graphics and two-dimensional media work, preparing the student for further study in graphic and media arts.

IT 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: BCIS 1110 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: BCIS 1110 with grade of C or better.

IT 131: Introduction to Hardware Installation. (3) The purpose of this course is to prepare students to take and pass the CompTIA national certification test. Students will learn function, structure, operations, file management, and memory management. Students will also practice proper safety procedures, scheduled preventative maintenance, and installation of computer components. In addition, students will configure, diagnose, and troubleshoot stand-alone computers. Finally, students will learn and apply industry accepted customer service skills. Prerequisite: IT 125.

IT 140: Technical Customer Service. (3) The purpose of the course is to expose students to a wide range of customer concerns regarding the software and hardware problems. Students will identify the problem with the computer and/or software, then explain it in layman's terms and recommend corrective actions. This will be accomplished by simulating real-life hardware/software problems. A portion of the class will address customer expectations, handling irate customers, and proactive problem control. Pre or co-requisites: IT 205, IT 222, IT 230.

IT 193: Topics I. (1-4) May be repeated for credit provided content is not the same.

IT 205: Web Design Methodology. (3) Students will create and manage Web sites using various programming languages, multimedia and CSS standards. This course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations.

IT 222: Database Management Systems. (3) This course is a continuation of IT 122. Students will write more complex generic and reusable DBMS programs to build finished, turnkey applications. Prerequisite: IT 122.

IT 230: Computer Networking. (4) Students will learn the fundamentals of network technology, technical concepts of network environments, identify the basic characteristics for local and wide area networks, list and describe the layers of the OSI networking model, list and identify the use of common network devices, describe the procedure for installing and configuring network adapters, list common network protocols, identify the best network protocol, describe the physical characteristics of a LAN, identify inter-network connectivity hardware by sight, define the roles of clients, servers, and peers on a network, list the most common network operating systems, identify potential network bottlenecks, and list fault tolerance procedures.

IT 262: Scripting for Network Defense. (3) Scripting programming for security purposes. Students build on prior programming, operating systems, and security knowledge to develop, code, use, and debug new and existing scripts.

IT 293: Topics II. (1-4) May be repeated for credit provided content is not the same.

IT 295: Practicum/Cooperative Education. (3) Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of the associate degree or certificate program.

Linguistics (LING)

LING 2110: Introduction to the Study of Language and Linguistics. (3) This course presents an introduction to the study of language through the basic aspects of linguistic analysis: the sound system (phonetics and phonology), the structure of words and sentences (morphology and syntax), and the ways in which language is used to convey meaning (semantics and pragmatics). In addition, the course will investigate how language is acquired and stored in the brain, and how differences in speech styles and dialects reflect different social and cultural backgrounds of individual speakers. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

LING 2996: Topics in Linguistics. (3). May be repeated for credit, as long as the content is different.

Manufacturing and Electro-Mechanical Technology (MFGT, ELCT)

ELCT 105L: Industrial Shop Practice. (3) This course covers principles of and practice with hand and machine tools used by electromechanical technicians, including lathe and milling machines, drilling, welding, sawing, grinding, soldering, brazing, measurements, sheet metal work, and benchwork.

MFGT 101: Technology Foundations. (3) This course prepares students for analytical and critical thinking in an integrated approach to learning and applying mathematical, reading, writing, and oral communication skills in manufacturing and industrial technology programs of study.

MFGT 103: Technology in Advanced Manufacturing. (3) This course introduces manufacturing processes and basic mechanical, electrical, and fluid power principles and practices used in manufacturing environments. Students will study product life cycle, and focus on technologies used in the production process. Pre or co-requisite: MFGT 101.

MFGT 104: Fluid Power Basics. (3) This course introduces the student to fluid power principles and components. It teaches basic circuit design through the use of symbols and schematic diagrams to build a foundation for career work in fluid power technology. Pre or co-requisite: MFGT 101 or MATH 115.

MFGT 106: Key Principles of Advanced Manufacturing. (3) This course introduces the basic principles and practices of safety and quality and covers current quality control concepts and techniques in industry with emphasis on modern manufacturing requirements and environments. MSSC and OSHA certifications possible. Pre or co-requisite: MFGT 101.

MFGT 150: Machine Maintenance and Installation. (3) This course examines procedures for the removal, repair, and installation of machine components, including lubrication practices and maintenance procedures. Techniques in calibration and repair and practice in computations pertaining to industrial machinery are also covered. Prerequisite: MFGT 101 or MATH 115.

MFGT 160: Automation: Mechatronics Mechanical Systems (3). This course covers the basics and roles of the mechanical components and electrical drives in a complex mechatronic system. Strategies on maintaining, troubleshooting, documenting, and following safety measures will also be presented. Pre or co-requisite: MFGT 150.

MFGT 204: Fluid Power Systems: Hydraulics and Pneumatics (3). This course introduces complex fluid power circuits and the designing, analyzing and troubleshooting of complex circuits using schematic diagrams. Detailed construction, disassembling and evaluating of typical industrial fluid power components is covered. Prerequisite: MFGT 104.

MFGT 222: Automation: Mechatronics Pressurized Systems (3). This course covers the basics of pneumatic, electro pneumatic, and hydraulic control circuits in a complex mechatronics system. By learning the functions and properties of control elements, students will chart, measure, troubleshoot, and correct malfunctions. Pre or co-requisite: MFGT 104.

MFGT 260: Projects in Manufacturing (3). Students will formally display their knowledge and implementation of a broad range of skills by working in teams to develop and complete a manufacturing project, resulting in a product or service that solves a need. Pre or co-requisite: ENGL 110 and MATH 115. Permission of Division Chair Required.

MFGT 295: Technical Concentration I: Practicum On-the-Job Training (3). Students are placed in a business in order to gain on-the-job skills and knowledge. Permission of Division Chair Required.

MFGT 296: Technical Concentration II: Practicum On-the-Job Training (3). Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: MFGT 295. Permission of Division Chair Required.

MFGT 297: Technical Concentration III: Practicum On-the-Job Training (3). Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: MFGT 295 and MFGT 296. Permission of Division Chair Required.

MFGT 298: Technical Concentration IV: Practicum On-the-Job Training (3). Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: MFGT 295, MFGT 296, and MFGT 297. Permission of Division Chair Required.

Mathematics (MATH)

Note: *For courses requiring a grade of C or higher in a prerequisite course, a grade of C- is not sufficient to satisfy the prerequisites for mathematics and statistics courses.*

Developmental Mathematics Courses:

MATH 021: Introduction to Algebra Part I. (2) This course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, integer exponents, linear inequalities, and an introduction to application problems. Prerequisites/placement: Successful completion of MATH 099 or minimum ACCUPLACER score of 244-259 (Arithmetic), or math ACT score of 15-16. Co-requisite: MATH 1996: Critical Thinking for Math Part I.

MATH 022: Introduction to Algebra Part II. (2) This course includes the second half of a beginning algebra course including a review of the Cartesian coordinate system, graphing linear equations in two variables, properties of exponents, polynomials and an introduction to factoring. Prerequisite: Grade of RC or higher in MATH 021. Co-requisite: MATH 1996: Critical Thinking for Math Part II.

MATH 099: Pre-Algebra. (4) This course prepares students for algebra. Topics include operations on fractions and decimals, ratios, proportions and percents, sign number operations, and elements of algebra and word problems. CR/NC. Prerequisites/placement: Minimum ACCUPLACER score of 237-243 (Arithmetic), or math ACT score of 13-14. Co-requisite: MATH 1996: Problem Solving for Algebra.

MATH 100: Introduction to Algebra. (4) This course includes a review of basic arithmetic, real numbers, integer exponents, linear inequalities, and an introduction to application problems. Also included is a review of the Cartesian coordinate system, graphing linear equations in two variables, properties of exponents, polynomials and an introduction to factoring. Prerequisites/placement: Successful completion of MATH 099 or minimum ACCUPLACER score of 244-259 (Arithmetic), or math ACT score of 14-16. Co-requisite: MATH 1996: Critical Thinking for Math.

MATH 1996: Problem Solving for Algebra. (2) This course provides a grounding in study skills, college readiness, as well as support in reviewing prerequisite knowledge to support success in MATH 099. Emphasis is placed on understanding mathematical structures. Co-requisite: MATH 099: Pre-Algebra.

MATH 1996: Critical Thinking for Math. (2) This course provides a grounding in growth mindset, college readiness, as well as support in reviewing prerequisite knowledge to support success in MATH 100 or MATH 021 (Part I) and MATH 022 (Part II). Co-requisite: MATH 100 or MATH 021 (Part I) and MATH 022 (Part II).

Study Session Course:

MATH 106: Problems in Intermediate Algebra. (1) A study session for MATH 1215 students with an emphasis on problem solving. Grade option: CR/NC. Suggested co-requisite: MATH 1215 or 1215X/1215Y/1215Z.

Topics Courses:

MATH 1996: Topics in Mathematics. (1-3) Topics in mathematics including, but not limited to, tools and techniques designed to improve attitudes and performance in math class, and calculator usage.

MATH 2996: Topics in Higher Mathematics. (1-3). This course will include a selection of topics from higher mathematics (beyond beginning calculus). Enrollment based on instructor recommendation.

STAT 279: Topics in Introductory Statistics. (1-3). This course provides exploration into topics in data science and statistical analysis beyond the MATH 1350 course. Enrollment based on instructor recommendation. Suggested prerequisite: Grade of C or higher in MATH 1350.

College-Level Mathematics Courses:

MATH 1215X: Intermediate Algebra, Part 1. (1) MATH 1215X, MATH 1215Y, and MATH 1215Z together are equivalent of the single course MATH 1215 Intermediate Algebra. Prerequisite: Grade of RC or higher in MATH 022 or MATH 100, or minimum ACCUPLACER score of 260-275 (Arithmetic) or ACCUPLACER score of 244-252 (QRAS) or ACCUPLACER score of 218-227 (A&F), or math ACT score of 16-17 or math SAT score of 430-489.

MATH 1215Y: Intermediate Algebra, Part 2. (1) MATH 1215X, MATH 1215Y, and MATH 1215Z together are equivalent of the single course MATH 1215 Intermediate Algebra. Prerequisite: Grade of C or higher in MATH 1215X.

MATH 1215Z: Intermediate Algebra, Part 3. (1) MATH 1215X, MATH 1215Y, and MATH 1215Z together are equivalent of the single course MATH 1215 Intermediate Algebra. Prerequisite: Grade of C or higher in MATH 1170 or MATH 1215X and 1215Y.

MATH 1215: Intermediate Algebra. (3) A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. Prerequisites/placement: Grade of C or higher in MATH 022 or MATH 100 or minimum ACCUPLACER score of 276-300 (Arithmetic) or ACCUPLACER score of 253-300 (QRAS) or ACCUPLACER score of 228-238 (A&F), or math ACT score of 18-19, or math SAT score of 490-519.

MATH 1118: Mathematics for Elementary and Middle School Teachers I. (3) Course offers and in-depth look at rational numbers, arithmetic operations, and basic geometric concepts. Problem solving is emphasized throughout. *Some students will have a co-requisite of MATH 1215X. Prerequisites/placement: Grade of C or higher in MATH 100 + MATH 1996, or MATH 021 + 022 + MATH 1996 (Parts I and II), or FYEX 1010 or MATH 1170 or other college-level mathematics course. If student has MATH 100 + MATH 1996, or MATH 021 + 022 + MATH 1996 (Parts I and II), or FYEX 1010 as a prerequisite or has these placement scores, student must take co-requisite of MATH 1215X: ACT score of 18-19 or SAT score of 490-519 or ACCUPLACER score of >=276 (Arithmetic) or ACCUPLACER score of 253-261 (QRAS) or ACCUPLACER score of 228-238 (A&F). If student has MATH 1215X or MATH 1170 or MATH 1215 or other college-level mathematics course or has these placement scores, student is not required take co-requisite of MATH 1215X: ACT score of >=20 or SAT score of >=520 or ACCUPLACER score of >=262 (QRAS) or >=233 (A&F).

MATH 1130: A Survey of Mathematics. (3) This course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or to model phenomena with mathematical or logical reasoning. Topics include financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts. Prerequisites/placement: Grade of C or higher in Math 1170 or (Math 1215X AND 1215Y) or Math 1215 or Math 1220 or Math 1230 or Math 1240 or Math 1250 or Math 1350 or Math 1430 or Math 1440 or Math 1512 or Math 1522, or minimum ACCUPLACER score of >=253 (QRAS) or >=276 (Arithmetic) or >=228 (A&F); or math ACT score >=18, or math SAT score of >=490. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1170: Technical Mathematics. (3) This course is designed for students in technical trade, Allied Health, and Tech Prep programs. There is an expectation for minimal background in mathematics (meet high school graduation requirements). For some of you, several topics may be "easy," for others these same topics may present a challenge,

especially if it has been some time since you have done mathematical calculations and solved problems algebraically. We will begin with basic arithmetic operations on real numbers (whole numbers, fractions, decimals). We will delve into measurement in both the American Standard and International (metric) systems. We will do some algebra and work with geometric formulas. There are also sections on trigonometry and statistics. All of this will give you an overview of the types of mathematics you will likely use in technical and health fields. Prerequisite/placement: Grade of RC or higher in MATH 022 or MATH 100 or ACCUPLACER score of 276-300 (Arithmetic) or ACCUPLACER score of 253-300 (QRAS) or 228-238 (A&F).

MATH 1220: College Algebra. (3) The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions. Prerequisites/placement: Grade of C or higher in MATH 1215X and 1215Y and 1215Z or MATH 1170 + MATH 1215Z or MATH 1215, or minimum ACCUPLACER score of >= 239 (A&F) or math ACT score of >=22, or math SAT score of >=540. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1230: Trigonometry. (3) A study of plane trigonometry including the definitions of the fundamental trig functions using right angle triangle and unit circle approaches. Trig functions of any real number will be evaluated and the functions graphed along with their transformations. Trigonometric identities will be developed and demonstrated including multiple angle identities and identities developed from them. Inverse Trigonometric functions will be developed and used to solve trigonometric equations. Trigonometric applications will be solved using right angle trigonometry and the laws of sines and cosines. Trigonometric methods will be applied to complex numbers and the use of 2D vectors and vector dot products. May be taken concurrently with MATH 1240. Prerequisites/placement: Grade of C or higher in MATH 1220 or minimum ACCUPLACER score 249 (A&F), or math ACT score of 25+, or math SAT score of 570+.

MATH 1240: Pre-Calculus. (3) This course extends students' knowledge of polynomial, rational, exponential and logarithmic functions to new contexts, including rates of change, limits, systems of equations, conic sections, and sequences and series. May be taken concurrently with MATH 1230. Prerequisites/placement: Grade of C or better in MATH 1220 or minimum ACCUPLACER score 249 (A&F), or math ACT score of 25+, or math SAT score of 570+. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1250: Trigonometry and Pre-Calculus. (5) Trigonometry and Pre-Calculus includes the study of functions in general with emphasis on the elementary functions: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions. Topics include rates of change, limits, systems of equations, conic sections, sequences and series, trigonometric equations and identities, complex number, vectors, and applications. Prerequisites/placement: Grade of C or better in MATH 1220 or minimum ACCUPLACER score 249 (A&F), or math ACT score of 25+, or math SAT score of 570+. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1350: Introduction to Statistics. (3) This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used in statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields. *MATH 1130 is NOT a prerequisite for MATH 1350. Prerequisites/placement: Successful completion of MATH 1170 or (MATH 1215X + 1215Y) or MATH 1215 or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1250 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522 or MATH 2531, or minimum ACCUPLACER score of >=262 (QRAS) or >=233 (A&F), or ACT score of >=20, or SAT score of >=520. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1430: Applications of Calculus I. (3) An algebraic and graphical study of derivatives and integrals, with an emphasis on applications to business, social science, economics and the sciences. Credit not allowed for both MATH 1512 and MATH 1430. Prerequisites/placement: Grade of C or higher in MATH 1220 or MATH 1240 or minimum ACCUPLACER score of 249 (A&F), or math ACT score of 26+, or math SAT score of 600+. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1440: Applications of Calculus II. (3) Topics in this second course of Applications of Calculus include functions of several variables, techniques of integration, an introduction to basic differential equations, and other applications. Credit not allowed for both MATH 1522 and MATH 1440. Prerequisite: Grade of C or higher in MATH 1430. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1480: Exploring Topics and Careers in Mathematics. (2) This introduction course will prepare students planning to major in Mathematics or Statistics. The course will emphasize career options, concentrations, and research and job opportunities. Activities are designed to engage students in their chosen field. Prerequisites/placement: Grade of C or higher in MATH 1230 and MATH 1240.

MATH 1512: Calculus I. (4) Introduces the intuitive, numerical and theoretical concepts of limits, continuity, differentiation and integration. Includes the study of extrema, curve sketching, and applications involving algebraic, exponential, logarithmic and trigonometric functions. Designed for mathematics, science and engineering majors. Prerequisites/placement: Grade of C or higher in MATH 1230 and MATH 1240, or ACCUPLACER score of 284-300 (A&F), or math ACT score of 28+, or math SAT score of 640+. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 1522: Calculus II. (4) Continues course of study begun in Calculus I. Covers integration techniques, numerical integration, improper integrals, some differential equations, sequences, series and applications. Credit not allowed for both MATH 1522 and MATH 1440. Prerequisite: Grade of C or higher in MATH 1512. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 2118: Mathematics for Elementary and Middle School Teachers III. (3) Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: data analysis and other topics with connections to the elementary curriculum. Problem solving is emphasized throughout. Prerequisite: Grade of C or higher in MATH 1118 and one of the following: MATH 1215X or MATH 1170 or other college-level mathematics course, or minimum ACCUPLACER score of >=262 (QRAS) or >=233 (A&F), or ACT score of >=20, or SAT score of >=520. *Meets University of New Mexico Core Curriculum Area 2: Mathematics and Statistics.*

MATH 2140: Introduction to Numerical Computing. (3) This course introduces solutions to non-linear equations of one variable, solutions of linear equations in variables, interpolation, approximation of integration and differentiation of functions, computational solutions of initial-value problems for ordinary differential equations, and programming. Prerequisite: MATH 1522.

MATH 2420: Introduction to Linear Algebra. (3) This course is an introductory study of the analysis and application of systems of linear equations, vector spaces, matrices, and linear transformations, including computer-based linear algebra. Prerequisite: Grade of C or higher in MATH 1522.

MATH 2531: Calculus III. (4) Continuation of Calculus II, including multivariate and vector calculus, level curves and surfaces, partial derivatives, gradient, directional derivatives, tangent planes, optimization, multiple integrals in Cartesian, cylindrical and spherical coordinate systems. Prerequisite: Grade of C or higher in MATH 1522.

Mechanical Engineering (ME)

ME 217: Energy, Environment and Society (also offered as GEOG 217). (3) A look at the social, ethical, and environmental impacts of energy use in the contemporary world and throughout history. A survey of renewable energy and conservation and their impact on environmental and social systems.

Mechanical Technology (MCHT)

MCHT 101L: Basic Welding. (4) This course focuses on fundamental techniques in the welding field including shop safety, hand and portable power tool usage, and welding (gas welding, oxy-acetylene, stick - SMAW, MIG -GMAW, TIG - GTAW, plasma arc cutting - PAC).

Music (MUSC)

MUSC 1130: Music Appreciation: Western Music. (3) This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Western music from various cultures and times. *Meets University of New Mexico Core Curriculum Area 7: Arts and Design.*

MUSC 2120: Major Ensemble. (1) This course is an exploration of major ensembles, allowing students to develop their abilities with their instruments in a group setting. Students will gain a broader understanding of major ensemble through study of musical history, as well as various practice exercises and performances. Open to all students; no audition required. May be repeated for credit for a maximum of 8 hours credit.

Natural Science (NTSC)

NTSC 1110: Physical Science for Teachers. (4) Introduces the science of geology, chemistry, physics and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. This course is activity based utilizing problems and issues based approach. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

NTSC 1120: Life Science for Teachers. (4) Uses activities for the study of science topics including botany, cell biology, genetics, microbiology and zoology with emphasis on science processes, inquiry and the integration of technology. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

NTSC 2110: Environmental Science for Teachers. (4) Introduces major issues in environmental science with emphasis on science processes, scientific investigations and field-based activities, and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

Nursing (NMNC, NURS)

Note: *NMNC and NURS courses are restricted to students in the Associate Degree in Nursing (ADN) program. Only students enrolled in the ADN program will be allowed to enroll in these courses. In addition, CPR certification is required to participate in clinical rotation of nursing courses. You must sign up for a CPR class if you are not currently certified. The CPR class must be a Health Care Providers course. Background checks are required for clinical rotations, be expected to have a background check done per the Patient Care Act. The fee may cost up to $130. Immunizations are required for all health care providers. Documentation will be required in order to go into clinical rotation. MMR, Hepatitis B vaccine, TB screening, and Varicella are all required. Students must get a physical clearing them to lift 50 lbs. in order to go into clinical rotation. Make your doctor appointments early if you are signing up for this course. Finally, Needle Stick insurance coverage is mandatory for students enrolled in the ADN program. All UNM students who are at risk for body fluid and blood-borne pathogen exposure, and coverage is for academic-related exposures only. Cost for coverage is $30.00 per semester/per student, and is subject to change. Coverage will start the first day of the semester and end the day before the first day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.*

NMNC 1110: Introduction to Nursing Concepts. (3) This course introduces the nursing student to the concepts of nursing practice and conceptual learning.

NMNC 1135: Principles of Nursing Practice. (4) This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions, including accurate calculation, measurement, and administration of medications will be included.

NMNC 1210: Health and Illness Concepts I. (3) This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement, and emotional processes. Prerequisite: NURS 1110 and NURS 1135.

NMNC 1220: Health Care Participant. (3) This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community. Prerequisite: NURS 1110 and NURS 1135.

NMNC 1230: Nursing Pharmacology. (3) This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach. Prerequisite: NURS 1110 and NURS 1135.

NMNC 1235: Assessment and Health Promotion. (4) This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory and/or clinical settings. Prerequisite: NURS 1110 and NURS 1135.

NMNC 2310: Health and Illness Concepts II. (3) This course covers health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and behavior processes. Prerequisite: NURS 1220, NURS 1235, NURS 1230, and NURS 1210.

NMNC 2320: Professional Nursing Concepts. (3) This course covers foundational concepts for professional development, including selected professional attributes and care competencies. Prerequisite: NURS 1220, NURS 1235, NURS 1230, and NURS 1210.

NMNC 2335: Care of Patients with Chronic Conditions. (4) The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical. Prerequisite: NURS 1220, NURS 1235, NURS 1230, and NURS 1210.

NMNC 2410: Health and Illness Concepts III. (4) This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/ regulation, oxygenation/ hemostasis, protection/ movement, and emotional processes. Prerequisite: NURS 2335, NURS 2310, and NURS 2320.

NMNC 2435: Clinical Intensive I. (4) This is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions across the lifespan. Prerequisite: NURS 2335, NURS 2310, and NURS 2320.

NMNC 2445: ADN Capstone. (2)

NURS 239: Pathophysiology I. (3) An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students.

NURS 240: Pathophysiology II. (3) This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of Pathophysiology for nursing students.

Nursing Assistant (CNA)

CNA 101: 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). Upon successful completion of the course, students will be eligible to sit for the state of New Mexico Nurse Aide Competency Evaluation licensing examination through Prometric. 128 total clock hours; 96 hours lecture/skills lab; 32 hours clinical. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing ($73.30 fee); 10 panel illegal drug screening; immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

Nutrition (NUTR)

NUTR 1110: Nutrition for Health. (3) This course provides an overview of general concepts of nutrition, which can be applied to food choices that support a healthy lifestyle. The cultural, psychological, physiological and economic implications of food choices are explored.

NUTR 2110: Human Nutrition. (3) This course provides an overview of nutrients, including requirements, digestion, absorption, transport, function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed. Prerequisite: BIOL 1140 or BIOL 2110 and CHEM 1120 or CHEM 1215 and CHEM 1215L.

Personal Care Attendant (PCA)

PCA 101: 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. 80 total clock hours; 64 hours lecture and skills lab; 16 hours job shadowing in a home healthcare or assisted living facility. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing ($73.30 fee); 10 panel illegal drug screening; immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

Philosophy (PHIL)

PHIL 1115: Introduction to Philosophy. (3) In this course, students will be introduced to some of the key questions of philosophy through the study of classical and contemporary thinkers. Some of the questions students might consider are: Do we have free will? What is knowledge? What is the mind? What are our moral obligations to others? Students will engage with and learn to critically assess various philosophical approaches to such questions. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

PHIL 1120: Logic, Reasoning and Critical Thinking. (3) The purpose of this course is to teach students how to analyze, critique, and construct arguments. The course includes an introductory survey of important logical concepts and tools needed for argument analysis. These concepts and tools will be use to examine select philosophical and scholarly texts.

PHIL 1130: Contemporary Moral Issues. (3) This course will introduce students to and engage them in the philosophical analysis of contemporary moral issues. Students will read and discuss texts dealing with various controversial social issues, which might include health care access, physician-assisted suicide and euthanasia, the death penalty, incarceration, war, and terrorism.

PHIL 2140: Professional Ethics. (3) This course focuses on some of the ethical issues that arise in the context of professional life. Beginning with an overview of several major ethical theories, the course will consider how these theories, which traditionally concern personal morality, apply to life in a professional setting. The course will focus on issues that might include lying and truth-telling, whistleblowing, confidentiality, the obligations of businesses toward the public, and the ethical concerns of privacy in journalism. Using a combination of readings, case studies, and discussion, students will explore these issues by critically evaluating ethical principles and also applying them to real-world settings.

PHIL 2210: Early Modern Philosophy. (3) This course is an introductory survey of early modern Western philosophy. Through an in-depth reading of primary source material, this course will examine the traditions of Rationalism and Empiricism that emerged during the seventeenth and eighteenth centuries. Concepts to be discussed might include theories of knowledge and metaphysics, early modern scientific thought, and theories of the self. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

PHIL 2225: Greek Thought. (3) An introductory survey of early and classical Greek philosophy, literature, and history. Figures: Presocratics, Socrates, Plato, and Aristotle; Homer and Sophocles; Herodotus and Thucydides. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

PHIL 2996: Topics in Philosophy. (3) May be repeated for credit as long as topics are different.

Phlebotomy Technician (PBT)

PBT 101: Phlebotomy Technician. (8) This course prepares students to become a Phlebotomy Technician. Training includes Training includes the science of venipuncture, specimen preparation, anatomy, safety, equipment maintenance, associated clerical skills, customer service and basic work skills. Upon successful completion of the course, students will be eligible to sit for the national licensing examination through the American Society for Clinical Pathology. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR". Co-requisite: PBT 102L. Prior to entering the clinical setting in the final week of class, students must have completed the following requirements: American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing ($73.30 fee); 10 panel drug screening; immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). Needle-Stick Insurance ($30 fee) is included in the course lab fee. A UNM Certificate is awarded upon successful completion of this course.

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

Physical Education (PHED)

PHED 1110: Topics in Dance. (1) Individual sections vary based on dance topic content and level of participation.

PHED 1230: Topics in Individual Sport. (1) Individual sections vary based on sport topic content and level of participation.

PHED 1310: Swim I: Beginning Swimming. (1) Designed as an introduction to the fundamentals of swimming. Emphasis is placed on learning basic swimming techniques for fun, fitness, health and personal safety. Students are introduced to and explore the various skills and techniques necessary for successful swimming.

PHED 1410: Beginning Yoga. (1) Introduction to five areas of yoga.

PHED 1420: Stretch/Relax: Stretching and Relaxation. (1) Instruction and practice of various techniques to enhance flexibility and reduce stress.

PHED 1430: Pilates. (1) Instruction in movements that increase balance, core fitness and cardiorespiratory endurance.

PHED 1440: T'ai Chi. (1) Introduces the practice and philosophy of Tai Chi. Students will use breathing, alignment, precise body mechanics and soft, graceful movements to develop their understanding of the practice.

PHED 1510: Training: Resistance Training. (1) Individual training programs for development of general strength, tone, endurance, and weight control.

PHED 1620: Fitness. (1) A class to develop and experience a deeper awareness of a person's body and its capabilities.

PHED 1710: Topics in Martial Arts. (1) Individual sections vary based on martial arts topic content and level of participation.

PHED 1830: Running for Fitness. (1) Individualized running programs for improved cardio-respiratory endurance.

PHED 1910: Outdoor Experience: Archery. (1) Instruction in the basic skills and knowledge of range archery.

PHED 2110: Topics in Dance II (1) Second level of course. Individual sections vary based on dance topic content and level of participation.

PHED 2230: Topics in Individual Sport II. (1) Second level of course. Individual sections vary based on sport topic content and level of participation.

PHED 2410: Intermediate Yoga. (1) Instruction in more advanced techniques of Yoga.

PHED 2510: Training II: Intermediate Weight Training. (1) Instruction in advanced weight-lifting principles and techniques as well as fitness related topics.

PHED 2710: Topics in Martial Arts II. (1) Second level of course. Individual sections vary based on martial arts topic content and level of participation.

PHED 2996: Topics in Physical Education. (1-2) May be repeated for credit, as long as content is different.

Physics (PHYS)

PHYS 1230: Algebra-Based Physics I. (3) An algebra-based treatment of Newtonian mechanics. Topics include kinematics and dynamics in one and two dimensions, conservation of energy and momentum, rotational motion, equilibrium, and fluids. Prerequisite: Successful completion of MATH 1240 or MATH 1250 or MATH 1512 or MATH 1430 or ACCUPLACER score of 284-300 (A&F) or math ACT score of 28+, or math SAT score of 640-699. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1230L: Algebra-Based Physics I Laboratory. (1) A series of laboratory experiments associated with the material presented in PHYS 1230. Pre or co-requisite: PHYS 1230. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1240: Algebra-Based Physics II. (3) The second half of a two semester algebra-based introduction to Physics. This course covers electricity, magnetism and optics. Prerequisite: PHYS 1230. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1240L: Algebra-Based Physics II Laboratory. (1) A series of laboratory experiments associated with the material presented in PHYS 1240. Pre or co-requisite: PHYS 1240. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1310: Calculus-Based Physics I. (3) A calculus level treatment of classical mechanics and waves, which is concerned with the physical motion concepts, forces, energy concepts, momentum, rotational motion, angular momentum, gravity, and static equilibrium. Pre or co-requisite: MATH 1512. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1310L: Calculus-Based Physics I Laboratory. (1) A series of laboratory experiments associated with the material presented in Calculus-based Physics I. Pre or co-requisite: PHYC 1310. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1320: Calculus-Based Physics II. (3) A calculus level treatment of classical electricity and magnetism. Prerequisite: PHYC 1310. Pre or co-requisite: MATH 1522. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

PHYS 1320L: Calculus-Based Physics II Laboratory. (1) A series of Laboratory experiments associated with the material presented in Calculus-Based Physics II. Pre or co-requisite: PHYC 1320. *Meets University of New Mexico Core Curriculum Area 3: Physical and Natural Sciences.*

Political Science (POLS)

POLS 1120: American National Government. (3) This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

POLS 1140: The Political World. (3) This course introduces politics with emphasis on the ways people can understand their own political systems and those of others in a greater depth. This course will help in becoming more responsible and effective in the political world. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

POLS 2110: Comparative Politics (3). This course introduces comparative politics by examining the political history, social and economic structures, and contemporary political institutions and behavior, with focus on occurrences in countries representing diverse cultures, geographies, and levels of development. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

POLS 2120: International Relations. (3). This course covers the analysis of significant factors in world politics, including nationalism, national interest, political economy, ideology, international conflict and collaboration, balance of power, deterrence, international law, and international organization. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

POLS 2130: Political Ideas. (3) This course offers an introductory survey of political theory. Emphasis is placed on textual analysis of primary sources and on scholarly analysis of the foundational questions and methods central to the academic study of political ideas.

POLS 2140: Introduction to Political Analysis. (3) The goal of this course is to introduce students to the scientific process by political scientists. The interpretation and analysis of data is also essential for almost any career that a political science major might pursue.

POLS 2150: Public Policy and Administration. (3) The objective of this introductory course in public policy and public administration is to provide students with a basic understanding of the ways that government deals with problems affecting society.

POLS 2996: Topics in Political Science. (3) Course may be repeated for credit as long as topics are different.

Psychology (PSYC)

PSYC 1110: Introduction to Psychology. (3) This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

PSYC 2110: Social Psychology. (3) This course is an introduction to the scientific study of human social influence and interaction, and explores how an individual's actions, emotions, attitudes and thought processes are influenced by society and other individuals. Prerequisite: PSY 1110.

PSYC 2120: Developmental Psychology. (3) Study of human physical and psychological change and stability from a lifespan development perspective. Prerequisite: PSY 1110.

PSYC 2220: Cognitive Psychology. (3) The course provides an overview of human cognitive processes such as attention, perception, memory, language, categorization, decision-making, reasoning, and problem solving. Includes methods, theories, and applications. Prerequisite: PSY 1110.

PSYC 2221: Applied Psychology. (3) Explanation of the psychological principles of everyday living. Emphasizes motivation, learning of intelligent behavior, and applications of psychology to social issues.

PSYC 2250: Brain and Behavior. (3) A general survey of the biological foundations of behavior and mental processes. Students will gain an understanding of anatomy, physiology, and chemistry of the nervous system and their relationships to human behavior. Prerequisite: PSY 1110, or BIOL 1110, or BIOL 1140.

PSYC 2320: Health Psychology. (3) This course examines how biological, psychological, and social factors interact with and affect different areas within health. Course will cover the role of stress in illness, coping with illness, pain management, and the role of health behavior in health and disease. Prerequisite: PSY 1110.

PSYC 2330: Psychology of Human Sexuality. (3). Exploration of the psychological, physiological, cultural, social and individual factors that influence sexual behavior, sex roles, and sex identity. Prerequisite: PSY 1110.

PSYC 2996: Topics in Psychology. (3) May be repeated for credit as long as the topic is different.

Religious Studies (RELG)

RELG 1110: Introduction to World Religions. (3) This course introduces major world religions and the scholarly methods of the academic study of religion. Religions covered may include Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam and/or new religious movements. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

Signed Language (SIGN)

SIGN 2125: Introduction to Signed Language. (3) Overview of signed language studies and related issues. Introduction to American Sign Language (ASL); signed communication systems most frequently used by deaf and hard of hearing individuals; the study of fingerspelling. *Meets University of New Mexico Core Curriculum – Area 6: Second Language.*

Sociology (SOCI)

SOCI 1110: Introduction to Sociology. (3) This course will introduce students to the basic concepts and theories of sociology, as well as to the methods utilized in sociological research. The course will address how sociological concepts and theories can be utilized to analyze and interpret our social world, and how profoundly our society and the groups to which students belong influence them. *Meets University of New Mexico Core Curriculum Area 4: Social and Behavioral Sciences.*

SOCI 2120: Introduction to the Criminal Justice System. (3) This course provides an introduction to social issues that are currently affecting the criminal justice system in the United States. The course will cover the history of the US criminal justice system and how our system compares with other countries. We will address how the U.S. criminal justice system attempts to create and preserve a balance between sustaining order, maintaining individual rights, and promoting justice. Prerequisite: SOC 1110.

SOCI 2210: Sociology of Deviance. (3) This course is designed to provide an overview of the study of deviance and social control from multiple sociological perspectives. The instructor will present how sociologists research deviance and social control and the ethical issues involved in studying human subjects involved in these activities. The course also examines central sociological theories for understanding the causes of deviant behavior. Prerequisite: SOC 1110.

SOCI 2310: Contemporary Social Problems. (3) This course studies the nature, scope, and effects of social problems and their solutions. The course will concentrate on sociological perspectives, theories, and key concepts when investigating problems, such as inequality, poverty, racism, alienation, family life, sexuality, gender, urbanization, work, aging, crime, war and terrorism, environmental degradation, and mass media. Prerequisite: SOC 1110.

SOCI 2315: The Dynamics of Prejudice. (3) This course is designed to help students understand how attitudes and beliefs of individuals shape intergroup relations and their impacts on the daily lives of individuals as well as the effects that these beliefs have on the larger social structure of American society. Prerequisite: SOC 1110. *Meets University of New Mexico Core Curriculum Area 5: Humanities.*

Spanish (SPAN)

SPAN 1110: Spanish I. (3) Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. *Meets University of New Mexico Core Curriculum Area 6: Second Language.*

SPAN 1120: Spanish II. (3) Designed for students with some degree of exposure to Spanish in high school and/or at home, this course continues to develop basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication based at the Novice High Level of proficiency based on ACTFL guidelines, although a few abilities may emerge in the Intermediate Low Level. Students in this course communicate in Spanish in familiar topics using a variety of words, phrases, simple sentences and questions that have been highly practiced and memorized. *Meets University of New Mexico Core Curriculum Area 6: Second Language.*

SPAN 1125: Conversational Spanish I. (1) This third-semester Spanish course emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. Grade option: CR/NC. Pre or co-requisite: SPAN 1110 or SPAN 1120.

SPAN 1210: Spanish for Heritage Learners I. (3) This is a beginning-level Spanish course designed for students who have a cultural connection to the Spanish language. Some students have had very little exposure to the language and enter the class to develop beginning-level skills. Other students may have grown up hearing the heritage language in the community and may understand some Spanish and speak at a basic level as a result. The objective is to draw upon the connection to the heritage language as a source of motivation and engagement for our learning communities.

SPAN 1220: Spanish for Heritage Learners II. (3) Spanish as a Heritage Language II is a second semester class designed for students who have developed some basic Spanish proficiency from previous classes and/or from community experiences. This course provides students with the opportunity to develop their proficiency in the four language skills (speaking, listening, reading, and writing). Class activities are designed to strengthen oral communication skills (speaking and listening) through a variety of group activities.

SPAN 2110: Spanish III. (3) This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication at the Intermediate Low Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). *Meets University of New Mexico Core Curriculum Area 6: Second Language.*

SPAN 2120: Spanish IV. (3) This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication at the Intermediate High Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). *Meets University of New Mexico Core Curriculum Area 6: Second Language.*

SPAN 2125: Conversational Spanish II. (3) A conversational Spanish course designed for the "intermediate" level student. The course provides intensive conversation practice and a review of selected grammar items. It emphasizes vocabulary expansion and enhancement. Pre- or co-requisite: SPAN 2110, SPAN 2120, SPAN 2210.

SPAN 2210: Spanish for Heritage Learners III. (3) Intermediate Spanish for Heritage Speakers I is a third semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, some Spanish as a result of hearing it in the home, and in the community by family, friends, and neighbors.

SPAN 2220: Spanish for Heritage Learners IV. (3) Intermediate Spanish for Heritage Speakers II is a fourth-semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, Spanish as a result of having heard it in the home and in the community. It is also for students with a cultural connection to heritage language speech communities or who have achieved proficiency from study in previous courses.

Statistics (STAT)

STAT 279: Topics in Introductory Statistics. (1-3) This is a topics course that is offered when needed.

Welding (WLDT)

WLDT 101: Blue Print Reading. (4) An introductory course on welding blue print reading and related theory. Students will demonstrate competency by satisfactory completion of instruction modules and American Welding Society Standards. Course combines lecture and laboratory.

WLDT 105: Arc Welding I. (4) This course will introduce the student to the process of electrode manipulation, position welding and the use of different welding machines.

WLDT 107: Advanced Arc Welding. (4) Students will learn V-groove welds and how to set up welding equipment for making open V-groove welds. The course provides procedures for making flat, horizontal, vertical and overhead open V-groove welds.

WLDT 108: Oxyacetylene Welding. (4) This course will introduce the student to the gas welding process. The student will learn to handle and use the acetylene gas form of welding.

WLDT 130: Pipe Welding. (4) This course utilizes advanced Arc and oxyacetylene welding skills and techniques on ferrous pipe in a rotating and/or a fixed position. Emphasis is placed on the open groove pipe joint. The course will include alignment techniques, oxyacetylene cutting of pipe, pre-heat interpass temperatures, and mechanical preparation of the joints.

WLDT 142: M.I.G. Welding (4) This course is designed to further the knowledge and skills of welders. The course begins with a short review of pipe welding and groove welds on plate in all positions and covers stainless steel, cupro nickel alloys, hard processes, and gas metal arc welding or MIG advanced uses. This course will cover equipment set up on GMAW. Students will learn tempering and hardening of steels and process of welding of stainless steel and aluminum.

WLDT 143: T.I.G. Welding (4) This course is designed to further the knowledge and skills of welders. The course begins with a short review of pipe welding and groove welds on plate in all positions and covers stainless steel, cupro nickel alloys, hard processes, and gas tungsten arc welding or TIG advanced uses. This course will cover equipment set up on GTAW. Students will learn tempering and hardening of steels and process of welding of stainless steel and aluminum.

Governing Bodies

The University of New Mexico: Board of Regents

Michelle Lujan Grisham, Governor of New Mexico	ex officio
Stephanie Rodriquez, Secretary of Higher Education	ex officio
Douglas Brown	President
Kimberly Sanchez Rael	Vice President
Sandra Begay	Secretary/Treasurer
Jack Fortner	
William Payne	
Robert Schwartz	
Randy Ko	Student Regent

The University of New Mexico Administration

Dr. Garnett Stokes	President
Dr. James Holloway	Provost/Executive Vice President for Academic Affairs
Teresa Costantinidis	Executive Vice President for Administration
Dr. Eric Scott	Vice President for Student Affairs

The University of New Mexico-Valencia Campus Advisory Board

Paul Luna, Chair	Los Lunas
Belinda Martinez, Secretary	Belen
Russell Griego	Los Lunas
Joleen Chavez	At-Large
Eloisa Tabet	Belen

The University of New Mexico-Valencia Campus Administration

Dr. Samuel Dosumu	Chancellor
Dr. Laura Musselwhite	Dean of Instruction/Chief Academic Officer
Richard Goshorn	Director of Business Operations
Hank Vigil	Director of Student Affairs

The University of New Mexico Valencia Full-Time Faculty

Precious Andrew
Assistant Professor, Mathematics
BS, MS, University of New Mexico

Justin Bendell
Assistant Professor, English
Division Chair, Humanities
BS, University of Wisconsin-Madison; MA, Northern Arizona University-Flagstaff; MFA, Florida International University

Cheryl Bryan
Assistant Professor, Psychology
BA, MS, PhD, University of New Mexico

Ian Burch
Lecturer II, Game Design and Simulation
BS, MS, New Mexico Institute of Mining and Technology

Andisheh Dadashi
Assistant Professor, Mathematics
BS, Mazandaran University; MS, Pune University; MS, University of New Mexico

Tammi Duncan
Assistant Professor, Biology
BS Arizona State University; MS, University of Iowa; PhD, University of New Mexico

Piotr Filipczak
Assistant Professor, Chemistry
BS, MS, University of Silesia; PhD, Maria Sklodowska-Curie Institute of Oncology

Benjamin Flicker
Assistant Professor, Biology
BS, New Mexico State University; PhD, Ohio University
Victor French
Lecturer II, Science
BA, St. Mary's University; BS, University of Texas at San Antonio; MS, Texas A&M University-Kingsville

Patricia Gillikin
Professor, Language and Literature and Developmental English
BA, University of Dallas; MA, College of William & Mary; PhD, Texas Christian University

Jerry Godbout
Assistant Professor, Chemistry
BS, University of Florida; PhD, Michigan State University

Kat Gullahorn
Lecturer III and Public Services Librarian
BS, MA, University of New Mexico; MLS, Texas Woman's University

James Hart
Lecturer I, Information Technology
BS, University of New Mexico

Sarah Heyward
Assistant Professor, Fine Arts
BA, BFA, Sonoma State University; MFA, Temple University

Jami L. Huntsinger
Professor, English
BS, MA, University of South Dakota; PhD, University of New Mexico

Ana June
Assistant Professor, English
BA, Prescott College; MFA, University of New Mexico

Scott Kamen
Assistant Professor, History
BA, Western Michigan University; MA, University of Maryland; PhD, University of Dublin
Barbara Lovato

Senior Lecturer III, Library Science
Director, Library
BA, New Mexico State University; MA, University of Arizona; EdD, New Mexico State University

Clifton Murray
Associate Professor, Mathematics
BA, Trivecca Nazarene College; MA, MS, University of Akron; PhD, New Mexico Institute of Mining and Technology

Laura Musselwhite
Professor, History
Dean of Instruction/Chief Academic Officer
BA, Berry College; MA, University of Georgia; PhD, Georgia State University

Joseph Poole
Lecturer II, Nursing
Division Chair, Health Sciences, and Director, Nursing Program
BSN, Southeast Missouri State University; MSN, University of New Mexico

Ariel Ramirez
Assistant Professor, Mathematics
BS, University of Illinois at Urbana-Champaign; MS, University of Illinois at Chicago; PhD, Illinois State University

Melanie Sanchez-Dinwiddie
Associate Professor, Biology
Division Chair, Science and Wellness
BS, PhD, University of New Mexico

Julia So
Associate Professor, Sociology
Division Chair, Social Sciences
BA, MA, University of Texas at Arlington; PhD, University of Texas at Dallas

Stephen Takach
Senior Lecturer III, Business Administration
BBA, MBA, University of New Mexico; PhD, University of Texas at San Antonio

Andrew Taylor
Assistant Professor, Mathematics
BS, Angelo State University; MS, University of New Mexico

Alexa Wheeler
Principal Lecturer III, Fine Arts
BFA, Pratt Institute; MFA, University of New Mexico

Heather Wood
Associate Professor, Language and Literature
BA, University of Massachusetts; MA, PhD, University of Texas at Dallas

Faculty Emeriti

Dr. Claudia Barreto, Professor Emerita of Biology

Dr. Celestyn Brozek, Associate Professor Emeritus of Chemistry

Dr. Greg Candela, Professor Emeritus of English

Cindy Chavez, Lecturer III Emerita of Business Technology

Dr. Miriam Chavez, Regents Professor Emerita of Biology

Elaine Clark, Associate Professor of Mathematics

Dr. Julie DePree, Regents Professor Emerita of Mathematics

Dr. Michele Diel, Professor Emerita of Mathematics

Dr. Reinaldo Garcia, Professor Emeritus of Computer Science

Dr. Michelle LeBeau, Associate Professor Emerita of English

Dr. Richard Melzer, Regents Professor Emeritus of History

Dr. Mary Robinson, Associate Professor Emerita of Mathematics