



# **New Faculty Orientation Manual**

**2022 – 2023 Academic Year**

## **A Welcome from the Dean of Instruction**

On behalf of the faculty, academic support staff and students of UNM-Valencia, I welcome you to our campus. We are a teaching-centered institution, committed to facilitating the learning outcomes and educational goals of our students. Our continuing curriculum development is predicated on our collective goal to prepare students to be leaders and contributors in the 21<sup>st</sup> century.

This document is designed to provide accurate and useful information to help you understand our students, faculty, services, programs and processes. More comprehensive and detailed information concerning instruction at UNM-Valencia may be found in the complete [Instructional Council Policies and Procedures Manual](#) and the [UNM-Valencia Faculty Handbook](#). Please take the time to familiarize yourself with the information in this manual.

If you have any questions or would like just to stop by, please don't hesitate. My office is A-114. You can reach me at 505.925.8601 or by calling the main number of the Academic Affairs Office, 505.925.8600.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura", with a stylized, cursive script.

Dr. Laura Musselwhite  
Dean of Instruction  
Professor of History

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## **Brief History of UNM-Valencia**

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

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

The local community indicated its continued support by voting overwhelmingly in favor of creating a branch campus. Additional assistance came from the Board of Educational Finance, the New Mexico State Legislature, and the Eastern Valencia County Higher Education Committee, Inc. As a result, a formal proposal to establish the branch was accepted by UNM in March 1981.

Classes began in August of that year. Technical certificates and associate degrees could now be completed locally for the first time in Valencia County history. Continued growth in enrollment and program offerings soon created a pressing need for additional space and new facilities. A new campus in Tomé was built in response to this need, opening its doors in the summer of 1986.

A Library and Learning Resource Center were added in 1994. Extensive renovations in the spring of 1995 provided additional classroom and office space, and the completion of the Student Community Center in the spring of 2000 added additional classrooms, office space, and a wellness/fitness center. In the spring of 2005, a new Health Sciences building opened up, providing a nursing lab, anatomy and physiology lab, allied health lab, presentation lecture hall, and four classrooms, two of which are equipped with student workstations.

An ADN Nursing program began in 2010 and gained full ACEN accreditation in 2017. Many new technical and academic programs have begun in the past five years, and UNM Valencia now offers thirty-five degrees and certificates.

The Workforce Training Center was completed in January 2022. Credit and non-credit courses and training opportunities are available at the center.

A new chancellor, Dr. Samuel Dosumu, began his tenure at UNM-Valencia on August 1, 2022, re-placing long-time chancellor Dr. Alice Letteney.

## **The Role of a Branch Campus**

The University of New Mexico (UNM) has established branch campuses to serve the citizens of New Mexico more fully and provide the highest quality of education for students pursuing post-secondary education at different locations throughout the state. Branch campuses respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs, career education (including certificate and associate degree programs), and transfer programs that prepare students for upper-division entry into four-year colleges and universities.

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

The UNM branch campuses are considered fully-integrated community colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch campuses pledge themselves to protect the quality and integrity of all academic curricula, and UNM-Albuquerque pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches. Branch campus chancellors report to the Provost of the University.

## **Campus Vision and Mission**

UNM-Valencia's Strategic Plan is updated annually and revised as a whole every five years. The plan is available in its entirety at the following link: <http://valencia.unm.edu/about/strategic-plan/index.html>

### **Vision Statement**

*Excellence in teaching, learning, and service to our community*

### **Mission Statement**

*A quality education – a lifetime of success*

## **Programs and Services**

In order to fulfill its mission as a branch campus, UNM–Valencia offers four types of educational programs:

1. Certificate programs are offered in: 3-D Printing, Architectural Drafting Technology, Art Studio, Automotive Technology, Business Administration, Digital Media Arts, Education, Emergency Medical Services, Film Technician, Game Design and Simulation, Health Information Technology, Information Technology, Networking and Linux, Nursing Assistant, Personal Care Attendant, PC Operating Systems, Phlebotomy,

VMware, and Welding. While many of these are designed as career technical, and not transfer programs, some or all credits earned through these programs may be eligible for transfer.

2. Associate's Degrees are offered in the fields of Architectural Drafting Technology, Art Studio, Business Administration, Computational Mathematics, Criminal Justice, Criminology, Digital Media Arts, Education, Emergency Medical Services, Game Design and Simulation, General Science, Health Education, Information Technology, Integrative Studies, Liberal Arts, Manufacturing, Mathematics, Nursing, and Pre-Engineering. Credits in the General Science program can be applied to bachelor's degree programs in Nursing, Dental Hygiene, Radiography, Nuclear Medicine Imaging, Physical Therapy and Physician's Assistant at the UNM-Albuquerque. Many of the credits earned for these degrees can be transferred to the UNM-Albuquerque or to most other four-year colleges and universities.
3. Developmental or Remedial Studies/Basic Skills assistance is offered so that students who are not adequately prepared for admission for college-level study can work to improve their skills and meet their educational goals. Remedial courses are offered in English and mathematics. Services for free basic skills, employability skills, high school equivalency and college preparatory skills, English as a second language, and citizenship are provided by the Next Steps: Adult Education Program, which houses a complete learning center. Tutorial services are available to all students on campus, including students in these programs.

## **Student Services**

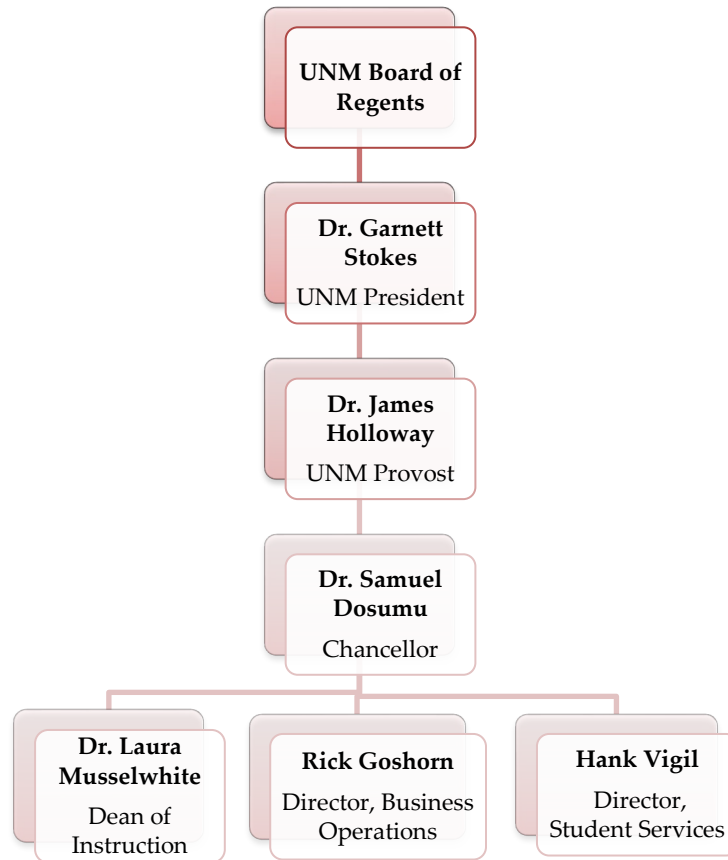
Advising, disability support, financial aid, mentoring, registration, and testing (including make-up testing) are among the services available through Student Services.

## **Other Programs and Services**

- Academic Affairs Office provides administrative and clerical assistance to faculty.
- Wellness Center addresses all aspects of wellness by providing education, exercise activities, and assistance in developing a healthy lifestyle.
- Teaching and Learning Center provides assistance to faculty with technology, instructional equipment and other teaching-enhancement programs.
- Tutoring Services provides tutorial assistance to our students.

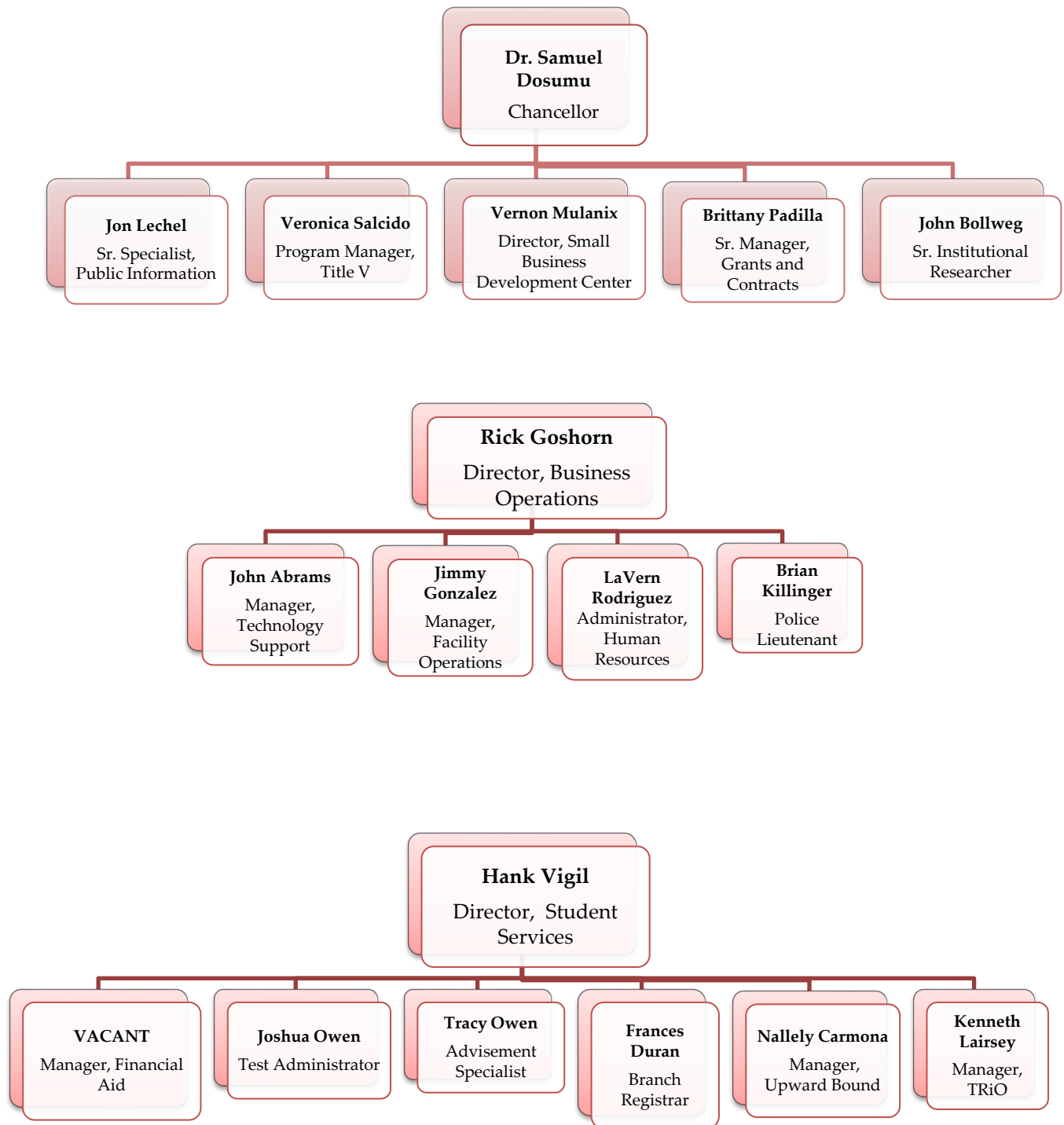
# Organizational Charts and Governance Structure

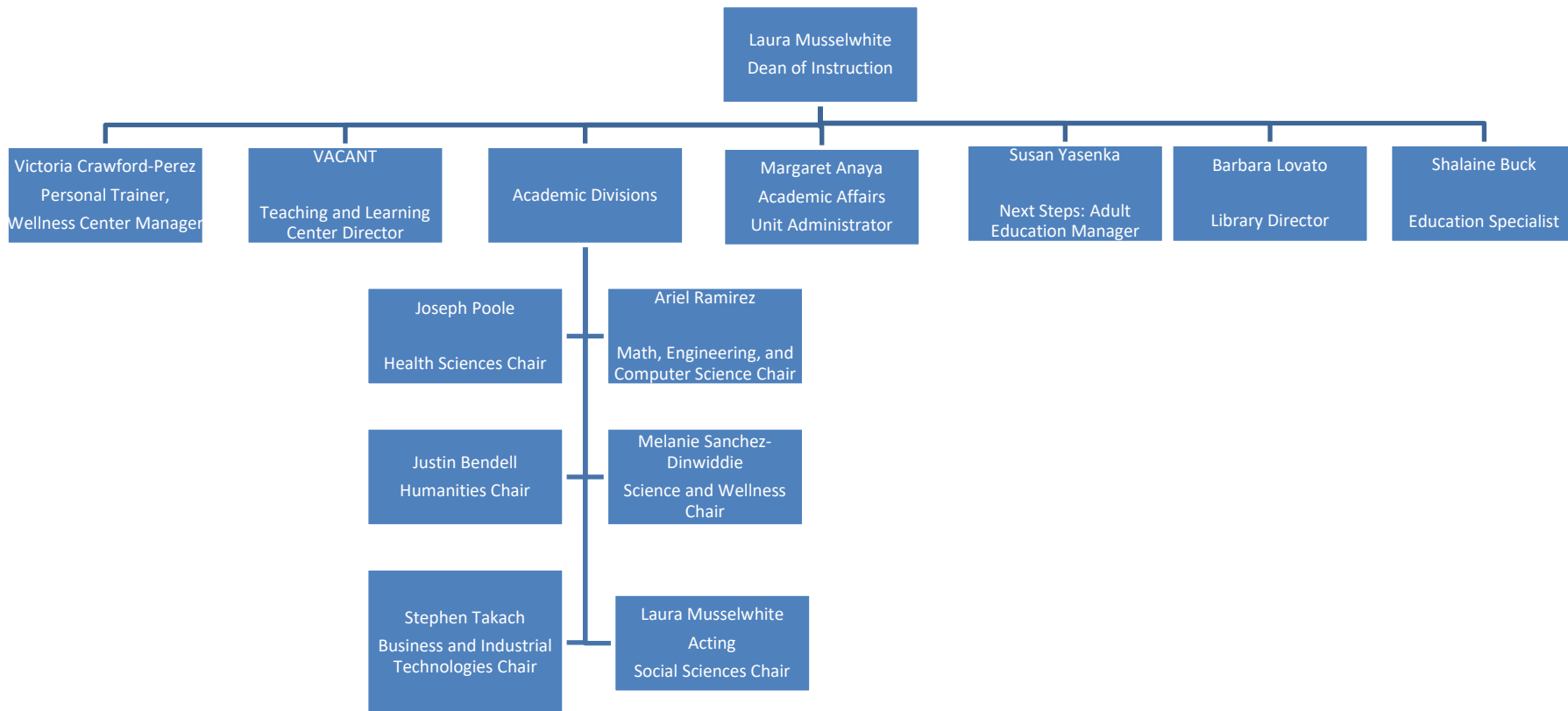
## UNM's Governance and Administrative Structure at UNM-Valencia





## UNM-Valencia's Extended Administrative Structure





## Instructional Council Membership

The Instructional Council is composed of supervisors within the instructional area. The following are the Instructional Council members (in alphabetical order, along with their email address, and positions):

- John Abrams, [jeabrams@unm.edu](mailto:jeabrams@unm.edu), Manager, Technology Support
- Margaret Anaya, [murtiaga@unm.edu](mailto:murtiaga@unm.edu), Unit Administrator, Academic Affairs
- Justin Bendell, [jbendell@unm.edu](mailto:jbendell@unm.edu), Chair, Humanities
- Cheryl Bryan, [cbryan@unm.edu](mailto:cbryan@unm.edu), President, Faculty Assembly
- Shalaine Buck, [sbuck07@unm.edu](mailto:sbuck07@unm.edu), Education Specialist, the Learning Commons
- Michael Carriere, [mcarriere@unm.edu](mailto:mcarriere@unm.edu), Program Specialist, Next Steps: Adult Education
- Robert Castillo, [rcastillo45@unm.edu](mailto:rcastillo45@unm.edu), Technical Analyst II
- Victoria Crawford-Perez, [missvperez@unm.edu](mailto:missvperez@unm.edu), Personal Trainer and Manager, Wellness Center
- Eileen Davis, [eileend@unm.edu](mailto:eileend@unm.edu), Program Specialist, Allied Health
- Frances Duran, [fduran@unm.edu](mailto:fduran@unm.edu), Branch Campus Registrar
- Rita Garcia, [rgarcia18@unm.edu](mailto:rgarcia18@unm.edu), Recruiter and Manager, Dual Credit Program
- Patricia Gillikin, [gillikin@unm.edu](mailto:gillikin@unm.edu), Director, Writing Center
- Jerry Godbout, [jgodbout@unm.edu](mailto:jgodbout@unm.edu), Coordinator, Sciences
- Cindi Goodman, [cyndia@unm.edu](mailto:cyndia@unm.edu), Coordinator, Developmental Mathematics and the Mathematics Center
- Sarah Heyward, [sheyward@unm.edu](mailto:sheyward@unm.edu), Coordinator, Gallery
- Ana June, [anajune@unm.edu](mailto:anajune@unm.edu), Coordinator, English
- Barbara Lovato, [bllovato@unm.edu](mailto:bllovato@unm.edu), Director, Library
- Laura Musselwhite, [lmusselwhite@unm.edu](mailto:lmusselwhite@unm.edu), Dean of Instruction
- Joseph Poole, [jrpooole1@unm.edu](mailto:jrpooole1@unm.edu), Chair, Health Sciences and Director, Nursing Program
- Ariel Ramirez, [aramirez8@unm.edu](mailto:aramirez8@unm.edu), Chair, Mathematics, Engineering and Computer Science
- Veronica Salcido, [verosalcido@unm.edu](mailto:verosalcido@unm.edu), Program Manager, PASOS Grant
- Melanie Sanchez-Dinwiddie, [melasanc@unm.edu](mailto:melasanc@unm.edu), Chair, Science and Wellness
- Stephen Takach, [set@unm.edu](mailto:set@unm.edu), Chair, Business and Industrial Technologies
- Debra Venable, [dvenable@unm.edu](mailto:dvenable@unm.edu), Administrative Assistant III, Academic Affairs
- Alexa Wheeler, [alexa08@unm.edu](mailto:alexa08@unm.edu), Coordinator, Fine Arts
- Susan Yassenka, [yassenka@unm.edu](mailto:yassenka@unm.edu), Program Manager, Next Steps: Adult Education
- VACANT, Director, Teaching and Learning Center

These individuals constitute the Instructional Council (IC). The IC is an Advisory Board to the Dean of Instruction in all matters that pertain to instruction. It is also a forum for the exchange of information. All major decisions in the instructional area are made by the IC in conjunction with the Faculty Assembly in a process of shared governance.

A summary of roles is as follows:

- Dean of Instruction serves as the campus' Chief Academic Officer. All instructional and instructional support departments (as illustrated in the chart) report directly to the Dean.
- Division Chair: Division chairs at the Valencia Branch are very similar to academic chairs at the main campus and are subject to the same governing policies. The primary difference between a division and a department chair is that the former oversees multiple departments and disciplines. Their duties and responsibilities include:
  - Preparation of the schedule of classes for the division (plus subsequent additions or cancellations)
  - Development of curriculum
  - Supervision of faculty
  - Approval of faculty to teach certain courses (credentialing)
  - Mentoring of faculty and serving as the point of contact for faculty issues
- Division Manager: A division manager has similar responsibilities to that of a division chair with the difference that it is a twelve-month position, specifically hired for the stated duties, and not subject to the same selection process and terms in office as that of chairs.
- Program Coordinator: Program coordinators assist their respective division chair or manager by assuming various responsibilities for specific programs under the supervision of their chair, including scheduling, curriculum development, and evaluation of faculty. Except in specific instances as delegated by the division chair or manager, program coordinators are not responsible for supervising division faculty or staff.
- Program Manager: Program managers assist their respective division chair or manager with supervision of a major area or program within the division. As such, these are generally twelve-month positions. As is the case with coordinators, program managers are responsible for curriculum development, but are also responsible for supervising faculty and staff in their respective areas of responsibilities.

More detailed descriptions of the duties and responsibilities of faculty administrators can be found in the Instructional Council Policies and Procedures Manual.

### **UNM-Valencia's Faculty Governance**

UNM-Valencia has a Faculty Assembly. In effect, all UNM-Valencia faculty are voting members of the Faculty Assembly.

Faculty Assembly officers (what is generally referred to as the "FEC" – Faculty Executive Committee) include:

- President
- Vice-President
- Secretary
- Arts and Sciences Representative
- Business and Technology Representative

Faculty Assembly meetings are generally held on a monthly basis during the academic year.

For more information regarding the Faculty Assembly, please visit the Faculty Home Page at <http://valencia.unm.edu/academics/faculty-resources/index.html> or the UNM-Valencia Faculty Handbook Home Page at <http://valencia.unm.edu/academics/faculty-resources/faculty-handbook/handbook-pdf.html>.

## Student Demographic Information

Everything we do is for the benefit of students. And to better *serve* our students we need to better *understand* our students.

The following is a brief profile of our student body, as of academic year 2020-2021:

- Mean age: 24
- Ethnicity: 64% Hispanic, 22% White, 4% American Indian, 1% African-American, 1% Asian/Pacific Islander, 3% Two or more races, 5% Unknown
- Sex: 63% female and 37% male
- Economic: 66% of students received a Pell grant
- Largest majors (of students who have declared a major): 34% in General Science, 11% in Education (including Elementary Education and Early Childhood Education), 11% in Business Administration, 9% in Integrative Studies, and 9% in Liberal Arts,. Of these and other majors, 85% of students are in academic programs and 15% are in technical programs
- Preparedness: 75% of entering freshmen require at least one developmental studies course as preparation for college-level work.

## Faculty Roles and Responsibilities

UNM-Valencia is a teaching institution. That is what we are all about—teaching and learning. But we all know that what goes on in the classroom is but one element of teaching and learning (albeit the most focused and directed aspect of it). The information in this section is derived from any of the following documents and is summarized here for your convenience: UNM Administrative Policies and Procedures Manual, UNM Faculty Handbook, Instructional Council Policies and Procedures Manual, and UNM-Valencia Faculty Handbook.

## **Types of Faculty**

Faculty expectations (i.e., responsibilities) are contingent on the type of appointment. The UNM Faculty Handbook describes four different types of faculty appointments in Section B3.1 as follows:

### ***B3.1 TYPES OF FACULTY APPOINTMENTS***

*(a) Faculty appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Prior to awarding of tenure, tenure-track faculty appointments are probationary appointments; following the award of tenure, such appointments are tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. (For a definition and discussion of tenure, see Sec. 4.7.1 and Appendix I.) Non-tenure-track appointments do not lead to tenure. However, the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are temporary.*

The following is a summary of the four types of appointments:

1. **Tenured:** The term “tenured” indicates that after the expiration of a probationary period, faculty members should have permanent or continuous tenure, and their services should be terminated only for adequate cause.
2. **Probationary:** The term “probationary” is synonymous with “tenure-track.” These are faculty who, if successful, will achieve tenure in a period of six years while serving at the rank of Assistant Professor.
3. **Continuing Non-Tenure-Track:** The term “continuing non-tenure track” refers to faculty who are issued annual contracts but who have “expectation” that their contracts will be renewed for the subsequent year. These faculty generally carry the rank of Lecturer (I, II or III, depending on highest degree and other criteria).
4. **Temporary:** The term “temporary” refers to faculty who are hired for one or two terms with no expectation of being hired beyond the current term of appointment. Temporary faculty are generally designated as “adjunct” faculty. Adjunct faculty are hired on a semester-by-semester basis on a competitive process. There are also one-year (i.e., two terms) temporary assignments on a full-time basis. These appointments are usually made in the interim period between the retirement or resignation of a continuing faculty member.

Faculty described in #1, #2 and #3 above will be designated as “continuing” faculty.

## **Faculty Responsibilities**

Regardless of appointment type, all faculty are responsible to:

1. **Treat students with dignity, respect and the highest expectations.** Regardless of their age, college students are considered to be adults and should be treated accordingly. This means four things:

- a. Students are responsible for their own actions, including both maintaining appropriate behavior and meeting all requirements for the course as described in your syllabus.
- b. Students have a right to privacy. If a student is eighteen years of age or older, FERPA (Family Educational Rights and Privacy Act) guarantees that no other person (parent, spouse, etc.) can have access to their educational record without their consent. If you are ever unsure of what information to divulge to a person other than the student about that student's educational record, rather than provide the information yourself, please direct the person to the Dean of Instruction (505.925.8601) or the Registrar (505.925.8585). Please find additional information about FERPA regulations here: <http://registrar.unm.edu/privacy-rights/ferpa.html> and in Appendix A.

To avoid violations of FERPA rules. **Do Not:**

- ◆ At any time user personally identifiable information (UNM ID#, name, etc.) in a public posting of grades.
  - ◆ Link the name of a student with that student's UNM ID# in any public manner.
  - ◆ Leave graded tests or homework in an unsecured area for students to pick up. These items can be left at the Academic Affairs Office for student pickup.
  - ◆ Circulate a printed class list with student names and UNM ID# or grades as an attendance roster.
  - ◆ Discuss the progress of any student with anyone (including parents) other than the student without the consent of the student.
  - ◆ Provide anyone with lists of students in your classes for any commercial purpose
  - ◆ Provide anyone with student schedules or assist anyone other than University personnel in finding a student on campus.
- c. Students should not be spoken to in a condescending or patronizing manner, just as you as a faculty member should not be spoken to in such a way. Nor should students be derided in front of others. As far as possible, if a student needs to be corrected or an issue addressed (e.g., class work, behavior), the matter should be addressed in private.
  - d. Expect your students to succeed. It has been shown that high expectations (realistic ones, of course) from the instructor translate into higher achievement by students.
2. Teach assigned courses. Faculty are assigned to teach courses by their division chair. It is understood that teaching assignments have been discussed with the faculty member prior to receiving a formal teaching assignment. Faculty may be asked or encouraged to teach online or hybrid courses. Regardless of how many online courses a faculty member has, however, he or she is still responsible for on-campus duties such as holding office hours, conducting committee work, and other tasks as assigned.

3. Maintain office hours. Continuing and adjunct faculty should hold office hours for one hour per week for each three-credit-hours of courses taught. Office hours should be listed in your syllabus and noted with the Academic Affairs Office.
4. Be evaluated. All faculty are evaluated by students using the course evaluation (EvaluationKIT) online system and by their supervisor. Faculty teaching during their first semester at UNM-Valencia will also be required to be evaluated using a brief early assessment form.

The supervisor evaluation for continuing faculty is administered on an academic year basis. The evaluation addresses the areas of teaching excellence (includes course evaluations, peer and supervisor classroom evaluations, and other teaching-related duties), college and community service, and professional development. In addition, continuing faculty receive a summary evaluation from their division chair and the Dean of Instruction.

Adjunct Faculty are evaluated on an annual basis by their division chair or his/her designee using the “Part-Time Faculty Evaluation Report” instrument.

5. Develop good syllabi. A syllabus is more than just information about a course—it is tantamount to a contract between you and your students. Consequently, course requirements, timelines and expectations should be clearly stated in your syllabi. See page 22 for additional information on preparing your course syllabus.
6. Take attendance. Faculty are required to take attendance through a method of their choosing. There are some very good reasons why attendance taking and recording it is in our students’ best interest, including their ability to meet satisfactory academic progress and other financial aid requirements.
7. Order textbooks and desk copies. Faculty are responsible for ordering textbooks and desk copies in a timely manner and with the students’ best interest—both pedagogical and financial—in mind. Please refer to page 33 for detailed instructions on ordering textbooks and page 34 for instructions on ordering desk copies.
8. Attend regularly-scheduled meetings. The following is a list of “meeting types” along with a description of those whose presence is required:
  - a. Convocation: Full-time faculty are expected to attend the annual Convocation in August; adjunct faculty are both welcome and encouraged to attend.
  - b. General Faculty Meeting: Full-time faculty are expected to attend the annual General Faculty Meeting in August; adjunct faculty are both welcome and encouraged to attend.
  - c. New Faculty Orientation: All new faculty are required to attend the New Faculty Orientation (fall).
  - d. Division Meetings: Each division will determine the frequency of divisional meetings and requirements for attendance. In general, full-time faculty are expected to attend; adjunct faculty are encouraged to attend.
  - e. Faculty Assembly: UNM-Valencia is unique in that it has a Faculty Assembly form of faculty governance (in contrast to a Faculty Senate). In this system all faculty have full



voting rights. Consequently, faculty should make every effort to regularly attend and actively participate in Faculty Assembly meetings. The effectiveness of our faculty governance is contingent on participation.

- f. Faculty administration: Division chairs and managers are required to attend monthly Chairs' Council meetings. In addition, program coordinators and managers are also required to attend monthly Instructional Council meetings.
  - g. Committee meetings: Each continuing faculty member should serve on two committees per year and should make every effort to regularly attend committee meetings.
  - h. Commencement: Full-time faculty are expected to participate in our annual Commencement exercises as a show of support and honor for our graduates. Adjunct faculty are both welcome and encouraged to participate. Regalia may be provided.
9. Keep up with information. Paper memos are a rarity at UNM-Valencia. Instead, we rely on email and the web to disseminate information. Your UNM email address will be added to our faculty listserv and serves as the primary tool for official UNM correspondence. This listserv will be used to pass on information to you.

In addition, the following websites provide very useful information:

- <http://valencia.unm.edu>: UNM-Valencia's Home Page
  - <http://valencia.unm.edu/academics/faculty-resources/index.html>: Faculty Home Page
10. Be collegial. According to the UNM Faculty Handbook, under "Policy on Academic Freedom and Tenure," the definition of "Personal Characteristics" reads as follows:
- This category relates to the personal traits that influence an individual's effectiveness as a teacher, a scholar, researcher, or creative artist, and a leader in a professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be demonstrated collegiality and interactional skills so that an individual can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual's moral stature and ethical behavior, for they are fundamental to a faculty member's impact on the University.*

Additionally, UNM Faculty Handbook policy C09: Respectful Campus states:

*The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UNM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships. Because a respectful campus environment is a necessary condition for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of the University's mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms.*

11. Adhere to UNM and UNM-Valencia policies and procedures. As previously mentioned, these are included in the [UNM Administrative Policy Manual](#), [UNM Faculty Handbook](#), [Instructional Council Policies and Procedures Manual](#), and [UNM-Valencia Faculty Handbook](#).

Continuing faculty are also expected to achieve well in the areas of Teaching Excellence (which also includes activities such as curriculum development, advising, etc.), College and Community Service, Professional Development and Personal Characteristics. Assessment of achievement in these areas is evidenced through the faculty annual evaluation document, the Chair's Summary Evaluation and the Dean's Summary Evaluation.

## **Applying for a Teaching Position**

All adjunct faculty must submit their application through UNM Jobs at the following web site: <https://unmjobs.unm.edu>. Applications will be electronically submitted to Human Resources at UNM-Valencia as well as division chairs. Anyone may search faculty job postings for the Valencia Campus by using the search engine located at the bottom of the UNM Jobs page. Additional assistance can be provided by the Human Resources department at 505.925.8530 or Margaret Anaya in the Academic Affairs Office at 505.925.8602.

## **Adjunct Office**

Adjunct cubicles are available in the Adjunct Office within the Academic Affairs Office. There are cubicles with computers or cubicles available for you to bring your own device. There are also larger cubicles in the back for meeting with students. All cubicles have a telephone. Lockers are also available for your use. Please contact the Academic Affairs Office if you wish to reserve a locker (505.925.8600).

## **Cancelling a Class**

**For emergency cancellations:** Please contact your chair or the Academic Affairs Office (505.925.8600) as soon as possible. Every effort will be made to notify your students and a cancellation sign will be posted on the classroom door. Once you return to campus you will need to fill out the Instructor Absence Form. Please ask the Academic Affairs Office staff for forms.

**For planned cancellations:** Please be sure to get approval ahead of time from your division chair and fill out the Instructor Absence Form as part of the approval process. You should make every effort to find a colleague who can fill in for you (your chair will assist you with this).

## Managing Classroom Enrollments

### Accessing MyUNM and LoboWeb

All UNM faculty are responsible for accessing the online system for:

1. Generating their own class lists
2. Reporting grades
3. If the instructor chooses, dropping students from their classes—for valid reasons, of course (e.g., poor attendance, discipline issues).

All of these processes are available at <https://my.unm.edu/cp/home/displaylogin> . Before you can access student data you must complete the online Securing Private Data course and take (and pass) the online assessment. If you have not yet taken this online course please proceed as follows:

1. Access the following web page: <https://learningcentral.unm.edu>.
2. Select **>>Learning Central <<** in the red box.
3. Log in using the same ID and password you use to access your UNM email.
4. Select My Learning, and then Find Learning. Enter the exact words “Securing Private Data” and click Go (immediate right of the text box).
5. All available courses will now be displayed.
6. Select [Securing Private Data \(Web Course\)](#) and, when finished, return to this same site.
7. Select [Securing Private Data – Exam](#)
8. If you do not pass the exam, please redo it. Return to this same site and redo steps 6 and 7 until you pass the exam.



Once you’ve completed the online “Securing Private Data” course and passed the assessment, you’re ready to proceed.

To access a class list, print a class list, create an Excel worksheet from a class list, drop a student, or enter grades you will need to access Lobo Web. To do this, go back to <https://my.unm.edu> and proceed as follows:

1. Log in using the same ID and password you use to access your UNM email.
2. Select the **Faculty Life** tab.
3. Select Enter Loboweb. This is your portal for accessing your class lists, dropping students, and entering grades (at the end of the course, of course).

**IMPORTANT NOTICE:** *Please do not allow students to attend your class unless they are officially registered as verified by their names appearing on the LoboWeb class list. If your class is still open for enrollment, please send the student to the Registrar's office immediately for enrollment. If your class is closed, please refer to the "Closed Class" section on page 30 for options available to the student.*

## Access Lobo Web

1. Scroll down to **Class Section Functions**.
2. Select View Summary Class Lists with Student Details.
3. Select the current term by bringing down the list of options under **Select a Term:** and select the current term (e.g., Fall 2014—do not select anything that starts with "MS Program..."), and click **Submit**.
4. The courses you are scheduled to teach are listed in the **CRN:** selection box. Bring down the selection, click on the course you wish to select, and click **Submit**.
5. To view personal information on a particular student, click on the student's name (if "Confidential" appears next to a student's name, this implies that their personal info is to be kept confidential). From this page you can also access a student's UNM email address by selecting Student E-mail Address or other registration information by selecting Student Info.
6. To send email to a student click on the  icon (last item on each row). To send email to the entire class click on Email class  (bottom of page).

## To access and print a class list

1. Access Lobo Web.
2. Scroll down to **Class Section Functions**.
3. Select Exportable Class Lists.
4. Login again (same ID and password you used previously).
5. Click on Class Lists.
6. Select the course you wish to access by clicking on the section number (please note that it lists courses you've previously taught going back a couple of years).
7. Click on Printable Class List link
8. Click the browser's print button (located on the tool bar at the top of your web browser; you may then return to the previous page by clicking on the Back to Class List link).

## To create an Excel worksheet from your class list

(repeat step 5, a-e, and proceed as follows):

1. Access Lobo Web.
2. Access Exportable Class Lists as described directly above.
3. Click on Create EXCEL Spreadsheet.
4. If you're using Internet Explorer, proceed as follows:
5. If you're using Mozilla Firefox, proceed as follows:
  - a. In the ensuing dialog box, select  
☐ Open with Microsoft Office Excel (default).
  - b. Format and edit the worksheet as per your preference and save it for later use.

## To drop students

(repeat step 4, a-d, and proceed as follows):

1. Follow steps 1 – 5 under access your class list.
2. Click on the box under Drop for each student you wish to drop (selected boxes will now have a ☒ in the box).
3. Click on the **Drop Selected Students from Course** button and follow ensuing instructions.

**IMPORTANT NOTICE:** *No student should be dropped without good reason, prior warning, and a clear policy in your syllabus to this effect (please refer to #3 and #7 under "Prepare a Course Syllabus," page 30).*

## To enter grades

1. Access Lobo Web.
2. Scroll down to **Grade Entry**.
3. Select Enter Final Grades.
4. Select the radial button ☐ corresponding to each student's grade.

**IMPORTANT NOTICE:** *This feature is only available during the grade-entering period, which is generally the week of final exams, but earlier for eight-week courses or other courses that end before the normal end date for the semester.*

Also, we experience some problems with Banner from time to time. Part of the problem can be remedied by clicking **Save/Submit** frequently (every ten minutes, at least), since the system tends to timeout if you don't. Other than that, if you encounter any anomalies when you are entering grades, please email [INSTR\\_UPDATE-L@UNM.EDU](mailto:INSTR_UPDATE-L@UNM.EDU).

With regards to issuing grades, UNM has a host of different grading options and procedures. What follows is a summary and more complete explanation of grading procedures.

## **Enrollment Authorization –During the Term**

Enrollment Authorization forms may be used to add, change grade mode, or change hours after the Last Day to Add through the Last Day to Drop with Dean’s Permission date (additional fees may be required). See Appendix C for additional information.

## **Grades Issued to Reflect Completion/Achievement**

Faculty issue letter grades to students as an indication of their mastery of the course material. Letter grades include plus (+) and minus (-), resulting in the following grade point equivalent:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Grade Point</b>
A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

Please note that faculty are not required to issue “+/-“ grades, although they are strongly advised to do so as it provides a more detailed and accurate range of grades. Faculty should also be aware that a grade of “C” (not “C-“) is the minimum grade required for a course to be accepted as fulfilling a prerequisite, a core requirement in the student’s major, or for UNM’s Core Curriculum.

In addition to the letter grades detailed above, some courses include “CR” or “NC” (“credit” or “no credit”) as a grading option—either exclusively or as part of other grade options. A grade of “CR” grants the student the prescribed credit hours whereas a grade of “NC” does not. However, neither “CR” nor “NC” factor into a student’s grade point average. In addition, a student may opt to apply this grading option to any course under the following stipulations:

1. The course cannot be a part of the student’s major or, for some departments, minor.
2. It can be applied only the first time the course is taken (i.e., the option cannot be taken for repeated courses).
3. A grade of “CR” generally indicates that the student achieved the equivalent of a grade of “C” or higher in the course (i.e., not “C-” or lower).
4. A maximum of twelve credit hours of regularly-graded courses (i.e., “A” – “F”) can be selected to be taken under “CR/NC” option for completion of an associate’s degree. Similar restrictions apply to bachelor’s degree programs.
5. Grade option changes are only available through the fourth week of a regular semester or second week for an eight-week course summer course.

Students are advised to consult with an advisor before proceeding to change grade options.

## Grades Issued to Reflect Non-Completion

There are a variety of grade options for students who do not complete the requirements of a course. There is the grade of “F,” which is intended to be assigned to students who remain enrolled in the course throughout the term but fail to show any significant degree of mastery of the material. Other options for students who do not complete the course include the following:

- No grade: Students who withdraw or are dropped from a course prior to the Friday of the third week of the semester receive no grade whatsoever. (This applies to regular fall and spring sixteen-week courses; it would be the Friday of the second week of the semester or course duration for summer semester and eight-week courses.) Names of students who drop/are dropped prior to this deadline will cease to appear in the Banner class list and will not be listed in the grade form at the end of the term. For GPA and transcript purposes, it is as though the student never enrolled in the course. However, students should be advised that for financial aid purposes the credit hours will be factored in the ratio of completed to attempted credit hours.
- Incomplete (“I”): The grade of “I” is intended for students who, through circumstances beyond their control, are prevented from completing the course before the end of the term, but, in the instructor’s opinion, should have the opportunity to finish it successfully. When the faculty member and the student decide that an Incomplete is the appropriate course of action, they will fill out the Incomplete form (available in the Academic Affairs Office). This informs the division chair of the Incomplete grade, in case the faculty member leaves the institution before the grade is replaced. The student is then obliged to complete the requirements of the course (i.e., must take the initiative to contact the instructor in order to submit remaining required materials and/or take remaining tests) within a calendar year of the end of the semester in which he/she was enrolled in the course. It is then the instructor’s responsibility to change the grade in Lobo Web. If the grade is not changed by the due date (as a result of student or faculty error) it will automatically turn into an “IF” (carries the same weight as an “F”).

Although the instructor has broad discretion on how and when it is appropriate to issue a grade of “I,” the following guidelines should be applied and should be clearly stated in the course syllabus:

- Incompletes should be issued only to students who experience circumstances beyond their control and who can provide documented evidence to this effect (e.g., physician’s note, commanding officer’s notice of impending deployment, etc.).
- The student’s achievement should be at a satisfactory level (i.e., students who are failing or performing poorly in the course should not be issued incompletes), as it will be more difficult for students to successfully complete the course without the benefit of attending classes and after a period of time has elapsed.
- The point in the semester when the student stops attending classes should be past the half-way mark.

- Withdrawal (“W”): Withdrawal grades apply to students who drop or are dropped from a course (i.e., by a student’s own initiative or by way of an instructor-initiated drop) after the third week of the semester (or second week, for eight-week courses).
  - The grade of “W” is a grade issued to students who are still enrolled in the course at the time grades are entered or by way of a grade change form. The grade of “W” indicates that a student is unable to complete the requirements of the course and did not request or are ineligible for an incomplete. The UNM Catalog describes the grade of “W” as follows:  
*Used for approved administrative withdrawals only at the end of the semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student’s control.*
  - Students who stay enrolled in the course but fail it should receive a grade of “F” and not “W.”
  - Students who experience difficulty due to circumstances beyond their control (with supporting documentation) should remain enrolled in the course and receive a grade of “I” (if applicable, as described previously) or a grade of “W.”

For further assistance with accessing class lists, dropping students, or entering grades, please contact your division chair or the Teaching and Learning Center at 505.925.8554.

**\*For more information from the Registrar’s Office, please see Appendix C.**

## Getting Clerical Assistance

Faculty can get assistance with some clerical matters in the Academic Affairs Office. A few of the services provided include:

- Arrangement for adjunct faculty to reserve a work area with a desktop computer, phone and mail box
- Duplicating documents and fixing paper jams
- Arranging for instructor evaluations
- Assistance with email, listserv, internet access and electronic attendance module (for additional assistance please call the Teaching and Learning Center at 505.925.8554)
- Ordering desk copies
- Assistance with applying for professional development funding
- Accessing basic classroom supplies (markers, folders, etc.)
- Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors



- Arrange for class cancellations (The Academic Affairs Office staff or your divisional administrative support person will post cancellation notices on the classroom door and make every effort to call students in the event an instructor cancels a class.) (Contact your division chair or the Academic Affairs Office front desk)
- Assist students and/or faculty with questions, finding their classrooms, post changes to classes etc.

Some of the services we **cannot** provide (but will direct you to the appropriate department) include:

- ✖ Assistance with instructional equipment (please call the Teaching and Learning Center 505.925.8554 or 505.925.8551)
- ✖ Document processing (you will need to create your own syllabi, study guides, tests, scanning, etc.)
- ✖ Entering attendance or grades.

## Academic Affairs Hours of Operation

### Fall and Spring semesters:

- Mondays – Thursdays: 7:00am to 6:00pm
- Fridays: 8:00am to 5:00pm

### Summer semester hours:

- Mondays – Thursdays: 7:00am to 5:30pm
- Fridays: 8:00am to 5:00pm

When classes are not in session, office hours are:

- Mondays – Fridays: 8:00am to 5:00pm

*Office Hours subject to change without notice.*

## Closed Class Enrollment/Disenrollment Procedures

Students who fail to attend a class session of a closed class by the end of the first two weeks without notifying and receiving approval from the instructor should be dropped by the instructor to make room for students on the waitlist.

Please do not allow students to attend your class unless they are officially registered. Instead, LoboWeb now maintains a wait list of students who wish to enroll in a closed class. If a student tells you that she/he wishes to enroll in your closed class, please direct them to Student Services for assistance.

As room becomes available in the closed class (i.e., non-attending students are dropped from a course), students will be notified by email and have forty-eight hours prior to the beginning of classes and twenty-four hours after classes have begun in which to enroll.

## Getting Computer Assistance

For assistance with your office computer, or with computer in a lab or classroom, including installation of software and general trouble-shooting, please contact Technology Support at 505.925.8911.

## Preparing a Course Syllabus

The UNM-Valencia Faculty Handbook provides a general template for a syllabus that contains all the necessary elements. These elements include:

1. Information about yourself. Your name, office location, office hours (regular and online office hours must be specified), how you can be reached (office phone [505.925.8600 for adjunct faculty], other phone [at your discretion, of course], email address, etc.).
2. Basic information about the course. This component includes:
  - a. Complete course name (e.g., HIST 1150, *Western Civilization I*, Section 501)
  - b. Full course description from the UNM-Valencia 2022-2023 Catalog
  - c. Meeting place and time (or times/places if there is a lab component offered in a different room and at a different time)
  - d. Textbook and other materials required for the course (please be specific)
3. Attendance policy. The issue of taking attendance, which is required, is covered above. Students need to be clear about what you consider to be excessive absences, what being tardy means, if there is a distinction between an “excused” and an “unexcused” absence, and what the consequences of being absent and tardy are. For instance, one faculty members may grade students in part on their attendance record while another faculty member may drop a student after missing three classes (regardless of reason). These are not the only options, of course. Please consult with your chair or a colleague you trust about this matter prior to developing a policy that works best for you. The more important matter is that your policy be clearly stated in your syllabus and applied consistently and fairly.
4. Grading policy. UNM’s grading policy is included in the UNM-Valencia Catalog (<http://valencia.unm.edu/academics/catalog/2021-2022/program-information/grading-procedures.html>). Your syllabi should be clear as to what constitutes each letter grade. Also listed should be the weight of each course requirement and any “bonus” materials. Finally, you need to include a statement of your policy on late assignments, missed tests, make-ups, etc.

For instance, your letter grade designation may include a ten-point scale for major letter grades and thirds for plusses and minuses. In such a scale 98-100 would equate to an “A+,” 93-97 an “A,” 90-92 an “A-,” 87-89 a “B+,” 83-86 a “B,” 80-82 a “B-” ... 60-62 a “D-” and 0-59 an “F.” An example of a weight designation would be 50% for assignments, 25% for the midterm exam and 25% for the final exam.
5. Library usage. If applicable, your course syllabus should include a statement indicating how your students will make use of the UNM-Valencia library during the semester.

6. Students who need accommodations for a disability. Include a statement such as: “If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided for in a timely manner.” *Do not ask students to identify their disabilities in public.* Any questions regarding students with disabilities should be referred to Cheryl Dilger at 505.925.8910 or [cdilger@unm.edu](mailto:cdilger@unm.edu) in Student Services.
7. Equal Opportunity and Title IX. Optional, but an approved statement to use is: “In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.
8. Academic dishonesty and other disciplinary issues. Please refer to “Dealing with Student Problems” on page 30 for more information on this subject.

You should quote UNM’s policy on “Dishonesty in Academic Matters” in your syllabus:

*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.*

You should also state in your syllabus that students are expected to conduct themselves in a professional and collegial manner. Do not assume that all of your students will understand what this means. You may need to cite both positive and negative examples to ensure a proper understanding (and better compliance) on their part.

Finally, you may want to make it clear that neither dishonesty nor unruly behavior will be tolerated in your class, and that such may lead to being dropped from the course.

9. Course outline. You should provide as many details as possible about the timeline for topics covered and due dates for course requirements. The following areas should be covered in a course outline:
  - a. Weekly lecture and discussion topics
  - b. Weekly reading/homework assignments
  - c. Videos or other presentations to be shown in class
  - d. Guest speakers to appear in class
  - e. Required library work

- f. Due dates on class projects
  - g. Quiz and exam dates
  - h. Dates of holidays (available in the schedule of classes)
  - i. Drop/add dates (also available in the schedule of classes)
10. Teaching and learning objectives and student learning outcomes (SLOs). Your syllabus should include a set of broad objectives and SLOs which detail what the student is expected to know (cognitive), do (skills), and/or appreciate (affective) at the completion of the course. The degree to which each of these is applied is specific to discipline, of course.

We will work with faculty to provide assistance creating teaching and learning objectives through the Teaching and Learning Center and members of the Teaching and Learning Assessment Committee.

All faculty are required to submit a copy of syllabus for each of their courses (in PDF or Word format; using the current naming convention) as an email attachment to Margaret Anaya at [murtiaga@unm.edu](mailto:murtiaga@unm.edu) **prior** to the start of classes. All new faculty should submit a copy of their syllabi to their division chair.

## **Duplicating Documents (and how to reduce)**

Duplication should be used only when absolutely necessary (e.g., tests, quizzes, classroom exercises). Faculty are encouraged to seek means to disseminate information to students without duplicating. In order of recommended priority, please consider the following options:

1. Selling materials through the Bookstore. This requires that materials to be duplicated be prepared well in advance of the start of the semester, since the materials have to be cleared for copyright issues and, if applicable, permission from the intellectual owner will have to be secured before they can be duplicated. Time frame is (original materials) two to eight weeks (copyrighted material) before the start of classes.
2. Putting instructional materials on reserve at the Library. Faculty should place hardcopies of required materials in reserve in the Library. Students will be directed to the Library by their instructors to make copies of the required materials using the Library's public copiers at the students' expense.
3. Converting materials to electronic format. This process requires putting course materials on the instructor's web site or copying it to an electronic medium such as a flash drive. The Teaching and Learning Center will gladly assist with either of these methods, but they need to be notified a few days in advance.

Note: A potential drawback for this option is that it almost always guarantees that the students will just come to the Library or Tutoring Services and print off what they need, thus incurring heavy printing costs on these areas. Printing in the Library will be possible only on non-networked printers (i.e., the student will have to bring the information to be printed on a flash drive).

Duplicating, when necessary, will be handled as follows:

1. Location: Faculty may use any networked printer on campus for duplication, by using their ID card or logging in to a machine.
2. Monitoring of funds: Duplicating funds will be monitored closely and periodically (especially when funds start running low) and reported to the division chair. When available funds reach a low level, the division's duplicating account will be frozen and no more duplicating will be possible until the start of the next fiscal year.
3. Limitations on duplicating: It will be left up to each division chair to determine further procedures for duplicating. Division faculty will be notified by their chair of such procedures.
4. Termination of duplicating: Divisions whose duplicating funds are depleted will no longer be able to duplicate on any campus printer.

## **Creating and Accessing Your UNM Email Account**

UNM-Valencia relies heavily on email to communicate with faculty, staff and students. Consequently, it is imperative that all faculty have an active UNM email account (“@unm.edu”) and check it regularly.

To get a UNM email account you must first create your NetID. Please visit the following web site: <https://login.unm.edu/cas/login?service=https%3a%2f%2fmy.unm.edu%2fdashboard> and follow the on-screen instructions. If you were recently hired to teach, your contract or agreement may not be completed in time for your personal data to be filed. Consequently, you may be denied access to a UNM account until updated at main campus. Please contact Margaret Anaya at 505.925.8602 for any questions or assistance. For more information, see Appendix D.

If you do not receive mail from UNM-Valencia via the faculty listserv, please contact Margaret Anaya at 505.925.8602 as soon as possible.

## **Referring a Student for Equal Access Services**

Students with documented disabilities can request academic accommodations in their classes through Equal Access Services (EAS). The EAS program is designed to assist UNM-Valencia in complying with the American Disabilities Act (ADA) section 504 of the Rehabilitation Act of 1973. Reasonable academic adjustments in the form of auxiliary aids and services may include, but are not limited to:

- Extended time on exams
- Note taking services
- Readers
- Braille or large print materials
- Sign language interpreters

Equal Access Services is located in the Advisement and Counseling area of the Student Services Building. Contact Cheryl Dilger at 505.925.8910 or [cdilger@unm.edu](mailto:cdilger@unm.edu).

## **Learning About Decisions on Inclement Weather**

Dial 505.925.SNOW (505.925.7669). This number will alert you to class cancellations due to inclement weather. You can also check on the Valencia Campus homepage at <http://valencia.unm.edu/>.

## **Getting Instructional Equipment Assistance**

Instructional equipment refers to projectors, document cameras, Sympodiums® (interactive display devices), Smart Boards, keyboards, mice, etc. The Teaching and Learning Center can handle instructional technology issues for you. For assistance call 505.925.8556, 505.925.8551, or 505.925.8600.

## **Getting Keys to Classroom Podiums**

Keys to classroom podiums are available at the Teaching and Learning Center. Please drop by the Teaching and Learning Center (located in room 119 of the Business and Technology Building) or call 505.925.8551 or 505.925.8556. Be aware that not all classrooms have locked podiums.

## **Children in the Classroom**

UNM-Valencia's policy on "Children on Campus" clearly states that:

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

Although this is not a frequent occurrence, it is one that must be addressed immediately and consistently for reasons of safety and liability. Students may state that their regular child care provider did not show up, that they experienced transportation problems, and so on—any of which may be valid—and that they cannot miss class—also valid. Regardless, you will need to insist that the student take their child out of the classroom but not leave him or her unattended.

## Accessing Materials and Services in the Library

Please note the following guidelines for accessing library services:

- Class materials may be placed on reserve in the Library. Forms are available in the Library at the circulation desk and must be signed by the instructor. Please give at least twenty-four hours to process materials to be available for your class.
- If there are books or videos that you would like the Library to purchase for additional resources available to the students please contact the Library at 505.925.8990, Barbara Lovato at 505.925.8991, or email your suggestions.
- Library tours may be scheduled for your class to become familiar with the library, how to check out items, and accessing materials.
- Library instruction sessions may be scheduled and tailored to your class content and assignments. They are held in the Library Instruction Lab (Learning Resource Center 143). In general, they cover research strategies, effective searching in online databases, demonstrate using library resources (online catalog, databases, reference materials, library web page), and evaluating web sites. These sessions typically take one class period, but an additional class period can be scheduled if you would like your students to have time for researching their topic in the Library. Please contact Barbara Lovato at 505.925.8991 to arrange for tours and classes.
- Interlibrary loan service is available to all faculty with a current Valencia Campus or Lobo ID card. Request forms for books and periodical articles are at the circulation desk. Please allow ten days to two weeks for delivery of requested items.

## Scheduling a Make-Up Exam (or exams for online courses)

If you need to give a student a make-up exam or schedule exams for online courses, you have the choice of doing so on your own or through UNM-Valencia's Assessment Center. If there is sufficient coverage in the Academic Affairs Office, one of the staff might be available to proctor an exam. Please ask in advance, as it might not be possible.

There are very specific guidelines for issuing make-up exams in the Assessment Center. You can find these guidelines along with a form which must accompany the make-up exam and available times at the following web site: <http://valencia.unm.edu/students/testing/makeup-exams.html>.

Please be sure to closely adhere to these guidelines. For more information please contact Joshua Owen at 505.925.8569 or [jowen2@unm.edu](mailto:jowen2@unm.edu).

## Getting Paid

Faculty salaries are dispersed as follows:

- Continuing faculty on a nine-month contract have a choice of being paid in ten or twelve installments paid on the last working day of each month beginning in August and ending in May, for ten installments, or July, for twelve installments.



- Continuing faculty on a twelve-month contract are paid in twelve installments.
- Adjunct faculty and continuing faculty overloads currently are paid in five installments at this time as follows:
  - Fall semester: Last working day of August through December; and
  - Spring semester: Last working day of January through May
- Summer salaries (all faculty) are dispersed in two installments each on the last working days of June and July.

Faculty **must** have a direct deposit account setup to receive payment. Any questions please contact Margaret Anaya at 505.925.8602 or Payroll at 277.2353.

## **Getting a Parking Permit**

All vehicles that park at UNM-Valencia need a parking permit. Parking permits are free; however, you must submit a request for a parking permit online at the following link: <http://valencia.unm.edu/campus-resources/campus-police/parking-permits.html>. It will then be available for pickup at the Security Office in the Student Center.

Although there are no fines for parking violations at UNM-Valencia, vehicles that are illegally parked (you may not park in areas where the curb is painted green, yellow, or red or in areas reserved for handicapped persons—unless you qualify as such, of course) will be “booted” (with a device attached to wheel that immobilizes the vehicle) upon their fourth and subsequent violations.

## **Enrolling in Performance Improvement Workshops (including technology)**

Performance improving workshops of every variety (including technology training, which provides credit and stipends) are offered through the Teaching and Learning Center. To learn what is available, please call the Teaching and Learning Center at 505.925.8551 or 505.925.8554.

## **Enrolling in Physical Fitness Programs**

Faculty are encouraged to take advantage of Wellness Center courses, programs, and facilities. A brochure for the Wellness Center is also available. For additional information, please call 505.925.8830 or visit the Wellness Center’s web site, <http://valencia.unm.edu/wellness-center/index.html>. Hours of operation are as follows:

- Mondays – Thursdays: 7:00am to 7:00pm
- Fridays: 7:00am to 3:00pm

The Wellness Center is closed between semester breaks and all official holidays.

To use the Wellness Center facility you will need to enroll in the Introduction to Fitness Students course, a section of PHED 2996 titled “T: Intro Fitness” in the schedule of classes. (You may



simply audit the course—see “Get Tuition Remission” on page 35.) Services available at the Wellness Center to faculty enrolled in PHED 2996 include:

- Personal training sessions—you will receive an initial meeting to establish fitness goals and discuss any physical activity limitations; an individualized exercise program is then developed and demonstrated to you
- Body fat testing
- Fitness assessment tests
- Services available at the Wellness Center to the campus community and community members
- Special wellness presentations and events

## **Getting Professional Development Funds**

Funds for professional development are available through the Faculty Assembly’s Faculty Professional Development Committee. To apply for these funds please fill out the “UNM-Valencia Campus ***Faculty*** Professional Development Stipend Request Form” (available at <http://valencia.unm.edu/academics/faculty-resources/index.html> and click on Forms, or in the Academic Affairs Office) and send it to the committee chair for processing.

## **Calling Campus Police**

The Campus Police Department office is located in the Student Center (Building D). They can be contacted at their office or by cell phone at **505.925.8570**. Campus Police also offers escort service to your vehicle.

## **Purchasing Items**

Small items may be purchased from the bookstore with permission from your chair. You will need to purchase up front and be reimbursed. Debra Venable in the Academic Affairs Office can assist with reimbursement.

Larger items (i.e., \$100 or more – software, equipment, etc.) that have to be ordered require available funding, approval from your Chair, and a purchase requisition. Faculty who need a purchase requisition should contact Debra Venable (505.925.8606) for all divisions except Health Sciences, or Sheela Kaufman (505.925.8870) for the Health Sciences Division.

## **Requesting Software Installation**

To request installation of software on an office PC or in labs, please contact Technology Support at 505.925.8911.

## **Student Course Evaluations**

Student course evaluations are administered online. The system adopted by UNM is called EvaluationKIT. Instructors are not responsible for administering course evaluations in class. Students will receive an email for each of their courses containing instructions and a link to their evaluation form. They will also receive reminders for those courses they have not completed.

Even though the course evaluations are not being completed in class, please emphasize to your students the importance of completing these evaluations in order to provide valuable feedback to their instructors and their division chairs.

## Dealing with Student Issues

For addressing disruptive behavior, please refer to the “Student Code of Conduct” section on UNM-Valencia’s Catalog, available online at <http://valencia.unm.edu/academics/catalog/2020-2021/code-of-conduct-and-related-policies.html>.

The following guidelines address student problems of a disruptive nature, disturbing behavior, Title IX violations (sexual assault), grievance procedures, and dishonesty in academic matters:

1. Student problems in your classroom of a disruptive nature include the following:
  - A student who physically confronts another person
  - A student who verbally abuses another student
  - A student who physically destroys or vandalizes property
  - A student who interrupts the classroom process by:
    - a) making remarks out of turn,
    - b) taking over the lecture,
    - c) dominating classroom discussion,
    - d) using cell phones, pagers, or other electronic devices in the class,
    - e) consistently being late to class or leaving class early, and/or
    - f) shuffling of papers or book

The faculty/staff member may find the following procedures helpful when dealing with a disruptive student:

- Talk with the student about their behavior, immediately if needed, but preferably in private.
- Should you feel uncomfortable speaking with the student alone, ask your chair/dean or another staff member to sit in on the meeting. If you feel this is not necessary, but still have hesitation concerning your meeting, you may leave your office door open and have another staff member nearby.
- The instructor should follow up this conversation with a written summation of the meeting, complete with a deadline to change the disruptive behavior and consequences should the behavior continue. A copy should be sent to your chair/dean and to the student involved.
- If the behavior does not change, then follow through with your consequences, which could include dropping the student from the course and referring the incident to Student Services. The incident may be cause to charge the student with a violation of the Student Code of Conduct.

Some procedures for immediate intervention in the classroom or offices of the university are:

- Verbal request to stop the behavior

- Verbal request to leave
- Call Valencia Campus Police (505.925.8570)

Please keep in mind that this is a University and that disruptive behaviors will not be tolerated. Please be assured that you need not subject yourself to rudeness or profanity; your chair, the Dean, and Student Services will support you in your endeavors to maintain a good learning environment.

2. Disturbing behavior usually causes us to feel concerned, alarmed, afraid or frustrated. Disturbing behavior of a student might mean that there is no negative impact of the behavior on other students, the professor's ability to teach or conduct class, or the implementation of other professionals' roles in the University. However, it may indicate that a particular student is having difficulties that affect his/her academic performance. If you are unsure about what constitutes disturbing behavior, or you do not know how to handle a classroom incident, consult with the Dean or Student Services for advice.

Clearly, faculty and staff have options for responding to student behavior they find disturbing. These include:

- You can initiate a private conversation with the student about the behavior.
- Should the disturbing behavior cause a negative impact on the class or other students, then expectations should be given to the student so you as the instructor can continue to create a positive classroom environment for participants in your course.

If the behavior were to continue then you should consult with other professionals or offices on campus, which include the following:

- Division Chair or Dean – It is very possible that they have dealt with situations like this and can give you valuable advice.
- Director, Student Services (505.925.8560) – This office can be helpful in assisting you through the process or referring you to the appropriate persons to speak with.
- Equal Access Services (505.925.8910) – This office can be helpful in assisting faculty or staff understand how to deal with students with disabilities who may cause disruptive behavior; it can become a resource for the student as well.

If the disruptive behavior were to continue after assistance from the one or more of the above areas, it may be necessary to drop the student from your course. Please consult with your chair, manager, or the Dean prior to taking this measure.

3. Title IX - If a student discloses a sexual assault to you, you are obligated to report it to the Office of Compliance, Ethics, and Equal Opportunity (<https://secure.ethicspoint.com>). You have to report it even if the student asks for it to be confidential. For this reason, if a student comes to you in private and you anticipate such an action, you can warn the student ahead of time that you are obligated to report. If the student makes such a revelation, assure the student that part of the reporting process is to connect the student to resources that can help him or her. Remember that this report is to the Office of Compliance, Ethics, and Equal Opportunity only. This does not obligate you or the student to go to the police.

4. For addressing a student grievance (usually challenging a grade or other dispute over the manner in which the class is conducted), please refer to the “Student Code of Conduct” section in UNM-Valencia’s Catalog (<http://valencia.unm.edu/academics/catalog/2021-2022/code-of-conduct-and-related-policies.html>.)

Please note that the first step in this process is for the student to meet with you in person and attempt a resolution to this matter. It is not uncommon for students to complain about an instructor directly to the Dean or a division chair. However, faculty administrators will insist that this procedure be followed. The only exceptions are egregious matters such as charges of discrimination, verbal abuse, sexual harassment, and so on, which require immediate attention and which are addressed in #1 and #2 above.

5. UNM’s policy on academic integrity found in the “Dishonesty in Academic Matters” section in UNM-Valencia’s Catalog:

*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.*

Please note that this policy gives the instructor some latitude in addressing this matter.

## Ordering Textbooks

Faculty are responsible for ordering textbooks for their classes through the Bookstore website at the Faculty Adoptions page (<http://bookstore.valencia.unm.edu/Home>). Desk copies may be ordered through the Academic Affairs office. When ordering textbooks, faculty members will need to create an account at the site above, and input their materials for each course. Division chairs will provide a deadline for each semester.

1. Information needed at the adoptions website is as follows:
  - course and section number
  - ISBN
  - exact title
  - author
  - edition
  - publisher
  - estimated enrollments
  - whether the title is required or optional

Note: It is very important that this information be entered by the semester deadline. Timeliness of this information directly affects the ability of the Bookstore to buy-back texts from student at the end of the semester and to successfully order and receive books from the publishers. Late orders to publishers can often lead to books not arriving in time for the start of class.

2. If a textbook order is not placed by the due date, the Bookstore will:
  - a. order the default textbook, if the course was offered during the previous fall or spring semester; or
  - b. request a textbook order from the Division Chair or Dean of Instruction, if the course was not offered during the previous fall or spring semester or is newly offered.
3. Faculty who are appointed to teach a course after the textbook order deadline will use either the default textbook or the one ordered by the Division Chair.
4. Instructors should list any supplies or other materials needed for the course that would normally be provided by the Bookstore, including any recommended titles on their course syllabi.

## **Ordering Instructor/Desk Copies**

Desk copies are obtained through your Department Chair when available. You may also obtain a desk copy directly from the publisher. If assistance is needed to obtain a desk copy please contact your Department Chair or the Academic Affairs Office. When making a request be sure to include:

- Name of Book
- Author
- ISBN
- Publisher
- Edition Number

## **Getting Tuition Remission**

Tuition remission is available only for regular employees (i.e., staff and continuing faculty) with an FTE of 0.5 or greater, or for adjunct faculty members at .75 or greater. Qualifying faculty and staff can take up to eight credit hours at UNM or Central New Mexico Community College tuition-free (but not fee-free). In addition, up to four credit hours (the balance of hours you are not using) can be applied to your spouse or domestic partner.

To apply, you need to complete the “Tuition Remission Benefit Form,” which is available in the Academic Affairs Office. The form need not be signed by your supervisor unless the course is offered at a time that coincides with your regular work duties (this is seldom an issue with faculty).

Adjunct faculty may receive professional development funds to take a course at UNM-Valencia (only), up to four credit hours. To apply, simply fill out the “UNM-Valencia Campus Faculty

Professional Development Stipend Request Form” available at <http://valencia.unm.edu/academics/faculty-resources/index.html>, click on Forms, and submit it to the chair of the Faculty Professional Development Committee.

## **Referring a Student for Tutorial Assistance**

Tutorial Services provides tutoring, study areas and computer labs for individuals and/or groups. Students may drop-in or make appointments for services. Instructors and/or students may request lab or test reviews (math, sciences, grammar) and workshops in a variety of topics (calculator, math components, grammar, and software).

Tutoring Services provides the following services for students:

- Peer and professional tutors trained to recognize and accommodate diverse learning styles
- Supplemental instruction for traditionally difficult academic subjects
- Tutors who provide support to students in computer applications
- Workshops and seminars on study skills, goal setting, learning strategies, and time management
- Course specific study groups and reviews
- Calculator checkout

Appointments can be scheduled by stopping by Tutoring Services or calling 505.925.8907. Faculty may request special topic workshops and/or refer students to Tutoring Services for assistance.

The STEM Resource Center exists specifically to provide support to students in STEM courses.

The STEM Center provides the following services for students:

- Calculator checkout
- Individual and small group tutoring sessions with tutors and STEM faculty for assistance with science, technology, engineering, and math courses
- Supplemental instruction (SI) for STEM courses
- Access to a quiet room, laptops, calculators and a smart board
- Workshops and seminars on STEM related topics

Please call 505.925.8515 for center hours or to schedule an individual tutoring appointment or study group session.

The Writing Center is a welcoming space where writing consultants invite writers to recognize their own strengths, get more comfortable with writing, and become better writers.

The Writing Center provides:

- Friendly and well-trained writing consultants
- Coaching on all kinds of writing and all parts of the writing process
- A quiet, supportive space and computers so you can get your writing done
- Workshops on specific writing topics such as getting started, MLA Style, and creative writing
- Resources for writing including textbooks, pens and pencils, a printer, coffee, and tea

The Writing Center is open in the fall, the spring, and the summer. For days and hours or to schedule an appointment, please call 505.925.8513 or email [gillikin@unm.edu](mailto:gillikin@unm.edu) .



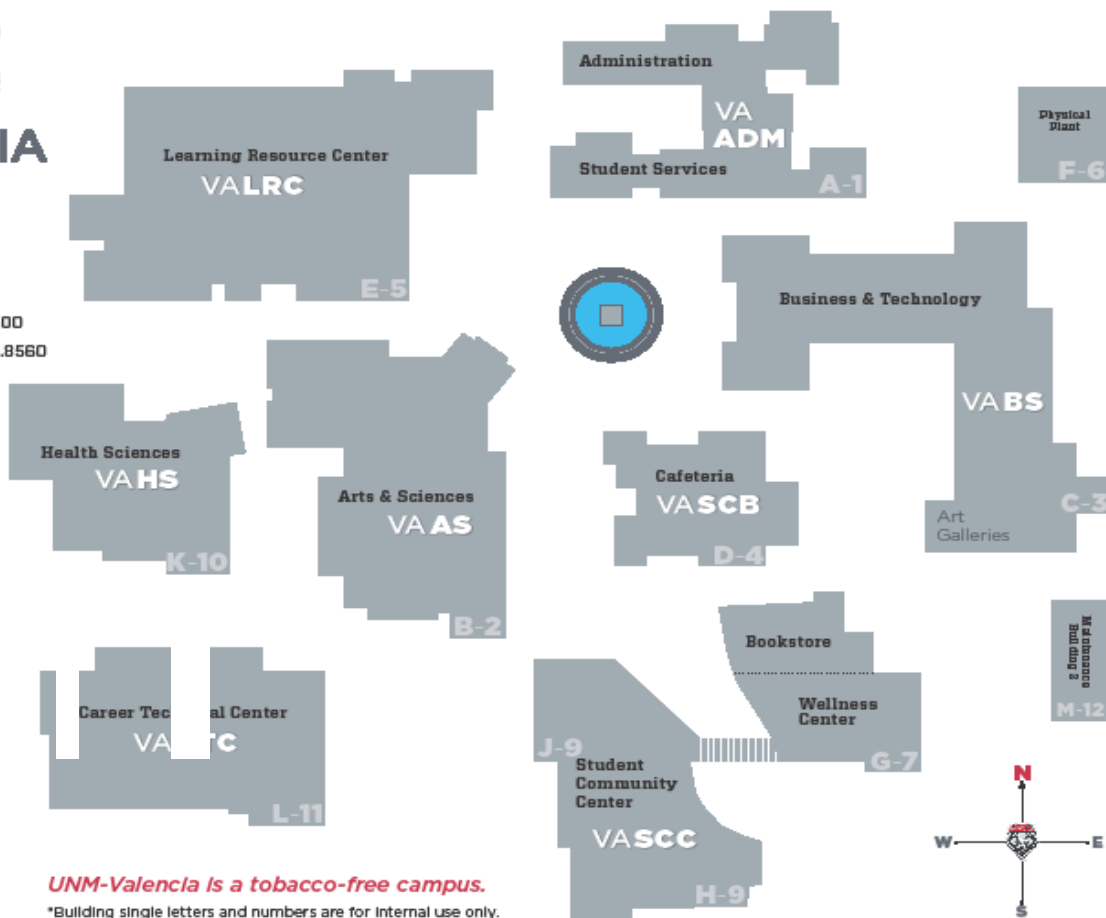
**Police:** 925.8570  
**Academics:** 925.8600  
**Main Operator:** 925.8500  
**Student Services:** 925.8560

**Student Services:**

- Advisement Center
- Financial Aid
- Cashiers
- Registrar
- Testing Center

**Student Community Center:**

- Nursing Program
- Community Education
- Small Business Development Center
- Literacy Council
- Upward Bound





## ACADEMIC AFFAIRS AND SELECT CAMPUS CONTACT INFORMATION

<b>280 La Entrada Road</b>		<b>Phone: (505) 925.8600</b>	
<b>Los Lunas, NM 87031</b>		<b>Fax: (505) 925.8501</b>	
<b>Staff/Faculty Member</b>	<b>Phone #</b>	<b>Staff/Faculty Member</b>	<b>Phone #</b>
<b>Academic Affairs</b>	<b>505.925.8600</b>	<b>Main Campus</b>	<b>505.277.0111</b>
Anaya, Margaret – Unit Admin.	505.925.8602	<b>Maintenance</b>	<b>505.925.8511</b>
Ibuado, Mariah – Admin.	505.925.8600	<b>MECS Division</b>	<b>505.925.8600</b>
Musselwhite, Laura – Dean of Instr.	505.925.8601	Ariel Ramirez – Chair	505.925.8618
Venable, Debra – Budget Admin.	505.925.8606	Cindi Goodman – Dev. Math Coordinator	505.925.8912
<b>Admissions</b>	<b>505.925.8580</b>	<b>Nursing Program</b>	<b>505.925.8870</b>
<b>Adult Education</b>	<b>505.925.8900</b>	Kaufman, Sheela – Admin.	505.925.8870
Yasenka, Susan – Manager	505.925.8920	<b>Physical Plant</b>	<b>505.925.8850</b>
<b>Advisement</b>	<b>505.925.8560</b>	<b>Police - Campus</b>	<b>505.925.8570</b>
<b>BIT Division</b>	<b>505.925.8711</b>	<b>Registrar</b>	<b>505.925.8580</b>
Takach, Stephen – Chair	505.925.8730	Duran, Frances – Registrar	505.925.8585
<b>Bookstore</b>	<b>505.925.8801</b>	<b>SW Division</b>	<b>505.925.8600</b>
<b>Business and Finance</b>	<b>505.925.8500</b>	Crawford-Perez, Victoria – Physical Ed Coor	505.925.8832
Goshorn, Rick – Director	505.925.8508	Godbout, Jerry – Sciences Coordinator	505.925.8611
<b>Cafeteria</b>	<b>505.925.8811</b>	Moreno, Arlett – Lab Coordinator	505.925.8617
<b>Career Services</b>	<b>505.925.8840</b>	Sanchez-Dinwiddie, Melanie – Chair	505.925.8875
<b>Chancellor's Office</b>	<b>505.925.8540</b>	<b>SS Division</b>	<b>505.925.8600</b>
Dosumu, Samuel – Chancellor	505.925.8541	Musselwhite, Laura – Acting Chair	505.925.8601
<b>Financial Aid</b>	<b>505.925.8590</b>	<b>STEM Center</b>	<b>505.925.8515</b>
<b>Health Sciences Division</b>	<b>505.925.8870</b>	Buck, Shalaine – Ed. Specialist	505.925.8561
Poole, Joseph – Chair, Nursing Director	505.925.8872	<b>Student Services 1</b>	<b>505.925.8560</b>
Davis, Eileen – Allied Health Coordinator	505.925.8974	<b>Student Services 2</b>	<b>505.925.8562</b>
<b>HUMS Division</b>	<b>505.925.8600</b>	Dilger, Cheryl – Equal Access Services	505.925.8910
Bendell, Justin – Chair	505.925.8623	Vigil, Hank – Director	505.925.8581
Heyward, Sarah – Gallery Coordinator	505.925.8712	<b>Teaching and Learning Center</b>	<b>505.925.8554</b>
June, Ana – English Coordinator	505.925.8616	<b>Technology Support</b>	<b>505.925.8911</b>
Wheeler, Alexa – Fine Arts Coordinator	505.925.8728	<b>TRiO</b>	<b>505.925.8549</b>
<b>Human Resources</b>	<b>505.925.8530</b>	<b>Upward Bound</b>	<b>505.925.8861</b>
<b>Learning Commons</b>	<b>505.925.8907</b>	<b>Wellness Center</b>	<b>505.925.8830</b>
<b>Library</b>	<b>505.925.8990</b>	Crawford-Perez, Victoria – Manager	505.925.8833
Lovato, Barbara – Director	505.925.8991		

## Appendix A

### Family Educational Rights and Privacy Act of 1974 (FERPA) Top Ten Things to Know About FERPA

10. The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are; the right to inspect and review educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

**Who** is a student? Current and former students. **NOT** parents, spouses, or applicants.

**What** is an educational record? Any form directly related to the student, maintained by the institution, in whatever media.

**Why** do we comply? To protect the student!

9. UNM has designated certain items as directory information. (This is information that can be given out to any requestor, provided that a restriction has not been placed on the individual's record.)

**What** is directory information? *At UNM*, it consists of; name, address, telephone listing, electronic mail address, *\*date of birth\**, major, dates of attendance, degrees and awards received, most recent educational agency or institution attended, participation in officially recognized activities and sports. What is defined as directory information will vary from school to school but it cannot include SSN, student schedules, or other strictly private information.

8. UNM policies on FERPA, the release of directory information, or how to restrict one's directory information can be found in the student handbook, The Pathfinder at [www.unm.edu/~sac/pathfind.html](http://www.unm.edu/~sac/pathfind.html).
7. If a student has completed a UNM Student Information Release form restricting the release of directory information, it will be flagged in the Banner screens and LoboWeb listings with a "**CONFIDENTIAL**" notation, this is the **Confidential Indicator**. Absolutely **NO** information can be released without consent if the Confidential Indicator has been set. If someone is calling for information you must say "**There is no information available on that person, please have him or her contact us directly.**"

**How** do students set their **Confidential Indicator**? By coming to the Registrar's Office. This is an all or nothing Indicator, if it is set we cannot release **ANY** information about the student, including their attendance or graduation status.

6. Grades may not be posted by social security or UNM ID number, in whole or part, because an alphabetical order class list could easily be used to link name and number.
5. "School officials" *at UNM* are defined as those members of the institution who act in the student's educational interest within the limitation of their "need to know" to perform job duties. This may include faculty, administrators, employees (including students) who manage student education record information.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**  
**Top Ten Things to Know About FERPA**

**4. SPECIAL “DON'TS” FOR FACULTY**

To avoid violations of FERPA rules, **DO NOT**:

- At any time use personally identifiable information (UNM ID#, name, etc.) in a public posting of grades.
- Link the name of a student with that student's UNM ID # in any public manner.
- Leave graded tests or assignments in an unsecured area for students to pick up.
- Circulate a printed class list with student names and UNM ID# or grades as an attendance roster.
- Discuss the progress of any student with anyone (including parents) other than the student without the consent of the student.
- Provide anyone with lists of students in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than University employees in finding a student on campus.

**No personally identifiable information should be used in a public posting of any kind.**

3. As an employee of UNM you have a responsibility to protect **all educational records** in your possession. This includes any documents in the Registrar's Office, computer printouts in your faculty or staff office, class lists on paper or on a computer desktop, computer display screens, and personally identifiable notes taken during any kind of advising session in your workspace.

Is **your Desk** a public or private space? Generally, it is a public space since other staff, students, and janitors have access to it. So cover up or turn over records that must be on your desk and file or lock up records you keep.

2. Parents, spouses, partners, friends or relatives of any kind, of a UNM student, do not have access to information on students beyond directory information. This also includes people with badges, subpoenas, court orders, or other legal documents without confirmation from the University Counsel's Office.

*If you are feeling pressure to comply with a request for information, refer the requestor to the Registrar's Office.*

**And the number one Most Important Thing to Remember About FERPA is:**

- 1. When in doubt, don't give it out!**

Please feel free to contact me with any questions you may have.


Frances Duran, Branch Registrar  
UNM-Valencia Campus  
fduran@unm.edu

## Appendix B

Registrar's Office  
New Faculty Orientation

Fall 2015

### Enrollment Authorization Form – During the Term

																									
OFFICE OF THE REGISTRAR RECORDS AND REGISTRATION	ENROLLMENT AUTHORIZATION DURING THE TERM																								
<b>Instructions:</b> Step 1: Student: Complete information for the course. Step 2: Submit to the Instructor of Record for permission to add (in person). Step 3: Submit to Course Dean for permission (if after deadline). Step 4: Student returns to Records and Registration, UNM-VA.																									
<b>Step One: To be completed by the Student.</b>																									
UNM ID. Number _____ Date _____  Student Name _____ Phone No. _____  Student Signature _____ By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.	<table border="1"> <tr> <td>TERM</td> <td colspan="3">CRN</td> </tr> <tr> <td>DEPT.</td> <td>COURSE #</td> <td colspan="2">SECTION #</td> </tr> <tr> <td>Grade Mode:</td> <td colspan="3">Credit Hours: _____ (Hours)</td> </tr> <tr> <td>Audit <input type="checkbox"/></td> <td colspan="3">(if Variable Hour Section)</td> </tr> <tr> <td>CR/NC <input type="checkbox"/></td> <td colspan="3">Section Change from: _____ (CRN)</td> </tr> <tr> <td>Letter Grade <input type="checkbox"/></td> <td colspan="3">(if changing section)</td> </tr> </table>	TERM	CRN			DEPT.	COURSE #	SECTION #		Grade Mode:	Credit Hours: _____ (Hours)			Audit <input type="checkbox"/>	(if Variable Hour Section)			CR/NC <input type="checkbox"/>	Section Change from: _____ (CRN)			Letter Grade <input type="checkbox"/>	(if changing section)		
TERM	CRN																								
DEPT.	COURSE #	SECTION #																							
Grade Mode:	Credit Hours: _____ (Hours)																								
Audit <input type="checkbox"/>	(if Variable Hour Section)																								
CR/NC <input type="checkbox"/>	Section Change from: _____ (CRN)																								
Letter Grade <input type="checkbox"/>	(if changing section)																								
<b>Student must obtain required overrides (prerequisite, co-requisite, special approval, etc.) prior to submitting this form.</b>																									
<b>Step Two: To be completed by the Instructor of Record (Primary) for the course.</b> Required for all requests. _____ Instructor Signature Date																									
<b>Step Three: To be completed by the Dean of the College (Arts &amp; Sciences, Engineering, etc.) offering the Course.</b> Only required after the Last Day to Add or to authorize Department billing. _____ Dean's Signature Date																									
Option: I certify that a student enrollment error was caused by _____ Department																									
<b>Step Four: Student:</b> Return this form in person, with valid photo identification, to the Registrar's Office.																									
<b>For Office Use Only:</b> Comments: _____ Processed By: _____ Fee Charged: _____ Date: _____																									
Rev 2015																									

#### Why are they needed?

To allow changes after published deadlines:

- Section Change;
- Late Registration!

#### When are they used?

After the Last Day to Add and before the Last Day to Drop with Permission (day prior to finals week for fall/spring). Changes after this date require Enrollment Authorization – AFTER the Term form.

#### Where can student get one?

The Registrar's Office.

#### Authorization:

The student is encouraged to speak with the instructor of record. If, after discussion, the instructor approves the request, the form is signed by the instructor; then the Dean.

NOTE: Students are NOT to leave the form for signature. They are required to walk the form through every step. In the event of an on-line course – the student will contact the instructor via email, and if approved, then have the Division Chair sign the form.

For more information contact:

Office of the Registrar  
505.925.8580

Frances Duran, 925.8585  
Branch Registrar  
[fduran@unm.edu](mailto:fduran@unm.edu)

## Appendix C

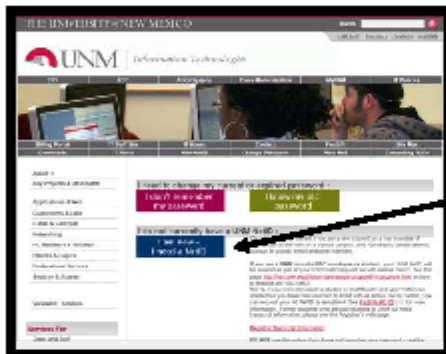
### How to set up your UNM NET ID and password

1. Log on to Loboweb by going to **my.unm.edu**

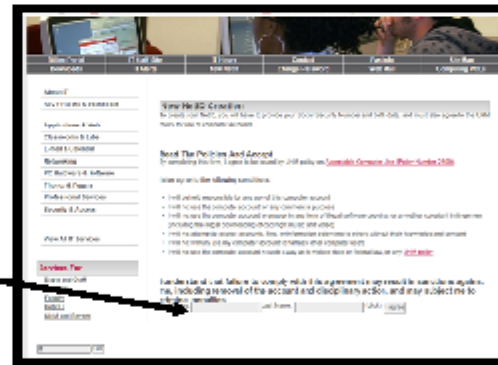
2. When the LoboWeb home page comes up, click on "Create a UNM NetID"



3. On the next page, click on the blue box that says, "I am new-I need a NetID"



4. On the next page, read the policies and then sign as directed at the bottom of the screen and click "I agree."



5. Follow the instructions carefully on the next page, especially the directions on setting up a password.

When you are finished, click on "Click to create your NetID" at the bottom of the page and you will be informed on the next page if you were successful.

If there was an error, you will be informed what the error is.

