UNIVERSITY OF NEW MEXICO
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Semester Dates

2019-2020 CALENDAR

UNIVERSITY OF NEW MEXICO – GALLUP

Fall 2019:	**Full Term (16 Weeks)**	**First Half (1st 8 weeks)**	**Second Half (2nd 8 Weeks)**
	Aug 19-Dec 14	**Aug 19-Oct 12**	**Oct 14-Dec 14**
Spring 2020:	**Full Term (16 Weeks)**	**First Half (1st 8 weeks)**	**Second Half (2nd 8 Weeks)**
	Jan 20-May 16	**Jan 20-Mar 14**	**Mar 23-May 16**

INTRODUCTION TO UNM GALLUP

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment. University policy, state, and federal law and regulations forbid unlawful discrimination on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law in recruiting, hiring, training, promoting and all other terms and conditions of employment. The University of New Mexico commits itself to a program of affirmative action to increase access by, and participation of traditionally underrepresented groups in the University's work force. If you believe you have been discriminated against and/or harassed on the basis of your race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law, you should contact the Office of Equal Opportunity, whose Director serves as the Coordinator for the Americans with Disabilities Act of 1990 (prohibiting discrimination on the basis of disability) and houses the Title IX Coordinator for issues regarding the Title IX of the Education Amendments Act of 1972 (prohibiting discrimination on the basis of sex in federally funded programs). The Director and Title IX Coordinator can be reached at the Office of Equal Opportunity (OEO), 609 Buena Vista NE, University of New Mexico 87131, (505) 277-5251. You can also access information at oeo.unm.edu. If, after reading the catalog, you require additional information, please write to the Registrar's Office, UNM Gallup, 705 Gurley Avenue, Gallup, New Mexico, 87301, or telephone (505) 863-7524. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirements at any time within the student's term of residence.

ABOUT THIS CATALOG

This volume was produced by The University of New Mexico Gallup, Office of the Registrar.The catalog is the student's guide to the programs and regulations of the University. The student must be familiar with University regulations and assume responsibility for complying with them.

The University of New Mexico Gallup Catalog is intended to provide a summary of the certificate and undergraduate programs, courses of instruction, and academic regulations of the University, as well as a guide to policies and services affecting undergraduate students.

NOTE: The University of New Mexico Gallup reserves the right to make changes in the course offerings, degree requirements, charges, regulations, and procedures contained herein as educational and financial considerations require, subject to and consistent with established procedures and authorizations for making such change.
It should be understood that it is the student's responsibility to seek appropriate advisement with respect to all university requirements.

HISTORY

UNM Gallup is home to approximately 3,000 students. Located near the Navajo, Zuni and Hopi Reservations, this campus has the largest Native American student body of any public university in the world, and awards close to $7,000,000 annually in tribal, federal and state grants as well as private, civic, and corporate grants and scholarships.

Located in Gallup, New Mexico, the adobe-style facilities sits among some of the most beautiful red rock country in the Southwest. The Gallup population is close to 21,000 but because of our easy accessibility to the reservations, our trade population on any given Saturday can number close to 100,000 and more on holidays and festive occasions. The region's diverse cultural events are celebrated throughout the year.

UNM Gallup was established in 1968 with offices and classrooms at the local Gallup High School and an initial enrollment of 128 students. Within the very first year satellite centers, affectionately known as "twigs," sprang up in outlying communities such as Zuni, Crownpoint and Thoreau. In the same year, the Gallup Lions Club donated a building and six acres of pinon wooded hills to the College as a community service project. Named Lion's Hall, it was remodeled to include administrative offices and classrooms and was the beginning of the present site. Mr. and Mrs. Clair Gurley donated an adjacent parcel of 70 acres to the college which allowed the University to grow and expand to include Gurley Hall, Calvin Hall, Lion's Hall, a Gymnasium, a child care center, construction and automotive tech facilities, and a computer tech center. In 2000, a new science building opened and in 2001 the new Zollinger Library, the Zuni Campus and Health Careers Building were completed. The new Nursing Career Center was completed in 2007.

Over the years, UNM Gallup has been widely supported and sustained by the citizens of Gallup-McKinley County through general obligation bonds, property taxes, mill levy elections, and generous donations from private individuals and families such as the Gurleys and Mr. & Mrs. John Zollinger, whose donation was used to expand the UNMG Zollinger Library.

Accreditation

As a branch of the University of New Mexico, UNM-Gallup is accredited by the North Central Association of Colleges and Secondary Schools. UNM-Gallup is a member of the American Association of Community Junior Colleges and various disciplines are certified by their own special agencies.

UNM GALLUP VISION, MISSION, AND VALUES

VISION: The University of New Mexico Gallup will be a nationally recognized leader in community focused, regionally specific and culturally vibrant education.

MISSION: The University of New Mexico Gallup prepare peoples to achieve their educational and professional goals in a context of respect for the traditions and values of the many groups it serves.

VALUES:

We value **EXCELLENCE** by providing quality decisions and actions through our people, programs and outcomes.

We value **INTEGRITY** through our commitment to managing our resources wisely, keeping our promises and ensuring accountability to our students, the community and all who serve UNM Gallup's mission.

We value **DIVERSITY** by striving to strengthen our university, our community and our society through the respectful treatment of all people. UNM Gallup recognizes, accepts and values differences of culture, ethnicity, gender, sexual orientation, nationality, religion, language and academic discipline and embraces diversity as a learning opportunity.

We value **FREEDOM** by encouraging inquiry, candor, creative activity, and the pursuit of ideas.

We value **SUSTAINABILITY** by meeting the needs of the present while preserving the well-being of future generations.

We value **ACCESS WITH SUPPORT TO SUCCEED** by offering all who desire the opportunity to take full advantage of the wealth of UNM Gallup resources and be fully included in the UNM Gallup community.

We value **RESPECTFUL RELATIONSHIPS** as demonstrated by our commitment to building trust, inspiring collaboration, and ensuring teamwork essential to UNM Gallup's success.

STUDENT AFFAIRS INFORMATION

ADMISSIONS

The University of New Mexico Gallup admits all eligible applicants from New Mexico, other states and foreign countries; recent high school graduates, transfer students, non-degree students, returning and non-traditional students, and international students.

For all categories, the University requires full academic disclosure on the application forms. Any student found guilty of non-disclosure or misrepresentation on an application is subject to disciplinary action, including possible dismissal from the University.

Transcripts and test scores submitted to the University of New Mexico for admission become the property of the University and will not be sent elsewhere or returned to the student.

All applicants must include information about prior criminal history as part of the application process. A committee then reviews the information. The committee takes numerous factors into consideration prior to making a decision. All applicants are afforded due process and admissions decisions are made on a case-by-case basis.

USE OF SOCIAL SECURITY NUMBERS

Your Social Security Number (SSN) will not be your primary University identification number. It will not appear on your UNM LoboCard (identification card). UNM is required to collect your SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of your SSN as required by law. If you are unable to provide a Social Security Number, the University will assign an alternative number to you. This will not impact the admission decision.

ELIGIBILITY FOR ADMISSION

Enrollment Services directs all functions of the Admissions and Registration Office. The Office of Admissions is located in the Student Services & Technology Building. All correspondence regarding admissions should be directed to: UNM Gallup, Office of Admissions, 705 Gurley Avenue, Gallup, NM 87301.

The University of New Mexico Gallup has an Open Admission Policy. Admission is available to any student, not currently under suspension from any post-secondary institution, who meets at least one of the following criteria:

1. Is a high school graduate, or
2. Has passed the GED test.
3. Is 18 years or older and not currently enrolled in high school. Students under 18 should contact the Admissions Office for special admissions programs and requirements.
4. Is a U.S. citizen or eligible non-citizen.

Admission to UNM Gallup does not necessarily mean acceptance into specific degree programs. For information on admission to specific degree programs, contact the department for more information.

APPLICATION PROCESS

To apply to UNM Gallup, submit a completed admission form. If you are applying for admission to a degree program (Associate of Arts, Associate of Science or Associate of Applied Science), you must also submit:

1. $15.00 cash, check or money order (this is non-refundable).
2. An official copy of your High School or GED transcript. The transcript must be sent to UNM Gallup directly from the institution of origin and bear the signature of the registrar or test center administrator.
3. Official College transcript (s) from all accredited post-secondary institutions attended in any status

   Open admission for all persons age 17 or over who have a high school diploma or GED or 24 transferable credits (these credits must be applicable to the Associate degree) or ACT composite score of 29.

Certificate Programs:

Complete UNM Gallup application; plus open door to those 18 years of age or older or whose high school class

has graduated. For those younger than 18 without a high school diploma or GED, approval of parent, guardian, and/or school officials will be required. For students pursuing a certificate, each program may establish entrance requirements beyond the minimum. Individuals applying for Financial Aid must submit an Official High School Transcript.

Non-Degree Status:
Complete UNM Gallup application;

Students applying for financial aid must be admitted to a Certificate or Degree program by Friday of the third week of classes.

Students permitted to enroll for classes prior to receipt of official transcripts may be returned to Non Degree Status if their transcripts do not reach the Admissions Office within three weeks following the beginning of classes.

Applications for admission may be submitted at any time during the year but should be on file at least one month before the beginning of the semester you wish to attend. Applications may be submitted in person, mail, or online at apply.unm.edu and select UNM Gallup.

ASSOCIATE DEGREE ADMISSION

Admission to UNM Gallup does not guarantee entrance into all courses or associate degree programs. The University of New Mexico Gallup offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees. All of these programs of study are planned sequences of courses leading to a specific goal and involve required courses. Students may enroll in one of these programs of study or simply take individual classes of their own choosing from various departments. Students who have met the University requirements for admission to degree-seeking status may also be required by their respective program or department to meet special departmental admissions criteria. The specific requirements can be obtained in an interview with the associate degree departmental chairperson. Students who intend to pursue their education beyond the associate degree level, at UNM Albuquerque or another four-year institution, should be aware that they must meet the admission requirements of those institutions.

HOME SCHOOL OR NON-ACCREDITED SCHOOLS

The University provides three options for admission for those students (minimum age 16) who have been home-schooled or attended non-accredited high schools. All applicants must submit official ACT or SAT scores.

Option I: Minimum 2.25 high school cumulative grade point average, plus completion of the 13 specific high school college preparatory units with a minimum 2.25 GPA (See Criterion I under beginning Freshman Admission Requirements.)

Option II: Completion of the General Educational Development (GED) Test. (See Admission Requirements.)

Option III: Submission of three SAT II subject tests, including one in English, one in Math and the third in either Social Studies, Natural Science or Foreign Language. A scale, similar to the one used for GED, will be incorporated using combined percentile rank of the three SAT II scores and ACT and SAT composite scores.

DUAL CREDIT/CONCURRENT ENROLLMENT

Dual Credit/Concurrent Enrollment is designed to provide high school students the opportunity to earn college credit while still enrolled in high school by taking University courses normally not offered at the high school. Admission to Dual Credit/Concurrent Enrollment is in non-degree status and is not considered "Early Admission" to the University. To qualify for admission students must:

- Be currently enrolled at least half time at a public, private, or charter high school or a high school level home school
- Have proof of current high school or home school enrollment on an official transcript; transcript must include NM State ID number and cumulative GPA
- Have the certification and unconditional recommendation of the high school as well as proof of parental consent

Students should meet with their high school counselor as well as the UNM Gallup Dual Credit/Concurrent Enrollment coordinator prior to completing admissions paperwork.

WHEN TO APPLY

Students are strongly encouraged to apply as early as possible. Students are accepted for admission to most undergraduate colleges of the University for the fall, spring and summer sessions. If a student does not register for the session requested on his/her application and wishes to postpone enrollment to a subsequent semester, he/she must notify the Office of Admissions. Admissions deadlines vary by term and are noted in the respective academic calendar for each term.

RULES FOR READMISSION

A UNM degree-seeking student who stops attending for two or more regular semesters and a summer term must file an application for readmission, although the application fee is not required. If a student has attended another post-secondary institution since leaving UNM, have an official transcript mailed to the Admissions Office.

PREVIOUS SUSPENSION

A student under **academic** suspension from another college or university may not enter the University of New Mexico or any of the Branch Campuses during the term of suspension. In cases of unspecified suspension periods, the University of New Mexico's suspension term will apply. Upon termination of the suspension, the student is eligible to request special consideration for admission to the University of New Mexico.

In general, students under **disciplinary** suspension are not admitted to the University of New Mexico or any of the Branch Campuses. However, because the reasons for disciplinary suspension vary among institutions, a student may be suspended from one school for infractions that would not be actionable at another. Therefore, the University of New Mexico reviews such cases individually and, when justified,

makes exceptions and allows the student to be considered for admission.

Transfer From Other Institutions

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

Transfer Students will be awarded full credit for coursework completed with grades of C or higher at fully accredited institutions if the courses are the same or equivalent to UNM courses. Neither UNM nor UNM Gallup, however, accepts remedial coursework for transfer. Only credit earned in non-technical subjects is initially accepted from technical institutes, which are accredited by a regional collegiate accrediting association. Normally, no credit is accepted by UNM from technical institutes, business schools, or other post high school institutions which are not members of regional collegiate accrediting associations.

However, students applying to, or currently enrolled in the University who have earned technical credit which they believe would be applicable to the program they are pursuing, may have official transcripts sent from their previous schools to the UNM Gallup Office of Admissions. It will then be the student's responsibility to request referral of the transcript by the Advisor to the department of the University having supervision over his/her particular program. The department will determine whether any of the credit is acceptable to the program and return the transcript, with recommendations, to the Office of Admissions. An interview or demonstration of competence, or both, may be required before the decision regarding credit is made. Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the University.

Transfer Among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept any transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

Student Responsibility

Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer course work will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core

For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institution regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

Area I: Communications: 9 semester hours

- (a) College Level English Composition 3-4 hrs
- (b) College Level Writing (second course building on the above) 3 hrs
- (c) Oral Communication 3 hrs

Area II: Mathematics and Statistics: 3 semester hours

- (a) College Algebra 3 hrs
- (b) Calculus 3 hrs
- (c) Other College-Level Mathematics & Statistics 3 hrs

Area III: Laboratory Science: 8 semester hours

- (a) General Biology w/lab 4-8 hrs
- (b) General Chemistry w/lab 4-8 hrs
- (c) General Physics w/lab 4-8 hrs
- (d) Geology/Earth Science w/lab 4-8 hrs
- (e) Astronomy w/lab 4-8 hrs

AREA IV: Social/Behavioral Sciences: 6-9 semester hours

- (a) Economics (Macro or Micro-Economics) 3 hrs
- (b) Introductory Political Science 3 hrs
- (c) Introductory Psychology 3 hrs
- (d) Introductory Sociology 3 hrs
- (e) Introductory Anthropology 3 hrs

Area V: Humanities and Fine Arts

- (a) Introductory History Survey 3 hrs
- (b) Introductory Philosophy 3 hrs
- (c) Introductory Course in History, Theory or Aesthetics of the Arts or Literature 3 hrs

Totals to be selected 35 semester hours

Inter-Institutional Transfer Guides and Catalogs

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. An

online tool to determine institutional transfer equivalencies, along with a number of published transfer guides are available on the University of New Mexico Admissions Office Web site.

Complaint Procedure for Transfer Students

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of the University of New Mexico's complaint policy may be obtained from the Registrar's Office or from the New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505-2100, (505) 476-8400.

Evaluation of Credit

Transfer courses are evaluated in the Registrar's Office to determine acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the six U.S. regional associations. Lower level course equivalencies are determined by the Registrar's Office based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic units at UNM. Upper level course equivalencies are determined by the appropriate academic units. The student must contact an academic advisor in the college of their desired major in order to determine how the transferred courses will be applied to a degree program.

Alternative Credit Options

The University of New Mexico grants college credit for certain outside training, courses and examinations. In all cases, students must be enrolled in undergraduate degree status. The guidelines for each of these programs are as follows:

Technical Credit

Under special circumstances, students may receive credit for technical courses that are not normally transferable to the University of New Mexico. Students who have earned technical credit which they believe may be applicable to their specific degree programs can request a review of that credit by the department chairperson or program director. An interview or demonstration of competence, or both, may be required before a decision regarding credit is made. Acceptance of technical credit is binding only to the specific department or program recommending the credit.

Training Credit

Credit for non-collegiate training programs is granted based on recommendations of the American Council of Education's "National Guide to Educational Credit for Training Programs" and institutional policies. Official records must be submitted to the University of New Mexico, Office of Admissions by the appropriate source.

Military Credit

Credit for military service is granted based on recommendations of the American Council of Education's "Guide to the Evaluation of Educational Experiences in the Armed Service" and institutional policies. No credit is granted for Military Occupational Specialty (MOS).

Planning For Your Educational Success

As you proceed through your associate or certificate program, you will find that wise planning will save you time, energy, and money. One piece of sound advice in this regard would be to always consult with an academic advisor before deciding on the classes you will sign up for. Taking this precaution will ensure that the courses you take actually apply towards your associate degree or certificate. In addition, academic advisors will keep you abreast of the latest changes to programs at UNM and other four-year institutions.

UNM College Credit by Examination or Petition

Advanced Placement Program

Students who took advanced placement courses in high school and earned a score of three or higher on the exam, may be eligible for college credit. Score reports must be sent from the College Board directly to the University of New Mexico's Office of Admissions. See the Admission Office Web site for a table listing available credit for scores earned on the Advanced Placement Exam.

College Level Examination Program

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

CLEP Computer Based Testing (CBT)

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

CLEP General Examinations

The University grants credit for qualifying scores on the CLEP General Exams provided the student takes the exam before earning 26 semester hours of acceptable college credit. See the Admissions Web site for a table listing credit available for certain scores earned on CLEP Exams.

CLEP Subject And General Examinations

Students wishing to take one or more CLEP examinations may obtain registration forms at the University of New Mexico Testing Center.

In some cases, the University of New Mexico requires original transcripts of test results sent from CLEP, Box 1821, Princeton, NJ 08543. Non-specific credit for these

examinations appearing on transcripts from other colleges will not suffice.

INTERNATIONAL STUDENTS

The University of New Mexico welcomes applications from international students who have earned distinguished academic records and have demonstrated English proficiency. The University is proud to claim one of the most ethnically diverse student bodies among universities anywhere in the United States. The academic programs consistently rank among the top in universities across the United States, and the faculty is distinguished by Nobel Laureates, Fulbright recipients and nationally recognized academicians.

INTERNATIONAL UNDERGRADUATE ADMISSION REQUIREMENTS

1. **Secondary Education**
   Completion of the equivalent of an American upper secondary school education (approximately 12 years of formal education beginning at age six) and have the appropriate diplomas or satisfactory results on leaving examinations.

2. **Academic Preparation**
   Strong academic preparation or a U.S. equivalent grade point average of 2.5 on a 4.0 scale (for freshman applicants) or 2.0 on a 4.0 scale (for transfer students).

3. **English Proficiency**
   If English is not the first language or if English is not the official language spoken in your country, the student must submit results of either the International English Language Testing System (IELTS) - minimum score 6.5; the Test of English as a Foreign Language (TOEFL) - minimum score 520 paper-based or 190 computer-based; the University of Cambridge Examinations Certificate of Proficiency in English (CPE) or Certificate of Advanced English (CAE) - minimum score C. Students who are academically admissible but whose scores are less than the required minimum may enroll in the intensive English program offered through UNM's Center for English Language and Culture (CELAC). Contact the Office of International Programs and Studies (celac@ unm.edu) for additional information.

   Limited Special Admission category: Students classified by the University as Beginning Freshman who do not qualify for the above criteria may appeal for special consideration. A combination of quantitative and subjective factors is used in making these admission decision.

Prospective undergraduate students who meet one of the exceptions below are exempted from submitting English proficiency exam results:

- Completion of four years of U.S. high school with a 2.5 GPA or higher.
- ACT English score of 19 or higher (Test NOT required for admission).
- SAT Critical Reading Score of 470 or higher (Test NOT required for admission).
- One year of full-time study (minimum of 24 credit hours) at a regionally-accredited U.S. college or university with a 3.0 GPA or higher completed within the last two years.
- Completion of two semesters of freshman English composition (English 110 and 120 equivalents) with a GPA of 2.0 or higher at a regionally-accredited U.S. college or university.
- Bachelor's degree from a regionally-accredited U.S. college or university or recognized university in English-speaking Canada, the United Kingdom, South Africa, Australia or New Zealand.
- Attendance in the Center for English Language and American Culture (CELAC) program at UNM with a TOEFL score of 520 and a recommendation from the CELAC program director.

4. **Financial Resources**
   All international applicants are required to submit documentation verifying adequate funding to meet study and living expenses for themselves and any accompanying dependents, if applicable, while in the United States. A minimum amount of approximately $36,443 U.S. dollars is required (based on 2015–2016 rates). Proof of support includes a Certification of Financial Responsibility Form completed for all years of study, and proof of funds available for the first year of study.

5. **Health Insurance**
   International students who attend the University of New Mexico and any dependents who may accompany them are required to have medical insurance as offered through the University of New Mexico. Students who demonstrate that they have equivalent health insurance policies may be granted waivers.

WHEN TO APPLY

Application Deadlines

Fall Semester (August)	May 1
Spring Semester (January)	October 1
Summer Session (June)	March 1

Applications and all supporting credentials must be submitted by these dates. Only complete applications will be reviewed for admission.

HOW TO APPLY

Required Documents

1. **Completed application form;**
   Students should submit an online application for International Undergraduate Admission to the Office of International Admissions. Paper applications are also available at this Web site – https://geo.unm.edu.

2. **$50.00 non-refundable application fee;**
   Must be in U.S. currency and paid by credit/debit card. International Postal Money Order, or certified check drawn on a U.S. bank.

3. **Evidence of English language proficiency;**
   Test scores must be sent directly to the University from either IELTS (http://www.ielts.org); TOEFL (http://www.ets.org/toefl); or Cambridge CPE or CAE (http://www.cambridgeenglish.org).

4. **Academic Records:** In order to facilitate the admission decision, the University of New Mexico strongly recommends that students initially submit academic records to any member of the National Association of Credential Evaluation Services. Transcripts evaluated by an official credentialing agency must be submitted with an official report sent directly from the NACES-member agency. There is no need to send UNM the original transcript. However, a photocopy of the original transcript/degree certificate and English translation must be sent to UNM.

Students who do not utilize a credential evaluation service must have official grade reports (transcripts) and diplomas or certificates from each institution attended sent to the University of New Mexico. Students must submit original or officially attested (by the issuing institution) copies. **Notarized copies, faxed copies or photocopies of these documents are not acceptable.** All documents must be submitted in the original language and be accompanied by an official certified English translation. Attested copies must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official. Students who have no prior college or university credit must submit evidence of graduation from an acceptable secondary school, and must be eligible for admission to a recognized university in their home countries.

Note: Students who want any information concerning their admission files released to any third party must first submit a letter of authorization directly to the International Admissions Office. The release must include the student's name and signature.

I-20 Statement:

The Immigration Form I-20 is valid up to the first day of class for the semester or summer session to which a student is admitted.

Submit all documents to:

Office of International Admissions
1 University of New Mexico
MSC06 3850
Mesa Vista Hall, Room 2120
Albuquerque, NM 87131-0001 USA

International Undergraduate Readmitted Students

A University of New Mexico degree-seeking student, who stops attending for three consecutive terms, must file an application for readmission. You may also apply at http://apply.unm.edu.

If you have attended another institution since your last attendance at the University, you must also submit new, official transcripts.

In addition, you must update your financial documentation.

Records and Registration

The Records and Registration Office is responsible for the maintenance of the educational records at the University of New Mexico. This includes, but is not limited to, student transcripts, academic folders and faculty grade reports. The following information refers to some of the policies and procedures for educational records.

Note: Proper photo identification (driver's license, LoboCard, passport or other state or federally issued identification) is required for all in-person transactions.

Use of Social Security Numbers

The Social Security Number (SSN) is not the primary University identification number. UNM is required to collect SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University protects the confidentiality of SSN as required by law.

Access to and Confidentiality of Student Records

Student Records Policy

Approved by the University President 4/93. Amended 3/20/96

Introduction

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy.

Limitations on Access to Student Records

No one inside or outside the University shall have access to, nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons.

Students' Right of Access to Review Their Records

A student has the right to inspect and review all education records about him or her except:

- Personal notes (available only to writer or substitute) of University staff and faculty.
- Certain student employment records.
- Counseling records used solely for treatment.
- Certain records of the University Police.
- Parents' financial records.
- Confidential letters and statements of recommendation placed in the records before January 1, 1975.
- Confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after

January 1, 1975, which students have waived the right to inspect and review.

Informing Students of Their Rights

This policy will be published in the UNM Pathfinder or its successor.

Location of Student Records

Student records are not maintained in a central location. Instead, these records are maintained by each office with which a student has contact while enrolled at the University. A partial list of places where educational records are maintained by various University offices is listed below.

- Admissions Office, Director of Admissions, Student Support and Services Center
- Career Counseling & Placement, Director, Career Counseling & Placement, University Advisement and Enrichment Center
- Cashiers & Student Accounting, Bursar, University Advisement and Enrichment Center
- College and Department Offices, Academic Dean, See individual college listing in the course schedule
- Dean of Students Office, Assoc. Vice President & Dean of Students, University Advisement and Enrichment Center
- Graduate Studies, Dean, Graduate Studies, Humanities Building
- Housing Services, Assoc. Dean of Students & Housing, La Posada Hall
- Records Office, Registrar, Student Support and Services Center
- Student Financial Aid , Director, Student Financial Aid, Student Support and Services Center

Records Excluded from the Definition "Education" or "Student" Records"

The following categories of records are not included in the term "education records" or "student records" under the Act:

- Records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker and are not revealed to any other individual (except a substitute who performs on a temporary basis the duties of the person who made the record).
- Records of the University Police. These records are maintained and created by the University Police Department for the purpose of law enforcement. Their disclosure is subject to rules and regulations of the University Police, consistent with applicable law.
- Records relating to individuals who are employed by the University which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for use for any other purpose. However, it should be noted that records of individuals in attendance at the University who are employed as a result of their status as students are education records and as such may be inspected by the student.
- Records which contain only information about a person after that person is no longer a student at the institution, e.g., information gathered on the accomplishments of alumni.

Review Policies and Procedures

Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the University's policy that requests to inspect records be honored as promptly as possible, the offices have up to 45 days to honor such requests.

It is the policy of the University to provide the student upon request with photocopies of her or his records where that will help the student in inspection and review of the records unless: (1) the record to be copied is an examination, in which case permission of the faculty member is necessary, or (2) where a student's record is being withheld because of an outstanding financial obligation to the University.

Fees for photocopies of materials in the records are the same as University offices charge for photocopies of other materials. At its option, an office may furnish copies at no charge, or take the materials to a copy/duplicating center on campus, where the current rate for cash work will be charged.

Release Policies and Procedures, University Employees and Agents

The University will not disclose personally identifiable information from a student's education record without the student's written consent, except when it is permitted by the Act and Regulations. As permitted by the Act and Regulations, information will be disclosed without the student's consent to University officials with a legitimate educational interest. These officials or their agents, and their interests, include:

- Any University employee who needs the information to fulfill job responsibilities.
- University collection agents only for the purposes of collecting debts owed to the University.
- Legal counsel advising or representing the University.
- National Collegiate Athletic Association and the Mountain West Athletic Conference only for the purposes of conforming to eligibility rules for athletic competition.
- Contractors, such as data processing, only for the purposes of performing work under contract for the University.
- Honorary societies, and other chartered student organizations, only for determining membership eligibility/requirements, when the societies and/or organizations do not unlawfully discriminate on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition.
- University researchers, including students doing research under supervision of a faculty member, if there are safeguards to protect the security of personally identifiable data and if it will not be possible to ascertain the identity of any student in any dissemination of the data or research results.
- Officials of cooperating universities in which the student is enrolled.

Releases to Alleged Victims of Crimes of Violence
The results of any disciplinary proceeding conducted by the University in response to allegations of a crime of violence allegedly committed by a student, shall be disclosed upon request to the alleged victim(s) of such crime of violence.

Directory or Public Information Categories
The University, in accord with the Act, has designated categories of information about students as "directory information" which is public unless a student asks to have any or all of it withheld. These categories are:

- Name
- Address (school and permanent)
- Telephone listing
- Electronic Mail Address
- Date of birth
- Major field of study (including current classification, year, credit load and number of academic credits earned toward degree)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A student wishing to keep confidential the "directory information" listed above should file a written request with the Registration Center. This request may be submitted in person, by mail or fax. Once a confidential privacy flag has been place on a student's record the directory/public information will not be released to individuals, companies or third party entities outside the University of New Mexico. The confidential privacy flag will not automatically be removed upon graduation from the University of New Mexico. If you have requested a confidential privacy flag, your name will not appear in the University of New Mexico Commencement Program.

The removal of the confidential privacy flag may be requested in person and in writing by fax or mail. The address is Records & Registration, MSC11 6325, 1 University of New Mexico, Albuquerque, NM 87131-0001. The fax number is (505) 277-6809. The following information is needed to process the request by fax or mail: student name, student ID Number and signature.

Requests for Disclosure
University offices will maintain a record of disclosures and requests for disclosure of personally identifiable information from a student's record except when the request for disclosure is directory information, pursuant to the student's consent, or is to a school official described in this policy. It is the policy of the University to permit the student to inspect this record of disclosures and requests for disclosure pertaining to his or her records. All disclosures (except for disclosures to the student or disclosures of directory information) shall be made on the condition that the information shall not be further disclosed without the student's consent.

Right to Challenge Information in Student Records
It is the policy of the University that a student may challenge any information in his or her education records which he or she believes to be inaccurate, misleading or in violation of privacy. This right does not extend to reviewing grades unless the grade assigned by a professor was inaccurately recorded in the records. A student may also insert a statement in the records explaining any such material from his or her point of view. If a student wishes to challenge information in the file, he or she must make a written request for a hearing to the dean, director, or chairperson of the office which maintains the record. In most cases, the decision of the dean, director or chairperson will be final. However, a student may appeal in writing to the Associate Provost or the Vice President for Health Sciences or their designee, as the case may be, who will review the decision only if a significant question of policy or compliance with the law appears to be raised by the case.

Waiver of Rights Not Required
It is the policy of the University that students not be required to waive their rights under the Act before receiving University services or benefits.

Assistance with Problems or Questions about Compliance

- If a student has questions about the provisions of the Act, he or she may contact the Office of the Registrar.
- If a student believes that the University has not complied with the Act, he or she should direct comments concerning this to the Office of the Registrar.
- If a student believes that the University has not complied with the Act, written complaints may be filed with the Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605, telephone (202) 732-1807.
- The Registrar shall either resolve the issue, or shall refer it to the appropriate University body for resolution.
- Copies of and information about the Rights and Privacy Act are available in the Records and Registration Office, Student Support and Services Center

DEMOGRAPHIC INFORMATION UPDATES

CHANGE OF ADDRESS/PHONE
Current students may process a change of address or phone number for their academic records by using LoboWeb, Personal Information– Update My Information.

CHANGE OF NAME
To process a name change for academic records students must bring appropriate documentation to the Records and Registration Office. The appropriate documentation includes proper photo identification (valid driver's license, passport or other state or federally issued identification) and the social security card showing the new name. The name on the photo identification must match the name on the social security card. **No other type of documentation is accepted.**

NON-RESIDENT STUDENTS
The student is responsible for obtaining the correct residency classification prior to the end of the second week of the semester. A student not classified as a New Mexico resident

for tuition purposes is charged tuition as a non-resident. Refer to the Residency section below.

RESIDENCY

SUMMARY OF REGULATIONS FOR NEW MEXICO RESIDENCY FOR TUITION PURPOSES

A student who enters and remains in this state principally to obtain an education is presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence.

A student determined to be financially dependent on an out-of-state parent or guardian also assumes the residency of that parent or guardian. The "burden of proof" is on the student. The student must secure and file the residency petition with the appropriate documents of evidence in the manner described herein. All documents submitted for this purpose will be kept confidential. Residency petitions will be accepted until the third Friday of each Fall and Spring semester in the Office of Admissions, at the Student Services & Technology Building.

To become a legal resident for tuition purposes of the State of New Mexico, the student must meet four basic requirements. Each person must individually meet the requirements.

THE 12-MONTH CONSECUTIVE PRESENCE REQUIREMENT

A student must physically reside in the state for 12 consecutive months immediately preceding the term for which the student submits a petition.

THE FINANCIAL INDEPENDENCE REQUIREMENT

A student who is financially dependent on parents or legal guardians who are not residents of New Mexico cannot be approved for residency. At the time the student petitions for residency (if under 23 years of age), a copy of his or her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the petition. If the student is shown to be a dependent on this tax form, the student is not eligible to establish residency apart from the parents or guardians.

THE WRITTEN DECLARATION OF INTENT REQUIREMENT

The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico (included in residency petition).

THE OVERT ACTS REQUIREMENT

Overt acts are required to evidence support of the written declaration of intent to establish permanent residency in New Mexico. Documentation of two of the following must be submitted with the residency petition:

1. If the applicant is financially dependent, a copy of the parents' or guardians' previous year income tax form showing the applicant as a dependent and the parents' address as New Mexico;
2. A New Mexico high school transcript issued in the past year confirming attendance at a New Mexico public or private high school within the past 12 months;
3. A transcript from an online high school showing a New Mexico address confirming attendance within the past 12 months;
4. A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the application date for admission;
5. Proof of payment of New Mexico state income tax for the previous year;
6. Evidence of employment within the state of New Mexico;
7. New Mexico vehicle registration;
8. Voter registration in New Mexico;
9. Proof of residential property ownership in New Mexico;
10. A rental agreement within New Mexico;
11. Utility bills showing the applicant name and a New Mexico address;
12. Other evidence which would reasonably support the individual's intent to establish and maintain New Mexico residency.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above.

NOTES:

1. A person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) and his/her spouse and dependent children shall not be required to complete the 12-month durational requirement. **However, all other requirements must be satisfied.**
2. Active duty military members stationed in New Mexico, their spouses and dependents are eligible for waivers for non-resident tuition. Members of the National Guard their spouses and dependents are also eligible for waivers for non-resident tuition. A form must be submitted to the Office of the Registrar by the third Friday of the term to obtain these waivers.

The residency petition and a brochure that explains all requirements for establishing New Mexico residency for tuition purposes and all special status waivers are available from the Admissions Office, in the Student Services & Technology Building. For more information please call (505) 863-7576 or visit http://registrar.unm.edu.

SCHEDULE OF CLASSES

The Schedule of Classes is an official publication of the Registrar's Office published online each semester. The schedule lists the semester's course offerings, dates, times, and place. The schedule of classes can be accessed on-line at <http://my.unm.edu> or https://schedule.unm.edu.

REGISTRATION PROCEDURES

Details are outlined on the StudentInfo Web site, at https://unm-student.custhelp.com.

PAYMENT OF TUITION AND FEES

Payment of tuition and fees is required to complete registration. For specific information regarding tuition, fees, and payment deadlines refer to the Bursar's Office Web site, bursar.unm.edu.

Course Load Guidelines

Undergraduates/Non-Degree

Fall/Spring Semesters

- Full-time: 12 or more credit hours.
- Three-quarter time: 9-11 credit hours.
- Half-time: 6-11 credit hours.
- Less than half-time: 5 or fewer credit hours.

Summer Session

- Full-time: 6 or more credit hours.
- Half-time: 3-5 credit hours.

Enrollment Limit

Students may not take more than 18 credit hours during a semester and 9 credit hours during the summer session, except with approval from the student's academic advisor.

Registration Restrictions

Prerequisite and Corequisite Requirements

The University of New Mexico checks prerequisites on all courses numbered 100 – 499. If a student does not have the required prerequisite(s), he/she is not able to register for the specific course. All prerequisites must be completed with a C or higher letter grade, unless otherwise identified by the academic department/unit offering the course.

Corequisite checking occurs for all courses numbered 100 – 499. Registration for corequisite courses must occur at the same time. A student is not able to register for one corequisite course without the other.

Additional Restrictions

Colleges and Departments may further restrict access to their courses based on Campus, Classification, College, Degree, Level, Major, Program and/or special permission requirements. Overrides for these restrictions may be requested from the department offering the course or from the instructor (in most cases). For more information, see FastInfo answer #4060 at the StudentInfo Web site.

Enrollment Certification

Enrollment Certifications are requested by individuals, institutions or organizations for information related to a student's past or current enrollment. Information requested normally takes the form of validation of confirmed degrees, dates of attendance or whether a student is enrolled full- or part-time.

The National Student Clearinghouse is the University of New Mexico's authorized agent for providing enrollment and degree verifications. If an employer or background-screening firm requests this information, refer them to the National Student Clearinghouse at 703.742.4200 or visit their Web site http://www.studentclearinghouse.org.

The University of New Mexico will and Enrollment Certification validating a student's status for the current semester, a pre-registered (one week prior to start of classes) semester. If a student wishes to have their entire academic history certified or semesters not covered by the certification process, the student must request a transcript. The University of New Mexico does not certify expected graduation date.

The certification document can be mailed on request or may be picked up with proper photo identification (driver's license, Lobo Card, passport or other state issue identification). The Enrollment Certification replaces the institutional specific forms. The Course Load Guidelines above are used to determine enrollment status for financial aid eligibility and loan deferments.

Current students may also request an enrollment certificate directly through LoboWeb.

Changes in Enrollment

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods. Procedures for schedule changes and deadlines are found on the StudentInfo Web site.

Summer Session and Short Courses

Deadlines for processing drops, adds, withdrawals and grade options for summer and short courses vary according to the length of the course. Consult the Schedule Web site for specific dates at schedule.unm.edu.

For 16-week course, the following applies:

Add

A student may add courses or change sections through the second week of the semester.

Drop

A student may drop a course or courses without a grade during the first three weeks of the semester.

Withdrawal From A Course

After the third week as student may withdraw from a course until the end of the 12th week of the semester and is subject to a grade of "W". After the 12th week, course withdrawals are only accepted with approval from the Registrar. No withdrawals are accepted after the last day of instruction of the semester, prior to final exam week.

Students who withdraw during the first three weeks (regular full semester) of classes do not receive a grade notation on their academic records

NOTE: Faculty are not responsible for dropping students who do not attend. It is the student's responsibility to check the accuracy of their course schedule.

Change In Grading Option

Changes in grading option (including audit, pass-fail option, letter grade or graduate credit option) in any course may be made through the fourth week of the semester.

Students are responsible for ensuring they are registered in any course for the proper grading option.

Completion of Courses

Students are responsible for completion of all courses in which they are enrolled at the University. Changes in enrollment, drops or withdrawals must be officially processed. A student not following proper course or University withdrawal procedures may be given a failing grade and will be responsible for tuition and fees associated with the course.

Grade Options

Audit

A student may register to audit a course, with written permission of the instructor. A student who fails to attend class may be dropped at the instructor's request. The fee for audited courses is the same as for credit courses.

Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment certification and financial aid enrollment requirements. Audited courses appear on the academic record. Courses taken for Audit may be repeated for credit.

Pass/Fail (CR/NC) Option

1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of C. Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading will receive NC (no credit).
4. A course may be changed to the pass/fail (CR/NC) grade option. See the current Schedule of Classes online at https://my.unm.edu for deadlines.
5. A maximum of 24 credit hours graded pass/fail (CR/NC) will be allowed toward a baccalaureate degree.
6. Courses which are specifically approved for pass/fail (CR/NC) are not included in the 24-hour maximum allowed toward degree requirements.
7. The following may not be taken under the pass/fail (CR/NC) option:

    - Courses in the University Honors Program and the Undergraduate Seminar Program.
    - Courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of pass/fail (CR/NC) grading.
    - Courses that are part of the student's minor (see specific college and departmental requirements).
    - Correspondence courses.
    - Courses the student is repeating after first having taken the course under the regular grading system.

Some schools, scholarship committees and honorary societies do not accept this grading system and convert grades of "Credit" to C and "No Credit" to F when computing grade point averages or may otherwise penalize students who use this option.

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

Withdrawal From The University

- Students can withdraw from all courses through the end of the twelfth week by using LoboWeb if holds do not exist on their account. At the beginning of the thirteenth week, a student who is withdrawing from all courses must have approval from the Registrar.
- Students who withdraw during the first three weeks (regular full semester) of classes do not receive a grade notation on their academic records. The notation on a student's record is "Withdrew" followed by the date.
- University withdrawals initiated after the third week of classes (regular full semester) are subject to a grade of "W". All withdrawal grades are assigned by the instructor during the regular grading period. The notation on a student's record is "Withdrew" followed by the date, along with the course name and grade assigned.
- Summer Session and Short Courses. Deadlines for processing withdrawals for summer and short courses vary according to the length of the course. Consult the Schedule Web site for specific dates.
- Students leaving the University during a semester without withdrawing according to this regulation are subject to faculty assigned grades.
- **Students are responsible for all outstanding financial obligations when withdrawing.** See the "Tuition Refunds Deadlines" section for more information.

Policy on Military Withdrawals

Under faculty regulations, students and/or their dependents who formally withdraw from the University before the end of the 12th week of the semester due to military obligations are entitled to a grade of "W" in each course in which they are enrolled. Military orders or evidence of active duty deployment, deployment in place, or involuntary/unplanned training must be made available to the Dean of Students Office. A student and/or his/her dependent who withdraws due to military obligations after completing 12 weeks of instruction receives full credit for each enrolled course provided the instructor certifies a grade of "C" or higher for the course at the date of formal withdrawal. If the instructor certifies a grade less than "C", the student receives a grade of "W". The student must opt for either a tuition refund or for a grade assignment after the 12th week. A final semester senior who has satisfactorily completed at least half of the work for enrolled courses, provided these would complete degree requirements, may be certified for graduation by the faculty of his/her college. Any dependent seeking a military withdrawal must provide proof of that relationship. Visit the Dean of Students Web site for a "Request For Military Withdrawal" Form in order to initiate the Military Withdrawal process.

Class Hours and Credit Hours

A class hour consists of 50 minutes. One class hour a week of recitation or lecture throughout a semester earns a maximum of one credit hour.

Course Numbering System

Courses offered at UNM Gallup are numbered from 001 through 299.

- 001 to 099 may or may not carry credit, but are not applicable to an Associate degree
- 100 to 199 courses are lower division, and are normally open to freshmen.
- 200 to 299 courses are lower division, and are normally open to sophomores.
- Asterisk (*) indicates a technical, vocational or special course only applicable for baccalaureate credit upon petition to and approval from the degree granting unit.

TRANSCRIPTS

OFFICIAL TRANSCRIPTS

The fee for each official transcript requested is $10.00. Fees are subject to change.

Official transcripts may be held for financial reasons and will not be released until the student's outstanding financial obligations to the University have been paid or until satisfactory payment arrangements have been made. All financial arrangements are handled in the Bursar's Office.

Student may request and/or pick up transcripts in Mesa Vista North One-Stop or the Student Support and Services Center at Albuquerque. Official transcript orders require three to five working days to complete. Proper photo identification (driver's license, LoboCard, passport or other state or federally issued identification) is required when ordering and picking up transcripts in person. **Official Transcripts can only be picked up at UNM Albuquerque**.

Official Transcripts are ordered online at http://registrar.unm.edu.

UNOFFICIAL TRANSCRIPTS

Current students may access their unofficial transcripts on LoboWeb, http://my.unm.edu.

Unofficial transcripts are free with a maximum of three copies per request.

You may come to the Registration Office in person to request and/or pick up your unofficial transcript. Proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) is required when ordering and picking up transcripts in person.

MAILED UNOFFICIAL TRANSCRIPT REQUESTS

Mail your request to:

Office of the Registrar
ATTN: Transcript Request
MSC11 6325
1 University of New Mexico
Albuquerque, NM 87131-0001

Mailed requests must include the following information:

-Student signature
-Date of request
-Current/previous name(s)
-UNM ID/Social Security Number
-Date of birth
-Dates of attendance
-Current address
-Daytime telephone number
-Address to which the transcript is to be sent

OTHER EXCLUSIONS

-Email and telephone requests cannot be honored
-Another person may not request a student's transcripts without specific written authorization from that student.
-The University of New Mexico will not provide copies of test scores or transcripts of academic work from other institutions. You must contact the original institution for that information.

GRADING

Semester grades are available via http://my.unm.edu. Grades are posted nightly as they are entered by the instructor. Final semester GPA calculations, Dean's List determinations and probation/suspension decisions are processed one week after the last official day of the semester.

GRADE NOTIFICATION

Semester grades are available via LoboWeb. Grades are posted nightly as they are entered by the instructor. Final semester GPA calculations, Dean's List determinations and probation/suspension are processed one week after the last official day of the semester.

GRADES

The University of New Mexico utilizes a fractionated grading system. Following are the allowable grades and associated grade points:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

CR Credit. Results in credit for the course, but is not computed in the grade point average. CR is the equivalent of at least a grade of C. At the graduate level CR is used to report completion of a master's thesis or doctoral dissertation. See the following pages for specific information concerning pass/fail [CR/NC] option grading.

NC No Credit. Not computed in the grade point average. At the graduate level NC is also used to report unsatisfactory completion of master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.

NR Not Recorded. If a grade has not been received by the end of the grading period, an NR is assigned. Not computed into the grade point average. After two years, the remaining NR grades are converted to W grades.

I Incomplete. Given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. (See the policy on Removal of Incomplete.)

AUDIT Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

WP Withdrawal Passing. Course withdrawals after the grade required deadline were subject to the grade of WP, if passing the course at the time of withdrawal.

WF Withdrawal Failing. Course withdrawals after the grade required deadline were subject to the grade of WF, if failing the course at the time of withdrawal. The

grade of WF is calculated as a failing grade in the student's grade point average.

WNC Withdrawal No Credit. Not computed in the grade point average. WNC indicates an official withdrawal in a pass/fail (CR/NC) enrollment option or course approved for pass/fail (CR/NC) grading.

W Withdrawal. Used for withdrawals after the grade required deadline beginning in Fall 2012, and for approved administrative withdrawals at the end of a 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.

GRADE POINT AVERAGE

An undergraduate student's grade point average is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted, and truncated by two decimals. These credit hours must be attempted in courses with letter grades and the courses must be numbered 100 or above. Courses for undergraduate students given a grade of W, WP, WNC, CR, NC, PR, AUD or I are excluded in the grade point average calculation. For graduate students, the Office of Graduate Studies, internally for their record keeping processes, calculates a grade of "I" as a 2.0 until replaced by another letter grade.

Beginning Fall 2006 the academic transcript reflects a level GPA. The courses a student takes become a part of the level to which the student has been admitted. If a student is in an associate degree program, the level is associate degree, and all the courses taken in that level are reflected in the associate GPA. Courses that are not remedial or technical are also calculated into the undergraduate GPA. If the student is in a bachelor's degree program, the courses taken in that status are calculated in the undergraduate GPA. The various levels are Associate, Undergraduate, Graduate, Non-Degree Undergraduate and Non-Degree Graduate. Each level has a GPA.

The academic standing of all students is reviewed at the end of each semester and Summer session in accordance with the regulations of their college. Enrollment in late-starting, correspondence or other off-pattern courses may prevent awarding of Dean's List, if grades are not submitted prior to end-of-term processing. Dean's List indication on a student's academic record is noted when GPA calculations are determined one week after the official last day of the semester.

NOTE: This is a general University of New Mexico grade point calculation. Schools and colleges within the University may compute the grade point average differently.

Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico grade point average. The grade point average will reflects only courses taken at the University of New Mexico.

INCOMPLETE (I) GRADE

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico.

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester/session.

Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Grade changes to Incomplete grades must be received no later than one year (twelve months) from the published end day of the term in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are automatically converted to an F (Failure) grade. Students who resolve Incompletes in the term of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office, by the deadline). Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following term.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

EXTENSION OF INCOMPLETE

A student may apply for an extension of the time allowed to complete the course work required to remove the I grade. The Extension of Incomplete form may be obtained in the Records and Registration Office or from the Office of the Registrar Web site, registrar.unm.edu. A student who re-enrolls in residence may be granted a one-semester extension. If an extension is granted, it is the student's responsibility to ensure the I grade is removed by the date indicated. Graduate students are required to obtain the additional signature of the Dean of Graduate Studies. The Extension of Incomplete form must be submitted no later than the last day of the term.

REPETITION OF A COURSE

A student may repeat any course, but only receives credit once, unless otherwise noted in this Catalog. ALL ATTEMPTS and ALL GRADES are computed in the student's grade point average. A grade replacement policy is available for repeated course work as described below

GRADE REPLACEMENT POLICY

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring semester 1991. Under this policy, only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria or who choose, not to make use of the option automatically fall under the existing policy as described under "Repetition of a Course."

The following outlines the procedure for the implementation of this course repeat (grade replacement) option.

NO EXCEPTIONS WILL BE MADE TO THIS POLICY.

1. The Grade Replacement policy is effective as of Spring semester 1991 and only affects The University of New Mexico course work* from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991. *A student who fails a course at The University of New Mexico and repeats the same course with a grade of C or better at another college or university may have the credit accepted for transfer, but the grade received at The University of New Mexico will continue to be computed in the grade point average.
2. Students in undergraduate status are eligible to use this policy and only course work that applies to an undergraduate degree is considered for a grade replacement.
3. A repeated course must result in an improved grade in order to replace the other grade (e.g., a D cannot replace a D). The higher grade will remove the lower grade from the grade point
   average and earned credit hours. **Grades of CR, NC, PR, WP, and W are not replaceable grades** since they do not affect the grade point average.
4. **The process is not automatic.** Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. **The course numbers and titles must be identical, except where equivalencies or a change has been noted in The University of New Mexico Catalog. No substitute courses are acceptable**. Forms will
   be accepted after the second attempt in the course has been completed.
5. A grade replacement may be applied to only 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
6. Once a grade replacement has been approved, the process cannot be reversed or changed.
7. **No grade may be replaced after a degree has been awarded.**
8. **All grades will remain on the record.** An "E" will appear on the transcript next to the course that has been replaced.
9. Students registering for a late-starting course cannot use the Grade Replacement Policy to replace within the same semester.

NOTE: This policy applies only to courses taken and repeated at The University of New Mexico.

CHANGE OF GRADE

The instructor of a course is responsible for any grade reported. Once a grade has been reported to the Records and Registration Office, the instructor may change it by submitting an Instructor Initiated Grade Change and Incomplete Removal form to the Records and Registration Office, or by completing the Change Student Grade process through LoboWeb. Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after end of semester are reported to the offering College Dean. **Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation**. Grade changes may be referred to the Admissions and Registration Committee of the Faculty Senate for approval.

GRADE PETITION PROCEDURE

1. A student seeking retroactive withdrawal, enrollment, or a grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to Records and Registration in the Mesa Vista North One-Stop or the Student Support and Services Center. **This petition process does not cover disputes involving academic judgment (Refer to the UNM Pathfinder, "Student Grievance Procedure," *Article 2, Academic Disputes*)**.
2. The petition must state the nature of the request; specify the semester involved, the course and section number, the student's name, identification number, mailing address and telephone number. It must include documentation of extenuating circumstances, such as medical, family or employment needs. The petition must be typed and signed.
3. Students may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade. (Effective as of April 2005 as approved by Faculty Senate Operations Committee.) This means no grade change can be petitioned after two years in which the course(s) was/were taken.
4. Upon receipt of student's petition, the instructor(s) involved will be contacted for a statement concerning the request.
5. The petition (along with instructor comments) is forwarded to the Grade Petition Subcommittee of the Faculty Senate Admission and Records Committee for review and decision. If the petition is approved, appropriate modifications are made to the student record.
6. Students will be notified in writing of the outcome of the petition. The decision of the subcommittee is final.
7. The student is responsible for tuition and fees incurred.

Academic Renewal Policy

Academic renewal applies to undergraduate degree-seeking students who have been readmitted to UNM after an absence of **five years** or more. The procedure allows a currently enrolled student to request an academic record review for the purpose of reevaluating previously-earned University of New Mexico credits and recalculating the student's grade point average from the point of readmission.

The student may obtain a petition from the Registrar's Office. If all criteria are satisfied, the petition will be approved and the academic record appropriately noted.

Academic Renewal Guidelines

1. Academic Renewal may be applied only once and is not reversible.
2. An absence of five or more years must have elapsed between readmission and the last enrollment at UNM.
3. The student must be currently enrolled in a degree or certificate program. Additionally, college entrance requirements such as minimum hours and grade point average must still be met after the effect Academic Renewal has been applied.

4. After readmission to the University of New Mexico, at least 12 earned credit hours, but no more than 36 earned credit hours, must be completed in good standing (2.00 GPA or higher) before Academic Renewal can be applied. **NOTE**: If the degree-granting unit has placed the student on probationary status, it is not automatically changed by Academic Renewal.
5. All graduation requirements must be satisfied after academic renewal, i.e., minimum earned credit, residence credit requirement, cumulative grade point average, etc. **NOTE** Credit earned prior to academic does count toward the residence credit requirements.
6. All courses taken prior to Academic Renewal remain unaltered on the record. An appropriate notation is added to the record to indicate Academic Renewal. Courses with a grade of C or CR or higher taken prior to Academic Renewal are carried forward as earned credits. Application of these credits towards a degree is determined by the degree-granting unit.
7. Courses with a grade of C- or below taken prior to academic renewal are noted and do not count as earned credits or satisfying any graduation requirements.
8. Academic Renewal, when applied, is effective as of the date of the readmission following the five-year absence.
9. The cumulative grade point average after Academic Renewal is calculated on the basis of courses taken since the readmission following the five-year absence.

SCHOLASTIC REGULATIONS – ATTENDANCE

Policies regarding student attendance at class meetings are set by each instructor. Students should not assume that nonattendance results in being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals utilizing http://registrar.unm.edu/ or LoboWeb via http://my.unm.edu/.

A student with excessive absences may be dropped from a course with a grade of W upon recommendation of the instructor. Instructor initiated drops are submitted utilizing LoboWeb

CLASSROOM CONDUCT

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct that rise to the level of violations of "Student Code of Conduct" as published in the ***UNM Pathfinder*** to the Director of Student Affairs.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged through the Public Relations Office, (505) 863-7687; or the appropriate department or division. **Smoking, eating, and drinking are prohibited in all classrooms and teaching laboratories.**

ACADEMIC DISHONESTY

Adopted by the President June 15, 1992
ALSO SEE FACULTY HANDBOOK D100
Subject to Change Without Notice

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, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student 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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

MISREPRESENTATION

Nondisclosure or misrepresentation on applications or other University records make a student liable for disciplinary action, including possible dismissal from the University.

DISMISSAL

Students are subject to dismissal from a college or a degree program based on minimum requirements set by that college or program. Refer to each college section of this Catalog for specific requirements. Dismissal from a college or degree program is not the same as suspension, but may preclude the student from enrolling at the University.

PROBATION

Probationary status serves as a warning to students that they are no longer in good academic standing, and that they may be suspended. Undergraduate students are placed on probation at the end of any semester or Summer session for which their cumulative grade point average falls below the minimum requirements. Students should expect special requirements to be placed while on probation. Students should refer to the academic standing regulations set forth in the section of this Catalog.

Degree-Granting Colleges and Non-Degree Status: Students in degree-granting colleges or in non-degree status may be placed on academic probation at the end of any semester, if they fail to meet the minimum cumulative grade point average required to remain in good standing in their college. The minimum grade point average is at least a 2.00, but is higher in some colleges. Students must familiarize themselves with the academic regulations of their college.

SUSPENSION

Students on suspension may not enroll for classes at the University of New Mexico until their suspension period has been completed. Students must complete a Suspension Appeal Packet with appropriate documents to the Office of the Registrar.

Suspension Period: Students suspended for the first time may not enroll for classes at the University of New Mexico for a period of one semester from the date of the suspension. Students suspended for the second time may not enroll for classes for a period of two semesters from the date of the suspension. Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension.

NOTE:

1. Summer sessions are counted with the following fall semester for purposes of this policy, e.g., a student suspended at the end of a spring semester may not attend either the following Summer session or Fall semester.
2. Students absent from the University for a year or more must reapply for admission to the University.
3. Students who are accepted for readmission after suspension are readmitted on probation in the accepting college.
4. Academic Advisors may specify the number of credit hours for which a student may enroll following a suspension. They may also require students to drop courses which seem beyond their abilities.
5. Attendance at another institution during suspension must be indicated on the student's application for readmission, and an official transcript must be sent to the Office of Admissions as part of the reapplication.

EXAMINATIONS

REGULAR Examinations

Examinations other than final examinations are given during each course at the discretion of the instructor. Final examinations are given at the end of each course as scheduled during the final examinations period. Visit the Schedule Web site; schedule.unm.edu for more information.

EXAMINATION TO ESTABLISH OR VALIDATE CREDIT (CHALLENGE A COURSE)

Degree-seeking students in undergraduate status may, with appropriate written approval, take an examination to establish or validate credit in courses that appear in the University's general catalog. Students may not have been previously enrolled (or have earned a W/WP/WF/WNC grade) in the course at the University of New Mexico. Only undergraduate credit can be earned in this manner.

Credit for nonprofessional physical education activity courses and some professional physical education courses cannot be earned by examination. Contact the department to determine which professional physical education courses can be challenged by examination.

A permit for the examination is issued upon authorization of the dean or director of the college offering the course. This permit must be approved by the department concerned, and by the dean or director of the student's college. The student is liable for the current tuition rate per credit hour, and must submit the permit to the person who administers the examination. Once the examination has been administered and graded the instructor completes the form and sends it to Records and Registration to be recorded on the student's record.

Examination to establish credit can be taken only during the week before classes start through the ending date of the semester or summer session. Credit is allowed and placed on the student's permanent record as of the semester in which the examination is completed. A grade of CR is recorded for successful completion of examination and a notation of credit by examination is made on the transcript. Credits earned by examination at the University of New Mexico apply toward graduation and residence requirements.

ALTERNATIVE CREDIT OPTIONS

For information concerning the Advanced Placement Program (AP) and the College Level Examination Program (CLEP) of the College Entrance Examination Board, see the **Admissions** section of this Catalog.

STUDENT FINANCIAL AID

Application

The Free Application for Federal Student Aid (FAFSA) is used to apply for all types of federal and state need-based aid. Students can apply for financial aid on the Web or by completing the paper application. Students are encouraged to apply at the **Federal Student Aid Web site** at https://fafsa.ed.gov. The University of New Mexico's Federal School Code is 002663. All prospective students must be admitted to the University of New Mexico to receive an offer of financial aid.

The costs of attending the University of New Mexico include:

- tuition and fees
- room and board
- books and supplies
- transportation
- personal expenses
- child care costs, if applicable

To be considered for financial aid, students must apply every year. To maximize the opportunity for funding, the application for aid must be received by January 4. Students must also respond to any request for additional information in a timely fashion (and by January 31 to maximize the opportunity for funding). Pell Grants and Federal Direct Loans remain available to eligible students who submit applications after the January 4 priority date.

For additional information regarding costs and financial aid at the University of New Mexico, access the **Student Financial Aid Office Web site** at finaid.unm.edu**.**

ENROLLMENT REQUIREMENTS

Undergraduate Students

Fall/Spring Semesters

Full-time:	12 or more credit hours
Three-quarter time:	9-11 credit hours
Half-time:	6-8 credit hours

Summer Semester

Full-time	6 or more credit hours
Three-quarter time:	5 credit hours
Half-time:	3 or 4 credit hours

To receive financial aid, students must generally enroll at least half-time as regular students in eligible programs. Scholarships generally require full-time enrollment. Audited classes are not included toward financial aid enrollment requirements. Award amounts are generally prorated according to enrollment status. Grant payments are locked at the end of the third week of the fall and spring semester. If a student increases his/her enrollment after the third week, the grant funding does not increase.

Federal regulation also prevents students from receiving financial aid funding for coursework that the student has received credit in more than once.

Students are responsible for meeting minimum enrollment requirements. Students who knowingly receive aid to which they are not entitled may be in violation of University policy and state or federal laws.

Questions should be directed to the Student Financial Aid Office.

CREDITING FINANCIAL ASSISTANCE TO A STUDENT'S ACCOUNT

Approved and awarded financial aid credits into students' accounts if students register for the required number of hours and meet all the respective financial aid program requirements.

These programs include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- State Student Incentive Grant (SSIG)
- UNM 3% Grants
- Other Grants and Scholarships
- Federal Direct Loans
- Other Loans

For external scholarships, students must visit the Cashier Department to endorse the checks.

After financial aid awards credit into students' accounts and current and past due charges are paid, the remaining balances are either deposited directly into students' bank accounts or checks are mailed to students. Students cannot pick up refund checks from the Cashier Department.

SATISFACTORY ACADEMIC PROGRESS

Students must meet a minimum standard of academic performance in their course work and progression toward a degree. All students' academic progress is monitored at least annually to determine continued eligibility for assistance. Students in Certificate programs are monitored each semester. There are three major components to the University of New Mexico's Satisfactory Academic Progress Policy:

Grade point average: Students are required to maintain a grade point average consistent with graduation requirements for their major as follows:

- While completing the first 30 credit hours as an undergraduate, a student must attain a minimum 1.7 GPA.
- Students with more than 30 credit hours must sustain a minimum 2.0 GPA.
- Graduate students must sustain a minimum 3.0 GPA.
- Law, Medical and Doctor of Pharmacy students must sustain a minimum 2.0 GPA.

Completion rate: Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of A, B, C, D or CR are earned are considered completed. Repeated courses were already counted as completed, and are not counted twice. All attempted credit hours from any college (including non-degree hours) are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. All earned transfer hours are considered to be earned and attempted for this calculation as well (whether aid was received or not). Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken for AUDIT are not counted in the student's total course load for purposes of financial aid eligibility. For graduate students, 100- and 200-level classes count as hours attempted, but not hours earned, because they do not count toward the completion of a graduate degree.

Maximum time frame: Undergraduate students must complete their programs of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of the academic program is 128 credit hours, the maximum time frame for completion is 192 attempted credit hours. All attempted credit hours from any college, including non-degree hours, and hours attempted in completing a prior certificate or degree, count toward the maximum allowable credits regardless of whether financial aid was received. Courses with assigned grades of F, WF, W, WP, I, NC and repeated courses all count as attempted credit hours. In addition, remedial classes and ESL classes are counted in this calculation, even though these classes do not count toward the student's graduation requirements. To receive financial aid, graduate students must complete their degree within the maximum time frame allowed by their graduate program.

Students who fail to meet satisfactory progress, are no longer eligible to receive financial aid at the University of New Mexico. Students with extenuating circumstances beyond their control, such as a serious personal illness, divorce, or the death of a close family member are allowed to petition.

TYPICAL SOURCES OF FINANCIAL AID

Type	Maximum Per Year
Pell Grant	$5,920
SEOG	$1,000
SSIG Grant	$1,000
UNM G Lobo Scholars	Tuition Cost
NM Lottery Success	Tuition Cost
Direct Loan	$3500 Freshman
	$4500 Sophomore
Loan for Service	$12,000
Work Study	Varies

STUDENT EMPLOYMENT

Students in a degree-granting program seeking part-time employment while attending The University of New Mexico may apply for student employment jobs. Information regarding student employment and links to available student employment and work-study positions are posted on the Student Employment Office Web site at finaid.unm.edu.

FOR MORE COMPLETE INFORMATION ABOUT THESE PROGRAMS CONTACT:

UNM Gallup
FINANCIAL AID OFFICE
705 Gurley Avenue
Student Services & Technology Center
Gallup, NM 87301
505-863-7663 or visit the website: www.gallup.unm.edu

VETERANS EDUCATIONAL BENEFITS

The University of New Mexico Gallup is an approved Veterans Administration site for certification of students eligible to receive educational assistance. To apply for and/or initialize benefit payments, eligible students must contact the UNM Gallup Veterans Resource Center *each and every term of enrollment*. For additional information regarding utilizing veterans benefits at UNM Gallup please visit https://gallup.unm.edu/vrc/ or contact 505.863.7645.

The University of New Mexico has various sites that offer courses eligible for certification of benefits. These sites include:

UNM Albuquerque
Veterans Resource Center
SUB Suite 2002
MSC03 2215
1 University of New Mexico
Albuquerque, NM 87131

UNM TAOS
Financial Aid Office
1157 County Road 110
Ranchos de Taos, NM 87557

UNM Valencia
Office of Admissions
280 La Entrada Rd.
Los Lunas, NM 87031

UNM Los Alamos
Financial Aid Office
4000 University Drive
Los Alamos, NM 87544

DETERMINATION OF EDUCATIONAL BENEFITS & PROGRAMS

To apply for benefits, access the following website: http://www.gibill.va.gov.

POST 9/11 GI BILL – CHAPTER 33

The Post 9/11 GI Bill is a benefit for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill.

- Pays tuition and fees up to 36 months.
- Pays an annual book stipend - $1000
- Pays E5 BAH w/dep rate
- Benefits payable for up to 15 years after separation.
- US Department of Veteran's Affairs – GI Bill Info - http://www.gibill.va.gov

MONTGOMERY GI BILL – ACTIVE DUTY – CHAPTER 30

The Montgomery GI Bill is a benefit for individuals who contributed $1200 to the basic program while on Active Duty. All individuals who were separated or retired with an honorable discharge or were separated under the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) are eligible.

- Pays $1473/month for full time student veteran
- If you paid into the Army College Fund or $600 kicker, you will receive additional money.
- Benefits available for up to 10 years after separation from active duty.
- US Department of Veteran's Affairs – GI Bill Info - http://www.gibill.va.gov

MONTGOMERY GI BILL – SELECTED RESERVE – CHAPTER 1606

The MGIB – SR program may be available to you if you are a member of the Selected Reserve and have completed your initial Active Duty Training (tech school). The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

- Eligibility is determined by your Reserve or National Guard component.
- To expedite processing, please obtain a copy of your DD 2384, Notice of Basic Eligibility (NOBE) from your unit.
- If you enlisted on or after October 1, 1992, your period of eligibility end 14 years from your beginning date of eligibility, or on the day you leave the selected reserve.
- If you are mobilized or called to active duty your eligibility may be extended.
- US Department of Veteran's Affairs – GI Bill Info - http://www.gibill.va.gov

MONTGOMERY GI BILL – RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP) – CHAPTER 1607

The Secretaries of each military service, Department of Defense, and Department of Homeland Security (Coast Guard) will determine eligibility and establish the program to provide educational assistance to a member of the Reserves of the armed forces who are called to duty for 90 days or more. Members may be eligible after serving 90 consecutive days on active duty after September 11, 2011.

- Please provide a copy of any notice of eligibility for this program you have received from your Military Service Department.
- Provide copies of your DD-214, orders to active duty, release from active duty and NOBE if you have never applied for 1606 or 1607 benefits.
- US Department of Veteran's Affairs – GI Bill Info - http://www.gibill.va.gov

VOCATIONAL REHABILITATION (VR&E) – CHAPTER 31

VR&E's primary benefit program is vocational rehabilitation services for veterans who have a service-connected disability of 20% or higher. To receive services a veteran must be found both eligible and entitled. The outcome of these services lead to suitable employment that is consistent with their aptitudes and interests, or achieving independence in their daily living.

Visit the following website for more information on the Vocational Rehabilitation Program – http://www.vba.va.gov
You can call or visit the VR & E at the following address below
Dennis Chavez Federal Building
500 Gold St., SW
Albuquerque, NM 87102
1-800-827-1000

SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE (DEA) – CHAPTER 35

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, who are anticipated to be released from a military hospital with 100% disability or who dies while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits.

Spouse or dependent child of a veteran who:

- Is 100% disabled due to a service-connected disability
- Is on active duty and missing for more than 90 days
- Is missing in action or was captured in the line of duty.
- Has died due to a service-connected disability of incident
- US Department of Veteran's Affairs – GI Bill Info - http://www.gibill.va.gov

TRANSFERRING POST 9/11 CHAPTER 33 BENEFITS TO YOUR DEPENDENTS

There is a provision under Chapter 33 Post 9/11 GI Bill that enables eligible service members to transfer their eligibility to their dependents. There is a very stringent established criteria the service member must meet to be eligible for the Process to Transfer Their Benefits:

Eligible dependents include:

- For more information visit the VA website: http://www.gibill.va.gov
- For more information about the Policy on Transfer of Benefits, visit the website: http://www.gibill.va.gov
- Spouse: Not eligible for BAH or Books while member is on Active Duty.
- Child: Eligible only after member has served at least 10 years. They will receive BAH and Books stipend.

NEW MEXICO VIETNAM VETERANS SCHOLARSHIP

The Vietnam Veterans Scholarship is for veterans who has been a New Mexico resident for at least 10 years and were issued the Vietnam Campaign or Service Medal. This scholarship can be used for Under-Graduate or Graduate Studies and pays full tuition and books. For more information, be sure to visit the New Mexico Department of Veterans' Services – http://www.dvs.state.nm.us/benefits.html/.

The application for the scholarship is also available at the address listed above. Funds may be limited so apply early.

STUDENT ASSISTANCE CHART

To get started or don't know what to do:
Contact a Student Services Advisor 863-7706

To plan your classes
Contact a Student Services Advisor 863-7706

To talk about transfer
Contact a Student Services Advisor 863-7706

Help with an academic problem, change of major, etc.
Contact a Student Services Advisor 863-7706

To talk about future goals, career plans, etc.
Contact a Student Services Advisor 863-7706

Housing Assistance
Contact a Student Services Advisor 863-7706

Official Transcript access http://registrar.unm.edu

To register for classes, drop/add or withdraw
Access LoboWeb at http://my.unm.edu

To change your name and address
Access LoboWeb at http://my.unm.edu

A Student ID Card
Admissions & Registration 863.7524

Financial Aid
Financial Aid Office 863.7663

VA Benefit Information
VA Certifying Official 863.7645

To get involved with student activities
Student Senate Office 863.7553

To purchase books, supplies, T-shirts
Bookstore 863.7505

To pay tuition, fees, obtain info on refunds
Cashier 863.7545

To discuss a grievance or complaint
Director of Student Services 863.7522

Room Location Assistance
Information Desk 863.7500

A Tutor
Center for Academic Learning 863.7704

NEW STUDENT ORIENTATION

At the onset of each term, Student Services offers orientation programs to answer student questions and ease the transition into college life. The programs are usually three hours in length and cover such topics as: tips for success, grades, degree choices, transferring, dropping and adding classes, getting in touch with instructors, obtaining child care, obtaining financial aid, available services, facilities, and more.

New students are required to participate in Orientation, since it has been shown that the academic success rate is higher for students who have been through orientation. At this time the Schedule of Classes and the catalog are explained, and several helpful handouts are provided.

You will receive information regarding the general UNM Gallup programs and services that will benefit you while you are a student here. We want you to enjoy your college experience and be successful.

ACADEMIC ADVISING

In Student Services, academic advisors are available on a drop-in basis or by appointment to assist students in determining educational goals and dealing with personal concerns that may affect academic progress. Advisors help students select classes, plan course schedules, decide on degree programs, interpret transfer evaluations, meet graduation requirements, and resolve problems relating to policies and procedures.

Students who already have a major should contact their assigned faculty advisor for assistance with selection of courses in their major before registering for classes. This ensures that the courses registered for, will meet the requirements of the program and that progress is being made toward the completion of the desired degree. In addition, each faculty member is an advisor to students enrolled in his/her course. Because of limited time during the registration period, it is

suggested that students see an advisor prior to registration or make appointments in advance to avoid long waiting times.

TRIO/Student Support Services

Student Support Services is a federally funded TRIO that provides opportunities for academic development, assists students in meeting basic college requirements, and serves to motivate students towards the successful completion of their post-secondary education. SSS seeks to close the opportunity and achievement gap, and increase the retention and graduation rates of underserved and under-represented students. The SSS program is committed to the success of first-generation, low-income, and/or students with disabilities (physical or learning) who have academic need and the motivation to achieve their maximum potential in higher education.

The SSS Program serves 160 students, which allows staff to work intensely with students in the areas of academic choice. SSS provides tutoring, personal assessment and career advisement. One-on-one interaction builds personal and professional relationships with students. The SSS Staff serves as advocates, navigators, supporters, and resources to our students. In our positive environment, SSS collaborates with students to strengthen their self-efficacy as they strive to move out of poverty toward financial freedom and independence.

Services Provided:

Academic, Financial, Personal, and Career Advisement

- College Transition Advisement
- One-on-One Tutoring
- Intervention/Early Alert
- Supplemental Instruction
- Scientific Calculator Loan
- Textbook & Video Library
- Transfer trips
- Cultural/Enrichment Activities
- Grant Aid
- Advocacy
- Computer/Tutoring Lab
- Mentoring

TRIO/Student Support Services/ Administrative, Academic, and Computer Lab services are located in Gurley Hall 1137, GH 1139, GH 1136, and GH 1140. Students may call TRIO/Student Support Services at 505.863.7751 for an application or additional information. TRIO/SSS is 100% funded by the Department of Education (Higher Education Act of 1965 Section 402D).

Disabled Student Services And Accessibility Needs

Special needs and accessibility services are available through Student Affairs in the areas of registration, advisement, financial aid, and educational accommodations. UNM Gallup offers designated handicapped parking, ramps and automatic door entrances and now has state-of-the-art equipment available for use by individuals with disabilities.

Students with special needs should contact the Accessibility Resource Center (ARC) in Gurley Hall Rm 1127, (505) 863-7527, for referral to the appropriate resource. Students with a documented disability are asked to meet with ARC to prepare any classroom accommodations and corresponding letters to instructors about accommodations each term.

STUDENT CONDUCT, GRIEVANCE AND APPEALS

The Director of Student Affairs administers the Student and Visitor Codes of Conduct and has jurisdiction over behavioral disciplinary matters, academic dishonesty (when referred by an instructor) and appeals from students, student court or campus boards (where appeals are provided for in their bylaws and/or the University of New Mexico policy). Questions about these procedures should be directed to the Director of Student Affairs. The complete procedures and codes of conduct are in the student handbook, the *UNM Pathfinder,* which can be accessed at http://pathfinder.unm.edu.

Absence Notifications

The Dean of Students Office, as a service to faculty and students, will send absence notifications to the respective faculty member should an absence be longer than five (5) days. This service will only be utilized when an absence is for a family/student medical issue, death of a family member, military leave, or a university sponsored activity. However, when requested by a faculty member, our office may assist in verifying absences that are five days or less on a case by case basis, should this be requested by a faculty member. Our office will encourage the student to speak directly with the faculty member to work out absences that are less than six days. The absence notification process is only meant as a notification and not meant to excuse the absence. Excusing an absence is entirely up to the respective faculty member of the course.

Absence Notification Process: Upon receipt of a notification of absence by a student, the Dean of Students Office will send an e-mail to the professor on record notifying them of the absence. The e-mail notification will be sent to the faculty member by the end of the next business day. All students, regardless of length of absence, will be instructed to inform their professor of the absence.
The Director of Student Affairs is located in the Student Services & Technology Building, 505.863.7522.

Testing

Placement Testing

The Placement test is available free of charge to enrolled UNM-Gallup students. It is required for all new students in certificate or degree programs and for students who do not possess a high school or GED diploma. Students in the above categories may not enroll for courses unless they complete the placement test. The test is given in the areas of writing skills, reading, comprehension, and mathematics.

The purpose of the placement test is to assist students in selecting the level in English and Mathematics at which they can succeed. The placement test takes anywhere from 1 to 2

hours. There is no risk of failing these tests. Call for an appointment at 505.863.7706.

Adherence to placement results is mandatory for all students planning to enroll in, or already enrolled in UNM Gallup Campus coursework.

OTHER TESTING

ACT Test

The American College Testing Assessment is offered six times during the year at the Gallup Campus. Contact the Center for Career and Technical Education Office in Calvin Hall for testing dates and times, or call (505) 863-7617. Examinees can register online at **www.act.org**.

SAT (Scholastic Aptitude Test)

This test is given three times per year at the UNM-Gallup campus. Examinees can register online at **www.collegeboard.com**.

ACT OR SAT SCORES FOR MATH & ENGLISH PLACEMENT

Generally, ACT and SAT tests are not designed to yield accurate identification of specific skills for placement in sequenced Mathematics or English Courses. For this reason, UNM-G limits their use for this purpose.

MATH:

ACT 21 or above or SAT 450 or above=MATH 120, or higher placement according to COMPASS or Math Department recommendation.

Below ACT 21 or below SAT 450=Placement according to COMPASS.

ENGLISH AND READING:

Verbal ACT or 19 or above or Verbal SAT of 450 or above=English 101.

Verbal ACT of 29 or Verbal SAT of 650=English 102.

Below Verbal ACT of 19, or below Verbal SAT of 450=Placement via COMPASS or other approved writing test.

BURSAR'S INFORMATION

TUITION AND FEES (SUBJECT TO CHANGE WITHOUT NOTICE)

Visit the Bursar's Office Web site at bursar.unm.edu, for information regarding Tuition and Fees, Refund Deadlines, Billing, Payment on Account, Payment Plans, Financial Aid Refunds, etc.

The student's residency status and the number of credit hours in which the student enrolls determine the tuition a student is to pay. Auditors, those enrolling in a course for no credit, pay the same tuition as those enrolled for credit. All tuition and fee charges are subject to change without notice. Students are required to pay their tuition and fees at the time of registration unless they present to the cashier written verification of a financial aid award, grant, scholarship, third party authorization letter, or have made prior arrangement for a loan.

MasterCard and VISA are ***NOT*** accepted for tuition payments in person.

If payment is not made at the time of registration, the student will be dis-enrolled from class(es). Registration is not complete until all tuition and fees are paid or cleared through the University Cashier's Office. All tuition and fee charges, as well as fees for special services, are subject to change without notice. Anyone designated as a nonresident student, determined at the time of admission, must pay nonresident tuition and fees. Information and petitions for changing the resident status are available in the Admissions Office. The deadline for submission of petitions is Friday of the third week of the semester.

Additionally, some courses have a fee. Required fees are published each semester on Bursar's website available at http://www.gallup.unm.edu.

Part-time Enrollment (11 hours and under)

SEM. HOURS	RESIDENT	NON-RESIDENT
1	$ 80.50	$ 196.16
2	$ 161.00	$ 392.32
3	$ 241.50	$ 588.48
4	$ 322.00	$ 784.64
5	$ 402.50	$ 980.80
6	$ 483.00	$1,176.96
7	$ 563.50	$1,373.12
8	$ 644.00	$1,569.28
9	$ 725.50	$1,765.44
10	$ 805.00	$1,961.60
11	$ 885.50	$2,157.76

Full-time Enrollment

SEM. HOURS	RESIDENT	NON-RESIDENT
12-18	$ 966.00	$ 2,353.92
19	$ 1,529.50	$ 3,727.04
20	$ 1,610.00	$ 3,923.20
21	$ 1,690.50	$ 4,119.36

Tuition charges are subject to change without notice.

SENIOR CITIZENS

An individual may qualify for a reduced tuition rate of $5.00 per credit hour, if he/she is:

- Age 65 or older as of the 21st day from the start of the semester.
- Classified as a New Mexico resident as defined by the NM Higher Education Department.
- Registering for no more than six (6) credit hours.
- Registering on or after the first day of the semester. ***NOTE: Registration attempts prior to the first day of the semester result in full tuition charges, even if the class is dropped and added after that date.***

Tuition and Course Fee Refunds

Tuition and course fees will be refunded in accordance with the following schedule, when the student withdraws or drops courses voluntarily.

For courses greater than 4 weeks in duration:
Drop in hours or withdrawal:

- Through Friday of the third week of classes: 100%
- After third week of classes: 0%

For courses 4 weeks or less in duration
Drop in hours or withdrawal:

- Through first day of classes: 100%
- After first day of classes: 0%

All refunds are based on official date of drop or withdrawal. To receive consideration for a refund of paid tuition and fees, students must officially complete drop procedures for their course(s). All refunds are requested at the Cashier's Office. If a refund is due and payment was made by check, there is a 21-day hold period from the payment receipt date before the refund is processed. MasterCard/Visa card refunds will be credited to the charge card. Students must provide credit card number and expiration date to the Cashier's Office. The refund check will be mailed to the student's current system address. Please confirm your address with the Cashier's Office when making a refund request. Refund requests made after the first day of classes will not be processed until the end of the fourth week of classes if financial aid has been awarded. Students who drop classes after the refund deadline are still responsible for payment of tuition and any special fees. Refund checks, based on the date of withdrawal, will be mailed to the student by the Business Office from UNM-Albuquerque.

Financial Aid Refunds and Repayment

Because student financial aid must be used solely for educational expenses; when a student receives a refund of financial aid and then withdraws or ceases to carry at least one-half of a full-time course of study, some of these funds may have to be repaid.

Special Course Fees

See fee information for each term at the Schedule Web site, schedule.unm.edu. Special Course Fees and GPSA Fee are refunded using the same refund schedule as tuition and fees.

Student Group Health and Accident Insurance

Group health and accident insurance is available only to students attending the University of New Mexico and carrying six (6) or more credit hours. Participation is optional, except for international students who are required to have this coverage for both themselves and their dependents. Check with the Student Health Center insurance coordinator for current rates, and to complete an application and make payment at **shac.unm.edu/insurance**.

Other Programs

Center for Academic Learning (CAL)

The Center for Academic Learning, located in Room 2205 of Gurley Hall, offers assistance designed to help students get the most from their college experience. Tutoring services are offered on a walk-in basis in writing, reading, math and science. Other forms of support include career exploration, placement testing, mentoring, and computer use, all in a quiet environment conducive to study.

During the fall and spring semesters the Center for Academic Learning is open 46 hours a week. Students are encouraged to spend tutor-assisted study time in the Lobo Learning Center.

Center for Career & Technical Education (CCTE)

In the Gallup-McKinley County area, it was determined that there were career and technical education courses that the individual high schools could not offer. To resolve this problem the Gallup McKinley County Public Schools, Rehoboth Christian School, Zuni Public School District, Wingate High School and UNM Gallup worked cooperatively to form the Center for Career & Technical Education program.

High school juniors and seniors who wish to enroll in courses at the CCTE should see their counselor. Those selected to attend will be bused to the CCTE for classes in the morning or afternoon, depending on their schedule.

Not only can students earn credits toward high school graduation, they can, in most programs, earn between 12 and 18 college credits per year. After high school graduation, these credits can be applied toward a certificate or degree in a college program. Students may enroll in one of the following programs:

Automotive Technology
Collision Repair Technology
Construction Technology
Cosmetology
Criminal Justice
Culinary Arts
Design and Digital Media Technology
Early Childhood Multicultural Education
Fire Science Technology
Health Careers
Multi-Vocational Service Occupations
Students Achieving New Directions
Welding Technology

The CCTE offers services to students enrolled in the following schools.

Central High School
Gallup High School
Gallup Christian School
Middle College High School
Miyamura High School
Navajo Pine High School
Rehoboth High School
Thoreau High School
Tohatchi High School
Twin Buttes High School
Wingate High School
Zuni High School

Depending on the program, instruction takes place at UNM Gallup and Miyamura High School.

Middle College High School

The Middle College High School (MCHS) is a New Mexico public charter high school located on the University of New Mexico-Gallup campus in the Middle College High School Portables, Rooms 1-4 and Gurley Hall, Rooms 2207-2213. Students from the area who are residents of New Mexico with 6 high school credits (inclusive of one (1) credit each in mathematics, English, and science and one-half (.5) credit in social studies) can apply to this rigorous academic and career focused program. The MCHS maintains a small enrollment of students who can take part in the program. A lottery is held before each fall semester for enrollment. The MCHS students are enrolled both in the high school program to earn their diploma as well as with the University of New Mexico-Gallup. Students take college courses only while earning both college and high school credits. Students are also required to take part in other components of the MCHS program. These include: weekly seminar, tutoring, job shadowing, and service learning.

Goals of the Middle College High School:

1. Provide high quality, learning-centered education through a seamless continuum between high school and college:
   i. Earn a high school diploma while earning college credits.
   ii. Explore vocational and career aspirations.
   iii. Prepare students for college: Certificate, AA

The staff members provide support in an atmosphere that is caring and yet have high expectations of the students. The charter requires that students must receive a C or better in a college course in order to earn college credit for it.

Enrollment:

Admission packets can be picked up in the MCHS office in the portables next to the gymnasium. All students must meet the minimum requirements of the program before they can be registered.

For more information contact the MCHS at 505.722.9945.

Zollinger Library and Learning Resources Center (LRC)

Location and Hours

Zollinger Library is located next to Gurley Hall. Hours of operation are:

Fall & Spring:	Monday-Thursday	8 am - 9 pm
	Friday & Saturday	9 am - 4 pm
Summer:	Monday-Thursday	8 am - 7 pm
	Friday	8 am - 3 pm
Between Semesters:	Monday-Friday	8 am - 12 noon

Policies

UNM Gallup students and employees will be given a library card when they complete an application and show proof of student status or UNM-G employment. Community members who present a picture ID will be given a library card at no cost. In general, they have the same privileges as UNMG personnel. Circulating materials are checked out for 28 days and may be renewed once. Magazines, reference, and reserve materials do not circulate and can be used only in the Library. Users will be charged for overdue or lost items. Students with unpaid library fines will be blocked from future enrollment. Computer users must sign in. Computer time may be restricted during busy periods. Library computers are for research only. The library staff does not offer computer support for word processing or other non-library related programs.

Services

Zollinger Library provides a variety of services and resources that support the University's instructional programs and users' needs for personal enrichment and recreation. Knowledgeable staff are available to organize library materials, to help users locate information, and to assist them in using audiovisual and computer equipment.

Computer Networking

After signing in at the circulation desk, users can access the Internet or other UNMG network services, and can print up to 20 pages free of charge.

Inter-Library Loan

Requests for books and other materials not available locally are sent to other campuses. There may be a charge for Inter-Library Loan service, depending on the lender's policy.

Library Instruction

Library personnel provide instruction in general library use and use of reference materials, Internet, print and electronic databases to groups and individuals.

Photocopying

The Library has 2 coin-operated black & white copy machines (10, 15 cents per copy) and a color copier ($1.00 per copy).

Reference

The Library has a large selection of up-to-date reference books and periodical indexes in paper and electronic form. Ask a librarian for assistance in locating these materials. Reserve Books and other materials that supplement class instruction are located behind the circulation desk and are shelved by the instructor's name. Most Reserve items can only be used in the Library.

Reserves

Reserves are available for students three to four days after they are given to the library by the instructor. Faculty are responsible for copyright law.

Adult Education Center

The Adult Education Center at UNM Gallup offers a comfortable learning environment where experienced instructors offer FREE classes in basic skills needed for job and college preparation. The staff is bilingual and all classes can

be offered in Navajo, Zuni, Spanish and English. Students have opportunities to learn in a diverse setting while becoming actively involved in the community. Classes are offered year-round on a quarterly schedule. New classes start in July, September, January and April. The Center is located on 425 N. 7th St, on the corner of 7th and Maloney. (505) 726-6310

HiSET® Preparation

Classes are offered to help students prepare to take the Hi-SET® (high school equivalency) test. Students must sign up in advance to attend the sessions and can progress at their own pace. Once the pre-test coursework is completed, the Hi-SET® paper-based exam is offered on-site.

Students must sign up in advance to attend the sessions.

ESL

Classes are designed for students whose first language is not English. Reading, writing, conversation and activities inside and outside the classroom help students become familiar with English as a second language and can apply what they learn to daily life, college preparation, job readiness, family literacy and citizenship.

Diploma Sender

DiplomaSender is a source for High School Equivalency documentation. If you took the HiSET®, TASC, or GED® test in one of their partner states (see the states on www.diplomasender.com), you can go to their website to obtain another diploma and/or official transcript.

Community Based Education and Workforce Development

Non-credit classes, seminars, and workshops are offered through the Community Based Education and Workforce Development Division. Designed to meet the needs of the widest possible cross-section of the community, these classes provide opportunities to improve upon or learn new skills in personal, interpersonal, professional, career, and creative areas. Community Education instructors are chosen for their expertise in particular fields of interest and UNMG is fortunate to benefit from the contributions of impressive local talent. Our goal is to create a stimulating and comfortable environment that encourages exploration of new ideas and experiences for kids, teens, adults, and families. Innovative programs designed to accommodate the ever changing needs and interests of the local population include College for Kids (a successful summer program consisting of diverse and challenging activities) and Drivers Training (Commercial Drivers' License). Community Education also offers unique classes that invite family participation and encourage parental involvement in classes for kids.

Other Information

Bookstore

In addition to the required textbooks, students will find a variety of merchandise for sale in the Gallup Campus Bookstore. These include UNM Gallup imprinted shirts, jackets, hats, buttons and decals. Bookstore hours vary throughout the academic year to accommodate registration and evening students. It is recommended that students not purchase textbooks until after the first class meeting to be sure that the class will be offered and to ensure they are buying the correct books. Full textbook refunds will be honored for classes that have been canceled or dropped through the 100% tuition refund period of any session, providing the book has not been damaged or defaced. A receipt is required for proof of purchase.

Bulletin Boards

Bulletin boards placed throughout the Campus are generally assigned to specific departments for specific purposes as noted at the bottom right corner of each board. The University requests that students, faculty, staff, and public respect this policy by consulting the responsible party before posting notices. There are bulletin boards for community notices on each floor of every building as well as an outdoor kiosk for handbills. The University requests, therefore, that no notices be placed on glass doors or windows or outside walls on campus. The Student Senate has three Bulletin Boards located by the bookstore, outside the Student Lounge and inside the Student.

Bus Transportation

The Navajo Transit System buses make three trips daily to Campus. The buses run year-round from the northern terminal in Ft. Defiance/Window Rock to the southern terminal at UNM Gallup. The route through Gallup includes Rio West Mall and US 66 downtown. Bus fare is discounted 1/3 to students carrying a valid UNM Gallup student ID. Schedules and rates are available at the Information Desk in Gurley Hall.

Catalog

The University publishes a catalog every two years, outlining academic policy, regulations, programs, and course work. The catalog can be found online at http://www.gallup.unm.edu.

Campus Tours

A campus tour is the best way to get a clear impression of what UNM Gallup has to offer students and the community. Prospective students, community members, and community groups are all invited to contact Student Life and request a campus tour. A tour provides an opportunity to ask questions, meet instructors and staff, and see the facilities of which we are justifiably proud. To arrange for your tour, contact Student Life Center at 505.863.7755.

Commencement

Students may graduate with a short-term or one-year certificate, an Associate of Arts, Associate of Applied Science or Associate of Science Degree upon fulfillment of degree requirements.

Commencement exercises are held twice a year at the end of the Fall and Spring semesters. Students who completed graduation requirements at the end of the Summer Semester,

and had their degree conferred are invited to attend the Fall ceremony.

THE STUDENT IS SOLELY RESPONSIBLE FOR COMPLYING WITH ALL REGULATIONS, INCLUDING MAKING APPLICATION FOR GRADUATION WITH HIS/HER ACADEMIC ADVISOR. DIPLOMAS ARE MAILED TO DEGREE RECIPIENTS FOLLOWING EACH SEMESTER

COMPUTER SERVICES

UNM Gallup Personnel can check out audiovisual equipment in person or by calling 863-7604 in advance.

POLICIES

Faculty, staff, and enrolled students are eligible to use UNMG computer during open Lab periods. Others must receive permission from the Manager of Computer Services. All users agree to abide by the UNM Gallup Computer Use Policy and by the rules displayed in the labs. Food, drinks, and small children are not allowed in Computer Labs at any time.

SERVICES

Labs have MS Windows based hardware and applications. All computers are connected to the campus LAN and offer email and internet access. The Manager of Computer Services has the sole discretion on network access and all other computer resources.

FOOD SERVICE

Gurley Hall College Center houses a food service that can meet the diverse needs of students. A wide variety of entrees and meals are available, including a breakfast menu, daily hot lunch specials, sandwiches, and a wide assortment of pastries. Food Service is available to students, faculty, staff and the general public.

GALLUP PUBLIC RADIO

Located in the lower level of Gurley Hall, Gallup Public Radio, KGLP, 91.7 FM is a 100-watt, non-commercial, community radio station. The FCC license to operate the station is owned by the non-profit organization Gallup Public Radio Inc., a 501-c-3 organization. On air since 1992, the station has worked closely with the UNM-Gallup campus offering broadcast opportunities to students, staff and faculty. Students enrolled in Communications and Journalism 262 intern at the radio station as part of their coursework. Individuals from the campus and the community are encouraged to volunteer and become on-air hosts and independent producers.

Affiliated with National Public Radio, Public Radio International, American Indian Radio on Satellite and Pacifica radio, KGLP has over 20 volunteers who produce and host a variety of musical and educational programs for the Gallup community. On the air twenty-four hours a day, seven days a week, 365 days a year, KGLP has been recognized as the station of the year by the National Federation of Community Broadcasters.

The primary mission of KGLP is to provide a radio programming service that encourages intellectual curiosity and critical analysis. The mission statement of Gallup Public Radio states that it is to provide the otherwise unserved tastes and interests of the public in the Gallup area and to present material that challenges the mind, provokes thought and discussion, broadens views and educates the whole person.

LOST & FOUND

Lost and found property should be reported to the Campus Police as soon as possible. Lost property may be claimed during business hours at the Campus Police office located in the Gurley Hall Lobby.

NO SMOKING POLICY

UNM Gallup has a campus-wide NO SMOKING POLICY. This policy prohibits smoking in all UNM Gallup buildings, including faculty and staff offices.

PARKING

The University of New Mexico Regents policy and the state of New Mexico traffic laws control vehicle movement and parking on the Gallup Campus. Students and guests are asked to park in designated areas only and to observe all parking signs and traffic control devices.

Students, faculty/staff and visitor are all required to obtain passes to park on the campus. Parking permits are free. Parking passes may be obtained from the mailroom located in Gurley Hall Lobby.

SCHEDULE OF CLASSES (ONLINE VIEW ONLY)

The Schedule of Classes is an official online publication of the Office of the Registrar. The publication includes course offerings, dates, times and class locations. The schedule can be accessed online at http://schedule.unm.edu.

SNOW POLICY

The University of New Mexico "Snow Policy" provides that all offices and work locations are expected to remain open during regular business or operating hours even if early or late classes are canceled because of snow. Only in the most extreme conditions would the University/Campus shut down. Inclement weather can make it difficult or impossible for certain employees to be at work as scheduled. Supervisors are expected to be flexible in these situations in accordance with the business needs of the organization and reasonable health and safety needs of employees.

On days when there is inclement weather, listen to local radio stations or watch TV for information for possible changes. UNM Gallup will also send out text messages to those who have enrolled in the LoboAlert system (through the UNM website) regarding emergencies such as closings. The LoboAlerts system also sends out e-mails to students, faculty and staff who have UNM e-mail accounts. The following should guide your actions:

"Closure" refers to the entire campus being closed and no classes held. "Class Cancellation" refers to the college services being open but no classes in session.

UNMG is on the McKinley County Schools closure schedule. When they are closed or delayed due to inclement weather, UNMG will follow Gallup McKinley County School's schedule.

If the Campus is closed or classes canceled, this will be announced on the radio, on television and through LoboAlerts. Unless specifically stated otherwise, class cancelation or closure will only be for the balance of that day. If cancelation or closure is needed on subsequent days, additional announcements will be made.

If members of the faculty cannot get to class but the college is holding classes, faculty should try to call their Division Chair, Dean of Instruction, or Executive Director in that order. Whoever gets the call will notify the other two and meet with the class to advise them of the problem.

If classes are canceled, the campus itself may not be closed. Staff should make every effort to be at work unless the campus is closed. If staff wish to leave early, annual leave must be taken.

STUDENT ACTIVITIES

UNM Gallup sponsors a wide variety of programs and activities for the extracurricular enjoyment and enrichment of its student body. The University encourages participation in campus clubs, organizations, and cultural, social and recreational programs as necessary for a well-balanced educational experience and the emotional and social health of its students. For more information contact the Student Senate Office, 505.863.7553, Gurley Hall.

VENDING MACHINES

Various snack and beverage machines are located throughout the campus.

CRIME PREVENTION, CAMPUS SAFETY, POLICE

For your protection, Campus Police provides law enforcement on the Gallup Campus. You can contact Campus Police by phone (505.863.7620) or at the office located in Gurley Hall.

Crime prevention information is provided during student orientation and is published with the campus crime statistic information. Please report any suspicious activities or persons to the Campus Police. Be prepared to give locations and descriptions.

RESTRAINING ORDERS

Persons needing police assistance with the enforcement of restraining orders should provide a copy to Campus Police.

CAMPUS WATCH

Students and visitors to the campus are asked to participate in the anti-crime program Campus Watch. Individuals are encouraged to be aware of anti-social behavior and report such activity to Campus Police, (505) 863-7620.

ESCORT SERVICE

The UNM Gallup Police can provide escorts as long as an officer is available. Students should avoid walking alone particularly at night. Please buddy-up or call for an escort.

EMERGENCY NOTIFICATION

In the event you become aware of an emergency (police or medical), you should call 9-911 (from a campus phone extension) or 911 from a pay phone. All other reports should be placed by calling ext. 7620 from a campus extension or 863-7620 from a non-campus phone. To report criminal activity at a site other than the Gallup Campus, including UNM sponsored activities held off-campus, contact the law enforcement agency of jurisdiction for immediate response. You should also report the incident to Campus Police.

Please give your class schedule to family or persons who may need to contact you in the event of an emergency. Campus Police will not interrupt classes except for emergencies.

CRIME STATISTICS

Annual Campus crime statistics are made available each year in August. Copies of the statistics report are available at Zollinger Library, the personnel office, Student Services and the Campus Police department.

SEXUAL HARASSMENT POLICY

1. General. The University of New Mexico Sexual Harassment Policy can be obtained from the Office of Equal Opportunity Programs. The following is a synopsis of the Policy, approved by the University Board of Regents on August 9, 1988, and The University of New Mexico Sexual Harassment Grievance Procedure, signed by the University President on August 10, 1988. The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

   • that enhances productivity and draws on the diversity of its members; and
   • is free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual.

   The purpose of this policy is to foster a dialogue on positive and effective inter-gender communication and interaction but also to take whatever action may be needed to prevent, correct and, when necessary, to discipline behavior which violates this policy. In fulfilling its dual tasks of educating and providing public service, the University can, and shall, demonstrate leadership in sensitizing and educating all members of its community to what is appropriate behavior between the genders. Sexual harassment is reprehensible in that it subverts the mission of the University and threatens the careers of students and employees. It is a violation of Title Vll of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at The University of New Mexico.

2. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
   - submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
   - such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an

intimidating, hostile, or offensive working or academic environment.

2.1. Determination: In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

2.2. Retaliation: Retaliation against an employee or student for filing a sexual harassment complaint is grounds for a subsequent harassment complaint.

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

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

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

4. Reporting Procedures. A person who believes he or she may have experienced sexual harassment should contact Campus Police.

DEGREES & PROGRAMS AT UNM GALLUP

STUDENT PROFILE

The University of New Mexico Gallup is dedicated to offering quality instruction that enables students to gain immediate employment skills, complete the first two years of a baccalaureate program, or enhance their life skills. Instructional programs reflect careful consideration of student needs and the student profile - the abilities, values, and characteristics students should possess when they complete their educational objectives. The student profile is reflective of the campus mission statement and is the basis for departmental curricular endeavors.

Dependent on the student's goals, the student will:

a. **Acquire communication proficiency.**
   Students will demonstrate an understanding of college level texts and master materials in American English appropriate to their programs of study. They will acquire the needed speaking skills to make public presentations and broaden their repertoire of communicative behaviors.

b. **Develop problem solving ability.**
   Students will develop workable problem-solving ability since it is the key factor in goal directed behavior. Problem solving requires the learner to balance and mix reflection and careful analysis with action, caution with risk taking, solitary decision making with involvement and interaction with others.

c. **Acquire employment skills.**
   Students will demonstrate skills necessary for the obtainment/procurement of employment meaningful to their areas of interest.

d. **Contribute to the quality of life.**
   Students will develop the capability to engage themselves in community affairs in positive and constructive ways. As leaders of the community, they will help strengthen families, schools, economic activities, and social and civic endeavors.

e. **Function in a world of technology.**
   Students will demonstrate expertise on the current technologies needed to function and compete in modern society. The evolution of technology is developing exponentially, and such expertise facilitates economic opportunities and enhances life skills.

f. **Become a responsible citizen.**
   Students will generate intelligent strategies to cope with the economic, social and political issues of a democratic society and to adapt to change within that society.

g. **Acquire inter-cultural sensitivity**.
   Students will demonstrate inter-cultural sensitivity and an appreciation of the contributions previously made and the potential of all members of our global community.

ACADEMIC ORGANIZATION

Academics on the UNM – Gallup Campus are organized in Four Divisions:
Arts and Sciences
Education, Health and Human Services
Business Management and Applied Technology
Community Based Education and Workforce Development

GENERAL ACADEMIC REGULATIONS

Students are responsible for complying with all regulations of the University, their respective colleges and departments from which they take courses, as well as fulfilling all degree requirements. Students are responsible of knowing and complying with all academic regulations.

CATALOG REQUIREMENTS

Undergraduate students may graduate under the requirements in the catalog issue in effect at the time of their admission into the college or school from which they are seeking a degree. If students transfer from one degree-granting college or program to another within the University, they must comply with the catalog requirements in effect at the time of their transfer.

Notwithstanding the above, the University of New Mexico reserves the right to make changes in the curricula and degree

requirements as deemed necessary with changes in effect at the time of re-enrollment.

Readmission-Catalog Requirements

Students who interrupt their degree program and are not enrolled for three or more consecutive semesters (including Summer), must comply with catalog requirements in effect at the time of re-enrollment.

Responsibility For Requirements

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them. Advisement at the specific department/program level as well as the college level in strongly recommended to insure timely graduation.

Students, who take more than 10 years to graduate from the date of their original admission, must conform to the catalog in effect in the semester in which they intend to graduate.

General Education and Program Requirements

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

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

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

Core Curriculum

The University has adopted a revised Core Curriculum as of Fall 2003 which all undergraduate students must complete as part of their baccalaureate program. The Core consists of several groups of courses designed to enhance each student's academic capabilities. Its goal is to give all students at the University grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience. The required courses encourage intellectual development in seven areas of study: writing and communication, social and behavioral sciences, mathematical reasoning, scientific methods in the physical and natural sciences, the humanities, the fine arts, and languages. The Core consists of lower-division courses which develop these skills and abilities, and students are strongly encouraged to complete the Core early in their college careers. Individual student substitutions should be minimal and are discouraged. Except where noted (see "Alternative Credit Options" in the Undergraduate Admissions section of the Catalog), students may apply AP or CLEP credit to the Core requirements.

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

The University recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students require flexibility on its part. Transfer and re-entering students receive advising in the college and department to which they are admitted in order to establish an appropriate program which meets their needs and the aims of the Core. Where degree program requirements are so structured that a student's total academic program credits would be increased by taking a Core course in a particular Core area, a department may approve a blanket substitution of a course in a particular Core area for all students pursuing an undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis.

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

1. **Writing and Speaking (9 hours):** English 110 or 112 or 113, and 120 plus an additional course chosen from English 219, 220; Communication and Journalism 130; Philosophy 156 and University Honors 201. Students with ACT English scores of 29 and higher or SAT Critical Reading scores of 650 or higher, have satisfied the University Writing Requirement and should enroll for courses of their choice in the Writing and Speaking Core. Students with ACT English scores of 26, 27, 28 or SAT Critical Reading scores of 610 or higher may enroll directly in English 102 and, upon passing, meet the University Writing Requirement. Students with ACT English scores of 25 or lower or SAT Critical Reading scores below 610 should enroll in English 110. Students who have taken an Advanced Placement examination in English Language or Literature should refer to "Advanced Placement" for placement and credit information.
2. **Mathematics:** One course chosen from Math 121, 129, 150, 153, 162, 163, 180, 181, 215, Stat 145 and University Honors 202.
3. **Physical and Natural Sciences**: Two courses, one of which must include a laboratory, chosen from Anthropology 120 and 122L, 150 and 151L, 160 and 161L; Biology 110 and 112L, 121L, 122L, 123 and 124L; Chemistry 101, 111 (lab required), 121 and 123L or 131 (lab required), 122 and 124L or 132(lab required); Computer Science 108L; Earth and Planetary Sciences 101 and 105L, 201L (lab required); Environmental Science 101 and 102L; Geography 101 and 105L; Natural Sciences 261L (lab required), 262L (lab required), 263L (lab required); Physics 102 and 102L, 105, 108 and 108L, 151 and 151L, 152 and 152L, 160 and 160L, 161 and 161L.; University Honors 203.

4. **SOCIAL AND BEHAVIORAL SCIENCES (MINIMUM 6 HOURS):** Two courses chosen from African Studies 109; American Studies 182, 185; Anthropology 101, 110, 130, 220; Chicana and Chicano Studies 201; Community and Regional Planning 181; Economics 105, 106; Engineering 200; Geography 102, 217; Interdisciplinary Film and Digital Media 105L, Linguistics 101; Mechanical Engineering 217; Native American Studies 109; Pease Studies 240; Political Science 110, 200, 220, 240; Psychology 105; Sociology 101, 216; Sustainability Studies 109; University Honors 204; Women Studies 109.
5. **HUMANITIES (6 HOURS):** Two courses chosen from African Studies 104; American Studies 186, 201; Chicana and Chicano Studies 201; Classics 107, 204, 205; Comparative Literature and Cultural Studies 222, 224; English 150, 292, 293; Foreign Languages (MLANG) 101; History 101, 102, 161, 162, 181, 182; Honors Legacy Seminars at the 100- and 200-level; Interdisciplinary Film and Digital Media 105L; Native American Studies 150, 201; Philosophy 101, 201, 202; Religious Studies 107, 263, 264; University Honors 205.
6. **FOREIGN LANGUAGE (NON-ENGLISH LANGUAGE; MINIMUM 3 HOURS):** One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language), Spanish and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs.
7. **FINE ARTS (MINIMUM OF 3 HOURS):** One course chosen from Architecture 121; Art History 101, 201, 202; Dance 105; Fine Arts 284; Interdisciplinary Film and Digital Media 105L; Media Arts 210; Music 139, 142; Theatre 105; University Honors 207. Students may elect to take one 3 credit hour studio course offered by the Departments of Art and Art History, Music, Theatre and Dance, and Media Arts to fulfill this requirement.

DEGREES

Presently, UNM Gallup Awards 19 degrees and 18 certificates. Associate of Arts, Associate of Science, and Associate of Applied Science Degrees are granted at the close of each semester. When a student completes all requirements for a degree, the date of the completion is recorded on the student's transcript.

The Associate of Arts Degree is designed for students who plan to pursue a baccalaureate degree; however, some Associate of Arts programs fulfill occupational or personal goals.

The Associate of Applied Science Degree is designed for students who are planning employment following the awarding of the degree. In many situations, however, the credits included in the Associate of Applied Science do apply toward a baccalaureate degree. The Associate of Science Degree at Gallup is designed primarily for students specializing in Nursing, Community Health, Science and Medical Laboratory Technology. Special requirements are necessary for admission to the Nursing program. See chairperson for details.

GENERAL GRADUATION REQUIREMENTS AND REGULATIONS FOR ALL ASSOCIATE DEGREES

Candidates for any associate degree offered by any UNM College must meet the following University minimum degree requirements, and are subject to the following University limitations:

1. A minimum of 60 acceptable semester hours must be earned.
2. A minimum of 15 semester hours must be earned in residence at UNM, exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transfer Students for transfer credit regulations).
3. Of the 60 hours minimum, no more than 9 semester hours may be earned by extension of correspondence.
4. The student must have a cumulative grade point average of at least 2.00.
5. For associate degrees the program must include a minimum of 18 semester hours in the following:
   (a) At least 6 semester hours in communication skills (English, speech, linguistics, journalism).
   (b) At least 6 semester hours in arts/humanities/social sciences.
   (c) At least 6 semester hours in mathematics/natural sciences/behavioral sciences.
6. All courses fulfilling general education requirements must be a grade of C (not C-) or higher.
7. University Skills courses numbered 100 or below may not be used to satisfy any of the above requirements.
8. A maximum of 12 credits earned under CR/NC option may be allowed towards associate degree requirements.
9. Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record, or NR (Not Reported) grades on their record.
10. Technical-vocational courses may not be used to satisfy general education requirements.
11. Students must be admitted to the program from which the degree is awarded.
12. Students are advised to apply for graduation one semester before their graduation. Applications are available in the Student Service Advisement Center in the Student Services & Technology Building.
13. Once a student has completed academic requirements for a degree (certificate, associate) and has received the diploma and appropriate notations on the official transcript, no modification of the student's academic record leading to that degree are made by the University of New Mexico.

SECOND CERTIFICATE/ASSOCIATE DEGREE

A second Certificate/Associate Degree will be granted when a student has earned a minimum of 15 semester hours above the requirements for the first certificate degree and fulfilled all requirements for the second certificate degree, including residence requirements.

CERTIFICATES

Certificate programs are designed primarily for those students not presently pursuing an Associate degree. Selection of course work, typically in the applied science curricula, is made in conjunction with the student and the program advisor. Courses taken as part of the certificate program may apply toward an associate degree. Candidates for certificates offered by any of The University of New Mexico's colleges or branches must meet the following minimum requirements and are subject to the following University limitations.

1. A minimum of 30 acceptable semester hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 30 hours upon approval of the certificate-granting program.

2. A minimum of 15 semester hours must be earned in residence at the University of New Mexico.
3. Of the 30 hours minimum, no more than 6 semester hours may be earned by extension or correspondence.
4. The student must have a cumulative grade point average of at least 2.00.

General Education Requirements

The Faculty of UNM Gallup believes students receiving associate degrees should include diverse experiences in their program of study. This belief has resulted in the establishment of a General Education requirement for each associate degree. The aim of General Education courses is to encourage the individual to have a variety of experiences that (1) broaden academic understanding, (2) increase knowledge of the relationship between various disciplines, and (3) develop an increased awareness of self in relation to others and the environment. These goals may be reached in various ways. Every student need not take the same courses. Therefore, flexibility exists for each student to select from a distribution of courses in each of the areas listed on the following pages.

General Education Group Definitions for all Associate of Applied Science Degrees (AAS):

Each AAS degree requires some course work from each group. Where a degree requires a specific course title, it will be indicated on the degree outline. Where the degree allows choices in General Education, choose from the list below. Follow the UNM General Education Core (page 60) if you are continuing your education with the University of New Mexico. Follow the New Mexico Common Core (page 57) if you will be transferring to another four-year institution in New Mexico.

Arts

Any Studio (Art Studio) or Fine Arts (History, Appreciation and Criticism of Art, Music, Theatre, Dance, Film, Sculpture, Painting, Drama Architecture, Drawing) course.

Behavioral Sciences

Any Psychology 101 or above
Any Anthropology 101 or above

Communications

Any English Writing 101 or above
Any Communication & Journalism 101 or above
Any Linguistics 101 or above

Health and Physical Education

Any Health Promotion, Physical Education 101 or above

Humanities

Any American Studies 101 or above including Women's Studies with the
approval of the Department Chairperson
Any English (Literature) 201 or above Any History 101 or above, except Music,
Art or Film History Any Humanities 101 or above
Any Non-English or Foreign Language course 101 or above
Any Philosophy 101 or above
Any University Honors 101 or above

Math

Any Math 101 or above except Math 111, 112, 215 and 120

Natural Sciences

Any Astronomy 101 or above
Any Biology 101 or above
Any Chemistry 101 or above
Any Earth and Planetary Science
101 or above
Any Physics 101 or above

Social Sciences

Any Economics 101 or above
Any Geography 101 or above
Any Political Science 101 or Above
Any Sociology 101 or above

Additional Electives

Any Course 101 or above

Repeated courses will be accepted for credit only once, except for courses labeled in the catalog as "May be repeated for credit and topics". All grades for repeated courses are computed into the cumulative grade point average (G.P.A.).
All courses for any category in the Associate Degree must be at the 101 level or above.
General Education requirements for Associate of Arts (AA) and Associate of Science (AS) degrees are listed with each degree outline in this catalog.

E-LEARNING

The University of New Mexico Gallup offers classes and online degree programs as an alternative to coming to campus. Any main campus or remote site student, working around the limitations of schedule or location, is encouraged to examine online course offerings as a way to advance his or her education. Student with the ability to communicate through writing, self-motivated, self-disciplined, willing to "speak up" if problems arise, realistic and willing and able to commit to 4 to 14 hours per week per course, set goals and deadlines for yourself, computer savvy and have access to a computer with internet connection usually succeed in an online environment.

TYPES OF E-LEARNING COURSES:

ONLINE COURSES

Online courses are taught completely online. Learners access primary content and instruction from WebCT using a variety of tools including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above.

HYBRID COURSES

Hybrid courses are taught half in the classroom and half online using WebCT. Students must attend face-to-face class instruction and login to their online course each week for the duration of the semester. In both online and hybrid courses, specific technologies employed will vary by course and instructor.

WEB-ENHANCED COURSES

Web-enhanced courses are taught as traditional face-to-face courses that use an online environment to expand student learning beyond the boundaries of the classroom.

E-Learning courses provide students greater scheduling flexibility, but they also require good time management skills and self-motivation for successful completion. E-Learning courses may not suit every student's needs, expectations or learning style.

UNM Gallup online courses are not open-ended and have set start and end dates. Most follow 8 and 16 week formats with learning activities scheduled on a weekly basis. All UNM Gallup admission and registration deadlines, policies and procedures apply to students who participate in online courses.
Please refer to the Schedule of Classes for up-to-date information regarding online courses. The schedule of classes is available at http://schedule.unm.edu or http://my.unm.edu.

SHORT TERM CERTIFICATES

CERTIFIED NURSE ASSISTANT (8 CR HOURS) (Pending Financial Aid)

Short-Term Certified Nursing Assistant Certificate Program Description
This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM Gallup Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

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

Short-Term Certificate Program requirements
Nursing Assistant: 8 credit hours to include 96 clock hours lecture/skills lab and 32 clock hours clinical. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

Short-Term Certificate Program Learning Goals
The health sciences programs provide students with quality instruction in preparation for successful employment in and entry-level health field. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program. Upon successful completion of the required courses for each health science program, our students will demonstrate:
1. Workplace skills specific to healthcare careers.
2. Knowledge of local, state, and federal guidelines that apply to the healthcare industry.
3. Basic knowledge of anatomy and physiology.
4. Knowledge of records documentation and basic medical terminology.
5. Team-building and communications skills; the basics of a good work ethic; and successful job seeking strategies.
6. Where applicable, students will be prepared for the certification exam specific to the course.

Nursing Assistant: (8 Credits)

CNA 101	Certified Nursing Assistant	8

EMERGENCY MEDICAL SERVICES EMT BASIC CERTIFICATE (10 CR HOURS) (NOTE: Not Eligible for Financial Aid)

Short-Term Emergency Medical Technician Basic Certificate Program Description

This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM-Los Alamos Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

Short-Term Certificate Career and Educational Advancement Opportunities

Students may enroll in any of the allied health programs offered at UNM-Los Alamos as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, EMTs are in demand by agencies providing emergency services including ambulance services and fire departments. The basic skills learned in the EMT-Basic program are enhanced in the EMT-Intermediate classes and clinical settings and prepare students to sit for the New Mexico and National Registry exam and for emergency services agencies. Prospective paramedic students may be advised to take the EMT Basic and EMT-Intermediate programs prior to enrolling in the bachelor's paramedic program. Students who intend to transfer to a four-year college or university may enroll in the associate of science in Emergency Medical Services which provides the academic core required for a bachelor's program. For more information, students should confer with an advisor.

Short-Term Certificate Program requirements

Emergency Medical Technician Basic: 10 credit hours to include 8 credit hours of coursework and 2 credit hours of lab. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

Short-Term Certificate Program Learning Goals

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

1. Workplace skills specific to healthcare careers.
2. Knowledge of local, state, and federal guidelines that apply to the healthcare industry.
3. Basic knowledge of anatomy and physiology.
4. Knowledge of records documentation and basic medical terminology.
5. Team-building and communications skills; the basics of a good work ethic; and successful job seeking strategies.
6. Where applicable, students will be prepared for the certification exam specific to the course.

Short-Term Certificate Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of coursework.
Course: ENGL 100 and UNIV 101 or equivalent—or place into ENGL 110
ACCUPLACER/ACT Minimum Scores: 75/19
Course: Math 099—or place into Math 100 or higher;
ACCUPLACER/ACT Minimum Scores: 36 (pre-algebra)/16

Emergency Medical Technician Basic: (10 Credits)

EMS 113	EMT-Basic	8
EMS 142	EMT-Basic Lab	2

EMERGENCY MEDICAL SERVICES INTERMEDIATE CERTIFICATE (8 CR HOURS) (NOTE: Not Eligible for Financial Aid)

Short-Term Emergency Medical Technician Intermediate Certificate Program Description

This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM-Los Alamos Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

Short-Term Certificate Career and Educational Advancement Opportunities

Students may enroll in any of the allied health programs offered at UNM Gallup as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, EMTs are in demand by agencies providing emergency services including ambulance services and fire departments. The basic skills learned in the EMT-Basic program are enhanced in the EMT-Intermediate classes and clinical settings and prepare students to sit for the New Mexico and National Registry exam and for emergency services agencies. Prospective paramedic students may be advised to take the EMT-Basic and EMT-Intermediate programs prior to enrolling in the bachelor's paramedic program. Students who intend to transfer to a four-year college or university may enroll in the associate of science in Emergency Medical Services which provides the academic core required for a bachelor's program. For more information, students should confer with an advisor.

Short-Term Certificate Program requirements

Emergency Medical Technician Intermediate: 8 credit hours to include 5 credit hours of coursework and 1 credit hours of lab, and 2 credit hours of clinical rotation. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

Short-Term Certificate Program Learning Goals

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

1. Workplace skills specific to healthcare careers.
2. Knowledge of local, state, and federal guidelines that apply to the healthcare industry.
3. Basic knowledge of anatomy and physiology.
4. Knowledge of records documentation and basic medical terminology.
5. Team-building and communications skills; the basics of a good work ethic; and successful job seeking strategies.
6. Where applicable, students will be prepared for the certification exam specific to the course.

Short-Term Certificate Course Prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of coursework.
Course: ENGL 100 and UNIV 101 or equivalent—or place into ENGL 110
ACCUPLACER/ACT Minimum Scores: 75/19
Course: Math 099—or place into Math 100 or higher;
ACCUPLACER/ACT Minimum Scores: 36 (pre-algebra)/16

Emergency Medical Technician Intermediate: (8 Credits)

EMS 180	EMT-Intermediate	5
EMS 151	EMS-I Clinical & Field Experience	2
EMS 143	EMT-Intermediate Lab	1

CERTIFICATE IN AUTOMOTIVE TECHNOLOGY (42 Credits)

Opportunities for employment for holders of a one year Certificate may include Parts Counter Person, Mechanics Helper, Entry-level Technician, Component Exchanger, or Diesel Technician Helper.

The following are the course requirements for completion of a Certificate in Automotive Technology. Students should see an Advisor to customize their educational plans.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 110	Accelerated Composition	3cr

Business Management & Technology (3):

IT 101	Computer Fundamentals	3cr

Mathematics (3):

MATH 115	Technical Mathematics	3cr

AUTOMOTIVE TECHNOLOGY CORE (33):

AUTT 111	Automotive Testing & Diagnostics	6cr
AUTT 115	Brake Systems	6cr
AUTT 130	Electrical System Repair	6cr
AUTT 157	Steering & Suspension	6cr
AUTT 167	Emission Control Service	3cr
AUTT 230	Electrical Systems Overhaul	3cr
AUTT 295	Practicum in Auto Technology	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 - 15cr/hrs

AUTT 115	Brake Systems	6cr
AUTT 130	Electrical System Repair	6cr
MATH 115	Technical Mathematics	3cr

Term 2 – 15cr/hrs

AUTT 111	Automotive Testing & Diagnostics	6cr
AUTT 230	Electrical Systems Overhaul	3cr
ENGL 110	Accelerated Composition	3cr
IT 101	Computer Fundamentals	3cr

Term 3 – 12cr/hrs

AUTT 157	Steering & Suspension	6cr
AUTT 167	Emissions Control Service	3cr
AUTT 295	Practicum in Auto Technology	3cr

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY (75 Credits)

The Associate of Applied Science Degree in Automotive Technology is designed for the student who wishes to acquire the knowledge and develop the skills necessary to meet entry-level employment standards as an automotive technician, service writer, or component rebuilder. A graduate with a degree in Applied Science, Automotive Technology should be eligible for employment in the following areas: Mid to Upper Entry-Level Line Mechanic, Component Rebuilder, Automotive Specialty Service Worker, Auto Parts Supply Vendor/Worker, Parts Manufacture/Quality Control, Upper Entry-Level Automotive Dismantler, Recycler.

The following are the course requirements for completion of an Associate of Applied Science in Automotive Technology. Students should see an Advisor to customize their educational plans.

GENERAL EDUCATION REQUIREMENTS (18):

Communications (6):

ENGL 110	Accelerated Composition	3cr
ENGL 119	Technical Communications	3cr

Arts/Humanities/Social Sciences (6):

Select two courses from any of the lower division Core Curriculum in Arts, Humanities, and Social Sciences.

Behavioral Science (3):

PSY 211 or 230		3cr

Mathematics (3):

MATH 115	Technical Math	3cr

AUTOMOTIVE TECHNOLOGY CORE (57):

AUTT 111	Automotive Testing & Diagnosis	6cr
AUTT 115	Brake Systems	6cr
AUTT 130	Electrical System Repair	6cr
AUTT 157	Steering & Suspension	6cr
AUTT 167	Emission Control Service	3cr
AUTT 170	Heating and Air Conditioning	6cr
AUTT 203	Automotive Engine Overhaul	6cr
AUTT 210	Drive Train Overhaul	6cr
AUTT 213	Automatic Transmission Overhaul	6cr
AUTT 230	Electrical System Overhaul	3cr
AUTT 295	Practicum in Auto Technology	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 - 15cr/hrs

AUTT 115	Brake Systems	6cr
AUTT 130	Electrical System Repair	6cr
MATH 115	Technical Mathematics	3cr

Term 2 - 15cr/hrs

AUTT 170	Heating & Air Conditioning	6cr
AUTT 203	Automotive Engine Overhaul	6cr
AUTT 230	Electrical Systems Overhaul	3cr

Term 3 - 15cr/hrs

AUTT 157	Steering & Suspension	6cr
AUTT 213	Automotive Transmission Overhaul	6cr
ENGL 110	Accelerated Composition	3cr

Term 4 - 15cr/hrs

AUTT 111	Automotive Testing & Diagnosis	6cr
AUTT 210	Drive Train Overhaul	6cr
ENGL 119	Technical Communications	3cr

Term 5 - 15cr/hrs

AUTT 167	Emissions Control Service	3cr
AUTT 295	Practicum in Auto Technology	3cr
PSY 211 or 230		3cr
Arts/Humanities/Social Science Elective		3cr
Arts/Humanities/Social Science Elective		3cr

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION (61 credits)

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

For admission to the BBA program, students must achieve a minimum cumulative Grade Point Average of 2.5 in the following UNM/Anderson Core Curriculum classes and a 2.5 overall GPA (includes grades from all classes taken at UNM plus grades for all transfer credits).

GENERAL EDUCATION REQUIREMENTS (46):

Communications (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
ENGL 219	Technical & Professional Writing OR	
ENGL 220	Expository Writing	3cr

Humanities (3)

Select one elective course from any of the lower division Core Curriculum in Humanities. 3cr

Fine Arts (3)

Select one elective course from any of the lower division Core Curriculum in Fine Arts. 3cr

Mathematics (6) *For Admission to the BBA Program, MATH 121/180 track is recommended.*

MATH 121 or 150	3cr
MATH 180 or 162	3/4cr

Physical and Natural Sciences (7)

Credit not allowed for both BIOL 110/112L and 123/124L
Credit not allowed for both CHEM 111 and 121/123L.

Social and Behavioral Sciences (15)

Choose two or more courses from AMST 182 or 185, ANTH 101, 110 or 130, CRP 181, GEOG 102, LING 101, POLS 110, 200 or 220, 240, PSY 105 and SOC 101.

ECON 105	Macroeconomics	3cr
ECON 106	Microeconomics	3cr

Second Language (3)

One course from any non-English language, including American Sign Language.

Business Core (9):

*CS 150L Computer for Business Students	3cr
*Must be completed within the last five years.	
MGMT 202 Principals of Financial Accounting	3cr
STAT 145 Introduction to Statistics	3cr

Electives (6): MGMT 113, 158 or 190

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN BOOKKEEPING (36 Credits)

The Certificate in Bookkeeping will prepare student in understanding of bookkeeping principles and financial reporting practices.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

ENGL 110	Accelerated Composition	3cr

Mathematics (3):

MATH 120	Intermediate Algebra	3cr

BOOKKEEPING CORE (30):

BSTC 222	Payroll Accounting	3cr
CJ 221	Interpersonal Communications	3cr
CS 150L	Computing for Business Students	3cr
ECON 106	Introduction Microeconomics	3cr
IT 121	Intro to Electronic Spreadsheets	3cr
MGMT 101	Fundamentals of Accounting I	3cr
MGMT 102	Fundamentals of Accounting II	3cr
MGMT 103	Bookkeeping	3cr
MGMT 113	Management: An Intro	3cr
MGMT 190	Special Topics	3cr

SUGGESTED COURSE SEQUENCING:

Contact Business Management & Technology Department at (505) 863-7511

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN COLLISION REPAIR TECHNOLOGY
(33 Credits)

The Collision Repair Technology Certificate is designed for the student who wishes to acquire the knowledge and develop the skills necessary to meet the entry-level employment standards as an automotive technician, service writer, painter, re-finisher, parts/sales, or component re-builder.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Writing and Speaking (3):

ENGL 119	Technical Communications	3cr

Mathematics (3):

MATH 115	Technical Mathematics	3cr

Business Management and Technology (3):

IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr

COLLISION REPAIR TECHNOLOGY CORE (20):

CRT 101	Basic Auto Body	4cr
CRT 103	Paint and Refinishing Equipment	4cr
CRT 105	Auto Welding	4cr
CRT 106	Restoring Corrosion Protection	4cr
CRT 107	Auto Glass/Restraint Systems	4cr

Approved Electives (4):

Select two or more courses equivalent to 4 or more credit hours. Choose from: AUTT 111, 115, 130, 157, 170, 203, 210, 213; 167 or 230; AUTT 295; WLDT 104, 105, 107, 108, 109, 141, 251; ARTS 106, 205, or 207.

SUGGESTED COURSE SEQUENCING:

Contact Business Management & Technology Department at (505) 863-7511

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF APPLIED SCIENCE IN COLLISION REPAIR TECHNOLOGY (61 CREDITS)

The Associate of Applied Science in Collision Repair Technology Program will help students become Collision Repair Technicians. Furthermore, they will be experienced with painting and refinishing. Collision Repair Technician training will enable students to become familiar with parts and sales, along with service writing.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (18):

Writing and Speaking (6):

ENGL 119	Technical Communications	3cr
CJ 221	Interpersonal Communication	3cr

Mathematics (3):

MATH 115	Technical Mathematics	3cr

Behavioral Science (3):

PSYC 211	Applied Psychology	3cr

Arts/Humanities/Social Science (6)

Select courses from any of the lower division Core Curriculum.

COLLISION REPAIR TECHNOLOGY CORE (35):

CRT 101	Basic Auto Body	4cr
CRT 103	Paint and Refinishing Equipment	4cr
CRT 105	Auto Welding	4cr
CRT 106	Restoring Corrosion Protection	4cr
CRT 107	Auto Glass/Restraint Systems	4cr
CRT 120	Identification and Analysis Damage	4cr
CRT 122	Straightening and Measuring Systems I	4cr
CRT 124	Straightening and Measuring Systems II	4cr
IT 101	Computer Fundamentals	3cr

Approved Electives (8):

Select two or more courses equivalent to 4 or more credit hours. Choose from: AUTT 111, 115, 130, 157, 170, 203, 210, 213; 167 or 230; AUTT 295; WLDT 104, 105, 107, 108, 109, 141, 251; ARTS 106, 205, or 207.

SUGGESTED COURSE SEQUENCING:

Contact Business Management & Technology Department at (505) 863-7511

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

PROGRAM HIATUS
APPROVED SPRING
2017

CERTIFICATE IN CONSTRUCTION TECHNOLOGY-GENERAL CONSTRUCTION (30 Credits)

Opportunities for employment for holders of a one-year certificate may include: Finish Carpenter's Helper, Apprentice Trainee, Cabinet Builder's Helper, and Form Carpenter's Helper.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

Any Communications 101 or above		3cr

Computer & Information Literacy (3):

IT 101	Computer Fundamentals	**OR**	
DRFT 115	AutoCAD Level I		3cr

CONSTRUCTION TECHNOLOGY CORE (24):

CNST 101	Layout and Framing		4cr
CNST 104	NCCER Core		4cr
CNST 106	Cabinet Building	**OR**	
CNST 208	Furniture Construction		4cr
CNST 115	Concrete Pouring & Finishing		4cr
CNST 175	Blueprint Reading		3cr
CNST 295	Practicum		5cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 15cr/hrs

CNST 101	Layout and Framing	4cr
CNST 104	NCCER Core	4cr
CNST 115	Concrete Pouring & Finishing	4cr
CNST 175	Blueprint Reading	3cr

Term 2 – 15cr/hrs

Any Communications 101 or above			3cr
IT 101	Computer Fundamentals	**OR**	
DRFT 115	AutoCAD Level I		3cr
CNST 106	Cabinet Building	**OR**	
CNST 208	Furniture Construction		4cr
CNST 295	Practicum		5cr

NOTE: Student Qualifies for NCCER Core Industry Certification.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN CONSTRUCTION TECHNOLOGY-CARPENTRY TRADES (32 Credits)

Opportunities for employment for holders of a one-year certificate may include: Apprentice Trainee, Cabinet Builder's Helper, and Form Carpenter's Helper.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

Any Communications 101 or above		3cr

Computer & Information Literacy (3):

IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr

CONSTRUCTION TECHNOLOGY CORE (26):

CNST 103	Exterior Finishing	4cr
CNST 105	Interior Finishing	4cr
CNST 109	Plumbing Theory I	3cr
CNST 118	Alternative Building & Construction	4cr
CNST 121	Electrical Wiring	4cr
CNST 140	Central Heating Systems	4cr
SUST 250	Home Energy Audits	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 16cr/hrs

CNST 103	Exterior Finishing	4cr
CNST 105	Interior Finishing	4cr
CNST 118	Alternative Building & Construction	4cr
CNST 121	Electrical Wiring	4cr

Term 2 – 16cr/hrs

Any Communications 101 or above		3cr
IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr
CNST 109	Plumbing Theory I	3cr
CNST 140	Central Heating Systems	4cr
SUST 250	Home Energy Audits	3cr

NOTE: Student Qualifies for NCCER Core Industry Certification.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY (66 Credits)

The Associate of Applied Science in Construction Technology degree is designed to provide the opportunity for an individual student to develop competent skills for employability in the construction industry. Students gain two levels of industry certification through their pathway to an AAS degree in Construction Technologies. Each level marks a progression in career readiness with students ready for employment at the first level.

The programs starts with safety culture and its importance in the construction crafts including the role of OSHA in job-site safety. It continues through basic construction techniques utilizing Industry Standard Curriculum adopted from the National Center for Construction Education and Research (NCCER). Students' progress in the AAS Degree Program as they escalate in levels of Industry Standard Certification, each level eligible for certification completion and state of employability.
Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

CJ 221	Interpersonal Communication	3cr

Computer & Information Literacy (3):

IT 101	Computer Fundamentals **OR**	
DRFT 115	AutoCAD Level I	3cr

CONSTRUCTION TECHNOLOGY CORE (53):

CNST 101	Layout & Framing	4cr
CNST 103	Exterior Finishing	4cr
CNST 104	NCCER Core	4cr
CNST 105	Interior Finishing	4cr
CNST 106	Cabinet Building **OR**	
CNST 208	Furniture Construction	4cr
CNST 109	Plumbing Theory	3cr
CNST 115	Concrete Pouring & Finishing	4cr
CNST 118	Alternative Building Construction	4cr
CNST 121	Electrical Wiring	4cr
CNST 124	Sustainable Energy-Photovoltaic Systems	4cr
CNST 140	Central Heating Systems	4cr
CNST 174	Design for Green Building	4cr
CNST 175	Blueprint Reading	3cr
SUST 250	Home Energy Audits	3cr

CONSTRUCTION TECHNOLOGY ELECTIVES (12):

CNST 240	Central Heating Systems II	4cr
CNST 295	Practicum	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 - 15cr/hrs

CNST 101	Layout & Framing	4cr
CNST 104	NCCER Core	4cr
CNST 115	Concrete Pouring & Finishing	4cr
CNST 175	Blueprint Reading	3cr

Student Qualifies for NCCER Core Industry Certification

Term 2 – 14cr/hrs

CNST 109	Plumbing Theory	3cr
CNST 140	Central Heating Systems	4cr
CNST 174	Design for Green Building	4cr
IT 101	Computer Fundamentals **OR**	
DRFT 115	AutoCAD	3cr

Term 3 – 16cr/hrs

CNST 103	Exterior Finishing	4cr
CNST 105	Interior Finishing	4cr
CNST 118	Alternative Building & Construction	4cr
CNST 121	Electrical Wiring	4cr

Student Qualifies for NCCER Core Industry Certification

Term 4 – 14cr/hrs

CJ 221	Interpersonal Communication	3cr
CNST 124	Sustainable Energy-Photovoltaic Systems	4cr
CNST 106	Cabinet Building **OR**	
CNST 208	Furniture Construction	4cr
SUST 250	Home Energy Audits	3cr

Term 5 – 7cr/hrs

CNST 240	Central Heating Systems II	4cr
CNST 295	Practicum	3cr

Student Qualifies for NCCER Level 1 HVAC if HVAC II is completed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN COSMETOLOGY/BARBERING (40 Credits)

Barbering does not require Manicuring, but does require Honing, Stropping and Shaving (2 credit hours). The clock hours for the certificate are 1200 (40 credit hours). Cosmetology requires 4 credits in manicuring to receive 1600 clock hours for the certificate (44 credit hours).

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (3):

Health Promotion/Physical Education/Leisure (3):

HED 171	Personal Health Management	3cr

COSMETOLOGY CORE (37):

COSM 110	Theory of Cosmetology I	3cr
COSM 111	Theory of Cosmetology II	3cr
COSM 130	Permanent Wave, Shampoo & Styling I	3cr
COSM 131	Permanent Wave, Shampoo & Styling II	4cr
COSM 140	Haircutting/Scalp/Coloring/Facials I	4cr
COSM 141	Haircutting/Scalp/Coloring/Facials II	3cr
COSM 212	Theory of Cosmetology III	3cr
COSM 220	Strop, Honing & Shaving	2cr
COSM 232	Permanent Wave, Shampoo & Styling III	3cr
COSM 242	Haircutting/Scalp/Coloring/Facials III	3cr
COSM 250	Cosmetology Lab I	2cr
COSM 251	Cosmetology Lab II	2cr
COSM 260	Salon Management	2cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 14cr/hrs

COSM 110	Theory of Cosmetology I	3cr
COSM 130	Permanent Wave, Shampoo & Styling I	3cr
COSM 140	Haircutting/Scalp/Coloring/Facials I	4cr
COSM 220	Strop, Honing & Shaving	2cr
COSM 250	Cosmetology Lab I	2cr

Term 2 – 15cr/hrs

COSM 111	Theory of Cosmetology II	3cr
COSM 131	Permanent Wave, Shampoo & Styling II	4cr
COSM 141	Haircutting/Scalp/Coloring/Facials II	3cr
COSM 251	Cosmetology Lab II	2cr
HED 171	Personal Health Management	3cr

Term 3 – 11cr/hrs

COSM 212	Theory of Cosmetology III	3cr
COSM 232	Permanent Wave, Shampoo & Styling III	3cr
COSM 242	Haircutting/Scalp/Coloring/Facials III	3cr
COSM 260	Salon Management	2cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN CRIMINAL JUSTICE - CORRECTIONS OPTION (62 Credits)

This degree program is designed for the student who plans to transfer to a four-year institution or for those students who desire to gain employment in the criminal justice field upon completion of the degree requirements. A student pursuing the Associate of Arts Degree in Criminal Justice may choose either the law enforcement or the corrections option depending on his or her career preference.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (33)

Communications (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking	3cr

Foreign Language (3):

For required courses, refer to the UNM Core Curriculum

Humanities (3):

For required courses, refer to the UNM Core Curriculum

Math (3):

MATH 121	College Algebra	3cr

Natural Science (4):

For required courses, refer to the UNM Core Curriculum

Social & Behavioral Science (12):

For required courses, refer to the UNM Core Curriculum

SOC 213	Social Deviance	3cr

Health Promotion/Physical Education (2):

Any Health Ed or PENP 101 or above

Criminal Justice Core (23):

CRJS 108	Defensive Tactics I	2cr
CRJS 111	Introduction to Criminal Justice	3cr
CRJS 132	Introduction to Criminology	3cr
CRJS 201	Criminal Law I	3cr
CRJS 210	Police and Safety	3cr
CRJS 230	Introduction to Corrections	3cr
CRJS 222	Constitutional Criminal Procedure	3cr
CRJS 292	Criminal Justice Internship	3cr

Criminal Justice Electives (6):

Choose 6 credit hours of Criminal Justice related courses.

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 17cr/hrs

ENGL 110	Accelerated Composition	3cr
CRJS 111	Introduction to Criminal Justice	3cr
CRJS 230	Introduction to Corrections	3cr
Social Science Elective		3cr
Criminal Justice Elective		3cr
Health/Physical Education/Leisure Elective		2cr

Term 2 – 18cr/hrs

ENGL 120	Composition III	3cr
Behavioral Science Elective		3cr
CJ 130	Public Speaking	3cr
MATH 121	College Algebra	3cr
CRJS 132	Introduction to Criminology	3cr
CRJS 210	Police and Safety	3cr

Term 3 - 16cr/hrs

CRJS 201	Criminal Law I	3cr
CRJS 222	Constitutional Criminal Procedure	3cr
SOC 213	Deviance	3cr
Foreign Language Elective		3cr
Physical/Natural Science Elective		4cr

Term 4 – 14cr/hrs

CRJS 108	Defensive Tactics I	2cr
CRJS 292	Criminal Justice Internship	3cr
Criminal Justice Elective		3cr
Behavioral Science Elective		3cr
Humanities Elective		3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN CRIMINAL JUSTICE - LAW ENFORCEMENT OPTION (63 Credits)

This degree program is designed for the student who plans to transfer to a four-year institution or for those students who desire to gain employment in the criminal justice field upon completion of the degree requirements. A student pursuing the Associate of Arts Degree in Criminal Justice may choose either the law enforcement or the corrections option depending on his or her career preference.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (30)

Communications (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking	3cr

Foreign Language (3):

For required courses, refer to the UNM Core Curriculum		3cr

Humanities (3):

For required courses, refer to the UNM Core Curriculum		3cr

Math (3):

MATH 121	College Algebra	3cr

Natural Science (4):

For required courses, refer to the UNM Core Curriculum		4cr

Social & Behavioral Science (12):

For required courses, refer to the UNM Core Curriculum

Health Promotion/Physical Education (2):

Any Health Ed or PENP 101 or above

Criminal Justice Core (27):

CRJS 111	Introduction to Criminal Justice	3cr
CRJS 112	Administration of Justice	3cr
CRJS 132	Introduction to Criminology	3cr
CRJS 201	Criminal Law I	3cr
CRJS 210	Police and Safety	3cr
CRJS 221	Criminal Investigation	3cr
CRJS 233	Traffic Control & Accident Investigation	3cr
CRJS 235	Police Procedures & Police Tactics	3cr
CRJS 292	Criminal Justice Internship	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 14cr/hrs

ENGL 110	Accelerated Composition	3cr
CRJS 111	Introduction to Criminal Justice	3cr
CRJS 112	Administration of Justice	3cr
Social & Behavioral Science Elective		3cr
Health Promotion/Physical Education/Leisure		2cr

Term 2 – 18cr/hrs

ENGL 120	Composition III	3cr
MATH 121	College Algebra	3cr
Social & Behavioral Science Elective		3cr
CRJS 221	Criminal Investigation	3cr
CRJS 210	Police and Safety	3cr
CRJS 132	Introduction to Criminology	3cr

Term 3 - 16cr/hrs

Physical & Natural Science Elective		4cr
Social & Behavioral Science Elective		3cr
CJ 130	Public Speaking	3cr
CRJS 201	Criminal Law I	3cr
CRJS 233	Traffic Control & Accident Investigation	3cr

Term 4 – 15cr/hrs

Social & Behavioral Science Elective		3cr
Humanities Elective		3cr
Foreign Language Elective		3cr
CRJS 235	Police Procedures & Police Tactics	3cr
CRJS 292	Criminal Justice Internship	3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN DENTAL ASSISTING SCIENCE (44 credits)

The Dental Assisting Program is one year of full-time study. Class enrollment is limited. Students must meet the regular UNM Gallup admission criteria and are selected for the Dental Assistant Program based upon personal interview, pre-admission test scores, and high school or previous college records. The Dental Assistant's range of duties is filled with possibilities. The Assistant may comfort an anxious patient, bill insurance companies, and assist the dentist in providing treatment in patients. Through strong educational preparation, the Dental Assistant may assume responsibilities which are within his/her abilities and are recognized by the State Practice Act.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (13)

Communications (3):

CJ 221	Interpersonal Communications **OR**	
CJ 130	Public Speaking	3cr

Health Sciences (10):

HCHS 111	Medical Terminology	3cr
HCHS 113	Basic Body Structure & Function OR	
HCHS 114	Concepts of Disease Transmissions	4cr
NUTR 120	Nutrition for Health	3cr

Dental Assisting Core (31):

HCDA 101	Introduction to Dental Assisting	3cr
HCDA 110	Dental Ethics & Professionalism	3cr
HCDA 120	Pre-Clinical I	4cr
HCDA 125	Pre-Clinical II	3cr
HCDA 130	Dental Radiology	3cr
HCDA 135	Clinical Dental Assisting	2cr
HCDA 140	Preventive Dentistry	3cr
HCDA 145	Clinicals I	3cr
HCDA 155	Clinicals II	4cr
HCDA 164	Seminar in Dental Assisting	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Prerequisites – 10cr/hrs

HCHS 111	Medical Terminology	3cr
HCHS 113 or 114		4cr
CJ 221	Interpersonal Communications	3cr

Term 1 – 13cr/hrs (Fall)

HCDA 101	Introduction to Dental Assisting	3cr
HCDA 120	Dental Assisting Pre-Clinical	4cr
HCDA 140	Preventive Dentistry	3cr
NUTR 120	Nutrition for Health	3cr

Term 2 – 13cr/hrs (Spring)

HCDA 110	Dental Ethics & Professionalism	3cr
HCDA 125	Pre-Clinical II	3cr
HCDA 130	Dental Radiology	3cr
HCDA 164	Seminar in Dental Assisting	3cr

Term 3 – 9cr/hrs (Summer)

HCDA 135	Clinical Dental Assisting	2cr
HCDA 145	Clinicals I	3cr
HCDA 155	Clinicals II	4cr

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN EARLY CHILDHOOD MULTICULTURAL EDUCATION (36 credits)

This certificate program in Early Childhood Multicultural Education is designed for students, who wish to work in this field or transfer to a two, or four-year college or university to complete an Associate's or Bachelor's degree in Early Childhood Education.

Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (15):

Communications (6):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr

Mathematics (3):

MATH 111/113	Math for Elem/Mid School Teachers	3/4cr

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum.

EARLY CHILDHOOD CORE REQUIREMENTS (21):

ECME 101	Child Growth and Development	3cr
ECME 103	Health, Safety and Nutrition	2cr
ECME 111	Family and Community Collaboration	3cr
ECME 115	Guidance of Young Children	3cr
ECME 117**	Curriculum Development & Implementation	3cr
ECME 117L**	Practicum I	2cr
ECME 202	Intro to Reading & Literacy Dev	3cr
ECME 230	Professionalism	2cr

**ECME 117 & 117L must be taken concurrently.

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 14/15cr/hrs

ENGL 110	Accelerated Composition	3cr
MATH 111/113	Math for Elem/Mid School Teachers	3/4cr
ECME 101	Child Growth and Development	3cr
ECME 103	Health, Safety and Nutrition	2cr
Social/Behavioral Science Elective		3cr

Term 2 – 12cr/hrs

ENGL 120	Composition III	3cr
ECME 111	Family and Community Collaboration	3cr
ECME 115	Guidance of Young Children	3cr
Social/Behavioral Science Elective		3cr

Term 3 – 10cr/hrs

ECME 117**	Curriculum Development & Implementation	3cr
ECME 117L**	Practicum I	2cr
ECME 202	Intro to Reading & Literacy Dev	3cr
ECME 230	Professionalism	2cr

***Summer Semester as needed.

FOR ADVISEMENT: Contact Education Office, (505) 863-7541.

ASSOCIATE OF ARTS IN EARLY CHILDHOOD MULTICULTURAL EDUCATION (64 credits)

This program in Early Childhood Multicultural Education is designed for students who wish to work in this field, or transfer to a four-year college or university to complete a Bachelor's degree in Early Childhood, Child Development, or a related field. This program addresses the seven general early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in Early Childhood Education (birth to third grade).

GENERAL EDUCATION REQUIREMENTS (35):

Communications (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 220	Communication for Teachers	3cr

Mathematics (3):

MATH 111/113	Math for Elem/Mid School Teachers	3/4cr

Does not count toward the UNM-A Core Curriculum

Social and Behavioral Sciences (9)

For required courses, refer to the UNM Core Curriculum.

Fine Arts (6)

For required courses, refer to the UNM Core Curriculum.

Natural Sciences (8)

Choose from NTSC 261L, NTSC 262L, NTSC 263L, CHEM 111L, and BIOL 110/112L.

EARLY CHILDHOOD CORE REQUIREMENTS (29):

ECME 101	Child Growth and Development	3cr
ECME 103	Health, Safety and Nutrition	2cr
ECME 111	Family and Community Collaboration	3cr
ECME 115	Guidance of Young Children	3cr
ECME 117**	Curriculum Development & Implementation	3cr
ECME 117L**	Practicum I	2cr
ECME 202	Intro to Reading & Literacy Dev	3cr
ECME 217**	Curriculum Dev & Implementation II	3cr
ECME 217L**	Practicum II	2cr
ECME 220	Asses Children & Eval of Program	3cr
ECME 230	Professionalism	2cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 15/16cr/hrs

ENGL 110	Accelerated Composition	3cr
MATH 111/113	Math for Elem/Mid School Teachers	3/4cr
ECME 101	Child Growth and Development	3cr
ECME 103	Health, Safety and Nutrition	2cr
Natural Science Elective		4cr

Term 2 – 15cr/hrs

ENGL 120	Composition III	3cr
ECME 111	Family and Community Collaboration	3cr
ECME 115	Guidance of Young Children	3cr
Social/Behavioral Science Elective		3cr
Fine Arts Elective		3cr

Term 3 – 7cr/hrs

Social/Behavioral Science Elective	3cr
Natural Science Elective	4cr

Term 4 – 14cr/hrs

ECME 117**	Curriculum Development & Implementation	3cr
ECME 117L**	Practicum I	2cr
ECME 220	Asses Children & Eval of Program	3cr
Social/Behavioral Science Elective		3cr
Fine Arts Elective		3cr

Term 5 – 13cr/hrs

CJ 220	Communication for Teachers	3cr
ECME 202	Intro to Reading & Literacy Dev	3cr
ECME 217**	Curriculum Dev & Implementation II	3cr
ECME 217L**	Practicum II	2cr
ECME 230	Professionalism	2cr

**ECME 117 & 117L: ECME 217 & ECME 217L must be taken concurrently.
***Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706

ASSOCIATE OF SCIENCE IN ELEMENTARY TEACHER EDUCATION (60-62 CREDITS)

This degree program is designed so that upon completion students are prepared for work as an Educational Assistant or for transfer into a Bachelor of Science in Elementary Education. At UNM, Elementary Education students are required to complete 24 credit hours in a concentration-teaching field and 15 in the pre-professional sequence. Additionally, state licensure examinations are also part of this application process. See your advisor for detailed information.

GENERAL EDUCATION REQUIREMENTS (44):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
Choose from ENGL 220 or CJ 130		3cr

Mathematics (6):

Math 111	Math for Elem/Mid Teachers I	3cr
Math 215	Math for Elem/Mid Teachers II	3cr

Social and Behavioral Sciences (9)

LING 101	Intro to Study of Language	3cr
Social and Behavioral Sciences Core*		3cr
Social and Behavioral Sciences Core*		3cr

**Select an additional 6 credit hours from any Area 4: Social and Behavioral Sciences that meet general education core curriculum.*

Fine Arts (3):
For required courses, refer to the UNM Core Curriculum.

Humanities (6):
For required courses, refer to the UNM Core Curriculum

Foreign Language(3):
For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (8)
For required courses, refer to the UNM Core Curriculum

ELEMENTARY EDUCATION CORE (6):

EDUC 183	Intro to Education in NM	3cr
EDPY 310	Learning and the Classroom	3cr

Elementary Education Electives (10-12):
Electives should be selected in accordance with selected teaching concentration. Teaching concentrations include Language Arts, Math, Science, and Social Studies.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706

ASSOCIATE OF SCIENCE – EMERGENCY MEDICAL SERVICES (60 credits)

The Associate of Science in Emergency Medical Services Degree provides the first two years of study for a student who plans to pursue a bachelor's degree in Emergency Medical Services at UNM-A.

Intended to prepare graduates to meet the professional educational needs of pre-hospital care providers, the AS/EMS meets 1998 EMT National Standard Curriculum requirements and incorporates New Mexico requirements and EMT scope of practice. Upon successful completion of degree requirements and a **minimum Grade Point Average of 2.33**, graduates will be qualified for New Mexico and National Registry testing and are eligible for admission to the UNM School of Medicine Emergency Medical Services Academy Bachelor of Science in Emergency Medical Services program to begin at the 300 level.

GENERAL EDUCATION REQUIREMENTS (39):

Writing and Speaking (9):

ENGL 110, 112 or 113		3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking	3cr

Mathematics (6)

MATH 121	College Algebra	3cr
STAT 145	Intro to Statistics	3cr

Physical and Natural Sciences (12)

BIOL 123/124L	Bio for Health Related Science w/Lab	4cr
BIOL 237/247L	Human Anatomy & Physio I, w/Lab	4cr
CHEM 121/123	General Chemistry I w/Lab	4cr

Social and Behavioral Sciences (3)

PSY 105	General Psychology	3cr

Humanities (3)
For required courses, refer to the UNM Core Curriculum

Fine Arts (3)
For required courses, refer to the UNM Core Curriculum

Second Language (3)
For required courses, refer to the UNM Core Curriculum

EMERGENCY MEDICINE CORE (21)

EMS 113	EMT-Basic	8cr
EMS 120	Intro to EMS Systems	3cr
EMS 142	EMT-Basic Lab	2cr
EMS 143	EMT-Intermediate Lab	1cr
EMS 151	EMT-I Clinical & Field Experience	2cr
EMS 180	EMT-Intermediate	5cr

FOR SUGGESTED COURSE SEQUENCING:

Contact the Advisement Center at (505) 863-7706; or EMS Director at (505) 726-6324.

NOTE: Students transferring to UNM Albuquerque will have completed core curriculum requirements for the UNM Emergency Medical Services Academy B.S. in Para Medicine, with the exception of BIOL 238/248L. For transfer to other four year institutions, student should be aware that core curriculum requires are not necessarily met up complete of this degree. Students with a current and active NM EMT or NM Intermediate License will receive automatic credit for current license (upon confirming with EMS Director).

ASSOCIATE OF ARTS – ENVIRONMENTAL PLANNING & DESIGN (62 credits)

The Associate of Arts Degree in Environmental Planning and Design articulates to the University of New Mexico Bachelor of Arts in Environmental Planning and Design in the UNM School of Architecture and Planning.

This degree program is designed for students who wish to work in a field related to environmental studies.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (38):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr

Choose from UNM Core Curriculum in Writing and Speaking

Mathematics (3)

For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (8)

For required courses, refer to the UNM Core Curriculum

Social and Behavioral Sciences (6)

CRP 181	Intro to Environmental Problems		3cr
PSY 105	General Psychology	OR	
SOC 101	Intro to Sociology		3cr

Humanities (6)

For required courses, refer to the UNM Core Curriculum

Fine Arts (3)

ARCH 121	Intro to Architecture	3cr

Second Language (3)

For required courses, refer to the UNM Core Curriculum

ENVIRONMENTAL PLANNING & DESIGN CORE (15)

AMST 182	Intro to Environmental & Social Justice		3cr
ARCH 109	Design Fundamentals	OR	
ARTS 187	Introduction to Photography		3cr
CJ 225	Small Group Communication		3cr
CRP 165	Intro to Community & Regional Planning		3cr
SUST 134	Intro to Sustainability & Environment		3cr

COMMUNITY & REGIONAL PLANNING (9)

CRP 265	Sustainable Community Planning Methods		3cr
ECON 105	Introduction to Macroeconomics	OR	
ECON 106	Introduction to Microeconomics		3cr
STAT 145	Intro to Statistics	OR	
PSY 200	Statistical Principles		3cr

FOR SUGGESTED COURSE SEQUENCING:

Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF APPLIED SCIENCE – GENERAL STUDIES (60 credits)

The Associate of Applied Science Degree in General Studies is designed to provide the opportunity for an individual student to develop unique programs of study not available through other UNM-Gallup programs

The program may reflect either specialized or broad patterns of educational experience including a variety of technology courses. A student who is awarded this degree will be prepared to enter jobs that require one to two years of college, but do not require a declared major field of study. The general education courses required for the completion of the degree articulate into a four-year college program. Elective credits may not articulate depending upon the degree granting institution. A student planning to pursue a Bachelor's degree should be aware of the general education requirements of the transfer institution.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (32):

Communications (9):
For required courses, refer to the UNM Core Curriculum

Mathematics (8)
For required courses, refer to the UNM Core Curriculum

Natural Sciences (4)
For required courses, refer to the UNM Core Curriculum

Social and Behavioral Sciences (3)
For required courses, refer to the UNM Core Curriculum

Humanities (3)
For required courses, refer to the UNM Core Curriculum

Fine Arts (3)
For required courses, refer to the UNM Core Curriculum

Health/Physical Education (2)
For required courses, refer to the UNM Core Curriculum

GENERAL EDUCATION ELECTIVES (7)

Any course at the 101 level or above listed in the UNM Core Requirements

ADDITIONAL ELECTIVES (21)

Any courses at the 101 level or above.

FOR SUGGESTED COURSE SEQUENCING:

Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION TECHNOLOGY (71 credits)

The Associate of Science degree in Health Information Technology (HIT) is designed to prepare students to maintain patient records and health patient records and health information data in every health care setting including acute care, long-term, ambulatory care, insurance and federal agencies. After successful completion of the HIT Associate program, the graduate is eligible to take the national RHIT certification examination through AHIMA (American Health Information Management Association). Upon successfully passing the RHIT examination through AHIMA, the graduate is certified through AHIMA as a Registered Health Information Technician (RHIT). Note: HIT Associates students are eligible to take the RHIT examination in the final semester of their Associate coursework, as long as in good academic standing. Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (33):

Communications (6):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III OR	
CJ 221	Interpersonal Communication	3cr

Fine Arts/Humanities (3):

For required courses, refer to the UNM Core Curriculum

Behavioral Science (3):

For required courses, refer to the UNM Core Curriculum

Physical Education/Health (2)

Social Sciences (3):

For required courses, refer to the UNM Core Curriculum

Mathematics/Natural Science (7):

STAT 145	Introduction to Statistics OR	
MATH 121	College Algebra	3cr
Choose from BIOL 123/124L, 136/139L, 237/227L,		
OR HCHS 113		4cr

Health Sciences (6):

HCHS 111	Medical Terminology	3cr
HCHS 115	Pharmacology for Health Occupations	3cr

Business Technology (3):

CS 150L	Computing for Business Students	3cr

HEALTH INFORMATION TECHNOLOGY CORE (38):

HCHT 121	Health Information Technology I	4cr
HCHT 211	Basic ICD / CPT Coding	4cr
HCHT 213	Principles of Disease	4cr
HCHT 215	Advanced OP Coding	2cr
HCHT 219	Advanced IP Coding	3cr
HCHT 221	Medical-Legal & Quality Management	4cr
HCHT 222	Health Information Technology II	4cr
HCHT 231	Computer Application & Statistics	4cr
HCHT 232	Reimbursement Methodologies	3cr
HCHT 233	Professional Practice Experience	6cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 10cr/hrs – (Summer)

ENGL 110	Accelerated Composition	3cr
HCHS 111	Medical Terminology	3cr
Natural Science Elective		4cr

Term 2 – 16cr/hrs – (Fall)

ENGL 120	Composition III OR	
CJ 221	Interpersonal Communication	3cr
STAT 145	Introduction to Statistics OR	
MATH 121	College Algebra	3cr
CS 150L	Computing for Business Students	3cr
HCHT 213	Principles of Disease	4cr
Social Science Elective		3cr

Term 3 – 15cr/hrs – (Spring)

HCHS 115	Pharmacology for Health Occupations	3cr
HCHT 121	Health Information Technology	4cr
HCHT 211	Basic ICD / CPT Coding	4cr
HCHT 221	Medical-Legal & Quality Management	4cr

Term 4 - 2cr/hrs – (Summer)

HCHT 215	Advanced OP Coding	2cr

Term 5 – 18cr/hrs – (Fall)

HCHT 219	Advanced IP Coding	3cr
HCHT 222	Health Information Technology II	4cr
HCHT 231	Computer Application & Statistics	4cr
HCHT 232	Reimbursement Methodologies	3cr
Fine Arts/Humanities Elective		3cr
Health Physical Education/Recreation		1cr

Term 6 – 10cr/hrs – (Spring)

HCHT 233	Professional Practice Experience	6cr
Behavioral Science Elective		3cr
Health Physical Education/Recreation		1cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

CERTIFICATE IN HEALTH INFORMATION TECHNOLOGY – CODING (33 credits)

A certificate in Health Information Technology is awarded following successful completion of the 33 credit-hour program. This program is designed to obtain a certificate or those desiring entry-level employment in a health information department, coding. Disease and procedural coding are the methods by which the patient's encounters are classified, allowing the facility to bill insurance companies and government agencies for reimbursement. Students are eligible to seek their CCA Coding Certification through AHIMA upon completion of this Coding Certificate program.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (13):

Communications (3):

ENGL 110	Accelerated Composition	3cr

Natural Science (4):

Choose from BIOL 123/124L, 136/139L, 237/227L	OR	
HCHS 113		4cr

Health Sciences (3):

HCHS 111	Medical Terminology	3cr

Business Technology (3):

IT 101	Computer Fundamentals	3cr

HEALTH INFORMATION TECHNOLOGY CORE (20):

HCHT 121	Health Information Technology I	4cr
HCHT 211	Basic ICD / CPT Coding	4cr
HCHT 215	Advanced OP Coding	2cr
HCHT 219	Advanced IP Coding	3cr
HCHT 221	Medical-Legal & Quality Management	4cr
HCHT 232	Reimbursement Methodologies	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 13cr/hrs – (Fall)

ENGL 110	Accelerated Composition	3cr
HCHS 111	Medical Terminology	3cr
IT 101	Computer Fundamentals	3cr
Choose from BIOL 123/124L, 136/139L, 237/227L	OR	
HCHS 113		4cr

Term 2 – 12cr/hrs – (Spring)

HCHT 121	Health Information Technology I	4cr
HCHT 211	Basic ICD / CPT Coding	4cr
HCHT 221	Medical-Legal & Quality Management	4cr

Term 3 – 2cr/hrs – (Summer)

HCHT 215	Advanced OP Coding	2cr

Term 4 – 6cr/hrs – (Fall)

HCHT 219	Advanced IP Coding	3cr
HCHT 232	Reimbursement Methodologies	3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

NOTE: The HIT Courses are only offered once per year; therefore it is extremely important that students follow the course sequencing especially for the HIT courses.

CERTIFICATE IN HUMAN SERVICES (30 credits)

The 30 credit hour Certificate in Human Services introduces students to the Human Services field, enhances a student's ability to obtain or maintain employment in a Human Services related field, and provides a foundation for further study in Human Services. All 30 credit hours eared in the Certificate in Human Services can be applied towards completion of the Associate of Arts degree in Human Services that offers concentrations in Family Studies and Substance Abuse.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (21):

Communications (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr

Behavioral & Social Science (6):

PSY 105	General Psychology	3cr
SOC 101	Introduction to Sociology	3cr

Second Language (3)

Additional Requirements (3):

IT 101	Computer Fundamentals	3cr

HUMAN SERVICES CORE (9):

HS 101	Introduction to Human Services	3cr
HCHS 140	Introduction to Substance Abuse	3cr
Approved HS Elective		3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 15cr/hrs

ENGL 110	Accelerated Composition	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr
HS 101	Introduction to Human Services	3cr
IT 101	Computer Fundamentals	3cr
SOC 101	Introduction to Sociology	3cr

Term 2 – 15cr/hrs

ENGL 120	Composition III	3cr
HCHS 140	Introduction to Substance Abuse	3cr
PSY 105	General Psychology	3cr
HS Elective		3cr
Second Language		3cr

**Summer Semester as needed.
If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN HUMAN SERVICES – FAMILY STUDIES (68 credits)

The Human Services Associates Degree will transfer toward a Human Services minor in the Bachelor of Arts in Family Studies at the University of New Mexico Albuquerque. The credit earned through the AA degree in Human Services may also be used toward a Human Services minor in the Bachelor of University Studies degree. The following courses are required for the Associates in Human Services.

GENERAL EDUCATION REQUIREMENTS (47):

Writing & Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr

Behavioral & Social Science (9):

Choose from: POLS 200, PSY 105, SOC 101, ANTH 101, 130 and ECON 106

Fine Arts & Humanities (9):

Choose from: HIST 101, 102, 161, PHIL 101, ARCH 101, ARTH 101, 201, 201, ENGL 150 and AMST 186.

Mathematics (3):

Choose from: MATH 121, 129 and STAT 145

Physical and Natural Sciences (8):

Choose from: BIOL 110/112L **or** 123/124L; CHEM 111L **or** 121/123L, GEOG, EPS 101/105L, ENVS 101, PHYC 151/151L, 152/152L, and ASTR 101/101L.

NOTE: Cannot get credit for both BIOL 110/112L and 123/124L. Cannot get credit for both CHEM 111L and 121/123L.

Second Language (6): Language other than English

Additional Requirements: (3)

IT 101	Computer Fundamentals	3cr

HUMAN SERVICES CORE (21):

HS 101	Introduction to Human Services	3cr
HS 105	Group Dynamics	3cr
HCHS 140	Introduction to Substance Abuse	3cr
FS 213	Marriage & Family Relations	3cr
FS 281	Introduction to Family Studies	3cr
HS 280	Internship to Human Services	3cr
HS 281	Professional Issues in Human Services	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 9cr/hrs

ENGL 110	Accelerated Composition	3cr
HS 101	Introduction to Human Services	3cr
Social/Behavioral Science		3cr

Term 2 – 12cr/hrs

ENGL 120	Composition III	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr
HS Elective		3cr
Social/Behavioral Science		3cr

Term 3 – 13cr/hrs

Math	3cr
Social/Behavioral Science	3cr
Physical & Natural Science	3cr
HS Elective	3cr

Term 4 – 13cr/hrs

IT 101	Computer Fundamentals	3cr
Second Language		3cr
Physical & Natural Science		4cr
HS Elective		3cr

Term 5 – 12cr/hrs

Fine Arts/Humanities	3cr
Fine Arts/Humanities	3cr
Second Language	3cr
HS Elective	3cr

Term 6 – 9cr/hrs

HS 280	Internship in Human Services	3cr
HS 281	Professional Issues in Human Services	3cr
Fine Arts/Humanities		3cr

FOR ADVISEMENT: Contact the Advisement Center, (505) 863-7706.

ASSOCIATE OF ARTS IN HUMAN SERVICES – SUBSTANCE ABUSE (68 credits)

The Human Services Associates Degree will transfer toward a Human Services minor in the Bachelor of Arts in Family Studies at the University of New Mexico Albuquerque. The credit earned through the AA degree in Human Services may also be used toward a Human Services minor in the Bachelor of University Studies degree. The following courses are required for the Associates in Human Services.

GENERAL EDUCATION REQUIREMENTS (47):

Writing & Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr

Behavioral & Social Science (9):
Choose from: POLS 200, PSY 105, SOC 101, ANTH 101, 130 and ECON 106

Fine Arts & Humanities (9):
Choose from: HIST 101, 102, 161, PHIL 101, ARCH 101, ARTH 101, 201, 201, ENGL 150 and AMST 186.

Mathematics (3):
Choose from: MATH 121, 129 and STAT 145

Physical and Natural Sciences (8):
Choose from: BIOL 110/112L **or** 123/124L, CHEM 111L, 121/123L, GEOG, EPS 101/105L, ENVS 101, PHYC 151/151L, 152/152L, and ASTR 101/101L.
NOTE: Cannot get credit for both BIOL 110/112L and 123/124L.

Second Language (6): Language other than English

Additional Requirements: (3)

IT 101	Computer Fundamentals	3cr

HUMAN SERVICES CORE (21):

HS 101	Introduction to Human Services	3cr
HS 120	Principles of Interviewing & Assessment	3cr
HS 200	Adolescent Sub Abuse: Prev & Treatment	3cr
HCHS 140	Introduction to Substance Abuse	3cr
FS 213	Marriage & Family Relations	3cr
HS 280	Internship to Human Services	3cr
HS 281	Professional Issues in Human Services	3cr

SUGGESTED COURSE SEQUENCING:
Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 9cr/hrs

ENGL 110	Accelerated Composition	3cr
HS 101	Introduction to Human Services	3cr
Social/Behavioral Science		3cr

Term 2 – 12cr/hrs

ENGL 120	Composition III	3cr
CJ 130	Public Speaking **OR**	
CJ 221	Interpersonal Communication	3cr
HS Elective		3cr
Social/Behavioral Science		3cr

Term 3 – 13cr/hrs

Math	3cr
Social/Behavioral Science	3cr
Physical & Natural Science	3cr
HS Elective	3cr

Term 4 – 13cr/hrs

IT 101	Computer Fundamentals	3cr
Second Language		3cr
Physical & Natural Science		4cr
HS Elective		3cr

Term 5 – 12cr/hrs

Fine Arts/Humanities	3cr
Fine Arts/Humanities	3cr
Second Language	3cr
HS Elective	3cr

Term 6 – 9cr/hrs

HS 280	Internship in Human Services	3cr
HS 281	Professional Issues in Human Services	3cr
Fine Arts/Humanities		3cr

FOR ADVISEMENT: Contact the Advisement Center, (505) 863-7706.

CERTIFICATE IN INFORMATION TECHNOLOGY
(29-31 credits)

Online or traditional program for students seeking entry-level employment, academic training, or professional development in Information Technology fields.

Minimum acceptable grade for courses in this program is C, not C-.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

ENGL 110	Accelerated Composition	3cr

Mathematics (3):

MATH 120	Intermediate Algebra	3cr

INFORMATION TECHNOLOGY CORE (20-22):

CJ 221	Interpersonal Communication	3cr
CS 150L	Computing for Business Students	3cr
CS 151L	Computer Programming Fundamentals	3cr
IT 125	Microcomputer Operating Systems	3cr
IT 131	Intro to Hardware Installation	3cr
IT 166	Web Page Design	1-3cr
IT 230	Computer Networking	4cr

ELECTIVES (3):

Business, CS, IT, MATH …..
Faculty Advisor must approve elective.

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS (60-61 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (37-38):

Writing & Speaking (9):
For required courses, refer to the UNM Core Curriculum

Mathematics (3)
For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (7-8)
For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)
For required courses, refer to the UNM Core Curriculum

Humanities (6)
For required courses, refer to the UNM Core Curriculum

Fine Arts (3)
For required courses, refer to the UNM Core Curriculum

Second Language (3)
For required courses, refer to the UNM Core Curriculum

GENERAL EDUCATION ELECTIVES (23)

Any course at the 101 level or above from the UNM Core Curriculum

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – ANTHROPOLOGY CONCENTRATION (60-61 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (51-52):

Writing & Speaking (9):

ENGL 110	Accelerated Composition		3cr
ENGL 120	Composition III		3cr
CJ 130	Public Speaking	OR	
PHIL 156	Reasoning & Critical Thinking		3cr

Mathematics (3):

MATH 121	College Algebra	OR	
STAT 145	Intro to Statistics		3cr

Physical and Natural Sciences (7-8)
For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)
For required courses, refer to the UNM Core Curriculum

Humanities (6)
For required courses, refer to the UNM Core Curriculum

Fine Arts (3)
For required courses, refer to the UNM Core Curriculum

Second Language (3)
For required courses, refer to the UNM Core Curriculum

ANTHROPOLOGY CORE (9)
Choose three from the following: ANTH 101, 130, 220 and 230.

ELECTIVES (13-14)
Choose any course at the 101 level or above from the UNM Core Curriculum.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – ART STUDIO CONCENTRATION (62 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (35):

Writing & Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
PHIL 156	Reasoning & Critical Thinking	3cr

Mathematics (3):

For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (8)

For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Humanities (6)

For required courses, refer to the UNM Core Curriculum

Second Language (3)

For required courses, refer to the UNM Core Curriculum

ART STUDIO CORE (9)

ARTS 106	Drawing I	3cr
ARTS 125	Art Practices I	3cr
ARTS 126	Art Practices II	3cr
ARTS 157	Small Scale Metal Construction	3cr
ARTS 168	Introduction to Ceramics	3cr
ARTS 207	Painting I	3cr
ARTH 101	Introduction to Art	3cr
ARTH 201	History of Art I	3cr
ARTH 202	History of Art II	3cr

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – ENGLISH CONCENTRATION (60-61 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (37-38):

Writing & Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
Choose from CJ 130, ENGL 219, 220 and PHIL 156		3cr

Mathematics (3):
For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (7)
For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)
For required courses, refer to the UNM Core Curriculum

Humanities (6)
For required courses, refer to the UNM Core Curriculum

Fine Arts (3)
For required courses, refer to the UNM Core Curriculum

Second Language (3)
For required courses, refer to the UNM Core Curriculum

ENGLISH CORE (9)

ENGL 250	Literacy Textual Analysis	3cr
Choose any two additional 200-level English courses		

ELECTIVES (14-15)
Choose any course at the 101 level or above from the UNM Core Curriculum.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – HISTORY CONCENTRATION (60-61 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (37-38):

Writing & Speaking (9):

ENGL 110	Accelerated Composition		3cr
ENGL 120	Composition III		3cr
CJ 130	Public Speaking	OR	
PHIL 156	Reasoning & Critical Thinking		3cr

Mathematics (3):

MATH 121	College Algebra	OR	
STAT 145	Intro to Statistics		3cr

Physical and Natural Sciences (7)

For required courses, refer to the UNM Core Curriculum

Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Fine Arts (3)

For required courses, refer to the UNM Core Curriculum

Second Language (3)

For required courses, refer to the UNM Core Curriculum

HISTORY CORE (12)

HIST 260 History of New Mexico 3cr

Choose three from the following: HIST 101, 102, 161, 162, 181 and 182

ELECTIVES (16-17)

Choose any course at the 101 level or above from the UNM Core Curriculum.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – PSYCHOLOGY CONCENTRATION (61-62 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (37-38):

Writing & Speaking (9):

ENGL 110	Accelerated Composition		3cr
ENGL 120	Composition III		3cr
CJ 130	Public Speaking	OR	
PHIL 156	Reasoning & Critical Thinking		3cr

Mathematics (3):

MATH 121	College Algebra	OR	
STAT 145	Intro to Statistics		3cr

Physical and Natural Sciences (7)

For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Fine Arts (3)

For required courses, refer to the UNM Core Curriculum

Humanities (6)

For required courses, refer to the UNM Core Curriculum

Second Language (3)

For required courses, refer to the UNM Core Curriculum

PSYCHOLOGY CORE (18)

PSY 105	General Psychology	3cr
PSY 200	Statistical Principles	3cr

Choose four from the following: PSY 220, 240, 260, 265, 271 and 280

ELECTIVES (6)

Choose any course at the 101 level or above from the UNM Core Curriculum.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN LIBERAL ARTS – SOCIOLOGY CONCENTRATION (61-62 credits)

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. The Associate of Arts degree gives students a solid foundation and is a pathway into majors in the College of Arts and Sciences. All required courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Upon completion of the degree, a student will have fulfilled the general education Core Curriculum requirements at UNM Albuquerque and many other four-your institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements.

GENERAL EDUCATION REQUIREMENTS (31-32):

Writing & Speaking (9):

ENGL 110	Accelerated Composition		3cr
ENGL 120	Composition III		3cr
CJ 130	Public Speaking	OR	
PHIL 156	Reasoning & Critical Thinking		3cr

Mathematics (3):

MATH 121	College Algebra	OR	
STAT 145	Intro to Statistics		3cr

Physical and Natural Sciences (7-8)

For required courses, refer to the UNM Core Curriculum
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L

Social and Behavioral Sciences (6)

SOC 101	Intro to Sociology	3cr

Fine Arts (3)

For required courses, refer to the UNM Core Curriculum

Humanities (6)

For required courses, refer to the UNM Core Curriculum

Second Language (3)

For required courses, refer to the UNM Core Curriculum

SOCIOLOGY CORE (9)

Choose any 200 level Sociology Course

ELECTIVES (15)

Choose any course at the 101 level or above from the UNM Core Curriculum.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN MEDICAL LABORATORY TECHNICIAN (71 credits)

Medical laboratory technicians (MLT) collect, process and analyze specimens (blood, urine, other body fluids, tissue samples) for microscopic, chemical hematologic, immunologic and microbial testing or transfusion services. The array of complex laboratory tests is significant in the detection, diagnosis and treatment of disease and also in health and wellness promotion.

The degree is structured to meet the standards mandated by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and has been granted full accreditation since 1986. Articulation for the Bachelor's degree is in place. A student completing the program is eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification Examination.

Interested students must first be admitted to UNM Gallup before applying to the MLT program. General Education prerequisite courses must be completed prior to admission. A grade of C or better is required in all courses. Deadline for submissions of application to the MLT program in June 1st for Fall; and October 1st for Spring. Students are admitted each regular semester based on selection criteria. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. Students are required to complete all professional coursework within a five-year time period. Consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (37):

Writing & Speaking (6):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III **OR**	
CJ 221	Interpersonal Communication	3cr

Fine Arts/Humanities (3) 3cr

For required courses, refer to the UNM Core Curriculum

Mathematics/Physical and Natural Sciences (11)

Choose from STAT 145, MATH 150 or MATH 121	3cr
CHEM 121/123L **OR** CHEM 111	4cr
CHEM 122/124L **OR** CHEM 212	4cr

Credit not allowed for both CHEM 111 and 121/123L

Biology (8):

Choose from BIOL 123/124L, BIOL 136/139L, 200, 237/227L and 238/237L

Credit not allowed for both BIOL 110 and 123/124L

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Health/Physical Education (2)

Health Sciences (1):

HCHS 101	Phlebotomy	1cr

MEDICAL LABORATORY TECHNICIAN CORE (34):

MLT 111	Intro to Basic Laboratory Skills	4cr
MLT 112	Clinical Practicum: Phlebotomy	1cr
MLT 211	Clinical Hematology & Coagulation	4cr
MLT 214	Clinical Microbiology	5cr
MLT 216	Clinical Chemistry	4cr
MLT 219	Immunohematology and Serology	4cr
MLT 271	Directed Clinical Practicum I	4cr
MLT 281	Directed Clinical Practicum II	6cr
MLT 291	Preparation for MLT Board Exam	2cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 13cr/hrs

ENGL 110	Accelerated Composition	3cr
MATH		4cr
Biology		4cr
Behavioral/Social Science		4cr

Term 2 – 12cr/hrs

ENGL 120	Composition III OR	
CJ 221	Interpersonal Communication	3cr
Biology Elective		4cr
Chemistry Elective		4cr
HCHS 101	Phlebotomy	1cr

Term 3 – 12cr/hrs

Chemistry		4cr
Behavioral/Social Science		3cr
Math		3cr
Health/Physical Education		2cr

Term 4 – 13cr/hrs

MLT 111	Intro to Basic Laboratory Skills	4cr
MLT 214	Clinical Microbiology	5cr
MLT 216	Clinical Chemistry	4cr

Term 5 – 12cr/hrs

MLT 211	Clinical Hematology & Coagulation	4cr
MLT 219	Immunohematology and Serology	4cr

Term 6 – 13cr/hrs Capstone Courses

MLT 112	Clinical Practicum: Phlebotomy	1cr
MLT 271	Directed Clinical Practicum I	4cr
MLT 281	Directed Clinical Practicum II	6cr
MLT 291	Preparation for MLT Board Exam	2cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

NOTES:

1. English, Math, Chemistry and Biology courses must be taken in sequence. Please note that there may be prerequisites to these courses that are not in the MLT program.
2. Interested students MUST apply to the MLT program. General education prerequisite courses must be completed prior to admission. A grade of "C" or better is required in all courses. **Deadline for submission of application to the MLT program is June 1st for Fall and October 1st for Spring admissions.** Students are admitted each regular semester based on the selection criteria. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. **Students are required to complete all professional coursework within a five-year period.**

ASSOCIATE OF SCIENCE IN NURSING (70 credits)

The Associate of Science Degree in Nursing is designed to provide the student with the necessary knowledge and skills to provide safe and effective nursing care. Upon completion of the program, the graduate is eligible to take the NCLEX-RN licensing examination to become a registered nurse. Admission requirement for the Nursing Program includes:

- Completion of all prerequisite courses with a "C" or better, and 2.75 GPA or higher for prerequisites.
- Acceptable scores on the admission exam
- Enrollment is limited and admission is competitive

Consult with the Nursing Program Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (30):

Communications (6):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr

Behavioral Sciences (3):

PSY 105	General Psychology	3cr

Natural Sciences (12):

BIOL 136/139L	Human Anat & Phys for Non-Majors/Lab	4cr
BIOL 200	Human Anat & Phys for Health Rel Sciences	4cr
CHEM 111L	Elements of General Chemistry/Lab	4cr

Health Sciences (9):

HCHS 123	Human Growth & Development	3cr
NURS 239	Pathophysiology I	3cr
NURS 240	Pathophysiology II	3cr

NURSING CORE (40):

NURS 202	Introduction to Nursing Concepts	3cr
NURS 203	Health Care Participant	3cr
NURS 204L	Principles of Nursing Practice	4cr
NURS 219	ADN Capstone	2cr
NURS 221L	Assessment & Health Promotion	4cr
NURS 222L	Care Patients Chronic Conditions	4cr
NURS 238	Nursing Pharmacology	3cr
NURS 251	Health & Illness Concepts I	3cr
NURS 252	Health & Illness Concepts II	3cr
NURS 253	Health & Illness concepts III	4cr
NURS 258L	Clinical Intensive I	4cr
NURS 291	Professional Nursing Concepts	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 17cr/hrs Prerequisites:

ENGL 110	Accelerated Composition	3cr
BIOL 136/139L	Human Anat & Phys for Non-Majors/Lab	4cr
CHEM 111L	Elements of General Chemistry/Lab	4cr
HCHS 123	Human Growth & Development	3cr
PSY 105	General Psychology	3cr

Term 2 – 14cr/hrs

BIOL 200	Human Anat & Phys for Health Rel Sciences	4cr
NURS 202	Introduction to Nursing Concepts	3cr
NURS 204L	Principles of Nursing Practice	4cr
NURS 239	Pathophysiology I	3cr

Term 3 – 16cr/hrs

NURS 203	Health Care Participant	3cr
NURS 221L	Assessment & Health Promotion	4cr
NURS 238	Nursing Pharmacology	3cr
NURS 240	Pathophysiology II	3cr
NURS 251	Health & Illness Concepts I	3cr

Term 4 – 13cr/hrs

ENGL 120	Composition III	3cr
NURS 222L	Care Patients Chronic Conditions	4cr
NURS 252	Health & Illness Concepts II	3cr
NURS 291	Professional Nursing Concepts	3cr

Term 5 – 10cr/hrs

NURS 219	AND Capstone	2cr
NURS 253	Health & Illness concepts III	4cr
NURS 258L	Clinical Intensive I	4cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Nursing Department at (505) 863-7514.

CERTIFICATE IN ORGANIZATIONAL MANAGEMENT & PUBLIC ADMINISTRATION (33 credits)

The Certificate in Organizational Management & Public Administration (OMPA) will prepare students for developing knowledge of communication, management, organizational skills, and the fundamental nature of public administration.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Writing & Speaking (6):

ENGL 110	Accelerated Composition	3cr
ENGL 219	Technical and Professional Writing	3cr

Mathematics (3)

MATH 120	Intermediate Algebra	3cr

BUSINESS TECHNOLOGY CORE (24):

CJ 130	Public Speaking	3cr
CJ 221	Interpersonal Communication	3cr
CRP 165	Community Regional Planning ***OR***	
CRP 181	Introduction to Environmental Problems	3cr
CS 150L	Computer for Business Students	3cr
ECON 106	Microeconomics	3cr
MGMT 101	Fundamentals of Accounting	3cr
MGMT 113	Management: An Intro	3cr
MGMT 222	Principles of Marketing ***OR***	
MGMT158	Ethics in Organizations	3cr

SUGGESTED COURSE SEQUENCING:

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN SCIENCE (60 credits)

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (38):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr

Choose one additional course form ENGL 219 or CJ 130

Mathematics (3):

MATH 121	College Algebra	3cr

Physical and Natural Science (8):
Choose two from: BIOL 110/112L or 123/124L; CHEM 111 or 121/123L: ENVS 101/102L; EPS 101/105L; NTSC 263L; PHYC 151/151L.
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L.

NOTE: Credit cannot be given for courses in both Physical & Natural Science and Math & Science Core.

Social and Behavioral Science (6):
Choose two from: ANTH 101, 130; ECON 105, 106; GEOG 101; LING 101; POLS 200; PSY 105 and SOC 101.

Humanities (6):
For required courses, refer to UNM Core Curriculum

Fine Arts (3):
For required courses, refer to UNM Core Curriculum

Second Language (3):
For required courses, refer to UNM Core Curriculum

MATH & SCIENCE CORE (22):
Choose two from: BIOL 110/112L or 123/124L or 237/238L; CHEM 121/123L or 122/124L: ENVS 101/102L; EPS 101/105L; MATH 123, 150, 160 or 163; PHYC 151/151L or 152/152L; STAT 145.
Credit not allowed for both BIOL 110/112L and 123/124L; or CHEM 111L and 121/123L.

NOTE: Credit cannot be given for courses in both Physical & Natural Science and Math & Science Core.

FOR SUGGESTED COURSE SEQUENCING:
Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN SCIENCE – BIOLOGY (60 credits)

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (30):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
CJ 130	Public Speaking	3cr

Mathematics (3):

MATH 121	College Algebra	3cr

Social and Behavioral Science (6):
Choose two from: ANTH 101 or 130; ECON 105 or 106; GEOG 102; LING 101; POLS 200; PSY 105 and SOC 101.

Humanities (6):
Choose two from: ENGL 150, HIST 101 or 102 or 161 or 162 or 260, NATV 150, MLNG 101, PHIL 101, and RELG 107

Fine Arts (3):
Choose one from ARTH 101, ARTS 106, 125, 157 and 168.

Second Language (3):
Choose one from: GRMN 101, NVJO 101, SPAN 101 and ZUNI 101

BIOLOGY & LIFE SCIENCES CORE (30):

BIOL 123/124L	Biology for Health Related Sciences & Lab	4cr	
BIOL 136/139L	Human Anatomy & Physiology I (non-majors)	4cr	**OR**
BIOL 237/227L	Human Anatomy & Physiology I (majors)		
BIOL 200	Human Anatomy & Physiology II (non-majors)	4cr	**OR**
BIOL 238/228L	Human Anatomy & Physiology II (majors)		
CHEM 111L	Elements of General Chemistry & Lab	4cr	**OR**
CHEM 121/123L	General Chemistry I & Lab		
STAT 145	Intro to Statistics	3cr	
BIOL 239L	Microbiology for Health Science & Non Majors	4cr	

In addition to the courses listed above, choose two additional courses from the following for a total of 7 credit hours:
CHEM 122/124L, CHEM 212; MATH 123 or 150 or 160 or 163; PHYC 151/152L, ENVS 101/ENVS 102L; EPS 101/105L; and NTSC 263L

FOR SUGGESTED COURSE SEQUENCING:
Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN SCIENCE – CHEMISTRY (60-61 credits)

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (30):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
ENGL 219	Technical Writing	3cr

Mathematics (3):

MATH 121	College Algebra	3cr

Social and Behavioral Science (6):
Choose two from: ANTH 101 or 130; ECON 105 or 106; GEOG 102; LING 101; POLS 200; PSY 105 and SOC 101.

Humanities (6):
Choose two from: ENGL 150, HIST 101 or 102 or 161 or 162 or 260, NATV 150, MLNG 101, PHIL 101, and RELG 107

Fine Arts (3):
Choose one from ARTH 101, ARTS 106, 125, 157 and 168.

Second Language (3):
Choose one from: GRMN 101, NVJO 101, SPAN 101 and ZUNI 101

CHEMISTRY CORE (31):

CHEM 121/123L	General Chemistry I & Lab	4cr
CHEM 122/124L	General Chemistry II & Lab	4cr
CHEM 212	Integrated Organic Chem & Bio-Chem	4cr
PHYC 151/151L	General Physics/Lab	4cr
PHYC 152/152L	General Physics/Lab	4cr
EPS 110	Topics In the Earth Sciences	2-3 cr

In addition to the courses listed above, choose two additional courses from the following for a total of 8 credit hours:
BIOL 110/112L or BIOL 123/124L, ENVS 101/102L, NTSC 263L, MATH 123 or MATH 150 or MATH 160 or MATH 163, STAT 145.

FOR SUGGESTED COURSE SEQUENCING:
Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN SCIENCE – EARTH/ PLANETARY/ENVIRONMENTAL SCIENCES (61 credits)

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (30):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
ENGL 219	Technical Writing	3cr

Mathematics (3):

MATH 121	College Algebra	3cr

Social and Behavioral Science (6):

Choose two from: ANTH 101 or 130; ECON 105 or 106; GEOG 102; LING 101; POLS 200; PSY 105 and SOC 101.

Humanities (6):

Choose two from: ENGL 150, HIST 101 or 102 or 161 or 162 or 260, NATV 150, MLNG 101, PHIL 101, and RELG 107

Fine Arts (3):

Choose one from ARTH 101, ARTS 106, 125, 157 and 168.

Second Language (3):

Choose one from: GRMN 101, NVJO 101, SPAN 101 and ZUNI 101

EARTH/PLANETARY/ENVIRONMENTAL SCIENCE CORE (31):

EPS 101/105L	Intro to Geology/Lab	4cr
ENVS 101/102L	The Blue Planet/Lab	4cr
BIOL 123/124L	Bio for Health Related Sciences (Non-Majors)	4cr
CHEM 121/123L	General Chemistry I/Lab	4cr
CHEM 122/124L	General Chemistry II/Lab	4cr
MATH 150	Pre-Calculus	4 cr

In addition to the courses listed above, choose two additional courses from the following for a total of 8 credit hours:
NTSC 263L; MATH 123, 160, 163; STAT 145; PHYC 151/151L and PHYC 152/152L.

FOR SUGGESTED COURSE SEQUENCING:

Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF SCIENCE IN SCIENCE – MATH/ PHYSICS/ENGINEERING (60 credits)

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (35):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
ENGL 219	Technical Writing	3cr

Physical and Natural Science (8):

Choose two from: BIOL 110/112L or 123/124L; ENVS 101/102L; EPS 101/105L; NTSC 263L; PHYC 152/152L.

Social and Behavioral Science (6):

Choose two from: ANTH 101 or 130; ECON 105 or 106; GEOG 102; LING 101; POLS 200; PSY 105 and SOC 101.

Humanities (6):

Choose two from: ENGL 150, HIST 101 or 102 or 161 or 162 or 260, NATV 150, MLNG 101, PHIL 101, and RELG 107

Fine Arts (3):

Choose one from ARTH 101, ARTS 106, 125, 157 and 168.

Second Language (3):

Choose one from: GRMN 101, NVJO 101, SPAN 101 and ZUNI 101

MATHEMATICS/PHYSICS/ENGINEERING CORE (25):

MATH 121	College Algebra	3cr
MATH 123	Trigonometry	3cr
MATH 150	Pre-Calculus Mathematics	3cr
MATH 162	Calculus	4cr
MATH 163	Calculus II	4cr
MATH 150	Pre-Calculus	4 cr

FOR SUGGESTED COURSE SEQUENCING:

Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF ARTS IN SECONDARY TEACHER EDUCATION (60-62 CREDITS)

This degree program is designed so that upon completion students are prepared for work as an Educational Assistant or for transfer into a Bachelor of Arts in Secondary Education. At UNM, Secondary Education students are required to complete 24 credit hours in a concentration-teaching field and 15 in the pre-professional sequence. Additionally, state licensure examinations are also part of this application process. See your advisor for detailed information.

GENERAL EDUCATION REQUIREMENTS (44):

Writing and Speaking (9):

ENGL 110	Accelerated Composition	3cr
ENGL 120	Composition III	3cr
Choose from ENGL 219 or 220, CJ 130 or PHIL 156		3cr

Mathematics (6):

For required courses, refer to the UNM Core Curriculum		6cr

Social and Behavioral Sciences (9)

LLSS 321	School and Society	3cr
Social and Behavioral Sciences Core*		3cr
Social and Behavioral Sciences Core*		3cr

**Select an additional 6 credit hours from any Area 4: Social and Behavioral Sciences that meet general education core curriculum.*

Fine Arts (3):

For required courses, refer to the UNM Core Curriculum.

Humanities (6):

For required courses, refer to the UNM Core Curriculum

Foreign Language(3):

For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (8)

For required courses, refer to the UNM Core Curriculum

Secondary Education Electives (16-18):

Electives should be selected in accordance with selected teaching concentration. Teaching concentrations include Language Arts, Math, Science, and Social Studies.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706

CERTIFICATE IN WELDING TECHNOLOGY (36 credits)

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree; or for students seeking qualification for entry level work in the welding trades.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

CJ 221	Interpersonal Communications	3cr

Business Management & Technology (3):

IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr

WELDING TECHNOLOGY CORE (30):

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 105	Arc Welding I	4cr
WLDT 107	Advanced Arc Welding	4cr
WLDT 108	Oxyfuel Welding	4cr
WLDT 112	Gas Metal Arc Welding (GMAW) I	3cr
WLDT 120	General Welding Applications	3cr
WLDT 141	MIG & TIG Welding	4cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 18cr/hrs

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 108	Oxyfuel Welding	4cr
WLDT 120	General Welding Applications	3cr
IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr

Term 2 – 18cr/hrs

WLDT 105	Arc Welding I	4cr
WLDT 107	Advanced Arc Welding	4cr
WLDT 112	Gas Metal Arc Welding (GMAW) I	3cr
WLDT 141	MIG & TIG Welding	4cr
CJ 221	Interpersonal Communications	3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY (62 credits)

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree; or for students seeking qualification for entry level work in the welding trades.

Consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Writing and Speaking (3):

ENGL 100	Writing Standard English	OR	
ENGL 110	Accelerated Composition		3cr
CJ 221	Interpersonal Communications		3cr

Computer Literacy (3):

IT 101	Computer Fundamentals	OR	
DRFT 115	AutoCAD Level I		3cr

WELDING TECHNOLOGY CORE (53):

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 105	Arc Welding I	4cr
WLDT 108	Oxyfuel Welding	4cr
WLDT 112	Gas Metal Arc Welding (GMAW) I	3cr
WLDT 120	General Welding Applications	3cr
WLDT 130	Pipe Welding	4cr
WLDT 141	MIG & TIG Welding	4cr
WLDT 201	Welding Metallurgy	4cr
WLDT 205	Art Welding II	3cr
WLDT 212	Gas Metal Arc Welding II	4cr
WLDT 230	Pipe Welding II	3cr
WLDT 241	MIG & TIG Welding II	3cr
WLDT 251	Layout & Fabrication	3cr
WLDT 295	Welding Practicum	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 15cr/hrs

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 108	Oxyfuel Welding	4cr
IT 101	Computer Fundamentals OR	
DRFT 115	AutoCAD Level I	3cr

Term 2 – 17cr/hrs

WLDT 105	Arc Welding I	4cr
WLDT 112	Gas Metal Arc Welding (GMAW) I	3cr
WLDT 120	General Welding Applications	3cr
WLDT 141	MIG & TIG Welding	4cr
CJ 221	Interpersonal Communications	3cr

Term 3 – 15cr/hrs

WLDT 130	Pipe Welding	4cr
WLDT 201	Welding Metallurgy	4cr
WLDT 212	Gas Metal Arc Welding II	4cr
WLDT 241	MIG & TIG Welding II	3cr

Term 3 – 15cr/hrs

WLDT 205	Art Welding II		3cr
WLDT 230	Pipe Welding II		3cr
WLDT 251	Layout & Fabrication		3cr
WLDT 295	Welding Practicum		3cr
ENGL 100	Writing Standard English	OR	
ENGL 110	Accelerated Composition		3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706

COURSE DESCRIPTIONS

This section lists, in alphabetical order, all courses that may be taught at the Gallup campus of UNM. All courses may not be offered each semester; please consult the Schedule of Classes each semester for current offerings.

Courses designated "(Main Campus Course)" are also taught at UNM Albuquerque and listed in their catalog.

Δ May be repeated for credit.

AMERICAN STUDIES (AMST)

185 Introduction to Race, Class, Ethnicity (3)
An interdisciplinary introduction to the issues of race, class and ethnicity in American life and society. (Main Campus Course)

186 Introduction to Southwest Studies (3)
Provides both an introduction to the complex history and culture of the Southwestern United States and a demonstration of the possibilities of the interdisciplinary study of regional American Culture. It is multi-cultural in its content as it is multidisciplinary in its methodology. (Main Campus Course)

ANTHROPOLOGY (ANTH)

101 Introduction to Anthropology (3)
Surveys the breadth of anthropology, introducing students to archaeology, biological anthropology, ethnology, human evolutionary ecology and linguistics. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

130 Cultures of the World (3)
Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

150 Evolution and Human Emergence (3)
Fundamentals of biological anthropology and principles of organic evolution, in relation to the biology, ecology and behavior of primates and fossil humans. Biological anthropology concentrators are required and others are encouraged, to enroll concurrently in 151L. Meets New Mexico Lower-Division General Education Common Core Curriculum Area. (Main Campus Course)

151L Human Evolution Laboratory (1)
The factual basis of human evolution, from the comparative study of living and fossil primates to interpretations of recent human fossils. Recommended, but not required, that this be taken concurrently with 150. Two hours lab. (Main Campus Course)

230 Topics in Current Anthropology (3, no limit Δ)
Experimental courses on topics of current interest. (Main Campus Course)

ARCHITECTURE (ARCH)

111 Introduction to Architectural Graphics (3)
Laboratory, lectures, and exercises to learn graphic representation methods. Emphasis is on the use of drawing to record and communicate architectural topics. (Main Campus Course)

121 Introduction to Architecture (3)
Lectures and exercises introduce architecture, design, and the creative process through an analysis of their social, historical, and technical determinants. Emphasis on 20th and 21st century architecture with an introduction to the profession and sustainability. (Main Campus Course)

ART HISTORY (ARTH)

101 Introduction to Art (3)
A beginning course in the fundamental concepts of the visual arts; the language of form and the media of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

201 History of Art I (3)
Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque and Gothic Art. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

202 History of Art II (3)
Western art from the Early Renaissance to Impressionism. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

250 Modern Art (3)
Major stylistic developments of European and American painting and sculpture from Impressionism to approximately World War II. (Main Campus Course)

251 Artistic Traditions of the Southwest (3)
Interrelationships of Native American, Hispanic and Anglo cultures from prehistoric times to the present, emphasizing the major forms of expression- pottery, textiles, jewelry, architecture, painting and photography. Slide supplemented by museum exhibits. Spring. (Main Campus Course)

ART STUDIO (ARTS)

106 Drawing I (3)
Basic drawing concepts, including the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure. Fall, Spring. (Main Campus Course)

121 Two-Dimensional Design (3)
Emphasis on elements of line, form, value, color theory, painting principles and visual vocabulary. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills. Fall, Spring. (Main Campus Course)

125 Art Practices I (3)
This an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art making today. Art Practices1 will investigate issues of LIGHT, FRAME and MARK.

157 Small Scale Metal Construction I
(3 To A Maximum of 6)
Introduction to the basic fabrication methods as they relate to object-making and small-scale sculpture. Fall, Spring. (Main Campus Course)

168 Introduction to Ceramics [Ceramics I]
(3 To A Maximum of 6)
Comprehensive introduction to the terms, concepts, historical, and technical information that support creative development. Includes hand building and throwing, basic clay bodies, slip and glaze, oxidation, reduction, and atmospheric firing. Fall, Spring. (Main Campus Course)

187 Introduction to Photography (3)
This is a hands-on course introducing contemporary techniques, technologies, underlying concepts, and practitioners of fine art photography. ARTS 187 is a foundation course designed to prepare students for ARTS 188. Fall, Spring. (Main Campus Course)

188 Visualizing Ideas (3)
This course will help students use photography to develop their ideas conceptually. Students will work in both a traditional and an experimental manner with a variety of photographic processes and technologies to advance the visual presentation of their ideas. Prerequisite:187.(Main Campus Course)

205 Drawing II (3)
Further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media. Prerequisite: 106. (Main Campus Course)

207 Painting I (3)
Painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems. Prerequisite: 106. Fall, Spring. (Main Campus Course)

208 Painting II (3)
Continued exploration of the painting concepts and techniques, presented in 207. Working from imagination as well as observation, emphasizing the expressive potential of the medium. Prerequisite: 207

257 Small Metal Construction II
(3 to a maximum of 6)
A continuation of 157. Fabrication skills are further developed and refined. Emphasis is on developing a deeper understanding of form/content as it relates to intimate scale. Prerequisite: 157. Fall, Spring. (Main Campus Course)

268 Ceramics: Materials and Aesthetics.
[Ceramics II] (3 to a maximum of 6)
Continuation of 168 with emphasis placed on the mastery of forming, surfacing, and firing processes, expanded critical awareness, and the development of a personal aesthetic. Open-ended and self-selected project. Individual and group critiques. Prerequisites: 168. (Fall, Spring) (Main Campus Course)

287 Black and White Photography II (3)
Concentrates on black and white photographic techniques: film processing and fine black and white printing. {Offered upon demand} (Main Campus Course)

293 Beginning Watercolor Painting I (3)
Painting on site with emphasis on landscape using basic techniques of various water-soluble media. Includes lecture, demonstration, practice, and critique. Suggested prerequisite: 106.

AUTOMOTIVE TECHNOLOGY (AUTT)

111 Automotive Testing and Diagnosis (6)
Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

115 Brake Systems (6)
The study of modern brake theory including drum and disc-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.

130 Electrical System Repair (6)
Electrical theory and diagnosis. Starting, charging, lighting and related electrical systems in automotive application will be studied.

157 Steering and Suspension (6)
A detailed study of steering and suspension components and their repair and alignment. Prerequisite: 150* or equivalent.

167 Emission Control Service (3)
To familiarize the student with the various emission control devices including functions, diagnosis, repair, and/or service.

170 Heating and Air Condition (6)
Covers the basic and advanced instruction of the latest heating and air-conditioning systems, also the testing, diagnosis and repair of A/C compressors and components.

203 Automotive Engine Overhaul (6)
To teach students the repair and overhaul procedure performed on a gas engine.

210 Drive Train Overhaul (6)
Repair and overhaul of drive train components such as clutch, manual transmission, transfer case and differentials found on 2-wheel, 4-wheel and front wheel drive vehicles.

213 Automatic Transmission Overhaul (6)
A detailed study of the overhaul procedures on all current domestic automatic transmissions.

230 Electrical System Overhaul (3)
To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

293 Automotive Technology Topics (1-6)
A heading for special course offerings, seminars and workshops in various areas of automotive technology. The special offerings will be taught by regular faculty and will focus on topics of special concern on an as-needed basis.

295 Practicum in Auto Technology
(3 to a maximum of 9)
The student will work on the Gallup Campus in an assignment involving a variety of tasks equivalent to the functions and responsibilities of the line mechanic or parts counter person.

299 Co-op Education in Automotive Technology (3-6)
The student will work in a garage or training facility in the Gallup area and at the same time will be attending the college during part of the day. May be repeated for a maximum of 12 hr..

BIOLOGY (BIOL)

110 Biology Non-Majors (3)
Biological principles important for the non-major in today's world. Ecological, evolutionary and molecular topics. Three lectures. **(Credit not allowed for both 110 and 123/124L.)** Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Fall, Spring. (Main Campus Course)

112L Biology Laboratory for Non-Majors (1)
An optional laboratory which may be taken concurrently with or subsequent to 110. One 3-hr. lab per week including plant and animal diversity, techniques and investigation of current issues. Meets New Mexico Lower Division General Education

Common Core Curriculum Area III: Science. Pre- or co-requisite: 110 Fall, Spring. (Main Campus Course)

123 Biology for Health Related Sciences and Non-Majors (3)
Principles of cell biology, genetics, and organismic biology. **(Credit not allowed for both 123 and 110.** Not accepted toward a Biology major.) Fall, Spring. (Main Campus Course)

124L Biology for Health Related Sciences and Non-Majors Lab (1)
One credit optional laboratory to accompany 123. Pre- or co-requisite: 123. Fall, Spring. (Main Campus Course)

136 Human Anatomy and Physiology for Non-Majors (3)
Fundamental concepts of human physiology stressing the relationship of structure to function at the cellular and gross anatomical levels. May be taken independently of 139L. Not accepted toward biology major. 3 hr lecture. (Credit not allowed for both 136 and either 237 or 238.) Prerequisite: ENGL 101. Suggested or recommended also: HCHS 113. Fall, Spring.

139L Human Anatomy and Physiology Laboratory for Non-Majors (1)
Laboratory exercises, demonstrations and dissection in anatomy and physiology. Pre- or co-requisite: 136. 3 hr. lab. (Credit not allowed for both 139L and either 247L or 248L.) Fall, Spring.

200 Human Anatomy and Physiology for the Health Related Sciences (4)
Designed for health career students. Emphasis is on the structure and function of the cardiovascular, respiratory, digestive, urinary, endocrine, reproductive systems. Integration of these systems in servicing cell needs will be the unifying theme. Laboratory topics will be integrated with lectures. Prerequisite: BIO 136 or consent of instructor. Fall, Spring.

201L Molecular and Cell Biology (4)
The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication and the cell cycle. Three lectures, 1 discussion section. **Prerequisite:** CHEM 121 or 131 and CHEM 123L. **(Credit not allowed for both BIOL 201 and 219.)** Fall (Main Campus Course)

227L Human Anatomy and Physiology Lab I (1)
Laboratory work with dissections. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237. Prerequisite or co-requisite: BIOL 237. 3 hr. lab. Fall. (Main Campus Course)

228L Human Anatomy and Physiology Lab II (1)
Continuation of BIOL 227L. Topics integrated with BIOL 238. Pre- or co-requisite: BIOL 238. 3 hr. lab. Spring. (Main Campus Course)

237 Human Anatomy and Physiology I for the Health Sciences. (3)
An integrated study of human structure and function to include histology, skeletal, muscular, and nervous systems. Prerequisites: (123 and 124L) or 201L and CHEM 111L or (CHEM 121L and CHEM 123L). Three lectures. Fall. (Main Campus Course)

238 Human Anatomy and Physiology II for the Health Sciences (3)
A Continuation of 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Prerequisite: 237. Three lectures. Spring. (Main Campus Course)

239 Microbiology for Health Sciences and Non-Majors (4)
Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a Biology major or minor. Prerequisites: (123/124L) and CHEM 111L or (CHEM 121L and 123L) or 201 and CHEM 111L or (CHEM 121 and 123L).
Credit not allowed for both 239 and 351-352L (Main Campus Course)

293 Topics in Biology (1-4)
A course offering special topics and responding to local needs and interests. (Main Campus Course)

BUSINESS MANAGEMENT & TECHNOLOGY (BSTC)

103 Introduction to Business (3)
Course will acquaint students about business. Topics cover all aspects of business: economics, management, marketing, technology, production and finance.

114 Customer Service Relations (1)
Course is designed to provide the student with an understanding of the importance of customer service in a service economy. Topics include customer expectations, corporate expectation and customer satisfaction.

202 Microcomputer Accounting (3)
Prerequisite: MGMT 101. Students apply accounting theory using accounting software application.

204 Human Relations in Business (3)
Prerequisites: READ 100 or Compass>=71. ISE100. Acquaints the student with human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.

212 Tax Preparations (3)
Course is an introduction to federal income taxation. The purpose is to understand the principles of income taxes, to be able to locate tax sources, to apply principles and concepts to prepare income tax returns.

218 Business Law I (3)
Prerequisites: READ 100 or Compass>=71. ISE100. Gives students an understanding of basic principles of Business Law and their application to typical business situations. Topics include the legal environment, law of contracts, agency and employment, negotiable instruments, bailments, sale of goods and real property.

291 Independent Study (1-3)
Prerequisites: Permission of instructor. For students who wish to work on an independent study project outside the realm of regular course work.

293 Topics (1-3)
Prerequisite: Permission of instructor. Courses on a variety of subjects offered by need and interest. Different section numbers indicate different topics.

294 Navajo Nation Bar Review (3-6)
Prerequisites: READ 100 or Compass>=71. ISE100. Acquaints students with Navajo Nation law. Helps prepare students to successfully pass the Navajo Nation Bar Exam.

299 Cooperative Work Experience (1-3)
Prerequisite: Permission of instructor. Designed to give students credit for volunteer or paid work experience.

CHEMISTRY (CHEM)

111L Elements of General Chemistry/ Lab (4)
One-semester course in general chemistry, especially for non-science majors in the health sciences except pre-medicine and medical technology. 3 lectures, 3 hr. lab. **(Credit not allowed for both 111L and 121L.)**. Prerequisite: ACT =>22 or SAT=>510 or MATH 103 or 121 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

121 General Chemistry I (3)
Introduction to the chemical and physical behavior of matter. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 153 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or ACT=>25 or SAT Math Section=>570. **Corequisite: 123L.** Fall.
Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

122 General Chemistry II (3)
Continuation of 121. Prerequisite: (121 and 123L) or (131 and 123L) **and** MATH 121 or 123 or 150 or 153 or 162 or 163 or 180 or 181 or 264 or ACT Math=>25 or SAT Math Section=>570.
Pre or corequisite: 124L.
Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

123L General Chemistry I Laboratory (1)
Introduction to basic chemical laboratory principles and techniques. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or ACT=>25 or SAT Math Sections=>570.
Pre or corequisite: 121 or 131 (Main Campus Course)

124L General Chemistry II Laboratory (1)
Experiments illustrating the fundamental principles and techniques of chemistry. (3 hour lab) Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or ACT=>25 or SAT Math Sections=>570.
Pre or corequisite: 122 or 132 (Main Campus Course)

212 Integrated Organic Chemistry and Biochemistry (4)
Survey course interrelating the major principles of organic chemistry and biochemistry with special emphasis toward interest of students in the health sciences. Prerequisite: 111L or 122
(Credit not allowed for both 212 and **301.) (Main Campus Course)

COLLISION REPAIR TECHNOLOGY (CRT)

101 Basic Auto Body (4)
History of Auto Body, auto body materials, parts of an automobile, hand and power tools, methods of strengthening, sheet metal, using fillers for panel repair.

103 Paint & Refinishing Equipment (4)
Detailed study of the uses and properties of paint and refinish equipment, used in the trade for undercoats and topcoats.

105 Auto Welding (3)
Identify the three classes of welding. Explain how to use a MIG welding machine. Identify oxyacetylene welding equipment and techniques. Explain general brazing and soldering techniques used in a body shop. Explain plasma cutting techniques.

106 Restoring Corrosion Protection (4)
Define corrosion and describe the common factors involved in using various materials to protect steel body parts from rusting.

107 Auto Glass/Restraint Systems (4)
Auto glass replacement and restraint systems, restraint system repairs, windshield, door glass, back glass, replacement, operation of air bag system, operation of seat belt, and child safety seat.

110 Repairing Plastic (4)
Theory and design of plastics, their uses and the repair of plastic in the auto field.

115 Advanced Painting (4)
Identify and explain the differences between the two major types of plastic used in automobiles. Identify unknown plastics. Repair minor cuts and cracks in plastics by means of a chemical bonding process. Explain the keys to good plastics welding. Explain the safety precautions used when working with fiberglass.

120 Identification and Analysis of Damage (4)
Teaches theory, diagnosis, basic sheet metal work, steering-suspension, and the difference between perimeter and unibody construction.

121 Replacement of Structural Components (3)
Involves cutting, measuring, and welding a new body panel in place of a badely damaged one. Identify oxyacetylene welding equipment and techniques.

122 Straightening & Measuring Systems I– Non-Structural Analysis and Damage Repair (4)
Measuring principles and techniques is the study of modern measuring concepts and use of reference manual.

124 Straightening & Measuring Systems II–Structural Analysis and Damage Repair (4)
Detailed study of anchoring, pulling equipment, pulling concepts, and stress relieving in body repair.
210 Custom Painting (4)
Modern graphics, frames, design, and pin-striping. New paint systems and spray equipment.

211 Restoration (4)
Restore car and truck to original shape. Leading rust repair panel, replacement of weather strips.

COMMUNICATION & JOURNALISM (CJ)

101 Introduction to Communication (3)
Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication. 2 hr. Lecture and 1 hr. Lab. Offered every year in the fall. (Main Campus Course)

110 Introduction to Mass Communication (3)
(Also offered as MA 110)
The development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics, and technology. Examination of the social, cultural and political impact of the mass media on contemporary society. Offered every year in the spring. (Main Campus Course).

115 Communication Across Cultures (3)
(Also offered as AFST 115.) An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. The class

seeks to identify, honor and enhance the strengths of different cultural perspectives. (Main Campus Course)

130 Public Speaking (3)
A performance course that deals with the analysis, preparation and presentation of speeches. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. (Main Campus Course)

171L Intro to Media Writing (3)
Practical introduction to journalism, emphasizing journalistic conventions and gathering and writing of news for the print and broadcast media. Language and typing skills required. Prerequisites: ENGL 120 or ACT English=> or SAT Evidence-Based Reading and Writing=>700. (Main Campus Course)

220 Communication for Teachers (3)
Concepts and practices of interpersonal, small group and public communication pertinent to classroom teachers at the elementary, middle, and secondary levels of education. (Main Campus Course)

221 Interpersonal Communication (3)
Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communication skills in different situations. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. (Main Campus Course)

225 Small Group Communication (3)
Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution, and creative decision-making methods. (Main Campus Course)

293 Topics (1-3)
Courses in various topics. For example, Broadcasters License, etc. (Main Campus Course)

COMMUNITY AND REGIONAL PLANNING (CRP)

165 Social Issues in Urban and Regional Development (3)
Introduction to the social, economic, political and physical factors involved in the development of cities and towns. Emphasis on the nature of urban form as a reflection of the prevailing past and present political economy of society.

181 Environmental Issues in a Changing World (3)
Development of the major issues, concepts and methods emerging from the relationship of social systems and the natural environment. Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavior Sciences

COMPUTER SCIENCE (CS)

150L Computing for Business Students (3)
Prerequisite: Math 120. Students will use personal computers in campus laboratories to learn use of a word processor, a spreadsheet, and a database management system. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science. (Main Campus Course)

151L Computer Program Fundamentals for Non-Majors
and Basic Knowledge Gain (3)
Prerequisite: Math 150. An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. (Main Campus Course)

CONSTRUCTION TECHNOLOGY (CNST)

101 Layout and Framing (4)
A study of wood form construction techniques which include methods of wall, roof and deck framing. Planning the layout of structural members is emphasized. Stress and strain on these structural members is studied in conjunction with the structural capacities of various types of wood and other materials. These courses consist of lab and classroom experiences. Fall.

102 Roofing and Siding (4)
A study of roofing and siding materials; the durability, disadvantages, and advantages of application. Includes examination of fastening devices. Taught through classroom and lab experience. Spring.

103 Exterior Finishing (4)
A study of exterior trim techniques; selection of doors and windows; method of installing doors and windows. Includes paint, stain, and prefabrication materials. Taught through lab and classroom experiences. Fall.

104 NCCER Core (4)
Required introduction to the National Center for Construction Education and Research for certification. Topics studies include basic math, communications, prints, methods and ethics. Students demonstrate skills level through laboratory assignments.

105 Interior Finishing (4)
A study of the interior of a building which includes methods of wall, ceiling, and floor finishing. The use of different types of covering, paint, paneling, and texture, will be emphasized. The installation of decorative tile for bathroom, kitchen, and floors will be explored. Spring.

106 Cabinet Building (4)
A study of cabinet making. Students will have the opportunity to make kitchen, bathroom and special cabinets. Includes construction methods of cabinet making as well as various finishing techniques. Counter top materials, such as Formica, will be examined. Taught through classroom and lab experience. Fall.

109 Plumbing Theory I (3)
Covers occupational introductions, human relations, safety, tools and equipment used in plumbers trade, plumbing components, sizes of various residential and commercial plumbing systems, pipe fittings, pipe joining and cost estimation. Fall.

110 Concrete Block Construction (4)
A study of concrete block construction which includes the use of the different types of tools used in laying block. The importance of block footings and foundations and basement walls, as well as load bearing partitions, will be emphasized. Fall.

114 Solar Adobe (4)
Passive solar and thermal mass theory, design, and construction methods for residential construction. Students design and build a personal or community services project.
Prerequisite: CNST 104.

115 Concrete Pouring and Finishing (4)
A study of the use of concrete in building construction. The use of power tools and hand tools to finish walls and work will be demonstrated. Spring.

118 Alternative Construction (4)
This course will survey the many different types of alternative building construction in use today. Our focus will be on the

Southwest, with an emphasis on those types of construction appropriate for the skills and budget of owner-builder. Course study will include readings, lectures, discussions, guest presentation, videos, and several field trips to demonstration projects.

120 Principles of Electricity (4)
A study of A.C. and D.C. circuits and components. Practical applications of electrical principles are stressed. Includes assignments on circuit boards and calculations according to formulas of electrical functions. The working principles and proper use of various types of electric motors will be examined. Taught through classroom and limited lab experience. Fall.

121 Electrical Wiring (4)
A study of wiring procedures including electrical service entrances, switching circuits, fuse and circuit breakers, and ground fault interrupter circuits.

122 Commercial Wiring (3)
Commercial electrical wiring will be studied using New Mexico State codes and the National Electric Code as references. Wiring problems in locations such as restaurants, offices, and various businesses will be reviewed. Studies may include lighting, motor controls, appliance circuits, and other electrical projects. Fall.

124 Sustainable Energy (4)
Introductory level course study of sustainable alternative energy systems. The focus of the Photovoltaic course is theory, technology, and preparation for certification of students to do commercial installations.

140 Central Heating Systems (4)
A study of the design and installation of heating systems as well as material of calculating the heat loss structures. It will include hydronic, forced air and electrical heating systems. A section of this course examines modern insulating materials and their use in reducing the cost of heating. Taught through classroom and lab experiences. Fall.

174 Design for Green Building (4)
The course is designed to explore and educate students in sustainable building technology. Students will study past, current practices and future best practices for green design and building.
Prerequisite: CNST 104.

204 Timber Framing (4)
Green building focus related to structural wood construction, Timber, post and beam, logs, and similar topics using new sustainable products such as structural insulated panels.

206 Advanced Cabinet Making (4)
An in-depth study of cabinet making in which both methods of cabinet making and practical aspects of cabinet making will be covered. Spring.

208 Furniture Construction (4)
The design and construction of various types and styles of furniture including functional analysis thereof. Fall, Summer.

220 Residential Electrical Code (3)
A preparatory course to apply for the New Mexico Residential Electrical Contractors license. No assurance of actual issuance of a license is given with this course. Spring.

240 Central Heating Systems II (4)
This course continues from HVAC I and completes the qualifications for Level 1 NCCER HVAC certification process. It continues with the principles of heating, ventilation, and air conditioning, career opportunities in HVAC and apprenticeship program.

293 Construction Technology Topics (1-6)
For special course offerings, seminars, workshops in various areas of construction. Taught on an as-needed basis. Upon demand.

295 Practicum (3-9)
An individualized course of study within the psychomotor domain. Upon demand Prerequisite: Program Coordinator approval.

299 Cooperative Education In Construction Technology (3-6)
This course provides actual work experience. Upon demand Prerequisite: instructor approval.

COSMETOLOGY (COSM)

110 Theory of Cosmetology I (3)
Theoretical training in hygiene, bacteriology, sterilization, sanitation, rules and regulations of State Board and related practical areas.

111 Theory of Cosmetology II (3)
Theoretical training in finger weaving, wigs, chemicals, hot work, skin and hair disorders. State Board rules and regulations and relative practical areas.

120 Manicuring I (2)
Introduction and application on practice hands and patrons. Massage, sanitation, sterilization, State Board rules and regulations.

121 Manicuring II (2)
Introduction to nails, tips, and wraps. Application on practice hands and patrons.

130 Permanent Wave, Shampooing & Styling I (3)
Introduction and practical application on mannequins covering all areas of Cosmetology.

131 Permanent Wave, Shampooing & Styling II (4)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 130*.

140 Haircutting/Scalp Treatment/Hair Coloring/Facials I (4)
Introduction and practical application on mannequins. Covering all areas of Cosmetology.

141 Haircutting/Scalp Treatment/Hair Coloring/Facials II (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

212 Theory of Cosmetology III (3)
Theoretical training in anatomy, electricity, chemistry, hygiene and good grooming, visual poise and salon management. Final State Board Exam.

220 Stropping/Honing/Shaving (2)
This course includes the care and styling of scalp and facial hair. It will provide a basic understanding of Barbering and its history. Emphasis is placed on proper use of instruments, personal hygiene, sanitation, recognition of common disorders/diseases and State Board rules and regulations affecting the cosmetologists performing services on clients. This subject is taught by lectures, visual aids, demonstrations, conferences and assigned projects. 50 contact hr..

232 Permanent Wave, Shampooing & Styling III (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 131*.

242 Haircutting/Scalp Treatment/Hair Coloring/Facials (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

250 Cosmetology Lab I (1-3)
Practical application on mannequins. Review of all areas of Cosmetology.

251 Cosmetology Lab II (1-3)
Practical application on patrons. Review and final State Board Exam in all areas of Cosmetology.

252 Cosmetology Lab III (3)
Practical application of Cosmetology theory. Students will work with clients in a clinic setting and will complete the number of clock hr. required by the State Board of Cosmetology to be eligible to take the State License Exam.

260 Salon Management (2)
Practical training in Business Management, salesmanship, bookkeeping, inventory control and professional attitudes and development.

270 Professional Conduct (1)
Preparation in knowledge and skills to meet the needs of students using methods and practices for instruction in Cosmetology classrooms and clinics. Fall, Spring.

271 Lesson Planning (4)
The methods, principles and procedures for construction of Lesson Plans for Practical and Theory areas. Fall, Spring.

272 Methods of Teaching (4)
The focus is on a variety of teaching methods and strategies, which are appropriate for secondary and post-secondary vocational educators. Fall, Spring.

273 Evaluation (3)
Construction and use of Instructor made tests, procedures for hands-on testing. Procedures for determining and reporting grades and procedures for evaluating instructional effectiveness. Fall, Spring.

274 Clinic Management (6)
The focus is on practical clinic management techniques. Records and reports of student progress for the NM State Board of Cosmetology and the Cosmetology Department. Monitoring safety requirements and equipment maintenance. Developing methods for client-student relations. Fall, Spring.

275 Cosmetology Teaching Aid (4)
Selection of relative visual aids for classroom instruction. Develop handouts, performance and visual aid materials to be used in clinic and classroom. Fall, Spring.

276 Classroom Management (6)
Includes techniques and procedures to provide instructors with skills for managing groups of students. Content: Classroom atmosphere, records, reports, safety, sterilization, sanitation and supervision. Fall, Spring.

277 Classroom and Clinic Supervision (6)
Develop practical clinic management techniques. Supervision of student skills in classroom and clinic situations. Fall, Spring.

278 Cosmetology Law (2)
Designed to meet the requirements of the NM State Board of Cosmetologists Rules and Regulations Statutes. 1990. Fall, Spring.

291 Independent Study (3-9)
Designed for students to study research, selected topics, issues and/or problems in Cosmetology. Prerequisite: Permission of Program Coordinator. Fall, Spring.

293 Cosmetology Topics (1-6)
Special course offerings, semesters, workshops in various areas of Cosmetology as needed. Prerequisite: Permission of Program Coordinator. Fall, Spring.

CRIMINAL JUSTICE (CRJS)

105 Fitness I (2)
Introduction to wellness as it relates to law enforcement. Nutrition, health risks, stress control, strength, and conditioning will be covered. Strength and aerobic conditioning will be stressed.

108 Defense Tactics (2)
Instruction on techniques used in controlling compliant and non-compliant suspects, weapon recovery, arrest techniques, control tactics, including defense from intermediate weapons. Includes classroom instruction and hands-on activities.

111 Introduction to Criminal Justice (3)
Criminal Justice

112 Administration of Justice (3)
Discern the fundamental characteristics and issues that make criminal justice different from criminology. Discuss base criminological theories and how they differ.

132 Introduction to Criminology (3)
An interdisciplinary study of the major types of criminal behavior: factors which contribute to the production of criminally and delinquency, methods used in dealing with violators, definition of crime, crime statistics, theories of crime causation, crime typologies; social consequences of crime.

171 Forensic Science (3)
The course provides the non-science major with an introduction to forensic science. The course creates a basis for understanding many of the concepts and techniques on which forensic science is built, such as those associated with crime scene processing, physical evidence, microscopy, fingerprints, firearms, DNA.

201 Criminal Law I (3)
Historical development and philosophy of law: definitions, components of the system. Primary emphasis in law enforcement. Prerequisite: Permission of instructor.

210 Criminal Justice and Community Relations (3)
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship between the community and the law enforcement element to control crime. A variety of topics are studied, including citizen involvement in crime prevention, police officer interpersonal relations, and communications between the community and the law enforcement agency.
Prerequisites: CRJS 111, 112, 132 and 222

221 Criminal Investigation (3)
Study of the criminal investigation process which includes crime scene management, evidentiary concerns, sources of information, and interview concepts. Spring.

222 Constitutional Criminal Procedures (3)
This course is an in-depth analysis of criminal evidence rules in the United States. Topics include trial procedures, examination of witness, real/physical evidence, circumstantial evidence, hearsay evidence and exceptions, privileged communications, declarations against interest, and judicial notice.

230 Introduction to Corrections (3)
"Comprehensive survey of measures used, with and without confinement, under provision of penal law." (SFASU Catalog) Essentially, this course is an overview of the four primary means of "correcting" offenders; jail, prison, probation, and

parole. All involve a combination of some form of punishment and rehabilitation.

231 Controlled Substance (3)
Use and abuse of drugs; nature, therapeutic action, toxicology, chemical and physical identification of select drugs; scientific, official, trade and slang terminology; legal aspects and classification. Upon demand.

233 Traffic Control & Accident Investigation (3)
This course will prepare students to identify traffic safety concerns, identify common traffic laws and how to enforce them. It prepares student on accident scene investigations as well.

235 Police Procedures and Police Tactics (3)
The course prepares students on methods of engagement with the public on various contact incidents in police work including crime scenes, accidents, domestic violence, hazardous chemical spills and first line responder.

260 Juvenile Justice and Delinquency (3)
Examines the history and development of juvenile justice theories, procedures, and institution

291 Independent Study (3)
Designed for the student to study research selected topics, issues and or problems in law enforcement and criminal justice. Fall, Spring. Prerequisite: Permission of Department Chairperson.

292 Criminal Justice Internship (3)
Planned program of observation and practical experience in selected criminal justice agencies representing the major classification corpus delicti and punishment of various criminal acts; legal research and case study. Fall, Spring, Summer.

293 Topics In Criminal Justice (1-6)
A heading for a forum of special course offering, seminars and workshops in various areas of criminal justice. Upon demand.

CULINARY ARTS (CART)

101 Introduction to Culinary Arts (3)
Course is designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work.
Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. Also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

102 Soups, Stocks, and Sauces (3)
Stocks are the backbone of any cuisine on which much of the kitchen depends. Students are introduced to simmering, emulsifications and knife skills and engage in the production of basic stocks while learning classical vegetable cuts.
Students will practice production of leading sauces, emulsion, compound, and independent sauces and learn to prepare a variety of soups.

108 ServSafe® Manager (3)
SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING: National Restaurant Association's food safety training covers these concepts: the importance of Food Safety, Good Personal Hygiene, Time and Temperature Control, Preventing Cross-Contamination, Cleaning and Sanitizing, Safe Food Preparation, Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food, HACCP (Hazard Analysis and Critical Control Points), Food Safety Regulations.

109 Table Top Service (3)
An introduction to the various styles of table service and service standards required of professional wait personnel. Guest relations, order taking, and organization of the dining room will be studied. Students will gain experience through practice within a simulated service environment. Beverage management issues include inventory & purchasing, proper use of glassware, and serving

110 Culinary Arts Internship (3)
This is a work based learning experience in which a three-way partnership is established between the school, an employer or business, and the student for the purpose of providing practical education to the student through productive work opportunities. Experiences take place in a workplace setting and offer teachers and students the opportunity to see a relationship between school courses and career choices.

151 Advanced Basics of Pastry Art (3)
This course will focus on skill development to be able to produce a variety of classic pastries. Included will be: doughs, pastry creams and fillings chocolates, tortes, tarts, mousses Danish and flakey pastries, flourless tortes, etc. In addition to expanding the repertoire of recipes and refining techniques, focus will be on the appearance and presentation of dishes.

DESIGN & DIGITAL MEDIA (DDM)

101 Introduction to the Macintosh Computer (3)
Introduces students to basic functions of the Apple Macintosh computer through the use of selected application software. Topics include opening, saving and printing documents, copying and pasting information, networking, and computer-related health issues.

110 Introduction to Graphic Design (3)
An introductory level course designed to familiarize students with the principles governing good design as it applies to visual communication. Students are acquainted with the history and evolution of graphic design, as well as the terminology and processes necessary to produce printed material in a computer-based design studio environment.

111 Digital Image Editing I (3)
Prerequisites: DDM 101 and DDM110 or Instructor's Permission. Introduces the concepts and techniques employed in the electronic manipulation of digital images. The course features the use of Adobe Photoshop software. Students are guided by a step-by-step tutorial.

131 Page Layout I (3)
Prerequisites: DDM 101, DDM 110, & DMM 280. Introduces the principles of electronic page composition for advertising and publishing. Students learn to use professional page layout software.

141 Computer Illustration I (3)
Prerequisite: DDM 101, Pre- or Co-requisite: 110 or permission of instructor. Introduces students to the concepts and techniques of computer illustration using a step-by-step tutorial for Adobe Illustrator software. Students build on skills learned in other Design & Digital Media courses and add to these the use of Bezier curves, paths and points, color blends and fills and non-linear text for the purpose of creating computer based graphic designs, page formatting and Web page design.

151 Multimedia Authoring I (3)
Prerequisites: DDM 101 Pre- or Co-requisite: 110. Examines the concepts and methods used in the development of this new form of communication. Topics include project design, interactive programming, and the effective use of color images, animation, video and sound.

171 Web Publishing I (3)
Prerequisite: DDM 101, Pre- or Co-requisite: 110, BSTC 122 or permission of instructor. An introductory level course designed to familiarize students with basic concepts of

electronic page design, creation, and publication. Focuses on the use of Adobe PageMill (an Internet authoring tool) to create web pages, preparing photos and graphics for web pages using Adobe Photoshop and Adobe Illustrator. Basic usage of HTML (Hypertext Markup Language) is covered as well.

212 Digital Image Editing II (3)
Prerequisites: DDM 111 or permission of instructor. This course builds on the skills developed in DDM 111. Topics include scanning, masking and selection techniques, formatting files for export to page layout programs, object layering, and the retouching of photographic images.

232 Page Layout II (3)
Prerequisites: DDM 131, 101, 110 and 280.
Building on skills developed in DDM 131*, this course elaborates on concepts essential to professional page design.

242 Computer Illustration II (3)
Prerequisites: DDM 101* & 110*. This course teaches more advanced techniques of computer design and illustration. Topics include the use of filters for stylistic effect, trapping techniques, color separations, and the conversion of continuous tone images to line art.

245 3-D Illustration (3)
Prerequisite: DDM 101*, 110*, 111* or permission of instructor. An advanced examination of the principles and techniques of 3-D computer illustration. Topics include rendering of bitmapped and Postscript artwork, lathing, extruding, texture mapping and the creation of animated sequences for use in multimedia presentations.

260 Digital Video I (3)
Prerequisites: DDM 101*, 110*, 111*, 151* or permission of instructor. Introduces students to digital video communication, including video capture, editing, and playback of digital movies. Hands-on experience with Adobe Premiere software, and discussion of the role of this new medium.

281 Portfolio Development (3)
Designed to assist students in preparing a portfolio of their work for professional presentation. Course work covers traditional and electronic portfolio development and presentation, as well as refining design and technical skills.

291 Independent Study (1-3)
Permission of instructor required. Designed for students who wish to work on an independent study project outside the realm of regular course work.

293 Topics (1-3)
Courses on a variety of topics are offered according to need and interest in order to explore emerging technologies in the area of graphics communications. Different section numbers indicate different topics. Upon demand.

295 Practicum (3-6)
An individualized course of study for the student to develop a particular area of interest in Design & Digital Media and produce a portfolio of work. Consultation with the Department Chair required.

296 Internship (3)
Prerequisites: DDM 101*, 110*, 111*, 131* or 232*, 141* or 242* or permission from instructor. Repeatable one time for maximum of 6 credits. A culminating course in which the student will gain work experience in a business, institution, or education facility in the Gallup area. The internship could be, (but not limited to) work with: graphic design company, print shop, advertising agency, publisher, museum (interpretative displays), and computer instructional aide.

DRAFTING TECHNOLOGY (DRFT)

115 Auto CAD Level I (3)
Students build CAD skills, create production drawings, and develop a CAD library of symbols. Prerequisite: DRFT 105 or instructor approval.

125 Auto CAD Level II (3)
Students build skills from AUTO CAD I, utilization of software and 3-D drawing concepts. Prerequisites: DRFT 115*.

141 Architectural Drafting I (3)
An introductory course in drafting designed to help the student interpret the ideas of others and to express his/her own ideas in an understandable manner through drawings. It will stress the necessary skills and processes used in architectural drafting. The students will have the opportunity to develop their own originality and ingenuity. Taught through classroom and laboratory experiences.

241 Architectural Drafting II (3)
Principles of architectural design and residential/light commercial construction. Development and use of elevations, plans and details for designing and developing residential structures and light commercial, working drawings to include pictorial drawings and portfolio development. Prerequisite: DRFT 141*.

EARTH AND PLANETARY SCIENCE (EPS)

101 How the Earth Works – An Introduction to Geology (3)
A fascinating tour of our active planet. Explore earth's materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global warming and other topics. Students are encouraged but not required to enroll concurrently in 105L. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

105L Physical Geology Laboratory (1)
Minerals, rocks, and topographic and geologic maps; field trips. Co-requisite: 101. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Pre- or co-requisite: 101. (Main Campus Course)

110 Topics in the Earth Sciences (1-3)
Eight- to 16 week courses on selected topics relating directly to the human experience, e.g., Volcanos, Extinctions, Weather, Earthquakes, New Mexico's Water, Soils Nuclear Hazards, Geomagnetism, Albuquerque Filed Geology and the Geology of Everyday Life.

201L. [102L.] Earth History.
[Historical Geology.] (4)
Origin and history of the earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth history is interpreted from the geologic rock record. Prerequisite: 101 or ENVS 101; pre- or corequisite:105L or ENVS 102L. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Science. (Main Campus Course)

EARLY CHILDHOOD MULTICULTURAL EDUCATION (ECME)

101 Child Growth, Development, and Learning (3)
This basic course in the growth, development, and learning of young children, pre-birth through age eight, provides students with the foundation for becoming competent early childhood

professionals and with knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognition, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized.

103 Health, Safety, and Nutrition (2)
This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury.

108/110 Early Childhood Practicum I & II (2)
Students work in an approved early childhood setting 4 hr. a week, enabling them to practice competencies learned through course work and texts. Students will interact with culturally and developmentally diverse children and programs; interview parents; plan, develop, and implement appropriate curriculum plans; and evaluate their personal teaching strategies.

111 Family and Community Collaboration (3)
This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program will be included.

115 Guiding of Young Child (3)
This class explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be explored. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners.

117 Curriculum Development and Implementation I (3)
This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: Curriculum Development and Implementation Practicum I

117L Curriculum Development and Implementation Practicum I (2)
This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. This practicum experience can be completed in one or more of the following: infant/toddler, preschool and/or primary grades (K - 3rd grade). Co-requisite: Curriculum Development and Implementation I

202 Introduction to Reading and Literacy Development (3)
This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading, and oral language in the home and school contexts will be addressed. Major instructional approaches and strategies to support children's emergent literacy and reading skills will be presented.

217 Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3 (3)
The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included.

217L Curriculum Development and Implementation Practicum II (2)
This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. This practicum experience can be completed in one or more of the following: infant/toddler, preschool and/or primary grades (K - 3rd grade). Co-requisite: ECME 217

220 Assessment of Children and Evaluation of Programs I (3)
This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

225 Administering Programs for Young Children (3)
This course is designed to enable learners to design and implement programs for young children. It also will focus on the crafting of a resource management program and the use of technology. Prerequisite: ECME 105, 203.

230 Professionalism (2)
This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

ECONOMICS (ECON)

105 Introductory Macroeconomics (3)
Economics on a national scale: determination of national income, employment level, inflation, and impact of policies

affecting money supply, interest rates and government programs. Current macroeconomic issues and problems.

106 Introductory Microeconomics (3)
Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption choices. Prerequisites for UNMG students: READ100 or Compass>=71. ISE 100. Math 118. Prerequisite for most upper upper-division courses. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

EMERGENCY MEDICINE (EMS)

106 Emergency Medical Responder (First Responder) (4)
Emergency Medical Responder is 80 hours course designed specifically for personnel who are first at the scene of an accident or emergency. This course offers a foundation for advanced EMS courses.

113 EMT-Basic (8)
A 24 hour required course for EMT-First Responders, Basics, and Intermediates to maintain state and National Registry licensure that reviews current treatment in pre-hospical emergency patient care and updates the student in any changes to the New Mexico Scope of Practice for EMTs. Student must have a current EMT License to take this course.

113 EMT-Basic (8)
Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lecture instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 142. Restriction: Instructor permission.

120 EMT-Basic (3)
Covers the history of emergency medical services and the development of EMS systems and current trends and issues in EMS. Ideal for students considering a career in EMS.

142 EMT-Basic (2)
Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lab instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 113. Restriction: Instructor permission.

143 EMT-Intermediate Lab (1)
Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology. Prerequisite: 113 and 142. Corequisite: 180. Restriction: program permission.

151 EMT-Intermediate Clinical & Field Experience (2)
Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and prehospital experience. Prerequisite: 113 and 142. Corequisite: 180 and 143. Restriction: program permission.

180 EMT-Intermediate (5)
Meets New Mexico requirements for EMT-Intermediate lecture content, including intravenous fluid administration and pharmacology. Prerequisite: 113 and 142. Corequisite: 143. Restriction: program permission.

ENGLISH (ENGL)

NOTE: According to UNM policy, students may only enroll in one course within the sequence per semester.

100 College Reading and Writing (3)
A developmental English course designed to aid the student in acquiring the basic skills needed for college level reading and writing. Emphasis will be placed on reading comprehension and essay writing development.

110 Accelerated Composition (3)
First and second semester of Composition I & II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allowed for both ENGL 112 and ENGL 110 or for both ENGL 112 and 113. Meets New Mexico Lower-Division General Education Common Core Curriculum Area 1: Communications. (Main Campus Course) (NMCCN 1113) (EPW) Prerequisite: ACT English 19-25 or SAT Verbal 450-600 or Compass English >=75.

111-112 Composition I and II (3, 3)
First and second semester of Composition I and II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies Credit not allowed for both 112 and 110, or for both 112 and 113.

111 Composition I (3)
For students with ACT Verbal score of <19; does not count toward Writing & Speaking requirements but does count as elective credit for graduation. This is first of the two-term "stretch" sequence (with ENGL 112); the intention is that students remain with their cohort and their teacher over both courses in successive semesters.
Prerequisite for 111: ACT English >= 16 of SAT Verbal <=400 or Compass English <=67.
Prerequisite for 112:
Restriction for 111: Permission of division.

112 Composition II (3)
Students are placed in ENGL 112 after they have received a grade of "C" or higher in ENGL 111 in the previous term. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower Division General Education Common Core Curriculum – Area 1: Communications (NMCCN 1113). Credit not allowed for both 112 and 110, or both 112 and 113. (EPW)
Prerequisite: ACT English of 17-18 or SAT Verbal of 410-440 or Compass English 68-74.
Restriction: Department permission

113 Enhanced Composition (4)
Covers Composition I and II in one semester with a 1 credit hour lab. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allow for both 113 and 110, or both 113 and 112 (EPW).
Prerequisite: ACT English of 17-18 or SAT Verbal of 410-440 or Compass English 68-74.
Restriction: Department permission

120 Composition III (3)
Can serve as initial composition course for students with ACT Verbal score of 26-28; serves as second course in composition sequence for students who have earned a "C" or higher in ENGL 110, 112, or 113. The University Writing requirement is fulfilled when a student earns a "C" or higher in ENGL 120 or who enters the university with ACT Verbal score of 28 or higher.

150 The Study of Literature (3)
An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writers' techniques increases the enjoyment of their works; relates these techniques to literary conventions; teaches recognition, analysis, discussion of important themes. Does not satisfy Freshman composition requirement (i.e. ENGL 111 and 120). Upon demand. (Main Campus Course)

211 Topics in Literature (3 to a maximum of 6)
Surveys a specific type or area of literature; e.g. the American novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native American literature, Afro-American literature, Medieval and

Viking literature. Primarily for non-majors. Prerequisite: 150. (Main Campus Course)

219 Technical and Professional Writing (3)
Practice in writing and editing of workplace documents, including correspondence, reports and proposals.
Prerequisites: ENGL 120 with a "C" or better, or ACT>28, or SAT>640 or SAT Evidence-Based Reading/Writing (March 2016) =>700; or an equivalent test score that places the student out of ENGL 120.

220 Expository Writing (3 to a maximum of 6)
An intermediate course with emphasis on rhetorical types, structure, and style.
Prerequisites: ENGL 120 with a "C" or better, or ACT>28, or SAT>640 or SAT Evidence-Based Reading/Writing (March 2016) =>700.

240 Traditional Grammar (3)
A study of the basic analysis of English sentences offered by traditional grammar. The course presents terminology and methods for identifying parts of speech, functional units of sentences, and basic sentence patterns. (Main Campus Course)

250 The Analysis of Literature (3)
First course required of all English majors. Concentrates on methods of literary analysis and critical writing. Prerequisite: 120 or its equivalent. (Main Campus Course)

ENVIRONMENTAL SCIENCE (ENVS)

101 The Blue Planet (3)
To understand global change and environmental concerns, this course weaves together an understanding of Earth's lithosphere, atmosphere and oceans and how ecosystems are linked to the physical environment. Students are encouraged but not required to enroll concurrently in 102L. (Main Campus Course)

102L The Blue Planet Laboratory (1)
Introductory environmental earth science laboratory. Includes minerals, rocks and rock cycle, topographic maps, local geology and groundwater, weather and climate. Pre- or co-requisite: 101 (Main Campus Course)

FAMILY STUDIES (FS)

213 Marriage and Family Relationships
Overview of significant research and theories in premarital, marital and family relationships.

281 Introduction to Family Studies (3)
An introduction to the profession of Family Studies including content areas, community agencies and career opportunities. (Main Campus Course)

GENERAL STUDIES (GNST)

093 General Studies (1-3)
General reading and class discussion in topical areas of interest requested by students or community entities. The course will not duplicate any current departmental offerings.

095 Practicum (1-3)

195 Practicum II (1-3)

GEOGRAPHY (GEOG)

101 Home Planet: Land Water Life (3)
World Geography; physical elements. Use of maps and globes for a systematic analysis of world climates, vegetation, soils, and landforms, their distribution, interrelation, and significance to humans. (Main Campus Course)

102 People and Place (3)
World geography; human elements. A systematic analysis of world population, demographic factors, ethnic groups, predominant economies, and political units, their distribution, interrelation, and interaction with the physical earth.
(Main Campus Course)

GERMAN (GRMN)

101-102 Basic German I-Basic German II.
[Basic German] (3,3)
Language course sequence for all beginning students, providing a foundation in reading, writing, and speaking skills for all subsequent courses. (Main Campus Course)

HEALTH CAREERS DENTAL ASSISTING (HCDA)

101 Introduction to Dental Assisting (3)
This course will introduce the student to forehanded dentistry to include: asepsis and OSHA recommendations related to general operative procedures, medical history, vital signs, and charting.

120 Dental Assisting Pre-Clinical I (4)
An introduction to forehanded dentistry including aseptic techniques, moisture control, local anesthesia, instrumentation, dental materials and general operative procedures.

125 Dental Assisting Pre-Clinical II (3)
A continuation of Preclinical I with emphasis on forehanded techniques in the six recognized specialties.

130 Dental Radiology (3)
Instruction in the basic principles of radiation physics, and modern intra- and extra-oral dental radiographic techniques. It includes exposing radiographs, arrangement and care of darkroom equipment, composition and preparation of developing solutions, processing and mounting films. Radiation safety and protection guidelines will be emphasized.

140 Dental Education (3)
Various aspects of dental disease prevention will be covered. This will include coronal polishing of teeth, providing one-on-one oral hygiene instruction, the importance of nutrition, and the psychology of patient behavior.

145 Clinical Dental Assisting I (3)
Clinical application of basic dental and behavioral science to the practice of dental assisting.

155 Clinical Dental Assisting II (4)
Clinical application of basic dental and behavioral science to the practice of dental assisting with an emphasis on refinement of chair side skills.

164 Seminar in Dental Assisting Topics (3)
This unit is designed to instruct the student in variety of topics and basic fundamentals in dentistry. It includes both didactic and clinical application of the topic.

HEALTH INFORMATION TECHNOLOGY (HCHT)

121 Health Information Technology I (4)
An overview of health records services in the United States and the role of the health record practitioner. It introduces the student to the principles and practices of the health records profession. Prerequisite: ENGL 101.

211 Basic ICD/CPT Coding (4)
An overview of the development of medical nomenclature and classification systems. This course presents the principles of coding of diseases and surgeries, and offers classroom lab practice of coding skills. This is an on-line course. Prerequisite: HCHS 113 and HCHS 111.

213 Principles of Disease (4)
Introduction to human pathophysiology for non-nursing health professionals. Content includes: normal pathophysiology over the lifespan, abnormal pathophysiology, cellular function, immunity, gastrointestinal, nervous, skeletal, and integumentary systems. Prerequisites: HCHS 111 and HCHS 113.

215 Advanced OP Coding (2)
Covers the development and format of CPT and ICD. Included are instructions for basic coding guidelines, descriptions and definitions of symbols, correct usage of modifiers, overviews of the appendices in the CPT manual and guidelines for using the index. Prerequisite: HCHT 211. Use of encoder software will be included.

219 Advanced Inpatient (IP) Coding (3)
Practice assigning ICD-9, ICD-10, and ICD-10 PCS codes using inpatient diagnosis, procedures and reports, using the 3M encode.
Prerequisites: HCHT 211

221 Medical-Legal & Quality Management (4)
Study of legal principles governing health information management. The medical record as a legal document. Standards and regulations governing medical records in various groups and agencies. Study of the methods used by healthcare facilities for assuring the provision of high quality medical quality care. Prerequisite: HCHT 121

222 Health Information Technology II (4)
This course covers supervisory principles and electronic medical records, including collection, arrangement, presentation and verification of healthcare data. Also included are reimbursement methodologies, confidentiality rules and regulations, and uses of coded data. Prerequisite is HCHT 121.

231 Computer App/Statistics in Healthcare (4)
This course presents the development of health information systems, computer applications in the healthcare industry, and methods used to control accuracy and security of information. Included are the concepts and procedures used in preparation of statistical reports including vital statistics, census systems and commonly computed rates and percentages. Prerequisite: HCHT 121.

232 Reimbursement Methodologies (3)
This course presents information about insurance programs and federal healthcare legislation. It provides a basic knowledge of claims management, medical necessity and coding systems. Pre/co-requisite: HCHT 211.

233 Professional Practice Experience (6)
In this course the student applies skills, concepts and theory from previous classroom experiences in various healthcare environments. Students are under the direction of faculty and health information preceptors. Pre/co-requisites: satisfactory completion of all HCHT Program Core courses.

HEALTH CAREERS HEALTH SCIENCES (HCHS)

101 Phlebotomy (1)
Introduction to the practice of phlebotomy, blood specimen collection, and processing. Content areas consist of: general safety and universal precautions, professionalism and ethics, equipment and supplies, anticoagulants, site selection, vein puncture and capillary puncture techniques, and specimen processing.
Pre/co-requisites: Permission of the Instructor.

111 Medical Terminology (3)
An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes. Fall, Spring, Summer. Also offered as BSTC 181

113 Basic Body Structure & Function I (4)
This is an introductory course in Anatomy and Physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

115 Pharmacology for Health Occupations (3)
An introduction to classifications of drugs, usage and contraindications. Spring

123 Human Growth and Development (3)
This course presents theories of biological, cognitive and psychosocial development across the life span. This course will stress the application of concepts to health care.

125 Intro to Pharmacology (3)
This course will present the basic therapeutic actions of various types of commonly used drugs. Emphasis will be placed on the classification of medications, therapeutic action, adverse reactions, routes of administration and calculation of drug dosages and solutions.

191 Independent Study (1-3)
Designed for study of specific topics, issues and problems in health sciences. Prerequisite: Permission of department chair. Fall, Spring, Summer.

193 Topics in Health Science (1-9)
Study of specific topics related to the health sciences.

293 Topics II (1-3)
Study of specific topics related to the health sciences. Prerequisite: permission of Department chair. Fall, Spring, Summer.

HEALTH EDUCATION (HED)

164L Standard First Aid
(1-3 to maximum of 3) Δ
Preparation in knowledge and skills to meet the needs in situations when basic first aid care is needed. Students eligible for Standard First Aid Certification and CPR Certificate. (Main Campus Course)

171 Personal Health Management (3)
Exploration of the major areas of health information pertinent to understanding how to achieve, maintain, and promote positive health. Topics covered include mental health, drugs, human sexuality, prevention and control of diseases, nutrition, consumer health, and ecology. (Main Campus Course)

212 Fundamentals of Human Sexuality (3)
Basic knowledge about human sexuality including anatomical, physiological, psycho-social and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined. (Main Campus Course)

293 Topics (1-3) Δ
Spring, Summer or upon demand. (Main Campus Course)

HISTORY (HIST)

101 Western Civilization to 1648 (3)
Ancient time to 1648. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

102 Western Civilization Post 1648 (3)
1648 to Present. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

161 History of the United States to 1877 (3)
Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

162 History of the United States Since 1877 (3)
Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

182 Modern Latin America (3)
Surveys the nation of Latin America from their independence until the present. Emphasizes the process of nation-building, governance, socioeconomic integration and coping with modernization. Special attention given to great leaders of Latin America.

220 Studies in History (1-3, no limit)
Will vary from instructor to instructor but will offer a review of particular historical issues designed for the nonspecialist. For content of particular courses, see Schedule of Classes.

260 History of New Mexico (3)
Introduction to New Mexico history from earliest human settlement to the present day. (Main Campus Course)

HUMAN SERVICES (HS)

101 Introduction to Human Services (3)
An overview of the caregivers, the delivery systems, and the types of services provided within the field of Human Services with particular emphasis on the development of the field and the roles and functions performed by these new professionals. Spring.

120 Principles of Interviewing and Assessment (3)
Introduction to entry level interviewing, communication and interactional skills that include strength-based approaches for engagement and problem identification, data collection, assessment, identification of possible interventions, evaluation and termination of services for diverse populations. Pre/Co-requites: HS 101
Fall, Spring.

105 Group Dynamics (3)
Drawing on both theoretical and observer- participation models, the student will explore various relationships as they develop in dyads, small-group and large-group settings. Related practical experience from field placement to group models of interaction.
Pre/Co-requites: HS 101; Fall

200 Adolescent Substance Abuse: Prevention and Treatment (3)
Overview of the continuum of care for adolescents including management, co-occurring disorders mandatory report issues, family substance abuse, domestic violence and juvenile justice issues. Includes cultural competency treatment implications with diverse populations. Pre/Co-requisite: HCHS 140; Spring

280 Internship in Human Services (3)
Application of theories, experience and classroom instruction to an agency setting. The internship requires a total of 150 hours in an approved human services agency and attendance at bi-weekly seminars. Pre/Co-requisite: HS 281; Spring

281 Professional Issues in Human Services (3)
Legal and ethical issues emanating from the professional helping relationships in human services and substance abuse treatment such as confidentiality, privileged communication, dual relationships, competency and reciprocal roles of responsibilities of both client and helper. Pre/Co-requisite: HS 280; Spring

INFORMATION TECHNOLOGY (IT)

101 Computer Fundamentals (3)
Prerequisite: IT 118 or equivalent. Introduction to computers for beginners. Topics include vocabulary, descriptions of hardware, software, and using a computer in educational and business situations.

120 Introduction to Word Processing (3)
Prerequisites: READ100 or Compass>=71. ISE100. IT 118 or equivalent. Acquaints students with basic concepts of modern word processing including editing and formatting documents and creating tables.

121 Introduction to Electronic Spreadsheets (3)
Prerequisite: CS150. Students use state of the art spreadsheet software to create and modify workbooks, explore typical business applications and create charts and graphs.

122 Introduction to Database Management Systems (3)
Prerequisite: CS 150. Students use state of the art database management software to design, create and modify databases, database tables, forms, queries and reports.

125 Microcomputer Operating Systems (3)
Prerequisite: CS 150. Introductory concepts in micro-computing operating systems. Acquaints students with practical aspects of micro-computer operating systems including file management systems, utilities, and computer peripherals.

131 Introduction to Hardware Installation (3)
Prerequisites: READ100 or Compass>=71. Hands-on introduction to current personal computer technology. Students learn and practice hardware and software topics covered by the A+ exam.

166 Business Web Page Design I (1-3)
Prerequisite: Permission of instructor. Introduction to designing and creating Web pages for the Internet.

193 Topics I (1-4) Δ
Prerequisite: Permission of instructor. Courses on a variety of current & new information technology topics are offered according to need and interest.

230 Computer Networking (4)
Prerequisite: READ 100, ISE 100, ISM 100 or equivalent. Knowledge of Windows and computer hardware is strongly recommended. Provides baseline level of knowledge for success in industry and preparation for networking

certifications. Covers networking hardware, software, and skills necessary to succeed in the dynamic field of computer networking.

293 Topics II (1-4) Δ

JEWELRY ARTS (JEWA)

107 Basic Jewelry Fabrication (3)
An introduction to the basic jewelry program. Essential bench skills are presented for the beginning jewelry techniques. Precision layout, soldering, sawing, filing, and finishing of jewelry pieces using various gauges of sheet and wire. All phases of jewelry procedure and safety emphasized.

LINGUISTICS (LING)

101 Introduction to the Study of Language (3)
Broad overview of the nature of language; language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, educational implications. Intended to fulfill breadth requirements in any college. 101 and ANTH 110 may not both be counted for credit. (Main Campus Course)

MATHEMATICS (MATH)

099 Pre-Algebra (4)
A pre-college mathematics course. Emphasis is placed on basic operations, fractions, decimals, percents, ratios, and introductory algebra and includes a skills laboratory. Grade option: RCR/RNC.

100 Introduction to Algebra (4)
Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems and include a skills laboratory. Prerequisite/placement: Successful completion of MATH 099. Offered on a RCR/RNC (credit/no credit) basis only.

111 Mathematics for Elementary and Middle School Teachers I (3)
Course offers an in-depth look at rational number, arithmetic operations, and basic geometric concepts. Problem solving is emphasized throughout. (T)
Prerequisite: (101 and 102) or 120 or 121 or 123 or 129 or 150 or 162 or 180 or STAR 145 or ISM 100 or UNIV 103 or ACT Math=>19 or SAT Math =>240 or Compass Pre-Algebra>33 or Accuplacer Arithmetic=>120 or Accuplacer Elementary Algebra =>41.

115 Technical Mathematics (3)
Intended for students in applied trade technologies. Topics include a review of basic arithmetic, elementary algebra, applied geometry, measuring instruments, and formulas. Prerequisite: ISM 100.

118 Algebra (4)
This course covers approximately the first half of Math 120. Topics covered include properties of real numbers, linear equations and inequalities; properties of exponents; solving systems of linear equations and polynomials. Students must pass Math 118 before continuing with Math 119. Prerequisite: Adequate score on placement test or ISM 100 or MATH 097. Offered Fall and Spring.

119 Algebra (4)
This course covers approximately the last half of Math 120. Topics covered include rational expression, rational exponents and roots, quadratic expressions and equations, functions and logarithms. Prerequisite: Math 118. Offered Fall and Spring. Both Math 118 and Math 119 must be completed to count as the equivalent of Math 120. Only 4 of the 8 credit hr. can count toward an Associate Degree or Certificate at UNM Gallup. The final grade in Math 119 is the average of the grades in Math 118 and Math 119.

120 Intermediate Algebra (3)
Preparation for MATH 121, 129 and STAT 145. Covers linear equations and inequalities, polynomials, factoring, exponents, radicals, fractional expressions, and equations, quadratic equations, perimeters, areas of simple geometric shapes, AND logarithms. Emphasis on problem solving skills. The grading scale for this class is A+ to B-. CR/NC. Prerequisite: ACT=>19 or SAT =>450 or ISM 100 or Compass Pre-Algebra >56 or Algebra >33. (Main Campus Course)

121 College Algebra (3)
Preparation for Math 150 and Math 180. The study of equations, functions and graphs, especially linear and quadratic functions. Introduction to polynomial, rational, exponential and logarithmic functions. Applications involving simple geometric objects. Emphasizes algebraic problem solving skills. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>22 or SAT =>510 or MATH 120 or Compass Algebra >54 or College Algebra >33. (Main Campus Course)

123 Trigonometry (3)
Definition of the trigonometric functions, radian and degree measure, graphs, basic trigonometric identities, inverse trigonometric functions, complex numbers, polar coordinates and graphs, vectors in 2 dimensions. May be taken concurrently with MATH 150. Prerequisite: ACT=>25 or SAT=>570 or MATH 121 or Compass College Algebra >54. (Main Campus Course)

129 A Survey of Mathematics (3)
An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry and probability. Emphasizes general problem solving skills. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>22 or SAT =>510 or MATH 120 or 121 or 123 or 150 or 162 or 163 or 264 or 180 or 181. (Main Campus Course)

150 Pre-Calculus Mathematics (3)
In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. May be taken concurrently with MATH 123. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>25 or SAT =>570 or MATH 121 or College Algebra >54. (Main Campus Course)

162 Calculus I (4)
Derivative as a rate of change, intuitive, numerical and theoretical concepts, applications to graphing, linearization and optimization. Integral as a sum, relation between integral and derivative, and applications of definite integral. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: Prerequisite: ((ACT Math=28-31 or SAT Math=640-700 or MATH 150 or Compass College Algebra >66) and (MATH 123 or Compass Trig >59)) or (ACT Math=>32 or SAT Math=>700 or MATH 153). (Main Campus Course)

163 Calculus II (4)
Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series with applications, complex variables and parameterization of curves. Prerequisite: C (not C-) or better in MATH 162. (Main Campus Course)

180 Elements of Calculus I (3)
Limits of functions and continuity, intuitive concepts and basic properties; derivatives as rate of change, basic differentiation techniques; application of differential calculus to graphing and =minimum/maximum problems; exponential and logarithmic functions with applications. Meets New Mexico Lower

Division General Education Common Core Curriculum Area II: Mathematics.
Prerequisite: MATH 121 or 150 or 153 or ACT Math =>26 or SAT =>600 or Compass College Algebra >54. (Main Campus Course)

181 Elements of Calculus II
Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus. Prerequisite: 180. (Main Campus Course)

215 Mathematics for Elementary and Middle School Teachers III (3)
Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: data analysis and other topics with connections to the elementary curriculum. Problem solving is emphasized throughout.

264 Calculus III (4)
Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem. Prerequisite: 163 with a grade of "C" (not "C-"). (Main Campus Course)

MANAGEMENT (MGMT)

101 Fundamentals of Accounting I (3)
Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. The development of the accounting cycle, special journals and financial statements. **Credit not applicable toward B.B.A. degree.**

102 Fundamentals of Accounting II (3)
Prerequisite: MGMT 101. Continuation of 101, including corporation and manufacturing accounting and decision making. **Credit not applicable toward B.B.A. degree.**

103 Bookkeeping (3)
Designed for students who wish to gain an understanding of principles of bookkeeping and undertake essential bookkeeping and financial record keeping routines for a small business. Prerequisite: READ 100 or Compass-Reading >=71 and ISE 100 and MATH 111.
113 Management: An Introduction (3)
Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. Modern concepts of organizations and their management. An overview of functional activities within business and other organizations. Upon demand. (Main Campus Course)

190 Special Topics in Management (3)

195 Introduction to Entrepreneurship (3)
Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. A survey course that examines topics including: the entrepreneurial process and economy, the entrepreneur's profile and characteristics, youth and social entrepreneurship.

202 Principles of Financial Accounting (3)
Prerequisite: READ 100 or COMPASS ≥ 71, ISE 100, MATH 118. An examination of the conceptual framework of accounting and the functions of accounting in a business-oriented society. Topics include valuation theory and its applications to assets and liabilities, concepts of business income, funds flow analysis, problems of financial reporting. (Main Campus Course)

222 Introduction to Marketing (3)
A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market related information, completion of exchange processes, and profit maximization in free markets. Emphasis on interdisciplinary tools for management, decision making, and developing marketing strategies in domestic and international market applications. Credit not applicable to BBA degree. (Main Campus Course)

MEDICAL LABORATORY TECHNICIAN (MLT)

111 Introduction to Basic Laboratory Skills, Urinalysis, and Body Fluids (4)
An introduction to the profession of medical diagnostic testing and the clinical laboratory. Content areas consist of: general laboratory safety, laboratory mathematics, general instrumentation, use of the microscope, urinalysis, and body fluids. Pre-/co-requisites: ENGL 101, MATH 119 or 122, and MLT 211 or consent of the instructor. Students are required to co-enroll in MLT 211 – Clinical Hematology and Coagulation. Prerequisite Validation: English and Mathematics competency are essential for the student to master the MLT core curriculum and progress toward the Associate of Science Degree.

112 Clinical Practicum: Phlebotomy (1)
Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience in blood sample collection and processing that includes both Venipuncture and capillary puncture techniques. Pre/co-requisites: HCHS 101 and MLT 111 or permission of instructor.

211 Clinical Hematology and Coagulation (4)
Introduction to the theory and practice of clinical hematology. The course includes: erythropoiesis, leukopoiesis, cell enumeration, the hemogram, white blood cell morphology, differentials, coagulation testing, platelets, routine manual and automated methods, and correlation with pathologies.

214 Clinical Microbiology (5)
Comprehensive current clinical study of bacteriology, mycology, and parasitology; macroscopic and microscopic identification; biochemical identification profiles; bacterial antibiotic susceptibility patterns; parasitic life cycles. Pathology and epidemiology. Introduction to rickettsias and viruses. Prerequisites: MLT 111, 112 and MLT 211.
216 Clinical Chemistry (4)
Theory, principles and procedures applicable to clinical chemistry. Focus on chemical analysis of blood and other body fluids using manual and automated techniques. Application to tests in the diagnosis of disease with review of abnormal physiology. Prerequisites: 111, 214, MATH 121.

219 Immunohematology and Serology (4)
Principles, procedures, and pathology for serology. Routine and advanced test procedures to identify and enumerate antibodies. Principles and procedures in Blood Banking. Introduction to genetics. Processing blood components for compatibility testing. Regulation dictated by AABB and FDA. Prerequisites: 111, 214, 216, 217, Math 121. Spring.

271 Directed Clinical Practicum I (4)
Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through urinalysis, hematology, and microbiology. Prerequisites: 111, and 214.

281 Directed Clinical Practicum II (6)
Continuation of MLT 271. Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through blood bank, microbiology, advanced hematology, and serology.

291 Preparation for MLT Board Examinations (2)
Designed to integrate theory with MLT directed clinical practicum. A comprehensive and current review supplemented by reading assignments and questions on the following subjects: sample collection, coagulations, chemistry, microbiology, blood banking, serology, urinalysis, and calculations. Pre-/co- requisites: Students must have

completed MLT 111, 112, 211, 214, 216, 219 and be concurrently enrolled in either MLT 271 or MLT 281.

MUSIC (MUS)

139 Music Appreciation (3)
Designed to expand the student's ability to listen actively to Western classical art music; a survey of the various genres, including chamber music, symphonic, and vocal repertoire. Includes live guest performances. No musical background necessary. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

MUSIC EDUCATION (MUSE)

298 Music for the Elementary Teacher (3)
Will prepare elementary classroom teachers to teach music education in a self-contained classroom in traditional and open situations. (Main Campus Course)

NATIVE AMERICAN STUDIES (NATV)

150 Introduction to Native American Studies (3)
This course surveys the significance of Native American Studies through an inter-disciplinary approach for four major areas of academic concentrations; Arts and Literature, Education and Language, Cultural Studies and Environment, and Leadership and Self-determination. (Main Campus Course)

255 Topics in Native Americans Studies
(1-3 to a maximum of 6) Δ
Topics courses taught by Native and non-Native faculty from the University of New Mexico and the community, varying according to instructor's expertise. May be repeated as topic varies. (Main Campus Course)

NATURAL SCIENCE (NTSC)

261L Physical Science (4)
For pre-service K-8 teachers only. A broad, interdisciplinary introduction to the science of geology, chemistry, physics, and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. The course is activity-based, utilizing a problems and issues based approach; various teaching methods are modeled, and practiced by students; some field trips may be required. (Main Campus Course)

262L Life Science (4)
For pre-service K-8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes, inquiry and integration of technology. Various teaching methods are modeled and practiced by students; some field trips may be required. Pre-requisite: NTSC 261L and MATH 112, or permission of instructor. (Main Campus Course)

263L Environmental Science (4)
For pre-service K-8 teachers only. An activity-based interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigation, field-based activities, and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled and practiced by students. Pre-requisite: NTSC 261L and 262L or permission of Instructor. (Main Campus Course)

NAVAJO (NVJO)

To Challenge a Course
Native speakers of Navajo may obtain credit hr. in language courses 101, 102, 201 or 202 without taking an examination by earning a grade of A or B in a course numbered higher than the courses challenged. Pass/Fail (CR/NC) is assigned to all challenged courses.

Placement: Native Speaker students who have had previous Navajo Language speaking experience are encouraged to enroll in as high a level as possible. Upon completion of a higher level course, if a grade of A or B is obtained, the student may challenge lower level courses and receive credit. A Navajo Placement Examination is recommended to confirm the appropriate level of skills before enrolling. According to UNM policy, students may only enroll in one course within the sequence per semester. No two Navajo courses may be taken in the same semester.

101-102 Elementary Conversational Navajo for Non-Native Speakers [Elementary Navajo] (3, 3)
Beginning Navajo for students with no previous exposure to the language. Development of all four language skills, with emphasis on listening and speaking. (Main Campus Course)

105 Introduction Written Navajo for Native Speakers
[Written Navajo] (3)
Introduction to Navajo writing and reading; for native speakers of Navajo only. (Main Campus Course)

201 Intermediate Conversational Navajo I (3)
Intermediate Navajo for students who have completed 102 or equivalent. Introduction to Navajo phonology, morphology, syntax as well as the use of Young & Morgan's "The Navajo Language: A Grammar and Colloquial Dictionary" will be covered. Emphasis on comprehension and conversation. Prerequisite: 102. (Main Campus Course)
202 Intermediate Conversational Navajo II (3)
Intermediate Navajo for students who have completed 201, or equivalent. Continued exploration of Navajo sentence and word structure. Course work will involve extensive reading, writing as well as situational speaking and listening skills. Prerequisite: 201.

NURSING ASSISTANT (CNA)

101 Nurse Assistant (8)
This course prepares students to provide patient care in a home, health care center, or hospital under the supervision of a professional health care provider (RN). Prepares students for the NM Nurse Aide Competency Evaluation (NACEP) exam. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR".

NURSING (NURS)

110 Professional Development (1)
This course introduces the nursing student to the broad concepts of critical self-examination, self-evaluation and self-management as a precursor to personal accountability and responsibility necessary for effective nursing leadership and management. Emphasis on entry into the role of the professional nurse.
Pre-requisite: admittance into the Nursing Program. Co-requisites: 115

115 Nursing Fundamentals (8)
Introduces concepts and skills foundational to Associate Degree in Nursing. Emphasis is placed on use of best practice and nursing process to provide care for individual older adults with chronic health needs in long term care. Pre-requisites: 110, HCHS 125. (7 credits theory, 1 credit lab/clinical)

130 Medical-Surgical I (5)
Introduction to medical-surgical nursing. Students in the care of an acute and/or chronically ill adult client in the acute care setting. Clinical application will take place in a variety of healthcare environments. Prerequisite: 110, 115 and supporting courses. Co-requisite: 131. (3 credits theory, 2 credits lab/clinical)

131 Principles of Mental Health (4)
Focuses on application of the nursing process to care for individuals experiencing normal and abnormal psychological responses to life stressors. Students will care for one client in acute and community settings. Prerequisites: 110, 115, HCHS 125. Co-Requisites 130. (3 credits theory, 1 credit lab/clinical)

191 Independent Study (1-3, Maximum of 6) Δ
Designed for study of specific topics, issues and problems in the health sciences. Prerequisites: Permission of Program Coordinator.

201 Health Assessment (3)
Theoretical and laboratory applications of concepts, tools and skills necessary to perform nursing assessments on clients of all ages. Elective course offered on demand. Pre-co-requisites: NURS 115 or permission of instructor.

202 Introduction to Nursing Concepts (3)
This course introduces the nursing student to the concepts of nursing practice and conceptual learning.

203 Health Care Participant (3)
This course introduces the nursing student to the attributes of the health care participant as an individual, a family or a community.

204L Principles of Nursing Practice (4)
This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory and/or clinical settings. Principles of communication, assessments, safety and interventions including accurate calculation, measurement, and administration of medications will be included.

219 ADN Capstone (2)
This course prepares the student for entry---level nursing practice as an associate degree graduate. The focus of this course is management of individuals across the lifespan with chronic, acute, and select complex conditions.

221L Assessment & Health Promotion (4)
This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. The course uses seminar, laboratory and/or clinical settings.

222L Care of Patients with Chronic Conditions (4)
The focus of this course is to provide sage, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.

230 Women's Health Nursing (4)
Focuses on the application of the nursing process to care for female clients, neonates, and families, before, during, and after the birth process. Students will care for clients in a variety of impatient and community settings Pre-requisites: 110, 115, 130, 131, and HCHS 125. Co-Requisites: 232 and 234. (3 credits theory, 1 credit lab/clinical)

232 Pediatric Nursing (4)
Focuses on the application of the nursing process to care for the child and family. Students will care for clients in a variety of inpatient and community settings. Pre-requisites: 110, 115 130 131, HCHS 125. Co-requisites 230 and 234. (3 credits theory, 1 credit lab/clinical)

234 Medical –Surgical Nursing II (5)
Focuses on the application of the nursing process to care for one or more adult clients and families with acute and chronic multisystem health problems. Clinical learning will take place in acute and community-based facilities and simulations labs. Pre-requisites: 110, 115, 130, 131, and HCHS 125. Co-requisites 230 and 232. (3 credits theory, 2 credits lab/clinical)

238 Nursing Pharmacology (3)
This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.

239 Pathophysiology I (3)
An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none

240 Pathophysiology II (3)
This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none.

242L Nursing Practicum (2)
This clinical course provides assessment of the student's nursing knowledge, skills, and abilities in preparation for graduation. Perquisites 110, 115, 130, 131, 230, 232, 234, and HCHS 125. Co-Requisites: 243 and 245. (2 credits lab)

243 Medical Surgical Nursing III (9)
The nursing process is applied in the care of the adult client with complex acute, life-threatening, multi-system health problems. Clinical learning will take place in outpatient and inpatient acute care settings and simulations labs. Prerequisites: 110, 115, 130, 131, 230, 232, 234, and HCHS 125. Co-requisites: 242, and 245. (6 credits theory, 3 credits lab/clinical)

245 Professional Seminar (1)
This course explores theoretical application of nursing practice to develop expertise in management and leadership roles. Emphasis is on professional role development. Prerequisites: 110, 115, 130, 131, 230, 232, 234 and HCHS125. Co-requisites 242 and 243. (2 credits theory)

251 Health & Illness Concepts I (3)
This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, production/movement and emotional processes.

252 Health & Illness Concepts II (3)
This course will cover health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition, and behavior processes.

253 Health & Illness Concepts III (4)
This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostatis, protection/movement and emotional process.

258L Clinical Intensive I (4)
This is the first of two Level 4 clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions across the lifespan. This course is a combination of seminar, lab, and clinical.

291 Professional Nursing Concepts (3)
This course covers foundational concepts for professional development, including selected professional attributes and care competencies.

293 Nursing Topics (1-6) Δ
Current issues and topics in nursing will be studied and discussed by students. Elective. Upon demand.

NATIVE AMERICAN STUDIES (NATV)

150 Introduction to Native American Studies (3)
This course surveys the significance of Native American Studies through an inter-disciplinary approach to two areas of academic concentration: Indigenous Learning Communities, and Leadership and Building Native Nations.

255 Topics in Native American Studies (1-3 to a maximum of 6)
Topics courses taught by Native and non-Native faculty from the University of New Mexico and the community, varying according to instructor's expertise. May be repeated as topic varies.

NUTRITION (NUTR)

120 Nutrition for Health (3)
General concepts of nutrition applied to food choices that support health. Cultural, psychological and economic implications of food choices. (Main Campus Course)

244 Human Nutrition (3)
This course provides an overview of all the nutrients, including function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed. Prerequisites: BIOL 123 or 201L or CHEM 111 or (CHEM 121 and CHEM 123L) (Main Campus Course)

293 Topics (1-3 to a maximum 6) Δ

PHYSICAL EDUCATION FOR THE NON-PROFESSIONAL (PENP)

101 Beginning Swimming (1)
Instruction for students who have not been in the water or have a fear of water. Pool usage fee. Fall, Summer. (Main Campus Course)

102 Intermediate Swimming (1-2)
Instruction in all basic strokes. For students who can swim. Pool usage fee. Spring, Summer. (Main Campus Course)

124 Ballroom Dance (1)
Instruction in the basic movements of the fox trot, waltz, lindy, rhumba, tango, and cha-cha. Upon demand. (Main Campus Course)

125 Intermediate Ballroom Dance (1,)
Instruction dependent upon experience of students in basic movements of all segments of ballroom dance. (Main Campus Course)

128 Beginning Country Western Dance (1)
Instruction in basic movements of waltz, two-step, swing, and polka. (Main Campus Course)

129 Intermediate Country Western Dance (1)
Instruction dependent upon experience of students in basic movements of all segments of Country Western Dance. (Main Campus Course)

138 Karate (1)
Instruction in the basic skills, blocks, strikes, and kicks of Japanese karate. Fall, Spring, Summer. (Main Campus Course)

139 Intermediate Karate (1)
The advanced art of self-defense improving and perfecting the skills from basic self-defense.

140 Beginning Golf (1)
Instruction in the basic skills, equipment, rules, etiquette, and shot making. Upon demand. (Main Campus Course)

157 Cardio Kickboxing (1)
A multi-dimensional fitness program that is incorporated in kicking and boxing skills.

158 Aerobic Dance I (1)
Instruction in continuous movement using basic dance steps for improved cardio respiratory endurance. (Main Campus Course)

159 Aerobic Dance II (1)
Instruction in longer aerobic workouts using more advanced steps for improved cardio respiratory endurance. (Main Campus Course)

160 Weight Training and Physical Conditioning (1)
Individual training programs for development of general strength, tone, weight control, and endurance. Fall, Spring, Summer. (Main Campus Course)

162 Jogging Fitness (1)
Individualized running programs for improved cardio-respiratory endurance. Fall, Spring, Summer.
(Main Campus Course)

164 Walk for Wellness (1)
Designed to introduce the basic fundamentals of personal fitness. The workout will consist of correct posture, arm swing, stride and pace which will lower the risk of injury. The topics covered are the following: principles of fitness, health related and motor skill related components of fitness, weight control, common fitness injuries and stress management.

165 Yoga (1)
Introduction to five areas of yoga which are particularly significant to the Western World. (Main Campus Course)

166 Intermediate Yoga (1)
Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga. (Main Campus Course)

167 Basketball (1)
Instruction and practice of basic skills. (Main Campus Course)

168 Basketball Competition (1)
Instruction and practice of game skills in a team setting. (Main Campus Course)

175 Zumba (2)
Learn movement to Latin and pop music in order to increase flexibility, increase range of motion, improve body composition, and increase cardiovascular fitness.

180 Indoor Cycling (2)
Students will learn different techniques used in an indoor cycling class using stationary bikes to help meet and maintain fitness goals.

181 Core Training (2)
Strengthening, stabilization and balance of core muscle groups. General concepts of physical fitness applied relative to core fitness.

182 Martial Arts (2)
Students will be introduced to Martial Arts styles including Tae Kwon Do, Kenpo, Jiu-Jitsu, Aikido concepts, wrestling, boxing and others.

193 Topics (1-2) Δ
Upon demand. (Main Campus Course)

PHILOSOPHY (PHIL)

101 Introduction to Philosophical Problems (3)
Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality; and in social, political and religious philosophy. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

156 Reasoning and Critical Thinking (3)
The purpose of this course is to help students learn how to analyze, critique and construct arguments in context, in other words, how to read and write argumentative essays. Meets New Mexico Lower-Division General Education Common Core Curriculum Area I: Writing and Speaking. (I)

PHYSICS (PHYC)

102 Introduction to Physics (3)
Designed to introduce non-science majors to basic concepts, laws and skills in physics, in various applications to ordinary life. Energy, momentum, force, wave phenomena, electric charge and light are discussed; also basic properties of gravitational, electromagnetic and nuclear forces. Selections from relativity, quantum theory, atoms and molecules will be included. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

102L Physics Laboratory (1)
Students involve themselves in experiments and projects showing basic concepts related to the atom, the environment and the universe. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course) Pre- or corequisite 102

151 General Physics (3)
Mechanics, sound, heat, fluid, waves. The sequence (151, 151L, 152, 152L) is required of pre-medical, pre-dental and pre-optometry students. Only 151 and 152 are required of pharmacy students. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science.
Prerequisite: MATH 150 or 153 or 162 or 180 or ACT Math >=28 or SAT Math Section >=660 or College Level Math Accuplacer >=100.

151L General Physics Laboratory (1)
Mechanics, sound, heat. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

152 General Physics (3)
Electricity, magnetism, optics. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course) Prerequisite 151

152L General Physics Laboratory (1)
Electricity, magnetism, optics. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course) Pre- or corequisite 152

POLITICAL SCIENCE (POLS)

200 American Politics (3)
Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues.

PSYCHOLOGY (PSY)

105 General Psychology (3)
Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality and approaches to psychotherapy. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social Behavioral Sciences. (Main Campus Course) Available every semester

200 Statistical Principles (3)
Presentation of the basic principles of the description and interpretation of data. Provides an acquaintance with statistical principles appropriate to a liberal education, as well as a basis for further work in data analysis. (Main Campus Course) Prerequsite: 105

211 Applied Psychology (3)
Topics in applications to everyday life, such as personnel selection, consumer psychology, and environmental problems.

220 Developmental Psychology (3)
Overview of the physical, perceptual, motor, cognitive, emotional and social development of children from infancy through adolescence. Prerequisite: 105. (Main Campus Course)

230 Adjustment and Interpersonal Relations (3)
Processes of normal human adjusting and coping in both personal and interpersonal spheres. Topics include applications of psychology to stress and mood management, self-esteem, social adjustment, communication and relationships..

231 Psychology of Human Sexuality (3)
Exploration of the physiological, cultural social, and individual factors that influence sexual behavior, sex roles, and sex identity. Also offered as WMST 231. Prerequisite: PSY 105. (Main Campus Course) Prerequsite: 105

240 Brain and Behavior (3)
A general survey of the biological foundations of behavior. Emphasis is on the central nervous system. Prerequisite: PSY 105 or BIOL 110 or 123L. (Main Campus Course)

260 Psychology of Learning and Memory (3)
Survey of the variety of laboratory learning situations, with an emphasis on the application of principles to practical situations. Topics range from simple processes such as conditioning to complex processes such as transfer, memory, and concept formation. Prerequisite: PSY 105. (Main Campus Course)

265 Cognitive Psychology (3)
Study of cognitive processes involved in encoding, storage, retrieval, and utilization of knowledge including attention, memory, comprehension, categorization, reasoning, problem solving, and languages. Prerequisite: PSY 105. (Main Campus Course)

271 Social Psychology (3)
Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, and groups. Prerequisite: 105. (Main Campus Course)

280 Health Psychology (3)
This course introduces Health Psychology. The course will cover the role of stress in illness, coping with chronic illness, stress, and pain, and the role of health behavior in health and disease.

RELIGION (RELG)

107 Living World Religions (3)
Introduction of major living world religions, such as Buddhism, Christianity, Hinduism, Islam and Judaism. Meets New Mexico Lower-Division General Education Common

Core Curriculum Area V. Humanities and Fine Arts (NMCCN 1113).

SOCIOLOGY (SOC)

101 Introduction to Sociology (3)
Basic concepts, topics and theories of contemporary sociology. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. Prerequisite for more advanced courses in sociology. (Main Campus Course)

211 Social Problems (3)
Description and analysis of major social problems facing American society. Foci may include: poverty, homelessness, alcohol and drug problems, race and ethnic relations, aging and mental illness. Prerequisite: 101. (Main Campus Course)

213 Deviance (3)
Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address these behaviors. Prerequisite: 101. (Main Campus Course)

216 Dynamics of Discrimination (3)
This course focuses on the individual-, institutional- and structural-level dynamics of difference, power and discrimination by race, gender, ethnicity, sexual orientation, disability and class. (Main Campus Course)

221 Documenting Globalization and Human Rights (3)
The course will focus on human rights issues in the broader sociopolitical context of globalization, and will analyze how social change in relationship to human rights mobilization and contestation occurs. Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. Prerequisite: 101.

225 Marriage, Family and Their Alternative (3)
Comparative analysis of contemporary family and household forms such as dual-worker, single-parent and homosexual couple households. Focus on links between large-scale social changes and changing family composition and interaction patterns.

SPANISH (SPAN)

To Challenge a Course
Students may obtain credit hr. in language courses (101, 102, 201, 202) without taking an examination by earning a grade of A or B in a course numbered higher than the course(s) challenged. **See Challenge a Course Section. Pass/Fail (CR/NC) is assigned to all challenged courses.

Placement: Students who have had previous exposure to Spanish or Portuguese are encouraged to enroll in as high a level as possible. Upon completion of a higher level course, if a grade of B or better is obtained, students may challenge lower level courses and receive credit for them. A Placement Examination is recommended to confirm the appropriate level of skills before enrolling.

According to UNM policy, students may only enroll in one course within the sequence per semester. No two Spanish courses may be taken in the same semester.

101 Elementary Spanish I (3)
Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening comprehension and speaking. (Main Campus Course)

102 Elementary Spanish II (3)
Beginning Spanish for students who have completed 101 or equivalent. Continued development of four skills with emphasis on listening and speaking. (Main Campus Course)

201 Intermediate Spanish I [Intermediate Spanish] (3)
Intermediate Spanish for students who have completed 102 or equivalent. Review of grammar and further development of all four skills. (Main Campus Course)

202 Intermediate Spanish II [Intermediate Spanish] (3)
Intermediate Spanish for students who have completed 201 or equivalent. Continued development of all four skills with emphasis on reading. (Main Campus Course)

STATISTICS (STAT)

145 Introduction to Statistics (3)
Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, and introduction to sampling and statistical inference, illustrated by examples from a variety of fields. Prerequisite: ACT =>22 or SAT =>510 or MATH 120 or 121 or 123 or 150 or 162 or 163 or 264 or 180 or 181. (Main Campus Course)

SUSTAINABILITY STUDIES (SUST)

250 Home Energy Audits (3)
Students will learn to perform residential energy audits using the Home Energy Rater System (HERS). The HERS codifies home energy audits for existing residential buildings.

UNIVERSITY (UNIV)

101 Seminar: Introduction to UNM and Higher Education (1-3)
Designed to accelerate successful transition to the academic environment at a research university.

103 Seminar: Foundational Math (3)
This course is designed to prepare students for college-level mathematics courses by strengthening key mathematical concepts. It addresses the transition from high school to college and incorporates strategies need for problem solving.

WELDING TECHNOLOGY (WLDT)

101 Welding Blueprint Reading (4)
Introductory course on welding blueprint reading and related theory. Students demonstrate competency by satisfactory completion of instructional modules and American Welding Society Standards.

104 NCCER Core (4)
Required introduction to the National Center for Construction Education and Research for certification. Topics studied include basic math, communications, prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

105 Arc Welding I (4)
This course will introduce the student to the process of electrode manipulation, position welding and use of the different welding machines. Fall.

106 Arc Welding II (4)
Introduction to the practices of open root welds in metals of various thickness of the butt and V-Bevel type in the four basic positions using several types of electrodes. Prepares and enables a welder to take a test for the shop building industry. Tested from the American Welding Society Code 5.19 for groove thickness qualification.

107 Advanced Arc Welding (4)
Directed to achieving high quality S.M.A.W. welds, which conforms to specific codes and procedures. Competency in this course is encouraged before attempting pipe classes. Course will introduce American Welding Society D5.0 welding qualification codes. Prerequisite: 104*, 105*, 106*.

108 Oxyfuel Welding I (4)
This course will introduce the student to gas welding process. The student will learn to handle and use the acetylene gas form of welding. Spring.

112 Gas Metal Arc Welding (3)
GMAW and FCAW General safety procedures. Equipment setup and use GMAW and FCAW. Select and use different filler metal and shield gas. Make multiple-pass filler and V-Groove welds on carbon steel plate in various positions.

120 General Welding Applications (4)
Preparation and setup of arc welding equipment. Process of striking an arc and making stringer beads, weave, overlapping beads and filler metal. Visually detect and correct arc blow.

130 Pipe Welding (4)
Utilizes advanced Arc and oxyacetylene welding skills and techniques on ferrous pipe in a rotating and/or a fixed position. Emphasis is placed on the open groove pipe joint. Course will include alignment techniques, oxyacetylene cutting of pipe, pre-heat interpass temperatures, and mechanical preparation of the joints. Spring.

141 M.l.G. & T.l.G. Welding (4)
Arc Welding Course designed to further the knowledge and skills of welders. The course begins with a short review of pipe welding and groove welds on plate in all positions and covers stainless steel, cupro nickel alloys, hard facing processes, gas metal arc welding or M.l.G. and Gas Tungsten Arc Welding or T.l.G. Advanced uses for oxyacetylene and tempering and hardening steel and its alloys are also taught. Spring.

205 Arc Welding II (3)
Groove welding and how to set up equipment. Making groove welds and groove welding with backing. Provide procedures for making flat, horizontal, vertical, and overheard groove welding. Pre-requisite: WLDT 105

212 Gas Metal Arc Welding II (4)
Set-up pipe beveler with oxy-fuel with safety precautions. Perform cutting on pipe with pipe beveler and free on pipe. Fit pipe to standers and perform welds downhill with GMAW. Pre-requisite: WLDT 112

230 Pipe Welding II (3)
Gas tungsten arc welding 2- and 6-inch pipe schedule 80 in all positions. Using GTAW to deposit the root and second past SMAW to complete the weld. Pre-requisite: WLDT 130

241 MIG and TIG Welding II (3)
Learn fundamentals of GTAW (TIG) for steel stainless steel and aluminum. Welding procedures edge, corner, lap and filler weld in all positions. Procedures taught on aluminum and stainless steel. Pre-requisite: WLDT 141

251 Layout & Fabrication (3)
First course in layout and fabrication. Stresses layout symbols, lines/fabrication, shop procedure and machines. How to lay out and building using basic concepts of plumb, level and square. Anatomy and how to apply circles and curves.

295 Welding Practicum (3-9) Δ
A planned program of study and activity designed to give the student practical experience which involves student responsibilities and uses student knowledge and skills to provide an advanced learning experience. Arranged.

299 Cooperative Education in Welding Technology (3-6)
The student will work in a training facility in the Gallup area and, at the same time, will be attending the college during part of the day. May be repeated for a maximum of 12 credit hours.