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Registration Schedule by Classification

- Crimson Scholars (Seniors and Juniors) --- Nov. 08
- Crimson Scholars (Sophomores and Freshman)---------------- Nov. 09
- Disabled Students (students with disabilities must have approval from Services for Students with Disabilities Program)------ Nov. 08
- Graduate Students ---------------- Nov. 12
- Senior Citizens ------------------------- Nov. 12
- Seniors (94 earned credits or more) ---- Nov. 12
- Juniors (62-93 earned credits)---------- Nov. 13
- Sophomores (28-61 earned credits) ------ Nov. 14
- Freshman (0-27 earned credits) ------- Nov. 15
- Non-Degree Students--------------------- Nov. 16
- Readmitted Students (last attended prior to Spring 2013)--------------------------- Nov. 16
- New Transfer Students--------------------- Nov. 26
- New Students (Undergraduate and Graduate Students) ----------------------------- Nov. 26
- New International Graduate Students------- Jan. 16

Whom To See:

General Information (505) 287-NMSU
University Services
Felicia Casados, Campus President 287-6624
Academic Services
Dr. Harry Sheski, VP Academic Affairs 287-6641
Admissions/Transcripts 287-6678
Adult Basic Education
Thomas McGagie 287-6662
Bachelors of Science in Education
Kathleen O’Connor 287-6693
Barnes & Noble Bookstore
Clinton Johnson 287-9271
Business Services
Gail Gurule, Student Accounts 287-6623
Sharon Loley, Cashiering/Ck Distribution 287-6682
Alice Salcido, Accountant 287-6630
Gaylyn Yanke, VP Business & Finance 287-6633
Dual Credit Coordinator
James Olguin 287-6620
Education Resource Center
287-6693
Financial Aid
Nicole Kormick, Processing 287-6621
Beth Armstead, Advising/awards 287-6628
Brian Johnson, Advising/awards 287-6629
Human Resources
Joanna Torrez 287-6625
Library Services
Cecilia Stafford 287-6637
Small Business Development Center
Clemente Sanchez 287-8221
Small Wonders Child Care Center
Jackie Hobbs 287-3868
Student Services/Veteran’s Educational Benefits/Academic Advisers
Beth Armstead, VP Student Services 287-6628
Brian Johnson, Academic Advisor 287-6629
Testing Center
Olivia Rael, Coordinator 287-6640

Program Managers:

Applied Business/Pre Business-Betty Habiger 287-6646
Automotive Technology - Paul Garcia 287-6635
BSN- Phyllis Fisk 287-6660
Building Trades – Dr. Harry Sheski 287-6641
Communications – Dr. Joan Erben 287-6651
Computer Science – Dr. Harry Sheski 287-6641
Corrections Officer – Michael Richer 287-6670
Criminal Justice –Megan Stoneking 287-6690
Drafting/Welding - Richard Gutierrez 287-6645
Education – Kathleen O’Connor 287-6693
Electrical Trades – Dr. Harry Sheski 287-6624
Electronics – Dr. Harry Sheski 287-6624
Health Sciences - Neal Gallagher 287-6654
Humanities – William Serban 287-6648
Mathematics-Marlene Chavez-Toivanen 287-6652
Natural Sciences –Sharon Walsh 287-6661
Social Sciences –Megan Stoneking 287-6690

NMSU Grants
1500 N. Third St
Grants, NM 87020
www.grants.nmsu.edu
Registration Check List

IMPORTANT

- Submit the Admission Application if you are a new student or a returning student who has not enrolled in a class for one full year. Apply online at https://prospective.nmsu.edu plan on a 2 day turnaround processing period. Application fee is $20.

- Apply for FAFSA (Pell Grant, loans & work study). Allow six weeks for processing. Meet with the financial aid advisor in Student Services.

- Send for official transcripts of high school/GED scores and all colleges attended prior to enrolling at NMSU. All transcripts must be at NMSU Grants by February 1 for Spring in order to be eligible as a "degree seeking" student for financial aid.

- Take the computerized College Placement Test (Compass). Pick up a test admission card in the Office of Student Services. You will be tested for placement in English and Mathematics course work. NOTE: It is not recommended that you enroll in General Education college classes, (classes with a course number ending in "G"), without being concurrently enrolled in or having completed ENGL 111G.

- Activate your my.nmsu.edu account. NMSU email is the official mode of communication; contact the Information Technology Dept. if you have problems with your account. (505) 287-6666

- Register for classes EARLY. Online courses and some general education courses fill up very quickly. Register at my.nmsu.edu. If you have a "hold", you will need to see an advisor or the Business Office.

- Make payment arrangements in the Business Office. You risk being disenrolled if you have a prior balance & have not made arrangements to pay with the Business Office.

- Attend the required New Student Orientation if it is your first semester at NMSU Grants.

- Obtain your Aggie ID in Student Services.

- Purchase books before the first day of class. The Barnes & Noble Campus Bookstore is located in Martinez Hall, Room 04 or online at nmsu.bncollege.com

- Always feel free to ask questions of the staff if you are unsure of anything. They are glad to help!

Register Online using myNMSU

Logging into myNMSU
1. Open a browser session
2. Access https://my.nmsu.edu
3. Enter your NMSU Username and Password
4. Click Login

Check your Registration Status
Before you register all holds must be cleared by the appropriate office
1. Click the Student and Financial Aid Tab
2. Click Registration
3. Click Registration Status

Look-Up a Class & Registration
1. Click the Student and Financial Aid Tab
2. Click Registration
3. Click Look Up Classes
4. Select Term
5. Click Submit
6. On the Look Up Classes page, select any known features of the class.
7. Click Class Search
8. Select the checkbox next to any classes you would like to register
9. Click Register
10. If a class is full or you need instructor permission, email the instructor requesting permission to register. If the instructor approves, he/she must add your Aggie ID to his/her class. You should then be able to register for the section.
11. After the last date to register, students cannot add, drop or WD online.

Forgot your NMSU Password
1. Open a browser session
2. Access https://my.nmsu.edu
3. Click the forgot your password? Link
4. Enter your Social Security Number or Aggie ID and Date of Birth
5. Click Submit
6. Answer your secret question
7. Click Continue
8. Enter a Password and confirm
Click Continue

New Mexico State University Grants
1500 N. Third Street
Grants, NM 87020

ALL STUDENTS MUST ACTIVATE AN NMSU ACCOUNT & REGISTER ONLINE
## Spring 2013 Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring Term</th>
<th>8 Week I (MS1)</th>
<th>8 Week II (MS2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Student Orientation</strong></td>
<td>January 10 1:00-4:30pm</td>
<td>January 17 – March 12</td>
<td>March 13 – May 10</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>January 17</td>
<td>January 17</td>
<td>March 13</td>
</tr>
<tr>
<td><strong>Late Registration</strong></td>
<td>January 17-29</td>
<td>January 17-23</td>
<td>March 13-18</td>
</tr>
<tr>
<td><strong>Martin Luther King Holiday (campus closed)</strong></td>
<td>January 21</td>
<td>January 21</td>
<td>January 25</td>
</tr>
<tr>
<td><strong>Degree Application Deadline</strong></td>
<td>January 25</td>
<td>January 25</td>
<td>January 25</td>
</tr>
<tr>
<td><strong>Last Day to Add a Course</strong></td>
<td>January 29</td>
<td>January 23</td>
<td>March 18</td>
</tr>
<tr>
<td><strong>Last Day to Drop a Course without a “W” (Census Date)</strong></td>
<td>February 1</td>
<td>January 29</td>
<td>March 21</td>
</tr>
<tr>
<td><em>If a course is dropped before census date, course will be removed from class schedule. Students may drop themselves from courses through census date. After that, student must meet with an Academic Advisor.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Late Degree Application Deadline</strong></td>
<td>March 1</td>
<td>March 1</td>
<td>March 1</td>
</tr>
<tr>
<td><strong>Mid Semester Advising</strong></td>
<td>March 5</td>
<td>March 5</td>
<td>March 5</td>
</tr>
<tr>
<td><strong>Last Day to Drop a Course with a “W”</strong></td>
<td>March 12</td>
<td>February 13</td>
<td>April 15</td>
</tr>
<tr>
<td><em>A grade of “W” is assigned to all courses for which a student officially withdraws from after census date.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>April 8 - 12</td>
<td>April 8 - 12</td>
<td>April 8 - 12</td>
</tr>
<tr>
<td><strong>Spring Holiday (campus closed)</strong></td>
<td>March 29</td>
<td>March 29</td>
<td>March 29</td>
</tr>
<tr>
<td><strong>Last Day to Withdraw from the University</strong></td>
<td>April 19</td>
<td>February 28</td>
<td>April 30</td>
</tr>
<tr>
<td><em>Students who do not officially withdraw from a course or from the University and fail to attend classes may receive failing grades and will be liable for all tuition and fees. Students may be required to repay a portion or all financial aid received.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Final Exam Week</strong></td>
<td>May 6-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Day of Classes</strong></td>
<td>May 10</td>
<td>March 12</td>
<td>May 10</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>May 10</td>
<td>May 10</td>
<td>May 10</td>
</tr>
</tbody>
</table>
NMSU Spring Service Hours
January 02 – May 11

Student Services
January 2- 11
Monday-Friday 8am-5pm
January 14 - January 29
Monday-Thursday 8am-6pm
Friday 8am-5pm
January 30 – May 10
Monday-Thursday 8am-5:30pm
Friday 8am-5pm

Business Office (Student Accounts, Cashier’s Office, Check Distribution)
January 2- 11
Monday-Friday 8am-5pm
January 14 – January 29
Monday-Thursday 8am-6pm
Friday 8am-5pm
January 30 – May 10
Monday-Friday 8am-5pm

Adult Basic Education
Monday-Thursday 8am-9pm
Friday 8am-5pm

Student Success Center
Monday-Thursday 9am-7pm
Friday 10am-4pm
Saturday 10am-2pm

Student Open Computer Lab
Monday-Thursday 8am-8pm
Friday 8am-5pm
Saturday 10am-2pm

Math Tutoring Lab
Room 124
Hours Posted

Education Resource Center
By Appointment

Library
Monday-Thursday 8am-8pm
Friday 8am-5pm
Saturday 10am-2pm

Barnes & Noble Campus Bookstore

Rush Hours for Spring
January 14-18
Monday 10am-5pm
Tuesday 1pm-6pm
Wednesday 10am-5pm
Thursday 1pm-6pm
Friday, January 18 10am-3pm
January 21-25
Monday 10am-3pm
Tuesday 1pm-4pm
Wednesday 12pm-4pm
Thursday 1pm-4pm
Friday 10am-4pm

Regular Hours for Spring
January 25 – May 10
Monday 10am-3pm
Tuesday 1pm-4pm
Wednesday 10am-3pm
Thursday 1pm-4pm
Friday Closed

Please visit www.nmsubookstore.com for
Barnes & Noble at NMSU operating hours

- Last day to return textbooks is January 24, 2013, with a receipt.
- Pre-approved students can charge books to their accounts Tuesday, January 8 – February 15, 2013.

Aggie ID or class schedule must be presented at cash register to purchase books tax-free.

Located in Martinez Hall, Room 04
Tuition

**In-District**
- Per semester, 12-18 credits $891
- Per credit hour 1-12 and over 18 $74.25
- Per credit earned by examination $74.25

**Out of District**
- Per semester, 12-18 credits $978
- Per credit hour 1-12 and over 18 $81.50
- Per credit earned by examination $81.50

**Non-Resident**
- Per semester, 12-18 credits $1848
- Per credit hour 1-12 and over 18 $154
- Per credit earned by examination $154

### Spring Fees

**Fees**
- **Admission Application** ................................................. $20
  A one-time, non-refundable fee for first time admission to NMSU Grants
- **Late Registration Fee** ............................................... $25
  Assessed the first day of classes
- **Deferred Payment Fee** ............................................... $20
  Will be assessed if not paid in full by January 30, 2013
- **Graduation Fee for Spring (Associate Candidate)** .... $25
  Additional $25 late fee beginning January 28, 2013
- **Graduation Fee (Certificate Candidate)** ................. $10
  Due by May 3, 2013
- **Web-Based, ITV, & Online Hybrid** ....................... $25

**Lab Fees**
- **ART 150, 151, 260** .................................................. $25
- **AUTO 105, 112, 117, 120, 255** .......................... $25
- **BCT 105, 200, 255** .............................................. $25
- **BIOL 110, 221L, 226** ........................................... $10
- **CHEM 110, 112** ..................................................... $10
- **ELT 110, 160, 205, 221** ........................................ $25
- **OEEM 120L** .......................................................... $25
- **OEEM 101** ............................................................ $10
- **OEET 110, 115, 205, 210** ...................................... $25
- **OEPS 250, 280** ...................................................... $135
- **WELD 105, 120, 130, 140, 211, 295** ................... $25

Accounts must be paid in full by:
**May 15, 2013**
Courses less than 5 weeks must be paid in full before classes start. Previous debts to NMSU must be paid in full before you register. Class attendance without tuition and/or fee payments makes you liable for semester charges and may cancel your enrollment.

**Senior Citizens**
On a space-available, last day of late registration basis, seniors (65+) may enroll for up to 6 credits at $7 per credit, non-degree seeking status. State law requires that senior citizens taking more than 6 credit hours be charged full rate for all credits based on in-district or out-of-district residency.

**Withdrawal**
A withdrawal form must be completed with Student Services to withdraw from a course or from the University. Not following this procedure may result in “F’s” for all courses for which you are registered. Students are liable for all tuition and fees.
TERMS AND CONDITIONS OF PROCESSING A COURSE REGISTRATION

By enrolling in classes at the New Mexico State University (NMSU), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and that all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

The following terms and conditions are financial requirements of each student’s education related to their registration for a term at New Mexico State University. The payment of tuition and fees is the obligation of the student. By processing a course registration either via the Web or by submitting a course request card to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- Registration constitutes a financial agreement between you (“Student”) and New Mexico State University (“NMSU”). Tuition, fees and other charges you incur, including but not limited to bookstore charges (“Charges”), shall be added to your student account and are considered a loan for educational benefit.

- Once you formally register for classes, you assume the responsibility for understanding New Mexico State University’s official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the ‘New Mexico State University Undergraduate Catalog’ or ‘New Mexico State University Graduate Catalog’ for the term of enrollment.

- Installment payment arrangements will be automatic with a non-refundable deferred payment fee for any Charges not paid in full within ten (10) business days of the start of the term. For specific date, please check the ‘Schedule of Classes’ for the enrollment term.

- Charges may be prepaid at any time in whole or in part without premium or penalty.

- Charges left unpaid for prior terms will result in disenrollment from your current term courses unless payment arrangements are made with University Accounts Receivable prior to the disenrollment date. For that specific date, check the ‘Schedule of Classes’ for the enrollment term.

- In the event that you become delinquent in paying Charges or default in repaying Charges you will be liable for collection fees and any other costs incurred by New Mexico State to collect any monies due from you.

- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Collection costs incurred in the event of delinquency shall be at the expense of the Student.

- NMSU accepts payment via student financial aid and third party sponsorship, but the responsibility for payment remains with the student. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.

- If the New Mexico State University prevails in a lawsuit to collect on this financial obligation, Student will pay NMSU’s court costs, collection agency costs, and attorney's fees in an amount the court finds to be reasonable.

- You consent to receive email notifications to your @nmsu.edu e-mail address of the availability of an E-Bill (Electronic Billing Statement) and consent to review billing statement information on NMSU Web Payment System.

- It is your responsibility to check your myNMSU email daily and maintain a current postal address to ensure receipt of all University correspondence.

SPRING REGISTRATION IS CONSIDERED COMPLETED ONCE A STUDENT HAS REGISTERED FOR A COURSE(S). IF A STUDENT CHOOSES NOT TO ATTEND NMSU FOR A TERM, SHE/HE MUST OFFICIALLY WITHDRAW FROM NMSU FOR THAT SPECIFIC TERM.

STUDENTS WITH A PREVIOUS SEMESTER BALANCE MAY HAVE THEIR COURSES FOR SPRING CANCELLED IF THEY HAVE NOT MADE PAYMENT ARRANGEMENTS FOR PREVIOUS TERMS DEBTS WITH THE BUSINESS OFFICE BY JANUARY 30, 2013 BY 5:00PM FOR SPRING 2013.

METHOD OF PAYMENT

<table>
<thead>
<tr>
<th>Mail ✉️</th>
<th>Telephone 📞</th>
<th>In person 🗺️</th>
<th>Online 🌐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail all check payments to: New Mexico State University Grants 1500 N. Third Street Grants, NM 87020</td>
<td>Questions: (505)287-6682 Payments (505)287-6682</td>
<td>By visiting the cashier office located in Martinez Hall</td>
<td>Pay online at: pay.nmsu.edu</td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT THE UNIVERSITY DOES NOT ACCEPT DEMAND DRAFTS
TUITION PAYMENT
You complete registration by paying tuition and fees as follows:
1) In full with cash, check, or credit card (Discover, MasterCard, VISA), or
2) By presenting verification of financial aid award, grant, scholarship, or program authorization to the Business Office.

PAYMENT PLAN
By enrolling in classes at the New Mexico State University (NMSU), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and that all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Collection costs incurred in the event of delinquency shall be at the expense of the borrower. Although the University accepts payment via student financial aid and third party sponsorship, the responsibility for payment remains with the student. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.

All outstanding charges not paid in full by January 30 will automatically be placed on a payment plan and a payment plan fee of $20.00 will be assessed. Outstanding charges will be divided into four equal payments for Spring.

REFUND OF TUITION AND FEES
Students officially withdrawing or dropping courses during the Spring 2013 semesters are eligible to receive a refund as follows:

**Spring 2013**

**Full Term (January 17 – May 10)**
- Through February 3 ......................... 100%
- February 4 – February 19 ..................... 50%
- February 20 – March 3 ...................... 25%

**8 Week I (January 17 – March 12)**
- Through January 29 ......................... 100%
- January 30 – February 1 ..................... 50%
- February 2 – February 7 ..................... 25%

**8 Week II (March 13 – May 10)**
- Through March 22 ......................... 100%
- March 23 – March 29 ....................... 50%
- March 30 – April 5 ......................... 25%

REFUND PERCENTAGES ARE BASED UPON SEMESTER CHARGES, NOT AMOUNTS PAID. ALL REFUNDS ARE APPLIED TOWARD AMOUNTS OWED.

- The refund schedule on this page applies when courses are dropped and a tuition adjustment is necessary.
- Refunds for dropped credits will not be issued until after the last day to add a course.
- No refunds will be made on classes of less than five weeks duration.
- Part of Term refunds are based on class days completed.
- In cases of academic or disciplinary suspension, eligibility for refund will depend on the conditions of the suspension and will be entirely at the option of the University.
- Special Fees are refunded in full through the 100% refund period; thereafter, fees are non-refundable.
- Withdrawal refunds are calculated as of the date the withdrawal form is completed with the Registrar's Office.
- Recipients of financial aid grants and loans who drop credits or withdraw may be required to return all or a portion of awarded Title IV funds.

Students who are enrolled but choose not to attend must officially withdraw from the University. To officially withdraw, please go to the Registrar's Office.

Any funds remaining, after paying University expenses, will be available to students through the NMSU Grants Business Office. Prior term charges due to the University and non-institutional charges (i.e. Health Center charges, Degree fees, etc.) cannot be taken from a student’s Financial Aid and/or Scholarship awards, therefore a balance may still be due to the University after a Financial Aid Refund is issued to a student.

Direct Deposit of Financial Aid to a student’s checking account is available. To sign up for this service log on to my.nmsu.edu and click on the direct deposit link under student financial aid to securely input your bank account information.
Instructional Support Services

Adult Basic Education (ABE)
Adult Basic Education (ABE) programs offer adults the opportunity to begin and/or complete a basic education through the twelfth grade. They also provide a variety of educational programs that can help you meet your goals. A basic education will improve your opportunities for obtaining or retaining employment or going to college.

Included in the adult basic education instructional programs are basic literacy and GED (High School Equivalency Diploma). Student-support services, which promote educational success, include assessment, student orientation, self-paced studies, advising and referral services, and help from tutors on an individual and small-group basis. In addition, classes are offered each semester. There is no charge for ABE Classes, services, or textbooks. Located in Room 120, Martinez Hall.

Computer Labs
NMSU Grants campus offers state-of-the-art computer hardware and software to students enrolled at NMSU. Six labs are located throughout the campus. Two labs are available for student use outside of class. An open lab in room 127 contains Gateway Pentium IV desktop computers with software applications used by several disciplines.

Instructional Technology Services
Room 06, Martinez Hall, across from the Library

Library Services
This is on the main floor, Martinez Hall. It hosts more than 23,000 titles in addition to an extensive audio and video collection. Eight Pentium IV Gateway computers provide online access to article databases. Eight desktop computers are available for public use during operating hours.

Mathematics Lab
The Math Lab in Martinez Hall, room 124, provides all levels of assistance for developmental math through college algebra. The lab, staffed by a teaching technician, offers tutoring and testing services, and computer access.

NASNTI Grant
The U.S. Department of Education awarded a five-year Native American Serving Non-Tribal Institutions Grant (NASNTI) to New Mexico State University Grants Campus in October 2011 to expand access to educational opportunities for Cibola County, New Mexico residents. As part of the grant initiative, two priorities serve as focal points which include: 1) outreach to Native American, low-income, and at-risk clients in Cibola County with a myriad of entry points to access higher education, and 2) to enable more data-based decision making to improve services and strategic planning of institutional practices and services. Acoma Pueblo and Tohajiilee Navajo community outreach sites have been established to provide the following services: 1) Adult Basic Education (GED) program, 2) Dual enrollment with high school students in the Cibola County Service area, and 3) college success and retention strategies including online and course offerings at each outreach center. Professional tutors in basic core requirements are available at the Student Success Center and we also have a Native American Student Program to provide extracurricular activities, support, and educational opportunities for all students. For more information, please contact Dr. Shawn Secatero, NASNTI Director at (505) 287-6699

Online Canvas/Web-based Courses
• Any course with an online element (full or partial) will be at http://learn.nmsu.edu. Use the same username and password as you would for your my.nmsu.edu account.
• These courses require special skills, aptitude, and additional time commitment.
• You can obtain a list of technology skills and system requirements by going to: http://distance.nmsu.edu and selecting "prospective students"
• There is an additional $25 course fee for NMSU Grants online courses. 100% online and hybrid have course fees.
• Log into learn.nmsu.edu to start your course on the 1st day of classes.

Student Success Center (SSC)
Located in Martinez Hall, room 125, this center offers a quiet study area, free one-on-one tutoring and test proctoring for students in most subjects, including writing, math, and many “G” courses. The SSC is also the college-testing center, administering the college placement test (COMPASS) to new students.

Small Business Development

Small Business Development Center (SBDC)
The Small Business Development Center (SBDC) is located at 701 E. Roosevelt Ave., Grants, NM 87020, offers free specialized consulting and guidance for business owners, prospective owners, and managers. The SBDC is designed with the small business person in mind. Whether in business for some time or just starting out, the SBDC can help address issues and problems encountered by small business owners. As a member of the New Mexico Small Business Development Center Network, SBDC’s experienced staff can help you:
• Explore business ownership opportunities in Cibola County & access a wealth of business resources
• Start a new business or make an established one more efficient and profitable.
• Improve your management skills.

Business Education
The SBDC offers individualized tutoring in accounting, marketing, and various aspects of management that can help you avoid costly mistakes. Special arrangements can be made for SBDC staff to come to businesses to discuss strategies. Seminars and workshops are available to improve business and management skills. For more information, contact Clemente Sanchez at 287-8221 or at http://grants.nmsu.edu/sbdc.html
Campus Programs & Policies

Academic Advising
The Student Services Office is located in Martinez Hall, Room 5. Make an appointment or walk-in during office hours, to see an adviser prior to registration to review your degree plan. On-line advising sessions are available at grants.nmsu.edu.

STAR Degree Audit
The Student Academic Requirements (STAR) degree audit program is a web-based service that allows NMSU students to run online degree checks on academic programs. For more information, go to www.degreeaudit.nmsu.edu.

Students with Disabilities
In compliance with the Americans with Disabilities Act (ADA), students with disabilities who need special services in the classroom or have difficulty gaining access to any university building, should contact Beth Armstead, Vice President for Student Services at 287-NMSU (6678). Students must self-disclose their need for accommodations.

Student RIGHT-TO-KNOW and Campus Security Act
NMSU is required to provide to you information in accordance with Federal Regulation 34 CFR Part 86 of the Department of Education and the Student Right-to-Know and Campus Security Act. You can access the information by going to www.nmsupolice.com, and then selecting the “Annual Reports” link on the left menu.

Student Code of Conduct
The Vice President for Student Affairs (NMSU Las Cruces) establishes and enforces standards of conduct for all NMSU students. The Vice President for Student Services, Beth Armstead, enforces conduct for the Grants campus. Obtain your copy of the Student Code of Conduct in Student Services or online at grants.nmsu.edu.

Course Transfer
The institution to which you transfer determines transferability of courses taken at NMSU Grants. Usually, general education courses (marked “G”) are accepted by other institutions when these courses apply to a degree program at the school. Technical, vocational, or special courses (OE/BOT) may be applied to Baccalaureate degrees only upon petition to and approval from the institution to which you transfer. For information, contact an adviser or review a copy of the latest NMSU Grants catalog and consult the institution you may plan to transfer credits to.

Children on Campus
Children should not be left unattended or be permitted to disrupt classes. Small Wonders Child Care Center, on the NMSU Grants campus, offers childcare to students, faculty, and staff for children, ages 6 weeks to 12 years, for an established fee. Contact Small Wonders Child Care Center, 287-3868. Apply early as there is often a waiting list. The Center does not offer “drop in” care.

NMSU Cibola County Extension Service
J.Wendy Brown, MA. Program Director
Barbara Baca, Administrative Secretary
Gwen Jaramillo, ICAN Educator.
Jeanne Naramore, ICAN Educator
Chase Elkins, Extension Agent

- Just Be It: Nutrition and Fitness Programs for Youth K-5th grade/Organ Wise Guys
- 4-H Youth Ballet – Every Tuesday Family Center 3:30 -4:15
- ICAN – Nutrition classes for Adults and Kids
- Parenting Classes -Mondays 10:30 a.m. Family Center 12 sessions
- 4-H Clubs, sign up before May 1, 2013

For more information regarding these services contact the office at:
551 Washington Ave
Grants, NM 87020
Phone: 505-287-9266
Email: cibola@nmsu.edu
Online: cibolaextension.nmsu.edu
Admissions

All new, readmitted, and transfer students must apply for admissions prior to registration. Students will be admitted as either degree seeking or non-degree seeking. All applicants must be either high school graduates or must have successfully passed the GED exam. Transfer students must verify that they are eligible to return to any previously attended colleges. Admission applications are available from the NMSU Grants Student Services Office or by applying online.

To apply for admissions or readmission:
1- Complete an application for admissions. If you are applying for financial aid or veterans benefits, you must apply as degree seeking.
2- Submit the completed application to NMSU Grants, 1500 N. Third Street, Grants, NM 87020. If you have never taken classes at NMSU before, you must include with your application a one-time, non-refundable $20 admission fee.
3- Request that your GED scores or transcripts from former high schools and/or colleges be sent directly to NMSU Grants.
4- An Admission Status Letter will be provided to you upon request. Note: Student in non-degree admission status is not eligible for Financial Aid or Veterans Benefits.

Changing Admissions or Enrollment Status
The deadline for changing admission status from non-degree to degree seeking is census date. After this date, students will remain in the non-degree seeking status for the term. The deadline for changing enrollment status from credit to audit or graded to S/U is census date.

Social Security Numbers/NMSU Aggie ID in Student Records
Social security numbers are collected for prospective and current students for administrative coordination and record identification purposes only. Although procedures have been established by the Registrar for assignment or an alternative number upon request, students who wish to be employed on campus or to receive financial aid are required by law to provide their social security number for administrative use. Further, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. In the event that the university does not have the social security number for a student, a reasonable effort will be made to obtain this information. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act. A NMSU Aggie ID number is assigned to each admitted and enrolled student and will be used as the primary identifier when enrolling for classes through Student Services, for obtaining printed class schedules, and for all Business Office transactions. The Aggie ID number can be found after logging into your MyNMSU account.

Financial Aid/Scholarships

Title IV Code is 008854

You must register for classes prior to the date posted in the Financial Aid Office to be eligible for aid. Students will be billed for 100% of aid they received for classes they never attended.

Financial Aid and/or Scholarship Awards will be automatically applied to your NMSU account through the University Accounts Receivable Office. Any funds remaining after paying University expenses will be available to you through direct deposit or check. You may sign up for direct deposit through my.nmsu.edu. If you do not choose direct deposit, you may pick up your check at the NMSU Grants Business Office.

Financial Aid cannot be disbursed until your Financial Aid file is complete. You can review the status of your financial aid through your my.nmsu.edu and/or by contacting the NMSU Grants Financial Aid Office. To avoid delays, you should complete your financial aid file accurately and early. If you have not been awarded financial aid, you must make payment arrangements at the NMSU-Grants Business Office. Grant and Loan financial aid for the first and second 8-week sessions will be paid at the beginning of the 16-week semester. The cut-off date to add classes for financial aid purposes will be posted at the NMSU Grants Financial Aid counter. Financial Aid may not pay for the courses added after the cut-off date. You will NOT automatically be withdrawn from the University if you do not attend classes. You must officially withdraw at the NMSU Grants Admissions and Records Office.

To receive financial aid, you must be degree-seeking with the NMSU Grants Admissions and Records Office.

You must notify the NMSU Grants Financial Aid Office of any and all additional resources: scholarships, tuition waivers, stipends, WIA, DVR, state or federal awards, and others. All financial aid offers are subject to revision due to changes in policy, law, regulations, or errors in funding. You are responsible to repay excess funds disbursed due to any of these reasons.

You must be enrolled in at least 6 credit hours to receive a loan award. First-time borrowers must complete an online Debt Management Entrance Counseling and Master Promissory Note at: https://studentloans.gov prior to loan disbursement. Satisfactory academic progress will be monitored to determine eligibility for Financial Aid. Satisfactory progress includes:

- Maintaining a cumulative grade point average of 2.0 for undergraduates,
- Satisfactory completion of at least 66.67% of credits hours attempted, and
- A maximum time frame to complete a degree (usually 99 attempted hours for an associate degree)

VA Benefits - If you plan to use VA benefits, you must have your class(es) approved by an advisor prior to registration. All new students should apply online for Educational Benefits at gibill.va.gov. Chapter 31 & 33 participants are not responsible for paying tuition. All other VA Chapter participants are responsible for paying their tuition per the Payment Plan Schedule.
Distance Education

NMSU College of Extended Learning provides comprehensive distance learning opportunities to meet diverse educational and professional needs anytime, anywhere. As New Mexico’s land-grant institution, NMSU has a university-wide mission to expand the capacity of extension, outreach, and distance education to communities across the state. NMSU's distance education degree programs are designed to serve students who may not be able to pursue an education through traditional means. NMSU offers Bachelor degree completion programs, Masters and Doctorate programs, and a number of Certificate and Licensure options.

Technology-Based Programs are delivered using WebCT, Centra, ITV (Interactive Television), and other learning technologies.

**Cost for upper division courses (300 & 400 level):** Current Las Cruces campus tuition and fees plus $25 distance education fee per credit.

If you are interested in Teacher Education, Nursing, Criminal Justice, Business, Sociology, Information Communication Technology, Hotel Restaurant & Tourism Management, these degrees may be available at the Bachelor, Master and Doctoral levels. For further information, contact the College of Extended Learning, Distance Education toll-free 1-800-821-1574 or (575) 646-4692, email: distance@nmsu.edu, or on-site in Milton Hall room 185 during regular business hours. Distance Education Website is [http://distance.nmsu.edu](http://distance.nmsu.edu).

**BSN in Nursing (RN Program)**

This is a unique program. The nursing coursework will be conducted via live instructional television (ITV) from NMSU – Las Cruces. Students will participate actively in the lectures and coursework conducted in Las Cruces while sitting in a classroom on the Grants Campus.

The clinical and skills portion of the program will occur at the Grants Campus and be led by an NMSU nursing instructor.

**Requirements:** Maintain a minimum prerequisite 3.0 GPA

**Costs:** Current Las Cruces campus tuition and fees plus a $25 per credit hour distance education fee.

**To apply:** Check with the School of Nursing in NMSU Las Cruces at (575) 646-3812 for the most current admissions requirements. NMSU Grants Advisers are available for pre-nursing advising.

**Applications are accepted in early February for fall admissions.**

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**Student Confidentiality Form**

The following information has been designated as Directory Information, which is subject to release to the public under the Buckley Amendment (PL 93-380), “The Family Educational Rights and Privacy Act of 1974”:

Student’s name, address, e-mail address, telephone listing, date and place of birth, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Other information regarding disclosure of student data is posted at the Student Services office in compliance with the Act.

If you are a currently enrolled student and object to the release of this information to all publics, you must return this form to the Student Services office in person.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Aggie ID</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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</tbody>
</table>
Release form for Electronic, Print and Video

Occasionally photographs, videos, or other audio or visual images of students may be used by New Mexico State University Grants for course materials, the NMSU Grants website, dissemination in brochures and other promotional materials such as our catalog, schedule of classes, student handbook, promotional flyers or other public presentation documents.

Furthermore, such photographs, film, video recording, or other audio or visual images, may be used free and clear of any claim whatsoever on my part.

By signing this permission form, you authorize NMSU Grants to utilize any photo of you may be in for marketing, publications, public relations, etc.

Thank you and Go Aggies!

__________________________________________________________   ___________________________
Student (please print)                                                    Aggie ID

__________________________________________________________   ___________________________
Signature                                                            Date

__________________________________________________________   ___________________________
Witness:                                                              Date:

---

No Release form for Electronic, Print and Video

Occasionally photographs, videos, or other audio or visual images of students may be used by New Mexico State University Grants for course materials, the NMSU Grants website, dissemination in brochures and other promotional materials such as our catalog, schedule of classes, student handbook, promotional flyers or other public presentation documents.

Furthermore, such photographs, film, video recording, or other audio or visual images, may be used free and clear of any claim whatsoever on my part.

Complete this form if you are currently enrolled student and object to photos of you at NMSU activities being published.

__________________________________________________________   ___________________________
Student (please print)                                                    Aggie ID

__________________________________________________________   ___________________________
Signature                                                            Date

__________________________________________________________   ___________________________
Parent Name (please print)                                            Signature                                   Date
### ACCT-Accounting

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### AHS-Allied Health Science

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### ANTH-Anthropology

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### ART-Art

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### ASTR-Astronomy

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### AUTO-Automotive Technology

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<td>1330-1635</td>
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### BCT-Building Construction Tech

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### BIOL-Biology

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### BLAW-Business Law

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### BMGT-Business Management

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### C E-Civil Engineering

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### C EP-Counseling & Educ Psy

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### C J-Criminal Justice

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### C S-Computer Science

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**8 Week I**

January 17 to March 12

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**8 Week II**

March 13 to May 10

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Web-Assisted (Hybrid)

Web-Based

22170 ACCT 251 G01 3 MANAGEMENT ACCOUNTING WEB WEB WEB WEB Habiger Betty
22277 Habiger Betty 3 FINANCIAL ACCOUNTING WEB WEB WEB WEB Habiger Betty
28715 ARS 120 G01 3 MEDICAL TERMINOLOGY WEB WEB WEB WEB Habiger Betty
28716 ARS 153 G01 4 INTRO ANTH/PHYSIOLOGY I WEB WEB WEB WEB Habiger Betty
28719 TBA G01 3 BUSINESS LAW WEB WEB WEB WEB Habiger Betty
28912 BMGT 216 G01 3 BUSINESS MATH WEB WEB WEB WEB Habiger Betty
28915 BMGT 221 G01 3 CO-OP EXPERIENCE I WEB WEB WEB WEB Habiger Betty
28914 BMGT 240 G01 3 HUMAN RELATIONS WEB WEB WEB WEB Habiger Betty
22000 C EP 110G G01 3 HUMAN GROWTH/BEHAVIOR WEB WEB WEB WEB Adams Yvonne
28860 C EP 112G G01 MS1 3 HUMAN GROWTH/BEHAVIOR WEB WEB WEB WEB Adams Yvonne
28866 C EP 210 G01 MS2 3 EDUCATIONAL PSY WEB WEB WEB WEB O'Connor
22006 C EP 210 G02 3 EDUCATIONAL PSY WEB WEB WEB WEB Adams Yvonne
22720 C J 101G G01 3 INTRO CRIMINAL JUSTICE WEB WEB WEB WEB Stoneking Megan
22727 C J 199 G01 3 CRIMINOLOGY THEORIES WEB WEB WEB WEB Faught-Hollar
22730 C J 199 G02 3 CRIMINOLOGY THEORIES WEB WEB WEB WEB Stoneking Megan
22731 C J 199 G03 3 HUMAN TRAFFICKING WEB WEB WEB WEB Stoneking Megan
22732 C J 201 G01 3 CRIMINAL LAW I WEB WEB WEB WEB Lucas Gloria
22856 C J 221 G01 3 AMER LAW ENFRONT SYM WEB WEB WEB WEB Lucas Gloria
22859 C J 250 G01 3 INTRO TO CORRECTIONS WEB WEB WEB WEB Lucas Gloria
22860 C J 250 G01 3 COURTS/CRIML JUST SYT WEB WEB WEB WEB TBA
28851 C S 110 G01 3 COMPUTER LITERACY WEB WEB WEB WEB Adams Yvonne
28858 C S 110 G04 MS2 3 COMPUTER LITERACY WEB WEB WEB WEB O'Connor
22375 EMT 130 G01 3 WEB DESIGN I WEB WEB WEB WEB Mann Thomas
28905 E S 110G G01 3 INTRO ENVIRON SCI WEB WEB WEB WEB Walsh Sharon
28869 ECED 125 G01 MS1 2 HEALTH, SAFETY & NUTR WEB WEB WEB WEB O'Connor
22015 ECED 225 G01 3 CURS DEV & INF WEB WEB WEB WEB Zamar J'Iane
22016 ECED 230 G01 2 ECED PRACTICUM II WEB WEB WEB WEB Zamar J'Iane
22157 ECED 245 G02 MS2 2 PROFESSIONALISM WEB WEB WEB WEB O'Connor
22023 ECED 255 G01 3 ADMNT OF CHILDREN/EVAL WEB WEB WEB WEB Kerri
22027 ECED 265 G01 3 GUIDING YOUNG CHILDREN WEB WEB WEB WEB Kerri
28870 ECED 181 G01 MS1 3 FIELD EXPERIENCE I WEB WEB WEB WEB Ligon Karen
28871 EDUC 204 G01 3 FNMTS OF BIL/ESL ED WEB WEB WEB WEB O'Connor
22050 EMR 101 G01 1 FRESHMAN ORIENTATION WEB WEB WEB WEB O'Connor
22051 EMR 250 G01 2 INTRO TO EDUCATION WEB WEB WEB WEB Morris Rex
28730 ENGL 112 G01 2 RHETORIC & COMPOSITION WEB WEB WEB WEB Humphreys
28910 ENGR 111 G01 3 MATLAB WEB WEB WEB WEB Neber Jonathan
22044 FIN 210 G01 3 FINANCIAL PLANNING/INVSMT WEB WEB WEB WEB Habiger Betty
28907 GEOG 259 G01 4 INTRO OCEANOGRAPHY WEB WEB WEB WEB Leach Michael
28932 HIST 100G G01 3 AMER NATIONAL GOVT WEB WEB WEB WEB Serban Miriam
28907 HIST 102G G01 3 MODERN EUROPE WEB WEB WEB WEB Serban Miriam
22274 HIST 261 G01 3 NEW MEXICO HISTORY WEB WEB WEB WEB Serban Miriam
22161 MATH 251 G02 2 HUMAN NUTRITION WEB WEB WEB WEB dumpster Constance
28915 MATH 251 G03 MS2 3 HUMAN NUTRITION WEB WEB WEB WEB Dzivc Constance
28891 MATH 120 G01 3 INTERMEDIATE ALGEBRA WEB WEB WEB WEB Stoneking Megan
22224 MATH 121G G01 3 COLLEGE ALGEBRA WEB WEB WEB WEB Haaland Krista
22932 MATH 190G G01 4 TRIG AND PRE-CALCULUS WEB WEB WEB WEB Stoneking Megan
28913 MGT 201 G01 3 INTRO TO MANAGEMENT WEB WEB WEB WEB Stoneking Megan
22333 NA 104 G01 4 CRFY KURS ASST FUND WEB WEB WEB WEB Stoneking Megan
22371 NA 105 G01 4 CRFY KURS ASST CLIN WEB WEB WEB WEB Stoneking Megan
22379 NA 115 G02 4 CRFY KURS ASST CLIN WEB WEB WEB WEB Stoneking Megan
29057 OECS 125 G01 3 OPERATING SYSTEMS WEB WEB WEB WEB Stoneking Megan
22004 PSY 201G G01 3 INTRO-PSYCHOLOGY WEB WEB WEB WEB Stoneking Megan
22006 PSY 201G G02 MS2 3 INTRO-PSYCHOLOGY WEB WEB WEB WEB Stoneking Megan
29034 PSY 274 G01 3 SUBST ABUSE/SEVR LTHG WEB WEB WEB WEB Paysetta Bruce
29037 SW 221G G01 3 INTRO SOCIAL WELFARE WEB WEB WEB WEB Coats Melissa
29038 SW 2205 G01 3 REP WOMEN ACROSS CULT WEB WEB WEB WEB Coats Melissa
Corrections Officer Training Academy
COTA

Corrections courses run concurrently and students must register for all four courses. The lab fee for each course is $135.00. Contact Michael Richer at 287-6670 or at mricher@nmsu.edu for more information.

29126  OEPS 250  G01  SC  4  CORRECT OFFICER TRNG  0800-1600  MTWRF  GRGM  200  Richer Michael
29127  OEPS 280  G01  SC  4  CORRECT OFFICER TRNG IV  0800-1600  MTWRF  GRGM  200  Richer Michael