

NEW MEXICO STATE UNIVERSITY
GRANTS CAMPUS

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2006–2008
Catalog



Academic programs at NMSU Grants Campus are available to all students regardless of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Items in this catalog are subject to modification at any time by proper administrative procedure.

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Welcome to New Mexico State University Grants Campus

I am a reader, I love to read!! Growing up in rural New Mexico in a little town called “El Guique”, in northern New Mexico, I grew up learning the pleasure of reading from my ability to borrow books from the “New Mexico State Bookmobile” which visited my rural school located in San Juan Pueblo during the school year and summers. Books expanded my world!! It was the traveling state bookmobile that taught me to love libraries and bookstores. I call reading “*my cheap travel*” because it enables me to travel to other places and learn about other people/issues/places from whatever comfortable chair I am sitting in, sipping a cup of coffee and enjoying the written word of another person’s thoughts/vision/knowledge/perspective. Books find me – I am a believer that whatever message they have to offer is a message I need to hear at that moment in my life and somehow they jump into my hands when I traverse the aisle of a bookstore, read a book review or receive a surprise gift of a book in the mail from a good friend.



The current book I am reading is ‘*The World is Flat, A Brief History of the Twenty-First Century*’ (updated and expanded) by Thomas L. Friedman. In ‘*The World Is Flat*’ author Friedman is basically addressing the continuing lightning speed changes in technology and communications taking place all over the world – which are contributing to people all over the world having immediate access and connections to each other and to information. Friedman uses the example that during Christopher Columbus’ exploration of the New World, the world was round and as they sailed their ships from Spain it was totally unknown to these adventurers what would appear ‘around’ the horizon. But today with technology and communications we can see and talk across continents – the world has become “*flat*” and we no longer need to wonder or fear what lies beyond the ‘horizon’, thus everyone’s horizons are expanded.

In May 2006, during my first graduation ceremony as CEO of our NMSU-Grants Campus I had the pleasure of introducing our “Friend of the College”, Derek Underhill. Derek is Owner of the local Grants KD Radio, Inc. Derek grew up in the Los Angeles area and at the age of 12 as a result of his Cub Scout Troop field trip to visit a local radio station, he fell in love with radio. From that moment on one of his life goals was to own a radio station. As a kid, Derek built a small radio signal in his neighborhood from an electronics kit eventually covering a large part of the west San Fernando Valley north of Los Angeles, developing unique radio formats. Derek progressed through his life and career path, methodically graduating in 1987 with a bachelor’s degree in Radio, Television and Film from California State University in Northridge. He then worked for many years in the film and radio industry in southern California – and during that time he actively researched the possibility of purchasing a radio station in California but he found the cost was prohibitive, in the million dollar range.

One day, while Derek was exploring on EBAY, he came upon KD Radio Station listed for sale in Grants, New Mexico. He and his wife Sheila flew out to Grants to meet with the owner and he says “*they fell in love with Grants*” and his life goal of becoming the owner of a radio station came to fruition in January 2001 when he bought KD Radio. I remember telling this story during our May 2006 graduation – and I heard a “*collective gasp of surprise*” from our graduates and the audience. Because Derek was able to find out about the resources within this community via technology, in far off California, a community that he had never heard of, Grants, New Mexico ‘*the world became flat*’ for Derek and for Grants. After “*the collective gasp*” I heard from the audience, I made the added point that the NMSU baccalaureate and masters degree students receiving their degrees with our NMSU-Grants students that evening were able to do so because of distance education technologies now available in Grants.

Students come to our NMSU-Grants Campus to build opportunity for themselves and their families. We, the staff and faculty of our campus welcome you to connect with these opportunities to expand your world through our resources, knowledge, and technology to support you in meeting your life goals and to “*flatten your world*” so that you too have access to the tools that will help you meet your dreams and expand your horizons.

My Warmest Regards,
Felicia Casados, Campus Executive Officer
(505) 287-6624 (phone)
email: fcasados@nmsu.edu

REGISTRATION CHECKLIST

- Apply for financial aid.** (Pell Grant, scholarships, work-study, etc.) Meet with an adviser in the Student Services Office.
- Submit admission application to the Admissions Office.** (If you are a new student or a returning student who has not enrolled in a class for one full semester.)
- Activate your NMSU account.** Go to my.NMSU.edu on the internet.
- Send for official transcripts.** High school, GED scores and all college transcripts. Have them sent directly to NMSU Grants Campus. Must be in Admissions Office by deadline to qualify for financial aid.
- Take the Computerized Placement Test (CPT).** Pick up a test admission slip in Student Services. You will be tested for placement in English and Mathematics course work. NOTE: You may not enroll in college General Education classes, that is, classes that have a course number ending in “G” without having completed ENGL 111G.
- See an academic adviser to assist you in planning your program of study.**
- Attend a New Student Orientation if it is your first semester at NMSU Grants.**
- Register for classes early.** Make an appointment with one of the advisers in the Student Services Office.
- Secure payment for tuition and fees in the Business Office, Rm 5. To register pay the required 10% tuition cost.**
- Obtain your student I.D.** The Student Success Center, Room 125, will post hours for students I.D.s, at the beginning of the semester.
- Purchase your books after classes have started.** The Student Bookstore is located across from the Library.
- ALWAYS feel free to ask questions of the staff if you are unsure of anything.** They are glad to help!
- Explore the campus.** Campus maps are included in this catalog as well as your semester course schedule. Learn about the resources available to help you succeed.

HELP DIRECTORY

General Information	505-287-NMSU
Academic Services	287-6641
Adult Basic Education	287-6643
Bookstore	287-6632
Business Services	287-7981
Distance Education	287-6674
Education Resource Center	287-6626
Financial Aid	287-6621
Library Services	287-6637
Community Education and Marketing	287-6664
Small Business Development Center.....	287-8221
Small Wonders Child Care Center	287-3868
Student Services/Academic Advisors	287-6678
Student Success Center.....	287-6670

PROGRAM MANAGERS

Applied Business (Betty Habiger).....	287-6646
Associate of Arts (Dr. Harry Sheski, CAO).....	287-6641
Associate of Science (Stan Carlson).....	287-6661
Automotive Technology (Paul Garcia).....	287-6635
Building Trades (Andy Gordon).....	287-6658
Business Occupations (Betty Habiger).....	287-6646
Computer Technology (Doug Bocaz-Larson).....	287-6656
Corrections Officer (Steve Bell).....	287-6627
Criminal Justice (Dr. Harry Sheski, CAO).....	287-6641
Digital Film Technology (Doug Bocaz-Larson).....	287-6656
Drafting (Richard Gutierrez)	287-6645
Early Childhood Education (Dr. Harry Sheski, CAO).....	287-6641
Education (Dr. Harry Sheski, CAO).....	287-6641
Electronic Technology (Bruce McDowell).....	287-6636
Geographic Information Systems (Mike Leach)	287-6657
Health Sciences (Neal Gallagher).....	287-6654
Humanities (Dr. Joan Erben).....	287-6651
Mathematics (Marlene Chavez-Toivanen).....	287-6652
Natural Sciences (Stan Carlson)	287-6661
Pre-Business (Betty Habiger)	287-6646
Social Sciences (Michael Leach).....	287-6657
Tourism Services (Dr. Harry Sheski, CAO).....	287-6641
Web Mastery (Doug Bocaz-Larson).....	287-6656
Welding (Richard Gutierrez)	287-6645

ABOUT NEW MEXICO STATE UNIVERSITY GRANTS CAMPUS

NMSU Grants Campus was established as a branch of New Mexico State University in 1968 through the cooperative efforts of New Mexico State University and Grants Municipal Schools.

During the first year, classes were held in the evening in public school facilities and were taught by qualified part-time instructors from the community. In August 1969, the college moved to its present site, previously home to the Grants Job Corps Center. During 1977–78 a main building was constructed to house academic classrooms, a student lounge, the library, and faculty/administrative offices. The former Job Corp Vocational Building and gymnasium were also renovated at that time.

In 1980–81, the gymnasium was completely remodeled, extensive landscaping was completed, and four additional rooms were added to the Main Building: two art rooms at the north end and a lecture room/adult learning center at the south end.

In 1984, an additional 20,800 square feet were added resulting in a total of 79,197 square feet. The Automotive, Electrical, and Welding programs were moved from the former vocational building to more modern and spacious facilities. Enlarged quarters for the Adult Learning Center and two computer laboratories were added.

In May of 1987, the main building was dedicated as the "Walter K. Martinez Memorial Hall," in memory of the former State Representative who served from 1966–1984 as State Representative and Speaker of the House from 1971–1978. During his tenure in the legislature, NMSU Grants Campus received significant appropriations for capital improvements to plan, remodel and construct the present physical plant.

Martinez' leadership in establishing the Severance Tax Permanent Fund was one of his most outstanding contributions. Through this permanent fund, a revenue source was created to fund higher education and other state capital outlay projects.

In October 1993, the gymnasium was dedicated as the "Joseph A. Fidel Activities Center" in recognition of the New Mexico State Senator. Senator Fidel, respected friend and mentor of NMSU Grants Campus, was instrumental in forming the college while serving on the Grants-Cibola County School

Board. His unending support for the continued growth of the university continues through his effective representation in the State Senate.

During the 1993–94 academic year, new offices were remodeled for faculty, new classrooms were constructed in the annex building, administrative office space was enlarged, and a new, larger bookstore was built.

In 1998 the remaining Job Corps building on campus was named in honor of Francis W. (Frank) McClure to recognize his crucial role in the university's successful beginning. During the 1999-2000 school year, the building was refurbished, with new entrances, new carpet and tile, enlarged hallways, and newly painted walls. It currently houses the Building Trades program, the Certified Nursing Assistant program, a geology lab, the art lab, the photography lab, and several redecorated classrooms.

In 2001 the University obtained full title to its property and facilities. Until October 2001 the federal government was the rightful and legal owner.

MISSION AND PURPOSES STATEMENT

The mission of New Mexico State University at Grants is to provide quality instructional and supportive programs at the lowest feasible cost to persons within Cibola County. These programs are provided to eligible persons regardless of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

To accomplish this, the University focuses on the following purposes:

1. Improve instruction by continually:
 - a. utilizing an outcome assessment process;
 - b. appraising the effectiveness of degree and certificate programs;
 - c. implementing a process to increase satisfaction;
 - d. participating in professional development;
 - e. utilizing technology.
2. Improve curriculum by continually:
 - a. implementing occupational courses and programs that meet the needs of business and industry in the local area and state;
 - b. implementing courses to meet individual interests of a personal, cultural, and recreational nature;

- c. implementing programs of study and courses required by occupations that pay above minimum wage.
3. Improve the transfer process by continually strengthening ties with other institutions to articulate programs, student advisement procedures, and interdepartmental communication among faculty.
 4. Improve a comprehensive student support program by continually:
 - a. providing academic advisement;
 - b. increasing retention;
 - c. increasing tutorial and mentor services;
 - d. increasing financial aid levels;
 - e. increasing interest in student activities;
 - f. increasing job placement, job searches, and student transfer resources.
 5. Improve local economic development by continually:
 - a. assisting new businesses with planning and funding procedures;
 - b. providing local training at an affordable cost;
 - c. recommending professional services and business aids;
 - d. networking and sharing resources with state and community business groups.
 6. Improve administrative support by continually:
 - a. implementing a system for process improvement
 - b. integrating financial reporting, registration, and financial aid computer systems;
 - c. developing, implementing, and monitoring a results-oriented marketing plan;
 - d. improving the student registration process;
 - e. seeking input from students, faculty, and community;
 - f. increasing the number of courses at convenient locations throughout the county where economically feasible;
 - g. improving instructional processes;
 - h. improving library services.
 7. Improve physical plant and operations by continually:
 - a. maintaining the facilities and equipment;
 - b. increasing conservation and usage compliance.

ACCREDITATION

New Mexico State University at Grants is accredited by the North Central Association of Colleges and Secondary Schools. Courses offered at NMSU Grants Campus are considered the same as courses offered at NMSU at Las Cruces.

NMSU Grants Campus is a member of the American Association of Community Colleges and of the New Mexico Association of Community Colleges.

TRANSFER OF CREDIT

Credits earned at NMSU Grants Campus are considered to be transferable provided that the student has achieved the prescribed quality level of work and has taken the sequence of courses required by the receiving institution. Since institutional requirements vary, students wishing to transfer credit are advised to meet with an academic adviser to plan a program of study. The receiving institution evaluates the transfer credits.

CATALOG INTENT

The catalog is a summary of information of interest to students. Readers should be aware of the following:

1. This catalog is not a complete statement of all procedures, policies, rules and regulations for additional information see The Student Handbook.
2. The university reserves the right to change, without notice, any academic or other requirements, course offerings, course content, programs, procedures, policies, rules, and regulations as published in this catalog.
3. Special procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students.
4. Students planning to earn degrees or certificates may elect to fulfill requirements as outlined in the catalog in effect at the date of initial enrollment or as outlined in catalogs published subsequent to their initial enrollment.

NONDISCRIMINATION POLICY

It is the policy of NMSU Grants Campus not to discriminate based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status in employment or other college-administered programs. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended by 11375 and Section 504 of the Vocational Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and Title IX of the Educational Amendments of 1972 and subsequent revisions.

DISABILITY STATEMENT

NMSU Grants Campus is strongly committed to providing education to all Cibola County citizens. The university's faculty and staff are dedicated to providing equal access to individuals with disabilities in the spirit of the Americans with Disabilities Act (ADA) of 1990. The ongoing effort to reduce and remove physical and attitudinal barriers is designed to assist individuals with disabilities to enjoy the university's facilities, programs, and services to the fullest extent. The Student Services Office (505) 287-6629, provides a detailed ADA brochure and coordinates compliance with the nondiscrimination requirements and services. Students may voluntarily disclose disability in order to petition for services.

ASSESSMENT

Entering students are required to take the College Placement Test (CPT) unless they have taken the ACT or SAT within the last year. Transfer students who have taken college level math or English courses at other accredited institutions (with earned grades of C or higher) are not required to take the CPT. The CPT is intended to help place students in classes best suited to their preparation and ability. These classes may include skill development courses or English as a Second Language (ESL) courses.

Academic assessment and placement improves students' opportunities for success in university courses. If deficiencies in basic academic skills are indicated, an individualized educational plan will be developed to help entering students acquire needed skills.

ADMISSION QUALIFICATIONS

Potential students are eligible for admission providing they meet one of the following requirements:

1. Graduation from any high school or academy in the United States accredited by a regional accrediting association or approved by a state department of education or state university.
2. General Educational Development (GED) score. A student who submits the GED test results must be 16 years of age or older (for further requirements related to the GED, potential students are encouraged to contact the NMSU Grants Campus GED office at (505) 287-6643.

NMSU Grants Campus welcomes all students wishing to prepare themselves for the world of work or for transfer to bachelor's degree programs. NMSU Grants Campus endorses an open-admissions policy and will admit all who wish to attend and who have a high school diploma or its equivalent. Although American College Test (ACT) scores are not required, students are encouraged to complete the ACT and request that their scores be sent to the Office of Admissions.

New Student Admission – Regular Student:

- Formal application for admission. Students who are enrolling at NMSU Grants Campus pay a \$15 non-refundable application fee, collected at the time of application.
- An official transcript of the student's high school credits or GED scores.
- Official transcripts from all colleges attended, if applicable. This includes military training. Transcripts must be in the Admissions Office by the registration deadline.

Transcripts must be sent directly from the high school, GED Testing Center, and/or college to NMSU Grants Campus, Admission Office, 1500 Third Street, Grants, NM 87020.

Students are urged to submit academic transcripts and the Application for Admission in advance of initial registration. **If transcripts are not received by the date of registration, the student will remain in non-degree status. A student is not eligible for financial aid if classified as non-degree status.**

Transfer Student Admission: Transfer students from other colleges or universities may be admitted to NMSU Grants Campus as regular students in good standing if their previous college cumulative grade point average is 2.0 or higher. Transfer students with a grade point average below 2.0 may be admitted on probation.

Transfer students from other colleges or universities must submit:

- An application and a \$15 **non-refundable** application fee.
- **Official academic transcripts from all colleges previously attended.**
- **Official high school or GED transcript.**
- Financial aid transcript if applying for assistance.
- Evidence that they are eligible to return to the last institution attended.

All transcripts must be sent directly to the NMSU Grants Campus Admissions Office by the registrar of each institution attended. A student who conceals the fact that he/she has attended another college or university and does not have the Registrar submit a transcript for each institution, whether or not credit was earned, will be subject to immediate suspension.

New Mexico State University at Las Cruces evaluates courses from post-secondary institutions that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for coursework completed with a grade of C or better, provided the classes are similar or equivalent to courses offered at NMSU. A transfer student may, on the basis of an evaluation of his/her transcripts, receive credit for courses taken at other institutions in which a grade of D was received; however, NMSU does not accept the transfer of courses with D grades which satisfy basic academic competency (basic skills) in English and mathematics. NMSU will not accept transfer credit for four-credit basic skills courses (such as ENGL 111G and CCDM 114N) when the incoming course carries less than three credit hours.

Grades earned in courses taken at other institutions are not included in the calculation of NMSU grade point average.

Once a student has been admitted to NMSU, an evaluation of credits is done on a course-by-course basis to determine general transferability to the university. Credits from non-accredited institutions may be evaluated by the student's academic dean

after the student has completed two semesters in full-time status with satisfactory grades.

Early Admission: Currently enrolled high school students or home schooled students of superior academic ability may be admitted as students prior to high school graduation.

Requirements include:

- A NMSU application and a \$15 non-refundable application fee.
- Recommendation of the high school principal/counselor and parent/guardian permission.
- Official high school/home school transcript.
- Placement evaluation (CPT scores).
- Interview with Campus Student Services Officer who will verify admission status and approve courses.
- Limit to 7 credit hours of academic courses.

Any student enrolled in a high school that is not accredited by the State of New Mexico must meet additional admissions requirements. A \$15 non-refundable application fee will be charged at the time of first registration. Students interested in the early admission program are encouraged to discuss this with their high school counselors or parents to begin the process.

DUAL CREDIT PROGRAM (DCP) Earn College Credit While in High School

Through the Dual Credit Program (DCP), qualified high school juniors and seniors in Cibola County high schools can take college-level academic or vocational training courses that will count toward high school graduation credits while working towards an Associate Degree or Certificate at NMSU-Grants at the same time (thus the term 'dual'). Students must meet their high school eligibility in order to participate in the Dual Credit Program.

Tuition and Cost: School districts may cover the cost of tuition and books but the courses must be taken during the normal school day for school districts to participate in the costs for DCP. Meet with your high school counselor to verify your eligibility and to verify that your school district will cover tuition and book expenses.

Students must pay for their own supplies, any required protective apparel, and for tools sets where

applicable by program. To earn an Associate or Certificate from NMSU-Grants, students must meet all required program coursework after high school graduation and pay NMSU-Grants tuition and fees after they complete high school. Federal financial aid may be available to defray these expenses after students have graduated from high school as well as the New Mexico Lottery Scholarship.

Admission:

1. Students should apply for NMSU-Grants Campus 'dual credit program' opportunities through their high school counselor. Students must meet the requirements agreed upon by their school district and NMSU-Grants.
2. Students take the College Placement Test (CPT), offered free of charge at NMSU-Grants. The CPT determines placement into academic courses.
3. The NMSU-Grants Campus Student Services Officer (CSSO) will review high school students' application for dual credit enrollment based on CPT scores and enrollment availability in academic classes or vocational program(s).
4. Applicants who are selected must have the written consent of their parents, high school counselor, and principal to participate in Dual Credit Program.

What Regulations Apply to a Dual Credit Program Students? NMSU-Grants regulations apply to all students, including DCP students in the areas of attendance, discipline, and grades. To continue in the program, DCP students must successfully complete all their NMSU-Grants courses during any given semester, and maintain a cumulative GPA of 2.0 or better. They must also successfully complete all courses required by their respective high school in order to receive their high school diploma.

Where Are Classes Held? All classes are offered at the NMSU-Grants Campus and some limited offerings are at Laguna/Acoma High School and the Acoma Business Center near Sky City Casino.

Non-Degree Status: Non-degree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree at this university.

- **Courses taken in this status may not be used to meet regular admission requirements.**

- Students on nondegree status are NOT eligible for student employment, the Veterans Assistance program, federal financial aid program(s), or to run for student office.

Non-degree students are subject to the same university regulations as regularly admitted students.

- Non-degree students may not transfer more than 30 credits from this status to any undergraduate degree program offered at any NMSU campus.
- Students must certify that they are high school graduates or have obtained a GED certificate.
- Students must be eligible to return to any college or university previously attended.

Students who have obtained a GED certificate must certify that they are 16 years of age or older.

Transcripts from previously attended institutions, high school transcript, GED test scores, and/or results of college placement tests may be required to assure readiness for NMSU Grants Campus courses.

Admission requirements include an application specifying non-degree status and a one-time \$15 nonrefundable application fee charged at the first registration.

CHANGE OF ADMISSION STATUS

A non-degree student in good academic standing (2.0 NMSU GPA or above) may apply for change-of-status from **non-degree to degree (regular admission)** by completing a change-of-status application and meeting the requirements for regular admission status. Non-degree students may not apply more than 30 credits earned under the non-degree status to any NMSU undergraduate degree program.

All documents required for the change-of-status must be in the Admissions Office by the third Friday of the semester (excluding summer sessions). If all documentation is not received by that date, then the change-of-status will be processed the next semester of the student's enrollment after the student has submitted an updated change of status form.

READMISSION

Former students of New Mexico State University or one of its branch campuses, who have not attended a NMSU campus for one regular semester or longer (excluding summer sessions), are required to make

formal application for readmission. Readmission does not require an additional application fee.

A student who has attended other institutions during an absence must have official transcripts forwarded directly to the Admissions Office by the registrar of each institution and must be eligible to return to the college or university last attended. Admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be taken into consideration in determining the student's academic readmission status. Student must follow a current degree checklist upon readmission.

INTERNATIONAL STUDENTS

The general policies of the university as outlined in this catalog apply to international as well as domestic students. However, some special policies, necessitated by federal laws, are applicable to international students.

An international student is any individual attending New Mexico State University while in the United States on a nonimmigrant student visa. Legal immigrants or refugees must present documentation of their status to the International Students Office, Las Cruces, prior to admission.

Immigration and Naturalization Service Rules: Some of the more important rules as established by the United States Immigration and Naturalization Service are as follows:

1. Each student must maintain full-time student status for both the fall and spring semesters.
2. International students may not work off campus without authorization. On-campus employment may be authorized under certain conditions.
3. All international students must maintain an up-to-date record in the NMSU Grants Campus Student Services Office as well as in International Programs' Office (housed at NMSU in Las Cruces). This record must indicate the student's current "living" address and local phone number.
4. Prior to admission, a prospective international student must demonstrate the following:
 - Academic ability to succeed in the chosen course of study;
 - Adequate financial support to complete the chosen course of study; and

- Adequate command of the English language to maintain legal status as a full-time student for the fall and spring semesters.

University Procedures for International Students Scholastic Ability:

1. Prospective undergraduates must have completed a minimum of 12 years' schooling and/or submit an official diploma or a completion certificate from an international secondary school.
2. Official transcripts showing the classes taken and grades earned for years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted unless received in a sealed envelope.
3. The scholastic average for the last three years of high school must be equivalent to 2.5. International students are not admitted on a provisional or probationary basis.
4. Graduation from a high school in the United States does not automatically qualify an international student for admission to NMSU Grants Campus. The student must also submit official transcripts from his/her international secondary school.

Financial Support:

1. Each prospective international student must submit a current financial support document with her/his application.
2. This document must show that (a) the person providing the financial support has the necessary funds, and (b) the funds can be transferred from the student's home country to the United States.

No financial aid is available from NMSU Grants Campus for international students. The university reserves the right to demand an advance deposit of funds for any period deemed reasonable prior to granting admission. An international student does not qualify for residency and must pay nonresident fees.

English Language Proficiency: New Mexico State University at Grants requires a minimum score of 500 (paper-based) or 173 (computer-based) on the Test of English as a Foreign Language (TOEFL) for all international students, both nondegree and degree seeking. A waiver of the TOEFL requirement may be considered for 1) students who are native speakers of English; 2) students completing high school in the United States who (a) have attended the high school for at least two full semesters, and (b) have scored in at least the 75th percentile in English on the American College Test

(ACT); or, 3) Students transferring from a junior college, college, or university in the United States who have earned a minimum of 30 acceptable semester credits (45 acceptable quarter credits) with a grade point average of 2.5 or higher. **Acceptable credit** means classes that require a high proficiency in both written and oral English.

The university reserves the right to require any prospective international student to meet the 500 TOEFL requirements.

For complete information concerning the TOEFL examination, applicants should review the following website: www.toefl.org

Prior to enrollment, an English screening examination is administered to each international student. Based on the results, the student is either assigned to an English class designed for international students or is excused from special English instruction. Then, the student may be required to complete one or more regular English classes as required for a particular degree. Completion of Basic English courses at other U.S. institutions does not automatically satisfy this requirement.

Admission Restrictions: Although NMSU Grants Campus does not set a quota for the total number of international students it admits, there may be several factors that would prohibit admission even though the potential international student meets all general requirements.

1. The Campus Executive Officer may refuse to grant admission.
2. There may be a disproportionate number of international students or a disproportionate number of a particular nationality in one program.
3. Academic advisers may not be available.
4. International students are not usually admitted to any non-degree programs unless special training has been requested by USAID or other sponsors.
5. NMSU Grants Campus reserves the right to refuse admission to international students if the appropriate immigration and English language support services are not available.
6. Non-native speakers of English normally are not admitted for summer sessions.
7. Preference for admission to NMSU Grants Campus is shown to students who graduate from high school in the United States.
8. NMSU Grants Campus reserves the right to set limits on the number of international students

admitted based on the percentage of international students within an academic program.

All application materials, including the Application for Admission, letters of recommendation, all transcripts or national examination scores and transcripts from colleges or universities (with an English translation), all test scores including the TOEFL, and proof of adequate financial support should be on file in the NMSU Grants Campus Admissions Office and the International Programs' Office by the following dates:

March 1 (for Fall semester)

October 1 (for Spring semester)

Miscellaneous Regulations:

1. All international students must have health insurance for themselves and their dependents. Students without insurance will not be allowed to register.
2. Upon arrival on campus, new international students are not permitted to register until all International Program requirements are met, including taking the English screening examination. All international students are required to report to the NMSU Office of Student Services, Martinez Hall, Grants, New Mexico.
3. Undergraduate students are required to carry a minimum of 12 credits per semester.

ACADEMIC REGULATIONS

The following regulations are effective with the publication of this catalog. Tuition amounts, fees, and similar items subject to annual review and change are all effective with the current catalog.

University Credits: The unit of university credit is the semester hour, which is the equivalent of one hour's recitation or a minimum of two hours of practice per week for one semester.

Class Rank (Classification): A student's classification depends upon the number of credits completed toward graduation. Freshman rank is granted for students who have completed up to 27 semester credits. Sophomore rank equals 28 to 61 semester credits; junior rank equals 62 to 93 semester credits; and senior rank equals 94 credits or above.

Class Load: The normal load in a regular semester is **12-18 semester credits**. An overload is

more than 18 credits. For financial aid, the minimum class load is 12 semester credit hours for full-time award. A normal load for **summer session is 6 semester credits.**

Written permission to register for an overload must be obtained from the Campus Student Services Officer. To be eligible to take an overload, the student must have a 2.5 cumulative grade point average with no grade less than a “C” (2.0) for the two preceding semesters. A one-credit course in physical activity may be taken without being included in the calculation for determining an overload. **No freshman will be permitted an overload.**

General Education Requirements:

Effective Summer 1991, freshmen entering New Mexico State University are required to complete 38 credit hours of general education courses to fulfill requirements for a 4-year Bachelor’s degree at NMSU. Many of the courses can be taken at the freshman and sophomore level at NMSU Grants Campus and have been incorporated into the requirements for several associate degrees. **All freshmen are encouraged to take ENGL 111G, Rhetoric and Composition during their freshman year.**

GENERAL EDUCATION COURSES AND REQUIREMENTS

General education attempts to foster intelligent inquiry, abstract logical thinking, critical analysis, and the integration and synthesis of knowledge; it strives for literacy in writing, reading, speaking, and listening; it teaches mathematical structures, acquainting students with precise abstract thought about numbers and space; it encourages an understanding of science and scientific inquiry; it provides historical consciousness, including an understanding of one’s own heritage as well as respect for other peoples and cultures; it includes an examination of values and stresses the importance of a carefully considered values system; it fosters an appreciation of the arts; and general education provides the breadth necessary to have a familiarity with the various branches of human understanding.

THE NEW MEXICO GENERAL EDUCATION COMMON CORE

The New Mexico Common Core is designated general education courses guaranteed to transfer to any New Mexico public college or university. Designated courses include a prefix that identifies the subject area and a “common course number” that serves as a single reference point for courses taught throughout the state that share substantially equivalent content. A complete list of approved courses can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us/colleges/matrix.asp. Approved NMSU courses are listed below under each of the five general education areas, with their equivalent New Mexico Common Course prefix and number in parenthesis where applicable.

The New Mexico General Education Common Core

Area I: Communications (Select 9 credits)

ENGL 111G (ENGL 1114), Rhetoric and Composition,	4
ENGL 203G, Business and Professional Communication	3
ENGL 211G, Writing in the Humanities and Social Sciences	3
ENGL 218G (ENGL 2113), Technical and Scientific Communication	3
COMM 253G (ENGL 1113), Public Speaking.....	3
COMM 265G (ENGL 1213), Principles of Human Communication	3

Area II: Mathematics (Select 3 credits)

MATH 121, (MATH 1113), College Algebra	3
MATH 142G, Calculus for Biological and Management Sciences I.....	3
MATH 210G, Mathematics Appreciation	3

Area III: Science, with Laboratory (Select 8 credits)

ASTR 105G, The Planets	4
ASTR 110G (ASTR 1114), Introduction to Astronomy.....	4
BIOL 110G, Contemporary Problems in Biology	4
BIOL 111G/111L (BIOL 1111/1113), Natural History of Life	4
BIOL 211G/211L (BIOL 1211/1213), Cellular and Organismal Biology.....	4
CHEM 110G (CHEM 1114), Principles and Applications of Chemistry	4
GEOL 111G (GEOG 1114), Survey of Geology.....	4
PHYS 110G, The Great Ideas of Physics	4

Area IV: Social/Behavioral Sciences (Select 6-9 credits)

ANTH 120G, Human Ancestors.....3
 ANTH 125G (ANTH 2113), Introduction to World Cultures3
 ANTH 201G (ANTH 1113), Introduction to Anthropology.....3
 ECON 251G (ECON 2113), Principles of Macroeconomics.....
 ECON 252G (ECON 2123), Principles of Microeconomics3
 GOVT 110G (POLS 1113), Introduction to Political Science3
 PSY 201G (PSY 1113), Introduction to Psychology3
 SOC 101G (SOCI 1113), Introductory Sociology.....3

Area V: Humanities and Fine Arts (Select 6-9 credits)

HIST 101G (HIST 1053), Roots of Modern Europe3
 HIST 102G (HIST 1063), Modern Europe3
 HIST 201G (HIST 1113), Introduction to Early American History.....3
 HIST 202G (HIST 1123), Introduction to Recent American History3
 PHIL 101G, The Art of Wondering.....3
 PHIL 201G (PHIL 1113), Introduction to Philosophy3
 ART 101G (ARTS 1113), Orientation in Art.....3
 MUS 101G (MUSI 1013), An Introduction to Music3
 THTR 101G (THTR 1013), Introduction to Theatre.....3
 Any 100-200 level literature course.....3

NMSU GENERAL EDUCATION COURSES

The courses listed below meet the general education requirements at NMSU as applicable to the New Mexico General Education Common Core. Most of the lower division courses listed here are currently pending before the state Higher Education Department for approval as designated New Mexico General Education Common Core. Students who wish to transfer to another institution should consult an advisor concerning course selections to meet state requirements.

NOTE: This list is under continuous revision. Please check with the NMSU Grants Campus advising office for any revisions/additions. Also, some departments may require specific courses under some or all general education categories. Students should check with college advisors.

Developing Critical Thinking and Modes of Expression

ENGLISH COMPOSITION*

ENGL 111G, Rhetoric and Composition,.....4
 One of the following:
 ENGL 203G, Business and Professional Communication3
 ENGL 211G, Writing in the Humanities and Social Sciences3
 ENGL 218G, Technical and Scientific Communication3

MATHEMATICS*

MATH 112G, Fundamentals of Elementary Mathematics II (MATH 111 Prerequisite).....3
 MATH 142G, Calculus for Biological and Management Sciences I.....3
 MATH 210G, Mathematics Appreciation3

**Basic Skills requirements are still in effect. See Basic Academic Skills.*

CRITICAL THINKING/ANALYSIS

Oral Communication

COMM 253G, Public Speaking.....3
 COMM 265G, Principles of Human Communication3

Philosophy

PHIL 101G, The Art of Wondering.....3
 PHIL 201G, Introduction to Philosophy.....3

Computer Science

BCS 110G, Introduction to Computerized Information Systems.....3
 C S 110G, Computer Literacy3

Establishing a Common Background

HISTORICAL PERSPECTIVES

HIST 101G, Roots of Modern Europe.....3
 HIST 102G, Modern Europe3
 HIST 201G, Introduction to Early American History.....3
 HIST 202G, Introduction to Recent American History3

BASIC NATURAL SCIENCES (with lab)

ASTR 105G, The Planets4
 ASTR 110G, Introduction to Astronomy4
 BIOL 101G/L, Human Biology.....4
 BIOL 110G, Contemporary Problems in Biology.....4

BIOL 111G/111L, Natural History of Life.....	4
BIOL 211G/211L, Cellular and Organismal Biology	4
CHEM 110G, Principles and Applications of Chemistry	4
GEOG 111G, Geography of the Natural Environment	4
GEOL 111G, Survey of Geology	4
PHYS 110G, The Great Ideas of Physics	4

HUMAN THOUGHT AND BEHAVIOR

ANTH 120G, Human Ancestors.....	3
ANTH 125G, Introduction to World Cultures.....	3
ANTH 201G, Introduction to Anthropology	3
ANTH 202G, Introduction to Archaeology and Physical Anthropology	3
ANTH 203G, Introduction to Language and Cultural Anthropology	3
C EP 110G, Human Growth and Behavior.....	3
HL S/PE P 286G, Wellness and Lifestyle Choices....	3
LING 200G, Introduction to Language	3
PE P/HL S 286G, Wellness and Lifestyle Choices....	3
PHIL 223G, Ethics	3
PSY 201G, Introduction to Psychology.....	3
W S 202G, Representing Women.....	3

SOCIAL ANALYSIS

ECON 201G, Introduction to Economics	3
ECON 251G, Principles of Macroeconomics.....	3
ECON 252G, Principles of Microeconomics.....	3
GEOG 112G, World Regional Geography.....	3
GEOG 201G, Humans in the Natural Environment ..	3
GOVT 100G, American National Government.....	3
GOVT 110G, Introduction to Political Science.....	3
GOVT 150G, American Political Issues.....	3
GOVT 160G, International Political Issues.....	3
JOUR 105G, Introduction to Mass Communications.....	3
MGT 201G, Introduction to Management.....	3
SOC 101G, Introductory Sociology	3
SOC 201G, Contemporary Social Problems.....	3
S WK 221G, Introduction to Social Welfare.....	3
W S 201G, Introduction to Women's Studies.....	3

LITERATURE OR FINE ARTS

Literature

ENGL 220G, Introduction to Creative Writing	3
ENGL 244G, Literature and Culture	3

Fine Arts

ART 101G, Orientation in Art.....	3
ART 110G, Visual Concepts	3
MUS 101G, An Introduction to Music	3

THTR 101G, Introduction to Theatre	3
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Alternatives for Meeting General Education Requirements

1. Students taking nine or more credits in a specific subject area, even though the courses are not designated as General Education courses, will have met the general education requirements for that subject area. For example, a student may complete C S 171, 272, and 273 (12 hours) and thereby satisfy the Computer Science category, even though none of those courses carries a G suffix.

For Mathematics, alternative courses must be numbered 115 or above for the 9-hour rule. Basic Skills Requirements are still in effect.

2. Students who wish to be given credit for select general education courses without enrolling in them may request to challenge. See the Office of Student Services for courses eligible for challenge.

3. Students who have successfully completed Advanced Placement or CLEP requirements in areas appropriate to general education may be exempt from certain general education requirements, upon approval by the campus academic or executive officers.

BASIC ACADEMIC SKILLS

Students who plan to transfer to the main campus in Las Cruces should complete the basic skill requirements as outlined in the "Basic Academic Skills" section under "Regulations" in the New Mexico State University at Las Cruces Undergraduate Catalog.

NMSU requires all students to demonstrate basic academic skills in both English and mathematics to ensure that they have the abilities to succeed in upper-division courses numbered 300 or higher. First time students must meet both of these requirements before enrolling in any upper-division courses. Transfer students with 45 or more credits will be allowed to enroll in upper-division courses for one semester. After that point, they must meet both of these requirements before enrolling in upper-division courses. The options for satisfying basic skills in English and mathematics are listed below.

Completion of basic skills requirements will not necessarily satisfy university general education requirements in English and mathematics. Students should consult the "General Education Courses and Requirements" section in this chapter for these requirements.

English Basic Skill Requirement Options

- *ENGL 111G or ENGL 111H.* Students may satisfy English basic skills by passing ENGL 111G with a grade of C or higher.
- *CLEP Credit.* Students may earn credit for ENGL 111G or ENGL 111H by taking the College Level Examination Program (CLEP) subject exam in freshman college composition with a score of 57 (top quartile) or higher.
- *Advanced Placement Credit.* Students may receive advanced placement credit for ENGL 111G or ENGL 111H by scoring 3, 4, or 5 on the English Advanced placement Exam.
- *Transfer Credits.* Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of C or above from another *accredited* institution.
- *Transfer Credits. Nonaccredited Institutions.* Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of C or higher from a nonaccredited institution, and by writing a theme which is judged adequate by the English program.
- *Developmental Courses.* Students who score below 12 on the ACT English exam must pass two developmental English courses (CCDE 105N, CCDE 110N) before enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass one developmental English course (CCDE 110N) before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits earned in developmental courses may not be applied toward degree requirements.

Mathematics Basic Skills Requirement Options

- *23 ACT Mathematics Score.* Students may satisfy basic skills requirements in mathematics by scoring 23 or higher on ACT mathematics exams. However, students must still fulfill the general education math requirement.

- *CPT Math Score.* Students scoring below 70 on the CPT Math scores will be placed into the appropriate Developmental Math Course.
- *Coursework.* Students scoring below 23 on ACT mathematics exams and below 70 on the CPT Math scores may satisfy basic skills in mathematics by earning a grade of C or higher in one of the following courses or course combinations: (a) CCDM 112N and CCDM 113N; (b) CCDM 114N; (c) MATH 111 and MATH 112G; (d) any mathematics course numbered 115 or above. New students are placed in these courses according to their high school grade point averages and their ACT scores in mathematics or CPT scores.
- *Advanced Placement Credit.* Students may receive credit for courses which may satisfy basic skills in mathematics by taking the math Advanced Placement Exam, through Las Cruces.
- *Developmental Courses.* Students who score 22 or below on the ACT mathematics exam must take the CPT mathematics placement test and will be placed in the appropriate CCDM course or courses before enrolling in university-level mathematics courses.

Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits in development courses will not count towards degree requirements.

GRADES AND ENROLLMENT STATUS

Satisfactory Progress: A full-time student is making satisfactory progress when the cumulative number of credits earned at NMSU Grants Campus, divided by the number of semesters attended, equals at least 12. Part-time students must earn a proportional number of credits in the same time period for financial aid. In the case of new freshmen, this definition will not be applied until the beginning of the third semester of enrollment; however, for all other students, it will apply after one semester of enrollment. All students at the end of their second academic year must have a minimum cumulative 2.0 GPA.

University Grading System: Grades and credits can be accessed by phone or web, but students must have a PIN number in order to do so. Grade reports may be ordered via phone or web, but will not be mailed automatically to students. When ordered, grades will be mailed to an address chosen by the

student. It is the responsibility of the student to provide the Office of the Registrar with the address to which grades should be mailed. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The NMSU grading system is expressed in letters, which carry grade points used in calculating the cumulative grade-point average as follows:

Letter grade	Grade points per unit of credit
A - For excellent work	4
B - For better than average work	3
C - For average work	2
D - For below average work	1
F - For failing work	0
W - Withdrawal	0
N - Grade not submitted	0
CR - Credit authorized, but not letter grade.....	0
RR - Progress in undergraduate course.....	0
S* - Satisfactory work	0
U - Unsatisfactory work	0
I - Incomplete.....	0
AU - Audit	0

**Not used in calculating grade point average. In computing the overall grade point average, the total credits in which grades of A, B, C, D, or F have been assigned is divided into the total number of grade points earned. Receiving a plus (+) or minus (-) does not affect the number of points earned.*

A course for which only CR but no letter grade is given and a course for which an S grade is earned may be counted toward graduation, but is not computed in the grade point average.

Prerequisite: A prerequisite is an enforceable entry requirement for a particular course.

Corequisite: A corequisite is a course that is required to be taken in conjunction with another course.

Repeating Courses: A student may repeat a course numbered below 300 in which a D or an F grade has been earned at this university. A computable grade (excluding I, W, RR, AU, CR, S, or U) in a repeated course may be **substituted** in the calculation of the grade point average; **however, the original grade earned also remains on the transcript.** A student should request the repeat

option when registering for the course. All grades in repeated courses, except the first grade earned, are counted in the grade point average. If a student repeats a course eligible for grade substitution in which a D was earned and fails the course the second time, the second grade of F may be substituted for the original grade. If this is done, the student loses both credit and grade points earned by the original D. The campus academic or executive officers may waive the course if required for graduation. All grades earned for the course will be included in the cumulative grade point average but credit may only be earned once. A maximum of 30 credits of grade substitution is permitted overall.

Neither credits nor grade points may be earned by repeating a course for which a grade of C or higher has already been received. A course taken prior to the time the student received a baccalaureate or associate degree at NMSU cannot be repeated after the degree has been awarded.

Incomplete: An “I” (Incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply for removing or changing an Incomplete:

1. Instructors may assign an “I” only if the student is unable to complete the course due to **circumstances beyond the student's control that develop after the last day to withdraw from the course.** Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, or similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an “I.” In no case is an “I” to be used to avoid the assigning of D, F, U, or RR grades for marginal or failing work.
2. To assign an Incomplete, the instructor must complete the Incomplete Grade Information Form. The form must be signed by the student and the instructor and initialed by the Program Manager and the Campus Academic Officer. The form must be turned in with the instructor's grade sheets for the semester. The instructor will state in writing the steps necessary to complete the remaining course work (including the date by which all coursework must be submitted) or the instructor may indicate that the student will be required to re-enroll in the course to receive

credit (in which case the Incomplete will not be removed). The student will sign this document.

3. The student is entitled to have the Incomplete removed from his/her transcript only if the work is completed as specified on the Incomplete Information Form, in a manner satisfactory to the instructor. The work must be **completed within 12 months** after the Incomplete is assigned and, prior to the student's graduation, or within a shorter period of time if specified by the instructor on the Incomplete Information Form. If the student fails to complete the coursework, the instructor may change the Incomplete to any appropriate grade (including D, F, or U) providing that the instructor stated that this would occur on the Incomplete Information Form.
4. Incompletes can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the Incomplete or prior to the student's graduation, whichever comes first. To remove an Incomplete, the instructor must complete the Change of Grade Form and file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course. An Incomplete not changed by the assigning instructor within 12 months and prior to graduation shall remain an Incomplete thereafter.
5. A student may re-enroll and receive credit for any course for which an Incomplete was previously earned, but re-taking the course will not result in a removal of the Incomplete from the student's transcript.

The effect of removing an Incomplete on a student's academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the Incomplete is included in the grade point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

RR Grade: The RR grade applies to designated skill development undergraduate courses approved by the NMSU Las Cruces Curriculum Committee and

indicates the student has made substantial progress toward completing the requirements of the course. It carries neither penalty nor credit. The student must re-register and successfully complete the course in order to earn credit. **The grade of RR may be received only once in any given course** and it remains on the student's transcript.

The S/U Option: Students with 28 credits (under traditional grading) at NMSU with an overall grade point average of 2.5 or better may exercise the S/U (satisfactory/unsatisfactory) option. The following limitations apply:

1. No more than 7 credits per semester or 4 credits per summer session.
2. Not to exceed a total of 21 semester credits.

These limitations do not apply to interim, honors, and courses officially designated S/U.

Each course under this option must be requested during registration. Eligibility must be determined by the Campus Academic Officer and certified by the student. The course must be taken outside the major or program. If the student changes programs, the new program may require a traditional grade for a course previously passed with an S grade. The traditional grade change is made by the instructor or by a course challenge if the original instructor is no longer with the university.

Eligibility for S/U grading must be re-established after adjusted credit has been approved. Non-degree students who do not meet these requirements may take courses under the S/U option. However, these courses may not be applied toward an undergraduate degree at New Mexico State University.

Independent Study: Independent study courses (including directed reading and special topics' courses which do not carry a subtitle) are for students capable of self-direction who meet the requirements for the S/U option (i.e., if the student is not eligible for the S/U option, he/she is not eligible for independent study). Each college determines the maximum number of credits that may be earned in independent study courses.

Adjusted Credit Option: The adjusted credit option allows students who obtain a low grade point average (less than 2.0 cumulative) during their first few semesters to get a fresh start. This option may be used only once and is not reversible. All courses

carrying a grade of C, S, CR or better earned prior to the grading period in which the student requests the adjusted credit option (including transfer courses) are included as adjusted credit. All allowable credits are designated on the permanent academic record as "adjusted credit" and are omitted from the calculations of the cumulative grade point average.

A \$10 fee is required for submitting an adjusted credit option application. Application forms are available in the Student Services office.

Students applying for the adjusted credit option must:

1. Be pursuing their first baccalaureate or associate degree.
2. Be currently enrolled as a regular or non-degree student.
3. Have a cumulative grade point average of less than a 2.0 at NMSU Grants Campus.
4. Have successfully accumulated fewer than 60 total credits when transfer and NMSU credits are combined.
5. Exercise the option during the fall or spring semester before the last day to drop a course.
6. Have submitted official transcripts from each institution previously attended directly to the NMSU Grants Campus Admissions Office.
7. Pass an additional 30 graded credits before they may be awarded an associate degree.

Other courses taken during the period of credit adjustment are not calculated in the cumulative grade point average. The repeat rule for the courses starts anew for students who have taken the adjusted credit option. Credits covered by this option are shown on the transcript with a notation, and all course work attempted is shown. Under no circumstances will a transcript of this record be issued that does not include all courses attempted at this university. Students who exercise the adjusted credit option are not eligible for the Centennial Scholars Program. Students are eligible for university honors if the criteria for university honors are met for all courses at NMSU after the period of adjustment.

Transfer Credit: A transfer student may, on the basis of an evaluation of his/her transcript, receive credit for courses taken at other institutions in which a grade of D or higher was received. Departments may choose to accept only grades of C or better in their programs for both transfer and native students.

Transfer credits from accredited institutions are evaluated for equivalent NMSU credit by Las Cruces. Credits from non-accredited institutions may be

evaluated by the campus academic officer after the student has completed two semesters in full-time status with satisfactory grades. Semester and cumulative grade point averages will be based solely on courses taken at NMSU.

CEO's Report of Academic Achievement:

Following the close of each semester, the Campus Executive Officer (CEO) publishes a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students for the University that semester will be named to the NMSU Grants Campus CEO's Honor List.

LOWER-DIVISION GENERAL EDUCATION COMMON CORE AT NEW MEXICO'S PUBLIC COLLEGES AND UNIVERSITIES

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 transfer courses taken within approved modules of lower-division coursework and apply them toward degree requirements. Several transfer guides have been developed through collaboration with 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 planning 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: New Mexico's colleges and universities have collaborated in producing guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, 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 coursework will meet the requirements of the desired degree. See Page 33 for a description of general education courses that transfer to other colleges and universities in New Mexico.

Lower-Division 64-Hour Transfer Modules:

Students who have selected a field of study but have not yet selected the college or university where they may earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are **guaranteed to transfer** to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult advisers at their current institutions regarding which specific classes fit these categories. Lower transfer modules presently exist for Business, Sciences, Social/Behavioral Sciences, and Teacher Education.

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.

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 coursework from other public institutions in the state. Contact the Registrar at Las Cruces Campus, 505-646-4201

Credit by College Level Examination Program (CLEP):

Prior to or during a student's enrollment at NMSU Grants Campus, credits may be earned through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college level knowledge and skills earned outside traditional college classrooms. The Campus Student Services Officer should be consulted for information on examination scores required to allow credit and procedures to be followed in applying for credit for the General Examinations of CLEP.

Credit can also be obtained for courses in subject areas by successful completion of the subject examinations of CLEP. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific

program requirements. CLEP credit cannot be used as a part of the student's last 15 semester credits.

Students planning to earn CLEP credit are responsible for seeking out information on test dates. CLEP examinations are not offered at the Grants campus but may be taken at NMSU Las Cruces or at UNM Albuquerque.

Advanced Placement: Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5 may petition the campus academic officer for college credit and advanced placement. The amount of credit and the equivalent university courses for which credit will be granted will be determined by the program manager in which the course is offered. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

Credit for Military Service: Academic credit for military service was terminated with the beginning of the fall semester 1975 for honorably discharged veterans whose term of service began September 1, 1974, or later. However, military courses taken while in the service will be considered for evaluation if an official transcript is on file in the Office of the Registrar at NMSU in Las Cruces.

For more information, students are asked to visit with the Campus Student Services Officer at NMSU Grants Campus.

Credit by Examination:

Any enrolled student with a cumulative GPA of at least 2.0, currently attending classes, may, with permission of the Campus Academic Officer and the appropriate program manager, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any international language course that precedes the final course in the lower-division sequence. The manner of administering the examination and granting permission shall be determined by the program manager in which the course is being challenged. Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course.

In exceptional cases in which a student demonstrates outstanding ability in a course in which he/she is already registered, he/she may be permitted to challenge the course.

Students pursuing an associate degree will not be allowed to take special examinations for credit to meet the last 15 semester credits required for the Associate Degree.

Any student applying for special examination may obtain the necessary forms from the Campus Student Services Officer. The fee for challenging a course is the same as the cost of tuition per credit hour.

A grade of C or better is required for credit and will be recorded on the student's record as CR. Courses may not be challenged under the S/U option.

The special examination privilege is based on the principle that the student, exclusively, has the responsibility for preparing for a special examination.

Audits: A regularly enrolled student may register for any course prior to the last day of registration as an audit or without credit with the consent of the instructor provided the facilities are not required for regular students. The fee is the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation. A student may not change from credit to audit, or from audit to credit after the last day to register but may withdraw with no refund and continue to attend with the permission of the instructor.

REGISTRATION FOR CLASSES

Students may register for classes in person by seeing an academic adviser and completing the registration form. Timelines and instructions are found in the Schedule of Classes issued each semester.

Changes in Registration. Registration changes may be processed only in accordance with university regulations and with appropriate signatures. *It is the responsibility of the student to initiate official withdrawal from a course and to obtain all necessary signatures on the drop/add form by the dates indicated in the Schedule of Classes.*

Add/Drop forms are available in the Student Services Office and must be returned to that office. **Courses may not be added or dropped after the cutoff dates indicated in the Schedule of Classes.** For refund policy, see the current NMSU Grants Campus Schedule of Classes.

When a student officially drops a course, the “W” grade is assigned as follows:

1. No grade is assigned during the registration period
2. A “W” grade is assigned to any student who **officially** drops a course during the first half of its duration. A student may not withdraw officially from a course after this time. All drop forms must be signed and dated by the student, an academic adviser, and the appropriate program manager.
3. A grade of “W” is assigned in all courses for which a student **officially** withdraws from the university prior to the last three weeks of classes.

A student found insufficiently prepared to carry a regular course may be transferred to a more elementary course in the same field before the last day to withdraw officially from an individual course.

Any person using Veterans’ Educational Assistance or other state or federal financial aid should consult with the Student Services Office before dropping or adding courses.

WITHDRAWAL FROM NMSU

Withdrawal from NMSU Grants Campus is an official procedure that must be approved as indicated on the withdrawal form. All such withdrawals will be registered on the student's transcript. **It is the student's responsibility to initiate withdrawal from the university and to obtain the necessary signatures. Students who leave without following the official procedures are graded appropriately by the instructor.** Applicable withdrawal dates are published in the Schedule of Classes. Any person attending under Veterans’ Educational Assistance must notify the Campus Student Services Officer if withdrawing.

ATTENDANCE AND STUDENT PERFORMANCE

Students are expected to attend all classes for which they are registered. **Valid reasons for missing classes do not relieve the student of making up the work missed or the responsibility of contacting the instructor about making up any missed work.** Specific class attendance requirements are determined by the course instructor.

When the number of absences hinders a student's progress in a course, **the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from the class.** Based on the recommendation of the instructor, a student will be dropped for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision via the Student Academic Grievance Policy.

Only enrolled students, for credit or audit, are permitted to attend classes. A student who has withdrawn officially from a course may continue to attend the course with the permission of the instructor for the remainder of the semester. Students not enrolled may visit classes only with the permission of the instructor.

PRIVACY RIGHTS

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380, section 2), "The Family Educational Rights and Privacy Act of 1974": Student's name, address, telephone listings, date and place of birth, major field of study, classification, 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.

Social Security Numbers in Student Records: Social security numbers are collected from prospective and current students for administrative coordination and record identification purposes only. Although procedures have been established by the Registrar for assignment of 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 numbers for administrative use. 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 the 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, 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.

ACADEMIC PROBATION AND SUSPENSION

Notification of students on scholastic probation or suspension will appear on the student's grade report at the end of each grading period.

Academic Warning: This applies only to new students who are qualified for admission and attending a college or university for the first time. However, a student may be classified as "new" if he or she has attended a college or university in early admission status or has attended during a summer prior to his/her first semester of enrollment. Such students are placed on "warning" status at the end of their first enrollment if they earn less than a 2.0 cumulative GPA, unless the first enrollment is for a summer session. If warned at the end of a combined spring and first summer session, warning status is continued through the second summer session (if applicable).

Warning status is continued if the student withdraws from the university. Probation or suspension status applies to all subsequent enrollments.

Academic Probation: Students are placed on probation at the end of a semester or summer session when their cumulative grade point average (GPA) falls below a 2.0. However, students entering the university during the summer session are not placed on probation at the end of that summer if the cumulative GPA drops below a 2.0.

Transfer Students: Students (admitted under special provisions) whose transcripts indicate less than a 2.0 GPA are entered on probation.

Continuing on Probationary Status:

Students may continue to enroll while on probation provided they maintain a semester GPA of 2.0 or higher. They are continued on probation if they withdraw from the University while on probation.

Restrictions on Enrollment while on Probationary Status: No student on probation may enroll for more than 15 credits during a semester or 6 credits during a summer session, without permission of the Campus Academic Officer.

Students on probation receiving educational benefits from the Veterans' Administration must obtain advisement from the Campus Student Services Officer.

Removal of Academic Probation: Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions:

1. A transfer student may not remove probation by summer work alone;
2. If an Incomplete is removed after the student has enrolled, the new grade's effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled; and exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

Academic Suspension: Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from NMSU Grants Campus will be for one semester. A student suspended at the end of the fall semester may attend the subsequent summer school if the suspension was for one semester only. The second suspension from NMSU Grants Campus will be for one calendar year. The third and subsequent suspensions will be for one calendar year, and the student must petition the Academic Dean's Council through NMSU at Las Cruces and the Director of Admissions for readmission. No credit will be granted for courses taken at other institutions while under suspension at NMSU.

Effect of Summer Attendance: Students suspended at the close of the spring semester may have suspension rescinded if they attend one or both of the following summer sessions at NMSU Grants Campus or at one of the other NMSU campuses. Such attendance must raise the combined spring

semester and summer GPA to 2.0 or better. Work taken at other institutions has no effect upon the spring semester suspension, nor will it be accepted by NMSU for transfer credit.

Disciplinary Probation and Suspension: New Mexico State University expects all students to regard themselves as responsible citizens on campus and in the community.

Repeated misconduct and major violations will cause the student to be subject to immediate suspension or expulsion from the university.

The general rules and regulations applicable to students are in the "Student Code of Conduct" section of the Student Handbook available from the Student Services Office.

Academic Appeals Board: Membership: a student appeals board shall be established for each academic year as a standing committee consisting of three faculty members and two students appointed by the Campus Executive Officer.

A procedure for initiating grievance or complaints has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair, expeditious manner. For the purpose of this procedure, **grievances are limited to alleged violations of university policy or procedures by the university or its staff, disputes with staff members and/or alleged unfair treatment.** Usually this method is used to appeal a grade the student feels was not justified. Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a university contractual agreement, and at no hearing should either party have a lawyer. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the following steps.

1. **Appeal to faculty member.** The student should submit a written appeal to the faculty member within 30 days of the beginning of the semester following the one in which the grade was received. The faculty member and the student are to discuss the problem. The faculty member will submit a written statement outlining the faculty member's decision within ten working days after receiving the student's grievance.

2. **Appeal to the program manager.** If the student is not satisfied with the decision, the student is to submit a written appeal to the head of the department in which the course was taught. A written appeal to the program manager must be made within ten days after the student has received the faculty member's written decision. The faculty member, the program manager, and the student are to meet to discuss the problem. The program manager will send a written response to the student within ten working days of this meeting.
3. **Appeal to the Campus Academic Officer (CAO).** If a satisfactory decision cannot be reached among the program manager, the faculty member and the student, the student will submit a written statement to the CAO (or designee). This is to be done within ten working days after receipt of the written decision by the program manager. The CAO may request a written recommendation from the college Academic Appeals Board if warranted. The CAO will meet with the student, the faculty member and the program manager. The CAO will submit a statement to the student, the instructor, and the program manager outlining the CAO's decision within ten days of receiving the appeal or the recommendation of the Academic Appeals Board.
4. **Appeal to the CEO.** If the issue is not resolved in Step 3, the student or instructor may appeal to the CEO at NMSU Grants Campus. This appeal must be made in writing within ten days of receiving the recommendation by the CAO. The CEO will consider the written statement from the student, the faculty member, the program manager, and the CAO to reach a decision concerning the case. This decision cannot be appealed.
5. **Appeals from the past.** Students who began an academic grievance procedure by meeting with the course instructor within 60 days of the initiation of the term following the term of the grievance but prior to the adoption of this procedure, shall have an additional calendar year (from when the course was completed) to complete the process of appealing to the head of the department in which the course was offered.
6. **Exceptions to the time involved.** Campus Officers may waive the normal time

frame for grievances when students present compelling evidence that medical or family crises have prevented appeals. Regardless of circumstances, grievances must be initiated with the course instructor within two years of the conclusion of the semester in which the course was taken.

7. **Enrollment.** A student need not be enrolled at the university to initiate a grievance. Records used to compute individual grades shall be kept by instructors and/or programs for two years after completion of the course. If a grade has been appealed, these records should be kept for at least two years after completion of the appeal.

ACADEMIC MISCONDUCT

Students at New Mexico State University are expected to observe and maintain the highest academic, ethical, and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. **Cheating** or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
2. **Plagiarism**, which includes, but is not limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person;
3. **Unauthorized possession of examinations, reserve library materials, or laboratory materials;**
4. **Unauthorized changing of grades** on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;
5. **Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments.**

GRADUATION REQUIREMENTS

The ultimate responsibility for planning an academic program in compliance with university and departmental/program requirements rests with *the student*. To earn an Associate Degree at NMSU Grants Campus, a student must complete a minimum of 66 (or more, if required by a specific degree) semester credits and have an average of a 2.0 GPA in courses taken at NMSU. **The last 15 semester credits for an associate degree must be taken in residence at NMSU Grants Campus or one of the other NMSU campuses.** Courses with an "N" suffix do not apply to any degree. CLEP and course challenge credits cannot be used as part of the student's last 15 semester credits. Being named to the CEO's Honor List is awarded to the top 15 percent of the students receiving associate degrees in any one academic year, provided 45 or more credits have been completed at NMSU.

OE (Occupational Education) prefix courses are not applicable toward bachelors degrees at New Mexico State University without special approval of the appropriate department head and college dean at NMSU at Las Cruces. The College of Agriculture and Home Economics, the College of Business Administration and Economics, and the College of Health and Social Services will accept selected OE prefix courses in certain degree programs. Contact the respective college's Advising Center for detailed information.

Filing Notice of Degree Candidacy: Degree/certificate candidates are required to file an application for graduation and pay the graduation fee for each degree/certificate sought. Applications are available in the Student Services Office. Applications must be returned with the appropriate fee to the Student Services Office by the posted deadline (in the class schedule and catalog) for filing degree applications. There is a \$25 late fee for applications filed after the posted deadline. No applications are processed after midterm. **The student must re-apply and pay the appropriate fee if denied for graduation.**

A student may specify choice of either the current catalog at the time of admittance or a subsequent catalog, provided the selected catalog is not more than six years old when (s)he satisfies the requirements for graduation.

Program requirements for a specific degree may be met by completing all of the course requirements for that degree as set forth in the catalog of matriculation, provided that the selected catalog is *not more than six years old* when the requirements for graduation are met. This rule applies only to the course requirements and number of credits as specified for the degree.

Associate degree residency requirements may vary. Requirements for the two-year associate degrees and for the certificates are found in the next section of this catalog. A student must maintain a cumulative 2.0 GPA. The student is required to show proficiency in written English in all university class work.

Students are encouraged **to file for degree audits two semesters prior to the expected graduation date so that the student and academic adviser may plan courses accordingly.** Students may request an audit through an academic adviser in the Student Services Office.

All fees and bills owed to the university must be paid before a student may receive a diploma or transcript of credits. Degrees earned are recorded on the final academic transcript.

Attendance at Commencement: The Registrar, through the Campus Student Services Officer, certifies eligibility to participate in commencement exercises held at the end of the spring semester. Eligible candidates and degree recipients from the previous Summer, Fall, or Spring semesters may participate in the ceremony. Participation in commencement does not, in itself, mean that a student is considered an NMSU graduate. In order to receive an associate degree, a student must fulfill university requirements. The degree will reflect the date when all requirements were met.

Transcript of Credits: Upon graduation, students are furnished a copy of their permanent academic record without charge. The transcript of credits is for the student's personal records. Request forms for official transcripts are in the Student Services Office. No transcript of credits will be released if the student is in debt to the university. A charge of \$3 is made for any official transcript of credits requested by paper form. A charge of \$5 is made for any official transcript of credits requested through the internet.

Student Responsibility: The responsibility for planning an academic program in compliance with the university, college, and program requirements rests with the student. Students bear ultimate responsibility for understanding all catalog matters.

ACADEMIC AND STUDENT SUPPORT SERVICES

Academic Advising: The Student Services Office offers centralized academic advising throughout the academic year. Appointments are encouraged especially during the early registration periods. Advisers provide academic advising services to all students and prospective students for programs offered at NMSU Grants Campus, as well as advising information for students transferring to NMSU at Las Cruces or any other college or university in the state of New Mexico. Advisers provide pre-enrollment information, assistance in selecting courses, degree plan requirements, financial aid opportunities and college transfer information. Advisers also provide course approval verification to students whose financial aid program(s) may require it.

FINANCIAL ASSISTANCE

The mission of the Office of Student Financial Aid and Scholarship services is to improve access to higher education by providing comprehensive financial assistance and information to all students and the NMSU community. Although primary responsibility for educational costs rests with the students and his or her family, NMSU, the federal government, and the state of New Mexico all contribute to assist students pursuing higher education.

The financial aid office administers a broad spectrum of loans, grants, jobs, and scholarships in an attempt to meet the financial needs of the university's students.

The Office of Student Financial Aid and Scholarship Services awards financial aid to students according to their individual needs. Parents of students are expected to contribute to their child's education according to their ability, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against

future income. All information provided to the Office of Student Financial Aid is regarded as confidential.

Students applying for financial aid complete a FAFSA designed to determine, in accordance with state and federal guidelines, the difference between what the student or family is expected to contribute and the cost of attending NMSU. Among the factors that determine the family's expected contribution are (1) annual adjusted gross income as reported to the Internal Revenue Service; (2) savings, stocks, or bonds; (3) other assets in the form of a business, farm, or real estate; (4) nontaxable income and benefits; and (5) student's prior year income and assets.

Students should complete a FAFSA available at NMSU—Grants campus or by visiting www.nmsu.edu/finaid or www.fafsa.ed.gov.

Please refer to the NMSU Financial Aid web site for more information on financial aid available in the financial aid office. A complete listing of programs and policies is available on-line at www.nmsu.edu/finaid.

General Eligibility Requirements: To receive financial aid you must:

- Have financial need, except for some loan and work-study positions.
- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that are approved by the U.S. Department of Education, or complete a high school education in a home school setting that is treated as a home school or private school under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate's, bachelors, or graduate degree program.)
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security number. If you don't have a Social Security number, you can find out more about applying for one at www.ssa.gov.
- Make satisfactory academic progress.

- Sign a statement on the FAFSA certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Register with the Selective Service, if required.

Sources of Financial Aid

Grants—The foundation for the financial aid is the Federal Pell Grant, a federal grant available to undergraduate students with documented financial need. Pell Grants range from \$400 to \$4050, though these figures are subject to change each year. If a Pell Grant is insufficient to pay educational expenses, the student may be eligible to receive other types of aid, including a Federal Supplemental Educational Opportunity Grant or Leveraging Education Assistance Partnership Program Grant. These grants are awarded to undergraduate students who show exceptional financial need. Typically, all three types of grants do not have to be repaid.

Loans—Available to undergraduate students with financial need, Federal Perkins Loans are long-term, low-interest loans that must be repaid to the university according to federal guidelines. Repayment begins six or nine months after graduation or after enrollment drops below six credits.

Subsidized and unsubsidized Federal Stafford Loans are need-based, long-term loans available to undergraduate students. Students receiving a subsidized or unsubsidized Federal Stafford loan or a Perkins must complete a debt-management session before NMSU will issue a check. In addition, students must complete an exit interview upon graduation or withdrawal from the university. Repayment of a Stafford loan begins six months after graduation or six months after enrollment drops below 6 credits. The interest rate is variable but will not exceed 8.25%. More information will be available at the time the loan is made.

Work-study Programs—The Federal Work-Study Program provides employment opportunities for selected undergraduate students with demonstrated financial need. The New Mexico Work-Study Program also provides employment opportunities for students; however, only New Mexico residents are eligible to participate in the program.

For more information on the U.S. Department of Education student aid programs, look on the Internet at www.ed.gov/prog_info/SFA/StudentGuide (for financial aid) or on the NMSU Financial Aid web page at www.nmsu.edu/finaid.

Awards

All financial aid awards are based on information provided by the student and parents, availability of funds, and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution, or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial Aid will not pay for audited courses or third-time repeats.

Scholarships and Other Aid

State, institutional, and federal scholarships may also be available. Amounts, deadlines and eligibility requirements vary. For more information and a complete scholarship list, contact the Office of Student Financial Aid and Scholarship Services or visit the university's scholarship web site at www.nmsu.edu/finaid/scholarships/.

Many student finance part of their education with scholarships, which may be awarded for academic achievement, special skill, talent, or because of the recipient's financial need.

Major Scholarships for Entering Freshmen 2006 and 2007

Campus Director Scholarship: Tuition and Fees—High School Requirements: 3.0 GPA. Renewable: 3.0 cumulative GPA and 12 graded credits each semester.

New Mexico Lottery Success

Scholarship—Every New Mexico high school graduate (or GED graduate) who wants to attend a public college or university in this state can enroll tuition-free, courtesy of the New Mexico Lottery, provided certain criteria are met. The student must have graduated from a New Mexico high school or obtained a New Mexico GED on or after May 1996, and then enroll in a public postsecondary institution during the first regular semester immediately following high school graduation (or receiving the GED). Before funds are awarded, students must first complete at least 12 graded credit hours earning a cumulative GPA of 2.5 during their first semester. They are then automatically awarded the New

Mexico Lottery Success Scholarship the next semester if they enroll full time.

Opportunity Scholarship: One Semester Tuition Award—High school requirements: 2.5 GPA.

Financial Aid Satisfactory Academic

Progress: Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure that financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which a student did not receive financial aid. All transfer work is taken into account when satisfactory progress is reviewed.

- **Qualitative Progress:** Undergraduate students must maintain a cumulative GPA of at least 2.0 (a C average). Grade point values are A=4.0, B=3.0, C=2.0, D=1.0, F=0. Grades of I, CR, RR, PR, NC, W, AU are not calculated in the GPA.
- **Completion Rate:** Students must complete a minimum of 70 percent of all course work (registered credit hours) attempted at NMSU. Any course with a grade of withdraw (W), incomplete (I), repeats (RR), failure (F), audit (AU), or no credit (NC) is not considered completed course work. Repeated courses are included in this calculation.
- **Maximum Time Frame:** Student must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer course work are included in the student's maximum time frame calculation.

Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet satisfactory academic progress standards. Students on financial aid suspension will not receive any form of federal or state financial aid (grants, loans, work-study). Financial aid eligibility is reinstated when all standards of satisfactory progress are met.

The Appeal Process

Students suspended from financial aid may appeal the suspension if there are mitigating circumstances affecting their progress. Students who would like to appeal the suspension must submit an appeal form available at www.nmsu.edu/finaid and all required documentation to the Office of Student Financial Aid. A committee will review appeal and may grant reinstatement of financial aid bases on mitigating circumstances that directly contributed to deficient academic performance. Appeals are usually evaluated on a term-by-term process.

Veterans' Benefits

Students with veterans' eligibility may be certified to receive veteran's assistance (VA) educational benefits by registering electronically at www.gibill.va.gov. Eligible VA students needing money to help cover initial educational expenses may apply for an advance payment from the Veterans' Administration. Application for advance payment must be made at least 30 days prior to the first day of class.

Veteran students must notify the Veterans' adviser when one of the following occurs:

1. Registration
2. Dropping/adding a course
3. Withdrawing from the college
4. Stopping class attendance
5. Change of address
6. Change in educational major

VA educational benefits are payable for regular attendance in courses that are part of the veteran's declared program. VA educational benefits are not payable for the following:

1. Classes not attended regularly
2. Repeat of a course for which a passing grade was received
3. Classes for which credit is received through successful completion of a proficiency test of grade by examination
4. Classes taken on a audit basis
5. Classes which are dropped
6. Classes taken that are not part of the veteran's program (major) curriculum

If a veteran receiving benefits is placed on academic probation or suspended for academic reasons, benefits are terminated and will be restored only after successful counseling through the Veterans' Administration.

If the university has liability claims filed against it as a result of a veteran failing to meet compliance requirements of the Veterans' Administration, the university will not release any academic records on the veteran until such time as the veteran has reimbursed the federal government for funds drawn in violation of those requirements.

A student receiving VA benefits who is pursuing an associate degree or a certificate offered by NMSU Grants Campus should adhere to the curriculum of that program. Failure to do so will result in the student's being certified for less than full-time status or becoming liable for an overpayment.

STUDENT SERVICES

Special Student Services: NMSU Grants Campus is strongly committed to providing education to all who wish to attend this campus. The faculty and staff at NMSU Grants Campus are dedicated to the goal of providing equal access to individuals with disabilities. Although NMSU Grants Campus may not be able to meet all needs, reasonable effort will be made to assist students in obtaining the classroom accommodations they may require.

Services for Students with

Disabilities: Students who may require assistance are encouraged to contact the ADA Coordinator at 287-7981 (TDD 287-7981) prior to enrollment in classes. The student will be provided with the Petition for Disabled Students Services Form and will receive assistance in obtaining the required accommodations.

Career Planning and Placement: Student Services is available to assist students in career planning and assessment. A limited listing of current employment is maintained in our office. Students are encouraged to check the career bulletin board, which is kept current. Assistance with resume writing and interviewing techniques is available through resources in the Advisor's Office, or individually by appointments.

Cooperative Learning Program: NMSU Grants Campus' Cooperative Learning Program provides degree-related work experiences with employers from the surrounding area. The program contributes to the students' total educational experience and realization of career goals by integrating theory and practical application. Automotive Technology, Building Trades, Electrical

Trades, and Electronic Technology. For more information, students are encouraged to contact the Program Manager.

Adult Basic Education (ABE): The Adult Basic Education program at NMSU Grants Campus provides instruction to adults (16 and over) in GED test preparation; Pre-GED and basic skills in English, reading, and math, and English as a Second Language (ESL). Upon enrollment of the program, learners' skills are assessed and a learning plan is developed based on assessment results. Learners work on skill development through small group classroom instruction, computer-based learning, tutoring, and/or self study. All services are free of charge except the GED tests which carry a fee of \$7 per subject (5 subject areas). Enrollment requires a New Mexico ID and Social Security card. Learners under 18 must have parental and school board permission. Interested adults are encouraged to call the ABE office at 287-6662.

Bookstore: The NMSU Grants Campus Bookstore is located in Martinez Hall near the Library. The bookstore sells all required course textbooks as well as clothing items and school supplies. The bookstore is open during posted hours. Both new and used textbooks are sold. To benefit all students, the bookstore has a low markup policy, which keeps book prices at the lowest possible level. As a result, no refunds are available and the bookstore is open only to registered students.

Community Education: The community education program at NMSU Grants Campus is opportunities for life long learning. Students of all ages can find topics of interest through the non-credit classes offered through Community Education. Community Education classes provide opportunities to explore one's interests, develop new skills, discover new interests, tone body and mind, and meet new friends. All classes are offered at minimal cost. Community Education classes are posted in the Schedule of Classes each semester.

Education Resource Center (ERC): The Education Resource Center (Rm 126) provides educational resources for students entering the teaching profession. In addition to professional development materials, the ERC provides access to subject-level curricula, children's literature and state-of-the-art educational technology.

Library: The NMSU Grants Campus Library makes available books, magazines, newspapers, and journals to NMSU students, faculty, and members of the community. Audio-visual materials are available to faculty for checkout. Audio-visual materials are available for students and members of the community to view in the library. Students may check out math tapes that correspond with their math coursework. Internet access is available at eight public computer workstations and self-service photocopies are available for a nominal fee per copy. Helpful library staff is on hand to assist anyone with their research needs. One of the 13th Judicial District Law Libraries is housed within the NMSU Grants Campus Library and is maintained as a service to the local legal community. The Library's current operating hours are posted outside the library entrance. The Library's operating guidelines are posted within the library. You may call 287-6637 for more information.

Student Conduct: The policies and procedures related to student conduct are published in the NMSU Grants Campus Student Code of Conduct and related policies Handbook available from the Office of Student Services. The Campus Student Services Officer serves as the NMSU Grants Campus Discipline Officer for student misconduct. The Campus Academic Officer serves as the Hearing Officer for academic misconduct.

Student Government: The Associated Student Government is the student government entity for NMSU Grants Campus. This organization has been established to provide student input to campus administrators, organize and support student activities, and assistance with various campus events. To find out more about student government and other campus organizations or clubs, call the Student Services Office at 287-7981.

Student Success Center: The Student Success Center (Rm. 125, Martinez Hall) offers learning assistance for registered students. Tutors are available to assist students with academic problems they may experience in specific classes or subject areas. State-of-the-art computers are available to students for completing papers, computer-assisted tutoring, and electronic mail.

Children on Campus: Children should not be left unattended or be permitted to disrupt classes. Therefore, NMSU Grants Campus offers childcare opportunities (at cost) to students, faculty and staff.

Children ages 2–12 may be enrolled in the campus-based child care facility. For more information on child-care, please phone Small Wonders Child Care Center at 287-8373.

TUITION COSTS

Tuition/Fees: Refer to the current Schedule of Classes, published each Fall, Spring, and Summer, for the current tuition and fees.

**** During a regular semester resident tuition is charged for non-resident students enrolling for up to but no more than 6 credits.**

Members of the Armed Forces, their spouses and minor children (not otherwise entitled to claim residency) are eligible for tuition payment at the resident student rates upon presentation of certification from their commanding officer of assignment to active duty within New Mexico. Certification is required each time a student registers.

All enrolled members of the Navajo Nation who reside on the Navajo Reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state, out-of-district tuition rates at all times.

All students attending summer sessions pay resident tuition.

Application Fee: A one-time, \$15 application fee and a completed application form must be submitted. The fee, which is not refundable, is required of students who have not previously enrolled at New Mexico State University or one of its branch campuses.

Late Registration Fee: A late registration fee is applicable if registration and payment arrangements are not completed prior to the first day of the semester/session. This charge is a minimum charge of \$5 on the first day of classes, plus \$2 for each day thereafter.

Deferred Payment: A deferred payment fee of \$5 is applicable if charges are not paid in full prior to the first day of class. This fee will be assessed at census date. Students are required to pay 10% of the total charges at registration, with the balance plus the deferred fee due in two payments.

All financial aid must be applied toward amounts owed. NMSU Grants Campus reserves the right to deny deferred payment plans to any student who has a poor credit rating or who has been negligent in making payments to the college for previous debts.

Graduation Fees:

- 1. Associate Degree\$20
- 2. Certificate Programs\$10

Returned Checks: The University charges a penalty on all checks returned by the bank. After a second returned check from an individual, the university will not accept that individual's personal check.

Refunds and Forfeitures: Any student dropping a course during a semester/session may receive a tuition refund according to refund schedules as published in the current Schedule of Classes. The refund schedule applies when courses are dropped (making a tuition adjustment necessary). All refunds are applied toward amounts owed. No refund will be made for classes of less than six weeks duration. Refunds are picked up in the Business Office. In cases of academic or disciplinary suspension, eligibility for a refund will depend on the conditions of the suspension and will be at the discretion of the college.

Class attendance without prior payment of tuition and fees or without financial arrangements being made in the Business Office will render the student liable for the semester's charges and may result in cancellation of the student's enrollment.

For additional information on costs, fees, and refunds, consult the "costs" section in the Schedule of Classes published each semester.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Associate of Arts Degree

This degree represents the completion of the first two years of most bachelor's degree programs in the College of Arts and Sciences. Students following the Associate of Arts degree are advised to select courses that fulfill the General Education requirements for all bachelor's degree programs at New Mexico State University. It is recommended that students plan their elective courses to meet other requirements for their bachelor's degree. Undecided students are advised to follow this degree plan because it provides flexibility while deciding upon a major. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss a specific program of study.

Associate of Science Degree*

This degree represents the completion of the first two years of several bachelor's degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss their program of study.

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**Effective Spring 2007, pending approval*

Degree and Certificate Requirements

Candidates for Associate degrees and Certificates must have degree-seeking admission status.

To graduate with an Associate degree, a student must complete a minimum of 66 semester credits (excluding "N" suffix courses) and have a cumulative grade point average (GPA) of 2.0 or better in all courses taken at NMSU or one of its branches. However, ENGL 111G and all developmental studies courses in English, math, and reading must be completed with a grade of C or better. Math requirements for some Associate degree and Certificate programs vary; see the specific program requirements. Many courses have prerequisites; see the course description section of this catalog.

The last 15 semester credits for an Associate degree must be taken in residence at NMSU or one of its branches. Degree requirements remain in effect for six years. Credits gained through CLEP or ACT, challenge credit, and/or credit from another college/university or correspondence school may not be used to fulfill this 15 hour requirement.

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms. All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits. Graduation fees must be paid as listed in the section, "Tuition and Fees."

Students earning an Associate degree in Early Childhood Education must have a cumulative GPA of 2.5 or better to graduate.

Certificate candidates, in addition to having degree-seeking status, must have at least a 2.0 GPA.

Occupational Education (usually “OE” prefix) courses offered by NMSU-Grants are designed to prepare students for career employment. Occupational Education courses are not intended to replace or substitute for approved courses in baccalaureate programs at NMSU or other four-year institutions. Substitution of OE courses for approved courses in baccalaureate degree programs is determined on an individual basis by the college or university from which the student plans to graduate.

The Associate degree and Certificate programs are designed to give students direction in planning an appropriate course of study. **All freshmen should take ENGL 111G (Rhetoric & Composition) during their freshman year.** Students are strongly encouraged to schedule an appointment with an academic adviser in the Student Services office for a specific program of study.

All students should take the College Placement Test (CPT) to assist in determining skill levels in English and mathematics. Some students may benefit by taking developmental coursework in English and/or mathematics to strengthen skill levels in these areas. Although developmental courses do not meet degree requirements, they are certainly of benefit to those enrolled. After completing any developmental courses, new students should take the following courses before taking any other General Education requirements: COLL 101, ENGL 111G, and C S 110G.

Associate in General Studies Degree

Students who would like to design their own two-year program may do so under the Associate in General Studies Degree program. This program requires the student to: complete a total of 66 credit hours (excludes non-credit courses such as any "N" suffix courses), complete ENGL 111G with a grade of C or higher, achieve a 2.0 cumulative grade point average, and complete the last 15 credit hours at an NMSU campus.

Certificate Programs

Students who plan to earn a certificate in one of the preceding programs are encouraged to schedule an appointment with an Academic Adviser in the Student Services office; the student will be provided with a specific program of study.

Additional Programs

In addition to Associate Degrees and Certificate programs offered by NMSU-Grants, the college also offers additional programs of study that prepare students for Bachelor's Degrees and certification in several areas.

Students who want to earn credit in Early Childhood development may enroll in the Early Childhood (ECED) courses for CDA certification. Students are encouraged to contact the appropriate State, Tribal or local agency for specific certification requirements.

Transfer Program

Students are encouraged to contact the professional school of choice to determine specific admission requirements and appropriate courses to be taken at NMSU-Grants. Students are also encouraged to make an appointment with an Academic Adviser in the Student Services Office to receive assistance in developing an appropriate two-year preparation program.

As you enroll for your first year of study, the New Mexico Higher Education Department advises that you select courses that are included in New Mexico's Common Core of General Education. The core has been agreed upon by all of the state's colleges and universities. Courses in the core are guaranteed to transfer toward bachelor's degree requirements in most fields of study. Other courses may not.

The colleges and universities have also defined a series of transfer modules that specify two-year programs of coursework in fields of study, such as business and teacher education. Modules for physical sciences, life sciences, social/behavioral sciences, and the humanities and fine arts also are being developed. The Common Core of General Education is the base of most of these modules and is therefore a good starting point for students who have not yet selected a major field for their degree.

Students planning to major in highly technical fields should follow the state-defined transfer modules developed for those fields, in order to assure course transfer.

The following list of courses or areas should be pursued during the first three semesters of study to guarantee that courses will transfer and apply toward the requirements for a bachelor's degree. Most of these freshman and sophomore (100–200 level) courses should be General Education (G) courses.

Area I: Communications

Select 9 credits from the following:

College-Level English Composition	3–4
College-level Writing (following the above)	2–3
Oral Communication.....	3

Area II: Mathematics

Select 3 credits from the following:

College Algebra	3
Calculus	3
Other College-Level Math	3

Area III: Laboratory Sciences

Select 8 credits from the following:

General Biology w/lab	4
General Chemistry w/lab	4
General Physics w/lab.....	4
Geology or Earth Science w/lab.....	4
Astronomy w/lab.....	4

Area IV: Social/Behavioral Sciences

Select 6–9 credits from the following:

Economics (macro or micro).....	3
Introductory Anthropology	3
Introductory Political Science.....	3
Introductory Psychology.....	3
Introductory Sociology	3

Area V: Humanities and Fine Arts

Select 6–9 credits from the following:

History	3
Philosophy.....	3
Introductory course in aesthetics of the Arts.....	3
Literature.....	3

Total..... 32–38 credits

Transfer students are encouraged to contact their college or university of choice to determine specific admission requirements and appropriate courses to be taken at NMSU-Grants. Students are also encouraged to make an appointment with an Academic Adviser to receive assistance in developing an appropriate two-year preparatory program.

ASSOCIATE OF ARTS DEGREE

Contact: Dr. Harry Sheski, CAO, 287-6641

The Associate of Arts (A.A.) degree represents the completion of the first two years of several bachelor's degree programs. Students following the Associate of Arts degree program are advised to select courses that fulfill the General Education Requirements for all programs at NMSU and that transfer to other four-year institutions. Since approximately half of the requirements for an A.A. degree are met with elective credit, it is recommended that students plan these electives to meet other requirements for their planned baccalaureate degree. Undecided students are encouraged to follow this degree program because it is flexible and will help structure their coursework.

GENERAL EDUCATION REQUIREMENTS – 34 credits

ENGL 111G.....	4
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LIBERAL STUDIES (One from each of three different departments):

Fine Arts (ART 101G, MUS 101G, or THTR 101G).....	3
History (HIST 101G, 102G, 201G, or 202G).....	3
Literature (ENGL 244G).....	3
Philosophy (PHIL 101G or 201G).....	3
Women's Studies (WS 202G).....	3
Total	9

SCIENCE (One from each of three different departments):

Astronomy (ASTR 105G or 110G)	4
Biology (BIOL 101G/L, 110G, 111G/L, or 211G/L).....	4
Chemistry (CHEM 110G or 111/112).....	4
Computer Science (C S 110G).....	3
Geology (GEOL 111G).....	4
Physical Geography (GEOG 111G).....	4
Physics (PHYS 110G).....	4
Approved Math course (MATH 115 or 120, or higher).....	3
Total	10–12

SOCIAL STUDIES (One from each of three different departments):

Anthropology (ANTH 201G, 202G, or 203G).....	3
Communication Studies (COMM 253G or 265G.....	3

Economics (ECON 201G, 251G, or 252G).....	3
Government (GOVT 100G, 110G, 150G or 160G).....	3
Journalism (JOUR 105G).....	3
Linguistics (LING 200G).....	3
Psychology (PSY 201G).....	3
Social Geography (GEOG 112G or 201G).....	3
Sociology (SOC 101G or 201G).....	3
Women's Studies (WS 201G).....	3
Total	9

ELECTIVE COURSE REQUIRMENTS – 32 credits

COLL 101, College/Life Success.....	3
Any Elective Course(s).....	29

TOTAL..... 66 credits

NOTE: Developmental (“N” courses) are not counted as part of graduation requirements; up to eight credits of BOT, CMT, PL S, and OE prefixes are allowed toward graduation.

English and Mathematics Basic Skills Requirements: Students may satisfy the English Basic Skills by passing ENGL 111G with a C or better. Students must complete the Math Basic Skills Requirement by passing with a C or better CCDM 112N and CCDM 113N, or CCDM 114N; or MATH 111/112, MATH 115 or MATH 120, or higher level Math. Refer to the NMSU-Grants Catalog for Basic Skills Requirement options.

ASSOCIATE OF SCIENCE DEGREE*

**Effective Spring 2007, pending approval*

Program Manager: Stan Carlson, 287-6661

The Associate of Science (A.S.) degree represents the completion of the first two years of several bachelor’s degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology or chemistry) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan.

Students are strongly encouraged to meet with an academic advisor for help in planning their studies and should be prepared to select their coursework from the following areas:

General Education Requirements – 25 credits

English Composition	
ENGL 111G.....	4
ENGL 218G.....	3

Oral Communication	
COMM 253G or 265G.....	3

Computer Science	
C S 110G or BCS 110G.....	3

Social/Behavioral Sciences	
<i>Select three credits from History:</i>	
HIST 101G, 102G, 201G, or 202G.....	3
<i>Select three credits from Human Thought & Behavior:</i>	
ANTH 201G, ANTH 202G, C.EP 110G, LING 201G, PSY 201G, or WS 201G.....	3
<i>Select three credits from Social Analysis:</i>	
ECON 201G, ECON 251G, ECON 252G, GEOG 112G, GEOG 201G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, JOUR 105G, MGT 201G, SOC 101G, SOC 201G, S WK 221G, or WS 201G.....	3

Humanities	
<i>Select three credits from literature or fine arts:</i>	
ENGL 244G, ART 101G, ART 110G, MUS 101G, MUS 201G, or THTR 101G.....	3
<i>Select three credits from philosophy:</i>	
PHIL 101G, 201G, or 211G.....	3

Mathematics – 12 credits

MATH 115 or 120.....	3
MATH 142G or 210G.....	3
<i>Select six credits from:</i>	
MATH 121, MATH 180, MATH 185, MATH 190, MATH 191, MATH 192, MATH 230, MATH 279, MATH 280, MATH 291, MATH 292, E ST 251, STAT 251, & STAT 271.....	6

Laboratory Sciences – 20 credits

<i>Select from:</i>	
Biology w/lab.....	4–12
Chemistry w/lab.....	4–12
Geology w/lab.....	4–8
Geography w/lab.....	4–8

Physics w/lab	4-8
Astronomy w/lab.....	4-8
[Note: at least 8 lab science credits must be designated as General Education (G suffix)]	

Electives – 6 credits (minimum)

COLL 101 or 112	2-3
Any electives.....	3-4

TOTAL..... 66 credits

APPLIED BUSINESS*
Associate Degree

Program Manager: Betty Habiger, 287-6646

The Associate degree in Applied Business is designed to prepare students for middle-level entry jobs in business. The general program surveys the fundamentals of business operations giving special consideration to basic accounting practices, basic business law, economics, fundamentals of marketing, and management of human resources.

*This degree will be replaced in Spring 2007 by *Option A* of the Business Occupations degree described below (pending approval).

GENERAL EDUCATION REQUIREMENTS – 19 credits

COMM 253G, Public Speaking or COMM 265 G, Principles of Human Communication	3
C S 110G, Computer Literacy	3
ECON 201G, Introduction to Economics or ECON 251G, Principles of Macroeconomics or ECON 252G, Principles of Microeconomics	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3

**APPLIED BUSINESS
CORE REQUIREMENTS – 33 credits**

ACCT 251, Management Accounting	3
ACCT 252, Financial Accounting	3
BLAW 230, Business Law	3
BUSA 111, Business in a Global Society	3
FIN 210, Financial Planning & Investments.....	3
MGT 201G, Introduction to Management.....	3
OEBU 110, Introduction to Business	3

OEBU 210, Marketing.....	3
OEBU 216, Business Math or any higher level MATH course.....	3
OEBU 221, Cooperative Experience	3
OEBU 240, Human Relations.....	3

RELATED COURSE REQUIREMENTS – 6 credits

BOT 205, Microcomputer Accounting I.....	3
OECs 215, Spreadsheet Applications or OECs 220, Database Application & Design.....	3

ELECTIVE COURSE REQUIREMENTS – 9 credits

COLL 101, College/Life Success	3
Any Elective Course(s).....	6

TOTAL..... 67 credits

BUSINESS OCCUPATIONS*
Associate Degree

**Effective Spring 2007, pending approval*

Program Manager: Betty Habiger, 287-6646

Students who pursue the Associate degree in Business Occupations have two options: A. General Management (which replaces the Applied Business degree, as of Spring 2007) and B. Office Technology (which replaces the former Business Office Technology degree).

CORE REQUIREMENTS – 44 credits

ACCT 200, Survey of Accounting	3
BUSA 111, Introduction to Business.....	3
COLL 101, College/Life Success	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication	3
C S 110G, Computer Literacy	3
ECON 251G, Macroeconomics or ECON 252G, Microeconomics	3
ENGL 111G, Rhetoric & Composition	4
ENGL 112, Rhetoric & Composition II.....	2
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
MGT 201G, Introduction to Management.....	3
OEBU 201, Work Readiness & Preparation.....	3

OEBU 216 or BOT 106, Business Math or MATH 115 or 120, Intermediate Algebra	3
OECS 215, Spreadsheet Applications	3
OECS 220, Database Applications & Design.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introduction to Sociology	3

Option A:

GENERAL MANAGEMENT – 21 credits

ACCT 251, Management Accounting	3
ACCT 252, Financial Accounting	3
BLAW 230, Business Law	3
FIN 210, Financial Planning & Investments.....	3
OEBU 210, Marketing.....	3
OEBU 240, Human Relations.....	3
OEBU 221, Cooperative Experience	3

Option B:

OFFICE TECHNOLOGY OPTION – 21 credits

BOT 101, Keyboarding Basics	3
BOT 110, Records Management	3
BOT 140, Payroll Accounting	3
BOT 205, Microcomputer Accounting I.....	3
BOT 206, Microcomputer Accounting II	3
BOT 213, Word Processing I.....	3
BOT 221, Cooperative Experience	3

TOTAL..... 65 credits

CRIMINAL JUSTICE

Associate Degree

Contact: Dr. Harry Sheski, CAO, 287-6641

The Associate in Criminal Justice introduces students to three areas of the Criminal Justice system: police, courts, and corrections. This degree is interdisciplinary in nature. Studies include the humanities, law, natural, behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

This degree plan is designed so that required courses will concurrently fill the University General Education Requirements and the Arts & Sciences Core Courses. However, courses other than those listed may meet a General Education requirement and an Arts & Sciences core course requirement separately, as noted in the NMSU-Las Cruces catalog.

GENERAL EDUCATION REQUIREMENTS – 32 credits

Arts & Sciences Core.....13

C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 211G, Writing in the Humanities & Social Sciences or ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
MATH 210G, Mathematics Appreciation	3

Basic Natural Science (w/ lab).....4

ASTR 110G, Introduction to Astronomy or BIOL 101G/L, Human Biology or BIOL 110G, Contemporary Problems in Biology or BIOL 111G/L, Natural History of Life or CHEM 110G, Principles & Applications of Chemistry or GEOG 111G, Geography of the Natural Environment or GEOL 111G, Survey of Geology or PHYS 110G, Great Ideas of Physics	
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Critical Thinking/Analysis.....3

PHIL 101G, The Art of Wondering or PHIL 201G, Introduction to Philosophy	
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Historic Perspectives.....3

HIST 101G, Roots of Modern Europe or HIST 102G, Modern Europe or HIST 201G, Introduction to Early American History or HIST 202G, Introduction to Recent American History	
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Human Thought and Behavior.....3

ANTH 201G, Introduction to Anthropology or LING 200G, Introduction to Language or PSY 201G, Introduction to Psychology	
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Literature and Fine Arts.....3

ENGL 244G, Literature or Culture or ART 101G, Orientation to Art or MUS 101G, An Introduction to Music or THTR 101G, Introduction to Theater	
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Social Analysis.....3

ECON 201G, Introduction to Economics or ECON251G, Principles of Macroeconomics or ECON 252G, Principles of Microeconomics or GEOG 112G, World Regional Geography or GEOG 201G, Humans in the Natural Environment or GOVT 100G, American National Government or GOVT 110G, Introduction to Political Science or GOVT 150G, American Political Issues or GOVT 160G, International Political Issues or	
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JOUR 105G, Introduction to Mass Communications **or** SOC 101G, Introduction to Sociology **or** SOC 201G, Contemporary Social Problems **or** WS 201G, Introduction to Women’s Studies

CRIMINAL JUSTICE CORE – 15 credits

CJ 101, Introduction to Criminal Justice.....3
 CJ 205, Criminal Law I3
 CJ 210, American Law Enforcement System.....3
 CJ 230, Introduction to Corrections.....3
 CJ 250, Courts and the Criminal Justice System.....3

RELATED COURSE REQUIREMENTS – 8 credits

Second Language Requirement: (1) Completion of a second language through the 112 level; or (2) completion of a second language through the 213 level for native speakers.

ELECTIVE COURSE REQUIREMENTS – 11 credits

COLL 101, College/Life Success3
 Other electives8

TOTAL..... 66 credits

NOTE: A grade of C or better is required in all Criminal Justice courses and any courses filling the Arts & Sciences Core Requirements.

EARLY CHILDHOOD EDUCATION
Associate Degree

Contact: Dr. Harry Sheski, CAO, 287-6641

The Associate degree in Early Childhood Education is designed to be either a terminal degree or for transfer to a bachelor’s degree program. Students should consult with the Distance Education Coordinator for a transfer degree plan. (See also Certificate in Early Childhood Education)

GENERAL EDUCATION REQUIREMENTS – 33 credits

ART 101G, Orientation to Art **or**
 MUS 101G, An Introduction to Music **or**
 MUS 201G History of Jazz in Popular Music **or**
 THTR 101G, Introduction to Theater3
 C S 110G, Computer Literacy3
 ENGL 111G, Rhetoric & Composition4

ENGL 211G, Writing in the Humanities & Social Sciences.....3
 MATH 112G, Fundamentals of Elementary Mathematics II3

Science: Select 2 courses from 2 different areas8

ASTR 105G, The Planets **or**
 ASTR 110G, Introduction to Astronomy
 BIOL101G/L, Human Biology w/ Lab, **or**
 BIOL110G, Contemporary Problems in Biology, **or** BIOL 111G/L, Natural History of Life w/ Lab
 CHEM 110G, Principles & Applications of Chemistry **or** CHEM 111G, General Chemistry I
 GEOL 111G, Survey of Geology **or**
 GEOG 111G, Geography of the Natural Environment
 PHYS 110G, The Great Ideas of Physics

Select one of the following courses3

ANTH 201G, Introduction to Anthropology
 ECON 201G, Introduction to Economics
 ECON 251G, Principles of Macroeconomics
 ECON 252G, Principles of Microeconomics
 GEOG 112G, World Regional Geography
 GEOG 201G, Humans in the Natural Environment
 GOVT 100G, American National Government
 GOVT 110G, Introduction to Political Science
 SOC 101G, Introductory Sociology

Select 2 courses from the following6

HIST 101G, Roots of Modern Europe **or**
 HIST 102G, Modern Europe
 HIST 201G, Introduction to Early American History **or** HIST 202G, Introduction to Recent American History

EARLY CHILDHOOD CORE – 32 credits

C EP 110G, Human Growth and Behavior.....3
 ECED 115, Child Growth, Development, & Learning3
 ECED 125, Health, Safety & Nutrition2
 ECED 135, Family & Community Collaboration.....3
 ECED 215, Curriculum Development & Implementation I.....3
 ECED 220, Practicum I2
 ECED 225, Curriculum Development & Implementation II.....3
 ECED 230, Practicum II2
 ECED 235, Introduction to Reading & Literacy Development.....3
 ECED 245, Early Childhood Education Professionalism2

ECED 255, Assessment of Children & Evaluation of Programs.....	3
ECED 265, Guiding Young Children.....	3

RELATED COURSE REQUIREMENT – 3 credits

MATH 111, Fundamentals of Elementary Mathematics I.....	3
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ELECTIVE COURSE REQUIREMENT – 3 credits

COLL 101, College/Life Success.....	3
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TOTAL..... 71 credits

EDUCATION
Associate Degree

Contact: Dr. Harry Sheski, CAO, 287-6641

The Associate degree in Education, administered by the College of Education, is intended to prepare students for transfer to a four-year college for completion of a bachelor’s degree. Students wishing to transfer to NMSU-Las Cruces should consult with the Distance Education Coordinator for a transfer degree plan.

GENERAL EDUCATION REQUIREMENTS – 46 credits

ART 101G, Orientation to Art or MUS 101G, An Introduction to Music or MUS 201G History of Jazz in Popular Music or THTR 101G, Introduction to Theater.....	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication.....	3
C S 110G, Computer Literacy.....	3
ENGL 111G, Rhetoric & Composition.....	4
ENGL 211G, Writing in the Humanities & Social Sciences.....	3
MATH 112G, Fundamentals of Elementary Mathematics II.....	3
LING 200G, Introduction to Linguistics.....	3

<i>Science: Select 3 courses from 3 different areas.....</i>	12
BIOL 101G/L, Human Biology w/ Lab or BIOL110G, Contemporary Problems in Biology, or BIOL 111G/L, Natural History of Life w/ Lab	

CHEM 110G, Principles & Applications of Chemistry or CHEM 111G, General Chemistry I PHYS 110G, The Great Ideas of Physics GEOL 111G, Survey of Geology or GEOG 111G, Geography of the Natural Environment ASTR 110G, Introduction to Astronomy	
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<i>Select 3 courses from 3 different areas.....</i>	6
SOC 101G, Introductory Sociology GOVT 100G, American National Government or GOVT 110G, Introduction to Political Science GEOG 112G, World Regional Geography or GEOG 201G, Humans in the Natural Environment ECON 201G, Introduction to Economics or ECON 251 G, Principles of Macroeconomics or ECON 252G, Principles of Microeconomics ANTH 201G, Introduction to Anthropology	

<i>Select 2 courses from the following.....</i>	6
HIST 101G, Roots of Modern Europe or HIST 102G, Modern Europe HIST 201G, Introduction to Early American History or HIST 202G, Introduction to Recent American History	

EDUCATION CORE – 10 credits

EMD 101, Freshman Orientation.....	1
EMD 250, Introduction to Education.....	2
[Note: EMD 101 and EMD 250 should be taken concurrently]	
EDUC 181, Field Experience I.....	1
C EP 110G, Human Growth & Behavior.....	3
C EP 210, Educational Psychology.....	3

RELATED COURSE REQUIREMENT – 3 credits

MATH 111, Fundamentals of Elementary Mathematics I.....	3
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ELECTIVE COURSE REQUIREMENT – 3 credits

COLL 101, College/Life Success.....	3
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OTHER ELECTIVES – 6 credits

<i>Select 2 courses from the following.....</i>	6
ECED 115, Child Growth, Development, & Learning EDUC 204, Foundations of Bilingual/ESL Education EDLT 368, Integrating Technology with Teaching HIST 201G, Introduction to Early American History or HIST 202G, Introduction to Recent American History	

HIST 261, New Mexico History	
SPED 350, Survey of Programs for Exceptional Learners	
TOTAL	68 credits

Any one Natural Science (w/ lab) Course	4
Any two General Education Electives	6
Any other approved elective.....	3
TOTAL	68 credits

PRE-BUSINESS
Associate Degree

Program Manager: Betty Habiger, 287-6646

The Associate degree in Pre-Business provides basics in accounting and economics. Students who earn this degree will have completed the first two years of any four-year business degree offered at NMSU at Las Cruces.

GENERAL EDUCATION REQUIREMENTS – 19 credits

COMM 253 G, Public Speaking or COMM 265G, Principles of Human Communication	3
C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business and Professional Communication or ENGL 218G, Technical and Scientific Communication.....	3
ECON 251G, Principles of Macroeconomics.....	3
ECON 252G, Principles of Microeconomics.....	3

PRE-BUSINESS CORE – 9 credits

ACCT 251, Management Accounting	3
ACCT 252, Accounting Systems.....	3
BUSA 111, Business in the Global Society.....	3

RELATED COURSE REQUIREMENTS – 12 credits

MATH 115 or 120, Intermediate Algebra.....	3
MATH 185 or 121, College Algebra or MATH 230, Matrices & Linear Programming	3
MATH 142G, Calculus for the Biological & Management Sciences I	3
STAT 251, Statistics for Business & Behavioral Sciences	3

ELECTIVE COURSE REQUIREMENTS – 28 credits

COLL 101, College/Life Success	3
Any one Humanities Course.....	3
Any one Behavioral Science Course	3
Any two GOVT, HIST, or GEOG Courses.....	6

SOCIAL SERVICES
Associate Degree

Program Manager: Michael Leach, 287-6657

The Associate degree in Social Services prepares students for entry-level positions in a social services setting. Courses taken for this degree may be used to transfer to NMSU-Las Cruces for students wishing to pursue a bachelor's degree in Social Work or Human and Community Service. For more information about transfer plans, see the Distance Education Coordinator.

GENERAL EDUCATION REQUIREMENTS – 35 credits

ART 101G, Orientation in Art or MUS 101G, An Introduction to Music or THTR 101G, Introduction to Theater or JOUR 105G, Introduction to Mass Communications	3
BIOL 101G/L, Human Biology w/ Lab or BIOL 110G, Contemporary Problems in Biology or BIOL 111G/L, Natural History of Life w/ Lab	4
C EP 110G, Human Growth & Behavior	3
COMM 253G, Public Speaking.....	3
COMM 265G, Principles of Human Communication.....	3
C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication or ENGL 211G, Writing in the Humanities & Social Sciences	3
GOVT 100G, American National Government or GOVT 110G, Introduction to Political Science	3
HIST 201G, Introduction to Early American History, or HIST 202G, Introduction to Recent American History.....	3
MATH 115 or 120, Intermediate Algebra or MATH 210G, Mathematics Appreciation or any higher MATH course	3

SOCIAL SERVICES CORE – 18 credits

ANTH 201G, Introduction to Anthropology or ANTH 202G, Introduction to Archaeology & Physical Anthropology or	
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ANTH 203G, Introduction to Language & Cultural Anthropology.....	3
PSY 201G, Introduction to Psychology.....	3
PSY 266, Applied Psychology or	
PSY 290, Psychology of Adjustment.....	3
PSY 274, A Study of Substance Abuse Through Social Learning	3
SOC 101G, Introductory Sociology	3
SOC 201G, Contemporary Social Problems.....	3

RELATED COURSE REQUIREMENTS – 6 credits

SWK 221, Introduction to Social Welfare.....	3
SWK 253, Case Management.....	3

ELECTIVE COURSE REQUIREMENTS – 7 credits

COLL 101, College/Life Success	3
Any Elective Courses	4

TOTAL..... 66 credits

AUTOMOTIVE TECHNOLOGY
Associate of Applied Science

Program Manager: Paul Garcia, 287-6635

The Associate of Applied Science in Automotive Technology provides training for employment as an automotive technician or in a related field. The Automotive Technology laboratory and classroom facilities have been equipped with the most current test and training equipment available. Classroom instruction is combined with practical training in the laboratory to provide students with service and repair procedures required for ASE certification. Additional training is available for those technicians seeking to update current practices in the ASE certification areas.

GENERAL EDUCATION REQUIREMENTS – 16 credits

COMM 253G, Public Speaking or	
COMM 265G, Principles of Human Communication.....	3
C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
PSY 201G, Introduction to Psychology or	
SOC 101G, Introductory Sociology.....	3

AUTOMOTIVE TECHNOLOGY CORE – 46 credits

OEAT 105, Welding.....	4
OEAT 112, Basic Gasoline Engines.....	5
OEAT 117, Electronic Analysis & Tune-Up of Gasoline Engines	5
OEAT 118, Technical Math for Mechanics or any higher level MATH Course.....	3
OEAT 119, Manual Transmission/Clutch	4
OEAT 120, Electrical Systems.....	4
OEAT 125, Brakes	5
OEAT 126, Suspension, Steering & Alignment.....	5
OEAT 132, Automotive Air Conditioning & Heating Systems or OEAT 127, Basic Automatic Transmissions.....	4
OEAT 137, Fuel Systems & Emission Controls.....	4
OEAT 221, Cooperative Experience I.....	1-6

ELECTIVE COURSE REQUIREMENTS – 6 credits

COLL 101, College/Life Success	3
OEAT course not included above.....	3

TOTAL..... 68 credits

COMPUTER TECHNOLOGY
Associate of Applied Science

Program Manager: Doug Bocaz-Larson, 287-6656

The Associate of Applied Science in Computer Technology is designed to give students a complete background in both theory and practical experience.

(See also Certificate in Computer Technology)

GENERAL EDUCATION REQUIREMENTS – 20 credits

COMM 253G, Public Speaking or	
COMM 265G, Principles of Human Communication.....	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
MATH 115 or 120, Intermediate Algebra or any higher level MATH course.....	3
PSY 201G, Introduction to Psychology or	
SOC 101G, Introductory Sociology.....	3
Natural Science “G” course (lower division).....	4

**COMPUTER TECHNOLOGY CORE –
36 credits**

C S 110G, Computer Literacy	3
OECS 125, Operating Systems.....	3
OECS 185, PC Maintenance & Selection	3
OECS 203, UNIX Operating Systems.....	1
OECS 204, LINUX Operating Systems	3
OECS 207, Windows.....	3
OECS 209, Computer Graphic Arts	1
OECS 213, Image Processing.....	1
OECS 215, Spreadsheet Applications	3
OECS 221, Cooperative Experience I	3
OECS 230, Data Communication & Networks I.....	3
OECS 231, Data Communication & Networks II.....	3
OECS 260, HTML Programming.....	3
OECS 280, Desktop Publishing Techniques	3

**ELECTIVE COURSE REQUIREMENTS –
10 credits**

COLL 101, College/Life Success	3
OELA 205 or PL S 205, Legal & Ethical Issues for the Web, or C S 209, Special Topics	2
Any elective courses.....	5

TOTAL..... 66 credits

ELECTRONIC TECHNOLOGY
Associate of Applied Science

Program Manager: Bruce McDowell, 287-6636

The Associate degree in Electronic Technology prepares students to enter the workforce as electronic technicians in a variety of settings. This program emphasizes laboratory experience and the development of application skills.

**GENERAL EDUCATION REQUIREMENTS –
16 credits**

COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication.....	3
C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3

**ELECTRONIC TECHNOLOGY CORE –
39 credits**

OEES 110, Electronics I.....	4
OEES 120, Mathematics for Electronics or any higher MATH course	4
OEES 135, Electronics II.....	4
OEES 155, Electronics CAD & PCB Design.....	4
OEES 160, Digital Electronics I.....	4
OEES 175, Soldering Practices	2
OEES 205, Semiconductor Devices	4
OEES 215, Microprocessor Applications I.....	4
OEES 221, Cooperative Experience I.....	3
OEES 225, Computer Applications for Technicians .	3
OEES 235, Digital Electronics II.....	3

**RELATED COURSE REQUIREMENTS –
5 credits**

OEET 120, Basic Motor Controls	5
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**ELECTIVE COURSE REQUIREMENTS –
7 credits**

COLL 101, College/Life Success	3
Any OEET course(s) not included above	4

TOTAL..... 67 credits

TOURISM SERVICES*
Associate of Applied Science

**Effective Spring 2007, pending approval*

Contact: Dr. Harry Sheski, CAO, 287-6641

**GENERAL EDUCATION REQUIREMENTS –
22 credits**

COMM 253G, Public Speaking or COMM 265G, Principles of Human Communications	3
C S 110G, Computer Literacy	3
ECON 201G, Introduction to Economics or ECON 252G, Microeconomics	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
MGT 201G, Introduction to Management.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3

TECHNICAL REQUIREMENTS – 35 credits

ACCT 251, Management Accounting **or**
 OEHS 209, Managerial Accounting for
 Hospitality.....3
 BOT 106 **or** OEBU 216, Business Math **or**
 MATH 115 **or** 120, Intermediate Algebra3
 OEBU 201, Work Readiness & Preparation.....2
 OEHS 201, Introduction to Hospitality Industry3
 OEHS 202, Front Office Operations.....3
 OEHS 203, Food & Beverage Operations3
 OEHS 204, Promotion of Hospitality Services.....3
 OEHS 205, Housekeeping, Maintenance
 & Security3
 OEHS 206, Travel & Tourism Operations3
 OEHS 208, Hospitality Supervision3
 OEHS 217, Introduction to Gaming Operations*3
 OEHS 221, Cooperative Experience I3

**Pending course approval*

RELATED COURSE REQUIREMENTS – 9 credits

ANTH 116, Native Peoples of the American
 Southwest **or** SOC 270, Sociology of the
 Chicano Community3
 COLL 101, College/Life Success3
 GEOG 205, Local Geography **or**
 HIST 261, New Mexico3

TOTAL..... 66 credits

WEB MASTERY

Associate of Applied Science

Program Manager: Doug Bocaz-Larson, 287-6656

The Associate of Applied Science degree in Web
 Mastery prepares students for entry into advanced
 level positions in Web design, development,
 maintenance, and e-commerce.

GENERAL EDUCATION REQUIREMENTS – 19 credits

C S 110G, Computer Literacy3
 COMM 253G, Public Speaking **or**
 COMM 265G, Principles of Human
 Communication3
 ENGL 111G, Rhetoric & Composition4
 ENGL 203G, Business & Professional
 Communication **or** ENGL 218G, Technical &
 Scientific Communication.....3
 MATH 115 **or** 120, Intermediate Algebra **or**

any higher level MATH course.....3
 PSY 201G, Introduction to Psychology **or**
 SOC 101G, Introductory Sociology3

WEB MASTERY CORE – 34 credits

OECS 125, Operating Systems.....3
 OECS 185, PC Maintenance & Selection I1
 OECS 203, UNIX Operating Systems1
 OECS 204, LINUX Operating Systems3
 OECS 207, Windows.....3
 OECS 209, Computer Graphic Arts1
 OECS 213, Image Processing.....1
 OECS 216, Programming for the Web3
 OECS 218, Web Page Programming Support3
 OECS 221, Cooperative Experience I3
 OECS 260, Introduction to HTML3
 OEGR 160, Image Processing **or**
 ART 161, Digital Imaging I.....3
 OEGR 230 **or** CMT 230, Web Page
 Development I.....3
 OEGR 275 **or** CMT 275, Web Page
 Development II3

ELECTIVE COURSE REQUIREMENTS – 13 credits

COLL 101, College/Life Success3
 OEBU 210, Marketing.....3
 OELA 205 **or** PL S 205, Legal & Ethical Issues
 for the Web **or** C S 209, Special Topics2
 Any elective course(s)5

TOTAL..... 66 credits

WELDING TRADES

Associate of Applied Science

Program Manager: Richard Gutierrez, 287-6645

The Associate of Applied Science in Welding Trades
 teaches students how to set up and use various types
 of welding equipment. Students also will learn how
 to weld pipe and plate in various positions: flat,
 horizontal, vertical, and overhead.

GENERAL EDUCATION REQUIREMENTS – 19 credits

COMM 253G, Public Speaking **or**
 COMM 265G, Principles of Human
 Communication3
 C S 110, Computer Literacy3
 ENGL 111G, Rhetoric & Composition4

ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
MATH 115 or 120, Intermediate Algebra or OEWT 118, Technical Math for Welders.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3

WELDING TRADES CORE – 39 credits

OEWT 100, Structural Welding I	6
OEWT 105, Introduction to Welding	3
OEWT 110, Blueprint Reading (Welding)	3
OEWT 115, Structural Welding II.....	6
OEWT 120, Basic Metallurgy	3
OEWT 125, Introduction to Pipe Welding	3
OEWT 130, Introduction to GMAW (MIG).....	3
OEWT 140, Introduction to GTAW (TIG).....	3
OEWT 211, Welder Qualification.....	6
OEWT 221, Cooperative Experience I.....	3

ELECTIVE COURSE REQUIREMENTS – 8 credits

COLL 101, College/Life Success	3
OEDG 105, Technical Sketching or OEDG 108, Drafting Concepts/Descriptive Geometry.....	2
OEDG 109, Computer Drafting Fundamentals	3

TOTAL..... 66 credits

**ACCOUNTING TECHNICIAN
Certificate**

Program Manager: Betty Habiger, 287-6646

GENERAL EDUCATION REQUIREMENTS – 10 credits

C S 110G, Computer Literacy	3
ENGL 111G, Rhetoric & Composition	4
ENGL 203, Business & Professional Communication.....	3

ACCOUNTING CORE – 22 credits

BOT 106, or OEBU 216, Business Math	3
BOT 120, Accounting Procedures I.....	3
BOT 121, Accounting Procedures II	3
BOT 140, Payroll Accounting	3
BOT 205, Microcomputer Accounting.....	3
BOT 215 or OECS 215, Spreadsheet Applications.....	3
BUSA 211, Business in a Global Society or OEBU 110, Introduction to Business.....	3
OEBU 201, Resume & Employment Preparation.....	1

TOTAL..... 32 credits

**AUTOMOTIVE TECHNOLOGY
Certificate**

Program Manager: Paul Garcia, 287-6635

AUTOMOTIVE REQUIREMENTS

OEAT 119, Manual Transmission/Clutch or OEAT 127, Basic Automatic Transmission	5
OEAT 125, Brakes	5
OEAT 126, Suspension Steering & Alignment	5
OEAT 112, Basic Gasoline Engine	5
OEAT 117, Electronic Analysis & Tune-up of Gasoline Engines	5
OEAT 120, Electrical Systems	4
OEAT 137, Fuel System & Emission Control.....	4

TOTAL..... 33 credits

BUILDING TRADES
Certificate

Program Manager: Andrew Gordon, 287-6658

The Building Trades program is designed to prepare the student for an entry level job in the building trades. Our homes, our schools, and the stores in which we shop—each was built with the help of carpenters, electricians, and plumbers. Carpenters design projects, layout and study blueprints, measure and arrange materials according to plans, and must be familiar with national and local building codes. Carpenters cut and shape a variety of materials—wood, plastic, concrete, drywall, using saws, planes, drills, and other tools. Tools will be provided for the students enrolled in the construction trades program. Students enrolled in this program may specialize in certain construction tasks, or prepare to be a general contractor for residential construction.

BUILDING TRADES REQUIREMENTS

Math requirement: completion of CCDM 103N or placement into a higher level math as determined by the College Placement Test.

OEBT 100, Building Trades I.....	8
OEBT 104, Woodworking Skills I	3
OEBT 105, Woodworking Skills II	3
OEBT 110, Blueprint Reading for Building Trades.....	4
OEBT 200, Building Trades II	8
OEBT 221, Cooperative Experience I	1-4
OEBT 255, Special Topics	1-6
OEBT 290, Special Problems in Building Technology.....	1-4
TOTAL	33-44 credits

COMPUTER TECHNOLOGY
Certificate

Program Manager: Doug Bocaz-Larson, 287-6656

COMPUTER TECHNOLOGY COURSES

C S 110G, Computer Literacy	3
OECS 125, Operating Systems.....	3
OECS 185, Maintenance & Selection I	3
OECS 207, Windows.....	3
OECS 215, Spreadsheet Applications	3
OECS 230, Data Communication & Networks I.....	3
OECS 260, Introduction to HTML	3

OECS 280, Desktop Publishing.....	3
TOTAL	24 credits

CORRECTIONS OFFICER TRAINING
Certificate

Program Manager: Steve Bell, 287-6627

This intensive 10-week program of the NMSU-Grants Corrections Officer Training Academy (COTA) prepares students for entry-level positions as corrections officers. The program is fully certified by the New Mexico Corrections Department (NMCD) and it exceeds national standards. Instruction is provided by NMCD-approved trainers. The demand for certified corrections officers within New Mexico is very high. The four courses that comprise the program are taught concurrently. Prerequisite for all courses is consent of instructor.

COTA REQUIREMENTS

OEPS 150, Corrections Officer Training I	4
OEPS 180, Corrections Officer Training II	4
OEPS 250, Corrections Officer Training III.....	4
OEPS 280, Corrections Officer Training IV.....	4
TOTAL	16 credits

DIGITAL FILM TECHNOLOGY*
Certificate

**Effective Spring 2007, pending approval*

Program Manager: Doug Bocaz-Larson, 287-6656

CREATIVE MEDIA TECHNOLOGY COURSES

CMT 100, Introduction to Visual Communications	3
CMT 110, Introduction to Web Portfolio Design.....	1
CMT 146, Digital Foundations.....	3
CMT 170, History of Film: A Global Perspective or JOUR 105G, Introduction to Mass Communications	3
CMT 180, Principles of Media Design.....	3
CMT 190, Digital Video Production I.....	3
CMT 195, Digital Video Editing.....	3
CMT electives	6
TOTAL	25 credits

DRAFTING TRADES
Certificate

Program Manager: Richard Gutierrez, 287-6645

This program provides students with the education and experience needed to pursue an entry-level drafting or computer graphics position. The program includes Architectural, Civil, Mechanical and Electronics Drafting. Classes developing 3-D animated graphics used by architects, designers for simulation, lawyers for accident reconstruction, executives for presentations, and business for training videos are included.

DRAFTING TRADES REQUIREMENTS

OEDG 100, Construction Principles & Blueprint Reading	4
OEDG 109, Computer Aided Drafting	3
OEDG 114, Mechanical/Industrial Drafting I	3
OEDG 118, Geometry for Drafting	3
OEDG 120, Construction Drafting I	4
OEDG 135, Electronics Drafting I	3
OEDG 143, Civil Drafting Fundamentals	3
OEDG 176, Computer Drafting in 3-D	3
OEDG 220, Construction Drafting II	4
OEDG 276, Computer Rendering & Animation	3
TOTAL	33 credits

EARLY CHILDHOOD EDUCATION
Certificate

Contact: Dr. Harry Sheski, CAO, 287-6641

The requirements for the Certificate in Early Childhood Education at NMSU-Grants also meet the requirements of the one-year vocational certificate awarded by the State of New Mexico, Office of Child Development.

GENERAL EDUCATION REQUIREMENT – 4 credits

ENGL 111G, Rhetoric & Composition	4
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EARLY CHILDHOOD REQUIREMENTS – 29 credits

ECED 115, Child Growth/Development & Learning	3
ECED 125, Health, Safety, & Nutrition	2
ECED 135, Family & Community Collaboration.....	3

ECED 215, Curriculum Development & Implementation I.....	3
ECED 220, Early Childhood Education Practicum I.....	2
ECED 225, Curriculum Development & Implementation II.....	3
ECED 230, Early Childhood Education Practicum II.....	2
ECED 235, Introduction to Reading & Literacy Development	3
ECED 245, Early Childhood Education Professionalism	2
ECED 255, Assessment of Children & Evaluation of Programs.....	3
ECED 265, Guiding Young Children.....	3
TOTAL	33 credits

ELECTRICAL TRADES
Certificate

Program Manager: Bruce McDowell, 287-6636

This program provides training in the operation, installation, and service of electrical equipment. Topics include motors, relays, switches, safety controls, circuits, loads and requirements. Students read blueprints and apply the National Electric Code as they prepare for entry-level positions in the construction industry.

ELECTRICAL TRADES REQUIREMENTS

OEET 101, Electrical Blueprint Reading	4
OEET 110, Basic Electricity & Electronics.....	4
OEET 115, Wiring Methods & Materials.....	5
OEET 118, Math for Electricians	3
OEET 120, Basic Motor Controls	5
OEET 205, National Electric Code.....	3
OEET 210, Intermediate Electricity	5
OEET 221, Cooperative Experience I	3
TOTAL	32 credits

ELECTRONIC TECHNOLOGY
Certificate

Program Manager: Bruce McDowell, 287-6636

ELECTRONICS COURSE REQUIREMENTS – 28 credits

OEES 110, Electronics I.....	4
OEES 120, Math for Electronics	4

OEES 135, Electronics II.....	4
OEES 155, Electronics CAD & PCB Design.....	4
OEES 160, Digital Electronics.....	4
OEES 175, Soldering Practices.....	2
OEES 205, Semiconductor Devices.....	4
OEES 221, Cooperative Experience I.....	2

**RELATED COURSE REQUIREMENT –
5 credits**

OEET 120, Basic Motor Skills.....	5
TOTAL.....	33 credits

**GEOGRAPHIC INFORMATION
SYSTEMS
Certificate**

Program Manager: Michael Leach, 287-6657

The Geographic Information Systems (GIS) certificate provides the student with skills in a rapidly growing, highly technical area. The GIS Certificate has applications in management, agriculture, resource management, and other job areas requiring data mapping applications. NOTE: Students must demonstrate math proficiency by taking or testing out of CCDM 114N, Intermediate Algebra.

**GENERAL EDUCATION REQUIREMENTS –
7 credits**

C S 110G, Computer Literacy.....	3
ENGL 111G, Rhetoric & Composition.....	4

**GEOGRAPHIC INFORMATION SYSTEMS
REQUIREMENTS – 8 credits**

OEES 181, Introduction to Geographic Information Systems.....	4
OEES 187, Geographic Information Systems Applications.....	4

**RELATED COURSE REQUIREMENTS –
10 credits**

GEOG 111G, Geography of the Natural Environment.....	4
GEOG 201G, Humans in the Natural Environment.....	3
GEOG 112G, World Regional Geography.....	3

**ELECTIVE COURSE REQUIREMENTS –
7 credits**

Select at least 7 credits from the following courses:

GEOG 281, Map Use & Analysis.....	3
OECS 210, Survey of Current Microcomputer Software.....	3
OECS 213, Image Processing.....	1
OECS 215, Spreadsheet Applications.....	1–3
OECS 220, Database Applications.....	3

TOTAL..... 32 credits

**MICROCOMPUTER ACCOUNTING
Certificate**

Program Manager: Betty Habiger, 287-6646

**GENERAL EDUCATION REQUIREMENT –
3 credits**

C S 110G, Computer Literacy.....	3
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**MICROCOMPUTING ACCOUNTING CORE –
32 credits**

BOT 101, Keyboarding Basics.....	3
BOT 105, Business English I.....	3
BOT 106, or OEBU 216, Business Math.....	3
BOT 120, Accounting Procedures I.....	3
BOT 121, Accounting Procedures II.....	3
BOT 140, Payroll Accounting.....	3
BOT 203, Office Equipment & Procedures.....	3
BOT 205, Microcomputer Accounting I.....	3
BOT 211, Information Processing I.....	3
OEBU 201, Resume & Employment Preparation.....	2
OECS 215, Spreadsheet Applications.....	3

TOTAL..... 35 credits

**NURSING ASSISTANT
Certificate**

Program Manager: Neal Gallagher, 287-6654

Nursing assistants perform basic nursing functions and procedures involving patient care. They work under the supervision of a registered nurse, licensed practical nurse, or physician. Nursing assistants tend to matters relating to personal hygiene, safety, nutrition, exercise, and elimination where maintaining patient comfort is a priority. Nursing assistants may be called upon to lift, move, or observe patients, as well as measure temperatures, pulses, respirations, and blood pressures. They may assist with patient admissions and discharges as well. The scope of their responsibilities, however, varies considerably depending upon the type of organization in which they are employed.

NOTE: Admission to the Nursing Assistant program requires CPT scores as follows: Reading > 40 *or* CCDS 104N; Writing > 50 *or* CCDE 105; Math > 30 *or* CCDM 100N.

NURSING ASSISTANT REQUIREMENTS

OEHO 120, Medical Terminology	3
OEHO 153, Introduction to Anatomy & Physiology.....	4
OENA 104, Basic Fundamentals of Personal Care.....	4
OENA 105, Certified Nursing Assistant Completion.....	4
TOTAL	15 credits

**OFFICE SPECIALIST
Certificate**

Contact: Dr. Harry Sheski, CAO, 287-6641

OFFICE SPECIALIST REQUIREMENTS

BOT 101, Keyboarding Basics or BOT 102, Keyboarding: Document Basics.....	3
BOT 105, Business English I.....	3
BOT 203, Office Equipment & Procedures I.....	3
BOT 213, Word Processing I.....	3
BOT 239, Personal Development	3
TOTAL	15 credits

**WEB DESIGN AND DEVELOPMENT
Certificate**

Program Manager: Doug Bocaz-Larson, 287-6656

This certificate program prepares students for an entry-level position in Web design and development.

**GENERAL EDUCATION REQUIREMENT –
4 credits**

ENGL 111G, Rhetoric & Composition	4
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**WEB DESIGN AND DEVELOPMENT
REQUIREMENTS – 30 credits**

C S 110G, Computer Literacy	3
OECS 125, Operating Systems.....	3
OECS 185, PC Maintenance & Selection.....	1
OECS 207, Windows.....	3
OECS 209, Computer Graphics Arts.....	1
OECS 213, Image Processing.....	1
OECS 216, Programming for the Web	3
OECS 218, Web Page Programming Support	3
OECS 260, Introduction to HTML	3
OEGR 160, Image Processing or ART 161, Digital Imaging I.....	3
OEGR 230 or CMT 230, Web Page Development I.....	3
OEGR 275 or CMT 275, Web Page Development II	3

**RELATED COURSE REQUIREMENTS –
5 credits**

OEBU 210, Marketing.....	3
OELA 205 or PL S 205, Legal & Ethical Issues for the Web or C S 209, Special Topics	2

TOTAL:.....	39 credits
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WEB FUNDAMENTALS
Certificate

Program Manager: Doug Bocaz-Larson, 287-6656

**WEB FUNDAMENTALS COURSES –
14 credits**

C S 110G, Computer Literacy	3
OECS 209, Computer Graphics Arts.....	1
OECS 213, Image Processing.....	1
OECS 216, Programming for the Web	3
OECS 260, Introduction to HTML.....	3
OEGR 230 or CMT 230, Web Page Development I.....	3

**RELATED COURSE REQUIREMENTS –
2 credits**

OELA 205 or PL S 205, Legal & Ethical Issues for the Web or C S 209, Special Topics	2
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TOTAL..... 16 credits

WELDING TRADES
Certificate

Program Manager: Richard Gutierrez, 287-6645

WELDING REQUIREMENTS

OEWT 100, Structural Welding I.....	6
OEWT 105, Introduction to Welding or OEAT, Welding	3–4
OEWT 110, Blueprint Reading (Welding).....	3
OEWT 115, Structural Welding II.....	6
OEWT 118, Technical Math for Welders or MATH 115 or 120, Intermediate Algebra	3
OEWT 120, Basic Metallurgy	3
OEWT 125, Introduction to Pipe Welding	3
OEWT 130, Introduction to GMAW (MIG).....	3
OEWT 140, Introduction to GTAW (TIG).....	3

TOTAL..... 33–34 credits

WORD PROCESSING
Certificate

Contact: Dr. Harry Sheski, CAO, 287-6641

**GENERAL EDUCATION REQUIREMENTS –
3 credits**

ENGL 203G, Business & Professional Communications	3
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**WORD PROCESSING REQUIREMENTS –
30 credits**

BOT 101, Keyboarding Basics I*.....	3
BOT 102, Keyboarding: Document Formatting	3
BOT 105, Business English I.....	3
BOT 106, Business Mathematics	3
BOT 110, Records Management	3
BOT 120, Accounting Procedures I.....	3
BOT 203, Office Equipment & Procedures I.....	3
BOT 207, Machine Transcription.....	3
BOT 213, Word Processing I.....	3
BOT 214, Word Processing II	3

TOTAL..... 33 credits

*May be waived based on results of a placement test administered by the Business Occupations faculty. If waived, credit hours will be replaced with other approved courses.

COURSE DESCRIPTIONS

Courses are listed with the following format:

ART 260. Painting3 cr. (2+4P)

The prefix of the course—ART—indicates the subject or department (in this case Art). The first digit in the course number of ART 260 is 2, which indicates that the course is a sophomore-level course. The next two digits (60) indicate the course sequence. The 3 cr. indicates that the course is a 3-credit course. The (2+4P) means that the class meets for two hours per week for recitation or lecture and also requires 4 hours per week of "practice" (laboratory, field work, or other activities).

Course numbers indicate the class rank:

100–199 are Freshman-level courses
200–299 are Sophomore-level courses

The letter N is added as a suffix to the course number when the course credits are not applicable to the baccalaureate and specified associate degrees.

The letter G is added as a suffix to the course number when the course meets General Education common core requirements for transfer to other New Mexico institutions of higher education, as established by the New Mexico Higher Education Department. (Note that some other courses without a G also meet transfer requirements.)

ACCT—Accounting

ACCT 200. A Survey of Accounting3 cr.
Emphasis on financial statement interpretation and development of accounting information for management. For engineering, computer science, and other nonbusiness majors. Prerequisite: one C S course or consent of instructor. Branch campuses only.

ACCT 251. Management Accounting3 cr.
Development and use of accounting information for management decision making.

ACCT 252. Financial Accounting3 cr.
Interpretation and use of financial accounting information for making financing, investing, and operating decisions. Prerequisite: ACCT 251 or consent of instructor.

AG E—Agricultural Economics

AG E 250G. Life with Microcomputers3 cr.
Provides appreciation of the microcomputer in all areas of life. Applications to informational analysis in a wide variety of social, business, and technological situations are presented using presentation packages, web page design, electronic spreadsheets, and database systems. Emphasis is on fundamental understanding of how to apply software. Place of the computer in the “larger picture” is emphasized.

ANTH—Anthropology

ANTH 116. Native Peoples of the American Southwest3 cr.
Introduction to the early history and culture of native people of the Southwest.

ANTH 125G. Introduction to World Cultures3 cr.
Introductory survey of anthropological studies of human thought and behavior in different world cultures, covering social, cultural, economic, political, and religious practices and beliefs.

ANTH 201G. Introduction to Anthropology3 cr.
Exploration of human origins and the development of cultural diversity. Topics include biological and cultural evolution, the structure and functions of social institutions, belief systems, language and culture, human-environmental relationships, methods of prehistoric and contemporary cultural analysis, and theories of culture.

ANTH 202G. Introduction to Archaeology and Physical Anthropology3 cr.
Provides an introduction to the methods, theories, and results of two subfields of anthropology: archaeology and physical anthropology. Archaeology is the study of past human cultures. Physical anthropology is the study of human biology and evolution.

ANTH 203G. Introduction to Language and Cultural Anthropology3 cr.
Provides an introduction to the methods, theories, and results of two subfields of anthropology: linguistics and cultural anthropology. Linguistics is the study of human language. Cultural anthropology is the study of the organizing principles of human beliefs and practices.

ART*—Art

**Effective Spring 2007, pending approval:* ART 157, 160, 163, 254, 267, 268, & 269.

ART 101G. Orientation in Art.....3 cr.
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

ART 110G. Visual Concepts3 cr. (2+4P)
Introduction to the philosophies of art, visual thinking, and principles of visual organization. Designed to give students a broad view of aesthetic traditions, ideologies, and techniques basic to the creation and evaluation of art. Principles and concepts are taught in a common lecture and applied in parallel small studio sections. For non-art majors only.

ART 150. Drawing I.....3 cr. (2+4P)
Introduction to the skill of “seeing” through exercises that emphasize careful drawing from the still life and utilize a range of drawing materials and techniques. Outside assignments required.

ART 151. Drawing II.....3 cr. (2+4P)
Continued emphasis on drawing from observation by focusing on still life and other subject matter. Covers a range of materials, techniques and concepts. Outside assignments. Prerequisites: ART 150, ART 155 & 156, or consent of instructor. Restricted to majors.

Note: ART 153 has been replaced by ART 155 & 156.

ART 155. 2-D Fundamentals.....3 cr.
Compositional organization of two-dimensional space through the use of black and white and color.

ART 156. 3-D Fundamentals.....3 cr.
Compositional organization of three-dimensional space explored through a broad range of visual exercises. Resourceful and creative problem solving encouraged.

ART 157*. Color Theory.....3 cr. (2+4P)
Various color theories as they relate to compositional organization. Required for art education majors. **Branch campuses only, pending approval.*

ART 160*. Computer-based
Illustration.....3 cr. (2+4P)
Introduction to the principles of computerized drawing and design. Using the basic concepts, drawing tools, and vocabulary of Adobe Illustrator. Prerequisite: ART 150, 155, or consent of instructor. **Branch campuses only, pending approval.*

ART 161. Digital Imaging I.....3 cr. (2+4P)
Work with basic concepts, tools, and vocabulary of Adobe Photoshop to create effective visual communication. Includes selection tools, cloning, copying, and pasting, color correction, image restoration, filters, and special effects. Branch campuses only.

ART 163*. Digital Graphics.....3 cr. (2+4P)
Importing and exporting images and text into various desktop publishing formats. Exploring imaging, drawing, and page layout applications. Introduction to typography. Prerequisite: ART 161. **Branch campuses only, pending approval.*

ART 165. Web Page Design.....3 cr. (2+4P)
Introduction to the creation of well-designed and organized Web sites. Emphasis on building creative but functional user-friendly sites. Introduction to HTML, Flash, Java Script, and Web-authoring software. Prerequisite: ART 161. Branch campuses only. Same as OEPT 165.

ART 250. Drawing III3 cr. (2+4P)
Introduction to intensive drawing from the figure with a focus on observation. Outside assignments may be required. Prerequisite: ART 151 (for art majors), ART 153, or ART 155 & 156.

ART 252. Aspects of Drawing2–3 cr.
Continued work in drawing with emphasis on personal creative endeavor. Prerequisites: ART 150, ART 151, and ART 250. Branch campuses only.

ART 254*. History of Graphic Design.....3 cr.
History of graphic language and evolution of graphic communication. **Branch campuses only, pending approval.*

ART 255. Introduction to Graphic
Design and Digital Media.....3 cr. (2+4P)
Introduction to the principles of visual communication and digital media, with an emphasis on the creation of graphic form and style. Prerequisite: ART 153 or ART 155 & 156 for art majors.

ART 256. Introduction to Letter Forms and Typographic Design.....3 cr. (2+4P)
Introduction to letter forms, typography, and identity marks. Projects produced using conventional and digital graphic designer tools. Prerequisite: ART 153 or ART 155 & 156.

ART 260. Painting I.....3 cr. (2+4P)
Introduction to basic skills of painting through various exercises that emphasize working from observation. Prerequisites: ART 150 and ART 153 or ART 155 & 156 for art majors, or consent of instructor. Corequisite: ART 150

ART 261. Painting II3 cr. (2+4P)
Continued development of painting skills. Prerequisites: ART 150, ART 153 or ART 155 & 156, and ART 260.

ART 262. Aspects of Painting 2-3 cr.
Varied painting media: continued development of painting skills. Prerequisites: ART 150, ART 153 or ART 155 & 156 (for art majors), ART 260, or consent of instructor.

ART 265. Sculpture I,A—Introduction to Sculpture: Process and Possibility3 cr. (2+4P)
A series of interpretative assignments incorporating such processes as mold making, welding, and woodworking. Creative problem solving and visual thinking skills emphasized. Examples of contemporary sculpture regularly presented and discussed. Prerequisites: ART 153 or ART 155 & 156, or consent of instructor.

ART 266. Sculpture I,B—Intermediate Sculpture.....3 cr. (2+4P)
Interpretative projects exploring many forms of contemporary sculpture. Includes site specific, installation, and performance art. Understanding of varied forms explored further through slide presentations and discussions. Good studio practice expected. Cultivation of personal direction encouraged. Prerequisites: ART 153 or ART 155 & 156 (for art majors), and ART 265.

ART 267*. Art Portfolio Preparation3 cr. (2+4P)
Refine general marketing strategies, personal portfolio and resumes. Define, target, and penetrate personal target markets. Students develop individual promotional packages. Prerequisites: ART 163, 269, and 272, or consent of instructor.
**Branch campuses only, pending approval.*

ART 268*. Desktop Publishing II3 cr. (2+4P)
Advanced principles of typography and layout. Combining multiple images and text from different applications; study of pre-press preparation and image readiness for separations and for the service bureaus. Prerequisite: ART 163. **Branch campuses only, pending approval*

ART 270. Photography I3 cr. (2+4P)
Introduction to basic skills required for shooting, processing, and printing black and white photographs. Introduction to historical and contemporary photographers and critical issues of the medium. Prerequisite: ART 153 or ART 155 & 156 for art majors.

ART 271. Large Format Photography and Lighting.....3 cr. (2+4P)
Introduction to the 4x5 view camera, medium format cameras, Zone System, and artificial lighting. Emphasis on refinement of technical process and critical thinking. Prerequisite: ART 153 or ART 155 & 156, and 270. Restricted to majors.

ART 275. Ceramics I,A.....3 cr. (2+4P)
Introduction to clay arts. Techniques of handbuilding, wheelthrowing, and glazing. Prerequisite: ART 153 or ART 155 & 156 (for art majors), or consent of instructor.

ART 276. Ceramics I,B3 cr. (2+4P)
Beginning ceramics, complementary half to ART 275 (ART 275 and ART 276 do not need to be taken consecutively). Basic building techniques of coil, slab, and throwing are introduced. High-fire and low-fire clays are used. Prerequisite: ART 153 or ART 155 & 156 (for art majors), or consent of instructor.

ART 285. Metals and Jewelry I.....3 cr. (2+4P)
Fundamental processes and design necessary for metal fabrication of jewelry, functional and nonfunctional objects. Prerequisites: ART 153 or ART 155 & 156 (for art majors), or consent of instructor.

ART 286. Stained Glass3 cr. (2+4P)
Instruction in the fundamental fabrication and design techniques for stained glass. Introduction to visual decision making skills, historical, and critical issues of the medium. Branch campuses only.

ART 294. Special Topics in Studio 1–3 cr.
Specific subjects and credits to be announced in the Schedule of Classes. No more than 9 credits toward a degree. Prerequisite: consent of instructor.

A S—Arts and Sciences

A S 200. Interdisciplinary Topics 1–4 cr.
An interdisciplinary approach to subject matter cutting across departmental fields. Specific subjects to be announced in the Schedule of Classes.

ASTR—Astronomy

ASTR 105G. The Planets 4 cr.
Comparative study of the planets, moons, comets, and asteroids which comprise the solar system. Emphasis on geological and physical processes which shape the surfaces and atmospheres of the planets. Laboratory exercises include analysis of images returned by spacecraft. Intended for non-science majors, but some basic math required. Satisfies general education requirement IIB.

ASTR 110G. Introduction to Astronomy 4 cr. (3+3P)
A survey of the universe. Observations, theories, and methods of modern astronomy. Topics include planets, stars and stellar systems, black holes and neutron stars, supernovas and gaseous nebulae, galaxies and quasars, and cosmology. Emphasis on physical principles involving gravity, light, and optics (telescopes). Generally non-mathematical. Laboratory involves use of the campus observatory and exercises designed to experimentally illustrate principles of astronomy.

BCS—Business Computer Systems

BCS 110G. Introduction to Computerized Information Systems 3 cr.
Computerized information systems, their economic, and social implications. Introduction to microcomputer hardware, personal productivity software, and communications.

BIOL—Biology

BIOL 101G. Human Biology 3 cr.
Introduction to modern biological concepts. Emphasis on relevance to humans and their relationships with their environment. Cannot be taken for credit after successful completion of BIOL 111G or BIOL 211G. Corequisite: BIOL 101L.

BIOL 101L. Human Biology Laboratory 1 cr. (3P)
Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Corequisite: BIOL 101G.

BIOL 110G. Contemporary Problems in Biology 4 cr. (3+3P)
Fundamental concepts of biology will be presented using examples from relevant problems in ecology, medicine and genetics. For non-science majors only. Branch campuses only.

BIOL 111G. Natural History of Life 3 cr.
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for non-science majors. Must be taken with BIOL 111L to meet general education requirements.

BIOL 111L. Natural History of Life Laboratory 1 cr. (3P)
Laboratory experiments, demonstrations and exercises on interrelationships among organisms, biodiversity, processes of evolution, and interaction of organisms and their environment. Corequisite: BIOL 111G.

BIOL 154. Introductory Anatomy and Physiology 4 cr. (3+3P)
Survey of human structure and function (does not replace BIOL 190, BIOL 111G, or BIOL 211G as a prerequisite for advanced courses in biology). Branch campuses only. Offered on demand only.

BIOL 190. Principles of Biology 3 cr.
Principles of metabolism, genetics, physiology, evolution, and ecology. A background in chemistry is strongly recommended. For non-majors only. Offered on demand only.

BIOL 201. The Local Environment 4 cr. (3 + 3P)
Introduction to the organisms, ecosystems, landscapes and environments of the surrounding area; field and laboratory studies of organisms and their environment; interaction of humans with other organisms and the environment from prehistory to present. Branch campuses only. Offered on demand only.

BIOL 211G. Cellular and Organismal Biology3 cr.
Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for non-majors with sufficient chemistry. Must be taken with BIOL 211L to meet general education requirements. Corequisite: either CHEM 110G or CHEM 111.

BIOL 211L. Cellular and Organismal Biology Laboratory..... 1 cr. (3P)
Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211L. Corequisite: either CHEM 110G or CHEM 111.

BIOL 219. Public Health Microbiology3 cr.
The characteristics of pathogenic microorganisms and the diseases that they cause. Will not meet the microbiology requirements for biology or medical technology majors. Prerequisite: BIOL 211G and BIOL 211L. Offered on demand only.

BIOL 221. Introductory Microbiology3 cr.
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112 or equivalent. Corequisite: BIOL 221L. Branch campuses only.

BIOL 221L. Introductory Microbiology Laboratory 1 cr. (3P)
A laboratory course to accompany BIOL 221. Prerequisite: BIOL 221 or BIOL 219 or consent of instructor.

BIOL 222. Zoology3 cr. (2 + 3P)
Structure, function, and survey of animals. Prerequisite: BIOL 111G and BIOL 111L, or BIOL 190, and at least sophomore standing. Branch campuses only. Offered on demand only.

BIOL 225. Human Anatomy and Physiology I.....4 cr. (3+3P)
The first in a two-course sequence that covers the structure and function of the human body, including terminology of the human gross anatomy, chemistry overview, cell structure, cell physiology (including DNA, protein synthesis and cell division). The organization of cells and tissues and their metabolic and homeostatic processes and regulation are also covered. Physical and chemical operation of organs and systems of the human body include the integumentary skeletal muscular and nervous systems. Prerequisites: CHEM 110G or equivalent. Branch campuses only.

BIOL 226. Human Anatomy and Physiology II4 cr. (3+3P)
The second in a two-course sequence that covers the structure and function of the human body. Includes the physical and chemical operation of the organs and systems of the human body, including endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproduction system. Concepts of nutrition, metabolism, energy, fluid and electrolyte balance, heredity, pregnancy and human embryonic and fetal development are also covered. Prerequisite: BIOL 225. Branch campuses only.

BIOL 250. Special Topics 1–3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits. Branch campuses only.

BIOL 267. Introduction to Genetics and Evolution3 cr.
Basic principles of genetics (historical background, variation, mutation, heredity) and evolution (historical background, natural selection, adaptation, speciation). For majors and nonmajors. Prerequisite: BIOL 110G or BIOL 111G. Branch campuses only. Offered on demand only.

BLAW—Business Law, Department of Finance

BLAW 230. Business Law3 cr.
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Branch Campuses except Dona Ana Branch Community College. Credit may not be earned in both BLAW 230 and BLAW 317.

BOT—Business Office Technology

Offered at Branch Campuses only

BOT 101. Keyboarding Basics3 cr. (2+2P)

Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.

BOT 102. Keyboarding: Document

Formatting3 cr. (2+2P)

Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.

BOT 105. Business English I.....3 cr.

Training and application of the fundamentals of basic grammar, capitalization and sentence structure (syntax).

BOT 106. Business Mathematics3 cr. (2+2P)

Mathematical applications for business, including training in the touch method of the 10-key calculator. Prerequisite: CCDM 100N or adequate score on math placement exam.

BOT 109. Business English II3 cr.

Training and application of the fundamentals of punctuation, numbers, basic writing and editing skills. Prerequisite: C or better in BOT 105.

BOT 110. Records Management3 cr.

Principles, methods and procedures for the selection, operation and control of manual and automated records systems.

BOT 119. Microcomputer

Keyboarding2 cr. (1+2P)

Efficient use of the computer keyboard. Covers the alphabet, number and symbol keyboards. Individualized approach with interactive software.

BOT 120. Accounting Procedures I.....3 cr. (2+2P)

Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

BOT 121. Accounting Procedures II3 cr. (2+2P)

Continuation of BOT 120, emphasizing accounting principles and procedures for notes and interest, depreciation, partnerships and corporations, cash flow and financial statement analysis. Prerequisite: BOT 120.

BOT 140. Payroll Accounting3 cr. (2+2P)

Payroll procedures including payroll tax forms and deposits. Prerequisite: BOT 120 or consent of instructor.

BOT 203. Office Equipment and

Procedures I.....3 cr. (2+2P)

Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110G or consent of instructor.

BOT 204. Office Equipment and

Procedures II.....3 cr. (2+2P)

A continuation of BOT 203 with advanced study of office practices. Prerequisite: BOT 203. Corequisites: BOT 209, COMM 253G/265G, or consent of instructor.

BOT 205. Microcomputer

Accounting I.....3 cr. (2+2P)

Introduction to automated accounting systems on microcomputers. Prerequisite: working knowledge of computers and accounting or consent of instructor.

BOT 206. Microcomputer

Accounting II.....3 cr. (2+2P)

Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. Prerequisites: BOT 121 and OECS 215, or consent of instructor.

BOT 207. Machine Transcription.....3 cr. (2+2P)

Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar. Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent, and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures3 cr. (2+2P)

Records and procedures as applicable to medical offices. Prerequisites: BOT 109, BOT 211, and OEHO 120.

BOT 209. Business and Technical

Communications.....3 cr.

Effective written communications skills and techniques for career success in the workplace. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions. Prerequisites: ENGL 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I.....3 cr. (2+2P)

Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Prerequisites: keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

BOT 213. Word Processing I.....3 cr. (2+2P)

Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes. Prerequisite: BOT 101 or keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent.

BOT 214. Word Processing II3 cr. (2+2P)

Advanced operation and functions of a word processor. Prerequisite: BOT 213 or consent of instructor.

BOT 215. Spreadsheet Applications.....1–3 cr.

Same as OECS 215. May be repeated under different subtitles listed in the Schedule of Classes.

BOT 221. Cooperative Experience I.....1–3 cr.

Student employed at approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Graded S/U. Restricted to BOT majors.

BOT 223. Medical Transcription.....3 cr. (2+2P)

Introductory machine transcription for the medical office using medical terminology. Prerequisites: NURS 150 or OEHO 120, and OEHO 100 or BIOL 101G/L, or consent of instructor.

BOT 238. Office Management3 cr.

Analysis and control of various office procedures; automation; human relations problems; work simplification, systems analysis; management viewpoint emphasized.

BOT 239. Personal Development3 cr.

Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BUSA—Business Administration and Economics

BUSA 111. Business in a Global Society.....3 cr.

Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity. Prerequisite: BCS 110G or C S 110G or concurrent enrollment.

CCDE—Community College Developmental English

Offered at Branch Campuses only

CCDE 105N. Effective Communication

Skills.....4 cr. (3+2P)

Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable.

CCDE 110N. General Composition4 cr. (3+2P)

Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable.

CCDL—Community College Developmental Language

Offered at Branch Campuses only

CCDL 101N. Basic Skills in English as a

Second Language I4 cr. (3+2P)

Developmental studies course for ESL students. Development of basic skills in speaking, listening, reading, and writing English as a second language with emphasis on speaking and listening. Pronunciation stressed. Course intended for U.S. citizens and residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 103N. Basic Skills in English as a

Second Language II4 cr. (3+2P)

Continuation of CCDL 101N for ESL students. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 105N. Intermediate Skills in English as a Second Language I4 cr. (3+2P)
Intermediate level with emphasis on reading and writing. Grammar and syntax stressed. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 107N. Intermediate Skills in English as a Second Language II4 cr. (3+2P)
Continuation of CCDL 105N. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDM—Community College Developmental Mathematics
Offered at Branch Campuses only

CCDM 100N. Mathematics Preparation for College Success1–4 cr.
Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. RR applicable.

CCDM 103N. Pre-Algebra4 cr. (3+2P)
Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. Prerequisite: C or better in CCDM 100N or adequate placement in the College Placement Test. RR applicable for individually paced section only.

CCDM 112N. Developmental Algebra I4 cr. (3+2P)
Fundamental algebra operations, variable expressions, solving linear equations, applications of linear equations, polynomials and factoring. Provides laboratory and individualized instruction. Prerequisite: grade of C or better in CCDM 103N or adequate placement in the College Placement Test. RR applicable in individually paced section only.

CCDM 113N. Developmental Algebra II4 cr. (3+2P)
Continuation of CCDM 112N. Completion of CCDM 113N meets basic skills requirement. Prerequisite: grade of C or better in CCDM 112, adequate placement in the College Placement Test, or consent of instructor. RR applicable in individually paced section only.

CCDM 114N. Algebra Skills4 cr. (3+2P)
Fundamental algebra operations: algebraic expressions, solving linear equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Prerequisite: C or better in CCDM 103N or adequate placement in the College Placement Test. RR applicable in the individually paced section only.

CCDS—Community College Developmental Studies
Offered at Branch Campuses only

CCDS 104N. Comprehensive Reading Development4 cr. (3+2P)
Integration of basic reading skills, including vocabulary development, text comprehension, and critical reading skills. RR applicable.

CCDS 108N. Effective Reading4 cr. (3+2P)
Instruction and practice of skills and strategies for effective reading at the college level. Designed to incorporate applied skill practice lab activities. RR applicable.

CCDS 109N. Study Skills for Reading1–3 cr.
Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.

CCDS 113N. Study Skills for English1–3 cr.
Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.

C EP—Counseling and Educational Psychology

C EP 110G. Human Growth and Behavior3 cr.
Introduction to the principles of human growth and development throughout the life span. Topics include the biological and socio-cultural factors and their interaction on the individual's development; stages of development from prenatal, infancy, childhood, adolescence, adulthood, and middle life to aging; effects of social changes on one's development in contemporary society.

C EP 210. Educational Psychology3 cr.
Psychological foundations as they apply to the learner in the classroom setting.

C EP 299. Elementary Topics1–3 cr.
Individual study or research; carries qualifying subtitle.

CHEM—Chemistry

CHEM 100. Basic Chemistry3 cr.

For students whose preparatory science or math training has been deficient. Does not meet the chemistry requirement in any curriculum. Prerequisite: Enhanced ACT composite score of at least 18 or a grade of C or better in CCDM 114N. Offered on demand only.

CHEM 110G. Principles and Applications of Chemistry4 cr. (3+3P)

A survey of the properties and uses of the elements and their compounds. In addition to classical chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CCDM 114N.

CHEM 111. General Chemistry I4 cr. (3+3P)

Descriptive and theoretical chemistry. Prerequisites: (1) grade of C or better in MATH 115 or a Mathematics Placement Exam Score adequate to enroll in mathematics courses beyond MATH 115; and (2) one of the following: B or better in a second semester high school chemistry course, or grade of at least C in CHEM 100, or an enhanced ACT score of at least 22. CHEM 111/112 are General Education alternative to CHEM 110G.

CHEM 112. General Chemistry II4 cr. (3+3P)

Descriptive and theoretical chemistry. CHEM 111/112 are General Education alternative to CHEM 110G.

CHEM 210. Chemistry for Allied Health Sciences3 cr.

Discussion and application of the established facts and concepts of general organic chemistry and biochemistry to acquire a molecular understanding of a variety of health related issues, from atmospheric ozone holes to human nutrition. Prerequisite: CHEM 110G or CHEM 111, or B or better in 1 year of high school chemistry. Offered on demand only.

CHEM 211. Organic Chemistry4 cr. (3+3P)

A one-semester survey for students requiring a brief coverage of important classes of organic compounds. Prerequisite: CHEM 112 or CHEM 114. Offered on demand only.

C J—Criminal Justice

C J 101. Introduction to Criminal Justice3 cr.

Agencies composing the American criminal justice system. Focus is on the historical development of law enforcement, courts and corrections, and the modern operations of these agencies.

C J 199. Special Topics in Criminal Justice1–3 cr.

Specific subjects to be announced in the Schedule of Classes. May be repeated under different topics for a maximum of 6 credits.

C J 205. Criminal Law I3 cr.

Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law. Prerequisite: C J 101 for majors or consent of instructor.

C J 206. Criminal Law II3 cr.

Legal problems associated with the investigation of crime. Commencement of criminal proceedings, prosecution and defense of charges, sentencing and appeal. Prerequisite: C J 205. Branch campuses only. (Note: students completing C J 206 may not take C J 306.)

C J 210. The American Law Enforcement System3 cr.

Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies. Prerequisite: C J 101 for majors or consent of instructor.

C J 221. Fundamentals of Criminal Investigation3 cr.

Investigation procedures from crime scene searches, collection of evidence, and case preparation. Branch campuses only. (Note: students completing C J 221 may not take C J 321.)

C J 230. Introduction to Corrections3 cr.

Development of correctional philosophy, theory, and practice. Institutional and non-institutional alternatives available in the corrections process. Prerequisite: C J 101 for majors or consent of instructor.

C J 250. Courts and the Criminal Justice System3 cr.
Structures and functions of American courts. Roles of attorneys, judges, and other court personnel; operation of petit and grand juries, trial and appellate courts. Prerequisite: C J 101 for majors or consent of instructor.

C J 293. Field Experience in Criminal Justice 3 or 6 cr.
Field experience in a public criminal justice agency or equivalent private sector organization. Supervised internship experience, conferences, and observations. Prerequisites: C J 101, prior arrangement and consent of instructor and a GPA or a 2.0 or better in major. Restricted to majors. Branch campuses only.

CMT—Creative Media Technology

Offered at Branch Campuses only

CMT 100. Introduction to Visual Communications.....3 cr.
Overview of the process of creating a digital product from conception to final implication. Incorporates basic principles of art and design, typography, layout, color, imagery logos and advertising basics.

CMT 110. Introduction to Portfolio Design1 cr.
Basics of creating a web presence for digital portfolios for personal use.

CMT 120. Introduction to Creative Media.....3 cr. (2+2P)
Exploration and discovery of the creative processes through art, music, theater, narrative, and other avenues.

CMT 135. Introduction to 3D Computer Animation3 cr. (2+4P)
Learning to work in a 3D environment. Introduction to the basics of modeling, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.

CMT 145. Image Processing I3 cr. (2+2P)
Creation and designing of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.

CMT 146. Digital Foundations4 cr. (2+4P)
Accelerated course covering concepts and techniques of industry-standard raster and vector graphics programs with focus on design and application. May be repeated for a maximum of 8 credits

CMT 150. 2D Animation.....3 cr. (2+2P)
Concepts and techniques in storyboarding and creating 2D animations for video, web, and multimedia. May be repeated for a maximum of 6 credits.

CMT 170. History of Film: A Global Perspective.....3 cr.
Explores the history of cinema from the earliest 19th century developments to the present digital video revolution in order for students to have a broader base of understanding of the tools and methodologies used in their craft.

CMT 180. Principles of Media Design.....3 cr. (2+2P)
Techniques and theories of design principles, including layout foundations, logo building, type, color, and story-boarding and their applications to print, web, animation, and video. Prerequisites: CMT 142 or 146.

CMT 190. Digital Video Production I3 cr. (2+4P)
Techniques and technology of digital video production equipment, artistic techniques and production applications. May be repeated for a maximum of 6 credits.

CMT 195. Digital Video Editing I.....3 cr. (2+2P)
Aesthetics, storyboarding, and editing digital video using film-standard techniques and technology. Working with multiple DV inputs and creating movies for C S, DVD, and web. May be repeated for a maximum of 6 credits. May be repeated for a maximum of 6 credits.

CMT 196. Principles of Sound3 cr. (2+2P)
Theory of digital sound and creation and editing of high quality sound for video, web, animation, and multimedia. Prerequisite: CMT 195. May be repeated for a maximum of 6 credits.

CMT 205. Cinematography3 cr. (2+2P)
Theory and techniques of visual design in cinematography and the aesthetics of lighting. Prerequisite: CMT 190. May be repeated for a maximum of 6 credits.

CMT 210. Digital Video Production II.....3 cr.
Advanced techniques of the tools and applications of digital video production. Prerequisite: CMT 190. May be repeated for a maximum of 6 credits.

CMT 215. Digital Video Editing II3 cr. (2+2P)
Advanced features of digital video, audio/music, and titling productions software are covered. Included are color correction, vector scopes, motion effects, and advanced editing techniques used by filmmakers. Prerequisite: CMT 195 or OEGR 210. May be repeated for a maximum of 6 credits.

CMT 221. Cooperative Experience 1–3 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours on-the-job work experience. Prerequisite: consent of instructor. Restricted to majors. Graded S/U. May be repeated for a maximum of 9 credits.

CMT 223. Digital Graphics Production..... 1–3 cr.
A design studio environment in which students obtain real-world experience while providing service to college and non-profit associations with faculty supervision using a variety of media. Can be used with permission to fulfill cooperative requirement. Prerequisite: CMT 180 or ART 163. May be repeated for a maximum of 6 credits.

CMT 230. Web Page Development I.....3 cr. (2+2P)
Creating and Managing well-designed, organized Web sites using HTML and Web development software. Prerequisite: CMT 145. May be repeated for a maximum of 6 credits. Same as OEGR 230.

CMT 255. Special Topics 1–4 cr.
Specific topics to be announced in the Schedule of Classes. May be repeated for a maximum of 18 credits.

CMT 275. Web Page Development II3 cr. (2+2P)
Creating and managing complex Web sites using advanced techniques and tools. Prerequisites: CMT 145 and CMT 230. May be repeated for a maximum of 6 credits. Same as OEGR 275.

COLL—College Studies

Offered at Branch Campuses only

COLL 101. College/Life Success 1–3 cr.
Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 103. Managing Your Money 1 cr.
Principles and strategies for effective money management. Includes financial goal setting, both short and long term. Explores the relationship between career and income learning potential. Explores issues of credit and debt management and prevention of identity theft. Taught completely on-line via WebCT; a mini-semester course.

COLL 108. Academic Reading and Study Skills..... 1–4 cr.
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 112. Academic Skills for General Science..... 1–3 cr.
Emphasis on study skills; introduction of atoms, molecules, ions, bonding, measurements, calculations, formulas, physical and chemical properties, cell structure, metabolism, fundamental laws, energy relationships, and laboratory techniques which are appropriate for studying any of the sciences. Prerequisite: consent of instructor.

COLL 115. Electronic Information Strategies..... 1 cr.
Development of information research skills for online searching and evaluation.

COLL 120. Career Exploration 1 cr.
Survey of careers possible with community college associate degrees. Information on how to make a career choice.

COLL 122. Introduction to Learning in an Electronic Environment..... 1–3 cr.
Extends methods of learning and thinking by using communication technology. Interaction with a wide range of electronic information. Focus on technical and student skills necessary for distance learning.

COLL 155. Special Topics 1–4 cr.
Covers specific study skills and critical thinking topics. Specific subtitles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.

COLL 160. Critical Research and Information Technology 1–3 cr.
Thinking skills and technical knowledge necessary to use information technology to solve problems in work place and academic settings with emphasis on evaluation and syntheses of information gathered. May be repeated for a maximum of 3 credits.

COLL 185. Prior Learning: Professional Portfolio 1–6 cr.
Creating a portfolio that outlines professional and educational experiences. Life skills and education learned through workplace training and non-traditional education experiences will be evaluated for consideration of awarding college credit. Students will draft a life history paper, prepare a professional resume, assemble supporting documentation and evidence in support of their petition to receive college credit for prior learning. Culminating activities will include an oral presentation of the portfolio contents. Prerequisite: CCDE 110N or equivalent. Graded S/U.

COLL 201. Critical Thinking Skills 3 cr.
Introduction to critical thinking processes. Develops higher order thinking necessary to evaluate clearly, logically, and accurately one's academic and life experiences. Practical emphases on assertive thinking and perspectives. Prerequisite: placement scores for CCDE 110N or higher.

COMM—Communication Studies

COMM 253G. Public Speaking 3 cr.
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

COMM 265G. Principles of Human Communication 3 cr.
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction.

C S—Computer Science

C S 110G. Computer Literacy 3 cr.
Evolution and application of computers; economic and social implications; introduction to programming on microcomputers.

C S 187. Java Programming 3 cr. (2+2P)
Programming in the Java language. Prerequisite: MATH 115 or 120. Same as BCS 122.

C S 209. Special Topics 1–3 cr.
May be repeated for a maximum of 12 credits.

ECED—Early Childhood Education

ECED 115. Child Growth, Development, and Learning 3 cr.
Biological-physical, social, cultural, emotional, cognitive, and language domains of child growth and development. The process of development and the adult's role in supporting each child's growth, development, and learning.

ECED 125. Health, Safety, and Nutrition 2 cr.
Sound health, safety, and nutritional practices to provide an emotionally and physically safe environment for young children in partnership with their families.

ECED 135. Family and Community Collaboration 3 cr.
Development of open, friendly, and collaborative relationships with each child's family, encouraging family involvement, and supporting the child's relationship with his or her family. The diverse cultures and languages representative of families in New Mexico's communities are honored. Prerequisites: ECED 115 and ENGL 111G.

ECED 215. Curriculum Development and Implementation I 3 cr.
Development of curriculum appropriate for the ages and development levels of children. Content includes, but is not limited to, the arts, literacy, mathematics, physical education, health, social studies, science, and technology. Prerequisites: ECED 115, ENGL 111G, and consent of instructor or two letters of recommendation from program faculty. Corequisite: ECED 220. Restricted to majors.

ECED 220. Early Childhood Education
Practicum I.....2 cr.
Application of curriculum appropriate for the ages and development levels of children. Content includes, but is not limited to, the arts, literacy, mathematics, physical education, health, social studies, science, and technology. Prerequisites: ECED 115, ENGL 111G, and consent of instructor or two letters of recommendation from program faculty. Corequisite: ECED 215. Restricted to majors.

ECED 225. Curriculum Development and
Implementation II3 cr.
Advanced development of curriculum appropriate for the ages and development levels of children. Content includes, but is not limited to: the arts, literacy, mathematics, physical education, health, social studies, science, and technology. Prerequisites: ECED 115, ENGL 111G, and consent of instructor or two letters of recommendation from program faculty. Corequisite: ECED 230. Restricted to majors.

ECED 230. Early Childhood Education
Practicum II2 cr.
Advanced application of curriculum appropriate for the ages and development levels of children. Content includes, but is not limited to, the arts, literacy, mathematics, physical education, health, social studies, science, and technology. Prerequisites: ECED 115, ENGL 111G, and consent of instructor or two letters of recommendation from program faculty. Corequisite: ECED 225. Restricted to majors.

ECED 235. Introduction to Reading and
Literacy Development3 cr.
Selection of developmentally appropriate materials and appropriate instructional methods for the development of reading and literacy in young children. Prerequisites: ECED 115 and ENGL 111G.

ECED 245. Early Childhood Education
Professionalism.....2 cr.
Development of integrity, responsibility, and ethical practices that demonstrate multicultural respect for all children and families.

ECED 255. Assessment of Children and
Evaluation of Programs3 cr.
Development of diverse assessment approaches, including observational skills. Prerequisites: ECED 115 and ENGL 111G. Same as SPED 255.

ECED 265. Guiding Young Children3 cr.
Role of adults in guidance, effect of child development on guidance and development of pro-social behaviors using developmentally appropriate guidance strategies.

ECON—Economics

ECON 201G. Introduction to Economics3 cr.
Economic institutions and current issues with special emphasis on the American economy.

ECON 251G. Principles of Macroeconomics.....3 cr.
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, economic growth, and international payment problems.

ECON 252G. Principles of Microeconomics.....3 cr.
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions.

ECON 290. Special Topics..... 1–3 cr.
Specifics subjects to be announced in the Schedule of Classes. May be repeated for unlimited credit under different subtitles. Branch campuses only.

EDUC—Education

EDUC 181. Field Experience I.....1 cr.
Introduction to public school teaching, school visits, classroom observations and discussion seminar.

EDUC 195. Individual Topics in Education..... 1–3 cr.
Supervised study in a specific area of interest. Each course shall be designated by a qualifying subtitle. May be repeated for a maximum of 9 credits.

EDUC 204. Foundations of Bilingual/ESL
Education.....3 cr.
Explore and review the historical, legal, philosophical, theoretical and pedagogical paradigms of bilingual/ESL education.

EMD—Educational Management and Development

EMD 101. Freshman Orientation 1 cr.
Introduction to the university and to the College of Education. Discussion of and planning for individualized education program and field experience. Graded S/U.

EMD 250. Introduction to Education 2 cr.
An overview of the American education system with emphasis on organization, governance, law, demographics, and professional practice.

ENGL—English

Students wishing to enroll in ENGL 111G, Rhetoric and Composition, must receive departmental permission to do so. To obtain permission, a student must satisfy one of the following: (a) have an acceptable CPT English score, or (b) have passed an appropriate prerequisite college English course (CCDE 110N General Composition at NMSU-Grants) with a C or better.

ENGL 111G. Rhetoric and Composition..... 4 cr.
Skills and methods used in writing university-level essays. Prerequisite: Acceptable CPT score in English or successful completion of CCDE 110N or the equivalent.

ENGL 112. Rhetoric and Composition II..... 2 cr.
A continuation of English 111G for those desiring more work in composition. Weekly themes based on outside reading. Prerequisite: successful completion of ENGL 111G or the equivalent.

ENGL 115G. Perspectives on Literature 3 cr.
Examines literature by writers from culturally diverse backgrounds and from different cultural and historical contexts. Explores various strategies of critical reading.

ENGL—Advanced English Courses

Credit for English 111G is a prerequisite to every English course numbered 200 or above.

ENGL 203G. Business and Professional Communication 3 cr.
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style.

ENGL 211G. Writing in the Humanities and Social Sciences 3 cr.
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subtitled in the Schedule of Classes.

ENGL 218G. Technical and Scientific Communication 3 cr.
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences.

ENGL 220G. Imaginative Writing 3 cr.
Introduction to imaginative writing. Guided experimentation with short pieces of personal writing, both poetry and prose.

ENGL 240. Introduction to Literature 3 cr.
Intended primarily for non-English majors, courses will introduce poetry, fiction, and drama from a variety of periods. There will be some introduction of critical terminology and some attention to writing about literary works of art.

ENGL 242. Introduction to Shakespeare..... 3 cr.
Shakespeare's greatest plays, intended primarily for non-English majors. Focus on Shakespeare's treatment of universal and enduring themes, with emphasis upon learning to read and view the plays with enhanced understanding and appreciation.

ENGL 244G. Literature and Culture 3 cr.
Intensive reading of and discussion and writing about selected masterpieces of world literature. Emphasizes cultural and historical contexts of readings to help students appreciate literary traditions. Core texts include works by Homer, Dante, and Shakespeare, a classic novel, an important non-Western work, and modern literature.

ENGL 251. Survey of American Literature I 3 cr.
From the colonial period to the transcendentalists.

ENGL 252. Survey of American Literature II 3 cr.
From Whitman to the present.

ENGL 294. Introduction to Southwestern Literature 3 cr.
Introduction to literature of the American Southwest. Prerequisite: ENGL 111G or concurrent enrollment. Branch campuses only.

ENGL 299. Special Topics 1–3 cr.
Emphasis on a literary and/or writing subject chosen for the semester. May be repeated under different subtitles.

E S—Environmental Science

E S 110G. Introductory Environmental Science..... 4 cr. (3+1P)
Introduction to environmental science as related to the production, remediation, and sustainability of land, air, water, and food resources. Emphasis on the use of the scientific method and critical thinking skills in understanding environmental issues. Offered on demand only.

E ST—Experimental Statistics

E ST 250. Special topics..... 1–4 cr.
Subjects and credits to be announced in the Schedule of Classes. Maximum of 4 credits per semester and a grand total of 9 credits.

E ST 251. Statistics for Business and the Behavioral Sciences..... 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 115 or 120. Same as STAT 251.

E T—Engineering Technology

E T 106. Drafting Concepts/Computer Drafting Fundamentals I..... 4 cr. (2+4P)
Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125, OECS 207, or consent of instructor. Branch campuses only. Same as OEDG 112.

FIN—Finance

FIN 210. Financial Planning and Investments 3 cr.
Individual financial planning and related financial markets and institutions. Branch campuses only.

FREN—French

FREN 111. Elementary French I 4 cr.
French language for beginners.

FREN 112. Elementary French II 4 cr.
French language for beginners. Prerequisite: C or better in FREN 111.

FREN 211. Intermediate French I 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in FREN 112.

FREN 212. Intermediate French II 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in FREN 211.

GEOG—Geography

GEOG 109. The Atmosphere and Hydrosphere 3 cr. (2+3P)
Introduction to physical forces that shape the environment: Earth geometry and seasons; the atmosphere; components of weather and climate. Completion of both GEOG 109 and 110 will substitute for GEOG 111G. Branch campuses only.

GEOG 110. The Biosphere and Lithosphere 3 cr. (2+3P)
Introduction to physical forces that shape the environment: unique spatial characteristics of flora and fauna; soil development and classification; geomorphic processes and landform development. Completion of both GEOG 109 and 110 will substitute for GEOG 111G. Branch campuses only.

GEOG 111G. Geography of the Natural Environment 4 cr. (3+3P)
Introduction to the physical processes that shape the human environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development.

GEOG 112G. World Regional Geography 3 cr.
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world's major regions. Students will also examine current events at a variety of geographic scales.

GEOG 157. Introduction to Weather Science.....4 cr. (3+3P)
An introduction to Earth's atmosphere and the dynamic world of weather as it happens working with current meteorological data delivered via the Internet and coordinated with learning investigations keyed to the current weather, and via study of selected archived real-world meteorological data. Prerequisites: ENGL 111G or concurrency, and C S 110G or concurrency.

GEOG 201G. Humans in the Natural Environment3 cr.
Study of human-environmental relations: how humans use the environment and leave patterns on the land (cultural landscape). Introduction to basic geographic concepts and human settlement patterns from a geographic perspective. Topics include cities, religion, language, politics, agriculture, and current events.

GEOG 205. Local Geography3 cr.
Examination of interrelationships and spatial arrangements of landforms, climate, ecology and the human imprints of the local area. Branch campuses only.

GEOG 210. Orienteering2 cr.
Map and compass navigation. Verification of correct navigation takes place by the use of encoded control points on the route. Same as P E 210.

GEOG 259. Introduction to Oceanography4 cr. (3+3P)
Introduces the origin and development of the oceans, and marine ecological concepts. Examines physical processes such as waves, tides, and currents, and their impact on shorelines, the ocean floor, and basins. Investigates physical processes as they relate to oceanographic concepts. Includes media via the Internet, and laboratory examination of current oceanic data, as an alternative to the actual oceanic experience. Students will gain a basic knowledge and appreciation of the ocean's impact on the world's ecology. Prerequisites: C S 110G or concurrency, and ENGL 111G or concurrency.

GEOG 281. Map Use and Analysis3 cr. (2+3P)
Introduction to map use and analysis. Emphasis on physical and cultural features.

GEOG 291. Special Topics.....1–3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

GEOG 295. Environmental Geography.....4 cr.(3+3P)
Examines the man-environment interface, detrimental effects on the environment, lessons learned, and theoretical measures. Prerequisites: ENGL 111G or concurrency, and C S 110G or concurrency.

GEOL—Geology

GEOL 111G. Survey of Geology4 cr. (3+3P)
Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

GEOL 205. Geology of Landforms3 cr.
Examination of local landforms and their evolution; hydrology, lithology and volcanic activity of the local area. Emphasis on observation and geological interpretation. Branch campuses only.

GEOL 212. The Dynamic Earth4 cr. (3+3P)
Introduction to earth systems. Geology and the solid earth, geologic time and earth history, water and the world oceans, atmosphere and weather, the solar system. Branch campuses only.

GEOL 220. Special Topics.....1–3 cr.
Specific subjects to be announced in the Schedule of Classes. Branch campuses only. May be repeated for a maximum of 12 credits.

GEOL 295. Environmental Geology3 cr.
Earth processes that affect humans and their works, properties of rocks and soils, use and application of environmental geologic data.

GEOL 297. Historical Geology3 cr. (2+3P)
Rocks of the Earth and the life records from a chronological approach. Prerequisite: GEOL 111G or the consent of instructor.

GOVT—Government

GOVT 100G. American National Government....3 cr.
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence.

GOVT 110G. Introduction to Political Science....3 cr.
Political concepts and systems; contemporary political issues.

GOVT 150G. American Political Issues.....3 cr.
Major contemporary problems of American society and their political implications.

GOVT 160G. International Political Issues.....3 cr.
Current developments and issues in world politics.

HIST—History

HIST 101G. Roots of Modern Europe.....3 cr.
Economic, social, political, and cultural development from earliest times to about 1700.

HIST 102G. Modern Europe3 cr.
Economic, social, political, and cultural development from 1700 to the present.

HIST 201G. Introduction to Early American History3 cr.
History of the United States to 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 202G. Introduction to Recent American History3 cr.
History of the United States since 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 261. New Mexico.....3 cr.
Economic, political, and social development from exploration to modern times.

HIST 269. Special Topics.....1–3 cr.
Specific subjects to be announced in the Schedule of Classes. Branch campuses only. May be repeated for a maximum of 12 credits.

HLS—Health Science

HL S 125. Introduction to Health Careers1–3 cr.
Introduction to the many health care related fields. Career counseling and job placement and scholarship information. Covers education requirements and career information for various health care related fields. Graded S/U. Offered on demand only.

HL S 150. Personal Health and Wellness3 cr.
A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others.

HNFS—Human Nutrition and Food Science

HNFS 163. Nutrition for Health3 cr.
Nutrition principles and applications to food choices that support health; psychological, economic, and cultural implications of food choices. Open to majors and non-majors.

HNFS 251. Human Nutrition.....3 cr.
Principles of normal nutrition. Relation of nutrition to health. Course contains greater amount of chemistry and biology than HFNS 163. Open to nonmajors. Offered on demand only.

JOUR—Journalism and Mass Communication

JOUR 105G. Introduction to Mass Communications.....3 cr.
Functions and organization of the mass media system in the United States; power of the mass media to affect knowledge, opinions, and social values; and the impact of new technologies.

JOUR 110. Introduction to Mass Media Writing3 cr. (2+2P)
Covers preparation of copy for print, broadcasting, advertising, and public relations. Prerequisite: passage of GSP test or consent of instructor.

LA—Laguna Acoma Studies

Offered at Branch Campuses only

L A 101. Introduction to Laguna/Acoma Studies3 cr.
Covers geography, demography, institutions of modern Laguna and Acoma pueblos with historical overview.

LIB—Library Science

LIB 101. Introduction to Research 1 cr.
A practical, hands-on, step-by-step introduction to the basics of university-level library research. Topics include the academic method, plagiarism, selection and use of information resources. (8-week course)

LING—Linguistics

LING 200G. Introduction to Language 3 cr.
Traditional fields of language study (sound, grammar, meaning) and newer ones (language as social behavior, language and cognition, language variation, animal communication).

MATH—Mathematics

Students who expect to transfer to NMSU-Las Cruces should note that they must meet a basic skills requirement in English and mathematics before taking courses numbered above 299. The basic academic competency requirement in mathematics may be met by earning a grade of C or higher in one of the following: (a) CCDM 112N and 113N, (b) CCDM 114N, (c) MATH 111 and 112, or (d) MATH 115 or 120 or higher. However, students must still fulfill the general education math requirement.

Students may not receive credit for a lower division mathematics course after completing a higher numbered lower-division mathematics course with a grade of C or better. Exceptions: MATH 210G may be taken after any lower division mathematics course. MATH 142 and MATH 180 may be taken after MATH 185 or 121; MATH 230 may be taken either before or after any mathematics course numbered above MATH 115 or 120; MATH 279 and 280 may be taken before or after any mathematics course numbered above MATH 185; any other exception must have the prior approval of the head of the Department of Mathematical Sciences.

NOTE: Students without an adequate placement score to enroll in MATH 210G, MATH 111, or MATH 115 or 120 may gain admission to the course by earning a grade of C or higher in CCDM 114N or CCDM 113N. Students wishing to enroll in MATH 142G, 180 or 190, 185 or 121, 191, 230, 235, 279, 280, STAT 251, or STAT 271 must satisfy one of the following: (a) have passed the stated prerequisite course with a grade of C or better, or (b) have earned an adequate score on the mathematics placement examination, the results of which will be made available to the student's adviser.

MATH 107. Topics in Mathematics 1–3 cr.
Topics to be announced in the Schedule of Classes. Maximum of 3 credits per semester. Total credit not to exceed 6 credits. Prerequisite: consent of instructor. Branch campuses only.

MATH 111. Fundamentals of
Elementary Mathematics I 3 cr. (2+2P)
Intuitive development of the arithmetic of real numbers. Counting numbers, number bases, integers, rational numbers, decimal representations, real numbers and the fundamental operations. Probability. Students may be required to earn a 90% or better on an arithmetic skills exam near the beginning of the semester. Prerequisites: high school algebra and an adequate score on the Mathematics Placement Examination (See note above). Open to majors of E ED, ECED, and open to majors of EDUC with consent of instructor.

MATH 112G. Fundamentals of
Elementary Mathematics II 3 cr. (2+2P)
Intuitive development of elementary geometry, measurement, and statistics. Prerequisite: C or better in MATH 111.

MATH 115. Intermediate Algebra 3 cr.
Real numbers, linear equations, inequalities, systems of equations, polynomials and factoring, exponents, powers and roots, quadratic equations, graphing, exponential and logarithmic functions. Prerequisites: high school algebra and an adequate score on the Mathematics Placement Examination. *Offered for the last time Fall 2006; to be replaced by MATH 120.*

MATH 120. Intermediate Algebra 3 cr.
Linear and algebraic functions as they arrive in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically, and numerically. *Replaces MATH 115 beginning Fall 2006.*

MATH 121. College Algebra 3 cr.
Fundamental concepts of functions, including algebraic and graphical properties. Fitting functions to data. Finding zeroes and extreme values. Solving systems of equations. *Replaces MATH 185 beginning Fall 2006.*

MATH 142G. Calculus for the Biological and Management Sciences I3 cr. (2+2P)
 Differential calculus, maxima and minima. The definite integral and antiderivatives. Applications. Includes a writing component and overview of the historical development of calculus. Prerequisite: C or better in MATH 115 or 120.

MATH 180. Trigonometry3 cr.
 Trigonometric functions, graphs, identities, inverse functions, polar coordinates, and applications. May be taken concurrently with MATH 185 or 121. May not be taken for credit by students having credit for MATH 136. Prerequisite: MATH 115 or 120.

MATH 185. College Algebra3 cr.
 Complex numbers, curve fitting, roots of polynomials, exponential and logarithmic functions, conics, systems of equations, and matrices. Prerequisite: MATH 115. *Offered for the last time Fall 2006; to be replaced by MATH 121.*

MATH 190. Trigonometry and Precalculus.....4 cr. (3+2P)
 Elementary functions used in the sciences with emphasis on trigonometric functions and their inverses. Polar coordinates. Complex numbers and Euler’s formula. Analytic geometry and vectors.

MATH 191. Calculus and Analytic Geometry I.....3 cr.
 Algebraic, logarithmic, exponential, and trigonometric functions, theory and computation of derivatives, approximation, graphing, and modeling. May include an introduction to integration. Prerequisites: C or better in MATH 180 or 190, and MATH 185 or 121.

MATH 192. Calculus and Analytic Geometry II3 cr.
 Riemann sums, the definite integral, antiderivatives, fundamental theorems, use of integral tables, numerical integration, modeling, improper integrals, differential equations, series, Taylor polynomials. Prerequisite: C or better in MATH 191.

MATH 210G. Mathematics Appreciation3 cr.
 Mathematics and its role in the development and maintenance of civilization. Prerequisites: Credit for ENGL 111G or eligibility to enroll in ENGL 111H, high school algebra, and an adequate score on the Mathematics Placement Examination. (See note above.)

MATH 230. Matrices and Linear Programming3 cr.
 Linear algebra, linear programming and network models, with applications to the behavioral sciences. Prerequisite: MATH 115 or 120.

MATH 279. Introduction to Finite Mathematics3 cr.
 Logic; sets, relations, and functions; introduction to mathematical proofs. Applications to computer science. Prerequisite: grade of C or better in MATH 185 or 121. Offered on demand only.

MATH 280. Introduction to Linear Algebra3 cr.
 Systems of equations, matrices, vector spaces and linear transformations. Prerequisite: grade of C or higher in MATH 142G, MATH 191, or MATH 235. Offered on demand only.

MATH 291. Calculus & Analytic Geometry III3 cr.
 Vector algebra, directional derivatives, approximation, max-min problems, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of C or higher in MATH 192. Offered on demand only.

MGT—Management

MGT 201G. Introduction to Management.....3 cr.
 Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

MUS—Music

MUS 101G. An Introduction to Music3 cr.
 Introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world’s great music from the past to the present.

MUS 201G. History of Jazz in Popular Music: A Blending of Cultures.....3 cr.
 Jazz in popular music as it relates to music history and the development of world cultures.

NAV—Navajo Studies

Offered at Branch Campuses only

NAV 101. Introduction to Navajo Studies.....3 cr.
 Covers geography, demography, institutions of modern Navajo society with historical overview.

NAV 111. Elementary Navajo I4 cr.
Navajo for beginners with emphasis on speaking skills. Prerequisite: not open to Navajo-speaking students except by consent of instructor.

NAV 112. Elementary Navajo II4 cr.
Navajo for beginners with emphasis on speaking skills. Prerequisite: C or better in NAV 111 or consent of instructor.

OEAT—Occupational Education, Automotive Technology

Offered at Branch Campuses only

OEAT 105. Welding.....4 cr. (2+4P)
Set-up and adjustment of oxyacetylene and arc welding equipment, identification of metals and rod application. Skill development in laying weld beads and different weld positions.

OEAT 112. Basic Gasoline Engines.....5 cr. (2+6P)
Principles of gasoline engine operation. Identification, design, function of engine components; engine disassembly and reassembly; trouble shooting, and rebuilding heads.

OEAT 117. Electronic Analysis and
Tune-Up of Gasoline Engines5 cr. (2+6P)
Theory and operation of ignition and emission control systems and fuel system. Use of troubleshooting equipment and diagnostic equipment. Prerequisite: OEAT 120 or consent of instructor.

OEAT 118. Technical Math for
Mechanics.....3 cr. (2+3P)
Mathematical applications for the automotive trade.

OEAT 119. Manual Transmission/
Clutch5 cr. (2+6P)
Manual transmission, transfer cases, and clutch operating principles. Students will diagnose problems, remove and replace, disassemble, repair, and assemble units.

OEAT 120. Electrical Systems4 cr. (2+4P)
Troubleshooting and repair of starters, alternators, and associated circuits. Reading electrical diagrams, diagnosis and repair of electrical accessories. Prerequisite: consent of instructor.

OEAT 125. Brakes5 cr. (2+6P)
Theory of operation, diagnosis, repair, and maintenance of disc and drum brakes; safety and use of special tools.

OEAT 126. Suspension, Steering, and
Alignment.....5 cr. (2+6P)
Types of steering systems, suspension maintenance and repair, four- wheel alignment procedures.

OEAT 127. Basic Automatic
Transmission.....4 cr. (2+4P)
Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

OEAT 132. Automotive Air-Conditioning
and Heating Systems4 cr. (2+4P)
Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

OEAT 137. Fuel Systems and Emission
Controls4 cr. (2+4P)
Covers theory and operation of fuel system and emission control. Troubleshooting, vacuum diagrams, overhaul, repair and adjustment of carburetion and fuel injection. Prerequisites: OEAT 117 or consent of instructor.

OEAT 221. Cooperative Experience I.....1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

OEBT—Occupational Education, Building Trades

Offered at Branch Campuses only

OEBT 100. Building Trades I.....8 cr. (2+12P)
Equipment and general safety. Human relations, building construction surveying, footings, foundation form work, framing, sheathing, insulation. Basic electrical wiring and plumbing. Classroom instruction, on-the-job training, and problem solving.

OEBT 104. Woodworking Skills I3 cr. (1+4P)
Use and care of hand tools and elementary power tools, safety procedures, and supervised project construction.

OEBT 105. Woodworking Skills II.....3 cr. (1+4P)
Advanced woodworking skills to include use of advanced power tools, power tool safety, and supervised construction. Prerequisite: OEBT 104 or consent of instructor.

OEBT 110. Blueprint Reading for Building Trades4 cr. (2+4P)
Same as OEDG 100, OEET 101, OEPB 110.

OEBT 118. Math for Building Trades3 cr.
Geometry, algebra, arithmetic, and basic trigonometry pertaining to mathematical applications in the building trades field. Prerequisite: CCDM 103N. Same as OEET 118, OEDG 118, OEPB 118.

OEBT 200. Building Trades II8 cr. (2+12P)
Continuation of OEBT 100: roofing; exterior and interior finish; masonry; door, window, and cabinet installation.

OEBT 221. Cooperative Experience I1–4 cr.
Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

OEBT 255. Special Topics1–6 cr.
Topics to be announced in the Schedule of Classes.

OEBT 290. Special Problems in Building Technology1–4 cr.
Individual studies in areas directly related to building technologies. Prerequisite: consent of instructor.

OEBU—Occupational Education, Business

Offered at Branch Campuses only

OEBU 110. Introduction to Business3 cr.
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society.

OEBU 201. Work Readiness and Preparation2 cr.
Instruction in methods of selection, seeking, acquiring, and retaining employment. Addresses work success skills, business etiquette, employer expectation, and workplace norms.

OEBU 210. Marketing.....3 cr.
Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process. Prerequisite: OEBU 110.

OEBU 216. Business Math.....3 cr.
Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Prerequisite: CCDM 103N.

OEBU 221. Cooperative Experience I.....1–3 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to OEBU majors.

OEBU 232. Personal Finance3 cr.
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust.

OEBU 240. Human Relations.....3 cr.
Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. Prerequisite: CCDE 105N or higher, or BOT 105 or higher.

OECS—Occupational Education, Computer Technology

Offered at Branch Campuses only

OECS 101. Computer Basics.....1 cr.
Hands-on instruction to introduce computer use and commonly used software.

OECS 105. Introduction to Microcomputer Technology3 cr.
History and impact of computers on the economy and society. Development of basic skills in operating systems, word processing, spreadsheets, and databases.

- OECS 110. Introduction to PowerPoint..... 1 cr.
An introduction to PowerPoint software to develop business presentations. Includes concepts of basic presentation methods and graphic design principles. Students will create and deliver presentations using text, charts, digitized images, and sound. Prerequisites: BCS 110G, C S 110G, or OECS 105.
- OECS 125. Operating Systems..... 1–3 cr.
Installation of current operating systems software, and utilities to include systems configuration, file, and hardware management. Prerequisite: Either BCS 110G, C S 110G, or OECS 105, or consent of instructor. May be repeated for a maximum of 6 credits.
- OECS 185. PC Maintenance and Selection I..... 1–3 cr.
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCS 110G, C S 110G, or OECS 105.
- OECS 203. UNIX Operating System 1–3 cr.
Introduction to the UNIX operating system using Telnet to access a remote UNIX system. Basic UNIX commands and file system concepts. Prerequisite: C S 110G, BCS 110G, or OECS 105.
- OECS 204. Linux Operating System..... 1–3 cr.
Install and configure the Linux operating system on X86 systems. Covers issues involved in maintaining operating system, networking, creating and managing users, and installing and updating software. General procedures for working with operating system include maintaining disk space, preserving system security, and other related topics. Prerequisite: C S 110G, BCS 110G, or OECS 105.
- OECS 207. Windows..... 1–3 cr.
Windows concepts including program manager, icons, multiple applications and file/disk management. Windows applications introduced. Prerequisite: OECS 105 or BCS 110 or C S 110G, or consent of instructor. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.
- OECS 209. Computer Graphic Arts 1–3 cr.
Basic graphics composition using computer programs to include editing and manipulating graphic images, clip-art, and printing of pictures. Prerequisite: OECS 105, C S 110G, or OECS 101. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.
- OECS 211. Word Processing Applications 1–3 cr.
Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisite: C S 110G, BCS 110G, or OECS 105. May be repeated under different subtitles listed in the Schedule of Classes for a maximum of 6 credits.
- OECS 213. Image Processing..... 1 cr.
Introduction to digital imaging acquisition and editing. Use of digital cameras and computer graphic software for business and personal use. Prerequisite: C S 110G, BCS 110G or OECS 105. Graded S/U.
- OECS 214. Creating a Web Page 1 cr.
Introduction to creating Web pages for business and personal use. Prerequisites: C S 110G, BCS 110G, or OECS 105. Graded S/U.
- OECS 215. Spreadsheet Applications 1–3 cr.
Use of spreadsheets to include graphics and business applications. Prerequisite: BCS 110G, C S 110G, or OECS 105. May be repeated for a maximum of 6 credits.
- OECS 216. Programming for the Web 3 cr.
Designing web-based applications using HTML and Java, Perl and C programming languages. Prerequisite: one semester of any programming course.
- OECS 218. Web Page Programming Support 3 cr.
Languages that support Web page development including HTML, Active X and Java Script. Implementation of forms and style sheets in Web pages also presented. Prerequisite: C S 110G, BCS 110G, or OECS 105.
- OECS 220. Database Application and Design..... 1–3 cr.
Creating, sorting, and searching of single and multifile databases to include report generation and programming database commands. Prerequisite: BCS 110G, C S 110G, or OECS 105. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

OECS 221. Cooperative Experience I 1–3 cr.
Student employed at approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to OECS majors. Graded S/U.

OECS 225. Computer Graphics for Business 3 cr.
Programming common computer graphics for business. Creation of computer special effects. Prerequisite: C S 110G, BCS 110G, or OECS 105.

OECS 230. Data Communications and Networks I 1–3 cr.
Definition of data communication; survey of hardware applications and teleprocessor software; examination and design of networks. Prerequisites: OECS 185. May be repeated for a maximum of 6 credits.

OECS 231. Data Communications and Networks II 1–3 cr.
Installation and application of popular microcomputer network software. Prerequisite: OECS 230. May be repeated for a maximum of 6 credits.

OECS 255. Special Topics 1–4 cr.
Topics to be announced in the Schedule of Classes.

OECS 260. Hypertext Markup Language (HTML) 1–3 cr.
Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110G, BCS 110G, or OECS 105. May be repeated for a maximum of 3 credits.

OECS 280. Desktop Publishing 3 cr.
Design and production of publication materials to fill the needs of business communities, using a microcomputer. Prerequisite: C S 110G, BCS 110G, or OECS 105.

OEDG—Occupational Education, Drafting and Graphics Technology

Offered at Branch Campuses only

OEDG 100. Construction Principles and Blueprint Reading 4 cr. (2P)
Introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable in today's residential, commercial, and public works industry. Instruction by blueprint reading and interpretation, field trips, and actual job-site visits and progress evaluation. Same as OEBS 110, OEPB 110.

OEDG 105. Technical Drawing for Industry 3 cr. (2+2P)
Technical sketching, basic CAD, and interpretation of drawings with visualization, speed, and accuracy highly emphasized. Areas of focus include various trades such as machine parts, welding, heating and cooling, and general building sketches/plan interpretation.

OEDG 108. Drafting Concepts/Descriptive Geometry 2 cr. (1+2P)
Basic manual drafting skills, sketching, terminology and visualization. Graphical solutions utilizing applied concepts of space, planar, linear and point analyses. Metric and S.I. units introduced.

OEDG 109. Computer Drafting Fundamentals 3 cr. (2+2P)
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Same as C E 109, E T 109, SUR 109.

OEDG 114. Mechanical/Industrial Drafting I 3 cr. (2+2P)
Drafting for mechanical/industrial applications: machine part detailing, assemblies in orthographic, isometric, auxiliary, oblique and sectional views. Field measurement, measuring tools, geometric dimensioning and tolerancing and metric practice. Introduction to the manufacturing/assembly process. Two-dimensional AutoCAD used with introduction to 3-D AutoCAD. Prerequisite: OEDG 108 and OEDG 109.

OEDG 118. Geometry for Drafting 3 cr.
Analysis and problem solving of related technical problems using measuring instruments and techniques with geometry and trigonometry. Prerequisite: CCDM 103N or 104N.

OEDG 120. Construction Drafting I.....4 cr. (2+4P)
Basic residential drafting including floor plans, sections, exterior and interior elevations and details, site plans, and roof framing. Residential building and zoning codes, construction materials/methods, and disability design. Drawing and sheet layout. Prerequisites: OEDG 108 and OEDG 109. Corequisite: OEDG 100.

OEDG 130. General Building Codes.....3 cr. (2+2P)
Interpretation of the Building Code, local zoning codes, ADA standards, and the Model Energy Code to study construction and design requirements and perform basic plan checking. Prerequisite: OEDG 100.

OEDG 135. Electronics Drafting I3 cr. (2+2P)
Drafting as it relates to device symbols; wiring, cabling, harness diagrams and assembly drawings; integrated circuits and printed circuit boards; schematic, flow and logic diagrams; industrial controls and electric power fields. Drawings produced using various CAD software packages. Prerequisites: OEDG 108 and OEDG 109.

Note: OEDG 142 has been replaced by OEDG 222.

OEDG 143. Civil/Survey Drafting I.....3 cr. (2+2P)
Introduction to drafting in the field of surveying and civil engineering. Drawings, projects, and terminologies related to topographic surveys/mapping, contour drawings, plan and profiles, improvement plats and street/highway layout. Prerequisite: OEDG 109. Same as E T 143 and SUR 143.

OEDG 160. Construction Take-Offs and Estimating.....3 cr. (2+2P)
Computing and compiling materials and labor estimates from working drawings using various techniques common in general building construction and in accordance with standard specifications and estimating formats. Use of spreadsheets and estimating software introduced. Prerequisite: OEDG 100.

OEDG 176. Computer Drafting in 3-D.....3 cr. (2+2P)
Computer drafting in three dimensions including wire frame, surface modeling, and solids modeling. Computer generated rendering with surface material applications and ray traced shadows will be introduced. Prerequisites: OEDG 108 and OEDG 109.

OEDG 214. Mechanical/Industrial Drafting II.....3 cr. (2+2P)
Continuation of OEDG 114. More in-depth, complete, and comprehensive working drawings as well as extensive practice with various 3-D, solid-modeling and rendering software applications. Prerequisite: OEDG 114.

OEDG 220. Construction Drafting II4 cr. (2+4P)
Design/drafting of single and multiple residential dwellings and drafting of small commercial buildings. Covers types of construction, building codes, and detailed working and presentation drawings. Extensive use of freehand sketching. Prerequisite: OEDG 109. Corequisite: OEDG 120.

OEDG 222. Surveying Fundamentals3 cr. (2+2P)
Elementary surveying and civil drafting theory and techniques for nonengineering majors. Includes traverse plotting, site plans, mapping, cross sections, and development of plan and profile drawings. Actual basic field measurement/surveying as well as extensive manual and CAD projects will be assigned. Prerequisites: OEDG 108, 109, and OEDG 118 or MATH 180.

OEDG 230. Building Systems Drafting3 cr. (2+2P)
Development of drawings for electrical, plumbing, and HVAC systems, for residential and commercial building. Use of related CAD software. Prerequisite: OEDG 120.

OEDG 240. Structural Systems Drafting4 cr. (2+4P)
Study of foundations, well systems, floor systems, and roof systems in residential, commercial, and industrial design/construction. Produce structural drawings including foundations, wall and building sections, floor and roof framing plans, shop drawings, and details; schedules, materials lists and specifications. Use of various software. Prerequisite: OEDG 120.

OEDG 255. Independent Study1-3 cr.
Instructor-approved projects in drafting or related topics specific to the student's individual areas of interest and relevant to the drafting and graphics technology curriculum. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits.

OEDG 270. Architectural Sketching and Rendering.....3 cr. (2+2P)
Use of freehand sketching, shading and shadowing techniques, 3-D models, and 1-point and 2-point perspectives in the development of architectural presentation drawings. Prerequisite: OEDG 108.

OEDG 276. Computer Rendering and Animation3 cr. (2+2P)
Instruction in development of 3-D animated graphics as used by architects for walk-throughs and fly-arounds; used by designers for simulation, by lawyers for accident reconstruction, by executives for presentations, and for training videos in all types of businesses. Extensive use of 3-D studio and Animator Pro software. Rendering and animation using 3-D studio. Prerequisite: OEDG 109.

OEDG 278. Advanced CAD Applications.....3 cr. (2+2P)
Advanced CAD application and techniques including architectural, graphics, civil/survey and mechanical fields. Exploration of presentation methods. Prerequisite: OEDG 109.

OEDG 288. Portfolio Development.....4 cr. (2+4P)
Production of a portfolio of working drawings and related documents to include presentation drawing, material take-offs, cost estimate, specifications, and other. Portfolio individualized to the student's degree option and contract with the instructor, and produced using drafting, word processing, spreadsheet and presentation software. Job search activities will also be required. Prerequisite: consent of instructor. Restricted to majors.

OEDG 290. Special Topics.....1-4 cr.
Topics subtitled in the Schedule of Classes. May be repeated for a maximum of 12 credits. Restricted to majors.

OEDG 291. Cooperative Experience.....1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student meets with advisor weekly. Prerequisite: consent of instructor. Graded S/U.

OEEM—Occupational Education, Paramedic

Offered at Branch Campuses only

OEEM 101. CPR for the Health Care Professional1 cr.
Students learn identification and response to airway circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.

OEEM 115. First Responder—Prehospital Professional3 cr. (2+3P)
Provides training in prehospital medical and traumatic emergencies. Corequisite: OEEM 101 or consent of instructor. Required: grade of C or better. Restricted to majors.

OEEM 120. Emergency Medical Technician—Basic6 cr.
Covers EMT-Basic skills instruction to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Corequisites: OEEM 101, OEEM 120L, and OEEM 121, or consent of instructor. Required: grade of C or better.

OEEM 120L. Emergency Medical Technician—Basic Lab2 cr. (6P)
EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a C or better to pass.

OEEM 127. Emergency Medical Technician—Basic Refresher.....2 cr.
Comprehensive review of prehospital emergency medicine for the EMT Basic. New material relevant to recertification of the New Mexico EMT-Basic licensure included. S/U only.

OEEM 150. Emergency Medical Technician—Intermediate5 cr.
Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest, and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a C or better to pass.

OEEM 150L. Emergency Medical Technician—
Intermediate Lab.....2 cr.
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and teamwork in patient care in the prehospital setting. Prerequisites: current EMT-basic license and consent of instructor. Corequisites: OEEM 150 & 151. Requires a C or better to pass.

OEEM 151. Emergency Medical Technician—
Intermediate Field/Clinical2 cr. (6P)
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 & 150L. Requires a C or better to pass.

**OEES—Occupational Education,
Electronic Service**

Offered at Branch Campuses only

OEES 110. Electronics I.....4 cr. (3+3P)
Fundamentals of electronics including: components, schematics, Ohm’s law, Thevenin’s and Norton’s theorems, and series/parallel circuits incorporating passive, active and magnetic elements. Introduction to AC circuits. Corequisite: OEES 120.

OEES 120. Mathematics for Electronics4 cr.
Includes fundamental mathematics, algebra, sine, cosine, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Prerequisite: CCDM 114N or consent of instructor.

OEES 135. Electronics II.....4 cr. (3+3P)
Analysis of AC circuits, filters, and resonance. Introduction to solid state fundamentals including diodes and rectifier circuits, voltage regulators, various transistors and transistor characteristics, amplification and amplifiers, photoelectric effects, gates and timing circuits. Prerequisite: OEES 110 and OEES 120.

OEES 155. Electronics CAD and PCB
Design.....3 cr. (2+2P)
Introduction to and the use of commercially available CAD software covering schematic representation of electronic components and circuits. Printed circuit board layout techniques including proper schematic capture, netlist generation, design rule checking and manual routing covered.

OEES 160. Digital Electronics I.....4 cr. (3+3P)
Number systems, codes, Boolean algebra, logic gates, Karnaugh maps, combination circuits, flip-flops, and digital troubleshooting techniques. Prerequisite: OEES 110 or consent of instructor.

OEES 175. Soldering Practices2 cr. (4P)
Methods and techniques of hand soldering in the production of high quality and reliable soldering connections.

OEES 205. Semiconductor Devices4 cr. (3+3P)
Analysis and trouble shooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite: OEES 110.

OEES 215. Microprocessor
Applications I4 cr. (3+2P)
Fundamentals of microprocessor architecture and assembly language with an emphasis on hardware interfacing applications. Corequisite: OEES 235.

OEES 221. Cooperative Experience I.....1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

OEES 225. Computer Applications for
Technicians.....3 cr. (2+2P)
An overview of computer hardware, software applications, operating systems, high level programming languages and networking systems.

OEES 235. Digital Electronics II.....3 cr. (2+3P)
Sequential logic circuits, latches, counters, shift-registers, fault analysis and troubleshooting of digital IC’s, multiplexers, timers, encoders/decoders, arithmetic circuits, pulse shaping, and memory devices. Prerequisite: OEES 160.

**OEET—Occupational Education,
Electrical Trades**

Offered at Branch Campuses only

OEET 101. Electrical Blueprint
Reading.....4 cr. (2+4P)
Introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable in today’s residential, commercial, and public works industry. Instruction by blueprint reading/interpretation, field trips, and actual job-site visits and progress evaluation. Same as OEET 110, OEDG 100, OEPB 110.

OEET 110. Basic Electricity and Electronics4 cr. (3+3P)
An introduction to electricity theory and practice, including electron theory, Ohm's law, construction of electrical circuits, direct and alternating currents, magnetism, transformers, and practical applications. Same as OEAR 102, OEES 105, OEPB 102.

OEET 115. Wiring Methods and Materials5 cr. (2+6P)
Application of electrical code in selection of wiring materials; proper methods of installation. Corequisite: OEET 110 or consent of instructor.

OEET 118. Math for Electricians3 cr.
Prerequisite: CCDM 103N. Same as OEET 118, OEDG 118, OEPB 118.

OEET 120. Basic Motor Controls5 cr. (2+6P)
Developing schematics and wiring simple manual and electromechanical control devices. Prerequisite: OEET 110 or consent of instructor.

OEET 205. National Electric Code.....3 cr.
Interpretation and application of the National Electric Code. Prerequisite: OEET 110.

OEET 210. Intermediate Electricity5 cr. (3+4P)
Introduction to inductance, capacitance, reactances, and power factor correction. Prerequisite: OEET 110.

OEET 221. Cooperative Experience I1–4 cr.
Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

OEGR—Occupational Education, Digital Graphics

Offered at Branch Campuses only

OEGR 160. Image Processing I.....3 cr. (2+2P)
Covers techniques in using a raster or bitmap program for digital graphics for business applications such as advertisements, publications, multimedia presentations, and the Web. Prerequisite: OECS 101 or C S 110G. May be repeated for a maximum of 6 credits.

OEGR 230. Web Page Development I3 cr. (2+2P)
Creating and managing well-designed, organized Web sites using HTML and Web development software. Prerequisite: OECS 101, C S 110G, or OEGR 160. May be repeated for a maximum of 6 credits. Same as CMT 230.

OEGR 255. Special Topics.....1–4 cr.
Specific topics to be announced in the Schedule of Classes. May be repeated for a maximum of 18 credits.

OEGR 275. Web Page Development II.....3 cr. (2+2P)
Creating and managing complex Web sites using advanced techniques and tools. Prerequisites: OEGR 160 and OEGR 230 or CMT 230. May be repeated for a maximum of 6 credits. Same as CMT 275.

OEGS—Occupational Education, Geographic Information Systems

Offered at Branch Campuses only

OEGS 181. Introduction to Geographic Information Systems.....4 cr. (3+3P)
Introduction to GIS using ArcView software. Applications of GIS to environmental assessment, analysis of natural hazards, site analysis, resource management, land use planning, and other practical applications. Prerequisite: C S 110G or concurrent enrollment.

OEGS 187. Geographic Information Systems Applications4 cr. (3+3P)
Continuation of OEGS 181, focusing on applications. Prerequisites: OEGS 181.

OEGS 251. Cooperative Experience2–4 cr.
Supervised cooperative work program between students and employer who uses GIS. Student is rated by employer and instructor. Weekly class meetings required. Prerequisites: OEGS 181 and consent of instructor. Corequisite: OEGS 187. Restricted to OEGS majors. Graded S/U.

OEGS 291. Special Topics in Geographic Information Systems.....1–3 cr.
Topics to be announced in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OEHO—Occupational Education, Health Occupations

Offered at Branch Campuses only

OEHO 120. Medical Terminology3 cr.
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as NURS 150 and BOT 150.

OEHO 153. Introduction to Anatomy
And Physiology I.....4 cr. (3+3P)
Survey of human anatomy and physiology.
Prerequisite: high school biology or high school chemistry, or CHEM 110G, or consent of instructor.

OEHS—Occupational Education, Hospitality Services

Offered at Branch Campuses only

OEHS 201. Introduction to Hospitality
Industry.....3 cr.
Overview of hospitality industry; organization and operation of lodging, food and beverage, and travel and tourism segments; focus on career opportunities and future trends of hospitality industry.

OEHS 202. Front Office Operations.....3 cr.
Hotel/motel front office procedures detailing flow of business, beginning with reservations and extending to the night audit process.

OEHS 203. Food and Beverage Operations3 cr.
Food service management, sanitation procedures, menu planning, purchasing, storage, and beverage management.

OEHS 204. Promotion of Hospitality Services.....3 cr.
Organization of hotel marketing functions; developing a marketing plan to sell the varied services of the hotel/motel property.

OEHS 205. Housekeeping, Maintenance,
and Security3 cr.
Function of housekeeping departments, including personnel, sanitation, maintenance, and materials. A survey of security procedures to include guest protection and internal security of hotel/motel assets.

OEHS 206. Travel and Tourism Operations.....3 cr.
Transportation, wholesale and retail operations, attractions, the traveler, tourism development, and operational characteristics of tourism business.

OEHS 208. Hospitality Supervision.....3 cr.
Strategies for directing, leading, managing change and resolving conflict. Prepares students to meet expectations of management, guests, employees, and governmental agencies.

OEHS 209. Managerial Accounting for
Hospitality3 cr.
Prepares students to make effective business decisions based on financial report information; forecasting, budgeting, cost analysis. Prerequisite: BOT 120 or ACCT 252.

OEHS 217*. Introduction to Gaming
Operations.....3 cr.
A survey of the history of gaming operations (especially Native American gaming), casino regulations, industry trends, and an overview of its impact on tourism. *Effective Spring 2007, pending approval.

OEHS 221. Cooperative Experience I3 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to majors. Graded S/U.

OENA—Occupational Education, Nurse Aide

Offered at Branch Campuses only

OENA 104. Certified Nursing Assistant
Fundamentals.....4 cr. (3+3P)
Theory and basic nursing care skills will be taught with an emphasis being placed on the psychosocial-cultural approach to patient care. OENA 105 must be completed to be eligible to take the certified Nursing Assistant Examination. Corequisites: CCDM 103 and CCDE 105, or consent of instructor.

OENA 105. Certified Nursing Assistant
Clinicals.....4 cr. (3+3P)
Extension of basic fundamentals of personal care, including theory, skills and clinical experience leading to the certified nursing assistant examination at the conclusion of the semester. Continuation of OENA-104. Prerequisite: C or better in OENA 104 or consent of instructor. Corequisites: CCDM 114N and CCDE 110N, or consent of instructor. Requires a C or better to pass.

OEPS—Occupational Education, Public Safety

Offered at Branch Campuses only

OEPS 150. Correctional Officer
Training I.....4 cr. (2+4P)
Introduction to corrections, departmental policies and procedures, report writing, officer safety, and physical conditioning. Prerequisite: consent of instructor. Restricted to majors.

OEPS 180. Correctional Officer
Training II.....4 cr. (2+4P)
Criminal justice system, communications, ethics, correctional law and responsibilities, search procedures, hostage situations, institutional gangs. Prerequisite: consent of instructor. Restricted to majors.

OEPS 250. Correctional Officer
Training III.....4 cr. (2+4P)
Use of force, firearms, baton, chemical agents, standard first aid, and CPR. Prerequisite: consent of instructor. Restricted to majors.

OEPS 280. Correctional Officer
Training IV.....4 cr. (2+4P)
Stress management, supervision of special needs offender, defensive driving, and preparation for certifying exams. Prerequisite: consent of instructor. Restricted to majors.

OETS—Occupational Education, Technical Studies

Offered at Branch Campuses only

OETS 104. Basic Mathematics for
Technicians.....4 cr.
Fundamental mathematical concepts and computations including measurement, ratio and proportions, and pre-algebra as it relates to technical programs. Prerequisite: appropriate placement test score.

OETS 118. Mathematics for
Technicians.....3 cr. (2+2P)
Analysis and problem solving of technical problems using measuring instruments and techniques of arithmetic, algebra, geometry, and trigonometry. Prerequisite: CCDM 104N or appropriate placement test score.

OEW—Occupational Education, Welding Technology

Offered at Branch Campuses only

OEW 100. Structural Welding I.....6 cr. (3+6P)
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

OEW 105. Introduction to Welding.....3 cr.
Welding practices, procedures, and terminology. Welding safety, equipment types, electrode types in usage, joint design and testing procedures.

OEW 110. Blueprint Reading (Welding).....3 cr.
Interpretation of prints related to welding. Emphasis on AWS standard symbols for welding, brazing, and nondestructive examination.

OEW 115. Structural Welding II.....6 cr. (3+6P)
Continuation of OEW 100. Emphasis on AWS entry and advanced level welder skills with SMAW, including all-position welding with mild and stainless steel electrodes. Plasma arc and air-carbon arc cutting, metallurgy, heat treatment, and weld defects. Prerequisite: OEW 100.

OEW 118. Technical Math for
Welders.....3 cr. (2+3P)
Geometry, algebra, and basic arithmetic pertaining to applications in the welding trades.

OEW 120. Basic Metallurgy.....3 cr.
Properties of ferrous and nonferrous materials. Service conditions and heat treatment of metals related to welding trade. Prerequisites: OEW 100 or consent of instructor.

OEW 125. Introduction to Pipe
Welding.....3 cr. (2+2P)
Pipe fit-up and welding techniques for pipe fittings and pipe weld joint using SMAW, GMAW, and GTAW. Out-of-position fit-up and welding of pipe. Prerequisites: OEW 100, OEW 130, and OEW 140, or consent of instructor.

OEW 130. Introduction to GMAW
(MIG).....3 cr. (2+2P)
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/purge gases, and modes of metal transfer.

OEWT 140. Introduction to GTAW (TIG).....3 cr. (2+2P)
 Development for basic skills with gas tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.

OEWT 150. Pipe Welding II3 cr. (2+2P)
 Continuation of OEWT 125; with fillet and groove welded joints in a horizontal fixed and 45-degree fixed positions (5-F, 5-G, 6-F, 6-G). Prerequisite: OEWT 125.

OEWT 160. Introduction to SAW and FCAW3 cr. (2+2P)
 Submerged arc and flux-cored arc welding. Demonstrations and practice with both hand-held and machine travel submerged arc welding (SAW). Flux-cored arc welding (FCAW) on mild steel plate and pipe.

OEWT 170. Welded Fabrication3 cr. (1+4P)
 Development of fabrication skills including basic layout, measuring, and utilization of various welding processes including out-of-position welding. Use of common shop tools. Prerequisites: OEWT 100, 110, 130, and OETS 104 or 118.

OEWT 180. GTAW II3 cr. (2+2P)
 Continuation of OEWT 140. Development of more advanced GTAW skills. Emphasis on pipe welding with mild steel, stainless steel, and aluminum. Prerequisite: OEWT 140 or consent of instructor.

OEWT 190. Welded Art.....3 cr. (1+4P)
 Students explore the possibilities of welded art in the form of sculpture, jewelry, furniture and as a framework to support other art media. Offered as an elective for students who wish to create art using welding. Prerequisite: OEWT 102 or consent of instructor.

OEWT 200. Structural Welding III6 cr. (3+6P)
 Continued application of weld bead patterns and structural welded joints.

OEWT 202. Advanced Layout for Welders.....4 cr. (3+2P)
 For welders and pipefitters desiring more layout knowledge and skill.

OEWT 211. Welder Qualification6 cr. (3+6P)
 Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods. Basics of welding codes. Prerequisite: OEWT 100, 110, 120, 130, 140, 160, 180, or OETS 104 or 118, or consent of instructor. Restricted to majors.

OEWT 221. Cooperative Experience I1–6 cr.
 Supervised cooperative work program. Student is employed and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisites: OEWT 100 or 101 and consent of instructor.

OEWT 295. Special Topics1–4 cr.
 Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

P E—Physical Education Recreation and Dance

P E 102. Beginning Weight Training.....1 cr.

P E 103. Beginning Weight Training—Women1 cr.
 Introduction to basic principles and techniques of weight training as related to women.

P E 104. Military Physical Fitness.....1 cr.
 Directed physical fitness activities designed to develop and maintain strength/endurance, cardiopulmonary efficiency, flexibility, and coordination required for leadership roles after graduation.

P E 112. Beginning Volleyball—Men1 cr.

P E 113. Beginning Volleyball—Women.....1 cr.

P E 114. Basketball—Women1 cr.

P E 115. Basketball—Men1 cr.

P E 129. Step Aerobics1 cr.
 Designed to increase knowledge of the human body’s responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music and steps.

P E 130. Beginning Swimming1 cr.

- P E 154. Personal Defense.....1 cr.
Physical conditioning and defense skills for men and women.
- P E 204. Cross Training.....1 cr.
Intensive training program that incorporates both aerobic and resistive overload approaches to training.
- P E 205. Walking Fitness1 cr.
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.
- P E 206. Beginning Physical Fitness1 cr.
Progressive exposure to steady state exercise tailored to individual needs for the purpose of determining, improving, and maintaining physical fitness.
- P E 210. Orienteering2 cr.
Same as GEOG 210.
- P E 215. Intermediate Walking.....1 cr.
A continuation of basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.
- P E 264. Intermediate Cycling.....1 cr.
Introduction to competitive cycling. Content includes techniques in training, riding, racing, and racing tactics.
- P E 270. Special Topics.....1–3 cr.
Specific subjects to be announced in the Schedule of Classes. Each offering will carry appropriate subtitle. May be repeated for a maximum of 4 credits.

PHIL—Philosophy

- PHIL 101G. The Art of Wondering.....3 cr.
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others.
- PHIL 201G. Introduction to Philosophy.....3 cr.
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking.
- PHIL 223G. Ethics3 cr.
The philosophical explication of morality. Significant ethical systems developed in the history of Western thought.

- PHIL 240G. Ethics for Engineering and Scientific Careers.....3 cr.
Examination of ethical dilemmas that challenge responsible engineering and scientific practices. Includes how to balance profit and risk of public harm, honesty in research, legal vs. moral responsibility, environmental concerns. Prerequisite: ENGL 11G

PHYS—Physics

- PHYS 110G. The Great Ideas of Physics.....4 cr.(3+3P)
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quantal structure of nature and the big bang universe.
- PHYS 211. General Physics I.....3 cr.
Non-calculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required. Prerequisite: a C or better in MATH 115 or 120 or higher.
- PHYS 211L. General Physics I Laboratory...1 cr.(3P)
Laboratory experiments in topics associated with material presented in PHYS 211 or PHYS 221. Students wishing to use the PHYS 211–212 or PHYS 221–222 sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211L or PHYS 212L. Corequisite: PHYS 211 or PHYS 221.
- PHYS 212. General Physics II.....3 cr.
Non-calculus treatment of electricity, magnetism, and light. Prerequisite: PHYS 211.
- PHYS 212L. General Physics II Laboratory.1 cr.(3P)
Laboratory experiments in topics associated with material presented in PHYS 212 or 222. Students wishing to use PHYS 211–212 or PHYS 221–222 sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211L or PHYS 212L. Corequisite: PHYS 212 or PHYS 222.

PL S—Paralegal Studies

Offered at Branch Campuses only

PL S 205. Legal and Ethical Issues for the Web2 cr.
Legal, ethical, copyright, and privacy issues specific to the Internet.

PSY—Psychology

PSY 201G. Introduction to Psychology.....3 cr.
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.

PSY 205. Introduction to Developmental Psychology3 cr.
Development of social, emotional, and intellectual aspects of human behavior, with emphasis on the childhood years. Branch campus only.

PSY 211. Introduction to Research1 cr.
Introductory skills in library and on-line research. Emphasizes the scientific method including oral and written presentation of research according to the APA Style Handbook. Does not replace PSY 310 as requirement in B.A. degree. Branch campuses only.

PSY 266. Applied Psychology3 cr.
Explanation of the psychological principles of everyday living. Emphasizes motivation, learning of intelligent behavior, and applications of psychology to social issues. Branch campuses only.

PSY 270. Special Topics1–3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits. Branch campus only.

PSY 274. A Study of Substance Abuse through Service Learning3 cr.
Physiological and psychological impact of drug use on human behavior. Emphasizes practical applications of intervention and prevention in the community. Branch campuses only.

PSY 290. Psychology of Adjustment3 cr.
Analyzes the responses people have to conflict, emotional stress, and frustration. It focuses on adapting to these problems and examines both normal and neurotic responses. Branch campus only.

SMET—Science, Mathematics, Engineering and Technology

SMET 101. Introduction to Science, Mathematics, Engineering, and Technology3 cr.
An introductory course for the science, mathematics, engineering, or technology student emphasizing degree planning and academic success skills. With departmental approval, may be substituted for AG E 111, A S 100, or ENGR 101.

SOC—Sociology

SOC 101G. Introductory Sociology3 cr.
Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior.

SOC 201G. Contemporary Social Problems.....3 cr.
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse.

SOC 248. Special Topics1–3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

SOC 258. Current Issues in Marriage and Family3 cr.
Examination of contemporary American family life, including courtship, marriage, divorce, and child rearing. Branch campuses only.

SOC 262. Issues in Death and Dying3 cr.
Major personal and social issues related to the process of dying in our culture. Branch campuses only.

SOC 263. Human Sexuality.....3 cr.
Introduction to cultural and personal aspects of human intimacy, sexuality and the life cycle, sexual variation, and sexually transmitted diseases. Branch campuses only.

SOC 270. Sociology of the Chicano Community I.....3 cr.
Introductory overview of the Chicano/Mexican-American experience in the U.S., with an emphasis on the Southwest. Socioeconomic issues affecting Chicano culture and behavior. Topics include family, la Chicana, mental health, education and language policy, art and literature.

SOC 273. Sex and Gender3 cr.
Analysis of changes, behaviors, and stereotypes of women and men in contemporary Western societies. Same as W S 273.

SOC 275. Cultural Diversity in Health Care1 cr.
Addresses beliefs of various racial/ethnic groups about health, illness, and medical care. Branch campuses only.

SPAN—Spanish

SPAN 111. Elementary Spanish I.....4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.

SPAN 112. Elementary Spanish II4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 111.

SPAN 113. Beginning Spanish for Native Speakers.....4 cr.
Emphasis on listening comprehension and recognition of vocabulary for retrieval of the native language. Confidence building activities for developing oral skills. Students who have previously earned a C or better in SPAN 111 or SPAN 112 may not receive credit for this course. Prerequisite: placement test. Graded S/U.

SPAN 211. Intermediate Spanish I.....3 cr.
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 112.

SPAN 212. Intermediate Spanish II.....3 cr.
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 211.

SPAN 213. Spanish for Native Speakers I3 cr.
Emphasis on development of native language reading skills. Covers speaking, writing and vocabulary activities to strengthen command of the language. For Spanish-speaking students only. Prerequisite: language placement and assessment by departmental examination.

SPAN 250. Cultures of the Spanish-Speaking World.....3 cr.
Familiarization with cultures of the Spanish-speaking world. Language variations, history, literature, fine arts, and cultural behavior of mainstream Hispanic cultures including U.S. Prerequisite: either SPAN 111, 112, or 113.

SPCD—Speech/English as a Second Language

SPCD 111G. Advanced ESL Composition.....4 cr.
Academic writing, including library research papers and the issue of plagiarism, for students with nonnative English. Prerequisites: placement based on English language screening test, and either a minimum TOEFL score of 500 or consent of instructor; or successful completion of SPCD 110. Graded S/U. (SPCD 111G is substituted for ENGL 111G for international students whose native language is not English.

SPED—Special Education

SPED 201. Topics.....3 cr.
Offered under various subtitles that indicate the subject matter to be covered. May be repeated 3 times for a maximum of 9 credits.

SPED 215. Orientation to Special Education2 cr.
For lower division students considering a career in one of the many areas of special education, speech-language pathology, and audiology. Orientation to these fields through guest lectures, class discussions, and classroom clinic visitations.

SPED 281. Early Childhood/Special Education Practicum.....1 cr.
Provides early field experience in a variety of settings with young, disabled/gifted children, ages birth–8 and their families. Graded S/U only.

STAT—Statistics

Students wishing to enroll in STAT 251 or STAT 271 must satisfy one of the following: (a) passed MATH 115 or 120 with a grade of C or better; or (b) have earned an adequate score on the Mathematics Placement Test.

STAT 251. Statistics for Business and the Behavioral Sciences.....3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 115 or 120. Same as E ST 251.

STAT 271. Statistics for Psychological Sciences.....3 cr.
Techniques for describing and analyzing data; basic concepts of statistical inference; estimation, hypothesis testing, correlation, and analysis of variance. Prerequisite: MATH 115 or 120. Offered on demand only.

S WK—Social Work

S WK 221G. Introduction to Social Welfare.....3 cr.
A broad overview of current social problems and the role of social agencies and community members in addressing these problems.

S WK 251. Women's Issues in Social Work.....3 cr.
Examines gender-specific social problems and their identification and resolution through the use of social agencies and community resources. Branch campuses only.

S WK 253. Case Management.....3 cr.
Introduction to case management for social- and human-services workers. Overview of typical duties and responsibilities of a case manager, including setting goals, performing assessments, writing progress notes, and linking clients with other resources in the community. Recommended for students considering a career in social work or human services. Prerequisites: PSY 201G and S WK 221G. Branch campuses only.

S WK 297. Special Topics.....3 cr.
Specific subjects to be announced in the Schedule of Classes. Prerequisite: majors or consent of instructor.

THTR—Theater Arts

THTR 101G. Introduction to Theatre.....3 cr.
An appreciation class introducing the non-major to all aspects of theatre. Playwrights, directors, actors, and designers visit the class. Students attend and report on main-stage productions.

THTR 105. Acting for Non-Majors.....3 cr.
This course gives non-majors experience in the depth and craft of the actor's art.

THTR 110. Acting I.....3 cr.
Basic understanding of self-expression through a variety of physical exercises, improvisation, and dialogue, culminating in character work.

THTR 115. Voice and Movement.....3 cr.
In a studio setting the use, care and development of the actor's vocal and physical instrument. Includes alignment, centering, Tai Chi, physical characterization.

THTR 130. Script Analysis.....3 cr.
Methods of analyzing scripts for the actor, director, designer, technician, and playwright.

THTR 141. Introduction to Stagecraft.....3 cr.
Basic techniques used in the construction of scenery, props, and sound. Prerequisite: majors or consent of instructor. Corequisite: THTR 141L.

THTR 141L. Stagecraft Lab.....1 cr.
Class members will assist with construction for productions in a studio environment. Prerequisite: majors or consent of instructor. Corequisite: THTR 141. Graded S/U.

THTR 142. Introduction to Costume Crafts.....3 cr.
A survey of all aspects of costuming a theatrical production. Basic construction, use of equipment, knowledge of available materials, dyeing, and millinery. Prerequisite: majors or consent of instructor. Corequisite: THTR 142L. No audits.

THTR 142L. Costume Craft Lab.....1 cr.
Class members will assist in construction for productions in a studio environment. Prerequisite: majors or consent of instructor. Corequisite: THTR 142. Graded S/U.

THTR 249. Running Crew I.....1–2 cr.
Students work on a technical aspect of a production in a rehearsal and performance environment. May be repeated for a maximum of 2 credits.

THTR 257. Introduction to CAD.....3 cr.
Project-oriented course teaching basic principles of drafting on Macintosh computers using miniCAD. Students will develop portfolios of drafted projects. Prerequisites: THTR 141 & 141L.

UNIV—University Studies

UNIV 101. Tutorial 1–3 cr.
Development of specific skills required for college courses, such as note-taking, listening, and test-taking. To be taken in conjunction with a regular designated college course. May be repeated for a maximum of 3 credits. Graded S/U.

W S—Women’s Studies

W S 201G. Introduction to Women’s Studies3 cr.
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences.

W S 202G. Representing Women.....3 cr.
Historical and critical examination of women’s contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements.

W S 250. Special Topics..... 1–4 cr.
May be cross-listed with relevant special topics courses at the 200 levels from any specific department. Specific sections will be listed in the Schedule of Classes. May be repeated under different subtitles for a maximum of 6 credits.

W S 273. Sex and Gender.....3 cr.
Analysis of changes, behaviors, and stereotypes of women and men in contemporary Western societies. Same as SOC 273.

GOVERNANCE AND PERSONNEL

Board of Regents

Anaya, Steve, President
Conniff, Laura, Vice President
Kamali, Sherry, Secretary/Treasurer
Curtis, Blake, Member
Gallagher, Robert, Member
Burn, Jennifer, Ex-Officio
Creider, Larry, Ex-Officio

Administration - Las Cruces

Martin, Michael V., President, New Mexico State University
Flores, William, Provost, New Mexico State University

Advisory Board - Grants/Cibola County Public School Board Members

Felipe Sr., Lloyd, President
Sandoval, Dion, Vice President
Thompson, Mark, Secretary
Chavez, Earl, Member
Gaines, Les, Member

Grants Campus Administration

Casados, Felicia, Campus Executive Officer
M.A., M.B.A., New Mexico Highlands University
Sheski, Harry, Campus Academic Officer
Ph.D., University of New Mexico
Lutz, Irene C., Campus Student Services Officer
M.A., Arizona State University
Chavez, Ida L., Campus Financial Officer
A.A., New Mexico State University

Professional Staff

Armstead, Beth, Student Counselor
M.A., University of Colorado
Carlson, Rosemary, Coordinator, Institutional Research
M.S., New Mexico State University
Carrica, Jeanette, Small Business Development Center
B.A., University of New Mexico
Eversole, Mark, Systems Technician III
A.A., Albuquerque Technical Vocational Institute;
Diploma, NRI Schools, Computer Programming
Kosmo, Sandee, Coordinator, Community Education
M.Div., Luther Theological Seminary;
M.S., University of Wisconsin, Stout
McGaghie, Thomas, Coordinator, Adult Basic Education
M.A., Western University of Michigan
Salcido, Alice, Assistant Administrator
B.B.A., New Mexico State University
Sanchez, Clemente, Coordinator, Small Business Development Center
M.B.A., New Mexico Highlands University

Support Staff

Dailey, Patricia, Records Technician II
Garcia, Debbie, Records Technician II
Assoc., New Mexico State University
Gurule, Gail, Accounting Technician II
Assoc., New Mexico State University
Heberling, Mary, Library Technician I
Assoc., New Mexico State University
Kormick, Nicole, Records Specialist
Assoc., New Mexico State University
Martinez, Nichol, Library Technician
A.A.S., New Mexico State University
Montaño, Veronica, Library Assistant
A.A., New Mexico State University
Simpson, Melody, Records Specialist
B.H.C.S., New Mexico State University
Torrez, Joanna, Administrative Assistant
Warner, David, Technical Support Coordinator II
A.A.S., DeVry Institute of Technology
Yazzie, Michelle, Administrative Assistant

Plant Maintenance Staff

Burdine, Jack, Construction/Maintenance Technician III
Farrell, Mike, Custodial Worker C
Toledo, Derrick, Custodial Worker A

Full-Time Faculty

Bocaz-Larson, Doug, Assistant Professor/Program Manager, Computer Science
M.S. (Education), Capella University
Carlson, Stan, Associate Professor/Program Manager, Natural Sciences
M.S. (Biology); M.S. (Statistics), New Mexico State University
Chavez-Toivanen, Marlene, Assistant Professor/Program Manager, Mathematics
M.A. (Curriculum & Instruction), New Mexico State University
Erben, Joan, Associate Professor/Program Manager, Communications
D.A. (Doctor of Arts, English), Idaho State University
Gallagher, Neal, Assistant Professor/Program Manager, Health Sciences
B.S.N. (Nursing), Western Connecticut College
Garcia, Paul, Instructor/Program Manager, Automotive Technology
B.S. (Workforce Education & Development), Southern Illinois University, Carbondale; ASE Certified
Gordon, Andrew, Professor/Program Manager, Building Trades
B.A. (Industrial Technology & Education), Western State College
Gutierrez, Richard, Professor, Welding/Drafting
B.A. (Industrial Engineering), University of Northern Colorado
Habiger, Betty, Professor/Program Manager, Business
M.S. (Training & Learning Technologies), University of New Mexico
Leach, Michael, Professor/Program Manager, Social Sciences
M.S. (Systems Management), University of Southern California,
M.A. (Geography & Sociology), University of New Mexico
Minott, Katherine, College Instructor, English
M.A., Prescott College
McDowell, Bruce, College Instructor, Electronics & Electrical Trades
B.S., University of Redlands
Ott, Charlotte, Assistant Professor, Natural Sciences
Ph.D. (Geosciences), University of Arizona

Emeritus Faculty

- Dixon, Tom**, Professor, Mathematics
Ph.D., New Mexico State University
- Johnson, Elaine**, Professor/Program Manager, Business Office Technology
M.S., University of New Mexico
- Ma, Lucy Belle**, Instructor, English, Philosophy
M.R.E., Southwestern Seminary
- MacKendrick, Sharon**, Professor, Mathematics
M.A., University of New Mexico
- Perrow, Cecelia**, Professor, History and Government
Ph.D., Northern Arizona University
- Perrow, Michael**, Associate Professor, Natural Sciences, Mathematics
M.A.T., New Mexico State University
- Rider, Marvin**, Assistant Professor, Secretarial Administration and Accounting
M.A., University of New Mexico
- Sailer, William E.**, Professor, Business Administration
Ed.D., New Mexico State University
- Strange, Patricia**, Assistant Professor, English
M.A.T., Western New Mexico University

Part-Time Faculty

- Adams, Kumen**, College Instructor, Education
M.A., Western New Mexico University
- Allen-Webb, Mary**, College Instructor, Art
B.S., Northern Arizona University
- Armstead, Beth**, College Instructor, Psychology
M.A., University of Colorado
- Armstead, Rodney**, College Instructor, Sociology
M.A., University of Texas, El Paso
- Ball, Diane**, College Instructor, History
M.A., University of New Mexico
- Baying, Martin**, College Instructor, Social Science
Ph.D., Boston University
- Bell, Steve**, College Instructor, Corrections Officer Training
Police Detective
- Bland, Daniel**, College Instructor, Art
M.A., New Mexico Highlands University
- Burke, Gail**, College Instructor, English
M.A., Ohio State University
- Cabrera, Henry**, College Instructor, English
Ph.D., Stanford University
- Calvert, Ronald**, College Instructor, Mathematics
M.A., University
- Calvert, Rosemary**, College Instructor, Bilingual Education
M.A., New Mexico State University
- Carter, Catherine**, College Instructor, Computers, English, Women's Studies
M.A., Antioch University
- Chachere, Pam**, College Instructor, Nursing Assistant
LPN, New Mexico State University at Grants
- Collins, Randolph**, College Instructor, Philosophy
J.D., Georgetown University
- Coyle, John**, College Instructor, Psychology
M.S., Oklahoma State University
- DeSoto, Tomasita**, College Instructor, Emergency Medical
B.S., University of New Mexico

Flowers, Thelma, College Instructor, Social Work
M.S.W., Arizona State University

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Assoc., New Mexico State University

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M.S., Notre Dame University

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M.S., M.B.A., University of Phoenix

Hollar, Kristina, College Instructor, Criminal Justice
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MacKendrick, Sharon, Professor, Mathematics
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McCaa, Pat, College Instructor, Business Office Technology
B.S., University of Phoenix

Meehan, Teresa, Associate Professor, Psychology/Education
Ph.D., University of New Mexico

Murray, Thomas, College Instructor, Communications/Management
Ph.D., Southern Illinois University at Carbondale

O'Connor, Kathleen, College Instructor, College Studies, Social Science & College Studies
M.A., Prescott College

Olsson, Nicole, College Instructor, Computer Technology
M.Ed., American InterContinental University

Peace, Jeffrey, College Instructor, Mathematics
M.S., New Mexico State University

Perrow, Cecelia, Emeritus Professor, History & Government
Ph.D., Northern Arizona University

Perrow, Michael, Emeritus Associate Professor, Natural Sciences, Mathematics
M.A.T., New Mexico State University

Romero, Franklin, College Instructor, Spanish
M.A., University of New Mexico

Rowley, Clayton, College Instructor, Economics, English
M.A., St. John's College of Santa Fe

Russell, Owen, College Instructor, Government
J.D., University of New Mexico

Savacheck, Mary, College Instructor, Communication
B.A., Colorado State University

Sims-West, Nancy, College Instructor, English
Ed.D., Columbia University

Staley, Michelle, College Instructor, Education
B.S., University of New Mexico

Tripp, Gayle, College Instructor, Theater and Drama
B.A., Linfield College

Warr, Frederick, College Instructor, Computers
B.A., Albertson College of Idaho

Webb, Donn, College Instructor, History
M.A., California State College at Fullerton

Vandiver, Robert, College Instructor, Health Science
B.S., New Mexico State University

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