

NEW MEXICO STATE UNIVERSITY

GRANTS

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**2008–2010
Catalog**



Academic programs at NMSU Grants 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.... Your Community College

Welcome to your community college campus!! NMSU-Grants is celebrating 40 years of continuous service to Cibola County residents as a certificate and associate degree granting public community college. We are part of the New Mexico State University (NMSU) system which is New Mexico's land grant institution. In the United States one university in each state is designated as the land grant institution. Historically our nation's land grant universities were created with the mission to provide statewide access to education and to support the Extension system to educate rural America. We are fortunate to be one of the four community colleges of NMSU, part of a 'ONE' university system in New Mexico. Our colleague NMSU community colleges are: Carlsbad, Alamogordo and Dona Ana. Our mother campus is NMSU located in Las Cruces.



Our NMSU Grants campus student population is a reflection of the uniqueness and diversity of populations indigenous to New Mexico. Annually we serve 37% Native American students from Laguna, Acoma and Zuni pueblos as well as students from the nearby Navajo Nation. Our 33% Hispanic and 30% White students hail from the City of Grants and the many historical villages located throughout Cibola County such as Milan, Seboyeta, Cubero, San Rafael and San Fidel.

Our faculty and staff work diligently to provide access to innovative educational opportunities that provide our students career opportunities in myriad fields. Our programs are detailed in this catalog and include academic and career technical opportunities in fields such as Computer Science, Creative Media, Health Care, Criminal Justice, Hospitality/Tourism Services, Auto Mechanics, Electronics, and Electricity.

Our campus also provides a strong Adult Basic Education program that enables citizens to earn a general equivalency diploma (GED). Our campus houses a Small Business Development Center (SBDC) located in our new off-site facility at 701 Roosevelt in Grants. Our SBDC offers guidance and access to loan funds to prospective and current small business owners. We have many student support services to encourage student success including the Office of Student Advisement, our Student Success Center which offers tutoring support and student access to a computer lab, a Math tutoring lab and our Library which also provides a computer lab for access to our community.

Technology has enabled our 'one' university system to provide expanded access to distance education bachelors and masters degrees to students without needing to leave Cibola County. Our first Bachelor of Science in Nursing (BSN) student cohort began in fall 2007 and will graduate in May 2009. The second cohort of ten students began their four semester BSN program fall 2008 and will graduate in May 2010. Our NMSU BSN students receive instruction along with the NMSU Las Cruces BSN students through the use of 'live' television on our Grants campus. They then are able to practice their nursing clinical experiences in Cibola County. Our local Cibola General Hospital has been an active corporate partner in helping to financially support the BSN program for Cibola County students because of their need to hire nurses.

During 2008 our campus underwent major renovations to several facilities. McClure Hall completed a \$2 million renovation and will house our Health, Creative Media, Computer Science, Arts and Construction Trades programs. With funding support from a U.S. Department of Education Title V Hispanic Serving Institutions grant we have built two new instructional television studios, one in McClure Hall and the second in Martinez Hall that will provide new ITV studios to expand distance education opportunities for our students. Our Joe Fidel Activity Center (gymnasium) and our Library have had substantial renovations that are improving academic/learning environments on our campus. Our newly purchased/remodeled off-site facility, located a few blocks from our campus, a former bank building, is housing our SBDC and will provide expanded classroom space for future workforce training programs. Please use our catalog to 'vision' the possibility for yourself as you journey towards your first career path or perhaps as you contemplate a second or third career opportunity for yourself. We are here to help in any way that we can!!

*My Warmest Regards,
Felicia Casados, President*

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 year.)
- 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 within your first semester to qualify for financial aid.
- Take the COMPASS test.** Pick up a test admission slip in Student Services. You will be tested for placement in English and Mathematics course work.
- 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.** 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 | 287-6693 |
| Education Resource Center | 287-6626 |
| Financial Aid | 287-6621 |
| Library Services | 287-6637 |
| 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 (Dr. Harry Sheski, CAO) | 287-6658 |
| 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 (Linda Marion) | 287-6641 |
| Education (Linda Marion) | 287-6641 |
| Electronic Technology (Bruce McDowell)..... | 287-6636 |
| 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 (William Serban)..... | 287-6678 |
| 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 years, 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. utilize 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.

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. See the Schedule of Courses and the Student Code of Conduct for additional information.
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.

NON-DISCRIMINATION 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.

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.
3. Students enrolled in a home-school program may be accepted to NMSU Grants if they meet the requirements for regular admission. In addition, the home-school educator must submit a transcript or document that lists the courses completed and grades earned by the student and also indicates the date the student completed or graduated from the home-school program.

NMSU Grants welcomes all students wishing to prepare themselves for the world of work or for transfer to bachelor's degree programs. NMSU Grants 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 NMSU Grants Admissions.

ASSESSMENT

Entering students are required to take the COMPASS test unless they have taken the ACT within the last year. Transfer students who have taken college level Math or English equivalent to MATH 120 or ENGL 111G courses at other accredited institutions with earned grades of C or higher are not required to take the COMPASS. The COMPASS 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.

New Student Admission – Regular Student

- Formal application for admission. Students who are enrolling at NMSU Grants pay a \$20 **non-refundable** application fee, collected at the time of application.
- Request 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 and semesters at colleges when no credit was earned. Transcripts must be in the Admissions Office within the first semester.

Transcripts must be sent directly from the high school, GED Testing Center, and/or college to NMSU Grants, Admissions 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 tentative 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 \$20 **non-refundable** application fee.
- **Official academic transcripts from all colleges previously attended.**
- **Official high school or GED transcript.**
- Financial aid 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 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.

Evaluation of Credits

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.

Transferring Courses to Fulfill the New Mexico General Education Common Core

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic adviser at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us. Courses are listed by institution, whether university or community college, under each of the five general education areas. The courses for New Mexico State University are listed in the required courses section of this catalog.

Student Responsibility

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

Transfer Credit Appeal Process

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of NMSU's transfer credit policy may be obtained from the Office of the Registrar or from the Deputy Secretary for Academic Affairs, Higher Education Department, New Mexico School for the Deaf Campus, 1068 Cerrillos Road, Santa Fe, New Mexico 87505-1650.

READMISSION

Former students of New Mexico State University or one of its branch campuses, who have not attended a NMSU campus for one year are required to make formal application for readmission. Readmission does not require an additional application fee. Applications should be submitted 30 days before the beginning of the semester or summer session for which the student plans to enroll.

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. Transcripts must be received prior to the date of registration. 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.

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 non-degree 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 courses.

Admission requirements include an application specifying non-degree status and a one-time \$20 nonrefundable application fee charged at the first registration.

CHANGE OF NON-DEGREE 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.

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 \$20 non-refundable application fee.
- Written permission from the high school principal, counselor, and parent/guardian.
- Official high school/home school transcript.
- Placement evaluation (COMPASS scores).
- Interview with Campus Student Services Officer who will verify admission status and approve courses.
- Limit to 7 credit hours of academic courses.
- At least 16 years of age.

Any student enrolled in a high school that is not accredited by the State of New Mexico must meet additional admissions requirements. Students interested in the early admission program are encouraged to discuss this with their high school counselor or parents to begin the process.

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

“Dual Credit Program” means a program that allows public high school students to enroll in college-level courses offered by a public postsecondary educational institution that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.” Dual Credit Programs are authorized by New Mexico Laws 2007, Chapter 227 (SB 943) and by the following state rules: 5.55.4 NMAC and 6.30.7 NMAC.

For further information, go to www.hed.state.nm.us .

Tuition and Cost: Tuition is waived for courses that are taken during the normal school day. School districts may pay for college textbooks but the student must return the books at the end of the semester. Meet with your high school counselor to verify your eligibility.

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 Legislative Lottery Scholarship.

Admission:

1. Students should apply for NMSU Grants DCP 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 (COMPASS), offered free of charge at NMSU-Grants. The COMPASS test determines placement into Math and English courses.
3. The NMSU-Grants Student Services Officer (CSSO) will review high school student's application for dual credit enrollment based on COMPASS scores and enrollment availability in academic classes or occupational program(s).
4. Applicants who are selected must have the written permission of their parents, high school counselor, and principal to participate in Dual Credit Program.
5. Students must obtain a current transcript from their high school registrar.

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 or pre-arranged locations i.e. high schools.

FOREIGN 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 foreign students.

A foreign 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.

U.S. Citizenship & Immigration Services:

Some of the more important rules as established by the United States Department of Homeland Security are:

1. Each student must maintain full-time student status for both the fall and spring semesters.
2. Foreign students may not work off campus without authorization. On-campus employment may be authorized under certain conditions.
3. All foreign 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 foreign 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 Foreign 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. Foreign 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 foreign student for admission to NMSU Grants Campus. The student must also submit official transcripts from his/her foreign secondary school.

Financial Support:

1. Each prospective foreign 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 foreign students. The university reserves the right to demand an advance deposit of funds for any period deemed reasonable prior to granting admission. A foreign national can never qualify for residency and must pay nonresident fees.

English Language Proficiency: New Mexico State University requires a minimum score of 500 (paper-based)/173 (computer-based)/ 61 (internet-based) or better on the Test of English as a Foreign Language (TOEFL) for all foreign students, both non-degree and degree seeking. A waiver of the TOEFL requirement may be considered for:

- 1) Students who are native speakers of English.
- 2) Student completing high school in the United States who: (a)Have attended the high school for at least two full semesters (b)Have scored in at least the 75th percentile in English on the American College Test (ACT).
- 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.
- 4) Students demonstrating English-language proficiency using methods accepted by International Programs.
- 5) Students enrolling in certain programs where English language proficiency is not required.

The university reserves the right to require any prospective foreign student to meet the 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 foreign student. Based on the results, the student is either assigned to an English class designed for foreign 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 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 President may refuse to grant admission.
2. There may be a disproportionate number of foreign students or a disproportionate number of a particular nationality in one program.
3. Academic advisers may not be available.
4. Foreign students are not usually admitted to any non-degree programs unless special training has been requested by USAID or other sponsors.
5. NMSU Grants reserves the right to refuse admission to foreign 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 is shown to students who graduate from high school in the United States.
8. NMSU Grants reserves the right to set limits on the number of international students admitted based on the percentage of foreign 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 Admissions Office and the International Programs' Office by the following suggested dates:

March 1 (for Fall semester)

October 1 (for Spring semester)

Miscellaneous Regulations:

1. All foreign 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 foreign students are not permitted to register until all International

Program requirements are met, including taking the English screening examination. All foreign 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.

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. A tribal certification may be required for out-of state residents.

All students attending summer sessions pay resident tuition.

Tuition Differentials: NMSU Grants students wishing to enroll in courses through other NMSU campuses will pay the tuition rate in effect at that campus, as well as all Distance Education fees per course. Registration and tuition payments may be made at NMSU Grants.

Application Fee: A one-time, \$20 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 \$15 after the first day of class.

Deferred Payment: A deferred payment fee of \$14 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 four payments.

All financial aid must be applied toward amounts owed. NMSU Grants 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 \$25
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 officially dropping or withdrawing from a course during a semester or summer session may receive tuition and fee adjustments 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. **Non-attendance does not constitute official course drop or withdraw. All charges to the university must be paid before refunds will be permitted.** Refunds are picked up in the Business Office or mailed to the student.

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. Should unforeseen circumstances beyond the reasonable control of the university result in curtailing classes or otherwise withdrawing services that are a normal function of NMSU, refunds of any nature will be at the discretion of the university administration.

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.

RESIDENT, NONRESIDENT STATUS

Resident or nonresident status is determined in accordance to a uniform definition established for all New Mexico institutions by the Commission on Higher Education, State of New Mexico. The NMSU Registrar's Office administers residency.

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 a certification from their commanding officer of assignment to active duty within New Mexico. Certification is required upon initial registration. All out of state members of an American Indian nation, tribe, and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate. (Residents of Cibola County for 12 months or longer qualify for the in-district tuition rates.) These include members of the following tribes or pueblos: Jicarilla Apache, Mescalero Apache, Taos pueblo, Picuris pueblo, Ohkay Owingeh, Santa Clara pueblo, Nambe pueblo, San Ildefonso pueblo, Pojoaque pueblo, Tesuque pueblo, Cochiti pueblo, Jemez pueblo, Santo Domingo pueblo, San Felipe pueblo, Zia pueblo, Santa Ana pueblo, Sandia pueblo, Isleta pueblo, Laguna pueblo, Acoma pueblo, Zuni pueblo, and the Ute Mountain tribe.

FINANCIAL AID

As an open-door institution, NMSU Grants is committed to providing equal educational opportunities to students regardless of personal, economic, or social conditions. This commitment means helping students overcome financial barriers in getting the education they seek. Each year, NMSU Grants provides aid to many students who would otherwise be unable to attend the college because of lack of funds.

The college, in conjunction with the NMSU Financial Aid Office, offers an extensive array of grants, scholarships, and loans. Grants are awarded on the basis of financial need only, while scholarships may be awarded according to academic ability, as well as financial need.

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.

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 applying for financial aid should complete a FAFSA by visiting <http://fa.nmsu.edu> 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 <http://fa.nmsu.edu>.

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 (state funded scholarships are available to undocumented students).
- 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 \$4,731, 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 (LEAP) 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, go to <http://studentaid.ed.gov/guide> (for financial aid) or see the NMSU Financial Aid website at www.fa.nmsu.edu.

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 and scholarships may not pay for courses in which an I or RR grade is received, or for audited courses. Consult your financial aid adviser for specific disbursement requirements. Mini session courses will be considered for payment only if registered in course by the last date to add a course in August or January.

Scholarships and Other Aid

State, institutional, federal, tribal, local company and agency 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, visit the university's scholarship website at www.fa.nmsu.edu/sch.html, or visit the Student Services Office which provides current information on local scholarships. Students planning to complete a Bachelor's degree through NMSU Las Cruces are reminded of the March 1 deadline for priority scholarship applications. Students will also need to have their status changed from Grants to the College of their choice, i.e. Education, Health & Social Services, etc.

Many students 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

Campus Director Scholarship: Tuition and Fees—High School Requirements: 3.0 GPA. Renewable: 3.0 cumulative GPA and 12 graded credits each semester. High School Seniors and current students are advised to apply early, April 1 for the Fall semester and December 1 for the Spring semester.

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

Opportunity Scholarship: One Semester Tuition Award—High school requirements: 2.5 GPA. High School Seniors are advised to apply early (by April 1) as there are limited funds to award.

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 66.6 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 <http://fa.nmsu.edu>, and all required documentation to the Financial Aid Office. 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

NMSU Grants programs are approved by the Director of Veteran's Education and Training for enrollment of persons eligible to receive education benefits from the Department of Veterans' Affairs (DVA).

For certification of benefits, contact the Certifying Official in the Office of Student Services, Room 05, Martinez Hall.

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' Certifying Official when one of the following occurs:

1. Registration
2. Dropping/adding a course
3. Withdrawing from course(s)
4. Discontinuing regular 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 an 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 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.

ACADEMIC AND STUDENT SUPPORT SERVICES

Academic Advising: The Student Services Office offers centralized academic advising throughout the academic year to meet the needs of its student population. Academic advising is an ongoing, shared partnership between a student and an adviser

that focuses on helping the student identify, plan and achieve academic, career and life goals.

Advisers provide academic advising services to all students and prospective students for programs offered at NMSU Grants, as well as advising information for students transferring to NMSU Las Cruces or any other college or university in the state of New Mexico.

In an academic advising session students and advisers engage in:

- Developing an awareness of values, interests, abilities, skills, and potential
- Identifying academic, career and life options and goals
- Choosing an academic program
- Strategically planning out steps toward graduation
- Identifying effective academic study skills and habits
- Solving problems that impede progress toward an academic goal
- Referrals to appropriate campus and community resources
- Learning how to use the my.nmsu.edu portal, the STAR degree audit, and FAFSA online
- Selecting courses
- Registering for courses
- Referrals to scholarships, internships, and employment opportunities

Program managers and faculty are also available for specific program and course questions. Refer to posted office hours to make an appointment with program managers and faculty.

When to seek advising

New Students will meet with an adviser and register for courses prior to their first semester. Students with a "hold" will also need to meet with an adviser.

Transfer and readmitted students should meet with an adviser their first semester. Upon transfer evaluation of prior credit, students will also meet with an adviser.

Continuing students should plan ahead and meet with their adviser every semester well in advance of continuing student registration. Students nearing the completion of their certificate or degree should meet with an adviser at least one semester prior to graduation.

WEB REGISTRATION

After being admitted and receiving academic advising, eligible students may register for classes on the Web at my.nmsu.edu. For additional information, refer to the current Schedule of Classes.

Upon completing online registration, a copy of the registration document may be obtained at the Business Office, room 05, Martinez Hall.

The Web registration system will not accept requests for S/U grading option unless the course is offered exclusively on an S/U basis. Likewise, the system will not accept requests for Audit grading option. To request S/U or Audit grading for courses, see an adviser.

Students need to use their NMSU User ID and Password to access Web registration through the my.NMSU.edu website. If a student forgets their User ID and Password, the system will allow students to reset it online, provided they answer a security question correctly. If these attempts fail, students must consult with the ICT staff on campus.

STUDENT SERVICES

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. Students may voluntarily disclose disability in order to petition for services with Student Services.

Services for Students with Disabilities:

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

Students who may require assistance are encouraged to contact the Campus Student Services Officer/ADA Coordinator at 287-6678 (TDD 287-7981) prior

to enrollment in classes. To provide quality services, SSD procedures include self-identification of persons with disabilities and determination of their eligibility for services. Students with disabilities must request services and provide appropriate documentation from schools, agencies, physicians, psychologists, and/or other qualified diagnosticians. Each semester, the student's instructors are informed in writing as to what accommodations are needed. Documentation must be provided on an annual basis to the Campus Student Services Officer. If the student needs to modify the accommodations, it is the student's responsibility to alert the Campus Student Services Officer.

If challenged by a disability, students may receive the following forms of free assistance: interpreters, note taking assistance, readers, enlarged print, recordings for the blind and dyslexic, computer/software adaptations, alternative assessments and evaluations, telecommunications device (TTY), alternative keyboards, accessible furniture, specialized career information, and referral and liaison for many of these services. Equipment and accommodations are obtained with the assistance of agencies such as the Division of Vocational Rehabilitation (DVR) and the Commission for the Blind.

Career Counseling: 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 Adviser's Office, individually by appointment, or at the Student Success Center, room 125, Martinez Hall. Professional Career Counseling assessments are also available in Student Services.

Personal Counseling: Personal and relationship problems can occasionally interfere with your studies. A counselor is available for short term counseling for students whose difficulties are school related and temporary in nature. The counselor will also provide appropriate community referrals for students needing services other than brief interventions. The counselor is available to faculty and staff, as well as for interventions or assessments which may be needed for disruptive or distressing circumstances on campus. The counselor is available in Student Services, Room 05, Martinez Hall.

Cooperative Learning Program: NMSU Grants Cooperative Learning Program, also known as "Co-op", 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. For more information, students are encouraged to contact the Program Manager and refer to the program of study in the Catalog.

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 Bookstore is located in Martinez Hall near the Library and is open to students, faculty and staff. They may purchase new and used textbooks, supply and clothing items. To benefit all students and keep book prices at the lowest possible level, refunds are not normally available.

Computers: NMSU Grants Computer Usage Guidelines

NMSU Grants provides four computer labs for student use only located in Room 122 (Drafting – CAD), Room 121 (Business), Room 124 (Computer Science) and Room 127 (Student Success Center). The Business, Computer Science, and CAD labs are available only during class time or for majors on an individual basis. The computer lab in the Student Success Center (SSC) is an open lab available to all students, but is not available for public use. The hours for the SSC open lab change from semester to semester and are posted on the door.

NMSU Grants also provides computers for public and student use in the library (12 computers) and the Cyber Café (4 computers). The hours for these two locations are posted and change based on whether classes are in session or not. Although these computers are available to the general public, NMSU Grants student use takes priority.

NMSU Grants is a completely wireless campus. Wireless access is available everywhere on campus. To gain access to the wireless network, contact the IT Department to obtain a password. You must have anti-virus software installed on your laptop to gain access to NMSU Grants wireless network.

NMSU Grants provides computer technology, including Internet access for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which:

- Is conducive to learning;
- Is free of illegal acts;
- Shows respect for the rights and dignity of others.

Acceptable Use:

The intent of these general computer use guidelines is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on guidelines noted in this document, NMSU Grants officials may at any time make determinations that specific uses are or are not appropriate or acceptable. If asked by an NMSU Grants official, you must be prepared to present a course syllabus and/or assignment that would necessitate the use of computers for activities otherwise deemed as unacceptable by these guidelines. It is **not acceptable** to use the college's computer equipment or facilities:

- For any illegal purpose or act.
- To transmit harassing, indecent, obscene, discriminatory or fraudulent materials or messages.
- To transmit or receive any materials in violation of either state or federal laws (e.g. copyright laws).
- To send fraudulent or forged email messages using the account of another person.
- To harass another user or violate another user's rights.
- To access pornography or other offensive or inappropriate material.
- To copy or attempt to copy any software or files without authorization.
- To distribute unauthorized software.

General Rules:

- Food and drink are not allowed in the computer labs, including the Cyber Café.

- Student work is to be saved on CD or USB flash drive. Personal files left on the computer will be deleted.
- Computers are available on a first-come, first-serve basis.
- Use of computers is limited to two hours. Users working for more than two hours can be asked to relinquish their computer to users who are waiting.
- NMSU Grants is not responsible for personal items left unattended.
- Be considerate of others by keeping noise and other disruptions to a minimum.
- All cell phones are to be turned off or set to silent while in the lab.
- Printing large files is prohibited. Please limit your printing to material that is really needed.
- Children are not allowed in the college's open laboratories. Children 14 years up through age 18 may use the Cyber Café and library computers for educational purposes IF accompanied by a parent or guardian.
- Headphones must be used at all times when listening to any form of audio materials and must be set at a level that does not disturb others around you. Students are responsible for providing their own headphones.
- Users are not allowed to remove any college hardware, software, or data without permission.
- Do not modify or attempt to modify system configurations or hardware without authorization.

The use of NMSU Grants computer technology is a privilege extended to all users. Inappropriate or unacceptable use of this technology may result in loss of this privilege.

College IT personnel may monitor information on the computer networks or on individual computers or computer systems. Complaints of possible inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be forwarded to the IT Department.

The open and library labs have their own specific computer use guidelines. Please read them before using of their computers.

Students may refer to:

http://www.nmsu.edu/Resources_References/CandN/public_html/Guidelines/index.html for additional NMSU security, policies, and guidelines.

Distance Education Coordinator:

Advising is available for transitioning to a Bachelor's degree program through NMSU Distance Education and the College of Extended of Learning. As a student is nearing completion of an Associate's degree, the student will be referred to the D.E. Coordinator. The D. E. Coordinator may be reached at 505-287-6693 or 287-6678. Refer to pg. 39 for additional information on Bachelor's degrees available through the Distance Education program.

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 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 twelve 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. The Library houses a collection of New Mexico legal materials as a service to the local community, but no longer maintains a Law Library. 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 the most up-to-date information or visit the Library's website: <http://grants.nmsu.edu/library.html>.

Small Business Development Center:

The Small Business Development Center (SBDC) is located at 701 E. Roosevelt Ave., in Grants. The SBDC offers free counseling and guidance for business owners, prospective owners, and managers. The SBDC is designed with the small business person in mind. Whether in business for some time or just starting out, the SBDC can help address issues and problems encountered by small business owners. As a member of the New Mexico Small Business Development Center Network, SBDC's experienced staff can help you:

- Explore business ownership opportunities in Cibola County
- Start a new business or make an established one more efficient and profitable
- Create alternatives for solving problems
- Measure your success potential
- Improve your management skills
- Access a wealth of business resources

Specialized Consulting

SBDC staff is available for specialized consulting to help business owners develop an individual plan for your business. Staff will help create alternatives to solve business-related marketing problems and offer assistance for effective record keeping, accounting, and inventory control.

Business Education

The SBDC offers individualized tutoring in accounting, marketing, and various aspects of management that can help you avoid costly mistakes. Special arrangements can be made for SBDC staff to come to businesses to discuss strategies. Seminars and workshops are available to improve business and management skills. For more information, contact the SBDC Director or staff at 287-8221.

Small Wonders Child Care Center: This private daycare operates on the NMSU Grants Campus and is available for student, faculty, and staff families as well as the public. Students receive a small discount on the rates. There is frequently a waiting list for all ages and you are encouraged to contact the Director as early as possible. For more information, call Small Wonders Child Care Center at 287-8373.

Student Conduct: The policies and procedures related to student conduct are published in the NMSU Grants [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/Student

Activities: 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. Additional student clubs may become chartered each academic year and

vary based upon student interests. Examples of clubs at NMSU Grants are Phi Theta Club, the Poco Loco Club, NM Skills, STEM, Native American Student Group, and the Hispanic Student Group. To find out more about student government and how to create a chartered club on campus, call the Student Services Office at 287-7981.

Student Success Center: Located in Martinez Hall, Room 125, the Student Success Center (SSC) offers registered students a quiet study area, test proctoring, and free one-on-one tutoring in most subjects. The SSC is also the college testing center, administering the COMPASS test to new students. The SSC offers a variety of software such as PLATO learning systems, which is a self-paced tutorial program for Math, English, Biology, and Chemistry, as well as the Mavis Beacon typing software and the Rosetta Stone Spanish language acquisition software. The Education Resource Center (see ERC description in catalog) and the Open Computer Lab (Room 127) are part of the SSC.

Children on Campus: Children should not be left unattended anywhere on campus, including the Cyber Café, Library, Student Lounge, and the TV area. Refer to the Computer Usage Guidelines on pages 19-20 for additional information. Occasionally faculty may permit children in the classroom, however the student must discuss this with their instructor prior to class and this would be an exception. NMSU Grants 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.

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 schedule of classes.

University Credits:

The unit of university credit is the semester hour, which is the equivalent of one hour's recitation (lecture) 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 equal 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.**

BASIC ACADEMIC SKILLS

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. Non-accredited 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 non-accredited 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.
- *Coursework.* Students scoring below 23 on ACT mathematics exams and below 70 on the 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) MATH 111 and MATH 112G; (b) 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 COMPASS 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 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.

NEW MEXICO HIGHER EDUCATION DEPARTMENT COMMON CORE:

Effective 2006, freshmen entering New Mexico State University are required to complete 35-36 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 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.**

Transferring Courses to Fulfill the New Mexico General Education Common Core

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public

institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

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.

New Mexico Higher Education Department – lower division general education common core transfer curriculum

AREA I: Communications (9 semester hrs.)

College Level English Composition..... 3-4 hrs
 College Level Writing.....3 hrs
 Public Speaking (oral communication).....3 hrs

AREA II: Mathematics (3 semester hrs.)

College Algebra (or higher level)3 hrs
 Calculus3 hrs
 Other College-Level Mathematics.....3 hrs

AREA III: Laboratory Science (8 semester hrs.)

General Biology with Lab4-8 hrs
 General Chemistry with Lab.....4-8 hrs
 General Physics with Lab4-8 hrs
 Geology/Earth Science with Lab4-8 hrs
 Astronomy with Lab.....4-8 hrs

AREA IV: Social/Behavioral Sciences* (6-9 semester hrs.)

Economics (Macro or Microeconomics)3 hrs
 Intro to Political Science.....3 hrs
 Intro to Psychology.....3 hrs
 Intro to Sociology3 hrs

Intro to Anthropology3 hrs

**AREA V: Humanities and Fine Arts*
(6-9 semester hrs.)**

Intro to History Survey3 hrs
Philosophy3 hrs
Intro Course in History, Theory, or Aesthetics of the
Arts or Literature3 hrs

**A student must have 9 hours in one of these areas*

TOTAL: 35-36 hours

**NEW MEXICO HIGHER EDUCATION
DEPARTMENT LOWER DIVISION
GENERAL EDUCATION COMMON CORE
TRANSFER CURRICULUM GENERAL
EDUCATION COMMON CORE
COMPETENCIES**

AREA I: Communications

1. Analyze and evaluate oral and written communication in terms of situation, audience, purpose, aesthetics, and adverse points of view.
2. Express a primary purpose in a compelling statement and order supporting points logically and convincingly.
3. Use effective rhetorical strategies to persuade, inform, and engage.
4. Employ writing and/or speaking processes such as planning, collaborating, organizing, composing, revising, and editing to create presentations using correct diction, syntax, grammar, and mechanics.
5. Integrate research correctly and ethically from credible sources to support the primary purpose of communication.
6. Engage in reasoned civic discourse while recognizing the distinctions among opinions, facts, and inferences.

AREA II: Mathematics

1. Display, analyze, and interpret data.
2. Demonstrate knowledge of problem solving strategies.
3. Construct valid mathematical explanations
4. Display an understanding of the development of mathematics.
5. Demonstrate an appreciation for the extent, application, and beauty of mathematics.

AREA III: Laboratory Sciences

1. Describe the process of scientific inquiry.
2. Solve problems scientifically.
3. Communicate Scientific information

4. Apply quantitative analysis to scientific problems.
5. Apply scientific thinking to real world problems.

AREA IV: Social and Behavioral Sciences

1. Identify, describe, and explain human behaviors are influenced by social structures, institutions, and processes within the contexts of complex and diverse communities.
2. Articulate how beliefs, assumptions, and values are influenced by factors such as politics, geography, economics, culture, biology, history, and social institutions.
3. Describe ongoing reciprocal interactions among self, society, and the environment.
4. Apply the knowledge base of the social and behavioral sciences to identify, describe, explain, and critically evaluate relevant issues, ethical dilemmas, and arguments.

AREA V: Humanities and Fine Arts

1. Analyze and critically interpret significant primary texts and/or works of art (this includes fine art, literature, music, theatre, and film).
2. Compare art forms, modes of thought and expression, and processes across a range of historical periods and/or structures (such as political, geographic, social, cultural, religious, intellectual).
3. Recognize and articulate the diversity of human experience across a range of historical periods and/or cultural perspectives.
4. Draw on historical and/or cultural perspectives to evaluate and/or all of the following contemporary problems/issues modes of expression, and contemporary thought

**THE NEW MEXICO GENERAL
EDUCATION COMMON CORE**

Consult the following website for the most up-to-date listing: www.hed.state.nm.us/colleges/matrix.asp

AREA I: COMMUNICATIONS (Select 9-10 credits)

English Composition – Level 1

| | |
|---|---|
| ENGL 111G, Rhetoric and Composition | 4 |
| ENGL 111H, Rhetoric and Composition, Honors | 4 |
| SPCD 111G, Advanced ESL Composition | 4 |

English Composition – Level 2

| | |
|---|---|
| ENGL 203G, Business and Professional Communication..... | 3 |
| ENGL 211G, Writing in the Humanities and Social Sciences | 3 |
| ENGL 218G, Technical & Scientific Communication | 3 |
| ENGL 311G, Advanced Composition | 3 |
| ENGL 318G, Advanced Technical and Professional Communication..... | 3 |

Oral Communication

| | |
|--|---|
| AXED 201G, Effective Leadership and Communication in Agricultural Organizations..... | 3 |
| COMM 253G, Public Speaking..... | 3 |
| COMM 265G, Principles of Human Communication | 3 |
| HON 265G, Principles of Human Communication-Honors..... | 3 |

AREA II: MATHEMATICS/ALGEBRA (Select 3 credits)

| | |
|---|---|
| E ST/STAT 251, Statistics for Business and Behavioral Sciences..... | 3 |
| HON 210G, The Accidental Mathematician | 3 |
| MATH 121, College Algebra | 3 |
| MATH 142G, Calculus for the Biological and Management Sciences..... | 3 |
| MATH 190, Trigonometry and Precalculus | 3 |
| MATH 191, Calculus and Analytic Geometry I..... | 3 |
| MATH 192, Calculus and Analytic Geometry II | 3 |
| MATH 291, Calculus and Analytic Geometry III..... | 3 |
| MATH 112G, Fundamentals of Elementary Mathematics II..... | 3 |
| MATH 210G, Math Appreciation | 3 |
| MATH/HON 275G, Spirit and Evolution of Mathematics | 3 |
| STAT 271, Statistics for Psychological Sciences..... | 3 |

AREA III: LABORATORY SCIENCE (Select 8 credits)

| | |
|---|---|
| AGRO/HORT 100G, Introductory Plant Science | 4 |
| ANTH 130G/ANTH130GL, Human's Place in Nature: Introduction to Biological Anthropology | 4 |
| ASTR 110G, Introduction to Astronomy..... | 4 |
| ASTR 105G, The Planets | 4 |
| BIOL 101G/101L, 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 |
| CHEM 111/111L, General Chemistry I..... | 4 |
| CHEM 112/112L, General Chemistry II..... | 4 |
| E S 110G, Introduction to Environmental Science..... | 4 |
| GEOG 111G, Geography of the Natural Environment | 4 |
| GEOL 111G, Survey of Geology | 4 |
| GEOL 212, The Dynamic Earth..... | 4 |
| HNFS 263G, Food Science I..... | 4 |
| HON 205G, Life, Energy, and Evolution..... | 4 |
| HON 219G, Earth, Time, and Life | 4 |

| | |
|--|---|
| PHYS 110G, Great Ideas of Physics..... | 4 |
| PHYS 120, Introduction to Acoustics..... | 4 |
| PHYS 211/L, General Physics I..... | 4 |
| PHYS 212/L, General Physics II..... | 4 |
| PHYS 215/L, Engineering Physics I..... | 4 |
| PHYS 216/L, Engineering Physics II | 4 |
| PHYS 221/211L, General Physics for Life Sciences/Laboratory | 4 |
| PHYS 222/212L, General Physics for Life Sciences II/Laboratory | 4 |

AREA IV: SOCIAL/BEHAVIORAL SCIENCES**(Select 6-9 credits)**

| | |
|---|---|
| AG E 210G/HNFS 210G, Survey of Food and Agriculture Issues | 3 |
| ANTH 120G, Human Ancestors | 3 |
| ANTH 125G, Introductions 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 |
| C J 101, Introduction to Criminal Justice..... | 3 |
| 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 120G, Culture and Environment..... | 3 |
| GOVT 100G, American National Government | 3 |
| GOVT 110G, Introduction to Political Sciences..... | 3 |
| GOVT 150G, American Political Issues..... | 3 |
| GOVT 160G, International Political Issues..... | 3 |
| HL S 150, Personal Health and Wellness..... | 3 |
| HON 203G, Understanding the Science of Human Behavior..... | 3 |
| HON 232G, The Human Mind..... | 3 |
| HON 235G, The World of Anthropology | 3 |
| HON 237G, Archaeology: Search for the Past..... | 3 |
| HON 248G, The Citizen and the State: Great Political Issues | 3 |
| HON 249G, American Politics in a Changing World | 3 |
| LING 200G Introduction to Language | 3 |
| PSY 201G, Introduction to Psychology..... | 3 |
| SOC 101G, Introduction to 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 |
| W S 202G, Representing Women | 3 |

AREA V: HUMANITIES AND FINE ARTS (Select 6-9 credits)

| | |
|---|---|
| ART 101G, Orientation in Art..... | 3 |
| ART 110G, Visual Concepts..... | 3 |
| ART 295G, Introduction to Art History I..... | 3 |
| ART 296G, Introduction to Art History II..... | 3 |
| DANC 101G, Dance Appreciation | 3 |

| | |
|--|---|
| ENGL 115G, Perspectives on Literature..... | 3 |
| ENGL 116G, Perspectives on Film..... | 3 |
| ENGL 220G, Introduction to Creative Writing..... | 3 |
| ENGL 244G, Literature and Culture..... | 3 |
| HIST 101G, Roots of Modern Europe..... | 3 |
| HIST 102G, Modern Europe..... | 3 |
| HIST 201G, Introduction to Early American History..... | 3 |
| HIST 202G, Introduction to Recent American History..... | 3 |
| HIST 211G, East Asia to 1600..... | 3 |
| HIST 212G, East Asia Since 1600..... | 3 |
| HIST 221G, Islamic Civilizations to 1800..... | 3 |
| HIST 222G, Islamic Civilizations Since 1800..... | 3 |
| HON 208G, Music in Time and Space..... | 3 |
| HON 216G, Encounters with Art..... | 3 |
| HON 220G, The World of the Renaissance: Discovering the Modern..... | 3 |
| HON 221G, Seeking the Way: Spirit and Intellect in Premodern China..... | 3 |
| HON 222G, Foundations of Western Culture..... | 3 |
| HON 225G, History of Ethics..... | 3 |
| HON 226G, Puzzles, Paradoxes, and Truth..... | 3 |
| HON 227G, Plato and the Discovery of Philosophy..... | 3 |
| HON 228G, Religion and the State..... | 3 |
| HON 229G, The New Testament as Literature..... | 3 |
| HON 230G, Bamboo and Silk: The Fabric of Chinese Literature..... | 3 |
| HON 234G, The Worlds of Arthur..... | 3 |
| HON 239G, Medieval Understandings: Literature and Culture in the Middle Ages..... | 3 |
| HON 241G, Telling American Stories: Society and Culture in Early America..... | 3 |
| HON 242G, Claiming an American Past..... | 3 |
| HON 244G, Masterpieces of World Literature..... | 3 |
| HON 270G, The World Theatre..... | 3 |
| MUS 101G, Introduction to Music..... | 3 |
| MUS 201G, History of Jazz in Popular Music: A Blending of Cultures..... | 3 |
| PHIL 101G, The Art of Wondering..... | 3 |
| PHIL 136G, The Quest for God..... | 3 |
| PHIL 201G, Introduction to Philosophy..... | 3 |
| PHIL 211G, Informal Logic..... | 3 |
| PHIL 223G, Ethics..... | 3 |
| THTR 101G, Introduction to Theater..... | 3 |

**A student must have 9 hours in one of these areas.

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.

Transferring Courses Within Degree Programs

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are made up of and agreed upon number of hours and courses. When discipline module courses are taken in addition to the 35-hour general education core, the total numbers of hours in a transfer module are approximately 64.

Student Responsibility

New Mexico's colleges and universities have collaborated to produce 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 within maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer course work will meet the requirement of the desired degree.

Complaint Procedure for Transfer Credit Appeal

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of

course work from the other public institutions in the state. A copy of NMSU's complaint policy may be obtained from the Office of the Registrar or from the Deputy Secretary for Academic Affairs, Higher Education Department, New Mexico School for the Deaf Campus, 1068 Cerrillos Road, Santa Fe, New Mexico 87505-1650.

GRADES AND ENROLLMENT STATUS

Satisfactory Progress: A full-time student is making satisfactory progress when the cumulative number of credits earned at NMSU Grants, 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 on the Web, but students must have an active my.NMSU.edu account in order to do. Grade reports may be ordered via the 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.** The first occurrence with a C or better grade will count in earned/passed hours. Future attempts will not count in earned/passed hours. If a student repeats a course eligible for grade substitution in which they have earned a D and then fails the course, the second grade of F will not be substituted for the original grade.

Neither credits nor grade points may be earned by repeating a course for which a grade of C or higher has already been received. Repeat option applies only to eligible courses that were completed prior to the time a student awarded a degree at NMSU Grants.

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 or a copy of the document will be mailed to the student's official permanent address as recorded in the Registrar's Office.
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.

Grade Point Average: A student's NMSU semester and cumulative GPAs will be based solely on courses taken at NMSU or under an approved National Student Exchange.

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 transfer plus NMSU credits.
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.

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, 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.

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 (\$50.00/course).

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.

RECOGNITION FOR ACADEMIC ACHIEVEMENT

Crimson Scholars Program

To be eligible for the Crimson Scholars Program, all students must be degree seeking and enrolled for three or more credits per semester at NMSU. New entering freshmen must have a minimum ACT standard composite score of 26 or better or an ACT score of 24 and a 3.75 High School GPA. Eligibility for currently enrolled students is a minimum cumulative GPA of 3.5 for 12 or more graded credits at NMSU. Sophomores, Juniors, and Seniors (28 or more credits) must maintain a minimum cumulative GPA of 3.5. Transfer students must have at least a 3.5 cumulative GPA for 12 or more graded credits from their previous institution(s) or complete 12 or more graded credits at NMSU and maintain a 3.5 cumulative GPA for eligibility. Currently enrolled Crimson Scholars whose cumulative GPAs drop below the required 3.5 or the minimum 3

credits/semester will be dropped from the program. A new Crimson Scholar “eligible” computer list will be run every semester on September 15 and February 1.

In recognition of the student’s academic achievement, the designation “Crimson Scholar” is placed on the student’s transcript and they are recognized at commencement with special regalia and a notation in the program (Crimson Status for 90 GPA hours). Students are entitled to early registration and special library privileges. A lapel pin is given to students who complete 24 GPA hours. Semesters need not be consecutive. The Campus Student Services Officer will be notified of students earning a lapel pin and students will be able to pick the pin up from the Campus Student Services Officer. Students who are registered as a Las Cruces student will receive their lapel pin from the College in which they are enrolled, i.e. Education, Business, etc.

For additional information, contact the Campus Student Services Officer.

Published Report of Academic Achievement

Following the close of the semester, the university will publish 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 in the college will be named to the Published Report of Academic Achievement.

The designation *Meritorious Graduate* is awarded to the top 15 percent of the students receiving associate degrees within each college in any one academic year; the students must have completed 45 or more credits with computable grades at NMSU Grants.

Phi Theta Kappa

PTK is the International Honor Society for two-year colleges, providing opportunities for development in scholarship, leadership, service, and fellowship. Membership is offered to students who have achieved a 3.5 grade point average, have completed a minimum of 12 hours of coursework leading to an associate’s degree, and have demonstrated leadership qualities.

REGISTRATION FOR CLASSES

Students may register for classes in person by seeing an academic adviser or at my.nmsu.edu. Timelines and instructions are found in the Schedule of Classes issued each semester.

Change in Registration may be processed only in accordance with college regulations and with appropriate signatures. *It is the responsibility of the student to initiate official withdrawal from a course. 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 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.
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 any NMSU 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 necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. On the main campus, withdrawal begins at the Registrar’s Office. At all other campuses, withdrawal begins at the Student Services Office. Applicable dates are published in the university calendar for all regular sessions.

Attendance and Student Performance

Students are expected to attend regularly all classes for which they are registered. Students making satisfactory progress in their classes will be excused from classes when they are representing NMSU on a university sponsored event (e.g. ASNMSU president representing NMSU at legislative session, student athletes competing

in NMSU scheduled athletic event, or students attending educational field trips and conferences). Authorized absences do not relieve the student of their class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Specific class attendance requirements are determined by the instructor of the course.

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 and with the concurrence of the course department head and the student's academic dean, 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 through the Student Academic Grievance Policy.

Only enrolled students, for credit or for audit, are permitted to attend classes. A student who has officially withdrawn 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.

Administrative Withdrawals

When an administrative withdrawal from a course is initiated for a student who is representing the university at an official out-of-town event, the withdrawal will become effective upon the return of the student to the university from that event or five class days after the signed drop slip arrives in the dean's office, whichever is sooner.

Privacy Rights (FERPA)

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974": Student's name, address, email address, telephone listing, 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.

NMSU Grants will request students sign a release of information for various requests such as scholarship

recommendations, information provided to family members, and for the use of student photos in our publications. These release forms are available at the Business Office/Student Services in Martinez Hall.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who 1) plan to seek employment on campus or 2) wish to receive financial aid. In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. 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 Appeals

Procedure for Initiating Grievance Complaints: This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by the university or its employees, disputes with faculty 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 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 steps detailed below. Should the alleged grievance not involve a faculty member or course, the student is to appeal directly to the department head or associate dean for academics in whose area or college the alleged grievance occurred.

1. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than 30 days into the fall semester following the summer session in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and department head within ten working days of receipt of the student's written appeal. Should the course under appeal be a library course, the student

or faculty member should appeal to the associate dean of the library as the next step.

2. Appeal to the department head: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the department head in which the course in question is taught. This is to be done within ten days of the receipt of the faculty member's written decision. The faculty member, the department head, and the student are to meet to discuss the problem. The department head will send a written response outlining his or her decision to the student and faculty member within ten days of this meeting.
3. Appeals to the associate dean for academics or associate dean of the library: If a satisfactory decision cannot be reached among the department head, the faculty member, and the student, the student or the faculty member may submit a written state of appeal to the associate dean for academics of the college in which the course was taught. This is to be done within ten working days after the receipt of the written decision by the department head. The associate dean may request a written recommendation from an Academic Appeals Board. Should this be the case, the Academic Appeals Board will conduct a hearing with the student and faculty member (not necessarily at the same time) to review the merits of the appeal. They may also ask for supporting evidence for or against the appeal. The Academic Appeals Board will submit the written recommendation to the associate dean within five working days following the conclusion of their process. The associate dean may meet with the student, faculty member, and department head to discuss the appeal (not necessarily at the same time). The associate dean will submit a written response outlining his or her decision to the student, faculty member, department head, and dean within ten days of the last meeting.
4. Appeals to the dean: The dean of the college or library in which the course is taught or in whose college the alleged grievance occurred may, at his or her discretion, review the appeal upon the written request of the student or faculty member and render a final decision. An appeal to the dean is the last step in the appeals process and the dean's decision cannot be appealed further. Should the dean not choose to review the appeal, the decision of the associate dean for academics or associate dean of the library is final.
5. Exceptions to the time involved: The associate dean for academics or associate dean of the library may waive the normal time frame for appeals for compelling reasons. Regardless of circumstances, academic appeals must be initiated with the course

instructor within two years of the conclusion of the semester or summer session in which the course was taken.

6. Enrollment: A student need not be enrolled at the university to initiate an appeal.

Academic Appeals Board:

Within each college of the university or the library an academic appeals board will be appointed by the associate dean for academics to hear student appeals. The appeals board will consist of three faculty members and two students.

Maintenance of Records:

Instructors and/or departments shall keep records used to compute individual grades for two years after the completion of a course. If a grade has been appealed, these records shall be kept for at least two years after completion of the appeal. Departments, colleges, or library may require that records be kept for longer periods.

Academic Misconduct

Students at NMSU 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 necessarily 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 or colleges.

ACADEMIC STANDING

Please see section on incomplete, *I*, grades to determine the effect of removal of *I* grades on academic standing.

Academic Warning, Probation and Suspension:

When students do not maintain adequate academic standing, they begin a progress of Academic Warning to

Academic Probation I and II, and finally to Academic Suspension. Each stage imposes more structure and limitations on the student in order to help them return to normal academic standing. The intent is not to punish, but to help the student return to normal academic standing and success. Since some of these limitations involve limitations on the number of credit hours, students on Probation or Suspension may be subject to loss of financial aid. It is the responsibility of the student to determine the impact of their changed academic standing on their financial aid. Notification to students of academic warning, probation, or suspension appears on the student's grade report at the end of each grading period.

Academic Warning: Issued when a student's cumulative GPA falls below a 2.0 while in good academic standing. The relevant associate dean for academics or campus academic officer will send the student a letter detailing the consequences should the cumulative grade point remain below a 2.0 at the conclusion of the semester.

While under Academic Warning the following restrictions apply:

1. The student may be required to enroll in a 3-hour special study skills/time management course specifically designed for students on Academic Warning for the first time, or an equivalent approved by the appropriate associate dean or CAO of their campus.
2. Students will be required to enter into a contract with their advisor, approved by their department head that place further stipulations on Academic Warning. The contract may include, but is not limited to the following:
 - The student may be required to take at least one repeat course to try to greatly improve the GPA.
 - Except for the special study skills/time management course, the student's coursework may be restricted to the major.
 - The student may be required to get tutoring help.
 - The student may be required to see an academic counselor on a specified time schedule.
 - The number of hours a student may register for may be restricted (due to extenuating circumstances such as the student's workload commitments).

The associate dean or CAO may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to regular status.

Summer Courses:

A student may use summer classes to try to get warning or probationary status removed. Under no circumstances may a student on Academic Warning or Academic Probation be allowed to register for an overload.

Academic warning status is continued if the student withdraws from the university.

Probation or suspension status applies to all subsequent enrollments.

Academic Probation

There are two stages in Academic Probation.

Academic Probation I: This occurs when a student under Academic Warning has a semester GPA less than 2.0, and the cumulative GPA remains below 2.0 at the conclusion of the semester or if the student maintains a semester GPA greater than 2.0 while on Academic Probation I but the cumulative GPA is still less than 2.0. Under Academic Probation I the following conditions apply:

1. The student cannot enroll in more than 13 hours of coursework during the semester. Note: Students falling below 12 credits in any one semester will jeopardize their financial aid. Should this occur, students should see the associate dean in their college as soon as possible to try to implement corrective measure,
2. The student will enter into a contract or individualized education plan with their adviser and approved by the associate dean or CAO that place further stipulations on Academic Probation I. The associate dean or CAO may place the student on Academic Probation II or Academic Suspension should the student not adhere to the stipulations of the contract.
3. Students on Academic Probation receiving educational benefits from the Veterans' Administration must obtain counseling from the Office of Veterans' Programs.

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to

regular status. Until the latter happens the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I.

Academic Probation II: Issued when a student falls below a semester 2.0 GPA, and the cumulative remains below a 2.0 GPA, while on Academic Probation I. Or, if the student maintains a semester GPA greater than 2.0 while on Academic Probation II but the cumulative GPA is still less than 2.0.

1. The student cannot enroll in more than 7 hours of coursework during the semester.
2. As with rule 2 under Academic Warning and Academic Probation I and at the discretion of the associate dean or CAO, the student will be required to enter into a contract with their adviser, and approved by the associate dean or CAO, to place further stipulations on Academic Probation II.

The Associate Dean or CAO may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

The student must maintain a semester 2.0 GPA or higher until the cumulative GPA reaches a 2.0 or higher at which time they are placed on regular status. A student unable to maintain a semester GPA of 2.0 or higher, and the cumulative remains below 2.0 GPA, while under Probation II will be placed on Suspension.

Transfer students.

Students (admitted under special provisions) whose transcripts indicate less than a 2.0 GPA are admitted on Academic Probation I.

Continuing in probationary status

Students may continue to enroll while on Academic Probation I or II provided they maintain a semester GPA of 2.0 or higher. They are continued on that same level of Academic Probation if they withdraw from the university while on Academic Probation.

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 *I* grade 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;(3) exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

Academic Suspension

When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II, they are placed on Academic Suspension. Students under Academic Suspension are not allowed to take NMSU courses while under suspension. Students on Academic Suspension must sit out a minimum of 1 semester and then petition the Provost or designee to be removed from Academic Suspension. At this time the suspension status will be evaluated for possible removal. Should the suspension be lifted, the student is placed on Academic Probation II until such time that the cumulative GPA equals or exceeds a 2.0. At the discretion of the Provost or designee, the student will enter into a contract approved by the Provost or designee and the student's Dean or CAO setting stipulations to have the suspension removed. Failure to adhere to the contract will return the student to Academic Suspension.

Under certain conditions, a student may be re-admitted at NMSU under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university (see p2, Undergraduate Catalog). Credits earned at another university or college while under Academic Suspension from NMSU or another university or college, will be accepted at NMSU only after the student demonstrates satisfactory progress over a period of two semesters after being re-admitted or admitted to NMSU. Acceptance of transfer credits that count toward degree requirements is still governed by the rules established by the student's respective college or campus.

Effect of summer attendance

Students suspended at the close of the spring semester may have their Academic Suspension rescinded if they attend summer session at NMSU or one of its branch colleges. Such attendance must raise the combined spring semester and summer GPA to 2.0 or better.

A certification of eligibility to attend summer session at NMSU after a spring semester Academic Suspension is available to the suspended student who wishes to attend summer sessions at other institutions.

Disciplinary Probation and Suspension

NMSU 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" of the Student Handbook or can be obtained from the Admissions office.

Withdrawal from NMSU Grants 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.

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 President'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.

Curricular 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. In all other cases, the current catalog is effective. Catalogs are effective Summer Session I through Spring Semester.

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) 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 catalog as indicated under "Graduation Requirements."

The latest date for substitution or waiver of required courses for candidates for degree 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. Degrees earned are recorded on the final academic transcript. Graduation fees must be paid as listed in the section, "Costs".

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.

NMSU does not normally re-issue diplomas or certificates in the event the original becomes lost or damaged. Official transcripts may be reordered.

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: A charge of \$5 is made for any official transcript of credits. No

transcript of credits will be released if the student is in debt to the university.

Official name changes on transcripts will be processed only if a student is currently enrolled and a written request is submitted.

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.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Note: Curricular 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.

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.

Associate Degrees in:

| | |
|------------------------------------|----|
| Applied Business | 44 |
| Criminal Justice | 45 |
| Criminal Justice/Corrections | 46 |
| Early Childhood Education..... | 47 |
| Education..... | 48 |
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Associate of Applied Science Degrees in:

| | |
|-----------------------------|----|
| Automotive Technology | 51 |
| Computer Technology | 52 |
| Electronic Technology..... | 53 |
| Tourism Services* | 54 |
| Web Mastery | 55 |
| Welding Trades | 56 |

Certificates in:

| | |
|------------------------------------|----|
| Applied Accounting* | 57 |
| Automotive Technology | 57 |
| Building Trades | 57 |
| Business Office Technology* | 57 |
| Computer Technology | 58 |
| Corrections Officer Training | 58 |
| Criminal Justice/Corrections. | 58 |
| Digital Film Technology | 58 |
| Drafting Trades..... | 59 |
| Early Childhood Education..... | 59 |
| Electrical Trades..... | 59 |
| Electronic Technology..... | 60 |
| Nursing Assistant..... | 60 |
| Web Design & Development..... | 60 |
| Web Fundamentals | 61 |
| Welding Trades | 61 |

*Pending program 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.

A Note about Occupation Education Courses

Students planning to pursue a four-year degree at New Mexico State University after completing their studies at NMSU Grants need to be aware that not all occupational-education courses taken at NMSU Grants (usually those with the "OE" or "BOT" prefix) will apply toward a given major at NMSU. The number of NMSU Grants credits that may be counted toward a four-year degree depends on the major selected and any agreements providing for the acceptance of the occupational-education courses.

It is best for students to consult advisers at both NMSU Grants and NMSU early in their associate degree program to insure that the maximum number of credits will apply toward the bachelor's degree program selected.

All students should take the COMPASS Test 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 lower division 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 Certificate 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. Additionally, speak with a Financial Aid adviser to ensure the certificate program is eligible for financial aid.

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.

Service Learning

Service Learning is a form of "hands on" learning that combines service to the community with classroom learning. It has four components: Academics, Service to the community; Reflection of Service; and Civic Engagement and Responsibility. Non-profit organizations, governmental agencies, and educational facilities cooperate with students and faculty to engage that student in a service learning placement that coincides with the material being learned in the class. Courses that include a service learning component will be outlined in the Schedule of Classes.

Learning Community

The Learning Community in an NMSU Grants project, initiated through workshops with the Institute for Higher Education Policy, designed to enable entry-level students more human interaction and more content-integration that is traditional on our campus. The project's primary goal is to improve student retention and success on the Grants' campus by fostering interaction and cooperation. Courses identified to be included in the Learning Community will be identified in the Schedule of Classes.

DISTANCE EDUCATION

Distance Education (DE) at NMSU is defined as the formal education process of delivering instruction so that students physically remote from the campus of program origin and/or instructor may participate. Students who live a significant distance away from the main campus or have scheduling conflicts due to family or work obligations often find distance education as the best solution to educational advancement. The NMSU Office of Distance Education in Las Cruces serves these students.

Distance Education Delivery

Distance education undergraduate degree programs at NMSU are delivered using both technology and face-to-face instruction at off-site locations such as NMSU branch campuses. Degrees are listed below according to their primary delivery method. For complete information, please visit the Office of Distance Education web site at <http://distance.nmsu.edu/> and <http://extended.nmsu.edu/>.

Bachelor's Degree Completion Programs

All undergraduate degree programs offered through NMSU Distance Education are Bachelor degree completion programs. These programs require that students have all lower-division (100 and 200 level) credits completed before admittance into the program. DE Bachelor degree completion programs normally require two years (a minimum of 48 upper division credits) of 300 and 400 level upper-division coursework to finish.

Technology-Based Programs

Distance education programs listed under this category are delivered primarily using distance learning technologies. In some cases, programs may require brief residencies on the main campus for orientations, assessment, etc. Technologies used to deliver distance education at NMSU include:

- WebCT (Web Course Tools): Enables an instructor to integrate the Internet into delivery of a course.
- Centra: A synchronous web delivery solution for conducting virtual or "live" classroom events through the Web.
- NMSU Media Services: Provides course delivery through cable television, satellite, teleconferencing, and more.

Courses may use a "blended approach" to instruction integrating two or more types of technologies above to promote engaging and effective learning.

Bachelor's Degree Completion Programs

- Bachelor of Arts (BA) in Sociology
- Bachelor of Business Administration (BBA)
- Bachelor of Criminal Justice
- Bachelor of Human and Community Services (BHCS)
- Bachelor of Information and Communication Technology
- Bachelor of Science in Hotel, Restaurant, and Tourism Management

Off-Site/Extension Programs

Distance education programs listed under this category are delivered primarily face-to-face at off-site/extension locations. Often, these courses will enhance instruction and learning with technology. Programs are located at NMSU two-year and Albuquerque Center campuses, as well as other locations throughout the state. The degree completion programs below are available at one or more off-site/extension locations.

Bachelor's Degree Completion Programs

- Bachelor of Science (BS) in Elementary Education
- Bachelor of Science in Nursing (BSN)

Applying NMSU Grants Degrees and Credit towards Bachelor's Degree Programs

Many NMSU Grants courses apply toward Bachelor's degree programs at NMSU and other universities. When planning to transfer, it is best to consult with advisers at both NMSU and the university you have chosen.

The following programs offered at NMSU Grants articulate with bachelor's degree programs at NMSU.

- **Associate of Arts Degree** to all departments in the NMSU College of Arts and Sciences
- **Associate of Science Degree** to all departments in the NMSU College of Arts and Sciences

- **Criminal Justice** to the Department of Criminal Justice in the NMSU College of Arts and Sciences
- **Early Childhood and Education programs** to the NMSU College of Education
- **Pre-Business** to all departments in the NMSU College of Business
- **Social Services** to the College of Health and Social Services
- **Computer Technology** to the NMSU Information and Communication Technology Department, College of Engineering.

In addition to the specific programs listed above, any associate of applied science degree at earned NMSU Grants may be applied in its entirety toward the Bachelor of Applied Studies or Bachelor of Individualized Studies degree offered by NMSU's College of Extended Learning.

For additional information on the upper division requirements to complete a bachelor's degree, contact the Distance Education Coordinator at NMSU Grants.

**ASSOCIATE OF ARTS DEGREE
66 credits**

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 New Mexico Higher Education Department Common Core 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 |
| 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 |

TOTAL9

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 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 |

TOTAL9

**ELECTIVE COURSE REQUIREMENTS –
32 credits**

| | |
|--|----|
| COLL 101, College/Life Success..... | 3 |
| Any lower division elective course(s)..... | 29 |

TOTAL 66 credits

NOTE: Developmental (“N” courses) are not counted as part of graduation requirements; up to 9 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 MATH 111/112G, MATH 120, or higher level Math. Refer to the NMSU-Grants Catalog for Basic Skills Requirement options.

**ASSOCIATE OF SCIENCE DEGREE
66 credits**

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 200G, PSY 201G, or WS 201G..... | 3 |
| <i>Select three credits from Social Analysis:</i> | |
| ECON 201G, ECON 251G, ECON 252G, GEOG 112G, 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 120..... | 3 |
| MATH 142G or 210G | 3 |

Select six credits from:

| | |
|---|---|
| MATH 121, MATH 180, 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

Select from:

| | |
|---|------|
| 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 lower division electives..... | 3-4 |

TOTAL 66 credits

**NMSU College of Health & Social Service
Department of Nursing Pre-requisites**

| | |
|--|-----|
| ENGL 111G..... | 3-4 |
| SOC 101G | 3 |
| Critical Thinking (CS/COMM/PHIL) | 3 |
| HIST (101/102/201/202G)..... | 3 |
| PSY 101G..... | 3 |
| MATH 210G or MATH 142G..... | 3 |
| Fine Arts/Lit. (art/music/thtr/engl) | 3 |
| C EP 110G..... | 3 |
| HNFS 251 or 163..... | 3 |
| CHEM 110G..... | 4 |
| BIOL 225..... | 4 |
| BIOL 226..... | 4 |
| BIOL 211G/L | 4 |
| BIOL 221G/L | 4 |

The above courses must be completed or currently enrolled in at the time of application to the BSN program.

The following courses are allowed following admission, however STAT 251 is required to be completed by the end of the first Nursing semester:
ENGL 211/218/311/318G 3
STAT 251 (**MATH 120 is a pre-requisite**)..... 3
2 VAWW (upper division specific courses)..... 6

APPLIED BUSINESS
Associate Degree
67 credits

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.

GENERAL EDUCATION REQUIREMENTS – 19 credits

- COMM 253G, Public Speaking **or**
 COMM 265 G, Principles of Human Communication3
- C S 110G, Computer Literacy3
- 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

Note: Students planning to continue on to a Bachelor's in Business Administration, the NMSU College of Business accepts OEBU 110 for BUSA 111. Degree changes/approvals may be forthcoming.

CRIMINAL JUSTICE

Associate Degree
66 credits

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 Associate degree satisfies the first two years of the Distance Education Bachelor of Criminal Justice.

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

Critical Thinking/Analysis 3

PHIL 101G, The Art of Wondering **or**

PHIL 201G, Introduction to Philosophy

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

Human Thought and Behavior 3

ANTH 201G, Introduction to Anthropology **or**

LING 200G, Introduction to Language **or**

PSY 201G, Introduction to Psychology

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

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**

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**

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 I 3

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 Success 3

Other electives 8

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.

The College of Arts & Sciences requires completion of a second language through the 212 level for Bachelor's degrees. See the main campus catalog for additional information on how to satisfy this requirement.

**CRIMINAL JUSTICE/CORRECTIONS
Associate Degree
72 credits**

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 to incorporate Corrections credit for those students who have completed the Correctional Officer Certificate.

GENERAL EDUCATION REQUIRMENTS – 32 credits

Arts & Sciences Core.....32
 CS 110G.....3
 ENGL 111G.....4
 ENGL 211G or ENGL 203G or ENGL 218G3
 MATH 210G.....3

Basic Natural Science (w/lab).....4
 One of the following: ASTR 110G,
 BIOL 101G, BIOL 110G, BIOL 111G/L,
 CHEM 110G, GEOG 111G, GEOL 111G,
 PHYS 110G

Critical Thinking/Analysis3
 PHIL 101G or PHIL 201G

Historic Perspectives.....3
 One of the following: HIST 101G, HIST 102G,
 HIST 201G, HIST 202G

Human Thought and Behavior3
 One of the following: ANTH 201G, LING 200G,
 PSY 201G

Literature and Fine Arts.....3
 One of the following: ENGL 244G, ART 101G,
 MUS 101G, THTR 101G

Social Analysis.....3
 One of the following: ECON 201G, ECON 251G,
 ECON 252G, GEOG 112G,
 GOVT 100G, GOVT 110G, GOVT 150G,
 GOVT 160G, JOUR 105G, SOC 101G,
 SOC 201G, WS 201G

**CRIMINAL JUSTICE/CORRECTIONS CORE ...
.....31**

OEPS 150 Correctional Officer I.....4
 OEPS 180 Correctional Officer II.....4
 OEPS 250 Correctional Officer III4
 OEPS 280 Correctional Officer IV4
 CJ 101 Introduction to Criminal Justice.....3
 CJ 205 Criminal Law I.....3
 CJ 210 American Law Enforcement System3
 CJ 230 Introduction to Corrections.....3
 CJ 250 Courts and the Criminal Justice System.....3

Elective Course Requirement.....9
 COLL 1013
 Lower division electives6

TOTAL..... 72 credits

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

For students planning to pursue a Bachelor’s in Criminal Justice through Distance Education, the Associate in Criminal Justice requirements remain required.

EARLY CHILDHOOD EDUCATION
Associate Degree
71 credits

Contact: Linda Marion, Program Manager, 287-6653

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 Theater | 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 |
| <i>Science: Select 2 courses from 2 different areas</i> | <i>8</i> |
| 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 | |
| GEOG 111G, Survey of Geology or | |
| GEOG 111G, Geography of the Natural Environment | |
| PHYS 110G, The Great Ideas of Physics | |
| <i>Select one of the following courses</i> | <i>3</i> |
| 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 | |
| GOVT 100G, American National Government | |
| GOVT 110G, Introduction to Political Science | |
| SOC 101G, Introductory Sociology | |
| <i>Select 2 courses from the following</i> | <i>6</i> |
| 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, & Learning | 3 |
| ECED 125, Health, Safety & Nutrition | 2 |
| ECED 135, Family & Community Collaboration..... | 3 |
| ECED 215, Curriculum Development & Implementation I..... | 3 |
| ECED 220, Practicum I | 2 |
| ECED 225, Curriculum Development & Implementation II..... | 3 |
| ECED 230, 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 |
| RELATED COURSE REQUIREMENT – 3 credits | |
| MATH 111, Fundamentals of Elementary Mathematics I..... | 3 |
| ELECTIVE COURSE REQUIREMENT – 3 credits | |
| COLL 101, College/Life Success | 3 |
| TOTAL | 71 credits |

EDUCATION
Associate Degree
68 credits

Contact: Linda Marion, Program Manager, 287-6653

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, 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

Science: Select 3 courses from 3 different areas 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

Select 2 courses from 2 different areas 6

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

- Select 2 courses from the following* 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

ELECTIVE COURSE REQUIREMENT – 3 credits

- COLL 101, College/Life Success 3

OTHER ELECTIVES – 6 credits

- Select 2 courses from the following* 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

PRE-BUSINESS
Associate Degree
68 credits

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. Students are advised to complete the NM Higher Education Department Common Core Courses to meet NMSU College of Business requirements.

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, Financial Accounting 3
- BUSA 111, Business in the Global Society..... 3

RELATED COURSE REQUIREMENTS –
12 credits

- MATH 120, Intermediate Algebra..... 3
- MATH 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
- Any one Natural Science (w/ lab) Course..... 4
- Any two General Education Electives 6
- Any other approved lower division elective 3

TOTAL 68 credits

Note: The NMSU College of Business, which approves this degree, requires a C or better in MATH 120.

Students may take either C S 110G or BCIS 110G.

The College of Business prefers students take PSY 201G to satisfy the general education social sciences core. All students are required to have 15 credits in the Social Sciences and Humanities Core.

Additionally, students must have 2 four credit natural sciences to satisfy the common core Science requirements.

SOCIAL SERVICES

Associate Degree

66 credits

Program Manager: William Serban, 287-6678

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 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 | |
| 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 lower division elective courses | 4 |

TOTAL 66 credits

Students taking this degree are encouraged to consult with an adviser or the program manager for anticipated approved degree changes forthcoming in 2008-2009.

AUTOMOTIVE TECHNOLOGY
Associate of Applied Science
68 credits

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
66 credits

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. There are opportunities for employment in a variety of settings including software support, computer repair, information management, networking and education.

(See also Certificate in Computer Technology)

*NOTE: Students who plan to seek admission into NMSU's online Bachelor of Information and Communication Technology should take a course in Java Programming (CS187 or OECS195) for their elective.

TOTAL..... 66 credits

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 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
- C S 209, Special Topics 2
- Any lower division elective courses 5*

ELECTRONIC TECHNOLOGY
Associate of Applied Science
67 credits

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 |
|--------------------------------------|---|

ELECTIVE COURSE REQUIREMENTS –
7 credits

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

TOTAL **67 credits**

Note: Students may substitute DRFT 135 for OEES 155.

TOURISM SERVICES
Associate of Applied Science
66 credits

**All OEHS courses at NMSU Grants are pending
New Mexico Higher Education Department approval.*

**Pending anticipated approval in 2008-2009.
Consult an adviser or program manager.*

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 120, Intermediate Algebra | 3 |
| OEBU 201, Work Readiness & Preparation..... | 2 |
| *OEHS 201, Introduction to Hospitality Industry | 3 |
| *OEHS 202, Front Office Operations..... | 3 |
| *OEHS 203, Food & Beverage Operations | 3 |
| *OEHS 204, Promotion of Hospitality Services..... | 3 |
| *OEHS 205, Housekeeping, Maintenance & Security | 3 |
| *OEHS 206, Travel & Tourism Operations | 3 |
| *OEHS 208, Hospitality Supervision | 3 |
| *OEHS 217, Introduction to Gaming Operations* | 3 |
| *OEHS 221, Cooperative Experience I | 3 |

**Pending course approval*

**RELATED COURSE REQUIREMENTS –
9 credits**

| | |
|--|---|
| ANTH 116, Native Peoples of the American Southwest or SOC 270, Sociology of the Chicano Community | 3 |
| COLL 101, College/Life Success | 3 |
| GEOG 205, Local Geography or HIST 261, New Mexico | 3 |

TOTAL..... 66 credits

WEB MASTERY
Associate of Applied Science
66 credits

Communication Technology should take a course in Java Programming (CS187 or OECS195) for their elective.

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 Literacy | 3 |
| 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 120, Intermediate Algebra or any higher level MATH course..... | 3 |
| PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology | 3 |

WEB MASTERY CORE – 34 credits

| | |
|--|---|
| OECS 125, Operating Systems..... | 3 |
| OECS 185, PC Maintenance & Selection I | 1 |
| 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 216, Programming for the Web | 3 |
| OECS 218, Web Page Programming Support | 3 |
| OECS 221, Cooperative Experience I | 3 |
| OECS 260, Introduction to HTML | 3 |
| CMT145 Image Processing or ART 161, Digital Imaging I..... | 3 |
| CMT 230, Web Page Development I..... | 3 |
| CMT 275, Web Page Development II | 3 |

ELECTIVE COURSE REQUIREMENTS – 13 credits

| | |
|---|----|
| COLL 101, College/Life Success | 3 |
| OEBU 210, Marketing..... | 3 |
| C S 209, Special Topics..... | 2 |
| Any lower division elective course(s) | 5* |

TOTAL 66 credits

*NOTE: Students who plan to seek admission into NMSU's online Bachelor of Information and

WELDING TRADES
Associate of Applied Science
66 credits

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 Communication | 3 |
| C S 110, Computer Literacy | 3 |
| ENGL 111G, Rhetoric & Composition | 4 |
| ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication..... | 3 |
| MATH 120, Intermediate Algebra or OEW 118, Technical Math for Welders | 3 |
| PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology | 3 |

WELDING TRADES CORE – 39 credits

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

**ELECTIVE COURSE REQUIREMENTS –
8 credits**

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

TOTAL 66 credits

APPLIED ACCOUNTING

Certificate
15 Credits

Program Manager: Betty Habiger, 287-6646

*Pending program approval

REQUIREMENTS

| | |
|---------------------------------------|---|
| C S 110G, Computer Literacy | 3 |
| OEBU 216, Business Math..... | 3 |
| ACCT 251, Management Accounting | 3 |
| ACCT 252, Financial Accounting | 3 |
| FIN 210, Personal Finance | 3 |

AUTOMOTIVE TECHNOLOGY

Certificate
33 Credits

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
33-34 Credits

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

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 or OEBT 118.

| | |
|---|-----|
| 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

BUSINESS OFFICE TECHNOLOGY

Certificate
15 Credits

Program Manager: Betty Habiger, 287-6646

*Pending program approval

REQUIREMENTS

| | |
|------------------------------------|---|
| CS 110G, Computer Literacy | 3 |
| BOT 105, Business English I..... | 3 |
| OEBU 216, Business Math..... | 3 |
| BOT 203, Office Procedures I | 3 |
| BOT 213, Word Processing..... | 3 |

TOTAL 15 credits

COMPUTER TECHNOLOGY

Certificate
24 credits

Program Manager: Doug Bocaz-Larson, 287-6656

Students are given a variety of hands-on experiences to prepare them for computer related careers. There are opportunities for employment in a variety of settings including software support, computer repair, information management, networking and education.

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
16 credits

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

CRIMINAL JUSTICE/CORRECTIONS

Certificate
31 credits

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

Criminal Justice/Corrections Core

| | |
|--|---|
| OEPS 150 Correctional Officer I..... | 4 |
| OEPS 180 Correctional Officer II..... | 4 |
| OEPS 250 Correctional Officer III | 4 |
| OEPS 280 Correctional Officer IV | 4 |
| CJ 101 Introduction to Criminal Justice..... | 3 |
| CJ 205 Criminal Law I..... | 3 |
| CJ 210 American Law Enforcement System | 3 |
| CJ 230 Introduction to Corrections | 3 |
| CJ 250 Courts and the Criminal Justice System..... | 3 |

TOTAL 31 credits

DIGITAL FILM TECHNOLOGY*

Certificate
25 credits

**Effective Fall 2008, pending approval*

Program Manager: Doug Bocaz-Larson, 287-6656

The certificate in Digital Film Technology introduces individuals to the basics of producing videos for personal or business use. Students will also be prepared for entry-level work in the growing New Mexico film industry as production assistants.

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 I..... | 3 |
| CMT electives | 6 |

TOTAL 25 credits

DRAFTING TRADES

Certificate
33 credits

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

| | |
|---|-------------------|
| DRFT 151, Construction Principles & Blueprint Reading | 4 |
| DRFT 109, Computer Drafting Fundamentals | 3 |
| DRFT 114, Introduction to Mechanical Drafting/Solid Modeling..... | 3 |
| DRFT 118, Geometry for Drafting | 3 |
| DRFT 180, Construction Drafting I..... | 4 |
| DRFT 135, Electronics Drafting I | 3 |
| DRFT 143, Civil Drafting Fundamentals | 3 |
| DRFT 176, Computer Drafting in 3-D | 3 |
| DRFT 220, Construction Drafting II | 4 |
| DRFT 276, Computer Rendering & Animation | 3 |
| TOTAL | 33 credits |

EARLY CHILDHOOD EDUCATION

Certificate
33 credits

Contact: Linda Marion, 287-6653

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 |
|---|---|

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
32 credits

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
33 credits

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

Note: DRFT 135 may be substituted for OEES 155.

NURSING ASSISTANT

Certificate
15 credits

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 COMPASS scores. Speak with an adviser regarding English and Math requirements and refer to course descriptions in the back of this catalog.

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

WEB DESIGN AND DEVELOPMENT

Certificate
39 credits

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 |
|---|---|

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 |
| CMT 145 Image Processing or ART 161, Digital Imaging I..... | 3 |
| CMT 230, Web Page Development I..... | 3 |
| CMT 275, Web Page Development II | 3 |

RELATED COURSE REQUIREMENTS – 5 credits

| | |
|-------------------------------|---|
| OEBU 210, Marketing..... | 3 |
| C S 209, Special Topics | 2 |

TOTAL: 39 credits

WEB FUNDAMENTALS

Certificate

16 credits

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 |
| CMT 230, Web Page Development I..... | 3 |

RELATED COURSE REQUIREMENTS –

2 credits

| | |
|------------------------------|---|
| C S 209, Special Topics..... | 2 |
|------------------------------|---|

TOTAL 16 credits

WELDING TRADES

Certificate

33-34 credits

Program Manager: Richard Gutierrez, 287-6645

WELDING REQUIREMENTS

| | |
|---|-----|
| OEWT 100, Structural Welding I..... | 6 |
| OEWT 105, Introduction to Welding or OEAT 105, Welding..... | 3-4 |
| OEWT 110, Blueprint Reading (Welding) | 3 |
| OEWT 115, Structural Welding II..... | 6 |
| OEWT 118, Technical Math for Welders or MATH 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

COURSE DESCRIPTIONS

Courses are listed with the following format:

ART 260. Painting.....3 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 Accounting.....3 cr.
Emphasis on financial statement interpretation and development of accounting information for management. For engineering, computer science, and other non-business 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 Cultures.....3 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 Anthropology.....3 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

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.

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,A3 cr. (2+4P)
Introduction to clay arts. Techniques of hand building, 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 Biology 3 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 Microbiology 3 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 Microbiology 3 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. Zoology 3 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 II 4 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 Evolution 3 cr.
Basic principles of genetics (historical background, variation, mutation, heredity) and evolution (historical background, natural selection, adaptation, speciation). For majors and non-majors. Prerequisite: BIOL 110G or BIOL 111G. Branch campuses only. Offered on demand only.

BLAW—Business Law, Department of Finance

BLAW 230. Business Law 3 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 Basics 3 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 Formatting 3 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 103N 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 I3 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 II3 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 Transcription3 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
Communications3 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 Composition.....4 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 II.....4 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, for I/P individually paced sections only.

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 Reading 1–3 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 English 1–3 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 Topics 1–3 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 is General Education alternative to CHEM 110G.

CHEM 112. General Chemistry II4 cr. (3+3P)
Descriptive and theoretical chemistry. CHEM 111/112 is 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 Justice 1–3 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 Corrections.....3 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 Design 1 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 140. Print Media I..... 3 cr. (2+2P)
Creation and design of publications and presentation materials using page layout software. May be repeated for a maximum of 6 credits.
- CMT 145. Image Processing I.....3 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 Foundations.....4 cr. (2+4P)
Accelerated course covering concepts and techniques of industry-stand 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 155. Selected Topics.....1-4 cr.
Specific titles to be announced in the *Schedule of Classes*. May be repeated for a maximum of 18

credits. Same as OEGR 155.

- 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 I.....3 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.
- 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.

CMT 292. Creative Media Studio..... 3 cr. (2+2P)
A studio environment where students specialize in creating film-festival quality and portfolio-ready projects under the supervision of faculty. Prerequisites: CMT 190 and CMT 195 or CMT 160. May be repeated for a maximum of 6 credits.

CMT 295. Professional Portfolio Design and Development..... 1-3 cr.
Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Same as OEGR 280.

CMT 298. Independent Study..... 1-3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: minimum GPA of 3.0 and sophomore standing. May be repeated for a maximum of 6 credits. Same as OEGR 298.

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 synthesis of information gathered.

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.

DANC – Dance

*pending approval

DANCE 122 1 cr.
Covers major Latin social dances including samba, mambo, tango, chacha, and ramba. May be repeated for a maximum of 2 credits

DRFT- DRAFTING

DRFT 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.

DRFT 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.

DRFT 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.

DRFT 114. Introduction to Mechanical Drafting/Solid Modeling 3 cr. (2+2P)
Students will learn 3-D visualization, mechanical drafting, and dimensioning skills as solid modeling skills are developed. Working drawings, assembly models, and assembly drawings will be introduced. May be repeated for a maximum of 6 credits. Corequisite: DRFT 108.

DRFT 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 CCDM 104N.

- DRFT 130. General Building Codes 3 cr. (2+2P)
 Interpretation of the Building Code, local zoning codes, A.D.A. Standards and the Model Energy Code to study construction and design requirements and perform basic plan checking. Prerequisite: DRFT 130.
- DRFT 135. Electronics Drafting I 3 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: DRFT 108 and DRFT 109.
- DRFT 143. Civil Drafting Fundamentals..... 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: DRFT 109. Same as E T 143 and SUR 143.
- DRFT 151. Construction Principles and Blueprint Reading..... 4 cr. (4+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.
- DRFT 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: DRFT 151.
- DRFT 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: DRFT 108 and DRFT 109.
- DRFT 214. Advanced Mechanical Drafting/Solid Modeling 3 cr. (2+2P)
 Advanced mechanical drafting/solid modeling techniques and topics will be studied using the student's software(s) of choice. Students will use any of the 3-D solid modeling software packages that are available on campus as they develop these skills, as well as develop a thorough working knowledge of the use of GD&T in Mechanical Drafting/Solid Modeling. Detailed class projects will be assigned, and presentations will be required. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 114 or DRFT 176.
- DRFT 220. Construction Drafting II..... 4 cr. (2+2P)
 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: DRFT 109.
- DRFT 222. Surveying Fundamentals 3 cr. (2+2P)
 Elementary surveying and civil drafting theory and techniques for non engineering 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: DRFT 108, DRFT 109, and DRFT 118 or MATH 180.
- DRFT 230. Building Systems Drafting 3 cr. (2+2P)
 Development of drawings for electrical, plumbing, and HVAC systems, for residential and commercial building. Use of related CAD software. Prerequisite: DRFT 180.
- DRFT 240. Structural Systems Drafting..... 4 cr. (2+4P)
 Study of foundations, wall systems, floor systems and roof systems in residential, commercial and industrial design/construction. Produce structural drawings including foundation plans, wall and building sections, floor and roof framing plans, shop drawings and details; schedules, materials lists and specifications. Use of various software. Prerequisite: DRFT 180.

- DRFT 243. Land Development Drafting 3 cr. (2+2P)
Advanced civil/survey technology and drafting related to land development. Emphasis is on relevant terminology codes/standards, and the production of complex working drawings such as subdivision plats, local utility and drainage plans, construction details roadway P P, etc., according to local development/ agency standards. Prerequisite: DRFT 143 and DRFT 153.
- DRFT 255. Independent Study 1-3 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. Consent of instructor required. May be repeated for a maximum of 6 credits.
- DRFT 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: DRFT 108.
- DRFT 276. Computer Rendering and Animation I 3 cr. (2+2P)
Introduction to technical applications of computer generated renderings and animations for the architecture and engineering fields. 3D models, photo-realistic renderings, and basic animation movie files will be produced utilizing industry standard modeling and animation software.
- DRFT 278. Advanced CAD Applications 3 cr. (2+2P)
Introduction to advanced Autodesk AutoCAD applications, usage techniques, user customization, and basic AutoLisp programming. Techniques for interfacing AutoCAD drawings into other software packages and presentations will be explored. Internet based research of alternative CAD software packages and solutions will be performed. Prerequisite: DRFT 109.
- DRFT 288. Portfolio Development 4 cr. (2+4P)
Production of a portfolio consisting of student produced work related to individualized projects based on degree option. Completed portfolio to include, working and presentation drawings, material take-offs, cost estimates, specifications, 3D models, renderings, and technical animation files as assigned by the instructor. Job search and resume preparation activities will also be required. Consent of instructor required.
- DRFT 290. Special Topics 1-4 cr.
Topics subtitled in the Schedule of Classes. May be repeated for a maximum of 12 credits.
- DRFT 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.
- 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 Education3 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 Education2 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 COMPASS 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 COMPASS 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 Literature3 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 Communication3 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 Sciences3 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 Communication3 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 Writing3 cr.
Introduction to imaginative writing. Guided experimentation with short pieces of personal writing, both poetry and prose.

ENGL 240. Introduction to Literature3 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 Shakespeare3 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 Culture3 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 I3 cr.
From the colonial period to the transcendentalists.

ENGL 252. Survey of American Literature II3 cr.
From Whitman to the present.

ENGL 294. Introduction to Southwestern Literature3 cr.
Introduction to literature of the American Southwest. Prerequisite: ENGL 111G or concurrent enrollment. Branch campuses only.

ENGL 299. Special Topics1–3 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 Investments3 cr.
Individual financial planning and related financial markets and institutions. Branch campuses only.

FREN—French

FREN 111. Elementary French I4 cr.
French language for beginners.

FREN 112. Elementary French II4 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 II3 cr.
Speaking, reading, and writing. Prerequisite: C or better in FREN 211.

GEOG—Geography

GEOG 109. The Atmosphere and Hydrosphere3 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 Lithosphere3 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 Environment4 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 Geography3 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 120G. Culture and Environment.....3 cr.
Study of human-environmental relations: how the earth works and how cultures impact or conserve nature. Introduction to relationships between people and natural resources, ecosystems, global climate change, pollution, and conservation.

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 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 Topics1–3 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 Government3 cr.
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence.

GOVT 110G. Introduction to Political Science3 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 Issues3 cr.
Current developments and issues in world politics.

HIST—History

HIST 101G. Roots of Modern Europe3 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 Careers 1–3 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 non-majors. Offered on demand only.

JOUR—Journalism and Mass Communication

JOUR 105G. Introduction to Mass Communications3 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 Language3 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 skills requirement in mathematics may be met by earning a grade of C or higher in both MATH 111 and MATH 112G, or in any lower-division mathematics course numbered 120 or above. For other options, see Basic Academic Skills in the General Information chapter.

A student may not receive credit for a lower-division mathematics course if it serves as a prerequisite to a lower-division math course that the student had previously passed with a grade of C or better.

NOTE: Students without an adequate placement score to enroll in MATH 111, MATH 120 or MATH 210G can gain admission to the course by earning a C or better in CCDM 114N at an NMSU branch campus. Students wishing to enroll in MATH 121, 142G, 180, 191, 230, 235, 279, 280, or STAT 251 must satisfy one of the following: (a) have passed the stated prerequisite course with a C or better, or (b) have earned an adequate score on the COMPASS Mathematics Test, 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 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. Prerequisite: C or better in CCDM 114n or adequate score on placement test.

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. Prerequisite: C or better in Math 120 or adequate score on placement test.

MATH 142G. Calculus for the Biological and Management Sciences I 3 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 121.

MATH 180. Trigonometry 3 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 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. Prerequisite: C or better in Math 121.

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.

MATH 192. Calculus and Analytic Geometry II 3 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 Appreciation 3 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 Programming 3 cr.
Linear algebra, linear programming and network models, with applications to the behavioral sciences. Prerequisite: C or better in Math 121.

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 190.

MATH 280. Introduction to Linear Algebra.....3 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 Management3 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 Systems.....4 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
Alignment5 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.

OEAT—Occupational Education, Building Trades

Offered at Branch Campuses only

OEAT 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.

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

OEAT 105. Woodworking Skills II3 cr. (1+4P)
Advanced woodworking skills to include use of advanced power tools, power tool safety, and supervised construction. Prerequisite: OEAT 104 or consent of instructor.

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

OEAT 118. Math for Building Trades3 cr.

Geometry, algebra, arithmetic, and basic trigonometry pertaining to mathematical applications in the building trade field. Prerequisite: CCDM 103N. Same as OEET 118, OEDG 118, OEPB 118.

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

OEAT 221. Cooperative Experience I 1–4 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.

OEAT 255. Special Topics 1–6 cr.
Topics to be announced in the Schedule of Classes.

OEAT 290. Special Problems in Building Technology 1–4 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. Graded S/U.

OEBU 232. Personal Finance 3 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 Technology..... 3 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 195. Java Programming I 1-3 cr.
Developing of skills in programming business systems using the computer language Java. Prerequisite: one semester of any programming course. May be repeated for a maximum of 9 credits.

OECS 196. Java Programming II..... 1-3 cr.
Continuation of OECS 195. Prerequisite: OECS 195. May be repeated for a maximum of 9 credits.

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 208. Internet Applications..... 1-3 cr.
Survey of the Internet to include e-mail, file transfer, current search techniques, the World Wide Web and basic Web page development. Prerequisite: CS 110G, BCS 110G or OECS 105. May be repeated for a maximum of 6 credits.

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: BSC 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 222. Cooperative Experience II..... 1-3 cr.
Continuation of OECS 221. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: OECS 221 and 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.
- OECS 285. Multimedia Methods and Applications..... 1-3 cr.
Design and authoring of multimedia presentations on the microcomputer to meet business needs. Prerequisites: CS 110G, BCS 110G, or OECS 105.

OECS 286. Computer Audio and Video Applications3 cr.
Theory of audio and video related to computers. Multimedia topics include sound editors, wave effects, synthesis, video editors, video morphing, assembly, and equipment. Prerequisite: OECS 207, OECS 285.

OECS 290. Computer Technology Capstone... 1-3 cr.
Refines skills learned in the OECS program. Culminates in a review and practice of advanced software applications. Prerequisites: OECS 125, OECS 140, OECS 185 and OECS 220. Restricted to majors.

OECS 299. Independent Study..... 1-3 cr.
Specific subjects to be determined based on need.

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—
Basic 6 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 Lab 2 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—
Intermediate.....5 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 Electronics.....4 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 Materials.....5 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.

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; *Pending approval*

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.

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 III4 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 IV4 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.

OEWT—Occupational Education, Welding Technology

Offered at Branch Campuses only

OEWT 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.

OEWT 105. Introduction to Welding3 cr.
Welding practices, procedures, and terminology. Welding safety, equipment types, electrode types in usage, joint design and testing procedures.

OEWT 110. Blueprint Reading (Welding)3 cr.
Interpretation of prints related to welding. Emphasis on AWS standard symbols for welding, brazing, and nondestructive examination.

OEWT 115. Structural Welding II.....6 cr. (3+6P)

- Continuation of OEWT 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: OEWT 100.
- OEWT 118. Technical Math for Welders.....3 cr. (2+3P)
Geometry, algebra, and basic arithmetic pertaining to applications in the welding trades.
- OEWT 120. Basic Metallurgy3 cr.
Properties of ferrous and nonferrous materials. Service conditions and heat treatment of metals related to welding trade. Prerequisites: OEWT 100 or consent of instructor.
- OEWT 125. Introduction to Pipe Welding3 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: OEWT 100, OEWT 130, and OEWT 140, or consent of instructor.
- OEWT 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 Art3 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—
Women 1 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—Men 1 cr.

P E 113. Beginning Volleyball—Women..... 1 cr.

P E 114. Basketball—Women 1 cr.

P E 115. Basketball—Men 1 cr.

P E 129. Step Aerobics 1 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 Swimming 1 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 Fitness 1 cr.
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.

P E 206. Beginning Physical Fitness 1 cr.
Progressive exposure to steady state exercise tailored to individual needs for the purpose of determining, improving, and maintaining physical fitness.

P E 210. Orienteering 2 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. Ethics 3 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.

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 Research.....1 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 Sociology.....3 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 Topics.....1–3 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 Family.....3 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.

STAT—Statistics

Students wishing to enroll in STAT 251 or STAT 271 must satisfy one of the following: (a) passed MATH 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 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 Movement3 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 Analysis3 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 Lab1 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 Crafts3 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 Studies 3 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

| | |
|--------------------|-------------------------------------|
| Gallagher, Robert | Chair |
| Curtis, Blake | Vice-Chair |
| Anaya, Steve | Secretary/Treasurer |
| Conniff, Laura | Member |
| Kellum, Ed | Student Regent |
| Eastman, Dr. Wanda | Ex-Officio Member |
| Ortega, Marissa | President, ASNMSU-Ex-Officio Member |

Administration - Las Cruces

| | |
|-------------------------|---|
| Martin, Michael V. | Chancellor, New Mexico State University |
| Dr. Waded Cruzado-Salas | Vice-President and Provost, New Mexico State University |

Advisory Board - Grants/Cibola County Public School Board Members

| | |
|---------------------|----------------|
| Sandoval, Dion | President |
| Thompson, Mark | Vice-President |
| Chavez, Earl | Member |
| Estevan, William | Member |
| MacKendrick, Sharon | Member |

Grants Campus Administration

| | |
|-------------------|--|
| Casados, Felicia | President-M.A, M.B.A., New Mexico Highlands University |
| Sheski, Dr. Harry | Campus Academic Officer-Ed.D., University of New Mexico |
| Armstead, Beth | Interim Campus Student Services Officer-M.A., University of Colorado |
| Chavez, Ida L. | Campus Financial Officer-A.A., New Mexico State University |

Professional Staff

| | |
|--------------------|--|
| Carlson, Rosemary | Coordinator, Institutional Research-M.S. (Experimental Statistics), New Mexico State University |
| Eversole, Mark | Career Technical Laboratory Technologist- A.A., Albuquerque Technical Vocational Institute; Diploma, NRI Schools, Computer Programming |
| Humeney, Geneveive | Program Manager, B.A., Michigan State University |
| McGaghie, Thomas | Coordinator, Adult Basic Education- M.A., Western University of Michigan |
| Ortiz, Geraldine | Program Specialist, Small Business Development Center- M.B.A., New Mexico State University |
| Rourke, Sandra | Coordinator, Student Success Center- M.A., Central Washington University |
| 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 |
| Stafford, Cecilia | Director of Library Services-M.L.S., University of Alabama |
| Warr, Fred | Systems Technologist III – B.A., Albertson College of Idaho |

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 |
| 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 | Technical Support Coordinator I – A.A., New Mexico State University |

Plant Maintenance Staff

| | |
|--------------------------|--|
| Burdine, Jack | Construction/Maintenance Technician III |
| Christmann Daniel | Facilities Manager, B.S. (Business Management) Upper Iowa University |
| Farrell, Mike | Custodial Worker C |
| Toledo, Derrick | Custodial Worker A |
| Jensen, Kurt | Custodial Worker A |

Full-Time Faculty

| | |
|----------------------------------|---|
| Baker, Robert, | Instructor of Mathematics, M.A. (History), M.A. (Math), University of Montana |
| 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, | Associate 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 State University |
| Garcia, Paul, | Instructor/Program Manager, Automotive Technology, B.S. (Workforce Education & Development), Southern Illinois University, Carbondale; ASE Certified |
| 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, Social Sciences, M.S. (Systems Management), University of Southern California, M.A. (Geography & Sociology), University of New Mexico |
| McDowell, Bruce, | College Instructor/Program Manager, Electronics & Electrical Trades, B.S., University of Redlands |
| Marion, Linda, | Assistant Professor/Program Manager, Education, M. Ed., Eastern New Mexico University |
| Ott, Charlotte, | Assistant Professor, Natural Sciences, Ph.D. (Geosciences), University of Arizona |
| Romero, A. Gene, | Assistant Professor, Humanities, M.F.A., The University of Iowa |
| Serban, William, | College Instructor/Program Manager, Social Science, Ph.D., University of New Orleans |

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

Anner-Bolieu, Lynn, College Instructor, Health Science M.A., Yale University Divinity School

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

Barasch, Joshua, College Instructor, Criminal Justice J.D., Duke University School of Law

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

Bohannon, Lynsey, College Instructor, Creative Media A.A., New Mexico State University

Burke, Gail, College Instructor, English, M.A., Ohio State University

Butler, Michael, College Instructor, Criminal Justice J.D., M.A., Regent University Schools of Law and Government

Calvert, Ronald, College Instructor, Mathematics, M.A., University

Calvert, Rosemary, College Instructor, Bilingual Education, M.A., New Mexico State University

Chachere, Pam, College Instructor, Nursing Assistant, LPN, New Mexico State University at Grants

Collins, Randolph, College Instructor, Philosophy, J.D., Georgetown University

DeSoto, Tomasita, College Instructor, Emergency Medical, B.S., University of New Mexico

Dixon, Constance, College Instructor, Health Science B.S., Southeastern Louisiana University

Fluharty, Sterling, College Instructor, Social Science M.A., University of Oklahoma

Gallegos, Gabriel, College Instructor, Computer Technology, M.A., University of New Mexico

Gold, Jean, College Instructor, Education M.Ed., Virginia State University

Habiger, Catherine, College Instructor, Management, M.S., M.B.A., University of Phoenix

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