



# 2022-2023 Academic Catalog





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# UNIVERSITY OF NEW MEXICO

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The Academic Catalog is UNM-Gallup's primary, comprehensive single source of departmental, college and campus-wide information related to academic programs. Courses, degree programs, and policies that govern progress towards completion of a degree are described in the catalog. Students are responsible for knowing and understanding the contents of the catalog they are following.

Students are governed by, and must comply with, the catalog requirements in effect at the time of initial enrollment, transfer to UNM-Gallup, change of degree/program/status, or re-enrollment after an absence of three or more semesters.

Whether you are a prospective student or enrolled at UNM-Gallup, you will find we have provided you with a powerful set of tools to help you quickly locate and track details for programs and courses that are important to you.

**Disclaimer:** The University of New Mexico reserves the right to make changes in the course offerings, degree requirements, charges, regulations, and procedures contained herein as educational and financial considerations require, subject to and consistent with established procedures and authorizations for making such change.

## POLICIES

### Applicability

These policies apply to recruitment, admission, extracurricular activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletic programs for students. These policies also apply to the recruitment, hiring, training, and promotion of University employees (faculty, staff, and students) and to all other terms and conditions of employment. The

University strives to establish procedures which assure equal treatment and access to all programs, facilities, and services.

### Anti-Harassment

Per [University Policy 2720: Prohibited Discrimination and Equal Opportunity](#), it is the policy of the institution to prevent and eliminate unlawful harassment in employment and educational settings. The University prohibits harassment of employees and students on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment, per [University Policy 2740: Sexual Misconduct](#).

### Non-Discrimination

The University of New Mexico, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of New Mexico is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the [Office of Equal Opportunity](#) whose Director serves as the [504/ADA Coordinator](#) and which also houses the [Title IX Coordinator](#).

### Sexual Misconduct and Title IX Compliance

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive

federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. [University Policy 2740: Sexual Misconduct](#) outlines what constitutes sexual harassment and/or sexual misconduct at UNM. The [Office of Equal Opportunity](#) houses the [Title IX Coordinator](#), who oversees the University's compliance with Title IX.

## **Equal Education Policy**

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment based on race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunities include admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

## **ADA Compliance & Reasonable Accommodation**

The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations to self-identified employees and students and prospective employees and students with disabilities/serious medical conditions unless such accommodations have the end result of fundamentally altering a program or service or placing an undue burden on the operation of the University as defined by policy. Qualified students, employees, or program users with disabilities should contact the [Office of Equal Opportunity](#) or [Accessibility Resource](#)

[Center](#) for information regarding accommodations in the employment and/or academic setting. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides the information in this publication in alternative formats. To request an alternate format, please contact Accessibility Resource Center at (505) 863.7527, [galluparc@unm.edu](mailto:galluparc@unm.edu) or visit Gurley Hall, Gallup, NM 87301.

## **Reasonable Accommodation for Religious Practices**

The University of New Mexico makes reasonable accommodations for religious practices of employees and students and for prospective employees and students unless such accommodations have the end result of fundamentally altering a program or service or placing an undue burden on the operation of the University as defined by policy.

## **Pregnancy Accommodation**

The University of New Mexico is committed to protecting the rights of expecting parents and makes accommodation for pregnancy, lactation, and conditions related to pregnancy for employees and students and prospective employees and students. The University makes accommodation unless such accommodations have the end result of fundamentally altering a program or service or placing an undue burden on the operation of the University as defined by policy.

## **Veterans and Compliance**

As a federal contractor, the University of New Mexico must adhere with the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), as amended. VEVRAA prohibits discrimination against protected veterans and requires that federal contractors and subcontractors take affirmative action to employ and advance qualified protected veterans in employment.

## Reporting

If you believe you have been discriminated against and/or harassed on the basis of your race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law, you should contact the [Office of Equal Opportunity](#), whose Director serves as the [Coordinator for the Americans with Disabilities Act of 1990](#) (prohibiting discrimination on the basis of disability) and which houses the [Title IX Coordinator](#) for issues regarding Title IX of the Education Amendments Act of 1972 (prohibiting discrimination on the basis of sex in federally funded programs). The Director and Title IX Coordinator can be reached at (505) 277-5251, [oeounm@unm.edu](mailto:oeounm@unm.edu), or visit the Office of Equal Opportunity (OEO), 609 Buena Vista NE, Albuquerque NM 87131.

## Applicable University of New Mexico Policies

UNM policies regarding equal opportunity, affirmative action, discrimination, reasonable accommodations, sexual harassment, and other related subjects listed above can be viewed at [policy.unm.edu](http://policy.unm.edu), or can be reviewed at the Office of Equal Opportunity located at 609 Buena Vista NE, Albuquerque, NM 87131-0001.

## General Information

### Introduction to UNM-Gallup

UNM Gallup is home to approximately 2,500 students. Located near the Navajo, Zuni and Hopi Reservations, this campus has the largest Native American student body of any public university in the world, and awards close to \$7,000,000 annually in tribal, federal and state grants as well as private, civic, and corporate grants and scholarships.

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

UNM Gallup was established in 1968 with offices and classrooms at the local Gallup High School and an initial enrollment of 128 students. In the same year, the Gallup Lions Club donated a building and six acres of pinon wooded hills to the College as a community service project. Named Lion's Hall, it was remodeled to include administrative offices and classrooms and was the beginning of the present site. Mr. and Mrs. Clair Gurley donated an adjacent parcel of 70 acres to the college which allowed the University to grow and expand to the campus we know and love today.

Chartered as a community college more than five decades ago, we operate under the aegis of the University of New Mexico as Gallup's branch campus. Although our priority has always been to serve our community as a two-year college, our association with UNM has allowed us to be flexible and stretch as the need arrives. In addition to our two-year programs, we also have a few entities operating on our campus or under our leadership: Adult Education Center on the North Side of Gallup, the Center for Career and Technical Education (CCTE), Middle College High School, McKinley Academy and Community Education. All these programs help to meet the needs of our very diverse community.

UNM-Gallup offers open enrollment, with opportunities to obtain a certificate in a vocational program, or an associate's degree in either a vocational program or an academic discipline. Many of our students concentrate on obtaining their basics at UNMG's affordable tuition rates before transferring to four-year institutions.

## Role and Function of UNM Branch Colleges

The University has established branch community colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education for students pursuing post-secondary education at different locations throughout the state. Branch community colleges respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs, career education, including certificate and associate degree programs, and transfer programs that prepare students for upper division entry into colleges and universities. Branch community colleges utilize many resources in their service districts and therefore function as integral parts of their surrounding communities. They are thoroughly committed to assisting in the economic development of their service areas. The branch campuses of UNM are considered fully integrated component community colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch community colleges pledge themselves to protect the quality and integrity of all academic curricula, and the main campus pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches. UNM's Office of the Provost has responsibility for establishing policies and procedures relative to all branch operations.

## Accreditation

As a Branch College of the University of New Mexico, UNM–Gallup is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

## Operating Agreement and Funding

UNM-Gallup was established under the provisions of the Branch Community College Act, New Mexico Statutes 1978, implemented in an

operating agreement between the UNM-Gallup Advisory Board and the Regents of The University of New Mexico. An elected body of five representatives, the Advisory Board approves UNM-Gallup's annual budget and calls elections for local tax levies and capital outlay general obligation bonds on behalf of UNM-Gallup. UNM retains administrative and academic control of UNM-Gallup. The Chancellor of UNM-Gallup reports to the provost/vice president for Academic Affairs at UNM. Funding for UNM-Gallup Campus is derived from direct State appropriations, tax levies, special grants, and student tuition and fees.

## UNM-Gallup's Vision, Mission, and Values

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

**Mission:** The University of New Mexico Gallup prepares people to achieve their educational and professional goals in a context of respect for the traditions and values of the many groups it serves.

### Values:

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

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

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

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

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

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

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

## Educational Programs

UNM-Gallup offers a range of educational programs. These programs constitute the heart of the institution. Academic transfer programs for credit provide the first two years of high-quality university education. UNM-Gallup is authorized to offer any freshman or sophomore course that appears in the UNM Albuquerque campus catalog for which an appropriate instructor and facilities can be obtained. In addition, UNM-Gallup may design courses that respond to the needs of its students. Most of these courses carry full UNM residence credit as though they were taken in Albuquerque. Thus students enrolled in academic transfer courses may complete most of and, in many cases, all of the first two years of a baccalaureate degree at UNM-Gallup before continuing their studies at UNM or other four-year institutions.

**Associate of Arts and Associate of Science** degrees are offered in the following fields: Business Administration, Criminal Justice, Early Childhood Multicultural Education, Emergency Medical Services, Environmental Planning and Design, Health Information Technology, Human Services, Liberal Arts, Medical Laboratory Technology, Nursing, Science, and Teacher Education. These programs are considered transfer

programs because most, or all, of the courses required transfer to other four-year colleges and universities.

Occupational and technical programs are offered for academic credit. **Associate of Applied Science** Degrees are available in Automotive Technology, Construction Technology, General Studies, and Welding Technology. The Associate Degree in General Studies provides students the opportunity to develop programs of study not available through other UNM-Gallup programs. The courses selected may reflect either specialized or broad patterns of educational experience.

**Academic Certificates** are offered in Automotive Technology, Bookkeeping, Collision Repair Technology, Construction Technology, Cosmetology and Barbering, Dental Assisting, Early Childhood Multicultural Education, Emergency Medical Services, Health Information Technology-Coding, Human Services, Information Technology, Nursing Assistant, and Organizational Management and Public Administration.

The **Adult Basic Education** center provides adults basic education (ABE) services to adults who wish to obtain their New Mexico High School Equivalency Credential (HSE), brush up on basic literacy skills, improve workplace skills, or learn English as a second Language (ESL). UNM-Gallup's ABE program is housed on our satellite campus located on Gallup's north side.

## Faculty

The faculty of UNM-Gallup are dedicated educators and researchers. Many of the faculty enjoy international reputations in their fields, and all are extremely well qualified. Most UNM-Gallup faculty are subject to UNM approval through the various departments at the UNM-Albuquerque campus. Over half of the UNM-Gallup faculty consists of a core of continuing faculty. Core faculty members, in addition to teaching, hold regular office hours, provide academic support, and participate in a



variety of committee work and special projects. There are four academic divisions: Business and Applied Technologies, Community Education and Workforce Development; Education, Health and Human Services; Fine Arts, Humanities, and Social Sciences; and, Mathematics, Physical and Natural Sciences. Division Chairs for are responsible for the coordination of faculty and instructional issues within each curriculum area. Division Chairs advise the administration on curriculum and academic personnel matters and, with the Dean of Instruction, monitor the quality of teaching through classroom visits. Other means of class evaluation may include a mid-semester evaluation survey, a classroom assessment technique of the teacher's choosing, and a UNM computerized student evaluation survey at the end of the semester.

## Facilities

The UNM-Gallup campus spreads over 80 acres of land and supports over 191,000 square feet of buildings. The campus includes ten buildings that house classrooms, administrative offices, student services, a library, facilities services, laboratories, lecture halls, and community meeting and student activity space, including a physical education complex and outdoor fitness trail. The facilities at UNM-Gallup support computer, general science, health careers, and career and technology program laboratories, art studios adjacent to a public gallery, together with general classrooms. In addition to the central campus, UNM-Gallup has a satellite location on the north side of the City which houses our Adult Basic Education program.

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

The library contains a computer lab, a conference room and group study rooms. In addition, the facility houses books, videos and periodical titles. For additional information visit <https://gallup.unm.edu/library/>

## Ingham Chapman Gallery

UNM Gallup's Ingham Chapman Gallery serves as the primary venue for nationally recognized contemporary artists, from all disciplines, in the city of Gallup. It is the mission of the Gallery to bring high quality exhibitions from a diverse array of perspectives and media, to the students, staff and faculty at UNM-Gallup as well as the greater Gallup Community.

The Ingham Chapman Gallery is located in the Gurley Hall Commons.

## Bookstore

UNM-Gallup Bookstore is the major provider for all our students' class needs, including textbooks, school supplies, and lab and art supplies. The bookstore also sells college apparel, snacks, backpacks, gift items and trade books. Students may also purchase caps and gowns for commencement, along with other commencement merchandise.

The Bookstore is located in the Gurley Hall Commons. For additional information visit <https://gallup.unm.edu/bookstore/>

## Physical Education Complex

The UNM Gallup Physical Education complex is located on the southeast side of the campus, the building on the east side of Calvin Hall. The P.E. complex provides a basketball court, weight room; showers and lockers for registered students, UNM staff and faculty. Open recreation hours are published each term to accommodate scheduled Physical Education credit-bearing courses.

For a walk or run through the beautiful Gallup landscape, there are two fitness trails that loop behind the gymnasium. With several gentle hills, the

larger trail is approximately 1 mile in length while the smaller trail is about ¼ mile in length. Several fitness stations are located on the trail to enhance and complete your full work out. For the safety and comfort of all trail users, bikes, strollers and dogs are not permitted on the trails. Trail users are advised to follow posted signage and rules for trail usage.

## Information Technologies

Information Technologies (IT) provides and supports many campus-wide IT services including: wireless networks; administrative, faculty, student, human resources and financial applications; a technical service center; online teaching and learning tools; and computers and printers in labs and classrooms. Most computing services are available free of charge to students; any for-fee services are identified at the time the service is requested.

**UNM NetID.** Every student is required to create a NetID account through the UNM portal at [www.my.unm.edu](http://www.my.unm.edu). A UNM NetID is required in order to register for classes, access grades, conduct University business, or use UNM computer labs and classrooms. The NetID is also the UNM e-mail address. Email is accessed with [LoboMail](#). This account remains active as long as you are registered for a credit class or employed at UNM.

**LoboMail.** [LoboMail](#) is a feature-rich email and calendaring system accessible through a web browser. LoboMail accounts have many features, including mobile access from most smartphones, unlimited storage using Microsoft OneDrive, video conferencing and chat using Skype, shared calendar and contacts, collaboration tools, and 50 GB of email storage.

**Wireless, Voice and Data Network Services.** The Lobo Wi-Fi wireless network provides secure Internet access for all students with a valid NetID and password. Wired connections are available in computer labs and throughout campus.

**UNM Directory.** The UNM Directory is up-to-date and available online at the [UNM Directory](#). It contains department, location, status, and contact information for students, faculty, and staff. Students may request that the personal listing be omitted from the directory by contacting Student Affairs.

**LoboAlerts.** Faculty, staff, and students can update their contact information for emergency notification in the event of weather or safety conditions that warrant texting and emailing by logging in at the [LoboAlerts Web site](#).

**IT Customer Support Services.** Technical help for using UNM systems can be accessed by calling 277-5757 or by using the [FastInfo](#) and [StudentInfo](#) knowledge databases. Answers to questions are available online from both databases, by email, through the chat utility, or by telephone. Information can also be found at the [IT Web site](#).

**Software Downloads.** IT offers free Microsoft Office and antivirus software to all UNM users with a valid NetID. Visit the [IT Web site](#) to download Symantec Endpoint Protection (SEP) onto your work and home computers. MATLAB, printer drivers and other software are also available at this site.

**Information Security and Privacy.** Faculty, staff, and students can find resources on protection from identity theft, on intellectual property (copyright) and on best practices for securing their computers by contacting the IT Service Center at 277-5757 or by visiting the [Information Security and Privacy Office Web site](#).

**IT Alerts and Network Upgrades.** The IT Alerts page notifies the UNM community of any network upgrades and outages, and is available 24 hours at the [IT Web site](#). The UNM community is encouraged to check this page frequently.

## Admissions

The University of New Mexico-Gallup admits all eligible applicants from New Mexico, other states and foreign countries. Because of the great diversity of the University's students, special application and admission procedures have been created to meet the needs of the different populations. UNM-Gallup serves high school students, recent high school graduates, transfer students, non-degree students, returning and nontraditional students. Admission procedures and requirements vary in each of the categories listed below.

Beginning Freshman (no previous college work)

Non-Degree (presently not seeking a degree)

Transfer (last attended another institution)

International Students

Readmitted (stopped attending for three or more terms)

Dual Credit (high school)

Concurrent Enrollment (high school)

For all categories, the University requires full academic disclosure on the application forms. Any student found guilty of non-disclosure or misrepresentation on an application is subject to disciplinary action, including possible dismissal from the University. Transcripts and test scores submitted to UNM-Gallup for admission become the property of the University and will not be sent elsewhere or returned to the student.

## When to Apply

We strongly encourage students to apply as early as possible. Applications and fees are applicable for three consecutive sessions only. If you do not take advantage of admission and enroll within that period, a new application is required. Please check the UNM-Gallup Admissions webpage for applicable deadlines by term.

## Use of Social Security Numbers

Your social security number is collected in the initial admission process only. It will not be the primary University identification number. It will not appear on your student identification card. UNM is required to collect your SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of your SSN as required by law.

## Eligibility for Admission

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

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

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

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

## Application Process

To apply to UNM Gallup, submit a completed admission form; applications may be submitted online at <https://gallup.unm.edu> or in person. If you are applying for admission to a degree program (Associate of Arts, Associate of Science or Associate of Applied Science), you must also submit:

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

Applications are required for students who:

1. Have not previously attended UNM-Gallup;
2. Have not attended UNM-Gallup for an academic year or more and are seeking readmission;
3. Are changing from non-degree status to degree status;
4. Are changing from a certificate to an Associate degree program;
5. Are changing from a Bachelor's degree program to an Associate degree program.

### Certificate Programs:

Complete UNM Gallup application; please note that each program may establish entrance requirements beyond the minimum admissions eligibility criteria listed above. Individuals applying for Financial Aid must submit an Official High School Transcript.

### Requirements for Non-Accredited High School or Home School Students

The University provides admission for those students who have been home-schooled or attended a non-accredited high school. Home School students must submit the following materials:

1. Application for Admission.
2. A \$15 nonrefundable fee.
3. Passing High School Equivalency test or home school transcript reflecting a graduation date.

## Non-Degree Status:

You must be 21 years of age or older or, if you are under 21:

1. Your high school graduating class must have been out of school for at least one full year; or -
2. If you earned your diploma by the GED or HiSET exam, your graduating class must have been out of high school at least one year.

### NOTES:

Students in non-degree status are not eligible to receive financial aid.

The following students are not eligible for Non-Degree status:

1. A student who is under disciplinary or academic suspension from UNM-Los Alamos or any other collegiate institution.
2. A student who has exhausted his or her eligibility in University College and is not academically eligible to enter a degree-granting college at the University of New Mexico.
3. A student planning to receive student financial aid.

Applicants for Non-Degree status are required to certify that they are not under suspension from any college or university. Students found guilty of nondisclosure or misrepresentation in filling out the admission application form or who after admission or enrollment at UNM-Gallup are found to be ineligible for academic or other reasons to return to the last institution attended and fail to report this immediately to the Admissions Office, will be subject to disciplinary action, including possible dismissal from the University.

## Transfer Students

1. Complete and return an application for admission and a \$15.00 nonrefundable application fee to the Admissions Office or apply online at <https://gallup.unm.edu/admissions/>
2. Request that each college you have attended send an official transcript directly to the Admissions Office. A summary on one transcript of work at several colleges is not sufficient. If you are applying for the next academic session at UNM-Gallup while still enrolled at another institution, the official transcript must include a listing of courses in progress, as well as all completed work. (See note below.)
3. If you are transferring to UNM-Gallup with fewer than 26 semester hours of accepted college work, you are considered a freshmen transfer and must submit a complete official transcript of high school work or official GED scores.

Applications will not be processed until all the required items are on file with the Admissions Office.

To allow students at other institutions to make definite plans for transfer, a determination of admission status may be made before courses in progress are completed, subject only to receipt of the final transcript. Students permitted to register prior to receipt of their final transcripts may be disenrolled if their transcripts do not reach the Admissions Office within three weeks after the beginning of classes.

NOTE: The student must indicate on the application all previous college attendance. Applicants may not ignore any college attendance, even though they did not successfully complete coursework or may prefer to repeat all courses. Students found guilty of nondisclosure or misrepresentation in filling out admission application forms, or who find after admission or enrollment that for academic or other reasons they are ineligible to return to their last institution but fail to report this immediately to the Admissions Office, are subject to disciplinary action, including possible dismissal from the University.

## Previous Suspension

A student under academic suspension from another college or university may not enter UNM-Gallup during the term of suspension. In cases of unspecified suspension periods, the University's suspension term will apply. Upon termination of the suspension, the student is eligible to request special consideration for admission to UNM-Gallup. In general, students under disciplinary suspension are not admitted to UNM-Gallup. However, because the reasons for disciplinary suspension vary among institutions, a student may be suspended from one school for infractions that would not be actionable at another. Therefore, UNM-Gallup reviews such cases individually and, when justified, makes exceptions and allows the student to be considered for admission.

## Transfer of Credits

UNM-Gallup evaluates without prejudice courses from postsecondary institutions that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for course work completed with a minimum grade of "C," provided the classes are similar or equivalent to courses offered at the University. Transferable courses with grades of "D" from New Mexico state institutions are accepted in transfer but may not be counted toward degree completion.

UNM-Gallup operates on a semester credit calendar. Therefore, classes from quarter system institutions will be recalculated to semester hours (one quarter hour equals .66 semester hours.)

UNM-Gallup does not accept personal development or dogmatic religion courses. Credit is not awarded for work or life experience, cooperative education or for courses from out-of-state in which the grade received was lower than "C." Grades earned in courses taken at other institutions are not included in calculation of the UNM grade point average. This grade point average will reflect only classes taken at UNM.

### Transfer among New Mexico Higher Education Institutions

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

In addition, as a branch of UNM, UNM-Gallup offerings of 1000- and 2000-level courses from the UNM catalog are automatically transferable to UNM-Albuquerque, if you score a C or better. You will need to see an advisor to see which credits transfer to a program of a particular college. Planning ahead means that you choose the correct option for the college (such as Engineering) you intend to transfer to later.

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

### Transferable Lower-Division General Education–Common Core

For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico

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

<b>Area I:</b>	<b>Communications</b>	<b>9 semester hours</b>
(a)	College-Level English Composition	3-4 hrs.
(b)	College-Level Writing (a second course building on the above)	3 hrs.
(c)	Oral Communication	3 hrs.
<b>Area II:</b>	<b>Mathematics and Statistics</b>	<b>3 semester hours</b>
(a)	College Algebra	3 hrs.
(b)	Calculus	3 hrs.
(c)	Other College-Level Mathematics and Statistics	3 hrs.
<b>Area III:</b>	<b>Laboratory Science</b>	<b>8 semester hours</b>
(a)	General Biology w/lab	4-8 hrs.
(b)	General Chemistry w/lab	4-8 hrs.
(c)	General Physics w/lab	4-8 hrs.
(d)	Geology/Earth Science w/lab	4-8 hrs.

(e)	Astronomy w/lab	4-8 hrs.
<b>Area IV:</b>	<b>Social/Behavioral Sciences</b>	<b>6-9 semester hours</b>
(a)	Economics (Macro- or Microeconomics)	3 hrs.
(b)	Introductory Political Science	3 hrs.
(c)	Introductory Psychology	3 hrs.
(d)	Introductory Sociology	3 hrs.
(e)	Introductory Anthropology	3 hrs.
<b>Area V:</b>	<b>Humanities and the Fine Arts</b>	<b>6-9 semester hours</b>
(a)	Introductory History Survey	3 hrs.
(b)	Introductory Philosophy	3 hrs.
(c)	Introductory Course in History, Theory or Aesthetics of the Arts or Literature	3 hrs.
	<b>Totals to be selected</b>	<b>35 semester hours</b>

### 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

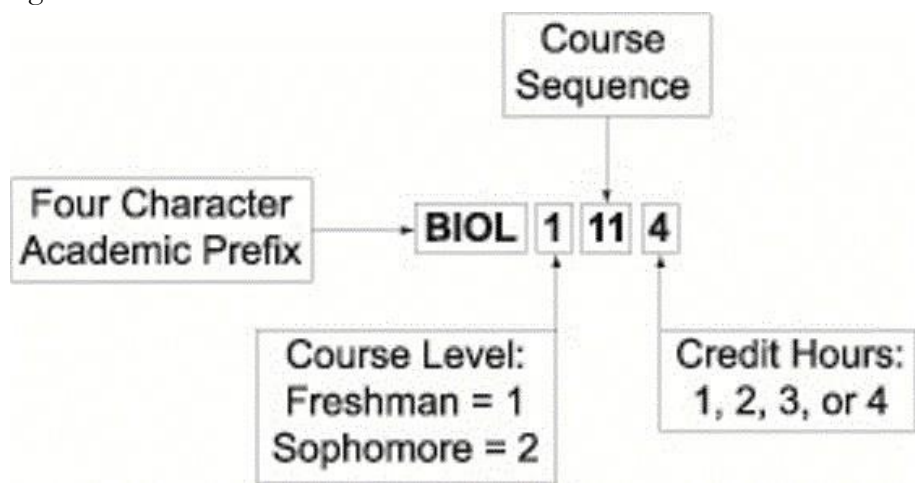
public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year 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 years 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 website. The course prefix and number that appear in parenthesis next to many of the institutions' internal course prefixes and numbers is the **New Mexico Common Course Number**. This is a four-alpha/four-numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal "**common course number**" creating an easy one-to-one match.

Students may find the **New Mexico Common Course Number** listed in crosswalks, degree outlines, transfer guides, and in course descriptions in college catalogs and Web sites. Simply put, the common course number connects equivalent courses at multiple institutions ensuring students that the course will transfer to the receiving institution, and meet degree requirements as if it were taken on that campus.

The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number

represent the specific course in that subject area with each digit having significance as demonstrated below:



BIOL	1	11	4
Four Character Academic Prefix	Course Level: Freshman = 1, Sophomore = 2	Course Sequence	Credit Hours: 1,2,3 or 4

### Inter-Institutional Transfer Guides and Catalogs

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. An online tool to determine institutional transfer equivalencies, along with a number of published transfer guides are available at <http://admissions.unm.edu/>.

### 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. A copy of the University of New

Mexico’s complaint policy may be obtained from the Registrar's Office or from the New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505-2100, (505) 476-8400.

### Evaluation of Credit

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

### Requirements for International Students

The Global Education Office (GEO) at UNM-Albuquerque provides services to international students and scholars coming to UNM and wishing to be enrolled into a degree granting program.

The Office of International Admissions within the GEO handles admission of all degree-seeking international students to the University of New Mexico. To know more about the admission process and requirements for new international students, please contact the Office of International Admissions directly at <http://geo.unm.edu>

### Readmitted Students

A UNM-Gallup degree-seeking student who stops attending for three or more sessions, including a summer, must file an application for readmission online or in person; a non-refundable application fee of \$15.00 is required for readmission to an Associate degree program.



If you attended another institution while away from UNM-Gallup or have taken college-level correspondence or extension courses, send an official transcript from each college you have attended directly to the Admissions Office. A summary on one transcript of work at several colleges is not sufficient. If you are applying for the next academic semester at UNM-Gallup while still enrolled at another institution, the official transcript must include a listing of courses in progress, as well as all completed work.

Students who have been suspended or dismissed as the result of disciplinary problems shall not be readmitted to the University without a required interview with the Manager of Enrollment Services. The University reserves the right to refuse any student readmission on the basis of his or her student history, either academic or disciplinary.

## **Dual Credit (high school)**

Dual credit is a program that provides public high school students the opportunity to receive credit for both a high school course and a college course by taking qualifying coursework. Dual credit is approved through state statute, revised in 2007 by the State Legislature – Senate Bill 943, Statutory Authority, Section 9-25-8 NMSA (01/01/08). The Dual Credit Program allows qualified public, charter, homeschool and tribal 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 earn credit toward high school graduation and a postsecondary degree or certificate. The program is designed to increase education opportunities, provide a college-level experience and encourage more high school students to pursue higher education.

Meeting the criteria listed below does not mean that the student will be automatically admitted to the Dual Credit Program. In all cases, the final admission determination will be made by the UNM-Gallup Registrar's Office.

1. The student must have the certification and unconditional recommendation of the high school as well as proof of parental consent prior to participation on the Dual Credit/Concurrent Enrollment Application Form.
2. The student must furnish the Admissions Office with a current, official, high school transcript including their grade point average and STARS number.
3. A student planning to enroll in English or Math must meet the minimum placement scores determined by UNM-Gallup in either the ACT, SAT or utilized placement tests.
4. A student planning to enroll in any course that has a prerequisite requirement must meet the minimum prerequisite or test score.

## **Concurrent Enrollment (high school)**

UNM-Gallup offers a Concurrent Enrollment Program for high school and home school students who only want college credit. Concurrent enrollment functions similarly to dual credit, but does not require that the college course be aligned with a corresponding high school course. Consequently, the student is not guaranteed that the high school will accept the college credit toward high school graduation requirement. The student must have proof of parental consent prior to participation on the Dual Credit/Concurrent Enrollment Application Form. The high school must furnish the Admissions Office with a current official high school transcript.

## **Alternative Credit Programs**

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

**Technical Credit:** Under special circumstances, students may receive credit for technical courses that are not normally transferable to UNM-

Gallup. Students who have earned technical credit which they believe may be applicable to their specific degree programs can request a review of that credit by the department chairperson or program director. An interview or demonstration of competence or both may be required before a decision regarding credit is made. Acceptance of technical credit is binding only to the specific department or program recommending the credit.

**Training Credit:** Credit for non-collegiate training programs is granted based on recommendations of the American Council of Education’s “National Guide to Educational Credit for Training Programs” and institutional policies. Official records must be supplied to the Student Services Office by the appropriate source.

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

## Student Services Information

### Records

The Records and Registration Office is responsible for the maintenance of the educational records at the University of New Mexico. This includes, but is not limited to, student transcripts, academic folders and faculty grade reports. The following information refers to some of the policies and procedures for educational records. Note: Proper photo identification (driver’s license, LoboCard, passport or other state or federally issued identification) is required for all in-person transactions.

### Use of Social Security Numbers

The Social Security Number (SSN) is not the primary University identification number. The Banner ID/student ID number is the primary University identification number. UNM is required to collect SSN in order to provide full access to services such as financial aid, to ensure an accurate

academic record, student employment, and for record-keeping and statistical purposes. The University protects the confidentiality of SSN as required by law.

## Access to and Confidentiality of Student Records

*Family Educational Rights and Privacy Act (FERPA) November 19, 1974*

### Student Records Policy

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

### Introduction

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

### Limitations on Access to Student Records

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

## **Students' Right of Access to Review Their Records**

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

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

## **Informing Students of Their Rights**

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

## **Location of Student Records**

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

- Admissions Office, Director of Admissions, Student Support and Services Center
- Career Counseling and Placement, Director, Career Counseling and Placement, University Advisement and Enrichment Center
- Cashiers and Student Accounting, Bursar, John and June Perovich Business Center
- Center College and Department Offices, Academic Dean, or see individual college listing in the course schedule

- Dean of Students Office, Dean of Students, University Advisement and Enrichment Center
- Records and Registration Office, Registrar, Student Support and Services Center
- Student Financial Aid, Director, Student Financial Aid, Student Support and Services Center

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

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

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

## **Review Policies and Procedures**

Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the University's policy that requests to inspect records be honored as promptly as possible, the offices have up to 45 days to honor such requests. It is the policy of the University to provide the student upon request with photocopies of her or his records where that will help the student in inspection and review of the records unless: (1) the record to be copied is an examination, in which case permission of the faculty member is necessary, or (2) where a student's record is being withheld because of an outstanding financial obligation to the University. Fees for photocopies of materials in the records are the same as University offices charge for photocopies of other materials. At its option, an office may furnish copies at no charge, or take the materials to a copy/duplicating center on campus, where the current rate for cash work will be charged.

## **Release Policies and Procedures, University Employees and Agents**

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

- Any University employee who needs the information to fulfill job responsibilities.
- University collection agents only for the purposes of collecting debts owed to the University.
- Legal counsel advising or representing the University.
- National Collegiate Athletic Association and the Mountain West Athletic Conference only for the purposes of conforming to eligibility rules for athletic competition.
- Contractors, such as data processing, only for the purposes of performing work under contract for the University.

- Honorary societies, and other chartered student organizations, only for determining membership eligibility/requirements, when the societies and/or organizations do not unlawfully discriminate on the basis of race/ethnicity, national origin, ancestry, serious medical condition, physical or mental disability, pregnancy, age, religion, sex, sexual orientation, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law.
- University researchers, including students doing research under the supervision of a faculty member, if there are safeguards to protect the security of personally identifiable data and if it will not be possible to ascertain the identity of any student in any dissemination of the data or research results.
- Officials of cooperating universities in which the student is enrolled or has applied.

## **Release to Alleged Victims of Crimes of Violence**

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

## **Directory or Public Information Categories**

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

- Name
- Major field of study
- Enrollment Status
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

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

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

### **Requests for Disclosure**

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

### **Right to Challenge Information in Student Records**

It is the policy of the University that a student may challenge any information in his or her education records which he or she believes to be inaccurate, misleading or in violation of privacy. This right does not extend

to reviewing grades unless the grade assigned by a professor was inaccurately recorded in the records. A student may also insert a statement in the records explaining any such material from his or her point of view. If a student wishes to challenge information in the file, he or she must make a written request for a hearing to the dean, director, or chairperson of the office which maintains the record. In most cases, the decision of the dean, director or chairperson will be final. However, a student may appeal in writing to the Associate Provost or the Vice President for Health Sciences or their designee, as the case may be, who will review the decision only if a significant question of policy or compliance with the law appears to be raised by the case.

### **Waiver of Rights Not Required**

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

### **Assistance with Problems or Questions about Compliance**

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

## Demographic Information Updates

### Change of Address/Phone

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

### Change of Legal Name

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

## LoboCard

A non-transferable photo identification card is issued to each University of New Mexico student. The ID card, also known as the LoboCard, allows students to check out materials from UNM libraries; and to access recreational services and other student activities.

### The following policies are in effect for the LoboCard:

1. The LoboCard is the property of the University of New Mexico.
2. The card is issued once and is valid upon admission to the University. It is activated upon a student's enrollment for a particular term. The LoboCard remains valid for the duration of a student's college career, and it activates and deactivates according to enrollment status. ID cards may be obtained at the LoboCard office. Proper photo identification (driver's license, passport, other state/federally issued identification, etc.) is required.
3. LoboCards are issued with the student's name as recorded in the University Student Information System, unless the student registers an affirmed/preferred first name.

**Affirmed/Preferred First Name:** UNM recognizes that individuals may prefer to use a first name other than a legal name to identify themselves. As long as the use of this affirmed/preferred first name is not for the purposes of misrepresentation or to avoid a legal obligation, individuals may use their affirmed/preferred first name in UNM systems wherever that functionality is enabled and permitted. Affirmed/preferred first names are limited to alphabetical characters and certain special characters. Individuals requesting an affirmed/preferred first name must present a government-issued photo ID matching the legal first and last name contained in the LoboCard Office's carding software. The Registrar's Office will review affirmed/preferred first name changes regularly. Any decision to remove an affirmed/preferred first name will be made by a committee comprised of the Registrar and a representative from each of the following: the Dean of Students Office, the Division of Equity and Inclusion, the Office of Equal Opportunity, University Counsel, and an ad hoc representative.

4. Updates to name or other student identifying information require that the change be reported to the Records and Registration Office prior to LoboCard re-issuance.
5. Lost or stolen LoboCards must be reported as soon as possible to the LoboCard Office.
  - A non-refundable, non-waivable fee is collected for replacement or reprinted LoboCards.
  - Payment of a replacement fee constitutes authority for the deactivation and deletion of the missing identification card from the University of New Mexico's card database. Once that occurs, the old LoboCard can never be reactivated.
  - Students should contact the card office to inquire if a lost card has been returned.
6. Fraudulent use of a LoboCard is cause for card privileges to be revoked. Unauthorized alteration, production, use, possession or reproduction of a LoboCard is prohibited, may constitute theft, and can result in prosecution (30-14-2 NMSA 1978). In addition, such action could result in referral to

the Dean of Students Office for disciplinary proceedings and/or to appropriate authorities for legal action.

The LoboCard Office is located in the Admissions office in the Student Services and Technology Center.

## **Non-Resident Students**

The student is responsible for obtaining the correct residency classification prior to the end of the second week of the semester. A student not classified as a New Mexico resident for tuition purposes is charged tuition as a non-resident. Refer to the Residency section below.

## **Residency**

### **Summary of Regulations for New Mexico Residency for Tuition Purposes**

A student who enters and remains in this State principally to obtain an education is presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. A student determined to be financially dependent on an out-of-state parent or guardian also assumes the residency of that parent or guardian. The burden of proof is on the student. The student must secure and file the residency petition with the appropriate documents of evidence in the manner described herein. All documents submitted for this purpose are kept confidential. Residency petitions are accepted until the second Friday of each Fall and Spring semester in the Admissions office.

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

### **The 12-Month Consecutive Presence Requirement**

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

### **The Financial Independence Requirement**

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

### **The Written Declaration of Intent Requirement**

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

### **The Overt Acts Requirement**

Overt acts are required to evidence support of the written declaration of intent to establish permanent residency in New Mexico. Documentation of two of the following is required:

1. If the applicant is financially dependent, a copy of the parents' or guardians' previous year income tax form showing the applicant as a dependent and the parents' address as New Mexico;
2. A New Mexico high school transcript issued in the past year confirming attendance at a New Mexico public or private high school within the past 12 months;
3. A transcript from an online high school showing a New Mexico address confirming attendance within the past 12 months;
4. A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the first day of the term or semester;

5. Proof of payment of New Mexico state income tax for the previous year;
6. Evidence of employment within the state of New Mexico;
7. New Mexico vehicle registration;
8. Voter registration in New Mexico;
9. Proof of residential property ownership in New Mexico;
10. A rental agreement within New Mexico;
11. Utility bills showing the applicant's name and a New Mexico address;
12. Other evidence which would reasonably support the individual's intent to establish and maintain New Mexico residency.

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

**NOTES:**

1. A person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) and his/her spouse and dependent children shall not be required to complete the 12-month durational requirement. However, all other requirements must be satisfied.
2. Active duty military members stationed in New Mexico, their spouses and dependents are eligible for waivers of non-resident tuition. Members of the National Guard, their spouses and dependents are also eligible for waivers of non-resident tuition. A form must be submitted to the Office of the Registrar by the second Friday of the term to obtain these waivers.
3. According to the University of New Mexico's tuition policy: Non-resident, degree-seeking graduate students enrolled for six or fewer credit hours in their first two semesters are charged resident tuition rates.

Students enrolling for the Summer session are charged resident tuition rates regardless of residency classification.

The residency petition and a brochure that explains requirements for establishing New Mexico residency for tuition purposes and special tuition status waivers are available from the Admissions office. For more information, visit the Office of the Registrar website.

## **Schedule of Classes**

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

## **Registration**

### **Registration Procedures**

Details are outlined on the StudentInfo website located at <https://unm-student.custhelp.com/>

## **Payment of Tuition and Fees**

Payment of tuition and fees is required to complete registration. For specific information regarding tuition, fees, payment and payment deadline dates refer to <http://bursar.unm.edu/>

## **Methods of Instruction, Class Hours, and Credit**

### **Hours Information**

#### **Methods of Instruction**

The University of New Mexico and its branches offer courses with the following methods of instruction: Community-Based Research, Hybrid, Open Learning, Online, Laboratory, and Service Learning.



## **Class Hours and Credit Hours**

For all methods of instruction, UNM's assignment and award of credit hours conforms to commonly accepted practices in higher education in accordance with federal regulations 34 CFR 602.24(f).

The minimum requirements for assigning one (1) semester credit hour consists of one (1) 50-minute period of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week of the semester, or at least an equivalent amount of work as established by the degree granting college.

## **Course Load Guidelines**

### **Undergraduates/Non-Degree**

#### **Fall/Spring Semesters**

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

#### **Summer Session**

- Full-time: 6 or more credit hours.
- Three-quarter time: 5 credit hours.
- Half-time: 3-5 credit hours.
- Less than half-time: 1 or 2 credit hours.

Students withdrawing after the grade required deadline are subject to a grade of "W" (withdrawal). The W grade is not included in the total course load. Courses taken in Audit status are also not included in total course load.

## **Enrollment Limit**

Undergraduate students may not take more than 18 credit hours during a semester and 9 credit hours during the Summer session, except with

approval from the student's academic advisor. Students in non-degree status who have not earned at least a baccalaureate-level degree must contact the Academic Advisement at (505) 863-7663 to discuss enrollment limitations and options.

**Addition of Correspondence or Extension Courses to Program.** A resident student may enroll for correspondence and extension courses only when the addition of such courses does not cause the course load to be over the maximum.

## **Registration Restrictions**

### **Prerequisite and Corequisite Requirements**

The University of New Mexico checks prerequisites on all courses numbered 100 – 499. If a student does not have the required prerequisite(s), he/she is not able to register for the specific course. All prerequisites must be completed with a C or higher letter grade, unless otherwise identified by the academic department/unit offering the course. Corequisite checking occurs for all courses numbered 100 – 499. Registration for corequisite courses must occur at the same time. A student is not able to register for one corequisite course without the other.

### **Additional Restrictions**

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

## **Enrollment Certification**

Enrollment Certifications are requested by individuals, institutions or organizations for information related to a student's past or current

enrollment. Information requested normally takes the form of validation of confirmed degrees, dates of attendance or whether a student is enrolled full- or part-time. Enrollment Certificates display the student's legal first name.

The National Student Clearinghouse is the University of New Mexico's authorized agent for providing enrollment and degree verifications. If an employer or background-screening firm requests such information, refer them to the National Student Clearinghouse at (703) 742-4200 or the [National Student Clearinghouse Web site](#).

*Verification forms from financial lenders should be sent directly to the National Student Clearinghouse for fastest response.*

The University of New Mexico will produce an Enrollment Certificate validating a student's status for the current semester, not earlier than January 1 for the Spring semester and not earlier than August 1 for the Fall semester. If a student wishes to have his/her entire academic history certified, or semesters not covered by the certification process, the student must request a transcript. The University of New Mexico does not certify expected graduation date. Military dependents requesting exception to this policy must submit a written request explaining the need for a Pre-Registration Certificate, provide a copy of their current military ID, and be enrolled for a minimum of 12 credit hours on the immediately-upcoming semester.

The certification document can be mailed, faxed, or emailed on request, or it may be picked up with proper photo identification (valid driver's license, military ID, passport or other state- or federally-issued picture identification, or LoboCard.). The Enrollment Certificate replaces the institutionally specific forms. The Course Load Guidelines above are used to determine enrollment status for financial aid eligibility and loan deferments. Graduate students with an assistantship must submit a copy of their contract with their verification request.

Current students may also request an automated enrollment certificate through LoboWeb, which is received through their @unm.edu email account.

## Changes in Enrollment

Once registered, students may process schedule changes during appropriate periods through the drop/add procedures. Procedures for schedule changes and deadlines are found on the [Office of the Registrar Web site](#). Changes made after deadlines are subject to late transaction fees.

**Summer Session and Short Courses.** Deadlines for processing drops, adds, withdrawals and grade options for Summer session and short courses vary according to the length of the course. Consult the [Office of the Registrar Web site](#) for specific dates.

### For 16-week courses, the following applies:

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

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

**Withdrawal from a Course.** After the third week a student may withdraw from a course until the end of the 12th week of the semester and is subject to a grade of "W". After the 12th week, course withdrawals are only accepted with approval from the dean or director of the student's college. No withdrawals are accepted after the last day of instruction of the semester, prior to final exam week.

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

**Change in Grading Option.** Changes in grading option (including audit, pass-fail (CR/NC), letter grade, graduate credit) in any course may be made through the fourth week of the semester.

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

**Completion of Courses.** Students are responsible for completing all courses in which they are enrolled at the University. Changes in enrollment, drops or withdrawals must be officially processed. A student who does not follow proper course or University withdrawal procedures may be given a failing grade and is responsible for tuition charges associated with the course.

## Grade Options

### Audit

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

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

### Pass/Fail (CR/NC) Option

1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of "C". Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading receive NC (no credit).
4. A course may be changed to the pass/fail (CR/NC) grade option. Visit the [Office of the Registrar Web site](#) for semester deadlines.

5. A maximum of 24 credit hours graded pass/fail (CR/NC) is allowed toward a baccalaureate degree. Graduate students may not count more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" was earned.

6. Courses which are specifically approved for pass/fail (CR/NC) grading are not included in the 24 credit hour maximum allowed toward degree requirements.

7. The following may not be taken under the pass/fail (CR/NC) option:

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

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

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

## Withdrawal from the University

- Students can withdraw from all courses through the end of the 12th week by using [LoboWeb](#) if holds do not exist on their account. At the beginning of the thirteenth week, a student who is

withdrawing from all courses must have approval from the Registrar's office. Students may contact the Registrar's office at, (505) 863-7623, for advisement on withdrawal from all courses.

- Students who withdraw during the first three weeks (regular full semester) of classes do not receive a grade notation on their academic records. The notation on a student's record is "Withdrew" followed by the date.
- University withdrawals initiated after the third-week (regular full semester) of classes are subject to a grade of "W". All withdrawal grades are assigned by the instructor during the regular grading period. The notation on a student's record is "Withdrew" followed by the date, along with the course name and grade assigned.
- Summer Session and Short Courses. Deadlines for processing withdrawals for Summer session and short courses vary according to the length of the course. Consult the Semester Deadlines on the [Office of the Registrar Web site](#) for specific dates.
- Students leaving the University during a semester without withdrawing according to this regulation are subject to faculty assigned grades.
- **Students are responsible for all outstanding financial obligations when withdrawing.** See the "Tuition Refund Deadlines" section for more information.

### **Policy on Military Withdrawals**

Under faculty regulations, students and/or their dependents who formally withdraw from the University before the end of the 12th week of the semester due to military obligations are entitled to a grade of "W" in each course in which they are enrolled. Military orders or evidence of active duty deployment, deployment in place, or involuntary/unplanned training must be made available to the Dean of Students Office. A student and/or his/her dependent who withdraws due to military obligations after completing 12 weeks of instruction receives full credit for each enrolled course provided the instructor certifies a grade of "C" or higher for the

course at the date of formal withdrawal. If the instructor certifies a grade less than "C", the student receives a grade of "W". The student must opt for either a tuition refund or for a grade assignment after the 12th week. A final semester senior who has satisfactorily completed at least half of the work for enrolled courses, provided these would complete degree requirements, may be certified for graduation by the faculty of his/her college. Any dependent seeking a military withdrawal must provide proof of that relationship. Visit the [Dean of Students Web site](#) for a "Request For Military Withdrawal" Form in order to initiate the Military Withdrawal process.

### **Transcripts**

Transcripts will display the student's legal name as indicated in the student's UNM record.

### **Class Hours and Credit Hours**

A class hour consists of 50 minutes. One class hour per week of recitation or lecture throughout a term earns a maximum of one (1) credit hour.

### **Course Numbering System**

The University of New Mexico began the transition to a four-alpha, four-number (e.g., ENGL 2310) Common Core Course Number effective Fall 2019, in compliance with 5.55.5 NMAC. This transition will not affect all course numbers at once.

Courses offered at the University are numbered from 001 through 999:

- 001 to 100 courses may or may not carry credit, but are not applicable to a baccalaureate degree.
- 101 to 1999 courses are lower-division, and are normally open to freshmen.
- 200 to 2999 courses are lower-division, and are normally open to sophomores.

**NOTE:** Undergraduate or non-degree students without a degree may not enroll in any graduate problems courses for undergraduate credit.

Technical, vocational or special courses are applicable for baccalaureate credit only upon petition to and approval from the University of New Mexico degree granting unit.

Freshmen may in some instances qualify for courses numbered in the 200's. Courses numbered 300 and above are not open to lower-division students (freshmen and sophomores) except in rare instances, and then only with the approval of the college dean. When appropriate, students may be disenrolled from courses numbered 200 and above. See the individual college sections of this Catalog for specific regulations.

### **Official Transcripts**

The fee for each official transcript requested is \$10.00. There are additional shipping fees. Fees are subject to change.

Official transcripts may be withheld for financial reasons and are not released until the student's outstanding financial obligations to the University have been paid, or until satisfactory payment arrangements have been made. All financial arrangements are handled in the Bursar's Office. Students may request transcripts in the Office of Admissions located in the Student Services and Technology Building. Proper photo identification (valid driver's license, military ID, passport or other state- or federally-issued picture identification, or LoboCard) is required when ordering and picking up transcripts in person.

### **Unofficial Transcripts**

Current students may access their unofficial transcripts on [LoboWeb](#).

Unofficial transcripts are free with a maximum of three copies per request. Students may visit the Office of Admissions to request and/or pick up an unofficial transcript. Proper photo identification (valid driver's license, military ID, passport or other state- or federally-issued picture

identification, or LoboCard.) is required when ordering and picking up transcripts in person.

### **Transcript Requests**

Both current and former students may request official transcripts online at the [Office of the Registrar Web site](#).

Mail requests to:

Office of Admissions

ATTN: Transcript Request

705 Gurley Avenue

Gallup, NM 87301

Fax: (505) 863-7610

Mailed requests must include the following information:

- Student signature
- Date of request
- Current/previous name(s)
- Social Security Number/UNM ID
- Date of birth
- Dates of attendance
- Student email address (for order status updates)
- Current address
- Daytime telephone number
- Address to which the transcript is to be sent
- For official transcripts only: check or money order

Official transcripts are printed on security paper which will indicate "Copy" when faxed or copied. Electronic transcript versions cannot be photocopied or printed and remain official.

### **Other Exclusions**

- Email requests cannot be honored except when ordered online at the [Office of the Registrar Web site](#).

- Another person may not request or pick-up a student's transcripts without specific written authorization from that student.
- All persons picking up transcripts must show proper photo ID.
- The University of New Mexico does not provide copies of test scores or transcripts of academic work from other institutions. The original institution must be contacted for such information.

## Grading

### Grade Notification

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

### Grades

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

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

D	1.00
D-	0.67
F	0.00
CR	Credit. Results in credit for the course, but is not computed into the grade point average. CR is the equivalent of at least a grade of C. At the graduate level, CR is used to report completion of a master's thesis or doctoral dissertation. See the following pages for specific information concerning pass/fail (CR/NC) option grading.
NC	No Credit. Not computed into the grade point average. At the graduate level NC is also used to report unsatisfactory completion of a master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.
NR	Not Recorded. If a grade has not been received by the end of the grading period, an NR is assigned. A grade of NR is not computed into the grade point average. After two years, the remaining NR grades are converted to W grades.
PR	Progress. Used to indicate that a thesis or dissertation is in progress, but not complete. In the semester when the thesis or dissertation is completed, CR or NC is reported.
I	Incomplete. Given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. (See the policy on Removal of Incomplete.)
AUDIT	Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

WP	Withdrawal Passing. Course withdrawals after the grade required deadline were subject to the grade of WP, if passing the course at the time of withdrawal.
WF	Withdrawal Failing. Course withdrawals after the grade required deadline were subject to the grade of WF, if failing the course at the time of withdrawal. The grade of WF is calculated as a failing grade in the student's grade point average.
WNC	Withdrawal No Credit. Not computed in the grade point average. WNC indicates an official withdrawal in a pass/fail (CR/NC) enrollment option or course approved for pass/fail (CR/NC) grading.
W	Withdrawal. Used for withdrawals after the grade required deadline beginning in Fall 2012, and for approved administrative withdrawals at the end of a semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student's control.
RS	Reinstatement. Not computed in the grade point average; no credit is earned. An RS grade is used for approved retroactive enrollment in a 599 or a 699 course when the student did not complete any work on the thesis or dissertation.
	<b>NOTE:</b> Graduate students may not be assigned C-, D+, D or D- grades.

### Grade Point Average

An undergraduate student's grade point average is calculated by dividing the total number of quality grade points earned at the University of New Mexico by the total number of credit hours attempted, and truncated by two decimals. These credit hours must be attempted in courses with letter

grades and the courses must be numbered 100 or above. Courses for undergraduate students given a grade of W, WP, WNC, CR, NC, PR, AUD, or I are excluded in the grade point average calculation. For graduate students, the Graduate Studies office, internally for their record keeping processes, calculates a grade of "I" as a 2.0 until replaced by another letter grade.

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

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

**Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico grade point average. The UNM transcript is the official record of the student's grade point average at UNM, and reflects only courses taken at the University of New Mexico.**

### Dean's List

The academic standing of all students is reviewed at the end of each Fall and Spring semester and Summer session in accordance with the regulations of their College. If available, Dean's List indication on an undergraduate student's academic record is noted when GPA calculations

are determined one week after the official last day of the semester. Enrollment in late-starting, correspondence or other off-pattern courses may prevent awarding of Dean's List if grades are not submitted prior to end-of-term processing. Students with incomplete (I) or not recorded (NR) grades at the time of this calculation are not included on the Deans' List.

### **Incomplete (I) Grades**

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester/session.

Students should not re-enroll or re-register (for credit) in a course in which an I (Incomplete) grade has been assigned in order to resolve it. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis. The fee for an audited course is the same as for credit courses.

Grade changes to Incomplete grades must be received no later than one year (twelve months) from the published end day of the term in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are automatically converted to an F (Failure) grade.

Students who resolve Incompletes in the term of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office, before the start of the new semester). Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following term.

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

### **Extension of Incomplete**

A student may apply for an extension of the time allowed to complete the coursework required to remove the I grade. The Extension of Incomplete form may be obtained in the Records and Registration Office or from the [Office of the Registrar Web site](#). A student who re-enrolls in residence may be granted a one-semester extension. If an extension is granted, it is the student's responsibility to ensure the I grade is removed by the date indicated. The Extension of Incomplete form must be submitted no later than the last day of the term.

### **Repetition of a Course**

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

### **Grade Replacement Policy**

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring semester 1991. Under this policy, only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria, or who choose not to make use of the option, automatically fall under the existing policy as described under "Repetition of a Course." The following outlines the procedure for the implementation of this course repeat (grade replacement) option. **NO EXCEPTIONS ARE MADE TO THIS POLICY.**

1. The Grade Replacement policy is effective as of Spring semester 1991 and affects only the University of New Mexico coursework from



Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991.

**Note:** A student who fails a course at the University of New Mexico and repeats the same course with a grade of "C" or higher at another college or university may have the credit accepted for transfer, but the grade received at the University of New Mexico will continue to be computed in the grade point average.

3. Students in undergraduate status are eligible to use this policy, and only coursework that applies to an undergraduate degree is considered for a grade replacement.
4. A repeated course must result in an improved grade in order to replace the other grade (e.g., a "D" cannot replace a "D"). The higher grade removes the lower grade from the grade point average and earned credit hours. **Grades of CR, NC, PR, WP and W are not replaceable grades** since they do not affect the grade point average.
5. **The process is not automatic.** Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. **The course numbers and titles must be identical, except where equivalencies or a change has been noted in the *University of New Mexico Catalog*.** Substitute courses are not acceptable. Forms are accepted after the second attempt in the course has been completed.
6. A grade replacement may be applied only to 12 credit hours of repeated coursework. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
7. Once a grade replacement has been approved, the process cannot be reversed or changed.

8. **No grade may be replaced after a degree has been awarded.**
9. **All grades remain on the record.** An "E" appears on the transcript next to the course that has been replaced.
10. Students registering for a late-starting course cannot use the Grade Replacement Policy to replace a grade within that same semester.

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

### **Change of Grade**

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

### **Grade Petition Procedure**

1. A student seeking retroactive withdrawal, enrollment, or a grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Office of Admissions. This petition process does not cover disputes involving academic judgment (Refer to the *UNM Pathfinder*, "Student Grievance Procedure," Article 2, Academic Disputes).
2. The petition must state the nature of the request, specify the semester involved, the course and section number, the student's name, identification number, mailing address and telephone number. It must include documentation of extenuating circumstances, such as medical, family or employment needs. The petition must be typed and signed.

3. A student may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade. (Effective as of April 2005 as approved by Faculty Senate Operations Committee.) This means no grade change can be petitioned after two years in which the course(s) was/were taken.
4. Upon receipt of student's petition, the instructor(s) involved is contacted for a statement concerning the request.
5. The petition (along with instructor comments) is forwarded to the Grade Petition Subcommittee of the Faculty Senate Admission and Records Committee for review and decision. If the petition is approved, appropriate modifications are made to the student record.
6. The student is notified in writing of the outcome of the petition. The decision of the subcommittee is final.
7. The student is responsible for tuition and fees incurred.

## Academic Renewal Policy

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

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

**NO EXCEPTIONS ARE MADE TO THIS POLICY.**

## Academic Renewal Guidelines

**NOTE:** Non-degree, second undergraduate degree, graduate students, or students who hold an Associate's degree from The University of New Mexico are not eligible for Academic Renewal.

1. Academic Renewal may be applied only once and is not reversible.
2. An absence of five or more years must have elapsed between readmission and the last date of enrollment at the University of New Mexico.
3. The student must be currently enrolled in an undergraduate degree program. Additionally, college entrance requirements such as minimum hours and grade point average must still be met after Academic Renewal has been applied.
4. After readmission to the University of New Mexico, at least 12 earned credit hours, but no more than 36 earned credit hours, must be completed in good standing (2.00 GPA or higher) before Academic Renewal can be applied.

**Note:** If the degree-granting unit has placed the student on probationary status, it is not automatically changed by Academic Renewal.

5. All graduation requirements must be satisfied after Academic Renewal, i.e., minimum earned credit, residence credit requirement, cumulative grade point average, etc.

**Note:** Credit earned prior to Academic Renewal does count toward the residence credit requirements.

6. All courses taken prior to Academic Renewal remain unaltered on the record. An appropriate notation is added to the record to indicate Academic Renewal. Courses with a grade of "C" or "CR" or higher taken prior to Academic Renewal are carried forward as earned credits. Application of these credits towards a degree is determined by the degree-granting unit.

7. Courses with a grade of "C-" or below taken prior to Academic Renewal are noted and do not count as earned credits or as satisfying any graduation requirements.

8. Academic Renewal, when applied, is effective as of the date of the readmission following the five-year absence.
9. The cumulative grade point average after academic renewal is calculated on the basis of courses taken since the readmission following the five-year absence.

## Scholastic Regulations

### Attendance

Policies regarding student attendance at class meetings are set by each instructor.

Students should not assume that nonattendance results in being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals within published deadlines utilizing [LoboWeb](#) or via forms available on the [Office of the Registrar Web site](#).

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

Information on reporting short-term absences to instructors can be found under ***Notification of Absences in this page of the Catalog.***

### Classroom Conduct

The instructor is responsible for classroom conduct, behavior and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct to the Dean of Students Office for additional action under the "Student Code of Conduct" as published in the *UNM Pathfinder*.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the appropriate department

or other division of the University. **Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.**

### Dishonesty in Academic Matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

### Misrepresentation

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

### Dismissal

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

### Probation

Probationary status serves as a warning to students that they are no longer in good academic standing, and that they may be suspended. Students are

placed on probation at the end of any semester in which the cumulative grade point average falls below 2.00. Students should expect special requirements to be placed while on probation.

Students on probation are considered for suspension at the end of any semester in which the cumulative grade point average does not rise to 2.00 or better.

Students placed on probation may be continued on probation, if they substantially raise the cumulative grade point average and are making reasonable progress in meeting degree requirements. **“Substantially raise the cumulative grade point average”** is defined as earning a semester grade point average of at least 2.5. **“Reasonable progress”** is defined as at least one-half of the student’s course load being courses (exclusive of remedial courses) which apply towards the student’s degree requirements. If these conditions are not met, the student is suspended from the University of New Mexico system.

### **Suspension**

Students on suspension may not enroll for classes at the University of New Mexico until their suspension period has been completed.

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

### **NOTE:**

1. Summer sessions are counted with the following Fall semester for purposes of this policy, e.g., a student suspended at the end of a Spring semester may not attend either the following Summer session or Fall semester.

2. Students absent from the University for a year or more must reapply for admission to the University.
3. Students who are accepted for readmission after suspension are readmitted on probation in the accepting college.
4. The Registrar may specify the number of credit hours for which a student may enroll following a suspension. They may also require students to drop courses which seem beyond their abilities.
5. Attendance at another institution during suspension must be indicated on the student’s application for readmission, and an official transcript must be sent to the Office of Admissions as part of the reapplication.

## **Senior Citizens**

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

- Age 65 or older as of the 21st day from the start of the semester.
- Classified as a New Mexico resident as defined by the NM Higher Education Department.
- Registering for no more than ten (10) credit hours.
- Registering on or after the first day of the semester. *Note that registration attempts prior to the first day of the semester result in full tuition charges, even if the class is dropped and added after that date.*

## **Fees (subject to change without notice)**

### **Tuition and Fees**

Visit the [Bursar's Office Web site](#) for information regarding Tuition and Fees, Refund Deadlines, Billing, Payment on Account, Payment Plans, Financial Aid Refunds, etc.

### **Special Course Fees**

See fee information for each term at the [Schedule Web site](#). Special Course Fees are refunded using the same refund schedule as tuition and fees.

## Enrollment Requirements for Financial Aid

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

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

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

Questions should be directed to the Student Financial Aid Office.

### Enrollment Requirements

Undergraduates/Non-Degree	
1.	Fall/Spring Semesters
a.	Full-time: 12 or more credit hours
b.	Three-quarter time: 9-11 credit hours
c.	Half-time: 6-8 credit hours
d.	Less than half-time: 5 or fewer credit hours
2.	Summer Session

a.	Full-time: 6 or more credit hours
b.	Three-quarter time: 5 credit hours
c.	Half-time: 3 or 4 credit hours
d.	Less than half-time: 1 or 2 credit hours

### Crediting Financial Assistance to a Student's Account

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

#### These programs include:

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

For external scholarship or loan checks, students must visit the Cashier Department to endorse the checks.

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

## Enrollment Cancellation

Enrollment Cancellation [Due to Lack of Financial Commitment] is a date set by UNM Office of the Bursar, and prescribed by state statute, by which a student must make a financial commitment by accepting [financial responsibility](#) for current term charges **AND pay their entire prior semester balance** or be dropped from their current term courses.

Your Enrollment Cancellation Balance is due by 5:00 PM on the stated Enrollment Cancellation deadline date. Failure to pay this balance or set up a payment plan before the deadline will result in your being dropped from all your current term courses.

You can view your [Enrollment Cancellation Balance over LoboWeb](#).

## Student Financial Aid

The following information explains the application process and answers questions about financial aid at the University of New Mexico. To maximize the opportunity for funding, the application for aid must be received by January 3. Students must also respond to any request for additional information in a timely fashion (and by January 31 to maximize the opportunity for funding). Pell Grants and Federal Direct Loans remain available to eligible students who submit applications after the January 3 priority date.

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

The costs of attending the University of New Mexico include:

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

To be considered for financial aid, students must apply every year.

For additional information regarding costs and financial aid at the University of New Mexico, access the [Student Financial Aid Office Web site](#).

## Satisfactory Academic Progress

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

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

- While completing the first 30 credit hours as an undergraduate, a student must attain a minimum 1.7 GPA.
- Students with more than 30 credit hours must sustain a minimum 2.0 GPA.

**Completion rate:** Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of A, B, C, D or CR are earned are considered completed. Repeated courses were already counted as completed, and are not counted twice. All attempted credit

hours from any college (including non-degree hours) are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. All earned transfer hours are considered to be earned and attempted for this calculation as well (whether aid was received or not). Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken for AUDIT are not counted in the student's total course load for purposes of financial aid eligibility. For graduate students, 100- and 200-level classes count as hours attempted, but not hours earned, because they do not count toward the completion of a graduate degree.

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

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

### Typical Sources of Financial Aid

Program	Per Academic Year	Maximum Award Amount
Federal Pell Grant	Maximum	\$5,920
TEACH		\$3,724
Federal Supplemental Ed. Opportunity Grant	Maximum	\$1,000
State Student Incentive Grant	Maximum	\$2,500
State College Affordability Grant	Maximum	\$1,000
UNM Bridge to Success Scholarship		\$1,800
NM Lottery Success Scholarship	Tuition amount	Up to tuition amount (does not include fees) subject to change, based on NM legislature
Federal/State College Work/Study	Undergraduate	\$5,000
Federal Perkins Loan	Maximum	\$4,000
Federal Direct Loan (Subsidized)	Freshman	\$3,500
	Sophomore	\$4,500

Federal Direct Loan (Unsubsidized)	Freshman	\$7,500*
	Sophomore	\$8,500*
	Junior/Senior	\$10,500*
		<i>* Minus any subsidized amount borrowed</i>
PLUS Loans	Dependent Students	Cost of education minus financial aid awarded

### Student Employment

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

### Scholarships

UNM-Gallup offers several scholarships for qualified students. General scholarships are awarded through the Scholarship Office on a competitive basis and in line with donor requirements. There is a common application for general scholarships. Information on available scholarships and the application process can be located on the [UNM-Gallup Financial Aid website](#).

## Student Conduct, Grievance and Appeals

The Dean of Students Office administers the Student and Visitor Codes of Conduct and has jurisdiction over behavioral disciplinary matters, academic dishonesty (when referred by an instructor) and appeals from students, student court or campus boards (where appeals are provided for in their bylaws and/or the University of New Mexico policy). The Dean of Students Office representative for UNM-Gallup is the Director of Student Affairs, who oversees conduct, grievance, and appeal matters for the Gallup campus. Questions about these procedures should be directed to the Director of Student Affairs. The complete procedures and codes of conduct are in the [UNM Pathfinder](#).

## UNM Pathfinder: The Student Handbook

The [UNM Pathfinder](#) is the most comprehensive handbook of student services at the University of New Mexico. The *UNM Pathfinder* gives general information, including office locations and telephone numbers, about academic support and cultural programs, athletics and recreation, student organizations, entertainment, financial services, food, health and medical assistance, housing, the University of New Mexico policies affecting students, commuting and parking and other services and programs.

## Drug-Free Campus

This policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and reflects the commitment of the University to an environment free of drugs and the illegal use of alcohol. Drug and alcohol abuse on campus poses a serious threat to the health, safety and welfare of faculty, staff and students, impairs work and academic performance, and conflicts with the responsibility of the University to foster a healthy atmosphere for the pursuit of education, research and service. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on University property, or as part of any of its



activities by any member of the University community—faculty, staff or student—is strictly prohibited. Additional information concerning this policy is available through the Campus Office of Substance Abuse Prevention, the Dean of Students Office, Human Resources and the Faculty Grants and Contracts Office. The University’s policy is distributed annually to all students, faculty and staff members and printed in its entirety in each edition of the [UNM Pathfinder](#).

## Student Resources

### Academic Advisement

In Student Services, Student Success Specialists are available on a drop-in basis or by appointment to assist students in determining educational goals and dealing with personal concerns that may affect academic progress. Student Success Specialists advise students in selecting classes, planning course schedules, deciding on degree programs, interpreting transfer evaluations, meeting graduation requirements, and resolving problems relating to policies and procedures.

**Advising Mission:** To develop a partnership with students to build their knowledge of degree requirements and campus resources to ensure their successful completion of a Certificate and/or Associate program that supports their progression into a career and/or transfer to continue their education.

### Student Responsibilities

- Making regular contact with advisor(s) each semester;
- Preparing for each advisement appointment with materials, specific questions for discussion, and general ideas of courses for the upcoming semester (if the meeting concerns registration);
- Being an active learner by participating fully in the advising experience;
- Asking questions if an issue is not understood, or to resolve a specific concern;

- Gathering all relevant decision-making information;
- Becoming knowledgeable about college programs, policies, and procedures;
- Identifying degree programs that align with academic interests and abilities;
- Familiarize themselves with dates and deadlines (registration, final exams, etc.) as listed on the UNM Academic Calendar;
- Understanding registration and the course add/drop and withdrawal policies and ramifications;
- Regularly checking and using their UNM email account for official correspondence;
- Accepting responsibility and ownership for academic decisions.

### Advisor Responsibilities

- Communicate degree requirements, institutional policies, and procedures;
- Explain academic policies and procedures;
- Be accessible during office hours and for walk-in appointments;
- Respond to messages in a timely manner;
- Document summaries of advisement session discussions;
- Counsel decision-making and responsible development of educational plans for achievement;
- Aid with identifying and using relevant University resources;
- Monitor and actively document progress;
- Assist in understanding the purpose and objectives of higher education and its effects on the student's life and personal goals;
- Encourage and guide the student to define and develop clear and realistic educational plans;
- Maintain confidentiality.

Academic Advisement is located in the Student Services and Technology Center. Additional information can be accessed on the [UNM-Gallup Academic Advisement website](#).

## **Accessibility Resource Center**

In keeping with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University is committed to providing equal access and reasonable academic accommodations to qualified students with disabilities as necessary to ensure quality access to courses, programs, services, and facilities at the University. The UNM-Gallup Accessibility Resource Center has been established to support students through:

- Verifying disabilities and need for accommodations
- Recommending reasonable accommodations
- Informing students of their rights and responsibilities
- Advocating program access
- Problem-solving with student and, if necessary, the instructor, in response to student concerns regarding the implementation or consistency of reasonable accommodations

However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance.

The student is responsible for demonstrating the need for an academic accommodation by providing the Accessibility Resource Center with complete and appropriate documentation that establishes the disability, and the appropriateness of the requested accommodation(s). The University is responsible for all costs of academic accommodations.

For more information contact the UNM-Gallup Accommodations Specialist at [galluparc@unm.edu](mailto:galluparc@unm.edu).

## **Center for Academic Learning**

The Center for Academic Learning (CAL) provides students with academic support, skills, and strategies that help them succeed in individual courses and with transferrable skills that help throughout their entire academic careers. The center is staffed by education specialists and peer

tutors who provide tutoring services in a variety of disciplines, such as literacy (reading/writing), math, and science. CAL collaborates closely with faculty to ensure that students meet course and assignment expectations effectively and independently. The Center for Academic Learning is located on the second floor of Gurley Hall.

## **TRIO/Student Support Services**

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

The TRIO/Student Support Services program is located on the first floor of Gurley Hall.

## **TRIO/Upward Bound**

TRIO/Upward Bound is a federally funded program through the United States Department of Education. Upward Bound is a pre-college preparatory program for students in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade enrolled in target schools within the Gallup McKinley County School District. Students must qualify for selection to the program. Once selected, students remain in the program until their graduation from high school and the completion of their first summer of college. The program is academically designed to challenge high school students to develop the skills, study habits, discipline and necessary attitude/motivation required to succeed in high school and

college. Upward Bound offers a comprehensive year-round program that is divided into two components: Academic year, and Summer program.

The TRIO/Upward Bound program is located on the first floor of Gurley Hall.

### **Veterans Resource Center**

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

#### **UNM Albuquerque**

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

#### **UNM TAOS**

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

#### **UNM Valencia**

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

#### **UNM Los Alamos**

Financial Aid Office

4000 University Drive  
Los Alamos, NM 87544

### **Determination of Educational Benefits & Programs**

To apply for benefits and determine which benefits for which you qualify, access the following website:

<https://www.benefits.va.gov/gibill/>

### **Veterans Administration Benefits Compliance for Pending Payments**

In accordance with Title 38 US Code 3679(e), the University of New Mexico Gallup adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Enroll in classes (including 2<sup>nd</sup> 8-week courses) prior to the Enrollment Cancellation deadline;
- Produce the VA Certificate of Eligibility (COE) prior to the Enrollment Cancellation deadline;
- Provide a written request to be certified by the School Certifying Official;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## General Academic Regulations

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

### Catalog Requirements

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

Notwithstanding the above, the University of New Mexico reserves the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

### Readmission–Catalog Requirements

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

### Responsibility for Requirements

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them. Advisement at the specific department/program level as well as the college level is strongly recommended to assure timely graduation. Students who take more than 10 years to graduate from the date of their original admission, must conform to the Catalog in effect in the semester in which they intend to graduate.

## Graduation Requirements

### Associate Degrees

Candidates for associate degrees offered by any of The University of New Mexico's colleges or branches must meet the following minimum degree requirements and are subject to the following University limitations:

1. A minimum of 60 acceptable semester hours must be earned. Technical work (up to the limit specified below) may be included in these 60 hours, upon approval of the appropriate degree-granting program.
2. A minimum of 15 semester hours must be earned in residence at The University of New Mexico, exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transferring Students for transfer credit regulations).
3. Of the 60 hour minimum, no more than 9 semester hours may be earned by extension or correspondence.
4. The student must have a cumulative grade point average of at least 2.00.
5. Introductory Studies 100 courses may not be used to satisfy any of the above requirements.

### Certificates

Undergraduate certificates offered by any of the University of New Mexico's colleges or branches must meet the following minimum requirements:

1. A minimum of 30 acceptable credit hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 30 credit hours upon approval of the certificate-granting program. Of the 30 credit hours, a minimum of 15 credit hours must be earned in residence at the University of New Mexico.

2. Branch campuses may offer technical-vocational certificates of less than 30 credit hours, provided:

- The proposed curriculum fulfills a recognized professional certification: e.g., Certified Nursing Assistant (NLN) Fire Science Officer (IAFC), etc.; or
- The proposed curriculum fulfills a specified local workforce need.

Certificates consisting of academic (transferable) coursework require approval of the Office of the Provost and the Faculty Senate. Technical-vocational certificates require approval of the Office of the Provost.

### **Second Certificate/Associate Degree**

A second certificate or a second associate degree will not be granted until a student has earned a minimum of 15 semester hours in residence above the requirements for the first certificate or degree and fulfilled all requirements for the second certificate or degree.

### **Commencement**

Commencement exercises are held twice per year, at the end of the Fall and Spring semesters. Students whose requirements were completed and degrees confirmed in the preceding Summer session or in the preceding Fall or Spring semesters are invited to attend.

While commencement attendance is optional, **all students must declare their intent to graduate within their specific departments.** Check with an academic advisor to determine the deadline and the process for a particular department. This deadline may be up to one year before the intended graduation semester.

During the graduation semester, students should use the [Diploma Information Form](#) to confirm display name and mailing information for the diploma. The [UNM-Gallup Graduation Website](#) provides information and sign-up forms for attending the campus-wide commencement

ceremony. Other useful graduation-related information can be found here, including purchasing caps, gowns, and graduation announcements.

### **Extension and Independent Study**

The University of New Mexico allows credit for independent study, correspondence and extension courses at the University of New Mexico or through other fully accredited colleges and universities toward degree requirements. Credit for extension and independent study courses completed at institutions not accredited by regional accrediting associations is not accepted for transfer, although a student who has completed such correspondence or extension work in a course comparable to one at the University of New Mexico may establish credit here by special examination.

The hours earned by independent study or extension from accredited institutions other than the University of New Mexico may be counted toward degree requirements, but the grades will not be included in the student's grade point average (see Grade Point Average). Courses taken from other institutions must correspond to those offered at the University of New Mexico. Any graduating student who expects to substitute credits earned by independent study toward fulfillment of degree requirements must have prior approval of his or her program's Department Chair. The student is responsible for complying with all regulations stated in the Independent Study Guidelines.

## SHORT TERM CERTIFICATES

### **CERTIFIED NURSE ASSISTANT (8 CR HOURS) (Ineligible for Federal Financial Aid)**

#### **Short-Term Certified Nursing Assistant Certificate Program**

##### **Description**

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

##### **Short-Term Certificate Career and Educational Advancement Opportunities**

Students may enroll in any of the allied health programs offered at UNM Gallup as they build on basic skills required for the provision of care at various levels in the healthcare field. The basic skills learned in the CNA classes and clinical settings and prepare students to sit for the certification exam and for work in healthcare facilities under the supervision of a Registered Nurse (RN). Prospective nursing students may be advised to take the CNA program prior to enrolling in area schools of nursing. For more information, students should confer with an advisor.

##### **Short-Term Certificate Program requirements**

Nursing Assistant: 8 credit hours to include 96 clock hours lecture/skills lab and 32 clock hours clinical. Prior to entering clinical setting in the final

week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

##### **Short-Term Certificate Program Learning Goals**

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

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

##### **Nursing Assistant: (8 Credits)**

CNA 101      Certified Nursing Assistant      8

## **EMERGENCY MEDICAL SERVICES EMT BASIC CERTIFICATE (10 CR HOURS) (Ineligible for Federal Financial Aid)**

### **Short-Term Emergency Medical Technician Basic Certificate Program Description**

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

### **Short-Term Certificate Career and Educational Advancement Opportunities**

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

### **Short-Term Certificate Program requirements**

Emergency Medical Technician Basic: 10 credit hours to include 8 credit hours of coursework and 2 credit hours of lab. Prior to entering clinical

setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

### **Short-Term Certificate Program Learning Goals**

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

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

### **Emergency Medical Technician Basic: (10 Credits)**

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

## **EMERGENCY MEDICAL SERVICES EMT INTERMEDIATE CERTIFICATE (8 CR HOURS) (Ineligible for Federal Financial Aid)**

### **Short-Term Emergency Medical Technician Intermediate Certificate Program Description**

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

### **Short-Term Certificate Career and Educational Advancement Opportunities**

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

### **Short-Term Certificate Program requirements**

Emergency Medical Technician Intermediate: 8 credit hours to include 5 credit hours of coursework and 1 credit hours of lab, and 2 credit hours of

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

### **Short-Term Certificate Program Learning Goals**

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

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

### **Emergency Medical Technician Intermediate: (8 Credits)**

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



## **CERTIFICATE IN AUTOMOTIVE TECHNOLOGY** **(33 Credits)**

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

### **AUTOMOTIVE TECHNOLOGY CORE (33):**

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

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

## **ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY (72 Credits)**

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

AUTT 203	Automotive Engine Overhaul	6cr
AUTT 210	Drive Train Overhaul	6cr
AUTT 213	Automatic Transmission Overhaul	6cr
AUTT 230	Electrical Systems Overhaul	3cr
AUTT 295	Practicum in Auto Technology	3cr

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

### **GENERAL EDUCATION REQUIREMENTS (15):**

#### **Communication (3):**

For required courses, refer to General Education curriculum 3cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to General Education curriculum 3cr

#### **Humanities (3):**

For required courses, refer to General Education curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to General Education curriculum 3cr

#### **General Education Elective (3):**

For required courses, refer to General Education curriculum 3cr

### **AUTOMOTIVE TECHNOLOGY CORE (57):**

AUTT 111	Automotive Testing & Diagnostics	6cr
AUTT 115	Brake Systems	6cr
AUTT 130	Electrical System Repair	6cr
AUTT 157	Steering & Suspension	6cr
AUTT 167	Emission Control Service	3cr
AUTT 170	Heating and Air Conditioning	6cr

## **CERTIFICATE IN BARBERING (37 Credits)**

The Certificate in Barbering will prepare students for a career in barbershops and other haircutting establishments. The curriculum will primarily focus on helping students gain a barber's license from the New Mexico State Board of Barbers and Cosmetology. Barbering does not require Manicuring, but does require Honing, Stropping and Shaving (2 credit hours). The clock hours for the certificate are 1200 (40 credit hours). Cosmetology requires 4 credits in manicuring to receive 1600 clock hours for the certificate (44 credit hours).

Please consult with your advisor for current transferability information.

### **BARBERING CORE (37):**

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

### **OPTIONAL COURSEWORK FOR NM STATE BOARD CLOCK HOURS:**

COSM 252	Cosmetology Lab III	6cr
COSM 291	Independent Study	3-9cr

**Barbering Licensing Information is Listed on Page 55**

## **ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION (61 credits)**

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

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

### **GENERAL EDUCATION REQUIREMENTS (31):**

#### **Communications (6):**

ENGL 1120	Composition II	
	3cr	
ENGL 2120	Intermediate Composition OR	
ENGL 2210	Professional and Technical Communication	
	3cr	

#### **Mathematics & Statistics (3)**

MATH 1350	Introduction to Statistics	3cr
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#### **Physical and Natural Sciences (4)**

For required courses, refer to the General Education curriculum	4cr
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#### **Social and Behavioral Sciences (3)**

PSYC 1110	Introduction to Psychology OR	
SOCI 1110	Introduction to Sociology	3cr

#### **Humanities (3)**

For required courses, refer to the General Education curriculum	3cr
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#### **Arts & Design (3)**

For required courses, refer to the General Education curriculum	3cr
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#### **Second Language (3)**

For required courses, refer to the General Education curriculum	3cr
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#### **Student Choice (6)**

For required courses, refer to the General Education curriculum	6cr
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### **PROGRAM REQUIREMENTS (15):**

BCIS 1110	Fundamentals of Info Literacy & Systems	3cr
ACCT 2110	Principals of Accounting I	3cr
MATH 1430	Applications of Calculus I	3cr
ECON 2110	Macroeconomic Principles	3cr
ECON 2120	Microeconomic Principles	3cr

#### **Electives (15):**

Any course 1001 and above

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

## **CERTIFICATE IN BOOKKEEPING (36 Credits)**

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

Please consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (6):**

#### **Communications (3):**

ENGL 1110	Composition I	3cr
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#### **Mathematics & Statistics (3):**

MATH 1215	Intermediate Algebra	3cr
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#### **BOOKKEEPING CORE (30):**

BSTC 222	Payroll Accounting	3cr
COMM 2120	Interpersonal Communications	3cr
BCIS 1110	Intro to Information Systems	3cr
ECON 2120	Microeconomics Principles	3cr
IT 121	Intro to Electronic Spreadsheets	3cr
ACCT 2110X	Principles of Accounting IA	3cr
ACCT 2110Y	Principles of Accounting IB	3cr
ACCT 2115	Survey of Accounting	3cr
BUSA 2220	Intro to Business	3cr
MGMT 190	Special Topics	3cr

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

## **CERTIFICATE IN CONSTRUCTION TECHNOLOGY-GENERAL CONSTRUCTION (30 Credits)**

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

Please consult with your advisor for current transferability information.

### **CONSTRUCTION TECHNOLOGY CORE (30):**

CNST 101	Layout and Framing	4cr
CNST 104	NCCER Core	4cr
CNST 106	Cabinet Building	<b>OR</b>
CNST 208	Furniture Construction	4cr
CNST 109	Plumbing Theory	3cr
CNST 115	Concrete Pouring & Finishing	4cr
CNST 174	Design for Green Building	4cr
CNST 175	Blueprint Reading	3cr
CNST 295	Practicum	4cr

**NOTE:** Student Qualifies for NCCER Core Industry Certification.

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

## **ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY (68 Credits)**

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

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

Please consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (15):**

#### **Communication (3):**

Select course from General Education Requirements 3cr

#### **Arts & Design (6):**

ARCH 1120 Intro to Architecture 3cr

Select from General Education Requirements 3cr

#### **Humanities (3):**

Select course from General Education Requirements 3cr

#### **Social & Behavioral Sciences (3)**

Select course from General Education Requirements 3cr

### **CONSTRUCTION TECHNOLOGY CORE (49):**

CNST 101 Layout & Framing 4cr

CNST 103 Exterior Finishing 4cr

CNST 104 NCCER Core 4cr

CNST 105 Interior Finishing 4cr

CNST 106 Cabinet Building **OR**

CNST 208 Furniture Construction 4cr

CNST 109 Plumbing Theory 3cr

CNST 115 Concrete Pouring & Finishing 4cr

CNST 118 Alternative Building Construction 4cr

CNST 121 Electrical Wiring 4cr

CNST 124 Sustainable Energy-Photovoltaic Systems 4cr

CNST 174 Design for Green Building 4cr

CNST 175 Blueprint Reading 3cr

SUST 250 Home Energy Audits 3cr

### **CONSTRUCTION TECHNOLOGY ELECTIVES (4):**

CNST 295 Practicum 4cr

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

## **CERTIFICATE IN COSMETOLOGY (35 Credits)**

The Certificate in Cosmetology will prepare students for a career in salons and other establishments. The curriculum will primarily focus on helping students gain a cosmetology license from the New Mexico State Board of Barbers and Cosmetology. Barbering does not require Manicuring, but does require Honing, Stropping and Shaving (2 credit hours). The clock hours for the certificate are 1200 (40 credit hours). Cosmetology requires 4 credits in manicuring to receive 1600 clock hours for the certificate (44 credit hours).

Please consult with your advisor for current transferability information.

### **COSMETOLOGY CORE (35):**

COSM 110	Theory of Cosmetology I	3cr
COSM 111	Theory of Cosmetology II	3cr
COSM 120	Manicuring & Sanitation I	2cr
COSM 121	Manicuring & Sanitation II	2cr
COSM 130	Permanent Wave, Shampoo & Styling I	3cr
COSM 131	Permanent Wave, Shampoo & Styling II	4cr
COSM 140	Haircutting/Scalp/Coloring/Facials I	4cr
COSM 141	Haircutting/Scalp/Coloring/Facials II	3cr
COSM 212	Theory of Cosmetology III	3cr
COSM 232	Permanent Wave, Shampoos & Styling III	3cr
COSM 242	Haircutting/Scalp/Coloring/Facials III	3cr
COSM 250	Cosmetology Lab I	2cr
COSM 251	Cosmetology Lab II	2cr

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

**Cosmetology and Barbering Licensing Information Listed on  
Following Page**



## **Cosmetology and Barbering Licensing Information:**

Requirements to take licensing examination:

- Candidates must complete an online application and upload required documents with Professional Credentialing Services
  - A current 2” x 2” passport type color photo (selfies are not accepted)
  - Copy of Photo Identification Card –must be non-expired Driver’s License, State ID Card or U.S. Passport
  - A New Mexico Transcript of Training\*.(must be notarized or have official school seal) This needs to be up-loaded to your PCS homepage and sent via mail directly to the New Mexico Board Office.(If unable to up-load: please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)
  - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject.
- Frequency of examination administrations
  - Both theory and practical exams are administered on a monthly basis in Albuquerque and Las Cruces (per Beverly) and are taken on two separate days
    - Should a candidate fail a theory and/or practical exam, he/she can reapply for the next month’s administration
- Fees/Costs
  - Cosmetology Theory & Practical First Time Fees = \$203.00 and Re-Exam Fees = \$203.00
  - Cosmetology Theory First Time Fees = \$130.00 and Re-Exam Fees = \$130.00
  - Cosmetology Practical First Time Fees = \$73.00 and Re-Exam Fees = \$73.00
- Time limits
  - All required examinations must be taken and passed and the license obtained within 12 or 24 months of the date the training was completed, depending on when your training was completed
    - Candidates who started training on December 17, 2015 or after will have 1 year (12 months from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 12 months of your training completion date.

- Candidates who started training on December 16, 2015 or before will have 2 years (24 months) from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 24 months of your training completion date.

Licensing requirements:

- Be at least 17 years of age
- Have completed at least the 10<sup>th</sup> grade or equivalent
- Successfully complete a minimum of 1,600-hour course of instruction in a licensed school of Cosmetology
- Successfully pass the NIC theory & practical and State Law examinations
- Crossover License
  - Hold a current New Mexico Barber license
  - Have at least one year of full time, verified work experience in a licensed establishment
  - Complete 175 course hours or applicable credit hours in a license school
  - Successfully pass the NIC “basic manicure” portion of the Manicurist/Pedicurist Examination
- Hours for Cosmetology licensure is 1600 and 1200 for Barbering; the candidate must pass both examinations with a minimum of 75%
- The licensing fee is \$50.00 for a license that is renewed annually during the month of the holder’s birth
- Those licensed in Barbering can use a straight razor but cannot perform manicures and pedicures; those licensed in Cosmetology cannot use a straight razor on clients

## **ASSOCIATE OF ARTS IN CRIMINAL JUSTICE - CORRECTIONS OPTION (65 Credits)**

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

Please consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (36)**

#### **Communications (9):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II	3cr
COMM 1130	Public Speaking	3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Math (3):**

MATH 1220 College Algebra 3cr

#### **Physical & Natural Science (4):**

For required courses, refer to the General Education Curriculum 4cr

#### **Social & Behavioral Science (12):**

SOC 2210 Sociology of Deviance 3cr

For required courses, refer to the General Education Curriculum 9cr

#### **Health Promotion/Physical Education (2):**

Any Health Ed or PENP 101 or above 2cr

#### **Criminal Justice Core (23):**

CJUS 1110	Introduction to Criminal Justice	3cr
CJUS 1120	Criminal Law I	3cr
CJUS 1170	Introduction to Criminology	3cr
CJUS 1350	Self Defense for Law Enforcement	2cr
CJUS 2130	Police and Safety	3cr
CJUS 2225	Introduction to Corrections	3cr
CJUS 2235	Constitutional Criminal Procedure	3cr
CJUS 2160	Field Experience in Criminal Justice	3cr

#### **Criminal Justice Electives (6):**

Choose 6 credit hours of Criminal Justice related courses.

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

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

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

Please consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (36)**

#### **Communications (9):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II	3cr
COMM 1130	Public Speaking	3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Math (3):**

MATH 1220	College Algebra	3cr
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#### **Physical & Natural Science (4):**

For required courses, refer to the General Education Curriculum 4cr

#### **Social & Behavioral Science (12):**

For required courses, refer to the General Education Curriculum 12cr

#### **Health Promotion/Physical Education (2):**

Any Health Ed or PENP 101 or above 2cr

#### **Criminal Justice Core (27):**

CJUS 1110	Introduction to Criminal Justice	3cr
CJUS 1120	Criminal Law	3cr
CJUS 1170	Introduction to Criminology	3cr
CJUS 1410	Law	3cr
CJUS 2130	Police and Safety	3cr
CJUS 2140	Criminal Investigations	3cr
CJUS 2440	Police and Patrol Procedures	3cr
CJUS 2460	Traffic	3cr
CJUS 2160	Field Experience in Criminal Justice	3cr

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

## **CERTIFICATE IN DENTAL ASSISTING (41 credits)**

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

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (10)**

#### **Health Sciences (10):**

HCHS 111	Medical Terminology	3cr
HCHS 113	Basic Body Structure & Function OR HCHS 114 Concepts of Disease Transmissions	4cr
NUTR 1110	Nutrition for Health	3cr

#### **Dental Assisting Core (31):**

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

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

## **CERTIFICATE IN EARLY CHILDHOOD EDUCATION (30 credits)**

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

Please consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (9):**

#### **Communications (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Mathematics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Social and Behavioral Sciences (3)**

For required courses, refer to the General Education Curriculum 3cr

### **EARLY CHILDHOOD CORE REQUIREMENTS (21):**

ECED 1110	Child Growth, Development and Learning	3cr
ECED 1115	Health, Safety, and Nutrition	2cr
ECED 1130	Family and Community Collaboration	3cr
ECED 1120	Guiding Young Children	3cr
ECED 2120	Curriculum Development and Implementation	3cr
ECED 2121	Curriculum Development through Play	2cr
ECED 2115	Introduction to Language, Literacy, and Reading	3cr
ECED 2110	Professionalism	2cr

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

## **ASSOCIATE OF ARTS IN EARLY CHILDHOOD EDUCATION (60 credits)**

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

### **GENERAL EDUCATION REQUIREMENTS (31):**

#### **Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Natural Sciences (4)**

For required courses, refer to the General Education Curriculum 4cr

#### **Social and Behavioral Sciences (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts & Design (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6)**

For required courses, refer to the General Education Curriculum 6cr

### **EARLY CHILDHOOD CORE REQUIREMENTS (29):**

ECED 1110	Child Growth, Development, and Learning	3cr
ECED 1115	Health, Safety, and Nutrition	2cr
ECED 1130	Family and Community Collaboration	3cr

ECED 1120	Guiding Young Children	3cr
ECED 2120	Curriculum Development through Play	3cr
ECED 2121	Curriculum Development through Play	2cr
ECED 2115	Introduction to Language, Literacy, and Reading	3cr
ECED 2130	Curriculum Development and Implementation	3cr
ECED 2131	Curriculum Development and Implementation II	2cr
ECED 1125	Assessment of Children & Evaluation of Programs	3cr
ECED 2110	Professionalism	2cr

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

## **ASSOCIATE OF SCIENCE IN ELEMENTARY TEACHER EDUCATION (63-65 CREDITS)**

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

### **GENERAL EDUCATION REQUIREMENTS (47):**

#### **Communication (6):**

ENGL 1120 Composition II 3cr  
Choose from ENGL 2120 or COMM 1130 3cr

#### **Mathematics & Statistics (6):**

MATH 1118 Math for Elem/Mid Teachers I 3cr  
MATH 2118 Math for Elem/Mid Teachers II 3cr

#### **Physical and Natural Sciences (8)**

For required courses, refer to the General Education Curriculum 8cr

#### **Social and Behavioral Sciences (9):**

For required courses, refer to the General Education Curriculum 9cr

#### **Humanities (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6)**

For required courses, refer to the General Education Curriculum 6cr  
*Hours must come from two different general education areas; ENGL 1110 may be used*

### **ELEMENTARY EDUCATION CORE (3):**

EDUC 1120 Intro to Education 3cr

### **Elementary Education Electives (13-15):**

Electives should be selected in accordance with selected teaching concentration. Teaching concentrations include Language Arts, Math, Science, and Social Studies.

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

## **ASSOCIATE OF SCIENCE – EMERGENCY MEDICAL SERVICES (60 credits)**

The Associate of Science in Emergency Medical Services is a specialized degree program designed to build a workforce that is customized to the expected needs of towns, cities and counties in Central New Mexico and beyond. Students in the program will receive basic academic and specialized hands on training needed to meet the professional educational needs of pre-hospital care providers. The program is designed to meet the National EMS Education Standards for the respective licensure levels and incorporates New Mexico requirements and EMT scope of practice. Upon successful completion of degree requirements with a minimum GPA of 2.33, graduates will be qualified for New Mexico and National Registry testing and will have completed the core curriculum requirements for the UNM-Emergency Medical Services Academy B.S. in Emergency Medical Services, with the exception of MATH 1350 and CHEM 1215/1215L. It is recommended that students applying to the UNM EMS Academy also complete these courses. The UNM EMS Academy requires a minimum of 2.5 GPA for admission. For transfer to other four-year institutions, students should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

### **GENERAL EDUCATION REQUIREMENTS (39):**

#### **Communications (6):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II	3cr

#### **Mathematics & Statistics (3)**

MATH 1220	College Algebra	3cr
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#### **Physical and Natural Sciences (12)**

BIOL 1140	Biology for Health-Related Sciences	3cr
BIOL 1140L	Biology for Health-Related Sciences Lab	1cr
BIOL 2210	Human Anatomy and Physiology I	3cr
BIOL 2210L	Human Anatomy and Physiology I Lab	1cr
BIOL 2225	Human Anatomy and Physiology II	3cr
BIOL 2225L	Human Anatomy and Physiology II Lab	1cr

#### **Social and Behavioral Sciences (3)**

PSYC 1110	General Psychology	3cr
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#### **Humanities (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6)**

For required courses, refer to the General Education Curriculum 6cr  
*Students planning to apply to the UNM EMS Academy should complete CHEM 1215/1215L as well as MATH 1350*

#### **EMERGENCY MEDICINE CORE (21)**

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

**FOR ADVISEMENT:** Contact the Advisement Center at (505) 863-7706 or the EMS Coordinator (505) 726-6324



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

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

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

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (38):**

#### **Communications (9):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II	3cr
For required courses, refer to the General Education Curriculum		3cr

#### **Mathematics & Statistics (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Physical and Natural Sciences (8)**

For required courses, refer to the General Education Curriculum 8cr

#### **Social and Behavioral Sciences (6)**

ARCH 1210	Intro to Environmental Planning	3cr
PSYC 1110	Intro to Psychology	OR
SOCI 1110	Intro to Sociology	3cr

#### **Humanities (6)**

For required courses, refer to the General Education Curriculum 6cr

#### **Arts and Design (3)**

ARCH 1120	Intro to Architecture	3cr
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#### **Second Language (3)**

For required courses, refer to the General Education Curriculum 3cr

### **ENVIRONMENTAL PLANNING & DESIGN CORE (15)**

AMST 1110	Intro to Environmental & Social Justice	3cr
ARCH 109	Design Fundamentals	OR
ARTS 1410	Introduction to Photography	3cr
COMM 2140	Small Group Communication	3cr
CRP 165	Intro to Community & Regional Planning	3cr
SUST 1134	Intro to Sustainability Studies	3cr

### **COMMUNITY & REGIONAL PLANNING (9)**

CRP 265	Sustainable Community Planning Methods	3cr
ECON 2110	Macroeconomics Principles	OR
ECON 2120	Microeconomics Principles	3cr
MATH 1350	Intro to Statistics	OR
PSYC 2510	Statistical Principles for Psychology	3cr

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

## **ASSOCIATE OF APPLIED SCIENCE – GENERAL STUDIES (60 credits)**

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

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

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (22):**

#### **Communication (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Mathematics & Statistics (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Physical and Natural Sciences (4)**

For required courses, refer to the General Education Curriculum 4cr

#### **Social and Behavioral Sciences (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts & Design (3)**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3)**

For required courses, refer to the General Education Curriculum 3cr

### **ELECTIVES (38):**

Any courses 1001 and above; technical courses apply.

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

## **ASSOCIATE OF SCIENCE IN HEALTH INFORMATION TECHNOLOGY (71 credits)**

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

### **GENERAL EDUCATION REQUIREMENTS (33):**

#### **Communications (6):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II OR	
COMM 2120	Interpersonal Communication	3cr

#### **Arts and Design/Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Social and Behavioral Science (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics/Physical and Natural Science (7):**

MATH 1350	Introduction to Statistics	OR	
MATH 1220	College Algebra		3cr
Choose from BIOL 1140/1140L, 1310/1310L, 2210/2210L OR			
HCHS 113*			4cr

#### **Physical Education/Health (2)**

Choose from any Health or Physical Education Course 2cr

#### **Health Sciences (6):**

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

#### **Business Technology (3):**

BCIS 1110	Intro to Information Systems	3cr
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#### **HEALTH INFORMATION TECHNOLOGY CORE (38):**

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

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



## **CERTIFICATE IN HUMAN SERVICES (30 credits)**

The 30-credit hour Certificate in Human Services introduces students to the Human Services field, enhances a student's ability to obtain or maintain employment in a Human Services related field, and provides a foundation for further study in Human Services with a concentration in Child and Family Studies or Substance Abuse.

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (18):**

#### **Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics & Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

### **HUMAN SERVICES CORE (12):**

BCIS 1110 Fundamentals of Information Literacy and Systems 3cr

SOWK 2110 Introduction to Human Services and Social Work 3cr

HCHS 140 Introduction to Substance Abuse 3cr

Core course from either the Substance Abuse or Family Studies

Concentration as listed in Associate of Arts programs 3cr

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

## **ASSOCIATE OF ARTS IN HUMAN SERVICES – FAMILY STUDIES (61 credits)**

The Associate of Arts (AA) degree in Human Services with a concentration in Family and Child Studies transfers to the Bachelor of Science (B.S) in Family and Child Studies at UNM Albuquerque, baccalaureate programs in Social Work or related field. The concentration in Family and Child Studies provides students with an interdisciplinary approach to the study of well-being and healthy development of individuals and families over the life span. Cultural competency in family life education provides a foundation for further study in Family and Child studies, social work or related field.

### **GENERAL EDUCATION REQUIREMENTS (31):**

#### **Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics and Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Physical and Natural Sciences (4):**

For required courses, refer to the General Education Curriculum 4cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6):**

For required courses, refer to the General Education Curriculum 6cr

### **HUMAN SERVICES CORE (30):**

BCIS 1110	Fundamentals of Information Literacy and Systems	3cr
SOWK 2110	Introduction to Human Services and Social Work	3cr
HCHS 140	Introduction to Substance Abuse	3cr
FCST 1120	Introduction to Family and Child Studies	3cr
FCST 2130	Marriage and Family Relationships	3cr
HMSV 1110	Group Dynamics	3cr
HMSV 1120	Interviewing Techniques	3cr
HMSV 2215	Adolescent Substance Abuse: Prevention & Treatment	3cr
HMSV 2230	Alcohol & Drug Abuse Counseling: Special Populations	3cr
HMSV 2270	Substance Abuse in Families	3cr

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

**ASSOCIATE OF ARTS IN HUMAN SERVICES – SUBSTANCE ABUSE (61 credits)**

The Associate of Arts (AA) degree in Human Services with a concentration in Substance Abuse prepares students to work with diverse populations in the field of addictions and pursue further study in substance abuse. The concentration in substance abuse prepares students to apply for licensure as a Licensed Substance Abuse Associate (LSAA) provided they possess the qualifications and requirements established by the New Mexico Counseling and Therapy Practice Board.

Students interested in the LSAA are encouraged to meet with the Human Services faculty to discuss licensure requirements.

**GENERAL EDUCATION REQUIREMENTS (31):**

**Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

**Mathematics and Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

**Physical and Natural Sciences (4):**

For required courses, refer to the General Education Curriculum 4cr

**Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

**Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

**Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

**Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

**Student Choice (6):**

For required courses, refer to the General Education Curriculum 6cr

**HUMAN SERVICES CORE (30):**

BCIS 1110	Fundamentals of Information Literacy and Systems	3cr
SOWK 2110	Introduction to Human Services and Social Work	3cr
HCHS 140	Introduction to Substance Abuse	3cr
HMSV 2998	Substance Abuse Counseling Field Experience	3cr
HMSV 2320	Professional Issues in Human Services	3cr
HMSV 1110	Group Dynamics	3cr
HMSV 1120	Interviewing Techniques	3cr
HMSV 2215	Adolescent Substance Abuse: Prevention and Treatment	3cr
HMSV 2230	Alcohol and Drug Abuse Counseling: Special Populations	3cr
HMSV 2270	Substance Abuse in Families	3cr

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

## **CERTIFICATE IN INFORMATION TECHNOLOGY (29-31 credits)**

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

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

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

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (6):**

#### **Communications (3):**

ENGL 1110 Composition I 3cr

#### **Mathematics & Statistics (3):**

MATH 1215 Intermediate Algebra 3cr

### **INFORMATION TECHNOLOGY CORE (20-22):**

COMM 2120 Interpersonal Communication 3cr

BCIS 1110 Intro to Information Systems 3cr

CS 151L Computer Programming Fundamentals 3cr

IT 125 Microcomputer Operating Systems 3cr

IT 131 Intro to Hardware Installation 3cr

IT 166 Web Page Design 1-3cr

IT 230 Computer Networking 4cr

#### **ELECTIVES (3):**

Select course from BCIS, CS, IT or Mathematics & Statistics 3cr

Pending Deletion



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

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

### **GENERAL EDUCATION REQUIREMENTS (31):**

#### **Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics and Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Physical and Natural Sciences (4):**

For required courses, refer to the General Education Curriculum 4cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6):**

For required courses, refer to the General Education Curriculum 6cr

### **GENERAL EDUCATION ELECTIVES/CONCENTRATION CORE (29-30):**

Any course at the 1001 level or above

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

## **ASSOCIATE OF SCIENCE IN MEDICAL LABORATORY TECHNICIAN (71 credits)**

Medical laboratory technicians (MLT) collect, process and analyze specimens (blood, urine, other body fluids, tissue samples) for microscopic, chemical hematologic, immunologic and microbial testing or transfusion services. The array of complex laboratory tests is significant in the detection, diagnosis and treatment of disease and also in health and wellness promotion.

The degree is structured to meet the standards mandated by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and has been granted full accreditation since 1986. Articulation for the Bachelor's degree is in place. A student completing the program is eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification Examination.

Interested students must first be admitted to UNM Gallup before applying to the MLT program. General Education prerequisite courses must be completed prior to admission. A grade of C or better is required in all courses. Deadline for submissions of application to the MLT program in June 1<sup>st</sup> for Fall; and October 1<sup>st</sup> for Spring. Students are admitted each regular semester based on selection criteria. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. Students are required to complete all professional coursework within a five-year time period. Consult with you Advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (37):**

#### **Communications (6):**

ENGL 1110	Composition I	3cr
ENGL 1120	Composition II <b>OR</b>	
COMM 2120	Interpersonal Communication	3cr

#### **Arts & Design/Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Social and Behavioral Sciences (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Health and Physical Education (2):**

Choose any Health or Physical Education course 2cr

#### **Mathematics & Statistics/Physical and Natural Sciences (11)**

Choose from MATH 1220, 1240, 1350; CHEM 1120 or 1215/1215L, 1225/1225L or 2120.

*Credit not allowed for both CHEM 1120 and 1215/1215L*

#### **Biology Electives (8):**

Choose from BIOL 1140/1140L, 1310/1310L, 1320, 2210/2210L and 2225/2225L.

*Credit not allowed for both BIOL 1110/1110L and 1140/1140L*

#### **Health Sciences (1):**

HCHS 101	Phlebotomy	1cr
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#### **MEDICAL LABORATORY TECHNICIAN CORE (34):**

MLT 111	Intro to Basic Laboratory Skills	4cr
MLT 112	Clinical Practicum: Phlebotomy	1cr
MLT 211	Clinical Hematology & Coagulation	4cr
MLT 214	Clinical Microbiology	5cr
MLT 216	Clinical Chemistry	4cr
MLT 219	Immunohematology and Serology	4cr
MLT 271	Directed Clinical Practicum I	4cr
MLT 281	Directed Clinical Practicum II	6cr
MLT 291	Preparation for MLT Board Exam	2cr

#### **NOTES:**

1. English, Math, Chemistry and Biology courses must be taken in sequence. Please note that there may be prerequisites to these courses that are not in the MLT program.
2. Interested students **MUST** apply to the MLT program. General education prerequisite courses must be completed prior to admission. A grade of "C" or better is required in all courses. **Deadline for submission of application to the MLT program is June 1<sup>st</sup> for Fall and October 1<sup>st</sup> for Spring admissions.** Students are admitted each regular semester based on the selection criteria. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. **Students are required to complete all professional coursework within a five-year period.**

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

## **ASSOCIATE OF APPLIED SCIENCE – NURSING (73 credits)**

The Associate of Applied Science Degree in Nursing is designed to provide the student with the necessary knowledge and skills to provide safe and effective nursing care. Upon completion of the program, the graduate is eligible to take the NCLEX-RN licensing examination to become a registered nurse.

Admission requirement for the Nursing Program includes:

- ◆ Completion of all prerequisite courses with a “C” or better, and 2.75 GPA or higher for prerequisites.
- ◆ Acceptable scores on the admission exam
- ◆ Enrollment is limited and admission is competitive

Consult with the Nursing Program Advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (16):**

#### **Communication (3):**

For required courses, refer to the General Education Core 3cr

#### **Mathematics and Statistics (3):**

For required courses, refer to the General Education Core 3cr

#### **Physical and Natural Sciences (4):**

For required courses, refer to the General Education Core 4cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Core 3cr

#### **Student Choice (3):**

For required courses, refer to the General Education Core 3cr

### **HUMAN SCIENCES REQUIREMENTS (17):**

BIOL 1310	Intro to Human Anatomy & Physiology	3cr
BIOL 1310L	Intro to Human Anatomy & Physiology Lab	1cr
BIOL 1320	Intro to Human Anatomy & Physiology II	4cr
HCHS 123	Human Growth and Development	3cr
NURS 239	Pathophysiology I	3cr
NURS 240	Pathophysiology II	3cr

### **NURSING CORE (40):**

NMNC 1110	Introduction to Nursing Concepts	3cr
NMNC 1135	Principles of Nursing Practice	4cr
NMNC 1210	Health & Illness Concepts I	3cr
NMNC 1220	Health Care Participant	3cr
NMNC 1230	Nursing Pharmacology	3cr
NMNC 1235	Assessment and Health Promotion	4cr
NMNC 2310	Health and Illness Concepts II	3cr
NMNC 2320	Professional Nursing Concepts	3cr
NMNC 2335	Care, Patients, Chronic Conditions	4cr
NMNC 2410	Health and Illness concepts III	4cr
NMNC 2435	Clinical Intensive I	4cr
NMNC 2445	ADN Capstone	2cr

**FOR ADVISEMENT:** Contact the Nursing Department at (505) 863-7514

## **CERTIFICATE IN ORGANIZATIONAL MANAGEMENT & PUBLIC ADMINISTRATION (33 credits)**

The Certificate in Organizational Management & Public Administration (OMPA) will prepare students for developing knowledge of communication, management, organizational skills, and the fundamental nature of public administration.

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (9):**

#### **Communications (6):**

ENGL 1110	Composition I	3cr
ENGL 2210	Professional and Technical Communication	3cr

#### **Mathematics and Statistics (3):**

MATH 1215	Intermediate Algebra	3cr
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#### **BUSINESS TECHNOLOGY CORE (24):**

COMM 1130	Public Speaking	3cr
COMM 2120	Interpersonal Communication	3cr
CRP 165	Community Regional Planning	<b>OR</b>
CRP 181	Introduction to Environmental Problems	3cr
BCIS 1110	Intro to Information Systems	3cr
ECON 2120	Microeconomics Principles	3cr
ACCT 2110X	Principles of Accounting IA	3cr
BUSA 1110	Introduction to Business	3cr
MKTG 2120	Principles of Marketing	<b>OR</b>
MGMT 158	Ethics in Organizations	3cr

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

## CERTIFICATE IN PROCESS TECHNOLOGY

(30 credits)

The Process Technology program has been created to provide knowledge and skills that will enable student to contribute as Process Technicians (operators, maintenance workers, and instrument technicians) in manufacturing environments. Students will learn to interpret trends, troubleshoot problems, and make process adjustments to deliver quality products to their customers. Knowledge based on Science, Applied Technology, Engineering and Math, along with teamwork, troubleshooting and communication skills, will enable graduates of this program to safely and efficiently contribute and add value to complex and automated modern manufacturing plants.

### **PROCESS TECHNOLOGY CORE (30 credits):**

PTEC 101	Intro to Process Technology	3cr
PTEC 110	Safety, Health & Environment	3cr
PTEC 105	Intro to Quality	3cr
PTEC 120	Process Tech I – Equipment	2cr
PTEC 121	Process Tech I – Equipment Lab	2cr
PTEC 295	Practicum/(Co-Op)	3cr
PTEC 130	Process Instrumentation	3cr
PTEC 131	Instrument Lab	1cr
PTEC 140	Process Tech II – Systems	3cr
PTEC 180	Troubleshooting	2cr
PTEC 181	Troubleshooting Lab	2cr
PTEC 160	Process Tech III - Operations	3cr

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

## **ASSOCIATE OF SCIENCE IN SCIENCE (60 credits)**

The Associate of Science Degree in Science provides a broad background of coursework and preparation for the student who plans to transfer to a four-year institution to pursue a baccalaureate degree in science, engineering, or a health-related field. Because of variations in academic preparation and career aspirations, each student in the AS in Science program is required to meet with an Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

### **GENERAL EDUCATION REQUIREMENTS (31):**

#### **Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

#### **Mathematics and Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Physical and Natural Sciences (4):**

For required courses, refer to the General Education Curriculum 4cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (6):**

For required courses, refer to the General Education Curriculum 6cr

### **MATHEMATICS & STATISTICS AND PHYSICAL & NATURAL SCIENCES ELECTIVES (7):**

Additional Physical and Natural Sciences Lab Course 4cr

Additional Mathematics and Statistics Course 3cr

### **GENERAL EDUCATION ELECTIVES (22):**

Any course at the 1001 level and above

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

**ASSOCIATE OF ARTS IN SECONDARY TEACHER  
EDUCATION (61 CREDITS)**

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

**GENERAL EDUCATION REQUIREMENTS (31):**

**Communications (6):**

For required courses, refer to the General Education Curriculum 6cr

**Mathematics & Statistics (3):**

For required courses, refer to the General Education Curriculum 3cr

**Physical and Natural Sciences (4):**

For required courses, refer to the General Education Curriculum 4cr

**Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

**Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

**Second Language (3):**

For required courses, refer to the General Education Curriculum 3cr

**Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

**Student Choice (6):**

For required courses, refer to the General Education Curriculum 6cr

**SECONDARY EDUCATION CORE (15):**

ENGL 2210 Professional and Technical Communication **OR**

ENGL 2120 Intermediate Composition **OR**

COMM 1130 Public Speaking 3cr

MATH, choose from the general education Mathematics and

Statistics area; *must be a different course from that which fulfills*

*the general education Mathematics and Statistics program requirement* 3cr

HIST 1110 United States History I 3cr

HIST 1120 United States History II 3cr

HIST 2110 Survey of New Mexico History 3cr

**SECONDARY EDUCATION ELECTIVES (15):**

Select five courses from your chosen teacher education concentration area. Concentrations include Language Arts, Science, Mathematics, and Social Studies.

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

## **CERTIFICATE IN WELDING TECHNOLOGY (30 credits)**

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree; or for students seeking qualification for entry level work in the welding trades.

Consult with your advisor for current transferability information.

### **WELDING TECHNOLOGY CORE (30):**

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 105	Arc Welding I	4cr
WLDT 107	Advanced Arc Welding	4cr
WLDT 108	Oxyfuel Welding	4cr
WLDT 112	Gas Metal Arc Welding (GMAW) I	3cr
WLDT 120	General Welding Applications	3cr
WLDT 141	MIG & TIG Welding	4cr

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



## **ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY (62 credits)**

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree; or for students seeking qualification for entry level work in the welding trades.

Consult with your advisor for current transferability information.

### **GENERAL EDUCATION REQUIREMENTS (15):**

#### **Communication (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Social and Behavioral Sciences (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Humanities (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Arts and Design (3):**

For required courses, refer to the General Education Curriculum 3cr

#### **Student Choice (3):**

For required courses, refer to the General Education Curriculum 3cr

### **WELDING TECHNOLOGY CORE (50):**

WLDT 101	Blueprint Reading	4cr
WLDT 104	NCCER Basic Safety	4cr
WLDT 105	ARC Welding I	4cr
WLDT 107	Advanced ARC Welding	4cr
WLDT 108	Oxyacetylene Welding	4cr
WLDT 112	Gas Metal ARC Welding I	3cr
WLDT 120	General Welding Applications	3cr
WLDT 130	Pipe Welding	4cr
WLDT 141	Gas Tungsten ARC Welding I	4cr
WLDT 212	Gas Metal ARC Welding II	4cr
WLDT 230	Pipe Welding II	3cr
WLDT 241	Gas Tungsten ARC Welding II	3cr
WLDT 251	Layout & Fabrication	3cr
WLDT 295	Welding Practicum	3cr

## Course Descriptions

### Accounting (ACCT)

#### **2110. Principles of Accounting I (3)**

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

#### **2120. Principles of Accounting II (3)**

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems. Prerequisite: 2110.

### American Studies (AMST)

#### **1110. Introduction to Environmental and Social Justice (3)**

An introduction to the socially and politically constructed values directing Americans' attitudes toward nature, science and technology and to the impacts of those attitudes on built and natural environments regionally, nationally and globally. (ESJ) Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

#### **1120. Introduction to Gender Studies (3)**

While Gender Studies is truly a vast field of inquiry, there is great symmetry in the ways in which feminist scholars have been engaged with questions as to how disciplinary apparatuses and discourses shape and construct "gender." This course will begin with the process of peeking into this exciting scholarship, focusing on the "intersectional ties" of identity—that is, how gender has been produced in and through other categories of identity, such as race, class, sexuality, and nation. While there are numerous ways to structure such a course, this course will maneuver through the field of Gender Studies with an eye toward feminisms, race, and U.S. Empire

through processes of incarceration, colonialism, and war). In this course, we will explore how the "intersectional ties" of identities have been constructed within a range of institutions, discourses, and processes, such as law, medicine, popular culture, nationalism, colonialism, and empire. Throughout, we will pay close attention to how discourses normalize certain types of identities, practices, and behaviors, and mark others as deviant or unnatural. And, of course, we will look for strategies to contest these productions. This will necessarily place us within key debates in feminist studies of power, agency, activism, and justice at the individual, community, national, and transnational levels, and allow us to end the course by interrogating the role of Gender Studies in regard to current U.S. occupation in the Middle East and Native America. This course will provide a strong foundation for you to pursue studies in feminist, queer, critical race, and postcolonial theories. (GS)

#### **1130. Introduction to American Popular Culture (3)**

This course considers a range of theoretical approaches to the study of popular culture, including cultural studies and feminist theory as well as key concepts and key debates in the study of popular culture. It explores the ways popular culture is implicated in the formation of social determinants such as ethnicity, race, gender, class, and sexuality and conversely, how these social determinants are implicated in the formation of popular culture. The course also considers the ways in which popular culture serves as a site of ongoing political struggle. The aim of the course is to provide students with a critical vocabulary to make sense of broader significance and relevance of popular culture—why popular culture matters. To accomplish this, we will investigate a number of popular expressive forms including magazines, fandom, digital music, and hip hop. (PC)

#### **1140. Introduction to Race, Class and Ethnicity (3)**

This course offers an introduction to the field of American Studies through an interdisciplinary examination of race, class and ethnicity in the United States and in a global context. Using a schedule of keywords, we will engage a range of central themes and concerns. We will examine histories of injustice, and resistance to injustice. Readings and assignments encourage students to notice the privilege and oppression at the core of U.S. society. The class will challenge the widely accepted assumption that

we as a nation have moved beyond race and racism. Through readings, films, online sources, and our assignments, this course aims to increase our knowledge of inequality in our society, and the impact of those inequities on various societies and individuals. (RCE) Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

### **1150. Introduction to Southwest Studies (3)**

This course introduces the complex histories, social issues, and cultural experiences of peoples of the southwestern United States. Course materials and discussions also demonstrate the possibilities of interdisciplinary study of regional American culture. It is multicultural in content and multidisciplinary in methodology. We will examine cross-cultural relationships among the peoples of the Southwest within the framework of their expressions and experiences in art, culture, religion; social and political economy. (SS) Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1996. Topics (1-6, no limit Δ)**

### **2110. American Life and Thought (3)**

This course introduces students to cultural studies and the alternative interpretations of American history and culture. Particular attention will be paid to indigenous history, country music, tattoos, and American mobilization for war. Course materials and lectures will frequently utilize cultural traditions to explore key concepts and issues. Additionally, this course will require students to assume an analytical and critical perspective on academic interpretive models. We will read texts that exemplify critical Marxist, feminist, and reflexive anthropological approaches.

### **2996. Topics (1-6, no limit Δ [3, no limit Δ])**

## **Anthropology (ANTH)**

### **1115. Introduction to Anthropology (3)**

Anthropology is the systematic study of the humanity both past and present. The course introduces students to the four subfields of anthropology, which include archaeology, biological, linguistic and cultural anthropology. Students will learn about the concepts and methods that

anthropologists use to study our species and gain a broader perspective on the human experience. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

### **1135 [1175]. Introduction to Biological Anthropology [Evolution and Human Emergence] (3)**

This course provides a basic introduction to the broad field of biological anthropology. The research interests of biological anthropologists include the history and development of modern evolutionary biology, molecular and population genetics, modern primates, the primate and human fossil record, and modern human biological diversity. Biological Anthropology concentration students are required, and others are encouraged, to enroll concurrently in 1135L. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1135L [1175L]. Introduction to Biological Anthropology Laboratory [Evolution and Human Emergence Laboratory] (1)**

This laboratory course expand on the topics covered in lecture course and uses scientific methods and principles to examine evidence for the process of evolution, the nature of heredity, human evolutionary history and family tree relationships, primate ecology and behavior, and modern human diversity. Hands-on experience with fossil and skeletal material will be an important part of the learning process. Recommended, but not required, that this be taken concurrently with 1135. Two hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1140. Introduction to Cultural Anthropology (3)**

This is an introductory course that provides an overview of cultural anthropology as a subfield within the broader discipline of anthropology and as a research approach within the social sciences more generally. The course presents core concepts and methods of cultural anthropology that are used to understand the ways in which human beings organize and experience their lives through distinctive cultural practices. More specifically, this course explores social and cultural differences and similarities around the world through a variety of topics such as: language and communication, economics, ways of making a living, marriage and family, kinship and descent, race, ethnicity, political organization,

supernatural beliefs, sex and gender, and globalization. This course ultimately aims to present a broad range of perspectives and practices of various cultural groups from across the globe. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**1155. Introduction to Linguistic Anthropology (3)**

This is an introductory course which provides an overview of the discipline of Linguistic Anthropology. The course will discuss the implications of language within anthropology, as well as within the sciences and social sciences more generally. The course explores the core concepts and methods of linguistic anthropology, such as the basic structure of language, first and second language acquisition, bilingualism, and social and regional variations that are used to help students understand what it means to be human and the role of language in human societies. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**1170. Human Life [Human Life Course] (3)**

Biology and behavior of the human life course, including the evolution of the life history patterns specific to humans and the impact of population growth and of adaptation to local conditions in promoting human diversity. Students are encouraged, but not required, to enroll concurrently in 1170L. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

**1170L. Computer Laboratory in Human Evolutionary Ecology (1)**

Introduces the computer as a tool in biological and social science research, provides first-hand experience in data collection, analysis and modeling behavior. No prior computer experience required. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1170.

**1211. Archaeological Method and Theory (3)**

This class explores different ways of studying and interpreting the past through a survey of archaeology's historical, theoretical, and methodological development. If you are interested in archaeology as a career (or even just trying out an archaeological field school), this course is critical: it will provide you with the basic tools for conducting archaeological research and with an understanding of the background of

the discipline. For this reason, this course is required for Anthropology majors with an Archaeology concentration. Even if you know you don't want to be an archaeologist, though, this class may interest you. Have you ever wondered how archaeologists know what they know about the? Are you skeptical about some archaeological claims? Have you ever read a statement about the past and thought, "is this really true?" This class will provide you with the skills, both conceptual and practical, to answer those questions. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Corequisite: 1211L.

**1211L. Archaeological Method and Theory Laboratory (1)**

Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Corequisite: 1211.

**1996. Topics [Topics in Current Anthropology] (1-6, no limit Δ [3, no limit Δ])**

**2175. World Archaeology (3)**

Archaeology is the systematic study of the human past through material remains. This course introduces students to the physical remains of past societies and compares and contrasts archaeological development in different regions. Students will explore the dynamics of the human past and its influences on contemporary society. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**2190C. Forensic Anthropology (3)**

This course is designed to introduce students to the forensic investigation of death. Emphasis will be on current methods and techniques and include the role of the anthropologist as an integral member of the investigation process.

**2996. Topics (1-6, no limit Δ)**

**Arabic (ARBC)**

**1130. Arabic I Intensive (6)**

Following this class, students will be able to perform in specific situations at the Novice High to Intermediate Low level on the American Council

on the Teaching of Foreign Languages (ACTFL) proficiency scale. All five modes of communication are addressed (interpersonal, presentational speaking, presentational writing, interpretive reading, and interpretive listening). Modern Standard Arabic (MSA) and an Arabic dialect are taught using an integrated approach. Students will continue to develop their understanding of Arabic-speaking cultures. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2130. Arabic II Intensive (6)**

Continuation of 1130. Following this class, students will be able to perform in specific situations at the Intermediate level on the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale. All five modes of communication are addressed (interpersonal, presentational speaking, presentational writing, interpretive reading, and interpretive listening). Modern Standard Arabic (MSA) and an Arabic dialect are taught using an integrated approach. Students will continue to develop their understanding of Arabic-speaking cultures. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2140. Intermediate Arabic I Intensive (6)**

Intensive Arabic language course that develops students' Arabic skills to the ACTFL Intermediate Mid level and expands their cultural knowledge of the Arab world. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2150. Intermediate Arabic II Intensive (6)**

Intensive Arabic language course that develops students' Arabic skills to the ACTFL Intermediate High level and expands their cultural knowledge of the Arab world. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

## **Architecture (ARCH)**

### **1115 [111]. Introduction to Architectural Graphics (3)**

Introduction to manual and digital drawing as well as modeling techniques for architectural and interior design. Students will learn how to represent composition, form and space by orthographic drawing, paraline and

perspective views, and freehand sketching. Three-dimensional model building techniques will also be introduced.

### **1120. Introduction to Architecture (3)**

This course provides students the tools and vocabulary to analyze, interpret and discuss the built environment from the social, historical, perceptual and technical determinants. Students are introduced to elements, principles, and theories of architecture through their social, historical, and technical determinants. The course seeks to lay a foundation in architectural studies, including introducing students to fundamental vocabulary and concepts. Meets New Mexico General Education Curriculum Area 5: Humanities.

## **Art History (ARTH)**

### **1120. Introduction to Art (3)**

In this class, students will be introduced to the nature, vocabulary, media and history of the visual arts, illustrated by examples drawn from many cultures, both Western and non-Western and across many centuries. We will begin with a general overview of the subject, including basic concepts and themes that shed light on the continuity of the artistic enterprise across the span of human experience. We will study the visual elements from which art is made, including how artists use these elements and how the artists' use of visual elements affects our experience of looking at art. We will examine both two-dimensional and three-dimensional media including drawing, painting, printmaking, camera and computer arts, graphic design, sculpture, installation, crafts and architecture. Selected works will be examined in context, including the history of the time and place in which they were created, as well as their function, patronage, and the character and intent of individual artists. Meets New Mexico General Education Curriculum Area 7: Arts and Design.

### **1996. Topics (1-6, no limit Δ)**

### **2110. History of Art I (3)**

This survey course explores the art and architecture of ancient pre-historic cultures through the end of the fourteenth century. While focused primarily on the art of the Western civilizations, this course will also

provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development. Meets New Mexico General Education Curriculum Area 7: Arts and Design.

### **2120. History of Art II (3)**

This survey course will explore the architecture, sculpture, ceramics, paintings, drawings, and glass objects from the 14th century to the modern era. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development. Meets New Mexico General Education Curriculum Area 7: Arts and Design.

### **2130. Modern Art (3)**

This course is an overview of European and American art and architecture during the Modern era. Students will analyze the various movements in art as they relate to the historical settings in which the works were created. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual and cultural movements as they affected and were affected by their creation and development.

### **2245. History of Photography (3)**

This course is designed to provide students with a fundamental working knowledge of the major trends in the aesthetic, conceptual, and technical aspects of photography from its beginnings in the 1830's to the recent practices of photographers and artists working with photographic technologies. Together we will investigate photography's role as an artistic medium as a central focus, as well as its broader role in our visual, political, and social culture. Textbook readings, online lectures, discussions boards, exams, and other activities will assist students in gaining a critical understanding of photography. {Offered upon demand}

## **Art Studio (ARTS)**

### **1220. Art Practices I (3)**

This course introduces the exploration of processes, ideas, and diverse media of visual arts. It addresses the thematic concepts that are central to the nature of art making today, with emphasis given to issues of LIGHT, FRAME, and MARK while developing an understanding of the elements and principles of design.

### **1230. Art Practices II (3)**

This course introduces the exploration of processes, ideas, and diverse media of visual arts. It addresses the thematic concepts that are central to the nature of art making today, with emphasis given to issues of MOTIVE and CHANGE while developing concepts, techniques, and processes involved in working in the third dimension. Prerequisite: 1220.

### **1310. Introduction to Ceramics (3)**

This course introduces the technical processes and conceptual concerns of working with ceramic material. Various methods of forming functional and expressive works out of clay are explored. Methods used include hand building and throwing, basic clay bodies, slip and glaze, and atmospheric firing.

### **1320. Ceramics I (3)**

An introduction to the medium of clay incorporating hand building and wheel throwing to introduce the student to both the sculptural and utilitarian uses of clay. The student will also be introduced to a variety of glazing and firing techniques. Prerequisite: 1310.

### **141. Introduction to Art and Ecology (3)**

This course introduces the student to three basic skills of an ecological art practice: research, making, and an immersion in ecological systems through poetic thinking, subversive action, and creative fabrication.

### **1410. Introduction to Photography (3)**

This course introduces the making of photographic images from a broad viewpoint to consider both as an art practice and as a cultural practice. The course covers technical information on camera use and functionality,

composition and visual design, digital workflow and editing, professional functions of manipulating and enhancing images, and printing correctly and effectively. The historical aspects of photography are also covered.

### **1510. Introduction to Electronic Arts (3)**

This course will be an introduction to the computer as a medium and fine art tool. The course will explore the history, theory, and contemporary art issues associated with electronic art practice, as well as introduce students to the basic tools and associated technologies. This studio course will introduce simple electronics, software and ideas for working with sound, video, and the Internet to create artwork.

### **1610. Drawing I (3)**

This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3-D subject on a 2-D surface with visual accuracy. Other topics include historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space and composition.

### **1630. Painting I (3)**

This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory, and composition. Prerequisite: 1610.

### **1710. Introduction to Printmaking (3)**

This course provides direct experience of exploring basic printmaking processes, including relief, intaglio, and monoprint processes, as well as the investigation of materials/media, tools, techniques, history, and concepts of printmaking. Emphasis is given to solving problems through thematic development while producing a portfolio of prints. Prerequisite: 1610.

### **1810. Jewelry and Small Metal Construction I (3, may be repeated once Δ)**

This course introduces the basic techniques, materials, and tools traditionally used in the creation of jewelry and/or small-scale sculptural

objects.

### **1830. Shop Foundation (2)**

This course provides an introduction to the proper use of shop facilities with an emphasis on the safety procedures required for their proper use. The course will provide the student with a foundation of technical skills for use in the production of their work in subsequent classes. Offered on a CR/NC basis only.

### **1840. Sculpture I (3)**

This course introduces the student to a variety of medium and techniques used in the production of sculpture; along with the historic, conceptual, and esthetic foundations of the sculptural process. Prerequisite: 1830.

### **1996. Topics (1-6, no limit Δ)**

### **2610. Drawing II (3)**

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing. Prerequisite: 1610.

### **2630. Painting II (3, may be repeated once Δ)**

This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical, and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of-class assignments, library research or museum/gallery attendance, written responses, and critiques. Prerequisite: 1630.

### **2810. Jewelry and Small Metal Construction II (3, may be repeated once Δ)**

Fabrication skills are further developed and refined while additional advanced fabrication methods are introduced. Emphasis is placed on developing a deeper understanding of form and content as it relates to creating on an intimate scale. Prerequisite: 1810.

### **2996. Topics (1-6, no limit Δ)**

## **Astronomy (ASTR)**

### **1115. Introduction to Astronomy (3)**

This course surveys observations, theories, and methods of modern astronomy. The course is predominantly for non-science majors, aiming to provide a conceptual understanding of the universe and the basic physics that governs it. Due to the broad coverage of this course, the specific topics and concepts treated may vary. Commonly presented subjects include the general movements of the sky and history of astronomy, followed by an introduction to basic physics concepts like Newton's and Kepler's laws of motion. The course may also provide modern details and facts about celestial bodies in our solar system, as well as differentiation between them: Terrestrial and Jovian planets, exoplanets, the practical meaning of "dwarf planets", asteroids, comets, and Kuiper Belt and Trans-Neptunian Objects. Beyond this we may study stars and galaxies, star clusters, nebulae, black holes, clusters of galaxies and dark matter. Finally, we may study cosmology, the structure and history of the universe. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1115L. Introduction to Astronomy Laboratory (1)**

Includes hands-on exercises that work to reinforce concepts covered in the lecture, and may include additional components that introduce students to the night sky. Two hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1115.

### **1996. Topics [Selected Topics] (1-6, no limit $\Delta$ [3, may be repeated three times $\Delta$ ])**

Prerequisite: 1115. {Offered upon demand}

### **2110. General Astronomy I (3)**

An introductory course covering the basics of the night sky, relevant physics, and the Solar System. The level of math is trigonometry and pre-calculus. First of a two-semester sequence. Prerequisite: MATH 1230 or MATH 1250 or MATH 1512. Pre- or corequisite: PHYS 1230 or PHYS 1310.

### **2110L. General Astronomy I Laboratory (1)**

Students learn how to carry out astronomical observations using actual telescopes. Students learn the basics of the celestial sphere, telescope design and characteristics planning observations, astronomical data reduction, how to make measurements from astronomical data, interpreting results, and writing reports. The topics of the lab are aligned with 2110. The level of math is trigonometry and pre-calculus. Three hours lab. Pre- or corequisite: 2110.

### **2115. General Astronomy II (3)**

An introductory course covering the Sun, stars, the Milky Way, galaxies and cosmology. The level of math is trigonometry and pre-calculus. Second of a two-semester sequence. Prerequisite: MATH 1230 or MATH 1250. Pre- or corequisite: Any physics course numbered 1200 or higher.

### **2115L. General Astronomy II Laboratory (1)**

Students learn how to carry out astronomical observations using actual telescopes. Students learn the basics of the celestial sphere, telescope design and characteristics planning observations, astronomical data reduction, how to make measurements from astronomical data, interpreting results, and writing reports. The topics of the lab are aligned with 2115. Three hours lab. Pre- or corequisite: 2115.

### **2996. Topics (1-6, no limit $\Delta$ )**

## **Automotive Technology (AUTT)**

### **111. Automotive Testing and Diagnosis (6)**

Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

### **115. Brake Systems (6)**

The study of modern brake theory including drum and disc-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.



### **130. Electrical System Repair (6)**

Electrical theory and diagnosis. Starting, charging, lighting and related electrical systems in automotive application will be studied.

### **157. Steering and Suspension (6)**

A detailed study of steering and suspension components and their repair and alignment. Prerequisite: 150\* or equivalent.

### **167. Emission Control Service (3)**

To familiarize the student with the various emission control devices including functions, diagnosis, repair, and/or service.

### **170. Heating and Air Condition (6)**

Covers the basic and advanced instruction of the latest heating and air-conditioning systems, also the testing, diagnosis and repair of A/C compressors and components.

### **203. Automotive Engine Overhaul (6)**

To teach students the repair and overhaul procedure performed on a gas engine.

### **210. Drive Train Overhaul (6)**

Repair and overhaul of drive train components such as clutch, manual transmission, transfer case and differentials found on 2-wheel, 4-wheel and front wheel drive vehicles.

### **213. Automatic Transmission Overhaul (6)**

A detailed study of the overhaul procedures on all current domestic automatic transmissions.

### **230. Electrical System Overhaul (3)**

To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

### **293. Automotive Technology Topics (1-6)**

A heading for special course offerings, seminars and workshops in various areas of automotive technology. The special offerings will be taught by regular faculty and will focus on topics of special concern on an as-needed basis.

### **295. Practicum in Auto Technology (3-9)**

The student will work on the Gallup Campus in an assignment involving a variety of tasks equivalent to the functions and responsibilities of the line mechanic or parts counter person.

### **299. Co-op Education in Automotive Technology (3-6)**

The student will work in a garage or training facility in the Gallup area and at the same time will be attending the college during part of the day. May be repeated for a maximum of 12 hr.

## **Business Computer and Information Systems (BCIS)**

### **1110. Fundamentals of Information Literacy and Systems [Introduction to Information Systems] (3)**

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making. Course cannot apply to major or minor in Computer Science. Prerequisite: MATH 1215 or (MATH 1215X and MATH 1215Y and MATH 1215Z) or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522.

## **Biology (BIOL)**

### **1110. General Biology (3)**

This course introduces non-science majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology. Three lectures. Credit for both this course and BIOL 1140 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1110L. General Biology Laboratory (1)**

This laboratory course for non-science majors complements the concepts covered in the associated general biology lecture course. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution,

taxonomic classification and phylogeny, biodiversity, and ecology. One 3-hour lab per week including plant and animal diversity, techniques and investigation of current issues. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1110.

### **1130. Introductory Anatomy and Physiology for non-majors (3)**

Introduces the anatomy (structure) and physiology (function) of the human body, which includes the study of basic chemistry, molecules, cells, tissues, organs, organ systems, and terminology related to these concepts.

### **1130L. Introductory Anatomy and Physiology Lab, non-majors (1)**

Introduces laboratory exercises in regards to human anatomy and physiology of the human body. This includes histological study, biochemical processes, mammal organ dissections, and the use of models to illustrate anatomical arrangement.

### **1140. Biology for Health Sciences (3)**

This introductory biology course for students interested in health science careers focuses on the concepts of chemistry, cell biology, metabolism, genetics, and regulation of gene expression. Not accepted toward the Biology major. Credit for both this course and BIOL 1110 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1140L. Biology for Health Sciences Laboratory (1)**

This course is a laboratory that complements the concepts learned in the theory course. Students will learn skills involved in scientific measurement, microscopy, and mathematical analysis. Students will also perform experiments and data analysis related to cell structure and function, chemistry, enzyme activity, and genetics. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1140.

### **1150 [191]. Biodiversity (2)**

Biodiversity is the variety of life on earth. There are 2-10 million species on earth, but this number surely is vastly underestimated. Moreover, 99%

of all species that ever existed are extinct. This course provides a broad survey of biodiversity-past, present, and future-with an emphasis on major groups in the tree of life (e.g., insects, plants, vertebrates, fungi, bacteria, etc.) and how humans interact with earth's biodiversity. We will explore biodiversity as it relates to earth history, mass extinctions, conservation, economics, ecology, evolution, and human society. We will also explore ways in which we categorize biodiversity (taxonomy and systematics) and catalog it for study (museums).

### **1996. Topics (1-6, no limit Δ)**

### **2110C. Principles of Biology: Cellular and Molecular Lecture and Laboratory (4)**

This course introduces students to major topics in general biology. This course focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, DNA replication, transcription, and translation. Three lectures, one discussion section. Students who completed AP Chemistry in high school should see the instructor of record or a Biology department advisor. Prerequisite: (CHEM 1215 or CHEM 1217) and CHEM 1215L.

### **2210. Human Anatomy and Physiology I (3)**

This course is the first of two that serve as an introduction to human anatomy and physiology for Biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; Specifically the integumentary, skeletal, muscular, and nervous systems. Three lectures. Prerequisite: ((1140 and 1140L) or 2110C) and (CHEM 1120C or CHEM 1215).

### **2210L. Human Anatomy and Physiology I Laboratory (1)**

This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems. Pre- or corequisite: 2210.

### **2225. Human Anatomy and Physiology II (3)**

This course is the second of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, and organ structure and physiology, and organ system structure and function; specifically the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. Three lectures. Prerequisite: 2210.

### **2225L. Human Anatomy and Physiology II Laboratory (1)**

This is the second in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. Three hours lab. Pre- or corequisite: 2225.

### **2305. Microbiology for Health Sciences (4)**

This course introduces the basic principles of microbial structure, genetics, and physiology, virology, parasitology, disease, pathogenicity, epidemiology and immunology. Only some emphasis is given to basic biological principles. The course is designed for those obtaining a career in the health sciences. Not accepted toward the Biology major or minor. Credit for both this course and BIOL \*\*351/\*\*352L may not be applied toward a degree program. Prerequisite: ((1140 and 1140L) or 2110C) and (CHEM 1120C or (CHEM 1215 and CHEM 1215L)).

### **2410C. Principles of Biology: Genetics Lecture and Laboratory (4)**

Mitosis, meiosis, Mendelian genetics, chromosomes and inheritance, molecular basis of inheritance, genes to proteins, genetic models (viruses and bacteria), eukaryotic genomes, genetic basis of development and overview of genomes. Three lectures, 1 discussion section. Prerequisite: 2110C and ((CHEM 1215 or CHEM 1217) and CHEM 1215L). Pre- or corequisite: (CHEM 1225 or CHEM 1227) and CHEM 1225L).

### **2996. Topics (1-6, no limit Δ)**

## **Business Administration (BUSA)**

### **1110. Introduction to Business (3)**

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

### **1996. Special Topics (3, may be repeated once Δ)**

Selected offering of topics not represented in the regular curriculum. Restriction: permission of instructor.

### **2996. Topics (1-6, no limit Δ)**

## **Chemistry (CHEM)**

### **1105. Preparation for College Chemistry (2)**

A preparatory course for students who feel they are not prepared, or who do not have the prerequisite requirements for CHEM 1215/1215L. A grade of "CR" can be used as placement into CHEM 1215/1215L. Offered on a CR/NC basis only.

### **1106. Foundations of Chemistry (3)**

A unique preparatory course for CHEM 1215 and your subsequent chemistry courses. It has a dual purpose; firstly, to help you obtain a solid foundation in the chemical concepts that are essential to your future chemistry and science classes, and secondly to optimize your set of learning skills to help you learn more efficiently, demonstrate your knowledge and

succeed in your future fast-paced high-level science courses.

**1110C [1110]. Chemistry in Our Community Lecture and Laboratory [Chemistry in Our Community] (4 [3])**

This course will introduce non-science majors to the basic chemistry required to understand topics of current interest affecting their communities, such as air and water quality, global climate change, use of fossil fuels, nuclear power, and alternative energy sources. Experiments will illustrate chemical principles and acquaint students with scientific methods, data processing, critical thinking and scientific writing.

**1120C. Introduction to Chemistry for Non-Majors Lecture and Laboratory (4)**

This course covers qualitative and quantitative areas of non-organic general chemistry for non-science majors and some health professions. Students will learn and apply principles pertaining, but not limited to, atomic and molecular structure, the periodic table, acids and bases, mass relationships, and solutions. The laboratory component introduces students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Three lectures, 3 hours demo lab/recitation. Credit for both this course and CHEM 1215 may not be applied toward a degree program. Credit for both this course and CHEM 1217 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: MATH 1215Z or MATH 1220 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522 or MATH 2530 or ACT Math  $\Rightarrow$ 22 or SAT Math Section  $\Rightarrow$ 540.

**1215. General Chemistry I for STEM Majors (3)**

This course is intended to serve as an introduction to general chemistry for students enrolled in science, engineering, and certain pre-professional programs. Students will be introduced to several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions. Credit for both this course and CHEM 1120C may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3:

Physical and Natural Sciences. Prerequisite: ((1105 or ACT Math  $\Rightarrow$ 22 or SAT Math Section  $\Rightarrow$ 540) and ALEKS1  $\Rightarrow$ 50%) or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1250 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522 or MATH 2530 or ACT Math  $\Rightarrow$ 25 or SAT Math Section  $\Rightarrow$ 590. Pre- or corequisite: 1215L.

**1215L. General Chemistry I for STEM Majors Laboratory (1)**

The first-semester laboratory course designed to complement the theory and concepts presented in lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Prerequisite: ((1105 or ACT Math  $\Rightarrow$ 22 or SAT Math Section  $\Rightarrow$ 540) and ALEKS1  $\Rightarrow$ 50%) or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1250 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522 or MATH 2530 or ACT Math  $\Rightarrow$ 25 or SAT Math Section  $\Rightarrow$ 590. Pre- or corequisite: 1215 or 1217.

**1217 [131]. Principles of Chemistry I [Principles of Chemistry] (3)** As the first of a two-semester sequence, this course teaches fundamental concepts in chemistry, including the electronic structure of atoms, chemical periodicity, nature of chemical bonds, molecular structure, the three phases of matter, etc. In addition, the application of these concepts to various chemical sub-disciplines, such as organic chemistry, biochemistry, and materials chemistry. Designed for majors in chemical sciences and engineering, it is assumed that the students are familiar with college algebra, chemical nomenclature, stoichiometry, and scientific measurements. Three lectures per week. Credit for both this course and CHEM 1120C may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: MATH 1220 or MATH 1230 or MATH 1240 or MATH 1250 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522 or MATH 2530 or ACT Math  $\Rightarrow$ 28 or SAT Math Section  $\Rightarrow$ 660. Pre- or corequisite: 1215L.

### **1225. General Chemistry II for STEM Majors (3)**

This course is intended to serve as a continuation of general chemistry principles for students enrolled in science, engineering, and certain pre-professional programs. The course includes, but is not limited to a theoretical and quantitative coverage of solutions and their properties, kinetics, chemical equilibrium, acids and bases, entropy and free energy, electrochemistry, and nuclear chemistry. Additional topics may include (as time permits) organic, polymer, atmospheric, and biochemistry. Credit for both this course and CHEM 1227 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: ((1215 or 1217) and 1215L) or ALEKS2 =>50%. Pre- or corequisite: 1225L.

### **1225L. General Chemistry II for STEM Majors Laboratory (1)**

Experiments illustrating the fundamental principles and techniques of chemistry. Three hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: ((1215 or 1217) and 1215L) or ALEKS2 =>50%. Pre- or corequisite: 1225 or 1227.

### **1227 [132]. Principles of Chemistry II [Principles of Chemistry] (3)**

As the second of a two-semester sequence, this course teaches fundamental concepts in chemistry, including solutions, equilibria, electrochemistry, thermodynamics and kinetics. Designed for majors in chemical sciences and engineering, it is assumed that the students are familiar with college algebra, chemical nomenclature, stoichiometry, and scientific measurements. Three lectures per week. Credit for both this course and CHEM 1225 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: (1215 or 1217) and 1215L. Pre- or corequisite: 1225L.

### **1996 [192]. Topics (1-6, no limit $\Delta$ [1-3, no limit $\Delta$ ])**

### **2120. Integrated Organic Chemistry and Biochemistry (4)**

The second of a two-semester sequence of laboratory courses designed to

complement the theory and concepts presented in lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Credit for both this course and CHEM \*\*301 may not be applied toward a degree program. Prerequisite: 1120C or 1225.

### **2310C. Quantitative Analysis Lecture and Laboratory (4)**

Quantitative analysis is a subdiscipline within analytical chemistry which deals with the identification and assay of a material or its components. Students will learn how chemical characterization involves chemical reactivity, physical measurement, and data interpretation with an emphasis on solution equilibria and electrochemistry. The study of precise and reliable chemical characterization is fundamental to further study and practice in chemistry, biology, medicine, geology, chemical engineering, and many other related fields. The understanding of the methods and limitations of chemical characterization can aid in making informed judgments on a large variety of social and political issues. This course is designed to introduce you to techniques of quantitative analysis and complement the theory and concepts presented in lecture. Students will obtain reproducible quantitative laboratory data using classical (volumetric, gravimetric) and simple instrumental (potentiometric, spectrophotometric, chromatographic) methods, as well as analyze and interpret laboratory data using standard statistical and validation approaches. Three lectures, 4 hours lab. Prerequisite: (1225 or 1227) and 1225L.

## **Chinese (CHIN)**

### **1110. Mandarin Chinese I (3)**

This is the first semester of a two-semester sequence in first year modern standard Chinese (“Mandarin”). This course is recommended for students who have had little or no experience in the Chinese language. A beginning Mandarin Chinese course is designed to introduce the Mandarin sound system (“pinyin”), basic vocabulary, Chinese characters (either in Simplified or Traditional characters), and basic grammatical concepts and structures. In order to help beginners develop their communicative competence in the four basic skills, the 5Cs (Communication, Cultures, Comparisons, Connections, and Communities) will be integrated consistently into the content and exercises in the course. Credit for both this course and CHIN 1130 may not be applied toward a degree program.

Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1120. Mandarin Chinese II (3)**

This is the second semester of a two-semester sequence in first year modern standard Chinese (“Mandarin”). This course is designed for students who have taken first semester Mandarin Chinese, and focuses on enhancing pronunciation and expanding the vocabulary and grammar dealing with daily activities. In order to help beginners develop their communicative competence in the four basic skills, the 5Cs (Communication, Cultures, Comparisons, Connections, and Communities) will be integrated consistently into the content and exercises in the course. Credit for both this course and CHIN 1140 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1130. Mandarin Chinese I Intensive (6)**

This is the first semester of a two-semester sequence in first year modern standard Chinese (“Mandarin”). This course is recommended for students who have had little or no experience in the Chinese language. The first year intensive Mandarin Chinese course is designed to introduce the Mandarin sound system (“pinyin”), basic vocabulary, and Mandarin Chinese characters (Simplified), and basic grammatical concepts and structures. In order to help beginners develop their communicative competence in the four basic skills, the 5Cs (Communication, Cultures, Comparisons, Connections, and Communities) will be integrated consistently into the content and exercises in the course. Credit for both this course and CHIN 1110 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1140. Mandarin Chinese II Intensive (6)**

This is the second semester of a two-semester sequence in first year modern standard Chinese (“Mandarin”). This course is designed for students who have taken first semester intensive Mandarin Chinese, and focuses on enhancing pronunciation and expanding the vocabulary and grammar dealing with daily activities. In order to help beginners develop their communicative competence in the four basic

skills, the 5Cs (Communication, Cultures, Comparisons, Connections, and Communities) will be integrated consistently into the content and exercises in the course. Credit for both this course and CHIN 1120 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1130.

**2110. Mandarin Chinese III (3)**

This is the first semester of a two-semester sequence in second year modern standard Chinese (“Mandarin”). This course is designed for students who have taken first and second semester Mandarin Chinese (or equivalence), and have a basic foundation on Chinese phonetics, characters, and grammars. In order to help students develop their communicative competence in the four basic skills, the 5Cs (Communication, Cultures, Comparisons, Connections, and Communities) will be integrated consistently into the content and exercises in the course. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1140.

**2120. Mandarin Chinese IV (3)**

Follows prerequisite to further develop oral and written proficiency up to Intermediate-mid level and initial cultural competency. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 2110.

**2150. Chinese Calligraphy (3, may be repeated twice Δ)**

This course will include lectures about the history of Chinese calligraphy, the tools used in calligraphy, the five major writing scripts/styles, and strategies to effectively memorize and write Chinese characters. A major part of class time will be dedicated to actual calligraphy writing practice. Student will be practicing and mastering the basic writing techniques of the Standard script/style. Prerequisite: 1140.

**Collision Repair Technology (CRT)**

**101. Basic Auto Body (4)**

History of Auto Body, auto body materials, parts of an automobile, hand and power tools, methods of strengthening, sheet metal, using fillers for panel repair.

### **103. Paint & Refinishing Equipment (4)**

Detailed study of the uses and properties of paint and refinish equipment, used in the trade for undercoats and topcoats.

### **105. Auto Welding (3)**

Identify the three classes of welding. Explain how to use a MIG welding machine. Identify oxyacetylene welding equipment and techniques. Explain general brazing and soldering techniques used in a body shop. Explain plasma cutting techniques.

### **106. Restoring Corrosion Protection (4)**

Define corrosion and describe the common factors involved in using various materials to protect steel body parts from rusting.

### **107. Auto Glass/Restraint Systems (4)**

Auto glass replacement and restraint systems, restraint system repairs, windshield, door glass, back glass, replacement, operation of air bag system, operation of seat belt, and child safety seat.

## **Communication (COMM)**

### **1115. Introduction to Communication (3)**

This survey course introduces the principles of communication in the areas of interpersonal, intercultural, small group, organizational, public speaking, and mass and social media. Two hours lecture, 1 hour lab.

### **1130. Public Speaking (3)**

This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches. Meets New Mexico General Education Curriculum Area 1: Communication.

### **1140. Introduction to Media Writing (3)**

This course combines a theoretical foundation with practical applications. It provides an introduction to journalism, as well as an

overview of the most common types of writing required in public relations, advertising and strategic communication. Prerequisite: ENGL 1120 or ACT English =>29 or SAT Evidence-Based Reading and Writing =>700. Pre- or corequisite: MATH 1130 or MATH 1220 or MATH 1240 or MATH 1250 or MATH 1350 or MATH 1430 or MATH 1512 or MATH 2118 or UHON 202.

### **1145. Sex, Lies, and Fake News: How to Use Media Wisely (3)**

Helps students recognize crucial distinctions in media content between truth and rumor, news and advertising, fact and opinion, bias and fairness. Emphasizes responsible and ethical decision making in consuming and producing media.

### **1150. Introduction to Mass Communication (3)**

This course introduces students to the history, models, theories, concepts, and terminology of mass communication, focusing on various media and professions. The course will enable students to develop media literacy skills to interpret mass communication and understand the effects of media on society and their lives.

### **1155. Communication Across Cultures (3)**

An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. The class seeks to identify, honor and enhance the strengths of different cultural perspectives.

### **1996. Topics (1-6, no limit Δ)**

### **2120. Interpersonal Communication (3)**

This course provides an introduction to the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships. Meets New Mexico General Education Curriculum Area 1: Communication.

### **2130. Media Theories (3)**

Introduces students to a variety of media theories and models. Focuses on the key issues in media theory, including the nature of mass media, influences on human behavior, and the media as reflector and creator of society.

### **2135. Media Ethics and Law (3)**

The material will introduce you to the history of ethics and sources of our American legal system. We will examine how the law and ethical action are chosen and evolve through resolution of a dilemma - a choice between countervailing interests. Foundational principles, expressed in our charter documents, carry through those areas of law which are most critical to media: We'll examine fundamentals of law, of First Amendment, libel, privacy, open government, copyright and commercial speech. Consequently, this course's content will be relevant in every other Communication course you take between now and your completion of your degree program. Prerequisite: 1140. Pre- or corequisite: MATH 1130 or MATH 1220 or MATH 1240 or MATH 1250 or MATH 1350 or MATH 1430 or MATH 1512 or MATH 2118 or UHON 202.

### **2140. Small Group Communication (3)**

Explores the principles and practices of effective participation in small groups, with emphasis on critical thinking, problem solving, organizational skills, role theory, conflict resolution, and creative decision-making methods. It combines a theoretical foundation with practical application to help students better understand the dynamics of group communication in both professional and social contexts.

### **2150. Communication for Teachers (3)**

This course will investigate and critically evaluate the influence of identity, communication, and culture on instruction, learning, engagement, classroom community, and the teacher-student relationship.

### **2185. Multimedia and Visual Communication (3)**

This course is an exploration of visual images in mass media. It emphasizes the visual world and promotes visual literacy by helping students to decipher the language of pictures through studying history, technique and imagery. Students will work in the field and in the lab to create visual projects that communicate ideas and concepts clearly. This class will prepare students to work across technology platforms to produce publication quality multimedia stories and projects. Prerequisite: MATH 1130 or MATH 1220 or MATH 1240 or MATH 1250 or MATH 1350 or MATH 1430 or MATH 1512 or MATH 2118 or UHON 202. Pre- or corequisite: 2135.

**2190. Writing and Editing for Multimedia Journalism (3)** Continuation of COMM 1140. This course builds on the skills you have learned, focusing more deeply on the theory and practice of journalism in the digital age. Classes are in a lecture/discussion format, with emphasis on participation by students. We will practice strict adherence to deadlines, writing under pressure sometimes, rewriting, peer editing of stories, constructive criticism, coaching and teamwork. Students will hone skills in grammar, accuracy, attribution, interviews and story structure. We will also study what constitutes a compelling and well-reported, well-written news story — and the multimedia possibilities that go hand-in-hand with such stories. Prerequisite: MATH 1130 or MATH 1220 or MATH 1240 or MATH 1250 or MATH 1350 or MATH 1430 or MATH 1512 or MATH 2118 or UHON 202. Pre- or corequisite: 2135.

### **2245. Web Design (3)**

This course introduces web page and web design concepts, basic HTML coding skills progressing to the use of Dreamweaver to design a website. Students will gain practical experience in the production of an electronic information delivery product. This course assumes that you already have basic skills as a journalist, and will focus on helping you transfer your skills to the online format. Competency with personal computers required.

### **2996 [CJ 293]. Topics (1-6, no limit Δ [1-3, no limit Δ])**

#### **Comparative Literature (COMP)**

### **2222 [222]. Fairy and Folk Tales (3)**

An exploration of fairy and folk tales from a variety of cultures. The course introduces methods of analysis while exploring historical and contemporary roles and interrelationships of the tales. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **224. Literary Questions (3)**

Examination of basic questions in comparative literature studies: themes, movements, modes, interaction of literature with other disciplines, etc. Work will be comparative and reading list will represent a cross-section of Western European, American, Russian and Classical literatures. Titles will vary as content varies. Meets New Mexico General Education Curriculum



Area 5: Humanities.

### **Community and Regional Planning (CRP)**

#### **165. Social Issues in Urban and Regional Development (3)**

Introduction to the social, economic, political and physical factors involved in the development of cities and towns. Emphasis on the nature of urban form as a reflection of the prevailing past and present political economy of society.

#### **181. Environmental Issues in a Changing World (3)**

Development of the major issues, concepts and methods emerging from the relationship of social systems and the natural environment. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

#### **265. Sustainable Community Planning Methods (3)**

Teaches the basic concepts, processes and techniques of planning. Students learn to identify planning issues, problems and research questions; collect information to answer these questions; organize and analyze information; and develop policy recommendations.

#### **275. Community Change in a Global Era (3)**

This course examines the intersections among globalization, communities, and social action. It focuses on myriad ways global forces impact communities and how they work for local change in a global era.

### **Computer Science (CS)**

#### **105L. Introduction to Computer Programming (3)**

Introduction to Computer Programming is a gentle and fun introduction. Students will use a modern Integrated Development Environment to author small programs in a high level language that do interesting things.

#### **108L. Computer Science for All: An Introduction to Computational Science and Modeling (3)**

This course offers an introduction to computer science through modeling and simulation. Students will learn agent-based modeling of complex systems and see the applicability of computer science across fields.

Course cannot apply to major in Computer Science or any other major in the School of Engineering. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

**151L. Computer Programming Fundamentals for Non-Majors (3)** An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving.

#### **152L. Computer Programming Fundamentals (3)**

Introduction to the art of computing. The course objectives are understanding relationships between computation, problem solving, and programming using high-level languages. Prerequisite: 105L or 108L or 151L or ECE 131L.

#### **241L. Data Organization (3)**

Data representation, storage and manipulation. Covers the memory organization of data storage and its relation to computation and efficiency. Topics include: linked vs. contiguous implementations, memory management, the use of indices and pointers, and an introduction to issues raised by the memory hierarchy. Programming assignments in C provide practice with programming styles that yield efficient code and computational experiments investigate the effect of storage design choices on the running time of programs. Prerequisite: 152L with a grade of "B-" or better or 259L with a grade of "C" or better.

#### **251L. Intermediate Programming (3)**

An introduction to the methods underlying modern program development. Specific topics will include object-oriented design and the development of graphical user interfaces. Programming assignments will emphasize the use of objects implemented in standard libraries. Three lectures, 1 hr. recitation. Prerequisite: 152L with a grade of "B-" or better.

#### **259L. Data Structures with JAVA (5)**

An accelerated course covering the material of 151L and 251L in one semester. Topics include elementary data structures and their implementation, recursive procedures, data abstraction and encapsulation, and program organization and verification. Programs will be written in JAVA. Credit not allowed for both 259L and 151L/251L.

### **261. Mathematical Foundations of Computer Science (3)**

Introduction to the formal mathematical concepts of computer science for the beginning student. Topics include elementary logic, induction, algorithmic processes, graph theory and models of computation. Prerequisite: (MATH 1240 with a grade of "A" or better) or (MATH 1512 with a grade of "B-" or better).

### **293. Social and Ethical Issues in Computing (1)**

Overview of philosophical ethics, privacy and databases, intellectual property, computer security, computer crime, safety and reliability, professional responsibility and codes, electronic communities and the Internet, and social impact of computers. Students make oral presentations and produce written reports.

## **Construction Technology (CNST)**

### **101. Layout and Framing (4)**

A study of wood form construction techniques which include methods of wall, roof and deck framing. Planning the layout of structural members is emphasized. Stress and strain on these structural members is studied in conjunction with the structural capacities of various types of wood and other materials. These courses consist of lab and classroom experiences.

### **103. Exterior Finishing (4)**

A study of exterior trim techniques; selection of doors and windows; method of installing doors and windows. Includes paint, stain, and prefabrication materials. Taught through lab and classroom experiences. Fall.

### **104. NCCER Core (4)**

Required introduction to the National Center for Construction Education and Research for certification. Topics studies include basic math, communications, prints, methods and ethics. Students demonstrate skills level through laboratory assignments.

### **105. Interior Finishing (4)**

A study of the interior of a building which includes methods of wall, ceiling, and floor finishing. The use of different types of covering, paint, paneling, and texture, will be emphasized. The installation of decorative

tile for bathroom, kitchen, and floors will be explored. Spring.

### **106. Cabinet Building (4)**

A study of cabinet making. Students will have the opportunity to make kitchen, bathroom and special cabinets. Includes construction methods of cabinet making as well as various finishing techniques. Counter top materials, such as Formica, will be examined. Taught through classroom and lab experience. Fall.

### **109. Plumbing Theory I (3)**

Covers occupational introductions, human relations, safety, tools and equipment used in plumbers trade, plumbing components, sizes of various residential and commercial plumbing systems, pipe fittings, pipe joining and cost estimation. Fall.

### **115. Concrete Pouring and Finishing (4)**

A study of the use of concrete in building construction. The use of power tools and hand tools to finish walls and work will be demonstrated. Spring.

### **118. Alternative Construction (4)**

This course will survey the many different types of alternative building construction in use today. Our focus will be on the Southwest, with an emphasis on those types of construction appropriate for the skills and budget of owner-builder. Course study will include readings, lectures, discussions, guest presentation, videos, and several field trips to demonstration projects.

### **121. Electrical Wiring (4)**

A study of wiring procedures including electrical service entrances, switching circuits, fuse and circuit breakers, and ground fault interrupter circuits.

### **124. Sustainable Energy (4)**

Introductory level course study of sustainable alternative energy systems. The focus of the Photovoltaic course is theory, technology, and preparation for certification of students to do commercial installations.

### **174. Design for Green Building (4)**

The course is designed to explore and educate students in sustainable building technology. Students will study past, current practices and future

best practices for green design and building.

**Prerequisite: CNST 104.**

**175. Blueprint Reading (3)**

An introductory course in blueprint reading to help the student interpret the ideas of others and to express his/ her own ideas in an understandable manner through drawings. It will stress the necessary skills and processes used in architectural drafting. The students will have the opportunity to develop their own originality and ingenuity. Taught through classroom and laboratory experiences.

**206. Advanced Cabinet Making (4)**

An in-depth study of cabinet making in which both methods of cabinet making and practical aspects of cabinet making will be covered.

**208. Furniture Construction (4)**

The design and construction of various types and styles of furniture including functional analysis thereof.

**293. Construction Technology Topics (1-6)**

For special course offerings, seminars, workshops in various areas of construction. Taught on an as-needed basis. Upon demand.

**295. Practicum (3-9)**

An individualized course of study within the psychomotor domain. Upon demand Prerequisite: Program Coordinator approval.

**299. Cooperative Education in Construction Technology (3-6)**

This course provides actual work experience. Upon demand. Prerequisite: instructor approval.

**Cosmetology (COSM)**

**110. Theory of Cosmetology I (3)**

Theoretical training in hygiene, bacteriology, sterilization, sanitation, rules and regulations of State Board and related practical areas.

**111. Theory of Cosmetology II (3)**

Theoretical training in finger weaving, wigs, chemicals, hot work, skin and

hair disorders. State Board rules and regulations and relative practical areas.

**120. Manicuring I (2)**

Introduction and application on practice hands and patrons. Massage, sanitation, sterilization, State Board rules and regulations.

**121. Manicuring II (2)**

Introduction to nails, tips, and wraps. Application on practice hands and patrons.

**130. Permanent Wave, Shampooing & Styling I (3)**

Introduction and practical application on mannequins covering all areas of Cosmetology.

**131. Permanent Wave, Shampooing & Styling II (4)**

Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 130\*.

**140. Haircutting/Scalp Treatment/Hair Coloring/Facials I (4)**

Introduction and practical application on mannequins. Covering all areas of Cosmetology.

**141. Haircutting/Scalp Treatment/Hair Coloring/Facials II (3)**

Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

**212. Theory of Cosmetology III (3)**

Theoretical training in anatomy, electricity, chemistry, hygiene and good grooming, visual poise and salon management. Final State Board Exam.

**220. Stropping/Honing/Shaving (2)**

This course includes the care and styling of scalp and facial hair. It will provide a basic understanding of Barbering and its history. Emphasis is placed on proper use of instruments, personal hygiene, sanitation, recognition of common disorders/diseases and State Board rules and regulations affecting the cosmetologists performing services on clients. This subject is taught by lectures, visual aids, demonstrations, conferences and assigned projects. 50 contact hr.

**232. Permanent Wave, Shampooing & Styling III (3)**

Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 131\*.

**242. Haircutting/Scalp Treatment/Hair Coloring/Facials (3)**

Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

**250. Cosmetology Lab I (1-3)**

Practical application on mannequins. Review of all areas of Cosmetology.

**251. Cosmetology Lab II (1-3)**

Practical application on patrons. Review and final State Board Exam in all areas of Cosmetology.

**252. Cosmetology Lab III (3)**

Practical application of Cosmetology theory. Students will work with clients in a clinic setting and will complete the number of clock hr. required by the State Board of Cosmetology to be eligible to take the State License Exam.

**260. Salon Management (2)**

Practical training in Business Management, salesmanship, bookkeeping, inventory control and professional attitudes and development.

**291. Independent Study (3-9)**

Designed for students to study research, selected topics, issues and/or problems in Cosmetology. Prerequisite: Permission of Program Coordinator. Fall, Spring.

**293. Cosmetology Topics (1-6)**

Special course offerings, semesters, workshops in various areas of Cosmetology as needed. Prerequisite: Permission of Program Coordinator. Fall, Spring.

**Criminal Justice (CJUS)**

**1110. Introduction to Criminal Justice (3)**

This course provides an overall exploration of the historical development

and structure of the United States criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

**1120. Criminal Law (3)**

This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime.

**1170. Introduction to Criminology (3)**

The course will explore the crime problem, its context, and especially to explain causes of crime. The course will cover Foundations for Criminology, Theories of Crime, and Types of Crime.

**1350. Self Defense for Law Enforcement (3)**

Instructs students entering the Law Enforcement profession in a comprehensive self-defense program designed to meet the New Mexico Law Enforcement Academy for basic police officer training.

**1410. Law (3)**

An introduction to persons seeking a career in the law enforcement profession with an understanding of criminal law and how it represents the power of government to prevent and punish socially harmful behavior. This course also examines the extent and limits of established rules of procedure in applying the rule of law.

**2130. Police and Society (3)**

The course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress.

**2140. Criminal Investigations (3)**

This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures, which

insure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced.

**2160. Field Experience in Criminal Justice (3)**

This course is designed to provide actual experience working for a criminal justice agency and the opportunity to apply criminal justice concepts and theory to a field situation. Students already working in an agency will complete an approved learning project while on the job.

**2225. Introduction to Corrections (3)**

This class will be a basic introduction to the corrections system in the United States, to include the process of an offender in the system and the responsibilities and duties of guards.

**2235. Constitutional Criminal Procedure (3)**

An examination of the constitutional principles related to the investigation of crimes, arrests, confessions and pre-trial processing of offenders. The focus will be on individual rights found in the First, Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments of the United States Constitution and the comparable provisions of the New Mexico Constitution.

**2440. Police and Patrol Procedures (3)**

This course covers the role and functions of police officers, including the basic tasks of preventing crime, enforcing the laws, protecting the innocent, and providing services while utilizing various patrol techniques. In addition, the course will discuss officer safety, use of force and the law enforcement code of ethics.

**2460. Traffic (3)**

Encompasses a portion of the police officer training standards mandated by the New Mexico Law Enforcement Academy for police officer training. It provides the student with the knowledge and skills necessary to recognize and properly enforce traffic laws.

**Culinary Arts (CART)**

**101. Introduction to Culinary Arts (3)**

Course is designed to introduce students to fundamental food preparation

terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures. Also provides an overview of the professionalism in the culinary industry and career opportunities leading into a career pathway to Culinary Arts.

**102. Soups, Stocks, and Sauces (3)**

Stocks are the backbone of any cuisine on which much of the kitchen depends. Students are introduced to simmering, emulsifications and knife skills and engage in the production of basic stocks while learning classical vegetable cuts. Students will practice production of leading sauces, emulsion, compound, and independent sauces and learn to prepare a variety of soups.

**108. ServSafe® Manager (3)**

SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING: National Restaurant Association's food safety training covers these concepts: the importance of Food Safety, Good Personal Hygiene, Time and Temperature Control, Preventing Cross-Contamination, Cleaning and Sanitizing, Safe Food Preparation, Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food, HACCP (Hazard Analysis and Critical Control Points), Food Safety Regulations.

**109. Table Top Service (3)**

An introduction to the various styles of table service and service standards required of professional wait personnel. Guest relations, order taking, and organization of the dining room will be studied. Students will gain experience through practice within a simulated service environment. Beverage management issues include inventory & purchasing, proper use of glassware, and serving.

**110. Culinary Arts Internship (3)**

This is a work based learning experience in which a three-way partnership is established between the school, an employer or business, and the student for the purpose of providing practical education to the student through productive work opportunities. Experiences take place in a workplace setting and offer teachers and students the opportunity to see a relationship between school courses and career choices.

### **151. Advanced Basics of Pastry Art (3)**

This course will focus on skill development to be able to produce a variety of classic pastries. Included will be: doughs, pastry creams and fillings chocolates, tortes, tarts, mousses Danish and flakey pastries, flourless tortes, etc. In addition to expanding the repertoire of recipes and refining techniques, focus will be on the appearance and presentation of dishes.

## **Dance (DANC)**

### **1110. Dance Appreciation (3, may be repeated once Δ)**

This course introduces the student to the diverse elements that make up the world of dance, including a broad historic overview, roles of the dancer, choreographer and audience, and the evolution of the major genres. Students will learn the fundamentals of dance technique, dance history, and a variety of dance aesthetics. Course fee required. Meets New Mexico General Education Curriculum Area 7: Arts and Design.

## **Design and Digital Media (DDM)**

### **101. Introduction to the Macintosh Computer (3)**

Introduces students to basic functions of the Apple Macintosh computer through the use of selected application software. Topics include opening, saving and printing documents, copying and pasting information, networking, and computer-related health issues.

### **110. Introduction to Graphic Design (3)**

An introductory level course designed to familiarize students with the principles governing good design as it applies to visual communication. Students are acquainted with the history and evolution of graphic design, as well as the terminology and processes necessary to produce printed material in a computer-based design studio environment.

### **111. Digital Image Editing I (3)**

Introduces the concepts and techniques employed in the electronic manipulation of digital images. The course features the use of Adobe Photoshop software. Students are guided by a step-by-step tutorial. Prerequisites: 101 and 110 or Instructor's Permission.

### **131. Page Layout I (3)**

Introduces the principles of electronic page composition for advertising and publishing. Students learn to use professional page layout software. Prerequisites: 101, 110, & 280.

### **141. Computer Illustration I (3)**

Introduces students to the concepts and techniques of computer illustration using a step-by-step tutorial for Adobe Illustrator software. Students build on skills learned in other Design & Digital Media courses and add to these the use of Bezier curves, paths and points, color blends and fills and non-linear text for the purpose of creating computer based graphic designs, page formatting and Web page design. Prerequisite: 101, Pre- or Co-requisite: 110 or permission of instructor.

### **151. Multimedia Authoring I (3)**

Examines the concepts and methods used in the development of this new form of communication. Topics include project design, interactive programming, and the effective use of color images, animation, video and sound. Prerequisites: 101 Pre- or Co-requisite: 110.

### **171. Web Publishing I (3)**

An introductory level course designed to familiarize students with basic concepts of electronic page design, creation, and publication. Focuses on the use of Adobe PageMill (an Internet authoring tool) to create web pages, preparing photos and graphics for web pages using Adobe Photoshop and Adobe Illustrator. Basic usage of HTML (Hypertext Markup Language) is covered as well. Prerequisite: 101, Pre- or Co-requisite: 110, BSTC 122 or permission of instructor.

### **212. Digital Image Editing II (3)**

This course builds on the skills developed in DDM 111. Topics include scanning, masking and selection techniques, formatting files for export to page layout programs, object layering, and the retouching of photographic images. Prerequisites: 111 or permission of instructor.

### **232. Page Layout II (3)**

Building on skills developed in DDM 131\*, this course elaborates on concepts essential to professional page design. Prerequisites: 131, 101, 110 and 280.

### **242. Computer Illustration II (3)**

This course teaches more advanced techniques of computer design and illustration. Topics include the use of filters for stylistic effect, trapping techniques, color separations, and the conversion of continuous tone images to line art. Prerequisites: 101\* & 110\*.

### **245. 3-D Illustration (3)**

An advanced examination of the principles and techniques of 3-D computer illustration. Topics include rendering of bitmapped and Postscript artwork, lathing, extruding, texture mapping and the creation of animated sequences for use in multimedia presentations. Prerequisite: 101\*, 110\*, 111\* or permission of instructor.

### **260. Digital Video I (3)**

Introduces students to digital video communication, including video capture, editing, and playback of digital movies. Hands-on experience with Adobe Premiere software, and discussion of the role of this new medium. Prerequisites: 101\*, 110\*, 111\*, 151\* or permission of instructor.

### **281. Portfolio Development (3)**

Designed to assist students in preparing a portfolio of their work for professional presentation. Course work covers traditional and electronic portfolio development and presentation, as well as refining design and technical skills.

### **291. Independent Study (1-3)**

Permission of instructor required. Designed for students who wish to work on an independent study project outside the realm of regular course work.

### **293. Topics (1-3)**

Courses on a variety of topics are offered according to need and interest in order to explore emerging technologies in the area of graphics communications. Different section numbers indicate different topics. Upon demand.

### **295. Practicum (3-6)**

An individualized course of study for the student to develop a particular area of interest in Design & Digital Media and produce a portfolio of

work. Consultation with the Department Chair required.

### **296. Internship (3)**

Repeatable one time for maximum of 6 credits. A culminating course in which the student will gain work experience in a business, institution, or education facility in the Gallup area. The internship could be, (but not limited to) work with: graphic design company, print shop, advertising agency, publisher, museum (interpretative displays), and computer instructional aide. Prerequisites: DDM 101\*, 110\*, 111\*, 131\* or 232\*, 141\* or 242\* or permission from instructor.

### **Drafting Technology (DRFT)**

### **115. Auto CAD Level I (3)**

Students build CAD skills, create production drawings, and develop a CAD library of symbols.

### **Early Childhood Education (ECED)**

### **110. Child Growth, Development, and Learning (3)**

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive and language. The adult's role in supporting each child's growth, development and learning is emphasized.

### **115. Health, Safety, and Nutrition (2)**

This course provides information related to standards and practices that promote children's physical and mental well-being sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

### **1120. Guiding Young Children (3)**

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

### **1125. Assessment of Children and Evaluation of Programs (3)**

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

### **1130. Family and Community Collaboration (3)**

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desires for their children will be supported through culturally responsive strategies.

### **2110. Professionalism (2)**

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

### **2115. Introduction to Language, Literacy, and Reading (3)**

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development.

Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

### **2120. Curriculum Development through Play: Birth through Age 4 (PreK) (3)**

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Corequisite: 2121.

### **2121. Curriculum Development through Play: Birth through Age 4 (PreK) Practicum (2)**

The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Prerequisite: 1110. Corequisite: 2120.

### **2130. Curriculum Development and Implementation: Age 3 (PreK) through Grade 3 (3)**

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas,



including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included. Corequisite: 2131.

**2131. Curriculum Development and Implementation: Age 3 (PreK) through Grade 3 Practicum (2)**

The field-based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included. Prerequisite: 1110. Corequisite: 2130.

**2240. Infant Toddler Growth and Development: Prenatal to Age 3 (3)**

Provides both basic knowledge of typically and atypically developing young children from the prenatal period to 36 months and a foundational understanding for the promotion of the health, well-being and development of all infants and toddlers within the context of family, community and cultural environments. The course examines infancy and toddlerhood with an emphasis on the interrelationship of cognitive, physical, social and emotional development, mental health and early parent-child relationships.

**Economics (ECON)**

**1996. Topics (1-6, no limit Δ)**

**2110. Macroeconomic Principles (3)**

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies. Prerequisite for most upper-division courses. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**2120. Microeconomic Principles (3)**

This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or

industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**2125. Society and Environment (3)**

Introduces students to environmental and natural resource issues of both global and local scale. No prior economics coursework is required; basic economic tools will be introduced and then applied to a variety of environmental problems. This course will cover a variety of topics, including water and energy conservation, pollution taxes, tradable pollution permits and global warming.

**2130. Personal Investing (3)**

This is an economics course with no prerequisites. Consequently it should be considered introductory, however it offers a wide-ranging overview of personal finance and the role financial assets can play in achieving personal financial goals. This course won't make you a millionaire, nor will it prepare you for a career as a hedge-fund manager. The goal is to increase your understanding of how financial markets work, and how to use financial assets as part of a life-long financial strategy. Your understanding of financial markets will be enhanced by learning the tools of economics, incorporating knowledge of human behavior, and becoming familiar with particular aspects of financial markets and assets.

**2220. Economics of Race and Gender (3)**

The aim of this course is to introduce you to how economics studies some of the main issues affecting men and women of different ethnic or racial backgrounds. Using economic theory as our framework for analysis, our discussions will include analysis of evidence and policies that address the issues at hand. Among the questions we will be addressing in this class are: why do women earn less than men, and blacks less than whites? Why has the labor force participation of women increased over the past half century, while black men's has decreased? How does marriage affect women's decision to work? How has the American family changed over the past century, among others.

**2996. Topics [Topics in Economics and Social Issues] (1-6, no limit Δ [1-3, may be repeated twice Δ])**

**Education (EDUC)**

**1120. Introduction to Education (3)**

Introduction to the historical, philosophical, sociological foundations of education, current trends, and issues in education; especially as it relates to a multicultural environment. Students will use those foundations to develop effective strategies related to problems, issues and responsibilities in the field of education. A field component at an educational site is required.

**1125. Introduction to Education in New Mexico (3)**

An exploration of contemporary issues around diversity, culture, and education in New Mexico. The course is of special interest to students considering a teaching career. Projects in schools and/or community sites are part of requirements.

**1996. Topics [Special Topics] (1-6, no limit Δ [1-3, no limit Δ])**

**Emergency Medicine (EMS)**

**106. Emergency Medical Responder (4)**

This 72-hour course is designed specifically for personnel who are first at the scene of an accident or emergency. This course offers a foundation for entry-level and advanced EMS courses.

**113. EMT-Basic (8)**

Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lecture instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 142.

**120. Introduction to EMS System (3)**

Covers the history of emergency medical services and the development of EMS systems and current trends and issues in EMS. Ideal for students considering a career in EMS.

**142. EMT-Basic Lab (2)**

Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lab instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 113.

**143. EMT-Intermediate Lab (1)**

Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology. Prerequisite: 113 and 142. Corequisite: 180. Restriction: program permission.

**151. EMT-I Clinical and Field Experience (2)**

Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and prehospital experience. Prerequisite: 113 and 142. Corequisite: 143 and 180. Restriction: program permission.

**180. EMT-Intermediate (5)**

Meets New Mexico requirements for EMT-Intermediate lecture content, including intravenous administration and pharmacology. Prerequisite: 113 and 142. Corequisite: 143. Restriction: program permission.

**193. Emergency Medicine Topics (1-3, no limit Δ)**

**English (ENGL)**

**100. College Reading and Writing (3)**

A developmental English course designed to aid the student in acquiring the basic skills needed for college level reading and writing. Emphasis will be placed on reading comprehension and essay writing development.

**1110. Composition I (3)**

Covers Composition I: Stretch I and II in one semester. In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how

writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing. (EPW) Credit for both this course and ENGL 1110X may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 1: Communication. Prerequisite: ACT English =16-25 or SAT Evidence-Based Reading and Writing =450-659 or ACCUPLACER Next-Generation Writing =>279.

### **1110X–1110Y. Composition I: Stretch I and II (3; 3)**

First and second semester of Composition I stretch sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. (EPW) These are the first and second courses in a two-part sequence. In order to receive transfer credit for ENGL 1110, all courses in this sequence (ENGL 1110X, ENGL 1110Y) must be taken and passed. Credit for both ENGL 1110X and ENGL 1110 may not be applied toward a degree program. Students with ACT English <16 or SAT Evidence-Based Reading and Writing <450 or Next Generation ACCUPLACER Writing <279 will begin their English Composition Sequence with ENGL 1110X. Prerequisite for 1110Y: 1110X. Restriction for 1110X: permission of department.

### **1110Z. Enhanced Composition (4)**

Covers Composition I Stretch I and II in one semester with a 1 credit hour lab. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. (EPW) Credit not allowed for both (1110Z and 1110) or (1110Z and 1110Y). Prerequisite: ACT English =15-18 or SAT Evidence-Based Reading and Writing =430-490 or ACCUPLACER Sentence Skills =93-108. Restriction: permission of department. {Not offered on Main Campus}

### **1120. Composition II (3)**

In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and

research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods. (EPW) Meets New Mexico General Education Curriculum Area 1: Communication.

Prerequisite: 1110 or 1110Y or 1110Z or ACT English =26-28 or SAT Evidence-Based Reading and Writing =660-690.

### **1410. Introduction to Literature (3)**

In this course, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning. (LL) Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1710. Greek Mythology (3)**

Introduction to mythology; primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric Hymns and Tragedies. All texts will be in English. (LL)

### **1996. Topics (1-6, no limit Δ)**

### **206. Topics in Popular Literature (3, no limit Δ)**

Reading and analysis of popular literary forms such as the spy novel, the detective novel, science fiction, best-sellers and fantasy.

### **2110. Traditional Grammar (3)**

This course surveys traditional grammar, introducing linguistic terminology and methods for identifying and understanding parts of speech, parts of sentences and basic sentence patterns. The course presents terminology and methods designed to increase the student's understanding of the structure of the language. (LL)

### **2120. Intermediate Composition (3, may be repeated once Δ)**

This course builds upon and refines the writing skills acquired in previous writing courses, with a focus on non-fiction prose. Research, composition, exposition and presentation abilities will be practiced and developed. Through analysis and revision, students will develop strategies to improve the versatility and impact of their writing. Course topics and emphases may vary by section. (EPW) Meets New Mexico General Education Curriculum Area 1: Communication. Prerequisite: 1120 or ACT English =>29 or SAT

Evidence-Based Reading and Writing =>700.

**2210. Professional and Technical Communication (3)**

This course will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non- technical audience. (EPW) Meets New Mexico General Education Curriculum Area 1: Communication. Prerequisite: 1120 or ACT English =>29 or SAT Evidence-Based Reading and Writing =>700.

**2220. Introduction to Professional Writing (3)**

Introductory course in the professional writing concentration. Study of technical writing, public information and public relations writing and freelance nonfiction writing. (EPW) Prerequisite: 1120 or ACT English =>29 or SAT Evidence-Based Reading and Writing =>700.

**2240. Introduction to Studies in English (1)**

This course brings together students majoring in English. It is a required course and must be taken before embarking on the major coursework. Students are introduced to the subfields of rhetoric and professional writing; creative writing; literary studies; and critical theory and cultural studies. Students will be introduced to the life of the department through class visits with faculty members, attendance at departmental events, and a variety of readings and discussions. Some class sessions will include conversations about employment or opportunities for graduate school. The final task will be to craft a letter of intent documenting an intended course of study and future goals. Prerequisite: 1110 or 1110Y or 1110Z.

**2310. Introduction to Creative Writing (3)**

This course will introduce students to the basic elements of creative writing, including short fiction, poetry, and creative nonfiction. Students will read and study published works as models, but the focus of this "workshop" course is on students revising and reflecting on their own writing. Throughout this course, students will be expected to read poetry, fiction, and non-fiction closely, and analyze the craft features employed. They will be expected to write frequently in each of these genres. (CW)

Prerequisite: 1110 or 1110Y or 1110Z or ACT English =26-28 or SAT Evidence-Based Reading and Writing =660-690.

**2510. Analysis of Literature (3)**

This course is an introduction to literary analysis and writing applied to literary techniques, conventions, and themes. Students will learn how to write focused literary analyses, demonstrating their understanding of biographical, critical, cultural, and historical contexts of various writers and genres. Students will also learn proper documentation, as well as other skills, such as quoting, paraphrasing, and integrating sources, both primary and secondary. (LL) Prerequisite: 1120 or ACT English =>29 or SAT Evidence-Based Reading and Writing =>700.

**2540. Introduction to Chicana/o Literature (3)**

This course examines a variety of literary genres to explore the historical development of Chicano/a social and literary identities. This survey offers an overview of the history of Chicano/a literature, introducing the major trends and placing them into an historical framework. (LL)

**2560. Introduction to Native American Literature (3)**

This course will introduce students to the literature produced by Native American authors as well as explore issues relevant to the study of Native American literature. The course will also introduce the basic elements of literary analysis. (LL)

**2610. American Literature I (3)**

This course surveys American literature from the colonial period to the mid-nineteenth century. This course provides students with the contexts and documents necessary to understand the origins of American Literature and the aesthetic, cultural, and ideological debates central to early American culture. (LL)

**2620. American Literature II (3)**

This course surveys American literature from the mid-nineteenth-century to the contemporary period. This course provides students with the contexts and documents necessary to understand American Literature and the aesthetic, cultural, and ideological debates central to American culture.

**2630. British Literature I (3)**

This course offers a study of British literature from its origins in Old English to the 18th century. This survey covers specific literary works—essays, short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature. (LL)

**2640. British Literature II (3)**

This course offers a study of British literature from the 18th century to the present. This survey covers specific literary works—short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature. (LL)

**2650. World Literature I (3)**

In this course, students will read representative world masterpieces from ancient, medieval, and Renaissance literature. Students will broaden their understanding of literature and their knowledge of other cultures through exploration of how literature represents individuals, ideas and customs of world cultures. The course focuses strongly on examining the ways literature and culture intersect and define each other. (LL) Meets New Mexico General Education Curriculum Area 5: Humanities.

**2660. World Literature II (3)**

In this course, students will read representative world masterpieces from the 1600s to the present. Students will broaden their understanding of literature and their knowledge of other cultures through exploration of how literature represents individuals, ideas and customs of world cultures. The course focuses strongly on examining the ways literature and culture intersect and define each other. (LL) Meets New Mexico General Education Curriculum Area 5: Humanities.

**2670. African American Literature (3)**

The course introduces students to the African American classics of the slavery era. Daily experiences of the characters in these books become the basis for discussing race, class, gender, revolt, freedom, peace and humanity. (LL)

**2993. Workshop (1-3 to a maximum of 6 Δ)**

Various topics in literature, language and writing. (EPW)

**2996. Topics (3, may be repeated twice Δ)****Environmental Science (ENVS)****1130. The Blue Planet (3)**

To understand global change and environmental concerns, this course weaves together an understanding of Earth's lithosphere, atmosphere and oceans and how ecosystems are linked to the physical environment. Students are encouraged, but not required, to enroll concurrently in 1130L. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

**1130L. The Blue Planet Laboratory (1)**

In this course, students will often work together to collect data and students are encouraged to discuss their observations and ideas, but students are expected to write their own answers in their own words on their worksheets. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1130.

**Family and Child Studies (FCST)****1120. Introduction to Family and Child Studies (3)**

An introduction to the profession of Family Studies including content areas, community agencies and career opportunities.

**2130. Marriage and Family Relationships (3)**

This course provides insights into contemporary marriage and family situations. Focus is on decision-making for better understanding of families and the broader society.

**Film and Digital Media Arts (FDMA)****1520. Introduction to Digital Media [Introduction to Film and Digital Media] (3)**

This course is designed to provide students with a survey of the histories, innovative concepts, and creative possibilities of digital media. Within both the lecture hall and the studio lab, students will consider a wide variety of digital media processes and applications. Additionally, students will learn fundamental skills in teamwork, storytelling, and design. Meets New Mexico

General Education Curriculum Area 4: Social and Behavioral Sciences.

**1996. Topics (1-3, no limit Δ)**

**2110. Introduction to Film Studies (3)**

This course introduces students to the fundamentals in film history, criticism, and theory. Through viewing and analysis of a variety of narrative, documentary, and experimental films, students will advance their understanding of key issues in filmic representation and aesthetics. A range of approaches will be employed in understanding the aesthetic and cultural significance of the medium, including feminism, post-colonialism, critical race theory, and modernism. Special fee required. Meets New Mexico General Education Curriculum Area 7: Arts and Design.

**French (FREN)**

**1110. French I (3)**

Intended for students with no previous exposure to French, this course develops basic listening, speaking, reading, and writing skills aiming toward the ACTFL novice-high level. This is an introductory course designed to teach the student to communicate in French in everyday situations and to develop an understanding of French and Francophone cultures through the identification of cultural products and practices, of cultural perspectives, and the ability to function at a survival level in an authentic cultural content. This course will also develop the student's sense of personal and social responsibility through the identification of social issues. Conducted in French. Credit for both this course and FREN 1150 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1120. French II (3)**

A continuation of 1110, students will develop a broader foundation in skills gained during the first semester, including understanding, speaking, reading and writing French aiming toward the ACTFL intermediate-low level. This course is designed to increase student fluency in French as applied to everyday situations. Students will also learn to recognize and understand various French and Francophone products, practices, and perspectives, identifying common cultural patterns, describing basic cultural viewpoints, and further developing their sense of personal and social responsibility through the investigation of cultural issues.

Conducted in French. Credit for both this course and FREN 1150 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1150. Accelerated Elementary French (6)**

An intensive accelerated combination of 1110-1120. Credit for both this course and FREN 1110 may not be applied toward a degree program. Credit for both this course and FREN 1120 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**2110. French III (3)**

In this third semester course, students will continue to develop a broader foundation in skills gained during the first year, including understanding, speaking, reading and writing French aiming toward the ACTFL intermediate-mid level. This course is designed to teach the student to communicate in a more sustained way in areas of personal interest and in everyday situations. Students will engage in and analyze various French and Francophone products, practices, and perspectives, as well as continue to develop their sense of personal and social responsibility through comparison and contrast of cultural perspectives. Conducted mostly in French. Credit for both this course and FREN 2140 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**2120. French IV (3)**

In this fourth semester course, students will continue to broaden and refine skills gained during previous semesters, including understanding, speaking, reading and writing French aiming at the ACTFL intermediate-high level. This course is designed to teach the student to communicate in a more sustained way in situations that go beyond the everyday. Students will evaluate various French and Francophone products, practices, and create ways to demonstrate their sense of personal and social responsibility through participation in cultural interaction. Conducted entirely in French. Credit for both this course and FREN 2140 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**2140. Intensive Intermediate French (6)**

An intensive accelerated combination of 2110-2120. Credit for both this course and FREN 2110 may not be applied toward a degree program. Credit for both this course and FREN 2120 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2145. Intermediate French Conversation (3)**

Designed primarily to give qualified students of 2110-2120 extra practice in the oral use of the language; therefore, it is recommended that it be taken concurrently with 2110 or 2120. Enrollment limited to 20 students.

## **First Year Experience (FYEX)**

### **1010. Foundational Math (3)**

This course is designed to prepare students for college-level mathematics courses by strengthening key mathematical concepts. It addresses the transition from high school to college and incorporates strategies needed for problem solving.

### **1020. Math Learning Strategies (1-3, may be repeated once Δ)**

This course is designed to help increase awareness of math-based structures in day-to-day life, interpret and evaluate information presented in graphical and visual formats, and use problem-solving tools and concepts to analyze information and arguments.

### **1030. Critical Text Analysis (1-3)**

This course presents the reading process including study reading, critical thinking and analysis. It addresses the transition from high school to college and incorporates strategies needed for problem solving.

### **1110. First-Year Seminar (1-3 to a maximum of 6 Δ)**

This course is designed to help students achieve greater success in college and in life. Students will learn many proven strategies for creating greater academic, professional, and personal success. Topics may include career exploration, time management, study and test-taking strategies to adapt to different learning environments, interpersonal relationships, wellness management, financial literacy, and campus and community resources.

## **Geography (GEOG)**

### **1115 [181]. Maps and GIScience [Introduction to Maps and Geospatial Information] (3)**

Maps are tools for communication. Will explore scale; projections; symbolization; generalization; alternative or non-tradition map representations provided by GIS, remote sensing, multimedia and animated maps.

### **1115L [181L]. Maps and GIScience Laboratory [Geospatial Field Methods] (1)**

Students gain field and laboratory experience in geographic data collection, analysis, interpretation, and presentation. Topics include map reading, spatial sampling and statistics, the global position system (GPS), geographic information systems (GIS), remote sensing, and cartography.

### **1150. Introduction to Environmental Studies (3)**

Survey of environmental issues related to the degradation of land, air and water resources.

### **1160. Home Planet: Land, Water and Life (3)**

This course introduces the physical elements of world geography through the study of climate and weather, vegetation, soils, plate tectonics, and the various types of landforms as well as the environmental cycles and the distributions of these components and their significance to humans. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1160L. Home Planet Laboratory (1)**

Exercises designed to complement 1160. Applied problems in the spatial processes of the physical environment. Map construction and reading, weather and climatic analysis, classification of vegetative and soil associations, landform distribution analysis. Two hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1160.

### **1165. People and Place (3)**

By focusing on issues of globalization, this course provides an overview of core concepts from human geography, including systematic analyses of

economic, political, and cultural geography. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**1175. World Regional Geography [World Regions] (3)**

The regional geography of the world. Both physical and human aspects are studied along with current economic and political problems. Meets New Mexico General Education Curriculum Area 5: Humanities.

**1970. World of Beer (3)**

This course examines and the complex and fascinating world of beer. It examines social and ecological influences on its development and explores the functions of beer from historical, economic, cultural, environmental and physical viewpoints.

**1996. Topics (1-6, no limit Δ)**

**2115. Information Design in Science and Society (3)**

Students learn to communicate complex, scientific data by designing infographics, and to analyze infographics as storytelling devices. This course builds information literacy and communication skills in an increasingly data-driven society.

**217. Energy, Environment and Society (3)**

(Also offered as ME 217) A look at the social, ethical, and environmental impacts of energy use both now and through history. A survey of renewable energy and conservation and their impact on environmental and social systems. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**254. Introduction to Latin American Society I: Social Sciences (3)**

(Also offered as POLS 254, SOC 354) Introduction to Latin American Studies through the social sciences examines major themes including colonialism, agrarian transformation, urbanization, demographics, family, human rights, inequalities, violence, and social movements. Emphasis given to insights gained from making interdisciplinary connections.

**2996. Topics (1-6, no limit Δ)**

**Geology (GEOL)**

**1110. Physical Geology (3)**

This course is an introduction to our dynamic Earth, introducing students to the materials that make up Earth (rocks and minerals) and the processes that create and modify the features of our planet. The course will help students learn how mountains are formed, how volcanoes erupt, where earthquakes occur, and how water, wind, and ice can shape the landscape. Students will also develop a basic understanding of the ways humans have altered the planet including our impact on natural resources and global climate change. Students are encouraged but not required to enroll concurrently in 1110L. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

**1110L. Physical Geology Laboratory (1)**

Students will learn to identify rocks and minerals in hand samples, work with topographic maps, geologic maps, and geologic cross-sections, and apply stratigraphic principles to explore geologic time. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1110.

**1140. Geological Disasters (3)**

This course will incorporate an overview of the geological processes that result in natural disasters and the input humans have on the amplification or mitigation of these natural disasters. We will examine past catastrophes and discuss the probability of such disasters occurring again. Hazards investigated will include, but not be limited to earthquakes, volcanoes, tsunami, hurricanes, floods, landslides, and astronomical events such as meteor and comet collisions with Earth. We will investigate the data obtained from recent disasters and explore the costs in human and economic terms.

**1996. Topics (1-6, no limit Δ)**

**2110C. Historical Geology Lecture and Laboratory (4)**

Origin and history of the Earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth



history is interpreted from the geologic rock record. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: 1110 or ENVS 1130. Pre- or corequisite: 1110L or ENVS 1130L.

**2130. Introduction to Meteorology (3)**

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 select archives.

**2140. Geology of New Mexico (3)**

This course is a tour of the geologic history and natural places of New Mexico. Students will explore the materials (rocks and minerals) that make up New Mexico and the processes that created and continue to shape our state. Students will learn about mountains, rivers and seas that have come and gone, and New Mexico's rich fossil heritage. Students will discover where and why volcanoes erupted, and where natural resources are found and extracted.

**2430. Volcanoes! (3)**

Types of volcanoes and eruption products, role of volcanism in planetary evolution, volcanoes as sources of geothermal energy and mineral deposits, volcanic hazards and disasters, environmental effects of volcanic eruptions. Prerequisite: 1110 or ENVS 1130.

**2996. Topics (1-3 to a maximum of 3 Δ)**

**Women Studies (GNDR)**

**2110. Introduction to Women, Gender, and Sexuality Studies (3)**

This course introduces students to key concepts, debates, and analytical tools informing women, gender, and sexuality studies. As an interdisciplinary field of study, women, gender, and sexuality studies employs academic perspectives from a range of disciplines and theoretical approaches. It also incorporates lived experience and social location into its object of analysis. Though content will vary according to the expertise and focus of the instructor, this course will develop tools through readings and assignments that critically analyze how gender and sexuality

are shaped by different networks of power and social relations and demonstrate how the intersections of race, class, disability, national status, and other categories identity and difference are central to their understanding and deployment. In addition to feminist thought, areas of focus might include gender and sexuality in relation to social, cultural, political, creative, economic, or scientific discourses. This class is recommended for those with a general interest in the topic area as well as for those seeking a foundational course for further study.

**General Studies (GNST)**

**093. General Studies (1-3)**

General reading and class discussion in topical areas of interest requested by students or community entities. The course will not duplicate any current departmental offerings.

**095. Practicum (1-3) 195. Practicum II (1-3)**

**German (GRMN)**

**1110. German I (3)**

Intended for students with no previous exposure to German, this course develops basic listening, speaking, reading, and writing skills aiming toward the ACTFL novice-mid level. This is an introductory course designed to teach the student to communicate in German in everyday situations and to develop an understanding of German cultures through the identification of cultural products and practices, of cultural perspectives, and the ability to function at a survival level in an authentic cultural content. This course will also develop the student's sense of personal and social responsibility through the identification of social issues. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1120. German II (3)**

Continuation of 1110. Students will develop a broader foundation in skills gained during the first semester, including understanding, speaking, reading and writing German aiming toward the ACTFL novice-high level. This course is designed to increase student fluency in German as applied to everyday situations. Students will also learn to recognize and understand various German products, practices, and perspectives, identifying common

cultural patterns, describing basic cultural viewpoints, and further developing their sense of personal and social responsibility through the investigation of cultural issues. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2110. German III (3)**

In this third semester course, students will continue to develop a broader foundation in skills gained during the first two semesters, including understanding, speaking, reading and writing German aiming toward the ACTFL intermediate-low level. This course is designed to teach the student to communicate in a more sustained way in areas of personal interest and in everyday situations. Students will engage in and analyze various German products, practices, and perspectives, as well as continue to develop their sense of personal and social responsibility through comparison and contrast of cultural perspectives. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2120. German IV (3)**

In this fourth semester course, students will continue to broaden and refine skills gained during previous semesters, including understanding, speaking, reading and writing German aiming at the ACTFL intermediate-mid level. This course is designed to teach the student to communicate in a more sustained way in situations that go beyond the everyday. Students will evaluate various German products, practices, and create ways to demonstrate their sense of personal and social responsibility through participation in cultural interaction. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2140. Intermediate German Conversation (1-3)**

An intermediate German conversation course designed to achieve two primary goals: 1) to provide students of German additional experience speaking and listening, and 2) to offer an overview of current social, cultural and political topics relevant in Germany today. Offered on a CR/NC basis only.

## **Health Careers Dental Assisting (HCDA)**

### **101. Introduction to Dental Assisting (3)**

This course will introduce the student to forehanded dentistry to include: asepsis and OSHA recommendations related to general operative procedures, medical history, vital signs, and charting.

### **120. Dental Assisting Pre-Clinical I (4)**

An introduction to forehanded dentistry including aseptic techniques, moisture control, local anesthesia, instrumentation, dental materials and general operative procedures.

### **125. Dental Assisting Pre-Clinical II (3)**

A continuation of Preclinical I with emphasis on forehanded techniques in the six recognized specialties.

### **130. Dental Radiology (3)**

Instruction in the basic principles of radiation physics, and modern intra- and extra-oral dental radiographic techniques. It includes exposing radiographs, arrangement and care of darkroom equipment, composition and preparation of developing solutions, processing and mounting films. Radiation safety and protection guidelines will be emphasized.

### **140. Dental Education (3)**

Various aspects of dental disease prevention will be covered. This will include coronal polishing of teeth, providing one-on-one oral hygiene instruction, the importance of nutrition, and the psychology of patient behavior.

### **145. Clinical Dental Assisting I (3)**

Clinical application of basic dental and behavioral science to the practice of dental assisting.

### **155. Clinical Dental Assisting II (4)**

Clinical application of basic dental and behavioral science to the practice of dental assisting with an emphasis on refinement of chair side skills.

### **164. Seminar in Dental Assisting Topics (3)**

This unit is designed to instruct the student in variety of topics and basic fundamentals in dentistry. It includes both didactic and clinical application of the topic.

## Health Careers Health Sciences (HCHS)

### 101. Phlebotomy (1)

Introduction to the practice of phlebotomy, blood specimen collection, and processing. Content areas consist of: general safety and universal precautions, professionalism and ethics, equipment and supplies, anticoagulants, site selection, vein puncture and capillary puncture techniques, and specimen processing. Pre/co-requisites: Permission of the Instructor.

### 111. Medical Terminology (3)

An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes. Fall, Spring, Summer. Also offered as BSTC 181

### 113. Basic Body Structure & Function I (4)

This is an introductory course in Anatomy and Physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

### 115. Pharmacology for Health Occupations (3)

An introduction to classifications of drugs, usage and contraindications. Spring

### 123. Human Growth and Development (3)

This course presents theories of biological, cognitive and psychosocial development across the life span. This course will stress the application of concepts to health care.

### 125. Intro to Pharmacology (3)

This course will present the basic therapeutic actions of various types of commonly used drugs. Emphasis will be placed on the classification of medications, therapeutic action, adverse reactions, routes of administration and calculation of drug dosages and solutions.

### 191. Independent Study (1-3)

Designed for study of specific topics, issues and problems in health sciences. Prerequisite: Permission of department chair.

### 193 Topics in Health Science (1-9)

Study of specific topics related to the health sciences.

### 293 Topics II (1-3)

Study of specific topics related to the health sciences. Prerequisite: permission of Department chair.

## Health Information Technology (HCHT)

### 121. Health Information Technology I (4)

An overview of health records services in the United States and the role of the health record practitioner. It introduces the student to the principles and practices of the health records profession.

### 211. Basic ICD/CPT Coding (4)

An overview of the development of medical nomenclature and classification systems. This course presents the principles of coding of diseases and surgeries, and offers classroom lab practice of coding skills. This is an on-line course. Prerequisite: HCHS 113 and HCHS 111.

### 213. Principles of Disease (4)

Introduction to human pathophysiology for non-nursing health professionals. Content includes: normal pathophysiology over the lifespan, abnormal pathophysiology, cellular function, immunity, gastrointestinal, nervous, skeletal, and integumentary systems. Prerequisites: HCHS 111 and HCHS 113.

### 215. Advanced OP Coding (2)

Covers the development and format of CPT and ICD. Included are instructions for basic coding guidelines, descriptions and definitions of symbols, correct usage of modifiers, overviews of the appendices in the CPT manual and guidelines for using the index. Prerequisite: HCHT 211. Use of encoder software will be included.

### 219. Advanced Inpatient (IP) Coding (3)

Practice assigning ICD-9, ICD-10, and ICD-10 PCS codes using inpatient

diagnosis, procedures and reports, using the 3M encode.

Prerequisites: HCHT 211

### **221. Medical-Legal & Quality Management (4)**

Study of legal principles governing health information management. The medical record as a legal document. Standards and regulations governing medical records in various groups and agencies. Study of the methods used by healthcare facilities for assuring the provision of high quality medical quality care. Prerequisite: HCHT 121

### **222. Health Information Technology II (4)**

This course covers supervisory principles and electronic medical records, including collection, arrangement, presentation and verification of healthcare data. Also included are reimbursement methodologies, confidentiality rules and regulations, and uses of coded data. Prerequisite is HCHT 121.

### **231. Computer App/Statistics in Healthcare (4)**

This course presents the development of health information systems, computer applications in the healthcare industry, and methods used to control accuracy and security of information. Included are the concepts and procedures used in preparation of statistical reports including vital statistics, census systems and commonly computed rates and percentages. Prerequisite: HCHT 121.

### **232. Reimbursement Methodologies (3)**

This course presents information about insurance programs and federal healthcare legislation. It provides a basic knowledge of claims management, medical necessity and coding systems. Pre/co-requisite: HCHT 211

### **233. Professional Practice Experience (6)**

In this course the student applies skills, concepts and theory from previous classroom experiences in various healthcare environments. Students are under the direction of faculty and health information preceptors. Pre/co- requisites: satisfactory completion of all HCHT Program Core courses.

## **History (HIST)**

### **1105. Making History (3, may be repeated once Δ)**

General introduction to history: how historians carry out research and develop interpretations about the past.

### **1110. United States History I (3)**

The primary objective of this course is to serve as an introduction to the history of the United States from the pre-colonial period to the immediate aftermath of the Civil War. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1120. United States History II (3)**

The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1150. Western Civilization I (3)**

This course is a chronological treatment of the history of the western world from ancient times to the early modern era. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1160. Western Civilization II (3)**

This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization. Meets New Mexico General Education Curriculum

Area 5: Humanities.

**1170. Survey of Early Latin America (3)**

The primary objective of this course is to serve as a survey of the history of Latin America from pre-Columbian times through independence. This course will explore the contributions of Indigenous peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies. Meets New Mexico General Education Curriculum Area 5: Humanities.

**1180. Survey of Modern Latin America (3)**

The primary objective of this course is to serve as a survey of the history of Latin America from independence to the present. This course will explore the contributions of Indigenous peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies. Meets New Mexico General Education Curriculum Area 5: Humanities.

**1190. Medieval Europe (3)**

This course will introduce students to the history and culture of Medieval Europe. It is designed to provide students with an understanding of specific topics such as the growth of Christianity, feudalism, social conformity, and the responses of the people to the challenges of famine, disease, and warfare. For this purpose, the course is organized chronologically and topically.

**1996. Topics (1-6, no limit Δ)**

**2110. Survey of New Mexico History (3)**

The primary objective of this course is to serve as an introduction to the history of New Mexico from the pre-Columbian times to the present day. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of New Mexico within the context of the Americas.

**2255. Traditional Eastern Civilizations (3)**

This course surveys nearly all of Asia (East, South, and West) from antiquity to approximately 1600 CE. The focus is on the development of three major civilizations: Chinese, South Asian, and Islamic. Topics with comparative potential include governing institutions, social structures, economies and trade, belief systems, and artistic expressions.

**2256. Modern Eastern Civilization [Modern Eastern Civilizations] (3)**

This course surveys Asia from approximately 1600 CE to the present. Topics include the emergence of modern Asia from the impact of western colonialism and imperialism to nationalism, modernization, and revolution.

**2996 [220]. Topics [Studies in History] (1-6, no limit Δ [1-3, no limit Δ])**

**Health Education (HLED)**

**1113. First Aid and CPR (3)**

Preparation in practice to meet needs and situations when basic first aid care is needed. Students eligible for standard first aid certification and CPR Certificate.

**1220. Personal Health Management (3)**

An introduction to the major areas of information that help humans achieve, maintain, and promote positive health. Topics covered include nutrition, mental and physical health, drugs, human sexuality, prevention and control of diseases and injury, nutrition, and societal and environmental impacts on health.

**1996. Topics (1-6, no limit Δ) 2130. Consumer Health (1)**

Preparation in knowledge and skills related to consumers of health products and services.

**2150. Foundations of Health Promotion (3)**

For those considering becoming health majors or minors in school health or community health. Exploration of the basic philosophy and fundamental practices currently utilized in health education.

**2210. Education for AIDS Prevention (1)**

Familiarize yourself concerning the HIV/AIDS epidemic with awareness including basic information, prevention, history, compassion, legal issues, testing, and societal implications.

**2530. Fundamentals of Human Sexuality (3)**

This course provides an introduction and basic knowledge about human sexuality including anatomical, physiological, psycho-social, and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined.

**2996. Topics (1-3, no limit Δ)**

**Honors (See also: UHON) (HNRS)**

**1120 [UHON 121–122]. Honors Legacy Seminar (3, may be repeated twice Δ; 3, may be repeated twice Δ)**

Surveys of major ideas basic to the intellectual, historical and artistic traditions of Western culture. Meets New Mexico General Education Curriculum Area 5: Humanities. Restriction: permission of Honors College.

**Human Services (HMSV)**

**1110. Group Dynamics (3)**

This course introduces you to basic issues and stages of development in the group counseling process; overview of types of counseling groups, group theory, leadership ethical guidelines, group formation and termination. Prerequisite: SOWK 2110.

**1120. Interview Techniques (3)**

Introduction to entry level interviewing, communication and interactional skills including strengths-based approaches for engagement and problem identification, data collection, assessment, intervention, evaluation and termination of services for diverse populations. Prerequisite: SOWK 2110.

**2215. Adolescent Substance Abuse: Prevention and Treatment (3)**

Overview of the continuum of care including case management, co-

occurring disorders, mandatory reporting issues, family substance abuse, domestic violence and juvenile justice issues. Includes cultural competency treatment implications with diverse populations. Prerequisite: HCHS 140.

**2230. Alcohol and Drug Abuse Counseling (3)**

This course emphasizes the techniques and skills required for counseling with special populations including women, minorities, youth and persons with co-occurring physical and mental disabilities and disorders.

**2270. Substance Abuse in Families**

This course examines substance abuse within the context of a family system. It includes aspects such as developing a substance abuse family identity, typical problem-solving behaviors in substance-abuse families, daily routine regulators of home life, family ritual disruptions and intergenerational transmission of substance-abuse patterns. Pre- or corequisite: 2230.

**2320. Professional Issues in Human Services**

Legal and ethical issues emanating from the professional helping relationship in human services, substance abuse treatment, and child welfare such as confidentiality, privileged communication, dual relationships, competency and reciprocal roles of both client and helper. Corequisite: 2998.

**2998. Internship (Field Experience) (3)**

Application of theories, experience and classroom instruction to an agency setting. Internship requires a total of 150 hours in an approved human services agency and attendance at bi-weekly integrative seminars. Offered on a CR/NC basis only. Corequisite: 2320.

**Information Technology (IT)**

**101. Computer Fundamentals (1-3)**

This course is designed for students with little or no computer experience. The course will prepare the student to utilize computer hardware and software effectively and efficiently. The student is given the opportunity to learn to use electronic mail, explore the web, perform basic file management procedures (copy, rename, create subdirectories, etc.), and edit, format, and print simple documents. The student will also have an opportunity to learn basic information of computer systems to include the functions of various hardware components, the importance of software programs, how

information is processed, and the social and ethical implications of the computer generation.

## **Japanese (JAPN)**

### **1130. Japanese Intensive I (6)**

First semester of a two-semester sequence in first year Japanese. This course focuses on the basics of the Japanese language with a balanced approach to the development of four skills: listening, speaking, reading and writing. It is designed to teach students to communicate with Japanese socially and culturally appropriate manners to survive daily life. Basic reading and writing will be also covered in the cultural context. The course follows ACTFL guidelines, integrating the 5 Cs: communication, cultures, connections, comparisons and communities, to offer the student a well- rounded classroom experience. Students will attain ACTFL novice-high level in four skills. Credit for both this course and JAPN 1110 may not be applied toward a degree program. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **1135. Japanese Intensive II (6)**

Second semester of a two-semester sequence in first year Japanese. This course continues with the basics of the Japanese language with a balanced approach to the development of the four skills; speaking, listening, writing and reading, and cultural enhancement. The course is designed to expand vocabulary, grammar and 145 Kanji to deal with daily activities. This class will be taught by having students interact and perform with each other in addition to the lectures to be given by the instructor in culturally as well as grammatically appropriate manners. Students will attain ACTFL novice- high level in four skills. Credit for both this course and JAPN 1120 may not be applied toward a degree program. Prerequisite: 1130.

### **2110. Japanese III (3)**

This course is designed for students who have completed 12 credit hours or the equivalent of Japanese study. This course continues to expand vocabulary, grammar and 209 Kanji to deal with daily activities. Its objective is to teach students to communicate in a meaningful way using all four language skills: speaking, listening comprehension, reading and writing. Students will be able to manage not-complicated daily situation.

Students will attain ACTFL intermediate-low level in four skills. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1135.

### **2120. Japanese IV (3)**

This course is designed for students who have completed 15 credit hours or the equivalent of Japanese study. This course continues to expand vocabulary, grammar and 271 Kanji to deal with not-complicated daily situation with ease. Also students acquire a competence for Japanese pragmatic usage. This course follows ACTFL language guidelines, integrating the five C's: communication, cultures, connections, comparisons and communities, to offer the student a well-rounded classroom experience. Students will attain ACTFL intermediate-mid level in four skills. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 2110.

## **Latin (LATN)**

### **1110. Latin I (3)**

Introduction to the Latin language; grammar, syntax and readings in Roman authors. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **1120. Latin II (3)**

Continuation of 1110. Introduction to the Latin language; grammar, syntax and readings in Roman authors. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1110.

### **2110. Latin III (3)**

Systematic review of Latin grammar and syntax; readings in simple prose authors such as Cicero and Caesar; introduction to Latin poetry and scansion. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1120.

### **2120. Latin IV (3)**

Systematic review of Latin grammar and syntax; readings in simple prose authors such as Cicero and Caesar; introduction to Latin poetry and scansion. Meets University of New Mexico General Education Curriculum Area 6: Second Language. Prerequisite: 1120.

## Linguistics (LING)

### 1996. Topics (1-6, no limit $\Delta$ )

#### 2110. Introduction to the Study of Language and Linguistics (3)

This course presents an introduction to the study of language through the basic aspects of linguistic analysis: the sound system (phonetics and phonology), the structure of words and sentences (morphology and syntax), and the ways in which language is used to convey meaning (semantics and pragmatics). In addition, the course will investigate how language is acquired and stored in the brain, and how differences in speech styles and dialects reflect different social and cultural backgrounds of individual speakers. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

### 2996. Topics (1-6, no limit $\Delta$ [3, may be repeated three times $\Delta$ ])

## Language, Literacy and Sociocultural Studies (LLSS)

#### 1110. Foundations of American Indian Education (3)

This course is an exploration of American Indian education from the past to the present. Topics include: boarding schools, Indigenous language issues, policies, practices, experiences, educational models, language and cultural maintenance, urban/rural schools. In particular, this course will look at curriculum, pedagogy, and the processes of education that empower students to draw on their personal strengths and lived experiences and to develop their confidence in their abilities to learn. We will explore ways to understand and appreciate students' background, and to foster learning that values the rich cultural and linguistic resources that children bring to the classroom, so that we can help learners successfully integrate the learning community of the school with their broader communities.

### 1996. Topics (1-6, no limit $\Delta$ ) 2996. Topics (1-6, no limit $\Delta$ )

## Mathematics (MATH)

#### 099. Pre-Algebra (4)

A pre-college mathematics course. Emphasis is placed on basic

operations, fractions, decimals, percents, ratios, and introductory algebra and includes a skills laboratory. Grade option: RCR/RNC.

#### 100. Introduction to Algebra (4)

Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems and include a skills laboratory. Prerequisite/placement: Successful completion of MATH 099. Offered on a RCR/RNC (credit/no credit) basis only.

#### 1118. Mathematics for Elementary and Middle School Teachers I (3)

Course offers an in-depth look at rational numbers, arithmetic operations, and basic geometric concepts. Problem solving is emphasized throughout. (T) Prerequisite: 1130 or 1215 or 1220 or 1230 or 1240 or 1350 or 1430 or 1512 or FYEX 1010 or ACT Math  $\Rightarrow$ 19 or SAT Math Section  $\Rightarrow$ 480 or ACCUPLACER Next-Generation Arithmetic  $\Rightarrow$ 276.

#### 1130. Survey of Mathematics (3)

This course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or to model phenomena with mathematical or logical reasoning. Topics include financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts. (T) Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: (118 and 119) or 1215 or (1215X and 1215Y) or 1220 or 1230 or 1240 or 1350 or 1430 or 1440 or 1512 or 1522 or 2530 or ACT Math  $\Rightarrow$ 22 or SAT Math Section  $\Rightarrow$ 540 or ACCUPLACER Next-Generation Advanced Algebra and Functions  $\Rightarrow$ 218 or ACCUPLACER Next-Generation Quantitative Reasoning, Algebra, and Statistics  $\Rightarrow$ 253.

#### 1215X. Intermediate Algebra IA (1)

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. This is the first course in a three-part sequence. In order to receive transfer credit for MATH 1215, all courses in this sequence (MATH 1215X, MATH 1215Y, MATH 1215Z) must be taken and passed. Prerequisite: (MATH 021 and MATH 022) or MATH 100 or FYEX 1010 or ISM 100 or ACT Math  $\Rightarrow$ 17 or SAT Math Section  $\Rightarrow$ 460 or



ACCUPLACER Next-Generation Advanced Algebra and Functions =218-238. Corequisite: 1215Y.

### **1215Y. Intermediate Algebra IB (1)**

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. This is the second course in a three-part sequence. In order to receive transfer credit for MATH 1215, all courses in this sequence (MATH 1215X, MATH 1215Y, MATH 1215Z) must be taken and passed. Prerequisite: 1215X.

### **1215Z. Intermediate Algebra IC (1)**

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. This is the third course in a three-part sequence. In order to receive transfer credit for MATH 1215, all courses in this sequence (MATH 1215X, MATH 1215Y, MATH 1215Z) must be taken and passed. Pre- or corequisite: 1215Y.

### **1215. Intermediate Algebra (3)**

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. Prerequisites/placement: Grade of C or higher in MATH 022 or MATH 100 or minimum ACCUPLACER score of 276-300 (Arithmetic) or ACCUPLACER score of 253-300 (QRAS) or ACCUPLACER score of 228-238 (A&F), or math ACT score of 18-19, or math SAT score of 490-519.

### **1220. College Algebra (3)**

Note: See Restrictions earlier in Mathematics and Statistics. Preparation for 1240 and 1430. The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions. (I) Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: (118 and 119) or 1215 or (1215X

and 1215Y and 1215Z) or ACT Math =>22 or SAT Math Section =>540 or ACCUPLACER Next-Generation Advanced Algebra and Functions =239-248.

### **1230. Trigonometry (3)**

A study of plane trigonometry including the definitions of the fundamental trig functions using right angle triangle and unit circle approaches. Trig functions of any real number will be evaluated and the functions graphed along with their transformations. Trigonometric identities will be developed and demonstrated including multiple angle identities and identities developed from them. Inverse trigonometric functions will be developed and used to solve trigonometric equations. Trigonometric applications will be solved using right angle trigonometry and the laws of sines and cosines. Trigonometric methods will be applied to complex numbers and the use of 2D vectors and vector dot products. May be taken concurrently with 1240. (I) Prerequisite: 1220 or ACT Math =>25 or SAT Math Section =>590 or ACCUPLACER Next-Generation Advanced Algebra and Functions =249-283.

### **1240. Pre-Calculus (3)**

This course extends students' knowledge of polynomial, rational, exponential and logarithmic functions to new contexts, including rates of change, limits, systems of equations, conic sections, and sequences and series. May be taken concurrently with 1230. (I) Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: 1220 or ACT Math =>25 or SAT Math Section =>590 or ACCUPLACER Next-Generation Advanced Algebra and Functions =249-283.

### **1250. Trigonometry and Pre-Calculus (5)**

Includes the study of functions in general with emphasis on the elementary functions: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions. Topics include rates of change, limits, systems of equations, conic sections, sequences and series, trigonometric equations and identities, complex number, vectors, and applications. Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: 1220 or ACT Math =>25 or SAT Math Section =>590 or ACCUPLACER Next-Generation Advanced Algebra and Functions =249-283.

### **1350. Introduction to Statistics (3)**

This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used in statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields. (I) Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: (118 and 119) or 1215 or (1215X and 1215Y) or 1220 or 1230 or 1240 or 1430 or 1440 or 1512 or 1522 or 2530 or ACT Math =>22 or SAT Math Section =>540 or ACCUPLACER Next-Generation Quantitative Reasoning, Algebra, and Statistics =>253.

### **1430. Applications of Calculus I (3)**

An algebraic and graphical study of derivatives and integrals, with an emphasis on applications to business, social science, economics and the sciences. (I) Credit for both this course and MATH 1512 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: 1220 or 1240 or 1250 or ACT Math =>26 or SAT Math Section =>620 or ACCUPLACER Next-Generation Advanced Algebra and Functions =249-283.

### **1440. Applications of Calculus II (3)**

Topics in this course include functions of several variables, techniques of integration, an introduction to basic differential equations, and other applications. (I) Credit for both this course and MATH 1522 may not be applied toward a degree program. Prerequisite: 1430.

### **1512. Calculus I (4)**

Limits. Continuity. Derivative: definition, rules, geometric interpretation and as rate-of-change, applications to graphing, linearization and optimization. Integral: definition, fundamental theorem of calculus, substitution, applications such as areas, volumes, work, averages. (I) Credit for both this course and MATH 1430 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: (1230 and 1240) or 1250 or ACT Math =>28 or SAT Math Section =>640 or ACCUPLACER Next-Generation Advanced Algebra and Functions =>284.

### **1522. Calculus II (4)**

Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series, Taylor series with applications, complex variables, differential equations. (I) Credit for both this course and MATH 1440 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: 1512.

### **1996. Topics (1-6, no limit $\Delta$ )**

### **2115. Math for Middle School Teachers (3)**

Development of mathematical concepts from the viewpoint of the middle school curriculum. Topics include: in-depth development of algebraic thinking, connections between algebra and geometry, and applications. Problem solving is emphasized throughout. Prerequisite: 2118.

### **2118. Mathematics for Elementary and Middle School Teachers III (3)**

Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: data analysis and other topics with connections to the elementary curriculum. Problem solving is emphasized throughout. (I) Meets New Mexico General Education Curriculum Area 2: Mathematics and Statistics. Prerequisite: 1118 and (1215X or 1220 or 1230 or 1240 or 1350 or 1430 or 1512 or ACT Math =>19 or SAT Math Section =>480 or ACCUPLACER Next- Generation Quantitative Reasoning, Algebra, and Statistics =>262).

### **2530. Calculus III (4)**

Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem. (I) Prerequisite: 1522.

### **2996. Topics (1-6, no limit $\Delta$ )**

### **Marketing (MKTG)**

### **2110. Principles of Marketing (3)**

Survey of modern marketing concepts and practices focusing on the

marketing mix: product, pricing, promotion, and distribution strategies. Topics include the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers. Credit not applicable toward B.B.A. Business Administration.

### **Modern Language (MLNG)**

#### **1110. Approaches to Languages and Cultures (3)**

An interdisciplinary approach to the interplay of languages and cultures in Europe and Asia. Focus on the role of language in comparative cultural practices and cross-cultural encounters. Meets New Mexico General Education Curriculum Area 5: Humanities.

#### **1996. Topics (1-6, no limit Δ)**

#### **2996. Topics (1-6, no limit Δ)**

### **Medical Laboratory Technician (MLT)**

#### **111. Introduction to Basic Laboratory Skills, Urinalysis, and Body Fluids (4)**

An introduction to the profession of medical diagnostic testing and the clinical laboratory. Content areas consist of: general laboratory safety, laboratory mathematics, general instrumentation, use of the microscope, urinalysis, and body fluids. Pre-/co-requisites: Engl 101, Math 119 or 122, and MLT 211 or consent of the instructor. Students are required to co-enroll in MLT 211 – Clinical Hematology and Coagulation. Prerequisite Validation: English and Mathematics competency are essential for the student to master the MLT core curriculum and progress toward the Associate of Science Degree.

#### **112. Clinical Practicum: Phlebotomy (1)**

Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience in blood sample collection and processing that includes both Venipuncture and capillary puncture techniques. Pre/co-requisites: HCHS 101 and MLT 111 or permission of instructor.

#### **211. Clinical Hematology and Coagulation (4)**

Introduction to the theory and practice of clinical hematology. The course includes: erythropoiesis, leukopoiesis, cell enumeration, the hemogram, white blood cell morphology, differentials, coagulation testing, platelets, routine manual and automated methods, and correlation with pathologies.

#### **214. Clinical Microbiology (5)**

Comprehensive current clinical study of bacteriology, mycology, and parasitology; macroscopic and microscopic identification; biochemical identification profiles; bacterial antibiotic susceptibility patterns; parasitic life cycles. Pathology and epidemiology. Introduction to rickettsias and viruses. Prerequisites: MLT 111, 112 and MLT 211.

#### **216. Clinical Chemistry (4)**

Theory, principles and procedures applicable to clinical chemistry. Focus on chemical analysis of blood and other body fluids using manual and automated techniques. Application to tests in the diagnosis of disease with review of abnormal physiology. Prerequisites: 111, 214, Math 121.

#### **219. Immunohematology and Serology (4)**

Principles, procedures, and pathology for serology. Routine and advanced test procedures to identify and enumerate antibodies. Principles and procedures in Blood Banking. Introduction to genetics. Processing blood components for compatibility testing. Regulation dictated by AABB and FDA. Prerequisites: 111, 214, 216, 217, Math 121. Spring.

#### **271. Directed Clinical Practicum I (4)**

Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through urinalysis, hematology, and microbiology. Prerequisites: 111, and 214.

#### **281. Directed Clinical Practicum II (6)**

Continuation of MLT 271. Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through blood bank, microbiology, advanced hematology, and serology.

### **291. Preparation for MLT Board Examinations (2)**

Designed to integrate theory with MLT directed clinical practicum. A comprehensive and current review supplemented by reading assignments and questions on the following subjects: sample collection, coagulations, chemistry, microbiology, blood banking, serology, urinalysis, and calculations. Pre-/co- requisites: Students must have completed MLT 111, 112, 211, 214, 216, 219 and be concurrently enrolled in either MLT 271 or MLT 281.

## **Music (MUSC)**

### **1110. Music Appreciation: Jazz (3)**

This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of jazz from various cultures and times. (NM) Meets New Mexico General Education Curriculum Area 5: Humanities.

### **1120. Music Appreciation: Rock and Roll (3)**

This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of rock and roll music from various cultures and times. (NM) Meets New Mexico General Education Curriculum Area 7: Arts and Design.

### **1130. Music Appreciation: Western Music (3)**

This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Western music from various cultures and times. (NM) Meets New Mexico General Education Curriculum Area 7: Arts and Design.

### **1140. Music Appreciation: World Music (3)**

This course explores the ideas of music in society and its cultural

relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of World music from various cultures and times.

### **2410. Music for the Elementary Classroom (3)**

An introductory or refresher course for current or future elementary classroom teachers. Musical experiences which relate to all age groups at the elementary level will be covered, including students with special needs.

## **Native American Studies (NATV)**

### **1150. Introduction to Native American Studies (3)**

This course surveys the significance of Native American Studies through an inter-disciplinary approach to two areas of academic concentration: Indigenous Learning Communities, and Leadership and Building Native Nations. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **2110. Sociopolitical Concepts in Native America (3)**

This course examines a body of politics identified with Native America specific to historical and contemporary relevance for understanding Native American/Indigenous/American Indian nations and communities. Students are challenged to identify issues and debates based on selected readings, films; case examples; and guest presentations to engage in informed discussions about the socio-political experience of Native Americans within the U.S. and indigenous peoples internationally, including 'global' activist movements. The course will use a seminar discussion format to present key (theoretical-methodological) approaches to developing a critical understanding of social and political issues impacting Native Americans today. To make the 'intangible' i.e., thinking, values, and belief systems but not limited to policies and political behavior, cultural expression that result in tangible actions affecting Native American peoples. Students are expected to develop and refine their skills in articulating verbal and written critiques of sociopolitical concepts identified.

### **2140. Research Issues in Native America (3)**

In this course, you will critically examine research theories, methodologies, and practices of various academic disciplines used to study Native Americans. You will review research databases and collections pertaining to Native Americans. The course focuses on developing your research skills and places an emphasis on the impact and value of research for Native communities. Pre- or corequisite: 1150 or 2110.

### **255. Topics (1-3 to a maximum of 6 Δ)**

#### **Navajo (NAVA)**

#### **1110. Navajo I (3)**

The purpose of this beginning class is to develop listening, speaking, reading and writing skills to communicate at an elementary level. The course will use a communicative approach for students to learn about the fundamentals of vocabulary, grammar, conversation, and Navajo cultures. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

#### **1120. Navajo II (3)**

The purpose of this course is to enhance speaking, reading and writing of Navajo. The course will use a communicative approach for students to learn and utilize more complex vocabulary and grammar for reading, writing, and conversing in the language. Prerequisite: 1110. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

#### **1150. Navajo Medical (3)**

Using a chart of the human body, students will locate and name the body part in question. In a primary care context, student will say phrases such as 'breath in', 'breath out', 'show me where it hurts', 'open your mouth', 'say aaah', and so forth. Historical narratives highlight the difference in beliefs of wellness. One such belief is that being fat is not seen as a health concern among some Navajos. Therefore, it's essential to understand some of the beliefs to help a patient. Does not satisfy language requirement of College of Arts and Sciences. {Offered upon demand}

### **2110. Intermediate Navajo I (3)**

Intermediate Navajo for students who have completed 1120 or equivalent. Introduction to Navajo phonology, morphology, syntax as well as the use of Young and Morgan's 'The Navajo Language'. Emphasis on comprehension and conversation. Prerequisite: 1120. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2120. Intermediate Navajo II (3)**

Intermediate Navajo for students who have completed 2110 or equivalent. Continued exploration of Navajo sentence and word structure. Course work will involve extensive reading, writing as well as situational speaking and listening skills. Prerequisite: 2110. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

#### **Nursing (NMNC)**

#### **1110. Introduction to Nursing Concepts (3)**

This course introduces the ADN nursing student to the concepts of nursing practice and conceptual learning. Prerequisite: BIOL 1140 and BIOL 1140L and BIOL 2210 and (CHEM 1120C or CHEM 1215) and (ENGL 1110 or ENGL 1110Y or ENGL 1110Z) and NURS 239 and PSYC 1110 and PSYC 2120. Corequisite: 1135 and BIOL 2225 and NURS 240. Restriction: admitted to A.S. Nursing.

#### **1135. Principles of Nursing Practice (4)**

This course introduces the ADN nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions including calculation, measurement, and administration of medications. Prerequisite: BIOL 1140 and BIOL 1140L and BIOL 2210 and BIOL 2210L and (CHEM 1120C or CHEM 1215) and (ENGL 1110 or ENGL 1110Y or ENGL 1110Z). Corequisite: 1110 and BIOL 2225 and BIOL 2225L and NURS 239. Restriction: admitted to A.S. Nursing.

#### **1210. Health and Illness Concepts I (3)**

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproduction, protection/movement, and emotional processes. Prerequisite: 1110 and NURS 240L. Corequisite: 1220 and 1235 and NURS

240 and HCHS 125. Restriction: admitted to A.S. Nursing.

**1220. Health Care Participant (3)**

This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community. Prerequisite: 1110 and NURS 240L. Corequisite: 1210 and 1235 and HCHS 125 and NURS 240. Restriction: admitted to A.S. Nursing.

**1230. Nursing Pharmacology (3)**

This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach. Prerequisite: 1110 and 1135 and NURS 240.

**1235. Assessment and Health Promotion (4)**

This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, family, or community. This course uses seminar, laboratory, and/or clinical settings. Prerequisite: 1110 and NURS 240L. Corequisite: 1210 and 1220 and HCHS 125 and NURS 240. Restriction: admitted to A.S. Nursing.

**2310. Health and Illness Concepts II (3)**

This course will cover health and illness concepts across the lifespan. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognitive and behavioral processes. Prerequisite: 1110 and 1210 and 1220 and 1235 and NURS 239 and NURS 240L. Corequisite: 2320 and 2335. Restriction: admitted to A.S. Nursing.

**2320. Professional Nursing Concepts I (3)**

This course covers foundational concepts for professional development, including selected professional attributes and care competencies. Prerequisite: 1210 and 1220 and 1235. Restriction: admitted to A.S. Nursing.

**2335. Care of Patients with Chronic Conditions (4)**

The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course is a combination of lab and clinical. Prerequisite: 1110 and 1210 and 1220 and 1235 and NURS 239 and NURS 240L.

Corequisite: 2310 and NURS 290. Restriction: admitted to A.S. Nursing.

**2410. Health and Illness Concepts III (4)**

This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes. Prerequisite: 1110 and 1210 and 1220 and 1235 and 2310 and 2320 and 2335 and NURS 239 and NURS 240 and NURS 240L. Corequisite: 2435 and 2445. Restriction: admitted to A.S. Nursing.

**2435. Clinical Intensive I (4)**

In this course students will apply the curricular concepts in the management of care to health care participants with acute conditions across the lifespan. This course is a combination of seminar, lab, and clinical. Prerequisite: 1110 and 1210 and 1220 and 1235 and 2310 and 2320 and 2335 and NURS 239 and NURS 240 and NURS 240L. Corequisite: 2410. Restriction: admitted to A.S. Nursing.

**2445. ADN Capstone (2)**

This clinical course provides assessment of the student's nursing knowledge, skills, and abilities in preparation for graduation while the student works with a preceptor RN in the acute, long-term, or community setting. Prerequisite: NURS 222L and NURS 252 and NURS 291. Corequisite: NURS 253 and NURS 258L. Restriction: admitted to A.S. Nursing.

**Nursing (NURS)**

**239. Pathophysiology I (3)**

An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none

**240. Pathophysiology II (3)**

This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none.

## Nursing Assistant (CNA)

### 101. Nurse Assistant (8)

This course prepares students to provide patient care in a home, health care center, or hospital under the supervision of a professional health care provider (RN). Prepares students for the NM Nurse Aide Competency Evaluation (NACEP) exam. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of “CR”.

## Natural Science (NTSC)

### 110. Physical Science for Teachers (4)

Introduces the science of geology, chemistry, physics and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. This course is activity based utilizing problems and issues based approach. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### 1120. Life Science for Teachers (4)

Uses activities for the study of science topics including botany, cell biology, genetics, microbiology and zoology with emphasis on science processes, inquiry and the integration of technology. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### 2110. Environmental Science for Teachers (4)

Introduces major issues in environmental science with emphasis on science processes, scientific investigations and field-based activities, and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

## Nutrition (NUTR)

### 1110. Nutrition for Health (3)

This course provides an overview of general concepts of nutrition, which can be applied to food choices that support a healthy lifestyle. The cultural, psychological, physiological and economic implications of food

choices are explored.

### 2110. Human Nutrition (3)

This course provides an overview of nutrients, including requirements, digestion, absorption, transport, function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed. Prerequisite: BIOL 1140 or BIOL 2110C or CHEM 1120C or (CHEM 1215 and CHEM 1215L).

## Physical Education Non-Professional Program (See also: PHED and PENP)

108. Classical Jujutsu I (Beginner-Intermediate) (1-2, no limit Δ) Jujutsu, the art of the samurai, helps develop defensive and offensive combat skills, inner power, self-discipline, harmony and control.

### 109. Classical Jujutsu II (Intermediate-Advanced) (1-2, no limit Δ)

Jujutsu II helps develop intermediate to advanced level defensive and offensive combat skills and higher levels of control, power, focus and personal harmony.

### 111. Military Fitness (1-2, no limit Δ)

Instruction and practice of various techniques used by various branches of the military to enhance fitness.

## Physical Education (Non-Professional) (See also: PENP) (PHED)

### 1110. Topics in Dance (1-2, no limit Δ)

### 1210. Basketball: Competition (1-2, no limit Δ)

Instruction and practice of game skills in a team setting.

### 1230. Topics in Individual Sport (1-2, no limit Δ) 1280. Topics in Volleyball (1-2, no limit Δ)

Instruction and practice of basic game skills, with emphasis upon power techniques.

**1310. Swim I: Beginning Swimming (1-2, no limit Δ)**

Instruction for students who have not been in the water or have a fear of water.

**1320. Aqua Fit: Water Polo (1-2, no limit Δ)**

Basic skills, strategy, rules and terminology to play and officiate the game.

**1410. Yoga: Beginning Yoga (1-2, no limit Δ)**

Introduction to five areas of yoga which are particularly significant to the Western World.

**1420. Topics in Stretching and Relaxation (1, no limit Δ)**

Instruction and practice of various techniques to enhance flexibility and reduce stress.

**1430. Pilates (1, no limit Δ)**

Instruction in movements that increase balance, core fitness and cardiorespiratory endurance.

**1440. Tai Chi (1, no limit Δ)**

Instruction and practice in techniques to enhance body awareness, reduces stress, improve balance and increase strength.

**1510. Training: Resistance Training (1, no limit Δ)**

Individual training programs for development of general strength, tone, endurance and weight control. Fitness Test fee.

**1620. Topics in Fitness (1-2, no limit Δ) 1710. Topics in Martial Arts (1-2, no limit Δ) 1830. Topics in Running (1-2, no limit Δ)**

**1910. Topics in Outdoor Experience (1-2, no limit Δ) 2110. Topics in Dance II (1-2, no limit Δ)**

**2230. Topics in Individual Sport II (1-2, no limit Δ)**

**2310. Swim II: Intermediate Swimming (1-2, no limit Δ)**

Instruction in all basic strokes. For students who can swim.

**2320. Aqua Fit II: Advanced Swimming and Conditioning (1-2, no limit Δ)**

Instruction and practice in perfecting all swimming strokes; competitive skills; synchronized skills.

**2410. Yoga II: Intermediate Yoga (1-2, no limit Δ)**

Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga.

**2510. Training II: Intermediate Weight Training (1, no limit Δ)**

Instruction in advanced weight-lifting principles and techniques as well as fitness related topics. Fitness Test fee.

**2710. Topics in Martial Arts II (1-2, no limit Δ)**

**2996. Topics [Topics in Physical Education] (1-6, no limit Δ [1-2, no limit Δ])**

**Philosophy (PHIL)**

**1115. Introduction to Philosophy (3)**

In this course, students will be introduced to some of the key questions of philosophy through the study of classical and contemporary thinkers. Some of the questions students might consider are: Do we have free will? What is knowledge? What is the mind? What are our moral obligations to others? Students will engage with and learn to critically assess various philosophical approaches to such questions. Meets New Mexico General Education Curriculum Area 5: Humanities.

**1120. Logic, Reasoning, and Critical Thinking (3)**

The purpose of this course is to teach students how to analyze, critique, and construct arguments. The course includes an introductory survey of important logical concepts and tools needed for argument analysis. These concepts and tools will be use to examine select philosophical and scholarly texts. (I) Meets New Mexico General Education Curriculum Area 1: Communication.



### **1996. Topics (1-6, no limit Δ) 2140. Professional Ethics (3)**

This course focuses on some of the ethical issues that arise in the context of professional life. Beginning with an overview of several major ethical theories, the course will consider how these theories, which traditionally concern personal morality, apply to life in a professional setting. The course will focus on issues that might include lying and truth-telling, whistleblowing, confidentiality, the obligations of businesses toward the public, and the ethical concerns of privacy in journalism. Using a combination of readings, case studies, and discussion, students will explore these issues by critically evaluating ethical principles and also applying them to real-world settings. Meets New Mexico General Education Curriculum Area 5: Humanities.

### **2210. Early Modern Philosophy (3)**

This course is an introductory survey of early modern Western philosophy. Through an in-depth reading of primary source material, this course will examine the traditions of Rationalism and Empiricism that emerged during the seventeenth and eighteenth centuries. Concepts to be discussed might include theories of knowledge and metaphysics, early modern scientific thought, and theories of the self. (I) Meets New Mexico General Education Curriculum Area 5: Humanities.

### **2220. Greek Philosophy (3)**

This course is an introductory survey of early and classical Greek philosophy. The course will include discussion of such philosophers as the Pre-Socratics, the Sophists, Socrates, Plato and Aristotle. Topics to be discussed may include the beginnings of scientific thought, theories of the self, the concept of being, virtue ethics, happiness, and theories of justice. (I)

### **2225. Greek Thought (3)**

An introductory survey of early and classical Greek philosophy, literature, and history. Figures: the Presocratics, Socrates, Plato and Aristotle; Homer and Sophocles; Herodotus and Thucydides. (I) Meets New Mexico General Education Curriculum Area 5: Humanities.

### **2240. Introduction to Existentialism (3)**

The aim of this course is to introduce students to the tradition of existential philosophy through a careful reading of philosophical texts by authors, such as Kierkegaard, Nietzsche, Sartre, de Beauvoir, and

Heidegger. (I)

### **2996. Topics (1-6, no limit Δ [3, no limit Δ])**

#### **Physics (PHYS)**

### **1110. Physics and Society (3)**

If you are curious about how common things work, about physics that is relevant to social and political issues, or just about the natural world in general, this is just the course for you! No previous background in physics or mathematics (beyond high school algebra) is required or expected. Just bring a lively curiosity and a dedication to learning new things. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1115. Survey of Physics (3)**

Overview of the concepts and basic phenomena of physics. This course provides a largely descriptive and qualitative treatment with a minimum use of elementary mathematics to solve problems. No previous knowledge of physics is assumed. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences.

### **1115L. Survey of Physics Laboratory (1)**

A series of laboratory experiments associated with the material presented in 1115. Two hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1115.

### **1120. Introduction to Applied Physics (3)**

This course is designed for students who need more experience with force and motion before tackling 1230 or 1310. It also serves as a good refresher for students who let some time lapse between taking Physics I and II.

### **1125. Physics of Music (3)**

Introduction for non-science majors to basic concepts, laws, and skills in physics, in the context of a study of sound, acoustics, and music.

### **1125L. Physics of Music Laboratory (1)**

Experiments to accompany 1125. Two hours lab. Pre- or corequisite: 1125.

### **1230. Algebra-Based Physics I (3)**

An algebra-based treatment of Newtonian mechanics. Topics include kinematics and dynamics in one and two dimensions, conservation of energy and momentum, rotational motion, equilibrium, and fluids. The sequence (PHYS 1230, 1230L, 1240, 1240L) is required of pre-medical, pre-dental, and pre-optometry students. Only 1230 and 1240 are required of pharmacy students. Credit for both this course and PHYS 1310 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: MATH 1240 or MATH 1250 or MATH 1430 or MATH 1512 or ACT Math  $\Rightarrow$ 28 or SAT Math Section  $\Rightarrow$ 660 or ACCUPLACER Next-Generation Advanced Algebra and Functions  $\Rightarrow$ 284.

### **1230L. Algebra-Based Physics I Laboratory (1)**

A series of laboratory experiments associated with the material presented in 1230. Three hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1230.

### **1231. Problems in Algebra-Based Physics I (1)**

This is a supplemental course for 1230. Offered on a CR/NC basis only. Corequisite: 1230.

### **1240. Algebra-Based Physics II (3)**

The second half of a two semester algebra-based introduction to physics. This course covers electricity, magnetism and optics. Credit for both this course and PHYS 1320 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: 1230.

### **1240L Algebra-Based Physics II Laboratory (1)**

A series of laboratory experiments associated with the material presented in 1240. Three hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1240.

### **1241. Problems in Algebra-Based Physics II (1)**

This is a supplemental course for 1240. Offered on a CR/NC basis only. Corequisite: 1240.

### **1310. Calculus-Based Physics I (3)**

A calculus-level treatment of classical mechanics and waves, which is concerned with the physical motion concepts, forces, energy concepts, momentum, rotational motion, angular momentum, gravity, and static equilibrium. Credit for both this course and PHYS 1230 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: MATH 1512.

### **1310L. Calculus-Based Physics I Laboratory (1)**

A series of laboratory experiments associated with the material presented in 1310. Students will apply the principles and concepts highlighting the main objectives covered in coursework for 1310. Three hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1310.

### **1311. Problems in Calculus-Based Physics I (1)**

This is a supplemental course for 1310. Offered on a CR/NC basis only. Corequisite: 1310.

### **1320. Calculus-Based Physics II (3)**

A calculus-level treatment of classical electricity and magnetism. It is strongly recommended that this course is taken at the same time as 1320L. Credit for both this course and PHYS 1240 may not be applied toward a degree program. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Prerequisite: 1310. Pre- or corequisite: MATH 1522.

### **1320L. Calculus-Based Physics II Laboratory (1)**

A series of laboratory experiments associated with the material presented in 1320. Students will apply the principles and concepts highlighting the main objectives covered in coursework for 1320. Three hours lab. Meets New Mexico General Education Curriculum Area 3: Physical and Natural Sciences. Pre- or corequisite: 1320.

### **1321. Problems in Calculus-Based Physics II (1)**

This is a supplemental course for 1320. Offered on a CR/NC basis only. Corequisite: 1320.

### **1996. Topics (1-6, no limit Δ)**

#### **2310. Calculus-Based Physics III (3)**

This course, the third in the calculus based sequence for science and engineering students, is a study of optics and topics in modern physics. Prerequisite: 1320. Pre- or corequisite: MATH 2530.

#### **2310L. Calculus-Based Physics III Laboratory (1)**

Covers topics in geometrical optics, wave optics and modern physics at the calculus level. Lab activities mirror and enhance lecture topics. Hands-on experiments involving data collection and analysis give students a better conceptual framework for understanding physics. Geometrical and wave optical phenomena are deeply probed. Three hours lab. Pre- or corequisite: 2310.

#### **2311. Problems in Calculus-Based Physics III (1)**

Problem solving and demonstrations related to 2310. Offered on a CR/NC basis only. Corequisite: 2310.

#### **2415. Computational Physics (3)**

This class is designed as an introduction to programming for the undergraduate physics major. The class begins with no assumption of prior programming experience. An emphasis will be on building strong programming skills using the MATLAB programming environment. Applications and examples will include data analysis (curve fitting and optimization), simulating physical systems, solving systems of linear equations and Monte Carlo techniques. Prerequisite: 2310.

### **2996. Topics [Selected Topics] (1-6, no limit Δ [3, may be repeated three times Δ])**

#### **Political Science (POLS)**

#### **1120. American National Government (3)**

This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches. (C) Meets New Mexico General

Education Curriculum Area 4: Social and Behavioral Sciences.

#### **1140. The Political World (3)**

This course introduces politics with emphasis on the ways people can understand their own political systems and those of others in a greater depth. This course will help in becoming more responsible and effective in the political world. (I) Students who have already had courses in political science may not count this course toward a major. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

#### **1996. Topics (1-6, no limit Δ) 2110. Comparative Politics (3)**

This course introduces comparative politics by examining the political history, social and economic structures, and contemporary political institutions and behavior, with focus on occurrences in countries representing diverse cultures, geographies, and levels of development. (C) Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

#### **2120. International Relations (3)**

This course covers the analysis of significant factors in world politics, including nationalism, national interest, political economy, ideology, international conflict and collaboration, balance of power, deterrence, international law, and international organization. (C) Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

#### **2130. Political Ideas: Introduction to Political Theory (3)**

This course offers an introductory survey of political theory. Emphasis is placed on (1) textual analysis of primary sources and on (2) scholarly analysis of the foundational questions and methods central to the academic study of political ideas. Studying political ideas involves thinking about a) the very definition of political theory itself, b) what one would need to know in order to make evidence-based claims about political theory texts and c) why and how the study of political theory leads political scientists into the exploration of “essentially contested concepts.” More specifically, throughout the semester, we will explore questions relating to 1) what is the definition of political theory; 2) why/how are interpretative disputes at the core of political theory and 3) how have major political theories/ideas—democracy, liberalism, conservatism, socialism, liberation theory, and fascism—changed and developed over time? In sum, this is a survey course on the history of

political ideas.

### **2140. Introduction to Political Analysis (3)**

What makes the field of political science a science? What are the variety of research methods and tools for analysis employed by scholars? The goal of this course is to introduce students to the scientific process by political scientists. The interpretation and analysis of data is also essential for almost any career that a political science major might pursue. Lawyers and lobbyists, politicians and professors all need to be able to read and understand reports in which numerical summaries of data (i.e., statistics) are used as evidence to support an argument or point of view. These professionals need to ascertain whether these statistics are being used appropriately. In addition, many of these professionals need to do their own statistical analysis. This course introduces students to statistics and the scientific study of politics. Students will learn why statistics are useful, how to interpret a variety of statistics, how to analyze data to generate their own statistics, and how to tell whether their statistics support their own argument. Students will also learn how to apply the scientific research process to their own research questions by completing a research design project.

### **2150. Public Policy and Administration (3)**

The objective of this introductory course in public policy and public administration is to provide students with a basic understanding of the ways that government deals with problems affecting society. We will explore the political tools used to address public policy problems, as well as the political environment in which public policies are formed. Additionally, several specific public policy problems will be discussed during the semester. For each topic, we will try to understand the goals that the government and society seem to be seeking, alternative means for achieving those goals, the costs and benefits of the various alternatives, and the impact of politics on those goals. We will primarily examine policymaking at the national level, but we will also look at some examples at the state and local level.

### **254. Introduction to Latin American Society I: Social Sciences (3)**

(Also offered as GEOG 254, SOC 354) Introduction to Latin American Studies through the social sciences examines major themes including colonialism, agrarian transformation, urbanization, demographics, family,

human rights, inequalities, violence, and social movements. Emphasis given to insights gained from making interdisciplinary connections.

### **291. Internship (1-3 to a maximum of 6 Δ)**

Provides supervised work experience in the practical application of political science skills. POLS major or minor students are limited to no more than 3 credit hours. Additional or excess credit hours above these limits may be counted as Arts and Sciences electives. (I) Offered on a CR/NC basis only. Restriction: permission of instructor and department chairperson.

### **2996. Topics (3, no limit Δ)**

Political Science major or minor students are limited to no more than 3 credit hours. Additional or excess credit hours above these limits may be counted as Arts and Sciences electives.

## **Process Technology (PTEC)**

### **101. Introduction to Process Technology (3)**

This course offers an introduction to many of the process manufacturing industries. With brief historical background, this course will introduce, define and explore process equipment, process instrumentation, teamwork, process safety and environmental regulations for modern manufacturing processes.

### **110. Health Safety and Environment (3)**

Provides an overview of the health and safety regulations required in process manufacturing. Environmental regulations necessary to protect community health and the environment are explored.

### **105. Introduction to Process Quality (3)**

explores product quality and process stability. Common tools for quality measures will be provided. Tools will include interpretation of trends and graphs, specifications, SPC, Pareto analysis and team tools.

### **120. Process Technology I-Equipment (2)**

provides a detailed exploration of the equipment used in process manufacturing. An equipment lab and field work (trips) to see operating equipment and equipment repairs is required. Co-Requisite: 121

### **121. Process Technology I-Equipment Lab (2)**

Explores the equipment used in process manufacturing. This equipment lab includes field work (trips) to see operating equipment and equipment repairs. Labs include work with equipment such as pumps and motors. Co-Requisite: 120

### **130. Process Instrumentation (2)**

This course introduces instrumentation used in process manufacturing. Instruments to measure and control pressure, temperature, level and process flow will be defined and described. Troubleshooting and control strategy are introduced, defined and explored. Co-Requisite: 131

### **131. Process Implementation Lab (1)**

Introduces instrumentation used in process manufacturing. Instruments to measure and control pressure, temperature, level and process flow will be defined, described, and examined. Focus will be on maintenance and repair of common instruments. Co-Requisite: 130

### **140. Process Technology II-Systems (3)**

Explores system structure and controls. Systems covered include utility (water), gas, electric, auxiliary, steam, combustion, batch and continuous, filtration, adsorption, distillation, extraction and stripping systems. Process technician's role and responsibilities are explored for each operating system.

### **160. Process Technology III-Operations (3)**

Capstone course for the PTEC program. Course describes routine operation and maintenance activity. Course combines chemistry and physics with equipment and systems and explores the integration of equipment into functional operating systems.

### **180. Process Technology Troubleshooting (2)**

Explores troubleshooting. Normal and abnormal operations are defined along with control strategy and specifications. Team tools and quality tools will be used to help identify upset conditions and root cause problems. Process flow drawings, P&ID's, SOPs, SPC, fishbone diagrams, and field verification of instruments are some of the troubleshooting tools to be applied. Co-Requisite: 181

### **181. Process Technology Troubleshooting Lab (2)**

Lab includes various process simulations and the use of various tools, from team and quality tools, to multimeters to analyze problems and determine the root cause. Co-Requisite: 180

### **PTEC 295. Practicum (2-4, may not be repeated for credit)**

Provides credit for current, or previous, job experience in industrial manufacturing. Student will be required to provide a detailed report that documents hours worked, job responsibilities, and accomplishments. Offered on a Credit/No Credit basis.

## **Psychology (See also: PSY) (PSYC)**

### **1110. Introduction to Psychology (3)**

This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

### **2110. Social Psychology (3)**

This course is an introduction to the scientific study of human social influence and interaction, and explores how an individual's actions, emotions, attitudes and thought processes are influenced by society and other individuals. Prerequisite: 1110.

### **2120. Developmental Psychology (3)**

Study of human physical and psychological change and stability from a lifespan development perspective. Prerequisite: 1110.

### **2220. Cognitive Psychology (3)**

The course provides an overview of human cognitive processes such as attention, perception, memory, language, categorization, decision-making, reasoning, and problem solving. Includes methods, theories, and applications. Prerequisite: 1110.

### **2250. Brain and Behavior (3)**

A general survey of the biological foundations of behavior and mental processes. Students will gain an understanding of anatomy, physiology, and chemistry of the nervous system and their relationships to human behavior.

Prerequisite: 1110 or BIOL 1110 or BIOL 1140.

**2270. Psychology of Learning and Memory (3)**

This course provides an overview of how information is acquired, stored, retrieved, and manifested in the behavior of human and non-human animals. Prerequisite: 1110.

**2320. Health Psychology (3)**

This course examines how biological, psychological, and social factors interact with and affect different areas within health. Course will cover the role of stress in illness, coping with illness, pain management, and the role of health behavior in health and disease. Prerequisite: 1110.

**2330. Psychology of Human Sexuality (3)**

Exploration of the psychological, physiological, cultural, social and individual factors that influence sexual behavior, sex roles, and sex identity. Prerequisite: 1110.

**2510. Statistical Principles for Psychology (3)**

This course covers introductory-level topics in statistics that are applicable to psychological research. Both descriptive and inferential statistics are covered. Topics include applying statistical formulas to psychological data and interpreting the results of statistical analyses. Prerequisite: 1110.

**2996. Topics [Special Topics] (1-6, no limit Δ [1-3, no limit Δ])**

**Religion (RELG)**

**1110. Introduction to World Religions (3)**

This course introduces major world religions and the scholarly methods of the academic study of religion. Religions covered may include Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam and/or New Religious Movements. Meets New Mexico General Education Curriculum Area 5: Humanities.

**1120. Introduction to the Bible (3)**

An introductory study of the structure and content of the Hebrew and Christian Scriptures. This class provides the context and reading skills for

study and investigation of the Bible and its influence upon western culture and religion.

**1123. Hebrew Bible (3)**

An introduction to the history, beliefs, practices, and development of the Hebrew and later Jewish religion as reflected in the Hebrew Biblical Scriptures, using a historical and critical approach, with attention given to understanding its socio-cultural and political environment.

**1126. New Testament (3)**

An introduction to the history, beliefs, practices, and development of the early Christian religion as reflected in the New Testament, using a historical and critical approach, with attention given to understanding its socio-cultural and political environment.

**1550. Religion, Health and Medicine (3)**

Introduces students to how people's religious beliefs and practices influence their perspectives on health and their approaches to medical care and treatment. In units arranged by religion or region (North American indigenous religion, African religion, Hinduism, Chinese religion, Judaism, Christianity, and Islam), students will learn how religious beliefs and practices relate to rites of passage, sexuality, women's health, diet, mental health, trauma, and end of life issues. In addition to assessing students' knowledge of the relationship between religion and perspectives on health and medical care and treatment, course assignments will raise student's awareness of how people with different worldviews interact. Course requirements or activities also will teach them how to evaluate their own biases and how to assess the biases and credibility of various sources of information about religion, health, and medicine found on the Internet and elsewhere.

**1996. Topics (1-6, no limit Δ) 2110. Eastern Religions (3)**

Provides an academic overview of the major religious traditions of Asia, which may include the religions of India (Hinduism, Buddhism, and Jainism, China (Daoism and Confucianism, Chan Buddhism), and Japan (Shinto and Zen Buddhism). Students will be assigned both primary and secondary texts. Meets New Mexico General Education Curriculum Area 5: Humanities.

**2120. Western Religions (3)**

This is a survey course that will cover major religious traditions of the West, including the three Abrahamic religions (Judaism, Christianity, and Islam) and other religious systems. The course will focus on how each tradition has developed historically and how it exists in the world today. Meets New Mexico General Education Curriculum Area 5: Humanities.

**2996. Topics (1-6, no limit Δ)**

**Signed Language Interpreting (SIGN)**

**2125. Introduction to Signed Language (3)**

An introductory level language course in the language of the American Deaf Culture. Content includes ASL vocabulary and conversational skills; linguistic features of ASL; and skills in narrative/storytelling. In-class activities, comprehension and expressive examinations, narrative and storytelling assignments in addition to semester projects are venues for students to demonstrate their learning. In addition, Deaf Culture and Deaf Community issues are addressed.

**Sociology (SOCl)**

**1110. Introduction to Sociology (3)**

This course will introduce students to the basic concepts and theories of sociology, as well as to the methods utilized in sociological research. The course will address how sociological concepts and theories can be utilized to analyze and interpret our social world, and how profoundly our society and the groups to which students belong influence them. Students will be given the opportunity to challenge their “taken for granted” or “common sense” understandings about society, social institutions, and social issues. Special attention will also be paid to the intimate connections between their personal lives and the larger structural features of social life. In addition, the implications of social inequalities, such as race/ethnicity, gender, and social class will be central to the course’s examination of social life in the United States. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

**1996. Topics (1-6, no limit Δ)**

**2120. Introduction to Criminal Justice Systems (3)**

This course provides an introduction to social issues that are currently

affecting the criminal justice system in the United States. The course will cover the history of the U.S. criminal justice system and how our system compares with other countries. We will address how the U.S. criminal justice system attempts to create and preserve a balance between sustaining order, maintaining individual rights, and promoting justice. Important themes also include, but are not limited to discussions of how crime and delinquency are measured, key correlates of crime, sociological approaches to researching crime, sociological theories of crime, the quality of crime data in the U.S. and how it is used to make public policy decisions, and the causes and consequences of mass incarceration in the United States. Prerequisite: 1110.

**2210. Sociology of Deviance (3)**

This course is designed to provide an overview of the study of deviance and social control from multiple sociological perspectives. The instructor will present how sociologists research deviance and social control and the ethical issues involved in studying human subjects involved in these activities. The course also examines central sociological theories for understanding the causes of deviant behavior. Prerequisite: 1110.

**2310. Contemporary Social Problems (3)**

This course studies the nature, scope, and effects of social problems and their solutions. The course will concentrate on sociological perspectives, theories, and key concepts when investigating problems, such as inequality, poverty, racism, alienation, family life, sexuality, gender, urbanization, work, aging, crime, war and terrorism, environmental degradation, and mass media. This course is designed to build students’ sociological understanding of how sociological approaches attempt to clarify various issues confronting contemporary life, as well as how sociologists view solutions to these problems. Prerequisite: 1110.

**2315. The Dynamics of Prejudice (3)**

This course is designed to help students understand how attitudes and beliefs of individuals shape intergroup relations and their impacts on the daily lives of individuals as well as the effects that these beliefs have on the larger social structure of American society. We will examine how profoundly our society and the groups to which we belong, influence us and our beliefs and ultimately how these beliefs shape prejudice in our society. In this course, students are encouraged to challenge ideologies that are considered “common sense” or that are taken for granted and this in turn will allow

them to critically engage issues in society such as racism, classism, sexism, and will leave with an understanding on how privilege affects our views on disability, LGBTQ issues, religion and immigration. Rather than investigating these themes in the abstract, students will identify and unpack how these larger structural issues play integral roles in their everyday lives, interactions, and existence. Ultimately, this course aims to address the social inequalities that exists in our society as a result of prejudice and will challenge students to identify and engage in strategies to work towards changing these aspects of society. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences.

### **2340. Global Issues (3)**

Many of the problems we face on a daily basis are global in scope and global in origin. The world is now more interconnected than ever. The things that happen in China or in Saudi Arabia affect us in the United States, just as the things that we do here affect the people in Russia or Egypt. This course offers a sociological perspective on this phenomenon of globalization and explores its origins in the culture of capitalism. To this end, we will examine topics such as consumption, labor, migration and immigration, economic inequality, the natural environment, and health. We will also consider various ways in which these problems can, or cannot, be solved for us and for future generations. Meets New Mexico General Education Curriculum Area 4: Social and Behavioral Sciences. Prerequisite: 1110.

### **2996. Topics (1-6, no limit Δ)**

#### **Social Work (SOWK)**

### **1110. Ethics for Social Work and Human Services (3)**

This course introduces students new to social work or human services to ethical standards and practices. The course includes ethics concepts including confidentiality, client rights, duty to warn, communication ethics, and applied ethics. The National Association of Social Workers Code of Ethics serves as the foundation of the course.

### **2110. Introduction to Human Services and Social Work (3)**

This course is for students who are interested in social welfare issues and/or are considering entering a social service profession. The course

presents an overview of social problems, issues and trends, and the network of social agencies developed to address these concerns. The course examines the influence of personal and professional values and ethics on the helping relationship. The concept of social welfare will be discussed from a social work perspective (with an emphasis on social justice), and students will gain a basic understanding of social work in U.S. society, social work career opportunities, and contemporary issues facing social workers. Approaches relevant to work with individuals, families, groups and communities are presented, with special emphasis on Hispanic and Indigenous populations of New Mexico and the Southwest.

#### **Spanish (SPAN)**

### **1110. Spanish I (3)**

Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice-Mid level while some abilities emerge in the Novice High range. This is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **1120. Spanish II (3)**

Designed for students with some degree of exposure to Spanish in high school and/or at home, this course continues to develop basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice High Level of proficiency based on ACTFL guidelines, although a few abilities may emerge in the Intermediate Low Level. Students in this course communicate in Spanish in familiar topics using a variety of words, phrases, simple sentences and questions that have been highly practiced and memorized. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.



**1125. Conversational Spanish I (1)**

This third-semester Spanish course emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. Offered on a CR/NC basis only. Pre- or corequisite: 1110 or 1120 or 1210 or 1220.

**1210. Spanish for Heritage Learners I (3)**

This is a beginning-level Spanish course designed for students who have a cultural connection to the Spanish language. Some students have had very little exposure to the language and enter the class to develop beginning-level skills. Other students may have grown up hearing the heritage language in the community and may understand some Spanish and speak at a basic level as a result. The objective is to draw upon the connection to the heritage language as a source of motivation and engagement for our learning communities. At the same time, we build upon the language base that students may already have as a result of their heritage learner experience in order to develop new proficiencies in Spanish and reactivate the Spanish that students have learned previously. By the end of this course, students will be able to describe their home, campus surroundings and common activities including cultural traditions. At the same time, students gain cultural competency and develop a critical understanding of their linguistic and cultural background.

**1220. Spanish for Heritage Learners II (3)**

A second semester class designed for students who have developed some basic Spanish proficiency from previous classes and/or from community experiences. This course provides students with the opportunity to develop their proficiency in the four language skills (speaking, listening, reading, and writing). Class activities are designed to strengthen oral communication skills (speaking and listening) through a variety of group activities. By the end of the course students will be able to understand and produce narrations of past events in oral and written Spanish. In order to foster a desire to revitalize and maintain the Spanish language in the US context we attempt to raise students' critical awareness of what it means to be part of a specific speech community. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**1996. Topics (1-6, no limit Δ)****2110. Spanish III (3)**

This course is based on the integration of learning outcomes across interpretive, interpersonal and presentational modes of communication at the Novice High Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). This is an intermediate course aimed at helping the student to communicate in Spanish on familiar topics about self, others and everyday life at the same time that they recognize and handle short social interactions in interactions in everyday situations by asking and answering a variety of questions. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**2120. Spanish IV (3)**

This course is based on the integration of learning outcomes across interpretive, interpersonal and presentational modes of communication at the Intermediate High Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). This is an intermediate course aimed at helping the student to communicate in Spanish on familiar topics about self, others and everyday life at the same time that they recognize and handle short social interactions in interactions in everyday situations by asking and answering a variety of questions. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.

**2125. Conversational Spanish II (3)**

A conversational Spanish course designed for the "intermediate" level student. The course provides intensive conversation practice and a review of selected grammar items. It emphasizes vocabulary expansion and enhancement. (L) Pre- or corequisite: 2110 or 2120 or 2210 or 2220.

**2210. Spanish for Heritage Learners III (3)**

A third semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, some Spanish as a result of hearing it in the home, and in the community by family, friends, and neighbors. Students in this course will continue to develop their ability to narrate events in the past and will be able to describe hypothetical situations. Students will also develop their ability to express wishes, desires,

and necessities. This course will help the student build confidence in their Spanish abilities and expand the language use in the areas of writing, reading, oral production and listening comprehension. In order to foster a desire to revitalize and maintain the Spanish language we attempt to raise students' critical awareness of wider issues facing Spanish speakers in the US context.

### **2220. Spanish for Heritage Learners IV (3)**

A fourth-semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, Spanish as a result of having heard it in the home and in the community. It is also for students with a cultural connection to heritage language speech communities or who have achieved proficiency from study in previous courses. This course will help the student build confidence in their Spanish abilities and expand the language use in the areas of writing, reading, oral production and listening comprehension. In addition to scaffolding skills that students already have, in this class they will expand their ability to describe abstract and hypothetical situations. Students will write essays, reaction papers, and creative pieces. Students will also examine formal and informal contexts of language use in speaking and writing. By studying the cultural and historical background shared by students as part of the program, students will develop an increased critical awareness of Spanish language speech communities. (L) Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2420. Introduction to Medical Spanish (3)**

This class has been designed specifically for those entering or already practicing in the medical field. The purpose of the class is to have each student become compliant with the Spanish language federal requirement in order to function better at the bedside with Spanish-speaking patients with little or no English abilities. Meets University of New Mexico General Education Curriculum Area 6: Second Language.

### **2996. Topics (1-6, no limit Δ)**

#### **Special Education (See also: SPCD) (SPED)**

### **2110. Introduction to Students with Exceptionalities (2)**

This course is an introduction to special education with information

regarding characteristics of individuals with exceptionalities, special education terminology, evidence-based instructional strategies, diversity of students with exceptional needs, relationships between personal and cultural perspectives, and legal policies pertaining to exceptional students' rights.

#### **Sustainability Studies (SUST)**

### **1134. Introduction to Sustainability Studies (3)**

This course provides a broad survey of various aspects of sustainability. Students will explore topics such as climate change, renewable energy, water, agriculture, green building, socially responsible business, micro lending, environmental justice, smart growth and alternative progress indicators. Students will examine both contemporary challenges to sustainable development and examples of successful sustainability initiatives on local, national, and global levels.

#### **Theatre (THEA)**

### **1110. Introduction to Theatre (3)**

This course provides an introduction to the study of theatre. Students will examine various components that comprise theatre, such as acting, directing, playwriting, dramaturgy, scenic and costume design, stagecraft, spectatorship, history, theory, and criticism. Meets New Mexico General Education Curriculum Area 5: Humanities.

#### **University (UNIV)**

### **102. Topics: Academic Foundations (1-3 to a maximum of 9 Δ)**

Designed to engage students who share academic interests, with their intended major, college or school.

### **201. Topics in Career Exploration (1-3 to a maximum of 6 Δ)**

Both general and discipline-specific sections offered. Students will explore their goals, passions, and skills, and the steps and tools related to career decision-making (general seminar). In the discipline-specific sections, students will explore specific career options.

## Welding Technology (WLDT)

### 101. Welding Blueprint Reading (4)

Introductory course on welding blueprint reading and related theory. Students demonstrate competency by satisfactory completion of instructional modules and American Welding Society Standards.

### 104. NCCER Core (4)

Required introduction to the National Center for Construction Education and Research for certification. Topics studied include basic math, communications, prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

### 105. Arc Welding I (4)

This course will introduce the student to the process of electrode manipulation, position welding and use of the different welding machines.

### 106. Arc Welding II (4)

Introduction to the practices of open root welds in metals of various thickness of the butt and V-Bevel type in the four basic positions using several types of electrodes. Prepares and enables a welder to take a test for the shop building industry. Tested from the American Welding Society Code 5.19 for groove thickness qualification.

### 107. Advanced Arc Welding (4)

Directed to achieving high quality S.M.A.W. welds, which conforms to specific codes and procedures. Competency in this course is encouraged before attempting pipe classes. Course will introduce American Welding Society D5.0 welding qualification codes. Prerequisite: 104\*, 105\*, 106\*.

### 108. Oxyfuel Welding I (4)

This course will introduce the student to gas welding process. The student will learn to handle and use the acetylene gas form of welding.

### 112. Gas Metal Arc Welding (3)

GMAW and FCAW General safety procedures. Equipment setup and use GMAW and FCAW. Select and use different filler metal and shield gas. Make multiple-pass filler and V-Groove welds on carbon steel plate in various positions.

### 120. General Welding Applications (4)

Preparation and setup of arc welding equipment. Process of striking an arc and making stringer beads, weave, overlapping beads and filler metal. Visually detect and correct arc blow.

### 130. Pipe Welding (4)

Utilizes advanced Arc and oxyacetylene welding skills and techniques on ferrous pipe in a rotating and/or a fixed position. Emphasis is placed on the open groove pipe joint. Course will include alignment techniques, oxyacetylene cutting of pipe, pre-heat interpass temperatures, and mechanical preparation of the joints. Spring.

### 141. M.I.G. & T.I.G. Welding (4)

Arc Welding Course designed to further the knowledge and skills of welders. The course begins with a short review of pipe welding and groove welds on plate in all positions and covers stainless steel, cupro nickel alloys, hard facing processes, gas metal arc welding or M.I.G. and Gas Tungsten Arc Welding or T.I.G. Advanced uses for oxyacetylene and tempering and hardening steel and its alloys are also taught. Spring.

### 205. Arc Welding II (3)

Groove welding and how to set up equipment. Making groove welds and groove welding with backing. Provide procedures for making flat, horizontal, vertical, and overheard groove welding. Pre-requisite: WLDT 105

### 212. Gas Metal Arc Welding II (4)

Set-up pipe beveler with oxy-fuel with safety precautions. Perform cutting on pipe with pipe beveler and free on pipe. Fit pipe to standers and perform welds downhill with GMAW. Pre-requisite: WLDT 112

### 230. Pipe Welding II (3)

Gas tungsten arc welding 2- and 6-inch pipe schedule 80 in all positions. Using GTAW to deposit the root and second pass SMAW to complete the weld. Pre-requisite: WLDT 130

**241. MIG and TIG Welding II (3)**

Learn fundamentals of GTAW (TIG) for steel stainless steel and aluminum. Welding procedures edge, corner, lap and filler weld in all positions. Procedures taught on aluminum and stainless steel. Pre-requisite: WLDT 141

**251. Layout and Fabrication (3)**

First course in layout and fabrication. Stresses layout symbols, lines/fabrication, shop procedure and machine. How to lay out and build using basic concepts of plumb, level and square. Anatomy and how to apply circles and curves.

**295. Welding Practicum (3-9) Δ**

A planned program of study and activity designed to give the student practical experience which involves student responsibilities and uses student knowledge and skills to provide an advanced learning experience. Arranged.

**299. Cooperative Education in Welding Technology (3-6)**

The student will work in a training facility in the Gallup area and, at the same time, will be attending the college during part of the day. May be repeated for a maximum of 12 credit hours.