

**2011-2013 ACADEMIC CALENDAR
UNIVERSITY OF NEW MEXICO – GALLUP**

2011 Fall Semester (based on 16-week semester)

(Dates subject to change)

| | |
|---|-----------------|
| AA/AAS/AS Degree Applications and Credentials due in the Office of Admissions no later than | August 12, 2011 |
| Certificate, Non-Degree, Unclassified Applications due to the Office of Admissions no later than | August 12, 2011 |
| Instruction begins | August 22 |
| Late registration closes | September 2 |
| Labor Day, Holiday | September 5 |
| End of second week; last day to add courses to change sections | September 2 |
| End of third week; last day to drop courses without a grade | September 9 |
| End of fourth week; last to day to change grading options | September 16 |
| Fall Break (Campus Open) | October 14-15 |
| End of 12 th week; last day to withdraw without approval of College Registrar | November 11 |
| Thanksgiving, Holiday | November 24-27 |
| Withdrawal deadline; last day to withdraw from a course with approval of College Registrar | December 9 |
| Last day of instruction | December 17 |
| Final examination period | December 13-17 |
| Last day to report removal of Incomplete grade | December 17 |
| Semester ends | December 17 |

2012 Spring Semester (based on 16-week semester)

(Dates subject to change)

| | |
|---|-------------------------|
| All Admission Applications and Credentials are due in the Office of Admissions no later than | Friday, January 7, 2012 |
| Registration begins | November 28, 2011 |
| Martin Luther King Jr. Day, Holiday | January 16 |
| Instruction begins | January 17 |
| Late registration closes | January 27 |
| End of second week; last day to add courses to change sections | January 27 |
| End of third week; last day to drop a course without a grade | February 3 |
| End of fourth week; last to day to change grading options | February 10 |
| Spring Break (no classes) | March 11-18 |
| End of 12 th week; last day to withdraw without approval of College Registrar | April 13 |
| Withdrawal deadline; last day to withdraw from a course with approval of College Registrar | May 4 |
| Last day of instruction | May 5 |
| Final examination period | May 7-12 |
| Last day to report removal of Incomplete grade | May 11 |
| Commencement | May 11 |
| Semester ends | May 12 |

2012 Summer Semester

(Dates subject to change)

**All Admission Applications and Credentials are due in the Office of Admissions
no later than** May 25, 2012

Registration April 23, 2012

Instruction begins.

8-week term..... June 4

First 4-week term..... June 4

Second 4-week term July 2

Registration closes; last day to add courses or to change sections.

8-week term..... June 8

First 4-week term..... June 5

Second 4-week term July 2

Last day to change grading options

8-week term..... June 15

First 4-week term..... June 8

Second 4-week term July 6

Independence Day, Holiday, University Closed..... July 4

Last day to drop a course without a grade.

8-week term..... June 15

First 4-week term..... June 8

Second 4-week term July 6

Last day to withdraw without approval of College Registrar.

8-week term..... July 13

First 4-week term..... June 22

Second 4-week term July 20

Semester ends.

8-week term..... July 28

First 4-week term..... June 30

Second 4-week term July 28

2012 Fall Semester (based on 16-week semester)

(Dates subject to change)

**All Admission Applications and Credentials are due in the Office of Admissions
no later than** **August 10, 2012**

Registration April 23, 2012

Instruction begins August 20

Late registration closes..... August 31

End of second week; last day to add courses or change sections August 31

Labor Day, Holiday September 3

End of third week; last day to drop a course without a grade September 7

End of fourth week; last day to change a grading option September 14

Fall Break, (no classes)..... October 11-12

End of 12th week; last day to withdraw without approval of College Registrar..... November 9

Thanksgiving, Holiday November 22-25

**Withdrawal deadline; last day to withdraw from a course with approval of College
Registrar** December 7

Last day of instruction December 15

Final examination period (Monday - Saturday) December 10-15

Last day to report removal of Incomplete grade December 14

Semester ends December 15

2013 Spring Semester (based on 16-week semester)

(Dates subject to change)

| | |
|---|------------------------|
| All Admission Applications and Credentials are due in the Office of Admissions no later than | January 4, 2013 |
| Registration | November 26, 2012 |
| Instruction begins | January 14 |
| Martin Luther King Jr. Day, Holiday | January 21 |
| Late registration closes..... | January 25 |
| End of second week; last day to add courses or change sections | January 25 |
| End of third week; last day to drop a course without a grade | February 1 |
| End of fourth week; last day to change a grading option | February 8 |
| Spring Break (no classes) | TBA |
| End of 12 th week; last day to withdraw without approval of College Registrar... | April 12 |
| Withdrawal deadline; last day to withdraw from a course with approval of College Registrar..... | May 3 |
| Last day of instruction | May 11 |
| Final examination period (Monday - Saturday)..... | May 6-11 |
| Last day to report removal of Incomplete grade | May 10 |
| Semester ends | May 11 |
| Commencement | May 10 |

2013 Summer Semester

(Dates subject to change)

| | |
|---|---------------------|
| All Admission Applications and Credentials are due in the Office of Admissions no later than | May 24, 2013 |
| Registration | April 22, 2013 |

Instruction begins.

| | |
|--------------------------|--------|
| 8-week term..... | June 3 |
| First 4-week term..... | June 3 |
| Second 4-week term | July 1 |

Registration closes; last day to add courses or to change sections.

| | |
|--------------------------|--------|
| 8-week term..... | June 7 |
| First 4-week term..... | June 4 |
| Second 4-week term | July 2 |

Last day to change grading options

| | |
|--------------------------|---------|
| 8-week term..... | June 14 |
| First 4-week term..... | June 7 |
| Second 4-week term | July 5 |

| | |
|---|--------|
| Independence Day, Holiday, University Closed..... | July 4 |
|---|--------|

Last day to drop a course without a grade.

| | |
|--------------------------|---------|
| 8-week term..... | June 14 |
| First 4-week term..... | June 7 |
| Second 4-week term | July 5 |

Last day to withdraw without approval of College Registrar.

| | |
|--------------------------|---------|
| 8-week term..... | July 19 |
| First 4-week term..... | June 21 |
| Second 4-week term | July 19 |

Semester ends.

| | |
|--------------------------|---------|
| 8-week term..... | July 27 |
| First 4-week term..... | June 29 |
| Second 4-week term | July 27 |

Equal Educational Opportunity Policy

The University of New Mexico Gallup is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or physical handicap. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color or national origin; and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons. Equal educational opportunity includes: admissions, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Responsibility for equal employment and educational opportunity throughout the University rests with the President. The President has appointed an Affirmative Action Director, and a Title VI and Title IX Officer, and has assigned responsibility to them for promoting and encouraging progress in meeting the University's equal opportunity goals. All grievances, questions or requests for information relating to student concerns should be referred to the Director of Student Services, Student Services Center, 863-7522. All grievances, questions or requests for information relating to employee concerns should be referred to 1700 Las Lomas NE, Albuquerque, New Mexico, 505-277-5251. It is the policy of the University that no person shall, on the grounds of race, national origin, sex, marital status, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity. If, after reading the catalog, you require additional information, please write to the Registrar's Office, UNM Gallup, 705 Gurley Avenue, Gallup, New Mexico, 87301, or telephone (505) 863-7524. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirements at any time within the student's term of residence.

History

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

Located in Gallup, New Mexico, the adobe-style facilities sit amongst some of the most beautiful red rock country in the Southwest. The Gallup population is close to 21,000 but because of our easy accessibility to the reservations, our trade population

on any given Saturday can number close to 100,000 and more on holidays and festive occasions. The region's diverse cultural events are celebrated throughout the year.

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

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

About This Catalog

This volume was produced by The University of New Mexico-Gallup, Office of the Registrar.

The catalog is the student's guide to the programs and regulations of the University. The student must be familiar with University regulations and assume responsibility for complying with them.

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

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

For information about University programs and policies not included in this catalog, please contact individual departments or administrative offices.

Accreditation

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

UNM-Gallup Mission, Vision, and Goals

UNM-Gallup Mission Statement: UNM-Gallup develops lifelong learners in a context that is responsive to the cultures of this region.

Vision Statement: UNM-Gallup will be recognized as the premier post-secondary institution in this region.

Core Values: Excellence in education is fundamental to the core values of UNM-Gallup. UNM-Gallup values each individual, the strength of the community, and the power of working together in a climate of shared responsibility.

What takes place in the classroom is the first priority. Administration, staff and faculty working together create the learning environment.

To accomplish our mission and vision in the next five years, UNM-Gallup will pursue the following strategic directions:

1. Continue to develop mechanisms essential to a learner-centered institution. UNM-Gallup will:
2. Offer programs that remain responsive to community needs. UNM-Gallup will:
3. Optimize resources and infrastructure to serve UNM-Gallup programs and student needs. UNM-Gallup will:
4. Expand more fully supportive and equitable working conditions and relationships among the Campus and local communities.

ADMISSIONS:

Eligibility for Admission

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

The University of New Mexico Gallup has an open-door 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 Associate of Arts, Associate of Science, and Associate of Applied Science degrees see pages 14.

Application Procedure

To apply to UNM Gallup, submit a completed admission form. If you are applying for admission to a degree (AA/AS/AAS) program, you must also submit:

1. \$15.00 cash, check or money order (this is non-refundable). (Fee--Only for new students applying to an Associate program.)
2. An official copy of your high school transcript or report of GED scores. The transcript or score report 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 copies of transcripts from each post-secondary school you have attended. These, also, must be sent to UNM Gallup directly from the institution of origin.

Students applying for financial aid must be admitted to degree status by Friday of the third week of classes.

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

Applications for admission may be submitted at any time during the year but should be on file at least one month before the beginning of the semester you wish to attend. Applications may be submitted in person or by mail. An application is required. An interview is not required.

International Students

The University of New Mexico welcomes applications from international students who have earned distinguished academic records and have demonstrated English proficiency.

The University is proud to claim one of the most ethnically diverse student bodies among universities anywhere in the United States. The academic programs consistently rank among the top in universities across the United States, and the faculty is distinguished by Nobel Laureates, Fulbright recipients and nationally recognized academicians.

International Undergraduate Admission Requirements

1. Secondary Education

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

2. Academic Preparation

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

3. English Proficiency

If English is not the first language or if English is not the official language spoken in your country, the student must submit results of either the International English Language Testing System (IELTS) - minimum score 6.5; the Test of English as a Foreign Language (TOEFL) - minimum score 520 paper-based or 190 computer-based; the University of Cambridge Examinations Certificate of Proficiency in English (CPE) or Certificate of Advanced English (CAE) - minimum score C. Students who are academically admissible but whose scores are less than the required minimum may enroll in the intensive English program offered through UNM's Center for English Language and Culture (CELAC). Contact the Office of International Programs and Studies (oips@unm.edu) for additional information. Transfer students who have satisfactorily completed the equivalent of the University of New Mexico's two freshman English composition courses (ENGL 101 and 102) at accredited U.S. institutions are not required to submit English proficiency results scores.

4. Financial Resources

All international applicants are required to submit documentation verifying adequate funding to meet study and living expenses while in the United States. Proof of support includes a Certification of Financial Responsibility Form completed for all years of study and proof of funds available for the first year of study.

5. Health Insurance

International students who attend the UNM and any dependents who may accompany them are required to have medical insurance as offered through the University of New Mexico. Students who demonstrate that they have an equivalent health insurance policy may be granted a waiver.

When to Apply

Application Deadlines

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

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

How to Apply

Required Documents

1. Completed application form;

Students must submit an application for International Undergraduate Admission to the Office of International Admissions. Students may also apply online at <http://www.unm.edu>.

2. \$50.00 non-refundable application fee;

(Must be in U.S. currency and paid by International Postal Money Order or certified check drawn on a U.S. bank.)

3. Evidence of English language proficiency;

Test scores must be sent directly to the University from either IELTS (<http://www.ielts.org>); TOEFL (<http://www.toefl.org>); or Cambridge CPE or CAE (<http://www.cambridge-efl.org>).

4. Academic Records;

All academic transcripts and secondary school leaving certificates submitted must be official copies or certified copies bearing the original stamps, seals, and signatures of the issuing institution's designated officials.

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

Note: A student who wants any information concerning the applicant file released to any third party must submit a letter of authorization directly to the International Admissions Office. This release must include the student's name and signature.

Submit all documents to:

International Admissions
Office of Admissions
MSC 06 3720
1 University of New Mexico
Albuquerque, NM 87131-0001
USA

Note: Students applying for graduate programs (beyond the bachelor's degree) must also submit all required documents (except secondary academic records) to the Office of International Admissions by the published deadlines.

PLEASE NOTE: I-20 Statement

The Immigration Form I-20 is valid up to the first day of class for the semester or summer session to which a student is admitted. Students that are not able to attend must immediately return the I-20 form to the International Admissions Office. A \$50 non-refundable deposit is required before the I-20 will be issued. It is later applied to tuition. If a student does not enroll or changes semesters, the deposit is forfeited.

International Undergraduate Readmitted Students

A University of New Mexico degree-seeking student, who stops attending for three or more consecutive sessions, including summer, must file an application for readmission. You may also apply at <http://www.unm.edu>.

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

In addition, you must update your financial documentation.

Transfer from Other Institutions

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

Transfer Students will be awarded full credit for coursework completed with grades of C or higher at fully accredited institutions if the courses are the same or equivalent to UNM courses. Neither UNM nor UNM Gallup, however, accepts remedial coursework for transfer. Only credit earned in non-technical subjects is initially accepted from technical institutes, which are accredited by a regional collegiate accrediting association. Normally, no credit is accepted by UNM from technical institutes, business schools, or other post high school institutions which are not members of regional collegiate accrediting associations. However, students applying to, or currently enrolled in, the University who have earned technical credit which they believe would be applicable to the program they are pursuing may have official transcripts sent from their previous schools to the UNM Gallup Office of Admissions. It will then be the student's responsibility to request referral of the transcript by the Admissions Office to the department of the University having supervision over his/her particular program. The department will determine whether any of the credit is acceptable to its program and return the transcript, with recommendations, to the Office of Admissions. An interview or demonstration of competence, or both, may be required before the decision regarding credit is made. Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the University.

Previous Suspension

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

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

Transferability of UNM Gallup Courses

Transferability of courses taken at UNM Gallup is determined solely by the institution to which the student transfers. General Education (e.g. Math, English, Sciences, Humanities, etc.) courses numbered 101 or above are generally accepted by other institutions when these courses are part of, or are applicable to, a degree program at that institution. Courses listed in the class schedule and elsewhere that appear with an * (e.g., Business Technology 235*) are considered technical, vocational, or special and are generally not acceptable for baccalaureate credits except by petition to, and acceptance from, the degree-granting unit of the college or university to which the student transfers.

Transfer of Credits to UNM Albuquerque

Students intending to go to the Albuquerque campus to pursue a four-year degree should be aware that many of the necessary prerequisites for Albuquerque campus degree programs are offered at UNM Gallup. Students are cautioned that courses listed with an * (e.g., BSTC 232*) are considered to be technical/vocational courses and are not acceptable for transfer to baccalaureate programs except by petition to, and acceptance from, a UNM degree-granting program.

Students are encouraged to work with UNM Gallup advisors in planning their programs. Students wishing to transfer to the Albuquerque campus, and who are enrolled in programs offered only at UNM Gallup, must file an application and meet the admissions requirements of the specific college to which they are applying.

Complaint Procedure for Transfer Students

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of the University of New Mexico's complaint policy may be obtained from the Admissions Office or from the New Mexico Higher Education Department. 1068 Cerrillos Road, Santa Fe, NM 87501-4295. 505.827.7383 (<http://www.nmche.org>)

Residency

Summary of Regulations for New Mexico Residency for Tuition Purposes

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

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

To become a legal resident of New Mexico, four basic requirements must be completed by the student. Each person must meet the requirements individually.

The 12-Month Consecutive Presence Requirement

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

The Financial Independence Requirement

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

The Written Declaration of Intent Requirement

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

The Overt Acts Requirement

Overt acts are required to evidence support of the written declaration of intent to establish permanent residency in New Mexico. Any overt act considered inconsistent with being a New Mexico resident, such as having a driver's license from another

state, will cause the request for resident classification to be denied. Documentation of two of the following must be submitted with the residency petition:

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

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

NOTES:

1. Any act considered inconsistent with being a New Mexico resident, such as voting, securing and/or maintaining a driver's license and automobile registration in another state, etc., will cause the petition to be denied.
2. 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.
3. Active duty military members stationed in New Mexico, their spouses and dependents are eligible for waivers for non-resident tuition. Members of the National Guard their spouses and dependents are also eligible for waivers for non-resident tuition. A form must be submitted to the Office of the Registrar by the third Friday of the term to obtain these waivers.

According to the University of New Mexico's tuition policy:

Students enrolling for 6 hours or few during a regular semester are charged resident tuition rates regardless of residency classification.

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

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

Associate Degree Admission

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

Admissions Status

Students may be admitted to the University in one of the following statuses:

- I. Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS); or
- II. Certificate-seeking status for those who wish a one or two-year program of purely technical studies; or
- III. Non-degree status for those already possessing a bachelors degree or higher; or for high school students in the concurrent enrollment program; or by permission of registrar; or
- IV. Unclassified status for those students undecided on a major course of study; or those students needing preparatory work; or those students with incomplete files.

UNM Gallup Admission Requirements

Specific admission requirements for Associate, Certificate and non-degree programs are listed below:

- I. Associate of Science/Associate of Applied Science/Associate of Arts Degrees
 - Application for Admissions
 - \$15.00 non-refundable application fee
 - Official High School transcript with graduation date or GED transcript
 - Official College transcript (s) from all accredited post-secondary institutions attended in any status
 - * Open admission for all persons age 17 or over who have a high school diploma or GED or 26 transferable credits (these credits must be applicable to the Associate degree) or ACT composite score of 29.
- II. Certificate Programs

Complete UNM Gallup application; plus open door to those 18 years of age or older or whose high school class has graduated. For those younger than 18 without a high school diploma or GED, approval of parent, guardian, and/or school officials will be required. For students pursuing a certificate, each program may establish entrance requirements beyond the minimum.
- III. Non-Degree Status

Complete UNM Gallup application; plus currently possesses a bachelors degree or higher, or be enrolled in concurrent enrollment program, or permission of Registrar for special circumstances.
- IV. Unclassified Status

Complete UNM Gallup application; plus 18 years of age or older and not in high school; or under 18 years of age with:

 - Letter from parents approving college coursework;
 - Permission of last high school attended;
 - Not currently enrolled in high school.

Rules for Readmission

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

Special Admission Options

Early Admission

The University of New Mexico will admit on a full-time basis a limited number of highly qualified applicants after completion of their junior year of high school. To be considered for early admission, the student must:

1. have achieved an exceptional record on a minimum of 15 units in a strong college preparatory program in an accredited high school;
2. have the unqualified recommendation of the principal or headmaster; and
3. have achieved a score on the ACT satisfactory to the University. In most cases a personal interview with the admissions officer is required before a decision is made. For more information contact the Admission office at UNM-Albuquerque at 277.5822.

Middle College High School

The Middle College High School (MCHS) is a New Mexico public charter middle college high school located on the University of New Mexico-Gallup campus in Calvin Hall rooms 100-102. Students from the area who are residents of New Mexico with 6 per MCHS high school credits can enroll into this rigorous academic and career focused program. The MCHS has a small enrollment of only sixty students who can take part in the program. A lottery is held before each semester for admission. The MCHS students are enrolled both in the high school program to earn their diploma as well as earning college credits through the University of New Mexico-Gallup. Students are also required to take part in other components of the MCHS program. These include: small group seminar, tutoring, career exploration, service learning, and work-study.

Home School or Non-accredited Schools

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

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

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

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

Center for Career & Technical Educational Credit

Students enrolled with the CCTE at UNM Gallup may earn up to eight credits per semester, which may apply towards a technical degree at no charge to the student. The courses are taught by CCTE faculty at a pace consistent with the learning level of

high school students. The same material is covered as in the college class of the same name. College credit is earned concurrently with credit applicable towards a high school diploma. Check with your high school counselor to see if your high school participates in the CTE program.

Vocational Special

Students currently enrolled in high school grades 9-12 may enroll at UNM Gallup for up to 7 credit hours of vocational coursework per semester. This program is designed to provide high school students the opportunity to take coursework otherwise unavailable to them at their high school and is not intended to compete with coursework available at the student's high school. To be eligible the student must present letters from either the parent or guardian and the high school principal or counselor unconditionally recommending the specific coursework for which the student intends to enroll. Such documentation must accompany the regular UNM Gallup application. The student is not permitted to take courses on an audit basis while under the program.

Admission Requirements for Dual Enrollment Program

To be considered for Dual Enrollment it is necessary for the student to meet the following minimum requirements. Meeting the criteria listed does not mean the student will be automatically admitted. The final determination of admission rests with the admissions officer.

1. The student must be a high school senior or junior with an expected graduation date within two calendar years (twenty-four months).
2. The student must have the certification and unconditional recommendation of the high school principal or guidance counselor.
3. Minimum qualitative requirements:
 - a. In the top 25 percent of high school class in grade point average, or
 - b. Cumulative grade point average of 3.0 or better on a 4.0 scale for ninth, tenth, and eleventh grade in subjects counted toward graduation, or
 - c. ACT composite score of 23, or an SAT total score of 1060.

A concurrent enrollment student at UNM is subject to the same academic regulations as other UNM students in non-degree status, including those governing attendance, minimum grade point average, change of program, and withdrawal.

Application to Dual Enrollment Program

The Dual Enrollment student's high school counselor must submit the following materials as a package to the UNM Gallup Office of Admissions:

1. A completed UNM Gallup Application clearly indicating that it is for concurrent enrollment.
2. An official high school transcript showing courses completed and in progress.
3. Either the Concurrent Enrollment Recommendation form or a letter of recommendation from the high school principal or guidance counselor. Either one must indicate the UNM Gallup course or courses for which the student wishes to

enroll, as well as clearly provide information on the student's admissions qualifications.

Evaluation of Credit

The evaluation of credit is ordinarily part of the admissions application procedure. It is a two-step process. An Admissions Officer first evaluates credits on a course-by-course basis to determine general transferability to the University, and a transfer evaluation is produced for students who are admitted. (Students who have completed courses in institutions utilizing non-traditional credit or grading systems may be required to provide additional information to facilitate the evaluation.) The evaluation is then mailed to the student, who must contact an academic advisor in the college of the desired major in order to determine how the transferred courses will be applied to a degree.

Alternative Credit Options

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

Technical Credit

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

Training Credit

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

UNM College Credit by Examination or Petition

CEEB Advanced Placement Program

Students who took advanced placement courses in high school and earned a score of three or higher on the exam, may be eligible for college credit. Score reports must be sent from the College Board directly to the University of New Mexico, Office of Admissions.

Examination to Establish or Validate Credit (Challenge a Course)

Students admitted to or enrolled in regular status in undergraduate programs of the University may, with appropriate written approval, take an examination to establish or validate credit in courses appearing in the University's general catalog. Students may not have been previously enrolled in the course at the UNM.

Students enrolled in Graduate School have the same privilege, except that only undergraduate credit can be earned in this manner. Credit cannot be earned by examination to establish credit in nonprofessional physical education activity courses and in some professional physical education courses. A check with the department will be necessary to determine which professional physical education courses can be challenged by examination. Upon authorization, the chairperson of the department offering the course will issue a permit for the examination. This permit must be approved by the department concerned, and the dean or director of the student's college. The student must then pay the fee of \$10.00 per credit hour for all technical courses and full tuition for academic courses. The permit must be submitted to the person who will administer the examination. Once the examination has been administered and graded the instructor will complete the form and send it to the Records Office to be added to the student's record.

Examination to establish credit can be taken only during the period of the week before classes start through the ending date of the semester or summer session. Credit will be allowed and placed on the student's permanent record as of the semester in which the examination is completed and will not count in the student's grade point average prior to the completion of that semester. Effective fall 1987, only grades of CR will be recorded. If the student does not earn a grade of CR, a second examination for that course will not be permitted. Credits earned by examination at the University of New Mexico count toward graduation and residence requirements.

College Level Examination Program

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

CLEP Computer Based Testing (CBT)

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

CLEP General Examinations

The University grants credit for qualifying scores on the CLEP General Exams provided the student takes the exam before earning 26 semester hours of acceptable college credit.

CLEP Subject and General Examinations

Students wishing to take one or more CLEP examinations may obtain registration forms at the University of New Mexico Testing Division, University College Building, Room 2, 505.277.5345.

In some cases, the University of New Mexico requires original transcripts of test results sent from CLEP, Box 1821, Princeton, NJ 08543. Non-specific credit for these examinations appearing on transcripts from other colleges will not suffice.

Military Credit Evaluation

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). To apply for military credit, complete a request for military credit evaluation available from Registrar's Office and return it with a copy of the separation form DD214 and a copy of any applicable training certificates not listed on the DD214.

Tuition and Fees

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

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

available in the Admissions Office. The deadline for submission of petitions is Friday of the third week of the semester.

Additionally, some courses have a fee. Required fees are published each semester in the Schedule of Classes.

Part-time Enrollment (11 hours and under)

| SEM. HOURS | RESIDENT | NON-RESIDENT |
|------------|-----------|--------------|
| 1 | \$ 71.00 | \$ 171.00 |
| 2 | \$ 142.00 | \$ 342.00 |
| 3 | \$ 213.00 | \$ 513.00 |
| 4 | \$ 284.00 | \$ 684.00 |
| 5 | \$ 365.00 | \$ 855.00 |
| 6 | \$ 426.00 | \$1,026.00 |
| 7 | \$ 497.00 | \$1,197.00 |
| 8 | \$ 568.00 | \$1,368.00 |
| 9 | \$ 639.00 | \$1,539.00 |
| 10 | \$ 710.00 | \$1,710.00 |
| 11 | \$ 781.00 | \$1,881.00 |

Full-time Enrollment

| SEM. HOURS | RESIDENT | NON-RESIDENT |
|------------|-------------|--------------|
| 12-18 | \$ 852.00 | \$ 2,052.00 |
| 19 | \$ 1,349.00 | \$ 3,249.00 |
| 20 | \$ 1,420.00 | \$ 3,420.00 |
| 21 | \$ 1,491.00 | \$ 3,591.00 |

Tuition charges are subject to change without notice.

According to UNM tuition policy:

- Students enrolling for six credit hours or less during a regular semester will be charged resident tuition rates regardless of residency classification.
- Non-resident students enrolled for 7 or more hours pay the indicated non-resident tuition for all credit hours taken.
- Students enrolling for the summer session will be charged resident tuition rates regardless of residency classification.

Senior Citizens Discount

- 65 or older
- New Mexico resident
- Up to 6 credit hours
- \$5.00 per credit hour
- Must turn 65 by Friday of the third week of class
- All other fees apply including general student & specific course fees.

Tuition and Course Fee Refunds

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

For courses greater than 4 weeks in duration:

Drop in hours or withdrawal:

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

For courses 4 weeks or less in duration

Drop in hours or withdrawal:

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

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

Students who drop classes after the refund deadline are still responsible for payment of tuition and any special fees. Refund checks, based on the date of withdrawal, will be mailed to the student by the Business Office from UNM-Albuquerque.

Financial Aid Refunds and Repayment

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

Records and Registration

Advisement

All certificate and degree track students are urged to consult an advisor each semester before registering for classes. New or undecided students are required to see an advisor in the Student Services Department. Students already in a degree or certificate program may see their assigned Faculty Advisor for course selection

guidance within their major, but should continue to see Student Services Advisors for general education course selection as well as for graduation or other UNM Gallup policy issues.

Schedule of Classes

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

Registration Procedures

Details of the registration procedures are available online at <http://www.gallup.unm.edu> or the Registration homepage.

Payment of Tuition and Fees

Payment of tuition and fees is required to complete registration and is due according to the policy in the schedule of classes. For specific information about tuition and fees, refer to the Tuition & Fees section of this catalog.

Enrollment Limit

Except with special approval, undergraduates may not take more than 18 semester hours during regular sessions and 9 semester hours during summer sessions.

Changes in Enrollment

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods. Procedures for schedule changes and deadlines are online in the Schedule of Classes at <http://my.unm.edu>, or <http://registrar.unm.edu>.

For 16-week course, the following applies:

Add

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

Drop

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

Summer Session and Short Courses

Deadlines for processing drops, adds, withdrawals and grade options for summer and short courses vary according to the length of the course. Consult the Academic Calendar at <http://www.gallup.unm.edu>.

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 grades of WP or WF to be determined by the instructor at the time of the withdrawal. The WF will be calculated as a failing grade in the student's grade point average. After the 12th week, course withdrawals will only be accepted with approval from the College Registrar. No withdrawals will be 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 their course schedule.

Change in Grading Option

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

It is the student's responsibility to make certain that they are registered in any course for the proper grading option. (Graduate students see sections of this catalog that pertain to graduate courses.)

Completion of Courses

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

Extension and Independent Study

UNM allows credit for independent study, correspondence and extension courses at UNM or through other fully accredited colleges and universities toward degree requirements. Credit for extension and independent study courses completed in 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 UNM may establish credit here by special examination (see Examinations). The hours earned by independent study or extension from accredited institutions other than UNM 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 UNM.

Any graduating student not in residence who expects to substitute credits earned by independent study toward fulfillment of degree requirements must have prior approval of his or her department chairperson. The student is responsible for complying with all regulations stated in the current Independent Study Bulletin.

Withdrawal from the University

- Students can withdraw from all courses on or after the first day of classes through the last day of classes prior to final exams by using <https://my.unm.edu>. Students may contact the Registration Office at 505.863.7524, for questions related to withdrawing from all courses.
- Summer session and short courses follow a different deadline. Please see The University of New Mexico Schedule of Classes online at <http://my.unm.edu> or <https://schedule.unm.edu>.
- Students who withdraw during the first three weeks of classes will not receive a grade notation on their academic record. The notation on a student's record will be "Withdrew" followed by the date.
- University withdrawals initiated after the third week of classes will be subject to grades of WP or WF. The WF will be calculated as a failing grade in the student's grade point average. All withdrawal grades will be assigned by the instructor upon completion of the University withdrawal process. The notation on a student's record will be "Withdrew" followed by the date, along with the course name and grade assigned.
- Students leaving the University during a semester without withdrawing according to this regulation are subject to the assigned faculty grades.
- Students are responsible for all outstanding financial obligations when withdrawing. See the "Tuition and Course Fee Refunds" section for more information.

Military Withdrawals

Under faculty regulations, students 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 WP in each course in which they are enrolled. Military orders or evidence of enlistment must be made available to the Manager, Enrollment Services, in the Student Services & Technology Building. A student who withdraws due to military obligations after completing 12 weeks of instruction will receive full credit for each course in which they are enrolled provided the instructor certifies a grade of C or better for the course at the date of formal withdrawal. They will receive a grade of WP if the instructor certifies a grade of less than C. Students 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 in courses for which they are

enrolled that semester, provided these would complete their degree requirements, may be certified for graduation by the faculty of their college.

Cancellation of Enrollment

In the event a student cannot attend classes after registering for classes and clearing tuition, it is the student's responsibility to withdraw or cancel registration. Once the semester has officially begun, students must officially withdraw through LoboWeb at <https://my.unm.edu>. Students who do not officially cancel their registration prior to the start of classes or withdraw after the semester begins will be responsible for tuition in accordance with the University's Tuition Refund Policy. **NOTE: Faculty are not responsible for dropping students who do not attend.**

Enrollment Certification

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

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

The University of New Mexico will produce a standardized enrollment certification document validating a student's status for the current semester, a pre-registered semester and any semester in the past four calendar years. If a student wishes to have their entire academic history certified or semesters not covered by the certification process, the student must request a transcript. The University of New Mexico does not certify expected graduation date.

The certification document can be mailed on request or may be picked up with proper photo identification (driver's license, Lobo Card, passport or other state issue identification). This document will replace the institutionally specific forms.

The guidelines listed below are used primarily 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. Students withdrawing after the third week of classes will be subject to grades of WP (withdrawal passing) or WF (withdrawal failing). The grade WF is included in the total course load for purpose of enrollment verification. WP is not included in the total

course load for purpose of enrollment verification. Courses taken in Audit, Extension or Correspondence status are also not included in total course load, for purposes of enrollment verification.

STUDENT SERVICES

Getting Started-Student Orientation

At the onset of each term, Student Services offers orientation programs to answer student questions and ease the transition into college life. The programs are usually three hours in length and cover such topics as: grades, degree choices, transferring, dropping and adding classes, getting in touch with instructors, avoiding Fs, obtaining child care, obtaining financial aid, available services, facilities, and more. At this time the Schedule of Classes and the catalog are explained and several helpful handouts are provided.

New students are required, and all students are welcome, to attend these short programs since it has been shown that the academic probation rate is lower for students who have been through orientation. For dates and times call the Advisement Center at 505.863.7660.

Academic Advising

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

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

Testing

COMPASS Placement Testing

The COMPASS placement test is available free of charge to enrolled UNM-Gallup students. It is required for all new students in certificate or degree programs and for students who do not possess a high school or GED diploma. Students in the above

categories may not enroll for courses unless they complete the placement test. The test is given in the areas of writing skills, reading, comprehension, and mathematics.

The purpose of the placement test is to assist students in selecting the level in English and Mathematics at which they can succeed. The placement test takes anywhere from 1 to 2 hours. There is no risk of failing these tests.

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

ACT or SAT scores for Math & English Placement

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

Math:

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

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

English and Reading:

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

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

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

GED

The University of New Mexico-Gallup GED Testing Center administers the GED tests on a scheduled basis throughout the year. Tests are given at various locations including the UNM-Gallup Campus and the UNM-G Zuni Campus.

GED Tests can be administered to any individual whether or not a New Mexico resident, who has not graduated from an accredited high school or received a high school equivalency certificate or diploma; and who are not enrolled in an accredited high school; and who meets the state's minimum age requirement. The minimum age is 16 years of age. Individuals under the age of 18 are required to obtain an "Under Age Permission Form" and gain required signatures before testing. All candidates need to register with the testing center before the required deadline.

All candidates must, upon registration, present two forms of proper identification:

First form: a current, government issued photo identification that includes:

- * Name of candidate
- * Date of birth
- * Candidate's signature

Second form: must verify two of the following:

- * Name of candidate
- * Photo
- * Date of birth
- * Social Security Number
- * Candidate's signature

A minimum standard score of 410 is required on each test and an average score of 450 for the total battery is required to pass the GED in New Mexico. Candidates have three years for first testing to pass the GED and may test in a given contract year - January 01 to December 31. Candidates must wait thirty calendar days to re-take a failed test and must re-register with the testing center before re-examination.

Candidates who would like to request special accommodations should inform the GED testing center staff and complete a special accommodations request form. All special accommodation request forms must be approved by the New Mexico GED office.

ACT Test

The American College Testing Assessment is offered five times during the year at the Gallup Campus. Contact the Center for Career and Technical Education Office (Calvin Hall Rm. 106) for ACT applications as well as testing dates and times, or call (505) 863-7617. Students can register online at www.act.org.

Graduate Record Examination (GRE)

The Graduate Record Examination is given at the Gallup Campus two times per year. Only the Subject Area Tests are given in a paper and pencil version; the General Test is given via computer based testing, although not on the Gallup Campus. Examinees can register online at www.ets.org. Information bulletins may be obtained from Center for Career and Technical Education, Calvin Hall Rm. 106. For more information call 863-7617.

ASE (Automotive Service Excellence)

ASE's primary function is to test and certify automobile and heavy-duty truck technicians and body repairers and painters. The ASE is administered at the Gallup Campus on three dates in November and May (six times total per year). Registration forms may be obtained from Center for Career and Technical Education or the Automotive Technology Department. Examinees can register online at www.ase.com.

PRAXIS

The PRAXIS specialty area tests are offered at four national administrations yearly. Information bulletins may be obtained from Center for Career and Technical Education, Calvin Hall Rm. 106. Examinees can register online at www.ets.org.

SAT (Scholastic Aptitude Test)

This test is given two times per year at the UNM-Gallup campus. Registration packets can be obtained at area high school counseling offices; examinees can register online at www.collegeboard.com.

NMTA--New Mexico Teacher Assessment

This test is offered five times per year at the UNM-Gallup campus. Information and registration bulletins can be obtained from the Education Dept. in Calvin Hall Rm. 124 and at Extended University in Calvin Hall Rm. 228. For more information, call 505.863.7618.

Career Directional Testing

Choice software is available in the College Learning Center (CLC) to help determine career interest and directions. For further information, contact the College Learning Center, Gurley Hall RM. 2205.

Other Special Examinations

For information concerning the Advanced Placement Program and the College Level Examination Program of the College Entrance Examination Board, see the Admissions section of this catalog.

E-Learning

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

Types of E-Learning Courses:

Online Courses:

Online courses are taught completely online. Learners access primary content and instruction from WebCT using a variety of tools including email, chat, discussion

boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above.

Hybrid Courses

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

Web-Enhanced Courses

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

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

UNM-Gallup online courses are not open-ended and have set start and end dates. Most follow 8- and 16- week formats with learning activities scheduled on a weekly basis. All UNM-Gallup admission and registration deadlines, policies and procedures apply to students who participate in online courses.

Please refer to the Schedule of Classes for up-to-date information regarding online courses. The schedule of classes is available at <http://schedule.unm.edu> or <http://my.unm.edu>.

Academic Information & Regulations

Student Assistance Chart

| | |
|---|---|
| To get started or don't know what to do | |
| Advisement | 863.7660 |
| To register for classes, drop/add or withdraw | |
| Registration Center | http://my.unm.edu |
| A Student ID Card | |
| Registration Center | 863.7524 |
| Financial Aid | |

| | |
|--|----------|
| Financial Aid Office | 863.7663 |
| VA Benefit Information | |
| Registrar | 863.7623 |
| Help with an academic problem, change of major, etc.; | |
| Your Faculty Advisor for your major. (If you are undecided, see a Student Services Advisor.) | |
| To talk about a personal issue | |
| Advisor's Office | 863.7660 |
| To talk about future goals, career plans, etc. | |
| Advisor's Office/Faculty Advisor, | 863.7660 |
| To change your name and address | |
| Registration Center | 863.7524 |
| To get involved with student activities | |
| Student Senate Office | 863.7573 |
| To purchase books, supplies, T-shirts | |
| Bookstore | 863.7505 |
| To pay tuition, fees, obtain info on refunds | |
| Cashier | 863.7545 |
| To purchase gift certificates | |
| Cashier | 863.7545 |
| To discuss a grievance or complaint | |
| Advisor's Office | 863.7660 |
| To talk about transfer | |
| Advisor's Office | 863.7660 |
| To plan your classes | |
| Advisor's Office or Faculty Advisor if you have declared a major. | 863.7660 |
| Housing Assistance | |
| Student Services Advisor | 863.7660 |
| Child Care Assistance | |
| Child Care Center | 863.7632 |
| A transcript | |
| Registration Center | 863.7524 |
| Bachelors and Graduate Programs | CH 228 |
| 863.7618 | |
| Student Health Insurance | |
| Registration Center | 863-7524 |
| Room Location Assistance | |
| Information Desk/Student Services | 863.7500 |
| A Mentor | |
| CLC Center | 863.7534 |
| A Tutor | |
| CLC Center | 863.7534 |

Students are solely responsible for complying with all regulations of UNM Gallup. Therefore, students are advised to familiarize themselves with the academic regulations of the Campus.

Class Hours and Credit Hours

A class hour consists of 50 minutes. One class hour a week of recitation or lecture throughout a semester earns a maximum of one credit hour. The time for vocational, studio, and skill courses may be greater. Courses offered which are numbered below 101 are usually offered for credit; however, these credits will not apply towards any associate degree at UNM Gallup except BSTC 100*. Community education courses earn no credits and do not count towards any degree program at UNM Gallup.

Course Numbering System

Courses offered at UNM Gallup are numbered from 010 through 299.

- 010 to 099 courses carry credit but are not applicable towards either a baccalaureate or associate degree; however, these courses may be determined to be necessary for the student to successfully complete a college level curriculum. Taking the placement test and meeting with an Academic Advisor will determine if these courses are necessary.
- 100 to 199 courses, lower division, normally are open to freshmen.
- 200 to 299 courses, lower division, normally are open to sophomores.
- Asterisk (*) indicates a technical, vocational or special course only applicable for baccalaureate credit upon petition to and approval from the degree granting unit.

GRADING

Grade Notification

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

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. Gives credit for the course, but is not computed in the grade point average. CR is the equivalent of at least a grade of C. At the graduate level CR is used to report completion of a master's thesis or doctoral dissertation. (See the following pages for specific information concerning pass/fail [CR/NC] option grading.)
- NC** No Credit. Not computed in the grade point average. At the graduate level NC is also used to report unsatisfactory completion of master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.
- 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 complete, 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. All approved course withdrawals after the sixth week of classes are subject to the grade of WP, if passing the course at the time of withdrawal.
- WF** Withdrawal Failing. All approved course withdrawals after the sixth week of classes are subject to the grade of WF, if failing the course at the time of withdrawal. The grade of WF will be 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. A W grade is used for approved administrative withdrawals only 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.

NOTE: 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 grade points earned at The University of New Mexico by the total number of hours attempted. These 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 or I are excluded in the grade point average calculation. For graduate students, the Office of Graduate Studies, internally for their record keeping processes, calculates a grade of "I" as a 2.0 until replaced by another letter grade.

The grade point average and earned hours for unclassified, non-degree, certificate and associate degree students will include all course work taken at any level at the University of New Mexico. Upon the student's acceptance into a baccalaureate level program, all non-baccalaureate level courses (suffix *) will be excluded from the calculation of earned hours and grade point average.

The academic standing of all students is reviewed at the end of each semester and Summer session in accordance with the regulations of their college.

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

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

Grade Options

Pass/Fail (CR/NC) Option

1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of C. Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading will receive NC (no credit).

4. A course may be changed to the pass/fail (CR/NC) grade option. See the current Schedule of Classes online at <https://my.unm.edu> for deadlines.
5. A maximum of 24 credit hours graded pass/fail (CR/ NC) will be allowed toward a baccalaureate degree. Graduate students may not count more than 6 hours of course work in which a C (2.0), C+ (2.33) or CR was earned.
6. Courses which are specifically approved for pass/fail (CR/NC) are not included in the 24-hour maximum allowed toward degree requirements.
7. The following may not be taken under the pass/fail (CR/NC) option:
 - a. Courses in the University Honors Program and the Undergraduate Seminar Program.
 - b. Courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of pass/fail (CR/NC) grading.
 - c. Courses that are part of the student's minor (see specific college and departmental requirements).
 - d. Correspondence courses.
 - e. Courses the student is repeating after first having taken the course under the regular grading system.

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

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

Student Attendance/Class Absences

Students are expected to attend all meetings of the classes in which they are enrolled. Absences due to illness, or to authorized University activity such as filed trips, athletic trips, etc., are to be reported by the student to his/her instructor(s) and to the Director of Student Services. If a student is unable to contact his/her Instructor(s), the student should leave a message at the instructor's department. The reporting of absences does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with his/her instructor(s) to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.

Verification (such as doctor's note, hospital billing, military orders, death notices, etc.) of a student's report of absence will be provided on request and in accordance with the following general procedures.

While the Director of Student Services does not excuse students from class, it is customary for the Director of Student Services Office to communicate with faculty

about students absences. The Director of Student Services will send the instructor(s) notices in the event of an extended absence, inability to reach instructor(s) or department(s) or emergency situation(s). Examples include sudden death in the family, sudden hospitalization, incapacitating illness or injury, immediate departure due to military orders, etc.

The Director of Student Services Office will verify a student's reported absence to facilitate the instructor's determination if make-up will be allowed. The reporting of absences does not supersede the instructor's attendance policy as stated in the course syllabus or as communicated by the instructor to a class.

The Director of Student Services is located in the Student Services & Technology Building, 505.863.7508.

Classroom Conduct

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. 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

Every student is expected to abide by the highest standards of honorable conduct in academic matters. Dishonest action in connection with tests, quizzes, or assignments, whether in the classroom or out, may be cause for dismissal from the University. Nondisclosure or misrepresentation in filling out applications or other University records will make a student liable for disciplinary action, including possible dismissal from the University.

Student Records Release Policy

No transcript or other information at the University relating to the records of any student shall be released or delivered to the student or to any other person, entity or institution unless all debts to the University have been paid. However, students have the right to inspect and review educational records to the extent that such rights are granted by applicable laws and regulations (see Access To and Confidentiality of Records).

Audits

A student may register for a course as an audit or without credit. However, any change to audit is governed by "Change in Grading" regulations. The tuition for audited courses is the same as for courses taken for credit.

1. A student may register in a course for audit. An auditor 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.
2. Courses taken for audit may be repeated for credit.

NO CHANGES IN AUDIT STATUS MAY BE MADE AFTER THE FOURTH WEEK OF CLASSES BY UNDERGRADUATE, GRADUATE, OR NON-DEGREE STUDENTS.

Repetition of a Course

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

Grade Replacement Policy

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

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

NO EXCEPTIONS WILL BE MADE TO THIS POLICY.

1. The Grade Replacement policy is effective as of Spring semester 1991 and only affects The University of New Mexico course work* from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991. *A student who fails a course at The University of New Mexico and repeats the same course with a grade of C or better at another college or university may have the credit accepted for transfer, but the grade received at The University of New Mexico will continue to be computed in the grade point average.

2. Students who are in undergraduate status are eligible to use this policy and only course work being applied toward an undergraduate degree will be considered for a grade replacement.
3. A repeated course must result in an improved grade in order to replace the other grade (e.g., a D cannot replace a D). The higher grade will remove the lower grade from the grade point average and earned credit hours. Grades of CR, NC, PR, WP and W are not replaceable grades since they do not affect the grade point average.
4. The process is not automatic. Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. The course numbers and titles must be identical, except where equivalencies or a change has been noted in The University of New Mexico Catalog. No substitute courses are acceptable. Forms will be accepted after the second attempt in the course has been completed.
5. A grade replacement may be applied to only 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
6. Once a grade replacement has been approved, the process cannot be reversed or changed.
7. No grade may be replaced after a degree has been awarded.
8. All grades will remain on the record. An "N" will appear on the transcript next to the course that has been replaced.

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

Probation & Suspension

The scholastic standing of all students (including those who withdraw from the University during the session) with respect to scholarship is checked at the end of each semester and summer session. At such times, all students who are deficient in scholarship are placed on probation, or suspended, in accordance with the following regulations:

Probation and Suspension Policy

1. The minimum scholarship index to remain in good academic standing at UNM Gallup is 2.00. Students will be placed on academic probation at the end of any semester in which their academic record fails to equal a 2.00. Probation is not a penalty, but an emphatic warning to the student that the quality of work must improve if the student is to obtain the necessary grade point average for graduation. Duration of probation is one semester.
2. Students on academic probation for a given semester are subject to suspension at the close of that semester if both the semester grades and cumulative average are less than 2.00. No student, however, is subject to suspension or dismissal because of his/her grade point average until the end of the semester or summer session in which the cumulative number of hours attempted exceeds 16. Duration of suspension is one semester for the first suspension, one academic

year for the second suspension, and five academic years for the third suspension. This policy is not grandfathered; therefore, previous suspensions are considered.

3. Students wishing to apply for readmission, after the suspension period is served, must contact Student Services for readmission procedures.
4. Students under suspension from another institution will not be considered for admission to UNM Gallup. A student on probation may not take more than 12 credit hours during the regular semester, or 6 credit hours during the summer term.

Course Load

A minimum course load for a full-time student is 12 credit hours. The maximum course load is 20 credit hours. A student may request an overload permit.

| | Full-time | 3/4 time | 1/2 time |
|----------|-----------|----------|----------|
| Spr/Fall | 12 | 9 | 6 |
| Summer | 6 | | 3 |

Credit Overload

A student who requests an overload must have a minimum of 3.0 grade point average, OR the approval of a Student Services Advisor.

Incomplete (I) Grade

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

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester/session. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades received Summer 2005 and after must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned.

Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to a F (failure) grade.

Incomplete grades received prior to Summer 2005 must be resolved by the published ending date of the next semester in attendance or within the next four semesters if the student does not re-enroll in residence. An Incomplete may be resolved even

though a student is not enrolled in residence. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure).

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office, SSC 250) by the deadline. Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record will report the final grade for the course in which the Incomplete was assigned to the Records and Registration Office, SSC 250. Graduate students see the section on Graduate Programs related to this policy.

Extension of Incomplete

A student may apply for an extension of the time allowed to complete the required course work removing the "I" grade. The request for extension may be obtained in the Office of Records and Registration. For the student who re-enrolls in residence, a one semester extension may be granted. If an extension is granted, it is the student's responsibility to remove the "I" grade by the date indicated. Graduate Students are required to obtain the additional signature of the Dean of Graduate Studies.

Change of Grade

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Records and Registration Office, it may be changed by submitting an Instructor-Initiated Grade Change and Incomplete Removal form to the Records and Registration Office. Only the instructor who issued the original grade (instructor of record) may submit any change. The change of grade must also be approved by the college dean or division chair if submitted 30 days after end of semester. Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation..

Grade Petition Procedure

1. A student seeking retroactive withdrawal, enrollment or disenrollment; extension of time for removal of an incomplete grade 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 Records and Registration Office, in the Student Services & Technology Building. This petition process does not cover disputes involving academic judgment (Refer to the UNM-Gallup Student Handbook, "Student Grievance Procedure,").
2. The petition must state the nature of the request; specify the semester involved, the course and section number, the student's name, identification number, mailing address and telephone number. It must include documentation of

extenuating circumstances, such as medical, family or employment needs. The petition must be typed and signed.

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

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

1. 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.

2. Limitations on Access to Student Records

No one inside or outside the University shall have access to students' education records, nor will the contents of 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.

3. 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: (1) personal notes (available only to writer or substitute) of University

staff and faculty, (2) certain student employment records, (3) counseling records used solely for treatment, (4) certain records of the University Police, (5) parents' financial records, (6) confidential letters and statements of recommendation placed in the records before January 1, 1975, and (7) 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.

4. Informing Students of Their Rights

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

5. 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 Services Center
- Career Counseling and Placement, Director, Career Counseling and Placement, Student Services Center
- Cashiers and Student Accounting, Bursar, Student Services
- Center College and Department Offices, Academic Dean, See individual college listing in the course schedule
- Dean of Students Office, Associate Vice President and Dean of Students, Student Services Center
- Graduate Studies, Dean, Graduate Studies, Humanities Building
- Housing Services, Associate Dean of Students and Housing, La Posada Hall
- Records and Registration Office, Registrar, Student Services Center
- Student Financial Aid, Director, Student Financial Aid, Mesa Vista Hall
- UNM-Gallup Registrar's Office, Gurley Hall, Rm 1143.

6. 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:

- 6.1. 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).
- 6.2. 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.
- 6.3. 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.

- 6.4. 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.

7. 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.

8. 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:

- 8.1. Any University employee who needs the information to fulfill job responsibilities.
- 8.2. University collection agents only for the purposes of collecting debts owed to the University.
- 8.3. Legal counsel advising or representing the University.
- 8.4. National Collegiate Athletic Association and the Mountain West Athletic Conference only for the purposes of conforming to eligibility rules for athletic competition.
- 8.5. Contractors, such as data processing, only for the purposes of performing work under contract for the University.
- 8.6. Honorary societies, and other chartered student organizations, only for determining membership eligibility/requirements, when the societies and/or organizations do not unlawfully discriminate on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition.

8.7. University researchers, including students doing research under supervision of a faculty member, if there are safeguards to protect the security of personally identifiable data and if it will not be possible to ascertain the identity of any student in any dissemination of the data or research results.

8.8. Officials of cooperating universities in which the student is enrolled.

9. Releases to Alleged Victims of Crimes of Violence

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

10. Directory or Public Information Categories

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

A student wishing to keep confidential the “directory information” listed above 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 Registration Office, UNM-Gallup, 705 Gurley Avenue, Gallup, NM 87301.

The fax number is 505.863.7610. The following information is needed to process the request by fax or mail: student name, social security number and signature.

11. 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.

12. 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.

13. 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.

14. 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, RM 1143, Gurley Hall.

Change of Address/Name

It is very important that the student keep the Registrar’s Office informed of any changes made, including name, mailing and home address. To make the address/name change, contact the Registration Office.

Student I.D. Cards

I.D.’s are available at the Registration Office. Photo I.D.’s will be taken each semester. Do not miss your opportunity to obtain your Lobo ID Card.

Student Identification Number

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

Official Transcripts

The fee for each official transcript requested is \$5.00.

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

You may come to the Registration Office to request your transcript. Official transcripts take 3-5 working days to complete. Proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) is required when ordering transcripts in person.

Unofficial Transcripts

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

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

You may come to the Registration Office in person to request and/or pick up your unofficial transcript. If you have work prior to Summer 1983 then your request will take 3-5 working days to complete. Proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) is required when ordering and picking up transcripts in person.

Mailed Transcript Requests

You may mail request to:

Office of the Registrar
ATTN: Transcript Request
MSC11 6325

1 University of New Mexico
Albuquerque, NM 87131-0001

Mailed requests must include the following information:

- Student signature
- Date of request
- Current/previous name(s)
- Social Security Number/UNM ID
- Date of birth
- Dates of attendance
- Current address
- Daytime telephone number
- Address to which the transcript is to be sent
- For Official Transcripts only: check, money order or Visa/MasterCard information (complete card number, expiration date and cardholder name).

Unofficial transcripts may be faxed to recipients. The University of New Mexico is not responsible for whether or not the recipient will accept the faxed copy.

Other Exclusions

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

Academic Renewal Policy

Academic renewal applies to undergraduate degree-seeking students who have been readmitted to UNM after an absence of five years. The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned credits and recalculating the student's grade point average from the point of re-admission. Students may obtain petition forms from the Registrar's Office, Gurley Hall. If all criteria are satisfied, the petition will be approved and the academic record noted. The following guidelines apply:

Academic Renewal Guidelines

1. Academic renewal may be applied only once and is not reversible.

2. An absence of five or more years must have elapsed between re-admission and the last enrollment at UNM. (Note: Re-admission to the University and acceptance in a degree program must occur prior to academic renewal.)
3. The student must be currently enrolled in a degree or certificate program. Additionally, college entrance requirements such as minimum hours and grade point average must still be met after the effect of academic renewal. (Note: Academic renewal will not be applied if total earned credits should fall below the minimum for entrance to the student's academic unit.)
4. At least 12 credit hours (but no more than 36 credit hours) must be completed in good standing (2.00 grade point average or better) since re-admission before academic renewal can be applied. (Note: Probationary status is determined by the degree-granting unit and 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 will not count toward satisfying the residence credit requirements.)
6. All courses taken prior to academic renewal will remain unaltered on the record. An appropriate notation will be added to the record to indicate academic renewal. From prior courses, those with a grade of C or better (or CR) will be carried forward as earned credits only. Acceptability of these credits towards a degree will be determined by the degree-granting unit.
7. Courses with a grade of C- or below taken prior to academic renewal will be noted and will not count for earned credits or for satisfying any graduation requirements.
8. Academic renewal, when applied, will be effective as of the date of the re-admission following the five-year absence.
9. The cumulative grade point average after academic renewal will be calculated on the basis of courses taken since the re-admission following the five-year absence.

A college education is an investment in your future. It is an investment that will pay increasing dividends in earning power and in the quality of your life. The basic premise underlying student financial aid is that the primary responsibility for a student's education rests with his or her family. When the resources of the family are not sufficient to meet college costs, the student may be eligible to receive financial assistance. This aid may come in the form of scholarships, grants, work programs and/or student loans.

If you feel you need financial help to pay for college expenses, you should apply for financial aid to determine your eligibility. The following information will explain the application process and answer questions about financial aid at the University of New Mexico. To maximize your opportunity for funding, your application must be received by March 1. You must also respond to any request for additional information in a timely fashion. Pell Grants and Federal Stafford Loans remain available to eligible students who submit applications after the March 1 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. We encourage students to apply on the Web. The address is: <http://www.fafsa.ed.gov>. The University of New Mexico's Federal School Code is 002663. All prospective students must be admitted to the University of New Mexico to receive an offer of financial aid.

The costs of attending the University of New Mexico include: 1) tuition and fees; 2) room and board; 3) books and supplies; 4) transportation; 5) personal expenses; and 6) 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, please access our Web page at: <http://www.unm.edu/~finaid>.

Enrollment Requirements for Financial Aid

To receive financial aid, students must generally be enrolled at least half-time as a regular student in an eligible program. Scholarships generally require full-time enrollment. Courses taken as audit are not included toward financial aid enrollment requirements. Award amounts are generally pro-rated according to enrollment status.

The student is responsible for meeting minimum enrollment requirements. Students knowingly receiving aid to which they are not entitled may be in violation of University policy and state or federal laws. If you have any questions please contact the Financial Aid Office.

Enrollment Requirements

Undergraduate Students

| | |
|---------------------|-------------------|
| Full-time: | 12+ credit hours |
| Three-quarter time: | 9-11 credit hours |
| Half-time: | 6-8 credit hours |

Satisfactory Academic Progress

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

1. **Grade Point Average:** Students are required to maintain a grade point average consistent with graduation requirements for their major as follows:
 - While completing the first 30 credit hours as an undergraduate, a student must attain a minimum 1.7 GPA.
 - Students with more than 30 credit hours must sustain a minimum 2.0 GPA.
 - Graduate students must sustain a minimum 3.0 GPA.
 - Law, Medical and Doctor of Pharmacy students must sustain a minimum 2.0 GPA.

2. **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 will be considered completed. Repeated courses were already counted as completed, and will not be 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. 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 will not count toward the completion of a graduate degree.

3. **Maximum time frame:** Undergraduate students must complete their program 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 credits, the maximum time frame for completion is 192 attempted credits. All attempted credit hours from any college, including non-degree hours, and hours attempted in completing a prior certificate or degree will 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.

Should you fail to meet the criteria listed above, you will no longer be eligible to receive financial aid at the University of New Mexico. Petitions will be allowed for students with extenuating circumstances beyond their control, such as a serious personal illness, divorce, or the death of a close family member.

Typical Sources of Financial Aid

| Type | Estimated | Maximum |
|------------|-----------|---------|
| Pell Grant | \$4731 | |
| SEOG Grant | \$500 | |
| SSIG Grant | \$500 | |

| | |
|---------------------|-------------------------------------|
| UNM-G Lobo Scholars | Tuition Cost |
| NM Lottery Success | Tuition Cost |
| Perkins Loan | \$4000 |
| Direct Loan | \$3500 Freshman \$4500 Sophomore |
| Loan for Service | \$10,000 |
| Work Study | Varies |

Disbursement Schedule

See the current online Schedule of Classes at <http://my.unm.edu> for disbursement dates. After the first week of classes, disbursement is open to all students.

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 will be charged as a non-resident. Please refer to the Residency section in this catalog.

Federal Student Loans

The University of New Mexico is no longer a participant in the William D. Ford Direct Loan Program. Federal loans are now serviced by New Mexico Student Loans. Students wishing to borrow can contact the Financial Aid Office for more information.

Payment Plan

Payment of tuition and fees may be deferred under the University's Payment Plan, which requires a down payment and payment of nonrefundable set-up fee. All deferments require a signed promissory note. All deferred charges must be paid in full before a subsequent deferment will be granted. Please call the Bursar's Office for additional details at 505.863.7545.

FOR MORE COMPLETE INFORMATION ABOUT THESE PROGRAMS CONTACT:

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

Veterans

Veterans Vocational Rehabilitation Assistance (Chapter 31)

A veteran of World War II or thereafter who has a service-connected disability which entitles him or her to VA Disability Compensation and who is in need of vocational rehabilitation because his or her disability creates an employment handicap may be eligible for Chapter 31 benefits.

Vocational rehabilitation may be provided for up to 48 months, and an eligible veteran now generally has 12 years from discharge or release from active duty in which to use these benefits. The VA may approve an extension of time and/or length of training in certain cases. Disabled veterans are encouraged to contact the VA office nearest them to obtain detailed information and to request VA Form 28-1900, Disabled Veterans Applications for Vocational Rehabilitation.

Veterans Educational Assistance

Program (Chapter 32) Chapter 32, the Post-Vietnam Era Veterans Educational Assistance Program, referred to as VEAP, provides benefits to individuals who initially entered active duty service after December 31, 1976. While serving on active duty, the service person may voluntarily contribute to an educational assistance fund. Contributions may be made monthly in amounts ranging from \$25 to \$100, or the service person may elect to make a lump-sum contribution before his or her release from active duty. Total contributions by the service person may not exceed \$2,700 under current law. The military services may contribute additional amounts to the educational fund as a recruiting or retention incentive. When an eligible participant enters training, the appropriate military service will match the individual's monthly contributions on a two-for-one basis. If an additional amount was contributed by the military service, that amount will be divided equally over the participant's months of entitlement. Maximum entitlement is 36 months. A participant will have fewer than 36 months of entitlement if he or she made contributions for less than 36 months, or if his or her monthly contributions were in amounts greater than \$75. For example, if a service person made monthly contributions of \$100, then he or she reached the maximum contribution of \$2,700 in 27 months, and will have 27 months of entitlement. Monthly benefit payments to this person for full-time training would be \$300 (plus the proportionate amount of any contribution by the individual's military service).

Benefit payments are made to servicepersons on the same basis as they are to veterans. Veterans, under Chapter 32, have delimiting dates which are 10 years and 1 day following their dates of discharge. A veteran may request a refund of his or her unused individual contributions at any time.

Selected Reserve Educational Assistance Program (Chapter 1606)

Chapter 1606 benefits are available to individuals who enlisted, re-enlisted, or extended an enlistment in the Selected Reserve for a period of at least 6 years after June 30, 1985. The initial period of active duty for training must have been completed. In addition 180 days of service in the Selected Reserve must have been completed. To receive Chapter 1606 benefits the student must have a high school diploma and cannot have completed a bachelor degree or equivalent program.

New GI Bill Active Duty Educational Assistance Program (Chapter 30)

Chapter 30 benefits are available for individuals who first entered active duty after June 30, 1985 and who have served at least 2 years of honorable continuous active duty if the first period of service was less than three years or for currently active duty personnel. If the obligated period of service was for three years, the obligated three years of service must have been completed.

Additionally, veterans are eligible for Chapter 30 benefits after December 31, 1989 if active duty was begun before January 2, 1977 and if time was served continuously on active duty from October 1984 until at least June 30, 1988, or at least June 30, 1987 if the participant then served continuously for at least four years in the Selected Reserve. Benefits vary under this program according to the veteran's eligibility rating. An eligibility rating will be provided through the St. Louis VA Regional Office upon completion of application.

Veterans Benefits Educational programs at UNM Gallup have been approved for persons eligible for VA benefits. Further information concerning the GI Bill Educational Training and Veterans Affairs may be obtained from the veteran's advisor in Student Services. Applications for the various VA programs can be obtained from the VA advisor. If a veteran has any doubt of his or her eligibility for any of the above-mentioned programs, additional information can be obtained by calling the VA Office at 1.800.827.1000 or 1.888.442.4551.

Do not let the lack of money stand in the way of your college education. Investigate the alternatives today. We will be happy to have you visit UNM Gallup, talk with an advisor, and show you the financial alternatives available.

Bus Transportation

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

Catalog/Bulletin

The University publishes a catalog every two years, outlining academic policy, regulations, programs, and course work. These are available for new students free of charge and are for sale at the bookstore for a nominal fee. The catalog can be found online at <http://www.gallup.unm.edu>.

Schedule of Classes (Online View Only)

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

Student Handbook

A Student Handbook is written jointly by Student Services, Student Senate and the Faculty Student Affairs Committee to orient students about facilities, programs, regulations and activities. It is an orientation directory designed to complement the catalog, which serves as the academic directory. The handbook is published by Student Services and is available free to students. Copies may be picked up from the Student Senate Office, in Student Services, or in the Bookstore.

Student Activities

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

No Smoking Policy

UNM Gallup has a campus-wide NO SMOKING POLICY. This policy prohibits smoking in all UNM Gallup buildings, including faculty and staff offices. A designated smoking area will be provided outside of Gurley Hall in the patio courtyard.

Food and Drink in Classrooms

Eating and/or drinking in classrooms is prohibited. Classrooms are used many times each day and the odor is sometimes offensive to students.

Lost & Found

Lost and found property should be reported to the Campus Police as soon as possible. Lost property may be claimed during business hours at the Campus Police office (Gurley Hall, Room 1123) or the Information Desk located in the Gurley Hall Lobby.

Vending Machines

Various snack and beverage machines are located throughout the campus.

Parking

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

All UNM-Gallup faculty, staff and students are required to obtain and display parking permits for all vehicles used to part on campus

Food Service

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

Campus Watch

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

Student Health Insurance

The UNM Accident and Sickness Health Insurance Program is available to students enrolled for six or more hours in the fall or spring semester (3 or more in the summer).

Services for the policy are coordinated by Macori, Inc. The underwriter is National Union Fire Insurance Company of Pittsburgh, PA. For complete information about the plan, including cost of coverage and an enrollment application, visit www.macori.com or call 1-800-285-8133.

The policy is geared to the needs of UNM students and provides coverage for a semester or a 12-month period regardless of geographic location. Dependent and spouse coverage is also available. The Student Insurance Plan also offers optional dental coverage. Enrollment is limited to a three-week period at the beginning of each semester. An Insurance Specialist is available to assist students with insurance claims and other insurance issues. **NOTE:** International students are required to have health coverage while enrolled. The student health insurance policy can meet this requirement.

Bookstore

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

Bulletin Boards

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

Student Grievance Procedure

The faculty and staff of UNM Gallup are receptive to student suggestions. Students who have a problem may see an advisor in Student Services to seek resolution of a grievance through the Student Grievance Procedure. Copies of the grievance procedure are available at Student Services and in the Student Handbook.

Commencement

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

Commencement exercises are held once a year at the end of the spring semester. Attendance is optional but recommended. Students who completed graduation requirements during the preceding summer or fall semester and had their degree conferred are invited to attend the ceremony.

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

Sexual Assault Policy

This policy provides for The University of New Mexico main and branch campuses:

- A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
- B. Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.
- C. Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities if the student requests the assistance of these personnel.
- D. Notification to students of existing on and off campus counseling, mental health or other student services for victims of sex offenses.
- E. Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those changes, if requested by the victim and reasonably available.
- F. Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
 1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
 2. Both the accuser and the accused shall be informed of the final determination of a disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
 3. Sanctions the installation may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

To receive a complete copy of this policy, please contact the UNM Gallup Executive Director at 505.863.7501.

The University of New Mexico Gallup Campus, in compliance with the Federal Campus Security Act, provides to all prospective students and employees the following information:

Emergency Notification

In the event, you become aware of an emergency (police or medical), you should call 9-911 (from a campus phone extension) or 911 from a pay phone. All other reports should be placed by calling ext. 7620 from a campus extension or 863-7620 from a non-campus phone.

To report criminal activity at a site other than the Gallup Campus, including UNM sponsored activities held off-campus, contact the law enforcement agency of

jurisdiction for immediate response. You should also report the incident to Campus Police.

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

Crime Statistics

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

Campus Security

Crime Prevention

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

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

Escort Service

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

Snow Policy

The University of New Mexico "Snow Policy" provides that all offices and work locations are expected to remain opened during regular business or operating hours even if early or late classes are canceled because of snow. Only in the most extreme conditions would the University/Campus shut down.

Inclement weather can make it difficult or impossible for certain employees to be at work as scheduled. Supervisors are expected to be flexible in these situations in accordance with the business needs of the organization and reasonable health and safety needs of employees.

On days when there is bad weather, listen to local radio stations for information. The following should guide your actions:

"Closure" refers to the entire campus being closed and no classes held.

"Class Cancellation" refers to the college services being open but no classes in session.

UNMG is not on the McKinley County Schools closure schedule. When they are closed,

UNMG will most often still be open and holding classes.

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

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

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

Traditional Annual Events

- **Student Orientation:** Academic rules and regulations for UNM Gallup are explained each January and August before the Spring and Fall semesters.
- **Open House:** In April, all seniors and juniors from the area high schools are invited to visit and tour UNM-Gallup.
- **(Center for Career and Technical Education) CCTE School Tour:** Prospective CCTE students tour the facilities in April.
- **CCTE Graduation Recognition Ceremony:** In May, students receive certificates of completion for the CCTE program.
- **Cultural Events:** Visiting artists, writers and musicians present exhibitions, readings and performances at varying times on campus. These events are announced through the local media and on the campus website.
- **Holiday Lighting:** The first week of December, the campus hosts a Holiday Lighting ceremony. The luminaries are switched on to mark the official commencement of the holiday season, refreshments are served, and there is a visit from Santa Claus for the children.
- **Graduation:** Held the second or third Friday in May. Students receive recognition for achievements including Certificates of Completion, degrees representing Associate of Applied Science, Associate of Arts and Bachelors degrees in Nursing, Education and University Studies.

- **Distinguished Citizen Award:** Presented at graduation to a citizen in acknowledgment of his/her extraordinary and distinguished service to the Gallup Campus.

Community Affairs Division & Community Education

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

Campus Tours

A campus tour is the best way to get a clear impression of what UNM Gallup has to offer students and the community. Prospective students, community members, and community groups are all invited to contact Student Services and request a campus tour. A tour provides an opportunity to ask questions, meet instructors and staff, and see the facilities of which we are justifiably proud. To arrange for your tour, contact Student Services at 505.863.7660.

Cooperative Education

Cooperative Education courses (CO-OP) are designed for students to work part-time in area businesses related to their major field of study while receiving course credits. Students gain valuable work experience and local businesses gain eager learners. Experience in chosen fields opens the doors to preferred jobs after graduation. Ask your advisor for information about availability of this course in your program of study. 505.863.7660.

Cultural Arts Council

The Cultural Arts Council was established in 1988 to promote and sponsor the arts within the educational community served by UNM Gallup. Faculty, staff members, students, and community members volunteer their time to the council in order to bring poetry readings, drama, music, dance, and art lectures to the Campus. Under the

C.A.C. sponsorship, UNM Gallup serves as a site for the Gallup McKinley School Districts Artists in Residency Program.

Gallup Public Radio

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

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

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

CLC (College Learning Center)

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

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

Supplemental Support Services

Special projects offered FREE OF CHARGE include:

- Peer Tutoring for students desiring additional assistance.
- Limited English Proficiency instruction is offered at various locations throughout the county.
- Supportive Services for the Handicapped assists physically disabled individuals in achieving success in their learning experience.
- Video aids to supplement instruction.
- Supplemental Instruction (SI) offered one-on-one and in small groups for vocational education students.
- Placement testing
- Mentoring for those students needing assistance adjusting to college life.

TRiO/Student Support Services

The TRiO/Student Support Services Program is a federally funded grant program designed to assist eligible students in overcoming social, academic and cultural barriers in obtaining a college education. Enrolled students with fewer than 70 units, who have an academic need (as defined by the Department of education), who have a compass scores at or above Math (25), Reading (40) and English (20) and meet at least one or a combination of the following:

- Low-income
- First Generation (neither parent has a college degree)
- Disability (physical or learning)

The TRiO Program serves 160 students, which allows staff to work intensely with students in the areas of academic choice and tutoring, personal assessment and career advisement. One-on-one interaction builds personal and professional relationships with students. The TRiO staff services programs creates a climate of support for students as they strive to move out of poverty and dependence toward financial freedom and independence.

Services Provided:

Academic, Financial, Personal, and Career Advisement

- College Transition Advisement
- One-on-One Tutoring
- Intervention/Early Alert
- Supplemental Instruction
- Laptop Loan Program

- Scientific Calculator Loan
- Textbook & Video Library
- Transfer trips
- Cultural/Enrichment Activities
- Grant Aid
- Advocacy
- Computer/Tutoring Lab
- Mentoring

TRiO/Student Support Services/ Administrative, Academic, and Computer Lab services are located in Gurley Hall B-228, B-229, B-230, and B-215. Students may call TRiO/Student Support Services at 505.863.7751 for an application or additional information. AA/EOE 100% funded by the Department of Education

Zollinger Library/Learning Resources Center (LRC)

Location and Hours

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

| | | | | |
|-------------------|------|----------------|--------|-------------|
| Fall & Spring: | M-Th | 8 am - 9 pm | F, Sat | 9 am - 4 pm |
| Summer: | M-Th | 8 am - 7 pm | F | 8 am - 3 pm |
| Between Semesters | M-F | 8 am - 12 noon | | |

Policies

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

Services

Zollinger Library provides a variety of services and resources that support the University's instructional programs and users' needs for personal enrichment and recreation. Knowledgeable staff are available to organize library materials, to help

users locate information, and to assist them in using audiovisual and computer equipment.

Computer networking

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

Inter-Library Loan

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

Library Instruction

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

Photocopying

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

Reference

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

Reserves

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

Computer Services

Locations and hours are as follows:

| | |
|---------------------------|-----------------|
| AutoCAD | CH 266 |
| Design and Digital Media | CH204 |
| Lion's Hall Business Tech | CH152, 261, 263 |

Schedules are posted on Lab doors

UNM Gallup personnel can check out audiovisual equipment in person or by calling Ext. 7604 in advance.

Policies

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

Services

Macintosh hardware and software is located in the Electronic Publishing Lab. All other Labs have MS Windows-based hardware and applications. All computers are connected to the campus LAN and offer email and Internet access. The Manager of the Computer Services Department has the sole discretion on network access and all other computing resources.

Adult Basic Education (ABE)

The UNM Gallup ABE program is available to those individuals not yet ready to enroll in college level courses. This includes students working on their GED, as well as students who already have a high school diploma or GED and who are seeking to "refresh" themselves before enrolling in the college.

The program is FREE OF CHARGE. Individuals can join the program at any time and do not have to use financial aid money to enroll. ABE students are provided with books and materials at no cost. Students in ABE get to direct their own learning and focus on the skills and abilities most important to them.

We have many programs available to potential UNM-G students, including:

1. ABE: For those individuals seeking help with basic skills, literacy, and math, we offer workshops and tutoring.
2. GED Prep and Testing: We offer diagnostic testing, classes and tutoring, and monthly GED testing; upon completion, the student earns a NM high school diploma.
3. ESL (English as a Second Language): We offer diagnostic testing, classes and tutoring, to increase oral and written language skills during the daytime and evening classes at our UNM-G North campus location.
4. Workplace Skills: We offer online instruction in workplace skills to help individuals find and retain employment.
5. Leadership Skills: Through an ABE student club, we offer students the opportunity to increase their leadership skills, travel to conferences, and plan group activities.

Each site offers all of the services and programs listed above. However, certain sites also focus on specific programs:

1. UNM-G Campus (Gurley Hall 2209; 863.7595) Special focus: 8 week classes for both pre-GED and GED-prep
2. UNM-G North (425 North 7th Street, Gallup; 722.6437) Special focus: ESL group classes
3. UNM-G South (Zuni; 782.6023)
4. Dine' Bekis Center (Red Lake Chapter, Navajo; 722.2810)

The University Honors Program

The University Honors Program offers UNM Gallup students many advantages. At the heart of University Honors are small interdisciplinary seminars taught by faculty members who are committed to exploring significant ideas while encouraging active student participation. The emphasis is on intensive reading, writing and discussion in which reasoned self-expression is valued and rewarded. Usually, Honors seminars have few lectures or traditional exams.

Formal requirements for graduation with Honors in University Honors are:

1. Completion of 24 credit hours in University Honors seminars with a minimum of 3 credit hours at the 100, 200, and 300 levels, and 6 credit hours of senior capstone options (400 level)
2. A minimum 3.20 cumulative grade point average.
3. Recommendation by the Director and Certification by the University Honors Council.

Courses are designed and offered by various faculty on a semester basis. Most courses are offered at the 200 and 300 levels

University Honors Seminars usually carry three credit hours. They may be used to fulfill group requirements or electives in various programs. Honors students are graded A, CR, and NC. This system is designed to encourage students to take risks by enrolling in seminars in subjects with which they are not familiar. An A means outstanding work. CR indicates creditable work (B or C level). NC means no credit. The CR and NC are not graded hours, so taking an Honors seminar can only improve a student's GPA.

For more information, see a member of the Honors teaching team.

NOTICE: University Honors courses provide credit in Humanities.

Police and Campus Safety

For your protection, Campus Police provides law enforcement on the Gallup Campus. You can contact Campus Police by phone (505.863.7620) or at the office (Gurley Hall Room 1132).

Center for Career & Technical Education (CCTE)

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

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

Not only can students earn credits toward high school graduation, they can, in most programs, earn between 12 and 14 college credits per year. After high school graduation, these credits can be applied toward a certificate or degree in a college program. Students may enroll in one of the following programs:

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

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

- Central High School
- Gallup High School
- Gallup Catholic School
- Gallup Christian School

Middle College High School
Miyamura High School
Ramah High School
Rehoboth High School
Thoreau High School
Tohatchi High School
Twin Buttes High School
Wingate High School
Zuni High School

Depending on the program, instruction takes place on the UNM-Gallup Campus, at the UNM-Zuni facility, at Miyamura High School, and at Ramah High School.

Middle College High School

The Middle College High School (MCHS) is a New Mexico public charter middle college high school located on the University of New Mexico-Gallup campus in Calvin Hall rooms 100-102. Students from the area who are residents of New Mexico with 6 high school credits can enroll into this rigorous academic and career focused program. The MCHS has a small enrollment of only sixty students who can take part in the program. A lottery is held before each semester for enrollment. The MCHS students are enrolled both in the high school program to earn their diploma as well as with the University of New Mexico-Gallup. Students take college courses only while earning both college and high school credits. Students are also required to take part in other components of the MCHS program. These include: small group seminar, tutoring, professional mentoring, job shadowing, service learning, and work-study.

Goals of the Middle College High School:

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

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

Enrollment:

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

For more information contact the MCHS at 505.722.9945.

UNM Gallup South Campus at Zuni

In 2002, a state-of-the-art facility opened in Zuni, approximately 35 miles south of Gallup. Located in a beautiful area of the state with spectacular mesas and pinon-juniper grasslands, the student-instructor ration at the Zuni campus allows for individualized interaction and attention. The facility serves the communities of Zuni, Ramah, Pine Hill and the surrounding area.

The Zuni campus offers general education courses and wide variety of specialty courses required for UNM college certificates and degrees. The campus provides access to technology classes, professional development workshops, community education, teaching enhancement courses, Adult Basic Education (ABE), General Education Development (GED), and summer programs for high school and college students. Additionally, courses are offered on a dual credit basis or through the Center for Career and Technical Education (CCTE) in conjunction with the area high schools.

Academic advisement and financial aid counseling are provided on site. College placement testing and Tests of Adult Basic Education (TABE) are also available. For scheduling and other information about programs at the Zuni campus call 505.782.6010.

Disabled Student Services/Accessibility Needs

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

Students with special needs should contact the Accessibility Services Office for referral to the appropriate resource.

Sexual Harassment Policy

1. General. The University of New Mexico Sexual Harassment Policy can be obtained from the Office of Equal Opportunity Programs. The following is a synopsis of the Policy, approved by the University Board of Regents on August 9, 1988, and The University of New Mexico Sexual Harassment Grievance

Procedure, signed by the University President on August 10, 1988. The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

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

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

2. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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

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

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

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

offenders are male, the prohibition of sexual harassment applies regardless of the genders of the parties.

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

Child Care Center

The Child Care Center is available for children of students, staff, and faculty. It is open:

| | |
|------------|-----------------------|
| Mon -Thurs | 7:30 a.m. - 9:30 p.m. |
| Fri | 7:30 a.m. - 5:00 p.m. |

Rates are based on the number of hours your child attends per week. Children receive age and developmentally appropriate care.

Student Profile

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

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

- a. Acquire communication proficiency.
Students will demonstrate an understanding of college level texts and master materials in American English appropriate to their programs of study. They will acquire the needed speaking skills to make public presentations and broaden their repertoire of communicative behaviors.
- b. Develop problem solving ability.
Students will develop workable problem-solving ability since it is the key factor in goal directed behavior. Problem solving requires the learner to balance and mix reflection and careful analysis with action, caution with risk taking, solitary decision making with involvement and interaction with others.
- c. Acquire employment skills.

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

d. Contribute to the quality of life.

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

e. Function in a world of technology.

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

f. Become a responsible citizen.

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

g. Acquire inter-cultural sensitivity.

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

General Education and Program Requirements

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

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

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

Core Curriculum

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

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

The University recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students require flexibility on its part. Transfer and reentering students will receive advising in the college and department to which they are admitted in order to establish an appropriate program which will meet their needs and the aims of the Core. Where degree program requirements are so structured that a student's total academic program credits would be increased by taking a Core course in a particular Core area, a department may approve a blanket substitution of a course in a particular Core area for all students pursuing an undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis. The basic Core Curriculum requires approximately 37 hours of courses in seven areas of study.

1. **Writing and Speaking (9 hours):** English 101 and 102 plus an additional course chosen from English 219, 220; Communication and Journalism 130; Philosophy 156. Students with ACT English scores of 29 and higher or SAT Critical Reading scores of 650 or higher, have satisfied the University Writing Requirement and should enroll for courses of their choice in the Writing and Speaking Core. Students with ACT English scores of 26, 27, 28 or SAT Critical Reading scores of 610 or higher may enroll directly in English 102 and, upon passing, meet the University Writing Requirement. Students with ACT English scores of 25 or lower

or SAT Critical Reading scores below 610 should enroll in English 101. Students who have taken an Advanced Placement examination in English Language or Literature should refer to “Advanced Placement” for placement and credit information.

2. **Mathematics:** One course chosen from Math 121, 129, 150, 162, 163, 180, 181, 215, Stat 145.
3. **Physical and Natural Sciences:** Two courses, one of which must include a laboratory, chosen from Anthropology 150 and 151L, 121L (lab required), 160 and 161L; Astronomy 101 and 101L; Biology 110 and 112L, 123 and 124L; Chemistry 111L (lab required), 121L (lab required) or 131L (lab required), 122L (lab required) or 132L (lab required); Earth and Planetary Sciences 101 and 105L, 201L (lab required); Environmental Science 101 and 102L; Geography 101 and 105L; Natural Sciences 261L (lab required), 262L (lab required), 263L (lab required); Physics 102 and 102L, 105, 151 and 151L, 152 and 152L, 160 and 160L, 161 and 161L.
4. **Social and Behavioral Sciences (minimum 6 hours):** Two courses chosen from American Studies 182, 185; Anthropology 101, 130; Community and Regional Planning 181; Economics 105, 106; Engineering-F 200; Geography 102; Linguistics 101 (AOA Anthropology 110); Political Science 110, 200, 220, 240; Psychology 105; Sociology 101.
5. **Humanities (6 hours):** Two courses chosen from American Studies 186; Classics 107, 204, 205; Comparative Literature and Cultural Studies 222, 224; English 150, 292, 293; Foreign Languages (M Lang) 101; History 101L, 102L, 161, 162; Honors Legacy Seminars at the 100- and 200-level; Philosophy 101, 201, 202; Religious Studies 107, 263, 264.
6. **Foreign Language (non-English language; minimum 3 hours):** One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language), Spanish and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs.
7. **Fine Arts (minimum of 3 hours):** One course chosen from Architecture 101; Art History 101, 201, 202; Dance 105; Fine Arts 284; Media Arts 210; Music 139; Theatre 122. Students may elect to take one 3-hour studio course offered by the Departments of Art and Art History, Music, Theatre and Dance, and Media Arts to fulfill this requirement.

New Mexico Lower Division General Education Common Core Curriculum

The New Mexico Higher Education Department and representatives of the state's community colleges and universities are collaborating to define various transfer modules – lists of course totaling about 65 semesters-hours of credit – to guide students who anticipate transferring between institutions. Courses selected in accordance with these modules are guaranteed to transfer between institutions and to apply toward requirements for a bachelor's degree. As of June 2000, modules have

been defined for students planning to major in business, engineering, teacher education, physical sciences, biological sciences, or social/behavioral sciences. Additional modules are under development.

- The transfer modules can be found at:
<http://hed.state.nm.us/colleges/modules.asp>
- The NM Lower-Division General Education Common Core Curriculum is listed on page 57.
- Courses offered at UNM-Gallup meet the Common Core criteria. Those courses are listed in the course description section of the catalog beginning on page 144 with the following notation. “Meets New Mexico Lower Division General Education Common Core Curriculum Area.”

New Mexico Common Core

Follow the New Mexico Common Core if you will be transferring to another four-year institution in New Mexico, or if you are uncertain of the institution from which you wish to graduate. The following are the five general areas of the NM Common Core. In each instance the corresponding UNM courses, which are offered at UNM Gallup, are listed. A “¹” super scribed next to a course indicates that the course is also part of the UNM Core Curriculum.

Area I: Communications

9 credit hours (3 courses)

Choose from:

- 1 course (3-4 credits) in college-level English composition. ENGL 101¹ fulfills this requirement.
- 1 course (3 credits) in college-level writing (a second course building the above). ENGL 102¹, 219¹, and 220¹ fulfill this requirement.
- 1 course (3 credits) in oral communications. CJ 130¹, and 221 fulfill this requirement.

Area II: Mathematics

3 credit hours (1 course)

Choose from:

- 1 course (3 credits) in college algebra. MATH 121¹ and MATH 150¹ fulfill this requirement.
- 1 course (3 credits) in calculus. MATH 162¹ and MATH 180¹ fulfill this requirement.
- 1 course (3 credits) selected from other college-level mathematics. MATH 129¹ fulfills this requirement.

Area III: Laboratory Science

8 credit hours (2 courses, both with Labs)

Choose 1 or 2 from the following:

- 1 or 2 courses (4-8 credits) in general biology. BIOL 110¹/112L¹, BIOL 123¹/124L¹, BIOL 201, 202, 203L and 204L fulfill this requirement.
1 or 2 courses (4-8 credits) in general chemistry. CHEM 111L¹, CHEM 121L¹, CHEM 122L¹, CHEM 131L¹ and 132L¹ fulfill this requirement.
- 1 or 2 courses (4-8 credits) in general physics. PHYC 151¹/151L¹ and 152¹/152L¹ fulfill this requirement.
- 1 or 2 courses (4-8 credits) in geology/earth science. EPS 101¹/105L¹ and 201L¹ fulfill this requirement.
- 1 or 2 courses (4-8 credits) in astronomy. ASTR 101¹/101L¹ fulfill this requirement.

AREA IV: Social/Behavioral Sciences

6-9 credit hours (2-3 courses)

Choose 2 or 3 from the following:

- 1 course (3 credits) in economics; macroeconomics or microeconomics, ECON 105¹ and ECON 106¹ fulfill this requirement.
- 1 course (3 credits) in introductory political science POLS 110¹, 200¹, 220¹, and 240¹ fulfill this requirement.
- 1 course (3 credits) in introductory psychology PSY 105¹ fulfills this requirement.
- 1 course (3 credits) in introductory sociology. SOC 101¹ fulfills this requirement.
- 1 course (3 credits) in introductory anthropology. ANTH 101¹ and ANTH 130¹ fulfill this requirement.

Area V: Humanities and Fine Arts

6-9 credit hours (2 or 3 courses)

Choose two of three from the following:

- 1 course (3 credits) in introductory history survey. HIST 101L¹, HIST 102L¹, HIST 161¹ and HIST 162¹ fulfill this requirement.
- 1 course (3 credits) in introductory philosophy. PHIL 101¹, PHIL 156 and PHIL 245 fulfill this requirement.
- 1 course (3 credits) of introductory history, theory, or aesthetics of the arts in literature. ARTH 101¹, ARTH 201¹, ARTH 202¹, MA 210¹, MUSIC 139¹, and THEA 122¹, ARCH 101¹ and UHON 121¹/122¹ fulfill this requirement.

NOTE: Although Art Studio courses (ARTS) offered by the Department of Art and Art History, Music, Theatre and Dance, and the Media Arts program are part of the UNM Core Curriculum, they are not part of the Lower-Division General Education Common Core at New Mexico's Public Colleges and Universities and, consequently, DO NOT fulfill this requirement.

¹Course is also part of the UNM Core Curriculum.

Planning For Your Educational Success

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

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.

Readmission

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

Responsibility

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.

Degrees

Presently, UNM Gallup Awards 34 degrees and 25 certificates. Associate of Arts, Associate of Science, and Associate of Applied Science Degrees are granted at the close of each semester. When a student completes all requirements for a degree, the date of the completion is recorded on the student's transcript.

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

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

General Graduation Requirements and Regulations for all Associate Degrees

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

1. A minimum of 60 acceptable semester hours must be earned.
2. A minimum of 15 semester hours must be earned in residence at UNM, exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transfer Students for transfer credit regulations).
3. Of the 60 hours minimum, no more than 9 semester hours may be earned by extension or correspondence.
4. The student must have a cumulative grade point average of at least 2.00.
5. For associate degrees the program must include a minimum of 18 semester hours in the following:
 - (a) At least 6 semester hours in communication skills (English, speech, linguistics, journalism).
 - (b) At least 6 semester hours in arts/humanities/social sciences.
 - (c) At least 6 semester hours in mathematics/natural sciences/behavioral sciences.
6. All courses fulfilling general education requirements must be a grade of C (not C-) or higher.
7. University Skills courses numbered 100 or below may not be used to satisfy any of the above requirements.
8. A maximum of 12 credits earned under CR/NC option may be allowed towards associate degree requirements.
9. Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record, or NR (Not Reported) grades on their record.
10. Technical-vocational courses may not be used to satisfy general education requirements.
11. Students must be admitted to the program from which the degree is awarded.
12. Students are advised to apply for graduation one semester before their graduation. Applications are available in the Student Services Center, Gurley Hall 1137.

Second Certificate/Associate Degree

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

Certificates

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

1. A minimum of 30 acceptable semester hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 30 hours upon approval of the certificate-granting program.
2. A minimum of 15 semester hours must be earned in residence at the University of New Mexico.
3. Of the 30 hours minimum, no more than 6 semester hours may be earned by extension or correspondence.
4. The student must have a cumulative grade point average of at least 2.00.

General Education Requirements

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

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

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

Arts

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

Behavioral Sciences

Any Psychology 101 or above
Any Anthropology 101 or above
Communications
Any English Writing 101 or above
Any Communication & Journalism 101 or above
Any Linguistics 101 or above

Health and Physical Education

Any Health Promotion, Physical Education 101 or above

Humanities

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

Math

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

Natural Sciences

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

Social Sciences

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

Additional Electives

Any Course 101 or above

Repeated courses will be accepted for credit only once, except for courses labeled in the catalog as "May be repeated for credit and topics". All grades for repeated courses are computed into the cumulative grade point average (G.P.A.). All courses for any category in the Associate Degree must be at the 101 level or above.

General Education requirements for Associate of Arts (AA) and Associate of Science (AS) degrees are listed with each degree outline in this catalog.

Pre-Law Advisement

While some departments may have minors and concentrations advertised as "Pre-Law," there is no specified pre-law program. "Pre-law" is a term used by a student who intends to apply for admission to a law school. While a bachelor-level degree is necessary, no single major is required by law schools. They do, however, look for candidates with specific qualities, particularly the ability to reason and communicate effectively. The Law School Admission Test (LSAT) tests for such qualities. High levels of comprehension and understanding of English are essential. In terms of a given major, you should concentrate on an area which you find most interesting, stimulating and rewarding and which will provide broad preparation for law school and legal practice.

Prospective Arts & Sciences (A&S) majors include economics, English, history, philosophy, political science, sociology/criminology and communication. Another possibility is the Bachelor of University Studies (BUS) degree. Some general courses you might consider for broad law school preparation are:

AFAM 305
AMST 215
CJ 101, 130, 221, 275, 331, 435
ECON 105/106, 320, 330, 332, 333, 335, 342, 350, 445
ENGL 101, 102, 220, 320
HIST 101/102, 161/162, 378/379
STAT 145
NATV 250
PHIL 156, 257, 358, 371/372, 380
POLS 200, 215, 260, 301, 311, 315/316, 375, 415, 443
PSY 105, 211, 213, 313, 331, 414, 416
SOC 101, 211, 213, 313, 331, 414, 416
WMST 379

These courses contribute to A&S group requirements or elective credit as well as broad-based preparation for legal studies. If possible, you might include several courses using the "case study" approach (POLS 315,316,375) as precursors to the method of legal study. Competency in word processing is also beneficial since most law schools permit its use on papers and examinations.

The undergraduate grade point average (UGPA) is a very important factor considered by law schools in admissions criteria. Your undergraduate record helps define your performance and potential.

Another crucial element is the Law School Admission Test (LSAT). This test is designed to measure reasoning abilities, general academic background, and command of English -- as predictors of prospective law school performance. Thus, coursework that will strengthen these abilities is useful. The LSAT is scored on 120-180 scale. The national average for all tests taken is about 150.

Personal essays or statements and letters of recommendation are the other elements in selection by a law school. Usually an application for law school includes space for students to write a statement as to why they want to enter law school. The quality of this statement is important. The statement should include an interest in law, some grasp of what law is about, why you are applying to the particular school, and discussion of your background that will help distinguish you from other applicants. Letters of recommendation should be from people capable of judging such factors as your academic abilities, your potential for completing law school, your commitment to studying law, and your character and integrity for the practice of law.

You should apply for law school at least eight or nine months before you intend to begin attending the school. You should also take the LSAT no later than the December before the fall in which you would like to enroll. While you may repeat the LSAT, you should not take the test without some preparation. Some schools use the average of multiple scores in their evaluation. Any inquiries on admission to a school should be addressed to that law school's admission office. Essentially all law schools require use of the Law School Data Assembly Service (LSDAS). Check with the school before you subscribe to this service.

In selecting a prospective law school, consider these factors:

1. Your academic UGPA and LSAT score. Information about each law school is found in the Law School Admission Bulletin, the Pre-Law Handbook (see below), or school's bulletin.
2. Where you want to practice law. Going to a law school in the state you intend to practice does have some advantages. It is easier to look for a job. You will meet in law school people with whom you will later be practicing. You can become acquainted with the local courts, states and case materials. None of these advantages, however, are likely to be of major significance over the long haul, and should not greatly influence your choice.
3. Your financial status. State schools are less expensive than private schools. In-state tuition is cheaper than out-of-state tuition at state schools. Most law schools prohibit first year law students from working, or limit their working hours. Inquire about grants and scholarships. Most law schools require nonrefundable acceptance deposits (\$100-300).
4. The areas of legal specialization offered by a school. Some law schools offer programs in law and public or business administration, urban planning, criminology, social welfare, etc.

The UNM Law School Admissions Bulletin is available free from the Law School. The Official Guide to U.S. Law School; Pre-Law Handbook is available from LSAT/LSDAS, Educational Testing Service, Box 2000, Newton, PA 18940, at a minimal cost.

Pre-Medicine Advisement

SPECIFIC REQUIREMENTS

Minimum required course work for entrance into Medical School:

- English 101 Writing with Readings in Exposition
- English 102 Analytic Writing
- Biology 121L Principles of Biology
- Biology 122L Principles of Biology

Chemistry 121L General Chemistry
Chemistry 122L General Chemistry
Chemistry 301 & 303L Organic Chemistry and Lab
Chemistry 302 & 304L Organic Chemistry and Lab
Math 180 Calculus I*
Math 181 Calculus II*
Physics 151 & 151L General Physics and Lab**
Physics 152 & 152L General Physics and Lab**
Biochemistry 423

For those seeking more challenging courses and who have the prerequisites for such course work:

Chemistry 131L Honors General Chemistry
Chemistry 132L Honors General Chemistry
Chemistry 307 & 303L Honors Organic and Lab
Chemistry 308 & 304L Honors Organic and Lab
Math 162 Calculus I*
Math 163 Calculus II*
Physics 160 & 160L General Physics and Labs
Physics 161 & 161L General Physics and Lab**
Biochemistry 445 & 446

These courses will also help fulfill group III, IV and V of the Arts and Sciences group requirements.

GENERAL REQUIREMENTS

A student planning to attend medical school should plan to complete a Bachelor of Arts or Bachelor of Science degree. All medical schools prefer a broad educational experience which includes a solid mathematics and science foundation, highly developed communication skills and a strong background in humanities and the social sciences.

Since pre-medicine is not a major at UNM, you may wish to major in science, humanities, social science or another area of study. A major should be selected as soon as possible. You should seriously consider the major and minor fields which most challenge and stimulate you, since you will do your best in those fields which interest you most. Another practical factor to consider is the field you would pursue if you were not admitted to medical school. The major is not the most important criterion for admission to medical school; the quality of the student is.

You should apply for medical school at the end of your junior**** or the beginning of your senior year. Your application, letters of recommendation and scores from the Medical College Admission Test (MCAT) should be made available to the prospective school(s) by the preceding year for which admission is desired. A brochure for the MCAT may be obtained from the Testing Center with University College. The test is given in the spring and fall of each year.

The primary selection factors for admission to many medical schools are scholastic achievement and intellectual potential. These are measured by grade point average (3.5-4.0 is considered highly competitive; at least three letters of recommendation from faculty (two from science professors are recommended); competitive MCAT scores (eight to 15 on all sub-tests would be considered

competitive) and a successful interview with the admissions committee at the medical school. Other evaluation criteria include the nature and depth of extracurricular and social activities; having been in an honors program and having been employed in a health-related area or having some type of clinical experience.

*Strongly recommended.

** Lab portion is optional for UNM School of Medicine.

***A bachelor's degree is not absolutely required.

PROFESSIONAL SCHOOL REQUIREMENTS

Specific requirements for admission to professional schools vary. You should acquaint yourself with the requirement for the school(s) or the Medical School Admission Requirements. USA and Canada. Some strongly suggested electives are: Physical Science, Vertebrate Zoology, Quantitative Analysis, English, Anatomy and Physiology, Histology and Latin. Most state medical schools (such as UNM) prefer that a student be committed to remain in the state to practice.

ADDITIONAL INFORMATION

There is a Pre-Medical Club organized on the UNM campus. More information can be obtained from the Student Activities Center located at the New Mexico Union, or from the A&S Advisement office in Ortega 201.

A medical minority applicant registry has been established to provide any minority applicant to a medical school with basic biographical information to be circulated automatically at no cost to the admissions office of all U.S. medical schools. Minority students should contact Jennifer John in the Office of Cultural and Ethnic programs at the UNM School of Medicine for information pertinent to the UNM School of Medicine. Her phone number is 505.272.2728 and her e-mail address is jjohn@salud.unm.edu

National Medical Fellowships (NMF) is the only private, national organization giving scholarships to minority medical students. For information about the current status of minority medical student enrollments. NMF has printed three publications. For further information, contact the Director of Public Information, NMF, 250 West 57th St., New York, NY 10019.

Women interested in medicine who wish more information should write to the following address: American Medical Women's Association, 1740 Broadway, New York, NY 10019.

University Honors Program

The University Honors Program provides an opportunity for students and faculty to engage in seminar discussions on topics not available within other departments. Courses are interdisciplinary, bringing together questions and ideas from fine arts, literature, science, philosophy, religion, psychology, anthropology, history, law, and others. Students and faculty share in the leadership and discussions. Minds are challenged to grow as participants debate and share with one another. Uniform thinking is not an objective.

- The University Honors Program at UNM Gallup is part of the University Honors Program at UNM Albuquerque.

- 100 level core courses include the Legacy courses related to basic foundations of Western Civilization in thought, art, and history.
- 200 level courses explore cultural views and experiences on topics beyond our Western heritage, seeking insights from Asia, Africa, Native Americans, and other past and present worldwide cultures. Check the schedule for current semester courses available.
- 300 level courses are issue centered, considering major concerns that have and are affecting our lives and world. Check the schedule for current semester courses available.
- 400 senior seminars allow students to pull together and express ideas and concerns at an individual level. Available by arrangement--see advisors.
- Seminars at the 200 and 300 level reflect the interests of students and faculty which are often the direct result of student recommendations.

Anyone may participate in courses at the 100, 200 and 300 levels. Those who intend to participate in the full program and graduate with Honors distinction must maintain a 3.2 cumulative GPA. Honors students must have completed a minimum of 9 credit hours including 3-6 at 100 level and 3-6 at a 200 level to enroll in 300 level courses. Open enrollment is permitted for those not in the University Honors Program. 400 Senior Seminars are restricted to honors students who have 15 credit hours in honors courses, including 6 at the 300 level. Total honors credit hours required for graduation at the Bachelor's level is 24 with a 3.2 GPA.

Many University Honors courses will apply toward degree requirements. Students who wish to use honors courses for requirements or electives should consult with Honors faculty and their departmental advisor.

Honors students are graded "A", "CR", and "NC". This system is designed to encourage students to take risks by enrolling in seminars in subjects with which they are not familiar. An A means outstanding work, CR indicates acceptable work and NC means no credit. The CR and NC are not graded hours. An A grade helps the GPA; CR or NC do not affect the GPA.

FOR ADVISEMENT CONTACT: Dr. Ralph Casebolt, 505.863.7592; or Glenda Friend, 505.863.7645.

(Other faculty participate in University Honors on a course-by-course basis.)

UNM Gallup Bachelor & Graduate Programs

Seven Bachelor's Degree Programs are now available at UNM Gallup. Beginning Spring 1997, UNM-Gallup welcomed the Bachelor and Graduate Programs to the Gallup Campus. Now in addition to the Bachelor's Degree in Elementary Education and RN/Bachelor's Completion Program in Nursing, students can complete a Bachelor's Degree in University Studies, Early Childhood Multicultural Education,

Business Administration, Organizational Learning & Instructional Technology (OLIT) and Communications.

Graduate courses, which apply to University of New Mexico Master's degree programs, as well as 300 and 400 level classes from various departments, will be offered each semester. Bachelor and Graduate courses taken at UNM Gallup count for resident credit and are subject to the same academic regulations, policies, and tuition as at UNM Albuquerque. Students must apply to the Albuquerque campus to be admitted to Bachelor and Graduate programs. Students may register in non-degree status and enroll in courses for credit or audit. Application materials are available in the Bachelor and Graduate Office in Gallup located in Calvin Hall, Room 228.

All registration for upper level classes MUST be conducted through LoboWeb. Many of the classes have restricted enrollment. The course call numbers may be obtained from the Bachelor and Graduate advisor. After registering, students may pay by credit card through LoboWeb or pay in person at the Cashier's Office before the disenrollment deadline. Application to the College of Education graduate program for secondary and elementary education is available through the Gallup College of Education Office. Contact the Gallup College of Education office for more information.

Bachelor of Science Degree in Education

The Upper Division Teacher Education Program at UNM Gallup provides a complete Bachelor's Degree in Elementary Education through the University of New Mexico College of Education.

UNDERGRADUATE ADMISSION REQUIREMENTS

Minimum Criteria for Undergraduate Admission to the College of Education - All Programs

1. GPA: 2.50 overall, or 2.50 for the last 60 hours (all course work, all institutions)
2. Twenty-six hours of course work completed. Students are encouraged to apply to the College of Education as soon as possible after completing 26 hours of course work.

Additional Minimum Criteria for Undergraduate Admission to Licensure Programs

1. GPA options for applicants with 26 or more hours, or who are transferring from another institution:
 - a. College GPA 2.50 criteria (see above), or
 - b. 2.70 GPA for last 24 hours, or
 - c. 3.0 for last 12 hours at UNM (content courses only) plus GPA on the previous two semester/quarters wherever taken.
2. Satisfactory writing sample.
3. Demonstrated multicultural experience/knowledge.
4. Demonstrated experience with children and/or youth.
5. Completion of English 102 with C or better.
6. Satisfactory completion of designated courses (if applicable). See program area for specific requirements.
7. Submission of three letters of recommendation from previous teachers or supervisors in child/youth related experiences.

8. Specific program requirements-contact the College of Education Offices at UNM Gallup.

Criteria for Post-Baccalaureate Admission to a Licensure Program

Many students applying for admission to a licensure program already have completed a bachelor's degree from an accredited institution. Basic admission criteria are the same as the nine criteria listed for undergraduate admission to licensure programs. Either prior to admissions or during the program, Post-Baccalaureate students must meet state licensure requirements, which include:

- 54 hours in General Education (Arts and Sciences, Fine Arts)
- A 24-hour teaching field experience
- A planned professional licensure program.

Application Process

1. Obtain application packet from the Upper Division Teacher Education Offices at UNM Gallup.
2. Students who wish to graduate from the College of Education must make application for transfer to the College of Education at the Upper Division Teacher Education Offices at UNM Gallup.
3. Students should complete the application packet and attach additional information as requested. The completed packet should then be returned to the Upper Division Teacher Education Offices at UNM-Gallup.
4. Upon receipt of the packet, the application and supporting materials will be reviewed to determine that students have: a) met minimum requirements and b) have included all required information.
5. All applications that meet the requirements will be referred to the program(s) to which the student is seeking admission.
6. The application will be reviewed by the program(s) and an interview will be scheduled.
7. Admission decisions will be communicated to students by mail, pending the completion of program(s) reviews.
8. Students not admitted are encouraged to request an appointment with the program coordinator to review their application packet and the reasons for not being admitted.

Requirements for Graduation from All Education Programs

College Requirements

Students must meet all University requirements for graduation as well as general requirements of the college and the specific requirements of the program. It is the student's responsibility to complete all requirements. Students should contact their faculty advisors as early in their studies as possible. An application for the final degree or program completion check should be completed when students apply for student teaching.

The University and College requirements for graduation are as follows:

1. Completion of a minimum of 128 semester hours. No more than 5 semester hours of credit earned in workshops may be used toward any bachelors degree.
2. Maintenance of a grade-point average of 2.00 or higher in the 128 hours being counted for graduation, at least a 2.00 grade point average in all work attempted at the University of New Mexico and at least a 2.30 grade point average in the major teaching fields.
3. Completion of 40 semester hours in courses numbered 300 or above.
4. Completion of the prescribed curriculum that leads to the desired degree. Students are entitled to graduate under the curriculum in effect at the time of their transfer into the college, if they have been in continuous attendance, or they may graduate under the curriculum that is in effect in the semester that they graduate.
5. Completion of English 102 with a C or better. Secondary major must have a 2.8 GPA in the Continuing Education field.
6. Grades of C or better in required major and minor courses.
7. Grade of B or better in Pre-Professional Education courses.

Elementary Education Programs require 54-57 hours in general education, 44 hours in professional education courses, 24-54 hours in a subject-matter area. These subject-matter areas include Mathematics, Science, Social Studies, Language arts, Bilingual Navajo Education, Teaching English to Speakers of Other Languages (TESOL).

Required Professional Elementary Education Courses

EDCU 331: Teaching of Reading in Elementary School

MSET 365: Microcomputers in the Classroom

EDUC 400: Student Teaching

EDUC 321: Teaching of Social Studies in the Elementary School

EDUC 333: Teaching of Oral and Written Language in Elementary School

LLSS 443: Children's Literature

EDUC 453: Teaching of Science in the Elementary School

EDUC 461: Teaching of Mathematics in the Elementary School

EDPY Fdn. 303: Human Growth and Development

EDPY Fdn. 310: Learning and the Classroom

SPCD 493: Special Education in the Regular Classroom

Early Childhood Multicultural Education, B.S.

Early Childhood Multicultural Education (ECME) offers a baccalaureate program that leads to licensure for teachers working with children who are developing both typically and atypically. The program is interdisciplinary, drawing on content from child development, curriculum and instruction, family studies, language and literacy, special education, nutrition, physical education, and health education. The program's multicultural emphasis prepares professionals to work with young children and their families from a variety of cultural backgrounds. Prospective early childhood teachers

are required to complete 54 hours of general education, 42 hours of professional early childhood education, 6 hours of practicum and 18 hours of student teaching.

Admission to the Early Childhood Multicultural Education program requires a cumulative GPA of 2.5 and basic computer skills.

In addition, students are required to obtain acceptable scores on a test of basic skills prior to admission. Upon completion of the program and satisfactory performance on state-approved competencies and other exit requirements, students may apply to the State Department of Education for a Level 1 license.

Required Core Courses

ECME 203: Introduction to Early Childhood Professions

ECME 305: Working with Diverse Children in Educational and Child Care Settings

ECME 315: Public Policy, Leadership, Ethics, and Reform in ECE

ECME 404: Infants and Toddlers in Early Childhood Programs

ECME 414: Pre-primary Children in Early Childhood Programs

ECME 424: Primary Children in Early Childhood Programs

ECME 404L: Infant/Toddler Practicum

ECME 414L: Pre-primary Practicum

ECME 424: Primary Practicum

ECME 434: Student Teaching I (Birth to 3)

ECME 435: Student Teaching II (Age 3 - 5)

ECME 436: Student Teaching III (Age 5 - 8)

Bachelor of Science in Nursing RN-BSN Completion Program

This program is designed with the working Registered Nurse in mind. It allows a flexible program of studies to be completed on a part-time basis. A student who is able to attend on a full-time basis can usually complete the program in as little as a year and a half to two years. Students are awarded 34 upper division credits for their background and experience when they successfully complete the day and a half of NLN Mobility Profile II Exams.

RN to BSN Completion Program

The faculty of the College of Nursing have developed a plan to accommodate the special needs of registered nurses who wish to return to school to complete a baccalaureate degree. The plan allows for student flexibility in scheduling. Prior university course work can be transferred where appropriate. Some courses are available by correspondence and others can be challenged through examination.

To discuss individual options you should make an appointment with an advisor by calling: 505.272.4223

Admission Requirements

- 2.5 cumulative grade point average
- 26 credits of transferable college course work
- Valid RN license

BSN Degree Completion Requirements

| | |
|--|-------|
| ENGL 101 | 3 |
| ENGL 102 | 3 |
| Writing course | 3 |
| STAT 145 (has MATH 120 as prerequisite) | 3 |
| Physical/Natural Sciences | 7 |
| Social/Behavioral Sciences | 6 |
| Humanities | 6 |
| Foreign Language | 3 |
| Fine Arts | 3 |
| Lower-Division Electives | 21-23 |
| NURS 239 Pathophysiology I | 3 |
| NURS 240 Pathophysiology II | 3 |
| Upper-Division credits from A.C.E. II exam | 34 |
| Upper-Division Nursing Required Courses: | |
| NURS 340 Advancement of Professional Nursing | 3 |
| NURS 332 Introduction to Nursing Research and Evidence Based Practice | 3 |
| NURS 431L Community Assessment | 3 |
| NURS 441 Evidence Based Application of Health Assessment Skills | 4 |
| NURS 442 Nursing Leadership in Health Policy and Health Care Systems | 3 |
| NURS 447L Family & Community Health Practicum | 4 |
| NURS 448 Application of Health & Illness Concepts | 4 |
| Upper-Division Elective in Nursing (when available; otherwise, unrestricted) | 3 |
| Upper-Division Elective (unrestricted) | 3 |

Total: 128 credits

- Only college courses with a grade of C or better will transfer.
- Only courses for which there is an equivalency at UNM will transfer.

Guidelines

- Freshman Composition II and Technical Writing must be completed prior to enrolling in any nursing core course.
- Admissions requirements, pathophysiology, and the 34 credits earned from Profile II Exams must be completed prior to enrolling in Public Health Science.
- Students must be CPR-certified throughout the BSN program in:
 - CPR
 - Blood-borne pathogens

- Health and needle stick insurances and immunizations must be current throughout the BSN program.
- Immunizations must be current throughout the BSN program.
- Students must maintain a minimum 2.5 GPA when entering clinical courses
- Sufficient course work must be taken through UNM to satisfy the resident credit requirements.
- RN's with a prior baccalaureate degree may apply directly to the graduate program. They will be required to either challenge out of Community Health Nursing via examination or successfully complete a Public Health Nursing Course.

Application Process

- Submit an application for undergraduate admission to the University of New Mexico. Include the non-refundable application fee.
- Submit an application to the College of Nursing
- Official transcripts should be sent directly to the College of Nursing

For more information or to obtain an application for admission, or information about the technology requirements, visit our website: <http://hsc.unm.edu/consg> or call 505.272.4223

Bachelor of University Studies

The faculty of the University of New Mexico offers the degree of Bachelor of University Studies (BUS). This program, initiated in 1969, is administered through University College. This baccalaureate degree program provides the opportunity for students to develop a unique program of study combining courses from more than one University of New Mexico department and/or college. With the help of a BUS advisor, students will structure a 36+ credit program which builds upon required courses in the University's core curriculum. The program of study may be thematically based or specialized in two specific subject areas. Remaining courses will be selected through BUS advisement. The BUS degree is not intended for the undecided student, and it may not be undertaken either as a second bachelor's degree or as part of a double major. While no official minor may be declared with the BUS degree, the use of existing departmental minors is encouraged.

Strict compliance with BUS requirements is mandatory for admission to and continuation in the program. Changes to approved programs of study may be made only in consultation with a BUS advisor. The advisement of BUS students is under the supervision of the Director of BUS and the Dean of University College, both of whom consult regularly with the BUS Faculty Senate Advisory Committee.

Students in the University Studies program must meet the general academic regulations of the University for admission, academic standing, and graduation.

Students are responsible for familiarizing themselves with both the specific and general current academic regulations. Students who have not been continuously enrolled must follow the requirements of the current University of New Mexico Catalog upon readmission.

Questions regarding any aspect of the program should be addressed to the Director of BUS or to an advisor in the BUS Office. The University Studies program has information about any new or revised requirements in the program that have become effective subsequent to the publication of this issue of The University of New Mexico Catalog.

Courses for Which Degree Credit Is and Is Not Given

Credit toward a degree will not be given for:

1. Any course numbered 100 (e.g., ISE 100, ISM 100).
2. Practicum or activity courses which are primarily technical or vocational (e.g., typing, shop work, paralegal studies, business education/technology, etc.) or other courses which lead to separate certificates; many courses with an * suffix; courses that are part of a post baccalaureate program of study (e.g., Biomed, H Sci, Occ Th, Phy Th or Pharm); professional courses taken in the law or medical school. Students may enroll in these courses in pursuit of their own interests or professional preparations, but they should not expect degree credit for them unless they have the prior approval of the Director/Dean. (A number of * courses have been approved for credit at each branch campus – see Advisement for a complete list.)

Credit toward a degree will be given for:

1. Up to 4 hours of nonprofessional physical education (activity courses such as aerobics, weight-training, etc.); and up to 4 hours of music ensemble.
2. Up to 18 hours of problem courses, directed study, readings and research, independent study courses or similar variable-credit courses unless the Director/Dean grants special permission. Only 12 credit hours of these special courses may be taken from within the same department (e.g., dance). Only 6 credit hours of these courses may be taken from the same faculty member. No credit will be given for hours in a course which exceed the maximum number of hours the department stipulates for that course in the catalog.
3. Up to 30 hours of correspondence course work (via mail) may be taken towards the completion of the program; however, only 9 hours of correspondence credit may be taken in the last 36 hours of course work prior to graduation.
4. Any approved course work from an accepted Baccalaureate degree program.

University Studies Grade Point Average. The BUS grade point average is based on all attempted University of New Mexico courses that are acceptable to the University Studies program, as defined above.

Admission to the Bachelor of University Studies Program

Requirements to transfer into the University Studies program are as follows:

1. An approved program of studies developed with a BUS Advisor.
2. Twenty-six or more hours of earned credit applicable to this program.
3. A minimum cumulative grade point average of 2.00 or higher.
4. Demonstrated competence in the writing of English as evidenced by one of the following:
 - a. Completion of English 101 and 102 with a grade of C (2.00) or higher in both.
 - b. A score of 29 or better on the English portion of the Enhanced ACT.
 - c. A score of 650 or better on the verbal portion of the SAT.
 - d. Successful completion of a Writing Proficiency Portfolio (see the English Department for details).
 - e. Credit for English 102 through CEEB advanced placement program.
5. An entrance interview with a University Studies Academic Advisor.
6. Submission of a typed comprehensive degree plan, with attached University of New Mexico “unofficial transcript” and a Transfer Evaluation (prepared by Admissions) if appropriate, to a University Studies Academic Advisor. This degree plan should show the courses (from The University of New Mexico Catalog) that the student intends to take to complete their Bachelor’s degree in University Studies. In preparing a plan, the student may study The University of New Mexico Catalog to find courses appropriate for their interdisciplinary or multidisciplinary (theme-based) area of study. This degree plan must incorporate all courses for the program of study–transfer and UNM.

Admission to the University Studies program for the current semester must take place before the end of the third week of classes. After that time, admission will be for the following or subsequent semester (Fall, Spring or Summer).

Graduation Requirements

Students must apply to the University Studies Office for graduation one year prior to that in which they plan to graduate. A written application is available from a BUS Advisor. Following the application, a PROGRESS report (degree audit) specifying the work remaining will be prepared and e-mailed to each student (at their University of New Mexico CIRT account). This audit will incorporate the students current scholarship indexes and any unmet core curriculum course work to be completed. It should be noted that students are solely responsible for knowing and completing all requirements for graduation from the University Studies program. In addition to adherence to approved programs of study, specific graduation requirements are as follows:

1. Completion of the University’s core curriculum (if applicable).

2. A minimum of 128 semester hours of earned credit acceptable to the program as defined above.
3. A minimum University Studies grade point average of 2.00.
4. A minimum of 50 semester hours earned in courses at the upper-division level (courses numbered 300–499).
5. A minimum grade-point average of 2.00 on all upper division course work attempted at the University of New Mexico.
6. A minimum of 36 semester hours of academic work earned while enrolled in the University Studies Program. (Not to include: credit by exam, transfer credit and/or concurrent enrollment, or independent study/problems courses unless specifically approved by the Director/ Dean.) These must include the final 36 hours of enrollment prior to graduation from the program.
7. A minimum grade of C (2.00) or higher is required in all courses of a students "Program of Study".
8. Fulfillment of the University's residence credit requirement (30 credit hours).

Courses that count for a BUS Degree

Currently all courses listed count towards a B.U.S. degree.

| | | | |
|------|------|------|------|
| AMST | ECME | HIST | PEP |
| ANTH | ECON | HS | PENP |
| ARCH | EDPY | LING | PHIL |
| ARTE | EMLS | MATH | PHYC |
| ARTH | ENVS | MGMT | POLS |
| ARTS | EDUC | MLT | PSY |
| BIOL | EMS | MUS | REC |
| CJ | ENGL | MUSE | SOC |
| CHEM | ENGF | NATV | SAPN |
| CMTE | EPS | NTSC | SPCD |
| CP | FS | NURS | STAT |
| CRJS | GEOG | NVJO | THEA |
| CS | HED | NUTR | UHON |
| | | | ZUNI |

Approved in Spring 2004, these courses will count toward the B.U.S. degree.

- BSTC Business Technology
(Only: 100, 108, 116, 142, 201, 216, 217, 221, 222, 223, 231, 232, 235, 244, 245, 265, 280, 286, 288, 291, and 293 will count for B.U.S.)
- DRFT Drafting (All will count)
- DDM Design & Digital Media (All will count)
- IT Information Technology (Only: 166, 167, 171, and 274)
- TRE Tribal Enterprises (All will count)
- HCHS Health Careers/Sciences (All will count-except 111 & 121)

Bachelor in Business Administration

Admission Requirements

Minimum requirements for transfer or admission to the Bachelor of Business Degree Program are:

1. Completion of or current enrollment in the pre-admission course work.
2. A minimum grade of "C" and an overall cumulative grade point average requirement of 2.5 on all required pre-admission course work. (Students should be aware that, due to space limitations, satisfying the minimum grade point average does not guarantee admission.)
3. An overall combined grade point average of 2.5 on all University of New Mexico and transfer course work.
4. Submission of a formal application for admission to the Anderson Schools Advisement and Placement Center during the semester when the pre-admission course work is to be completed. Application procedures must be completed by:
 - March 1 for Summer admission
 - June 1 for Fall admission
 - October 1 for Spring admission

NOTE: Students not completing their application by the deadline date will be required to reapply for the following semester.

Required Pre-admission Course Work

- (A) Writing and Speaking: ENGL 101, 102 and 219, Technical and Professional Writing or ENGL 220, Expository Writing.
- (B) Mathematics: MATH 121 (or 150) and 180 (or 162).
- (C) Physical and Natural Sciences: 7 credit hours, including one course with corresponding laboratory (designated L), from the ASM core curriculum list.
- (D) Social Science and Behavioral Science: ECON 105, 106, 3 credit hours from either General Psychology (PSY 105) or Introduction to Sociology (SOC 101) and 6 additional credit hours selected from Anthropology, Economics, History, Political Science, Geography, Psychology or Sociology.
- (E) Humanities: 3 credit hours chosen from ASM's core curriculum course list. Note that the University of New Mexico core curriculum requires 6 credit hours of Humanities. ASM requires students to complete the additional 3 credit hours as part of their upper-division requirements.
- (F) Fine Arts: 3 credit hours chosen to fulfill ASM's core curriculum requirement.
- (G) Second Language: 3 credit hours.
- (H) Management 202 (Principles of Financial Accounting).
- (I) One of the following statistics courses: STAT 145 or 245 or 345, or MGMT 290
- (J) Students must pass a computer skills competency test administered by the Anderson Schools of Management. This competency test may be waived by completing CS 150L, Computing for Business Students.

Pre-admission total: 52 credits

NOTE: Students who are missing preadmission course work will not be considered for admission until all preadmission courses have been completed. Applications for admission will not be reviewed until all preadmission course work grades have been posted.

Graduation Requirements

To graduate with the degree of Bachelor of Business Administration, the student must meet the following requirements:

1. Completion of all pre-admission requirements and admission to the Anderson Schools.
2. Completion of a minimum of 128 hours, excluding Management courses for non-majors, Introductory Studies courses, Business Education/Secretarial Science courses and Business Technology courses. A maximum of 1 credit hour of Physical Education will be applied toward the B.B.A. A grade of "C" or better is required in required all pre-admission course work. A minimum grade of "C-" is required in all core and concentration courses. A minimum grade of "C" (not C-) is required in the upper-division Humanities course.
3. Completion of a minimum of 24 credit hours in economics and management courses while enrolled at the Anderson Schools.
4. Completion of the following course requirements:

| | |
|-----------------------------------|-----|
| Pre-admission course work | 52 |
| Anderson Schools Core | 30 |
| Upper-Division Humanities | 3 |
| Concentration and other electives | 31 |
| Free electives outside of ASM | 12 |
| Total degree requirements | 128 |
5. Application for graduation in the semester prior to a student's final semester. Applications are available in ASM's Advisement and Placement Center.

Student Advisement

Undergraduate Upper Division information and course descriptions are available in the UNM undergraduate catalog. Graduate information is published in the UNM Graduate Bulletin. These publications can be purchased at the UNM Gallup Bookstore. Information, course descriptions, and general advisement are also available in the Bachelor and Graduate on a walk-in or appointment basis. For more information call 505.863.7618, or see an advisor in the Bachelor and Graduate office in Calvin Hall 200.

Transfer to 4-Year Programs

Students who wish to pursue bachelor's degrees at a University may wish to take their first two years at UNM Gallup. Advantages to completing prerequisite courses at UNM-Gallup include:

- Smaller class sizes for required courses gives students more contact with the instructors.
- Beginning college near home can be an advantage.
- Tuition is nearly 1/3 the price of most universities.
- Living at home is usually cost effective for lodging, food, and transportation.
- Not all high school graduates are ready to make the transition to independent living that would be involved in moving to the University setting.
- Maintaining jobs at which you're already employed.
- Maintaining connections with family
- Opportunities are available to improve your grade point average and to take courses in areas of deficiency.
- Students who are undecided about their career choice have an opportunity to explore options through varied courses.

BA in Arts and Sciences

Students who wish to pursue a Bachelor's degree at UNM-Albuquerque in the College of Arts and Sciences should consider enrolling in the UNM-Gallup Associate Degree program in Liberal Arts and follow the General Education requirements as listed on page 128 of the UNM-A catalog, 2006-2007 edition. Students may complete the first two years of many four-year college degrees at UNM-Gallup.

Architecture

Students wishing to pursue a Bachelor of Arts Degree with the College of Architecture may take the following courses at UNM Gallup prior to making the transition to Albuquerque.

English 101
English 102
Math 123
Math 162
Geography 102
Architecture 104
Architecture 101
ARTS 106
ARTS 121 or 122
PHYC 151/153

28 elective credits which may include:

DRFT 125 Auto Cad II
DRFT 241 Architectural Drafting II
CNST 175 Blueprint Reading

During the Spring semester of their second year, students should prepare a portfolio for their admission application to the College of Architecture. Submit applications by May 15.

Human Services

The Human Services Associate's Degree articulates smoothly toward a Bachelor of Arts in Family Studies at the University of New Mexico Albuquerque.

The following courses are required for the Associate in Human Services:

| | |
|--|-------------------------------------|
| ENGL 101 Composition I: Exposition | 3 |
| ENGL 102 Comp. II: Analysis & Argument | 3 |
| ANTH 101 Introduction to Anthropology OR | |
| ANTH 130 Cultures of the World | 3 |
| CJ 130 Public Speaking | 3 |
| PSY 105 General Psychology | 3 |
| SOC 101 Introduction to Sociology | 3 |
| ECON 105 Intro. to Macroeconomics | 3 |
| Fine Arts electives | 3 |
| Humanities Electives | 6 |
| MATH 121 College Algebra or | |
| STAT 125 Intro. to Statistics | 3 |
| BIOL 110/112 Biology for Non-Majors | 4 |
| Second Language | 3 |
| CORE REQUIREMENTS | 27 credits |
| FS 281 Intro. to Family Studies | 3 |
| HS 101 Introduction to Human Service OR | 3 |
| FS 213 Marriage & Family Relationships | HS 102 Principles of Interviewing 3 |
| HS 105 Group Dynamics | 3 |
| HS 109 Techniques of Assessment and Intervention | 3 |
| HS 250 Clinical Experience | 3 |
| HS 251 Advanced Clinical Experience | 3 |
| PSY 220 Developmental Psychology | 3 |

Pharmacy

Students pursuing a Bachelor's of Science degree with the College of Pharmacy can take the following courses at UNM Gallup, to prepare them for their 300 and 400 level classes in Albuquerque:

ENGL 101
 ENGL 102
 MATH 162
 MATH 163

STAT 145
 CHEM 121
 CHEM 122
 BIOL 123
 BIOL 237
 BIOL 247
 PHYC 151
 PHYC 152
 ECON 201
 CS 150

Technology and Training

(2+2 Program)
 Major and Degree

This program enables students who have completed an Associate degree at a community college to complete a Bachelor's degree at UNM.

Technology and Training: Bachelor of Science B.S.

Student contact information:

Bruce Noll, Technology and Training Program, Hokona Hall, Room 387,
 505.277.3657, e-mail banoll@unm.edu

Curriculum

General Education (49 hours)

1. Writing and Speaking (12 hours)
 100/200 level CJ course
 ENGL 101
 ENGL 102
 ENGL 219
2. Mathematics (6 hours MATH 121 and above)
3. Physical and Natural Science (7 hours minimum with lab) see Core Curriculum list
4. Social and Behavioral Science (9 hours)
 ECON 105 or 106
 SOC 101
 PSY 105
5. Humanities (6 hours minimum—see Core Curriculum list: choose two from American Studies 186; Classics 107, 204, 205; Comparative Literature 223, 224; English 150, 292, 293; History 101L, 102L, 161L, 162L; Modern Language 101; Philosophy 101, 201, 202; Religious Studies 107)
6. Second Language (3 hours minimum) see Core Curriculum list

7. Fine Arts (3 hours minimum) see Core Curriculum list
8. Practical Arts (3 hours minimum) Computer Science
9. Arts & Science Elective (Credit transfers but not counted toward Technology and Training degree requirements)

Management/Communication Skills (21 hours)

1. Management
 - MGMT 113 Management: An Introduction
 - MGMT 306 Organizational Behavior & Diversity
 - MGMT 307 Organization Change and Innovation
 - CJ 340 Communication in Organizations
2. Communication and Journalism
 - CJ 314 Intercultural Communication (required)
 - and– Select 6 additional hours from the following:
 - CJ 321 Interpersonal Analysis
 - CJ 323 Nonverbal Communication
 - CJ 327 Persuasive Communication
 - CJ 344 Interviewing
 - CJ 425 Theory of Small Group Communication
 - CJ 441 Advanced Organization Communication
 - CJ 446 Organizational Analysis and Training
 - CJ 443 Current Developments in Organizational Communication

Technical Concentration

(30 hours of community college technical concentration)*

Technology & Training (30 hours)

1. Theoretical Foundations (6 hours)
 - OLIT 481 Technological Change and Society
 - OLIT 466 Principles of Adult Learning
 2. Instructional Technology (9 hours)
 - OLIT 420 Creativity and Technical Design
 - OLIT 421 Production and Utilization of Instructional Materials
 - OLIT 483 Instructional Applications: Computer Technology
 3. Training (15 hours)
 - OLIT 470 Workplace Training
 - OLIT 471 Designing Training
 - OLIT 472 Training Techniques
 - OLIT 473 Measuring Performance in Training
 - OLIT 495 Field Experience
- * OLIT advisor approval required to transfer technical community college courses.

AAS/Associate of Applied Science – Administrative Assistant (62 Credits)

The Associate of Applied Science Degree for Administrative Assistant is designed to develop skills and abilities necessary to meet employment standards as a secretary, word processor, legal secretary, bookkeeper, or clerk. An individual who completes the degree program will be prepared to hold a variety of jobs in offices. Minimum acceptable grade for prerequisite courses in this program is C, not C-.

Courses in this program with an *after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (17):

Communications (3):

ENGL 101 3cr

Mathematics (3):

MATH 120 3cr

Fine Arts/ Humanities (3):

Choose one course from these categories: Fine Arts, and Humanities with a total of 3 cr/hrs.

ARCH 121; ARTH 101,102, 202; AMST 186; HIST 101,162; or PHIL 101,201

Physical & Natural Sciences (3):

Choose one course from these categories with a total of 3 cr/hrs.

ANTH 150 or 151L; ASTR 101 or 101L; BIOL 110/112L or BIOL 123/124L

CHEM 111L or 121L or CHEM 131L/122L

Health Promotion/Physical Education/Leisure (2):

Select 2 courses from the Health Promotion, Physical Education, and Leisure courses.

Social Sciences (3):

Choose one or two courses: Second course as an elective; potential total of 6 cr/hrs.

AMST 182 or 185; ANTH 101 or 130; ECON 105 or 106; GEOG 102; LING 101;

POLS 110, 200, 220; SOC 101

BUSINESS TECHNOLOGY CORE (36):

| | | |
|-----------|----------------------------------|-----|
| BSTC 100* | Introduction to Accounting | 3cr |
| BSTC 119* | Machine Transcription | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 235* | Records Management | 3cr |
| BSTC 257* | Administrative Office Procedures | 3cr |
| BSTC 258* | Administrative Support | 3cr |

| | | |
|-----------|-----------------------------------|-----|
| BSTC 265* | Business Communications | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |
| IT 121* | Introduction to Elec Spreadsheets | 3cr |
| IT 122* | Introduction to DBMS | 3cr |
| IT 220* | Intermediate Word Processing | 3cr |

Business Management & Technology Electives (9):

Related courses numbered 101 or above. Faculty Advisor must approve electives.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|-------------------------|---------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 120 | Intermediate Algebra | 3cr |
| BSTC 204 | Human Relations in Business | 3cr |
| IT 120 | Introduction to Word Processing | 3cr |
| Social Science Elective | | 3cr |

Term 2 – 15cr/hrs

| | | |
|-------------------------|---------------------------------|-----|
| BSTC 265 | Business Communications | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| IT 220* | Intermediate Word Processing | 3cr |
| BSTC 100* | Introduction to Accounting | 3cr |
| Social Science Elective | | 3cr |

Term 3 – 16cr/hrs

| | | |
|----------------------------|-----------------------------------|-----|
| BSTC 119* | Machine Transcription | 3cr |
| IT 121* | Introduction to Elec Spreadsheets | 3cr |
| BSTC 235 | Records Management | 3cr |
| BSTC 257* | Administrative Office Procedures | 3cr |
| Business Elective* | | 3cr |
| Health/PE/Leisure Elective | | 1cr |

Term 4 – 16cr/hrs

| | | |
|----------------------------|------------------------|-----|
| IT 122* | Introduction to DBMS | 3cr |
| BSTC 258* | Administrative Support | 3cr |
| Arts/Humanities Elective | | 3cr |
| Business Elective* | | 3cr |
| Business Elective* | | 3cr |
| Health/PE/Leisure Elective | | 1cr |

AA/Associate of Arts – Art Studio (66 Credits)

This degree program provides students with the complete first two years of study toward a Bachelor's Degree in Fine Arts (BFA) at UNM Albuquerque. An overall GPA of 2.50 is required for graduation. The core curriculum requires one course chosen from any of the lower division non-English language offerings of the Departments of Linguistics, Spanish and Portuguese, and Foreign Languages and Literature. Students whose native language is not English are effectively exempt from this requirement, even if their native language is not offered at the University of New Mexico.

GENERAL EDUCATION REQUIREMENTS (33):

Communications (9):

ENGL 101 3cr

ENGL 102 3cr

ENGL 219, 220 or PHIL 156 3cr

Mathematics (3):

STAT 145 or MATH 150 3cr

Social Sciences/Behavioral Sciences (6):

Select two courses/each course is 3cr/hrs:

AMST 182 or 185; ANTH 101 or 130; ECON 105 or 106; GEOG 102;

LING 101; POLS 110, 200, 220; PSY 105; SOC 101

Physical/Natural Sciences (6):

Select two courses/each course is 3cr/hrs

ANTH 150/151L; ASTR 101/101L; BIOL 110/112L, 123/124L

CHEM 111L, 121L; EPS 101/105L, 201L; GEOG 101; NTSC 261L, 262L, 263L; PHYC 102/102L, 151/151L, 152/152L.

Foreign Language (3)

Select one course from any of the lower division non-English Language offerings of the Departments of Linguistics (inc, Sign Language), Spanish or German.

Electives (6):

Select two courses from any of the lower division Core Curriculum within the categories listed above.

FINE ART CORE (33):

Art History requirements (12):

ARTH 101 Introduction to Art 3cr

ARTH 201 History of Art I 3cr

ARTH 202 History of Art II 3cr

ARTH 250 Modern Art 3cr

Art Studio requirements (9):

ARTS 106 Drawing I 3cr

ARTS 121 Two-Dimensional Design 3cr

ARTS 122 Three-Dimensional Design 3cr

Art Studio (Two core courses from the following): 6cr

ARTS 187, 205, 207, 287, and 293.

Arts Studio (Two core courses from the following): 6cr

ARTS 157, 168, 213, 257, 268, and 288.

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 15cr/hrs

ARTH 101 Introduction to Art History 3cr

ARTS 106 Drawing I 3cr

ARTS 121 Two-Dimensional Design 3cr

ENGL 101 Comp I: Exposition 3cr

Elective 3cr

Term 2 – 18cr/hrs

ARTH 202 History of Art II 3cr

ARTS 122 Three-Dimensional Design 3cr

ENGL 102 Comp II: Analysis & Argument 3cr

HIST 102 Western Civilization Post 1648 3cr

STAT 145 or MATH 150 3cr

Social/Behavioral Science Elective 3cr

Term 3 – 15cr/hrs

ARTS 201 History of Art I 3cr

ARTS 168 Introduction to Ceramics 3cr

ARTS 207 Painting II 3cr

Communications Elective 3cr

Natural Science Elective 3cr

Term 4 – 18cr/hrs

ARTH 250 Modern Art 3cr

Art Studio Elective 3cr

Foreign Language Elective 3cr

Social/Behavioral Elective 3cr

Natural Science Elective 3cr

Elective 3cr

Certificate – Automotive Technology (42 Credits)

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

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 119* Technical Communications 3cr

Business Management & Technology (3):

IT 101* Computer Fundamentals 3cr

Mathematics (3):

MATH 115* Technical Mathematics 3cr

AUTOMOTIVE TECHNOLOGY CORE (33):

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

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 15cr/hrs

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

Term 2 – 15cr/hrs

AUTT 111* Automotive Testing & Diagnostics 6cr
AUTT 230* Electrical Systems Overhaul 3cr
ENGL 119* Technical Communications 3cr
IT 101* Computer Fundamentals 3cr

Term 3 – 12cr/hrs

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

AAS/Associate of Applied Science – Automotive Technology (75 Credits)

The Associate of Applied Science Degree in Automotive Technology is designed for the student who wishes to acquire the knowledge and develop the skills necessary to meet entry-level employment standards as an automotive technician, service writer, or component rebuilders. 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (18):

Communications (6):

| | | |
|-----------|--------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 119* | Technical Communications | 3cr |

Arts/Humanities/Social Sciences (6):

Select two courses/each course is 3cr/hrs

AMST 185 or 186; ANTH 101 or 130; ARCH 121; ARTH 101, 201, or 202
CJ 130; ECON 105 or 106; ENGL 102, 150, 219 or 220; GEOG 102
HIST 101, 102, 161, or 162; LING 101; MUS 139; PHIL 101, 156, 201, or 202
POLS 110, 200, 220, or 240; PSY 105; SOC 101

Behavioral Science (3):

| | |
|----------------|-----|
| PSY 211 or 230 | 3cr |
|----------------|-----|

Mathematics (3):

| | | |
|-----------|----------------|-----|
| MATH 115* | Technical Math | 3cr |
|-----------|----------------|-----|

AUTOMOTIVE TECHNOLOGY CORE (57):

| | | |
|-----------|--------------------------------|-----|
| AUTT 111* | Automotive Testing & Diagnosis | 6cr |
| AUTT 115* | Brake Systems | 6cr |
| AUTT 130* | Electrical System Repair | 6cr |
| AUTT 157* | Steering & Suspension | 6cr |
| AUTT 167* | Emission Control Service | 3cr |

| | | |
|-----------|---------------------------------|-----|
| AUTT 170* | Heating and Air Conditioning | 6cr |
| AUTT 203* | Automotive Engine Overhaul | 6cr |
| AUTT 210* | Drive Train Overhaul | 6cr |
| AUTT 213* | Automatic Transmission Overhaul | 6cr |
| AUTT 230* | Electrical System Overhaul | 3cr |
| AUTT 295* | Practicum in Auto Technology | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 15cr/hrs

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

Term 2 - 15cr/hrs

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

Term 3 - 15cr/hrs

| | | |
|-----------|----------------------------------|-----|
| AUTT 157* | Steering & Suspension | 6cr |
| AUTT 213* | Automotive Transmission Overhaul | 6cr |
| ENGL 101 | Comp I: Exposition | 3cr |

Term 4 - 15cr/hrs

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

Term 5 - 15cr/hrs

| | | |
|---|------------------------------|-----|
| AUTT 167* | Emissions Control Service | 3cr |
| AUTT 295* | Practicum in Auto Technology | 6cr |
| PSY 211 or 230 | | 3cr |
| Arts/Humanities/Social Science Elective | | 3cr |
| Arts/Humanities/Social Science Elective | | 3cr |

Certificate – Collision Repair Technology (33 Credits)

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

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 119* Technical Communications 3cr

Business Management & Technology (3):

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

Mathematics (3):

MATH 115* Technical Math 3cr

COLLISION REPAIR TECHNOLOGY CORE (20):

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

Approved Electives (4):

AUTT 111*, 115*, 130*, 157*, 170*, 203*, 210*, 213* (6cr/hrs each)

AUTT 167* or 230* (3cr/hrs each)

AUTT 295* (3-9cr/hrs)

WLDT 104*, 105*, 107*, 108*, 109*, 141*, 251* (4cr/hrs each)

ARTH 106, 205, 207

Select two or more courses, equivalent to 4 or more cr/hrs.

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 14cr/hrs

| | | |
|-----------|-------------------------------|-----|
| CRT 101* | Basic Auto Body | 4cr |
| CRT 103* | Paint & Refinishing Equipment | 4cr |
| IT 101* | Computer Fundamentals | 3cr |
| MATH 115* | Technical Math | 3cr |

Term 2 – 19cr/hrs

| | | |
|--------------|--------------------------------|-----|
| CRT 105* | Auto Welding | 4cr |
| CRT 106* | Restoring Corrosion Protection | 4cr |
| CRT 107* | Auto Glass/Restraint System | 4cr |
| ENGL 119* | Technical Communications | 3cr |
| CRT Elective | | 4cr |

AAS/Associate of Applied Science – Collision Repair Technology (61 Credits)

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

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (18):

Communications (3):

| | | |
|-----------|-----------------------------|-----|
| ENGL 119* | Technical Communications | 3cr |
| CJ 221 | Interpersonal Communication | 3cr |

MATH (3):

| | | |
|-----------|----------------|-----|
| MATH 115* | Technical Math | 3cr |
|-----------|----------------|-----|

Behavioral Science/Social Sciences (3):

| | | |
|---------|--------------------|-----|
| PSY 211 | Applied Psychology | 3cr |
|---------|--------------------|-----|

Arts/Humanities/Social Sciences (6):

Select two courses/each course is 3cr/hrs

AMST 185 or 186; ANTH 101 or 130; ARCH 121; ARTH 101, 201, or 202; CJ 130; ECON 105 or 106; GEOG 102; HIST 101, 102, 161, or 162; LING 101; MUS 139; PHIL 101, 156, 201, or 202; POLS 110, 200, 220, or 240; PSY 105; SOC 101

COLLISION REPAIR TECHNOLOGY CORE (35):

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

Approved Electives (8):

Select two or more courses, equivalent to 8 or more cr/hrs.

AUTT 111*, 115*, 130*, 157*, 170*, 203*, 210*, 213* (6cr/hrs each)

AUTT 167*, or 230* (3cr/hrs each)

AUTT 295* (3-9cr/hrs)

WLDT 104*, 105*, 107*, 108*, 109*, 141*, 251* (4cr/hr each)

ARTH 106, 206, 207

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 14cr/hrs

| | | |
|-----------|-------------------------------|-----|
| CRT 101* | Basic Auto Body | 4cr |
| CRT 103* | Paint & Refinishing Equipment | 4cr |
| CJ 221* | Interpersonal Communication | 3cr |
| MATH 115* | Technical Math | 3cr |

Term 2 – 18cr/hrs

| | | |
|---------------|--------------------------------|-----|
| CRT 105* | Auto Welding | 4cr |
| CRT 106* | Restoring Corrosion Protection | 4cr |
| ENGL 119* | Technical Communications | 3cr |
| IT 101* | Computer Fundamentals | 3cr |
| CRT Elective* | | 4cr |

Term 3 – 15cr/hrs

| | | |
|---------------|------------------------------------|-----|
| CRT 107* | Auto Glass/Restraint System | 4cr |
| CRT 122* | Straightening & Measuring System I | 4cr |
| IT 101* | Computer Fundamentals | 3cr |
| CRT Elective* | | 4cr |

Term 4 – 14cr/hrs

| | | |
|---|--------------------------------------|-----|
| CRT 120* | Identification & Analysis of Damage | 4cr |
| CRT 124* | Straightening & Measuring Systems II | 4cr |
| PSY 211 | Applied Psychology | 3cr |
| Arts/Humanities/Social Science Elective | | 3cr |

AA/Associate of Arts – Communication (60 Credits)

This concentration is designed to provide a credential in Liberal Arts at the Associate level. The concentration aims at employment in communication or journalistic fields. The core curriculum requires one course chosen from any of the lower division non-English language offerings of the Department of Linguistics, Spanish and Portuguese; and Foreign languages and Literatures. Students whose native language is not English are effectively exempt from this requirement, even if their native language is not offered at the University of New Mexico.

GENERAL EDUCATION REQUIREMENTS (36-37):

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| ENGL 219 | Technical Writing | 3cr |

Mathematics (3-4):

Select one course from listed courses – each course is 3-4cr/hrs.
MATH 121; MATH 129; MATH 150; MATH 162; MATH 163; MATH 180; MATH 181;
MATH 215; and STAT 145

Fine Arts (3):

Select one course – each course is 3cr/hrs
ARCH 121; ARTH 101, 102, 202; MUS 139

Social Sciences/Behavioral Sciences (6):

Select two courses – each course is 3cr/hrs
AMST 182 or 185; ANTH 101 or 130; ECON 106 or 106; GEOG 102; LING 101;
POLS 110, 200, 220; PSY 105; and SOC 101

Humanities (6)

Select two courses – each course is 3cr/hrs
AMST 186; ENGL 150, 292, 293; HIST 101, 162; and PHIL 101

Foreign Language (3):

Select one course from any of the lower division non-English Language offerings of the Departments of Linguistics (inc. Sign Language), Spanish or German.

Health/Physical Education (2):

Any course 101 or above

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 15cr/hrs

| | | |
|----------|-------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| CJ 101 | Introduction to Communication | 3cr |
| CJ 171 | Writing for Media | 3cr |
| MATH 121 | College Algebra | 3cr |
| ARTS 187 | Introduction to Photography | 3cr |

Term 2 – 16cr/hrs

| | | |
|----------|------------------------------------|-----------|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |
| CJ 273 | Newspaper Practice | OR |
| CJ 264 | Broadcast Practice | 1cr |
| | Foreign Language Elective | 3cr |
| | Social/Behavioral Science Elective | 3cr |
| | PE Elective | 1cr |

Term 3 – 17cr/hrs

| | | |
|----------|---------------------------------------|-----|
| ARTS 121 | Two-Dimensional Design | 3cr |
| CJ 110 | Intro to Mass Communication | 3cr |
| CJ 262 | Radio/Television Performance | 3cr |
| CJ 273 | Newspaper Practice | 1cr |
| | Physical and Natural Science Elective | 4cr |
| | Humanities Elective | 3cr |
| | PE Elective | 1cr |

OR

Term 4 – 16cr/hrs

| | | |
|--------|------------------------------------|-----|
| | Social/Behavioral Science Elective | 6cr |
| CJ 221 | Interpersonal Communication | 3cr |
| CJ 262 | Radio/Television Performance | 3cr |
| CJ 273 | Newspaper Practice | 1cr |
| | Humanities Elective | 3cr |

Certificate – Construction Technology-Carpentry Trades (31 Credits)

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

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 119* Technical Communications 3cr

Business Management & Technology (3):

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

Mathematics (3):

MATH 115* Technical Mathematics 3cr

CONSTRUCTION TECHNOLOGY CORE (22):

CNST 101* Layout and Framing 4cr
CNST 103* Exterior Finishing 4cr
CNST 105* Interior Finishing 4cr
CNST 106* Cabinet Building 4cr
CNST 175* Blueprint Reading 3cr
CNST 185* Carpentry Estimating 3cr

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

CNST 101* Layout and Framing 4cr
CNST 103* Exterior Finishing 4cr
CNST 106* Cabinet Building 4cr
CNST 175* Blueprint Reading 3cr

Term 2 – 16cr/hrs

CNST 105* Interior Finishing 4cr
CNST 185* Carpentry Estimating 3cr
ENGL 119* Technical Communications 3cr
IT 101* Computer Fundamentals OR
DRFT 115* AutoCAD Level I 3cr
MATH 115* Technical Mathematics 3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Construction Technology Program Coordinator:
Rick Krouth (505) 863-7560; Loren Leekela (Zuni Campus) (505) 782-6027.

Certificate – Construction Technology-Electrical Trades (31 Credits)

Opportunities for employment for holders of a one-year certificate may include: Electrician's Helper, Apprentice Trainee, Electrical Building Maintenance, Journeyman License credit.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 119* Technical Communications 3cr

Business Management & Technology (3):

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

Mathematics (3):

MATH 115* Technical Mathematics 3cr

CONSTRUCTION TECHNOLOGY CORE (19):

CNST 120* Principles of Electricity 3cr
CNST 121* Electrical Wiring 4cr
CNST 122* Commercial Wiring 3cr
CNST 176* Electrical Blueprint Reading 3cr
CNST 186* Electrical Estimation 3cr
CNST 220* Residential Electrical Code 3cr

CONSTRUCTION TECHNOLOGY ELECTIVES (3):

Any course relating to a planned course of study with approval of Program Coordinator.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | |
|-----------|------------------------------|-----|
| CNST 120* | Principles of Electricity | 3cr |
| CNST 121* | Electrical Wiring | 4cr |
| CNST 176* | Electrical Blueprint Reading | 3cr |
| | Construction Elective | 3cr |
| MATH 115* | Technical Mathematics | 3cr |

Term 2 – 15cr/hrs

| | | |
|-----------|-----------------------------|-----|
| CNST 122* | Commercial Wiring | 3cr |
| CNST 186* | Electrical Estimation | 3cr |
| CNST 220* | Residential Electrical Code | 3cr |
| ENGL 119* | Technical Communications | 3cr |
| IT 101* | Computer Fundamentals OR | |
| | DRFT 115* AutoCAD Level I | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Construction Technology Program Coordinator: Rick Krouth (505) 863-7560; Loren Leekela (Zuni Campus) (505) 782-6027.

AAS/Associate of Applied Science – Construction Technology (63 Credits)

The Associate of Applied Science in Construction Technology degree is designed to develop skills and abilities necessary to meet employment standards in the construction field. A student who completes the degree program will be prepared to hold a variety of entry level jobs in the construction industry. A graduate with a degree in Applied Science, Construction Technology may be eligible to seek employment in the following areas: Building Maintenance Worker, General Carpentry, Plumbing Repairman, Electrical Maintenance Worker, H.V.A.C. Service Person, Concrete Trades Helper Building Materials Manufacturer, Building Materials Estimator, and Building Supervisors Assistant.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (18):

Communications (3):

| | | |
|-----------|-----------------------------|-----|
| ENGL 119* | Technical Communications | 3cr |
| CJ 221 | Interpersonal Communication | 3cr |

MATH (3):

| | | |
|-----------|----------------|-----|
| MATH 115* | Technical Math | 3cr |
|-----------|----------------|-----|

Behavioral Science/Social Sciences (3):

| | | |
|---------|--------------------|-----|
| PSY 211 | Applied Psychology | 3cr |
|---------|--------------------|-----|

Arts/Humanities/Social Sciences (6):

Select two courses/each course is 3cr/hrs

AMST 185 or 186; ANTH 101 or 130; ARCH 121; ARTH 101, 201, or 202; CJ 130; ECON 105 or 106; GEOG 102; HIST 101, 102, 161, or 162; LING 101; MUS 139; PHIL 101, 156, 201, or 202; POLS 110, 200, 220, or 240; PSY 105; SOC 101

CONSTRUCTION TECHNOLOGY CORE (33):

| | | | |
|-----------|------------------------------|----|-----|
| CNST 101* | Layout & Framing | | 4cr |
| CNST 110* | Concrete Block Construction | OR | |
| | CNST 113* Brick Construction | | 4cr |
| CNST 115* | Concrete Pouring & Finishing | | 4cr |
| CNST 120* | Principles of Electricity | | 3cr |
| CNST 121* | Electrical Wiring | | 4cr |
| CNST 130* | Design of Plumbing Systems | | 4cr |
| IT 101* | Computer Fundamentals | OR | |
| | DRFT 115 AutoCAD | | 3cr |

CONSTRUCTION TECHNOLOGY ELECTIVES (12):

Any course relating to a planned course of study with approval of Program Coordinator.

| | | |
|-----------|-------------------------|-----|
| CNST 140* | Central Heating Systems | 4cr |
| CNST 175* | Blueprint Reading | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 - 14cr/hrs

| | | |
|-----------|---------------------------|-----|
| CNST 101* | Layout & Framing | 4cr |
| CNST 120* | Principles of Electricity | 3cr |
| CNST 121* | Electrical Wiring | 4cr |
| MATH 115* | Technical Math | 3cr |

Term 2 – 14cr/hrs

| | | |
|-----------|------------------------------|-----|
| CNST 115* | Concrete Pouring & Finishing | 4cr |
| | Construction Elective | 4cr |
| ENGL 119* | Technical Communications | 3cr |
| IT 101* | Computer Fundamentals | OR |
| | DRFT 115 AutoCAD | 3cr |

Term 3 – 17cr/hrs

| | | | |
|-----------|------------------------------|----|-----|
| CNST 110* | Concrete Block Construction | OR | |
| | CNST 113* Brick Construction | | 4cr |
| CNST 140* | Central Heating Systems | | 4cr |
| CNST 175* | Blueprint Reading | | 3cr |
| PSY 211 | Applied Psychology | | 3cr |
| CJ 221 | Interpersonal Communication | | 3cr |

Term 4 – 18cr/hrs

| | | |
|-----------|---|-----|
| CNST 130* | Design of Plumbing Systems | 4cr |
| | Construction Elective | 4cr |
| | Construction Elective | 4cr |
| | Arts/Humanities/Social Science Elective | 3cr |
| | Arts/Humanities/Social Science Elective | 3cr |

FOR ADVISEMENT: Contact the Construction Technology Program Coordinator: Rick Krouth (505) 863-7560; Loren Leekela (Zuni Campus) (505) 782-6027.

Certificate – Cosmetology/Barbering (40 Credits)

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

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (3):

Health Promotion/Physical Education/Leisure (3):

HED 171 Personal Health Management 3cr

COSMETOLOGY CORE (37):

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

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 14cr/hrs

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

Term 2 – 15cr/hrs

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

Term 3 – 11cr/hrs

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

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Cosmetology Program Coordinator: Beverly Begay (505) 863-7575.

AAS/Associate of Applied Science – Criminal Justice (66 Credits)

This terminal degree program is designed for the student who does not intend to continue his or her education beyond two years.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (23)

Communications (6):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |

Math (3):

| | | |
|----------|-----------------|-----|
| MATH 121 | College Algebra | 3cr |
|----------|-----------------|-----|

Social and Behavioral Science (6)

Fine Arts (3)

Health Promotion/Physical Education/Leisure (2)

Foreign Language/Humanities (3)

Criminal Justice Core (34):

| | | |
|-----------|--|-----|
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 107* | Administration of Justice | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 142* | Principles of Evidence & Crim Procedure | 3cr |
| CRJS 150* | First Responder/First Aid | 3cr |
| CRJS 201* | Criminal Law | 3cr |
| CRJS 212* | Traffic Service Management | 3cr |
| CRJS 221* | Criminal Investigation | 3cr |
| CRJS 231* | Controlled Substance | 3cr |
| CRJS 233* | Traffic Control & Accident Investigation | 4cr |
| CRJS 252* | Police Organization & Administration | 3cr |

Criminal Justice Electives (9):

Choose 9 credit hours of Criminal Justice related courses.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 14cr/hrs

| | | |
|--|----------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 107* | Administration of Justice | 3cr |
| Health/Physical Education/Leisure Elective | | 2cr |
| Criminal Justice Elective | | 3cr |

Term 2 – 18cr/hrs

| | | |
|---|--|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| Foreign Language or Humanities Elective | | 3cr |
| MATH 121 | College Algebra | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 201* | Criminal Law | 3cr |
| Fine Arts Elective | | 3cr |

Term 3 – 16cr/hrs

| | | |
|--|--|-----|
| Social and Behavioral Science Elective | | 3cr |
| CRJS 233* | Traffic Control & Accident Investigation | 4cr |
| CRJS 212* | Traffic Service Management | 3cr |
| CRJS 142* | Principles of Evidence & Crim Procedure | 3cr |
| Criminal Justice Elective | | 3cr |

Term 4 – 18cr/hrs

| | | |
|--|--------------------------------------|-----|
| CRJS 252* | Police Organization & Administration | 3cr |
| CRJS 150* | First Responder/First Aid | 3cr |
| CRJS 231* | Controlled Substance | 3cr |
| CRJS 221* | Criminal Investigation | 3cr |
| Social and Behavioral Science Elective | | 3cr |
| Criminal Justice Elective | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Floyd Kezele (505) 863-7750.

AA/Associate of Arts – 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (36)

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |

Math (3):

| | | |
|----------|-----------------|-----|
| MATH 121 | College Algebra | 3cr |
|----------|-----------------|-----|

Natural Science (4)

Humanities (3)

Foreign Language (3)

Health Promotion/Physical Education/Leisure (2)

Social and Behavioral Science (12)

Criminal Justice Core (23):

| | | |
|-----------|---|-----|
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 108* | Defensive Tactics I | 2cr |
| CRJS 121* | Introduction to Corrections | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 132* | Introduction to Criminology | 3cr |
| CRJS 142* | Principles of Evidence & Crim Procedure | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| CRJS 292* | Criminal Justice Internship | 3cr |

Criminal Justice Electives (6):

Choose 6 credit hours of Criminal Justice related courses.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 17cr/hrs

| | | |
|-----------|--|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 121* | Introduction to Corrections | 3cr |
| | Criminal Justice Elective | 3cr |
| | Social/Behavioral Science | 3cr |
| | Health/Physical Education/Leisure Elective | 2cr |

Term 2 – 18cr/hrs

| | | |
|-----------|--|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |
| MATH 121 | College Algebra | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 132* | Introduction to Criminology | 3cr |
| | Social/Behavioral Science | 3cr |

Term 3 - 16cr/hrs

| | | |
|-----------|---|-----|
| CRJS 201* | Criminal Law I | 3cr |
| CRJS 142* | Principles of Evidence & Crim Procedure | 3cr |
| | Social/Behavioral Science | 3cr |
| | Social/Behavioral Science | 3cr |
| | Physical/Natural Science Elective | 4cr |

Term 4 – 14cr/hrs

| | | |
|-----------|-----------------------------|-----|
| CRJS 108* | Defensive Tactics I | 2cr |
| CRJS 292* | Criminal Justice Internship | 3cr |
| | Criminal Justice Elective | 3cr |
| | Foreign Language | 3cr |
| | Humanities Elective | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Floyd Kezele (505) 863-7750.

AA/Associate of Arts – Criminal Justice Law Enforcement 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (30)

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |

Math (3):

| | | |
|----------|-----------------|-----|
| MATH 121 | College Algebra | 3cr |
|----------|-----------------|-----|

Natural Science (4)

Humanities (3)

Social and Behavioral Science (9)

Health Promotion/Physical Education/Leisure (2)

Criminal Justice Core (29):

| | | |
|-----------|--|-----|
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 150* | First Responder First Aid | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 132* | Introduction to Criminology | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| CRJS 221* | Criminal Investigation | 3cr |
| CRJS 233* | Traffic Control & Accident Investigation | 4cr |
| CRJS 235* | Police Procedures & Police Tactics | 4cr |
| CRJS 292* | Criminal Justice Internship | 3cr |

Criminal Justice Electives (6):

Choose 6 credit hours of Criminal Justice related courses.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 14cr/hrs

| | | |
|-----------|---|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| CRJS 101* | Introduction to Criminal Justice | 3cr |
| CRJS 150* | First Responder First Aid | 3cr |
| | Criminal Justice Elective | 3cr |
| | Health Promotion/Physical Education/Leisure | 2cr |

Term 2 – 18cr/hrs

| | | |
|-----------|--|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| MATH 121 | College Algebra | 3cr |
| CRJS 131* | Criminal Justice & Community Relations | 3cr |
| CRJS 132* | Introduction to Criminology | 3cr |
| CRJS 221* | Criminal Investigation | 3cr |
| | Social & Behavioral Science Elective | 3cr |

Term 3 - 17cr/hrs

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

Term 4 – 16cr/hrs

| | | |
|-----------|--------------------------------------|-----|
| CRJS 235* | Police Procedures & Police Tactics | 4cr |
| CRJS 292* | Criminal Justice Internship | 3cr |
| | Criminal Justice Elective | 3cr |
| | Humanities Elective | 3cr |
| | Social & Behavioral Science Elective | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Floyd Kezele (505) 863-7750.

Certificate – Dental Assisting Science Program (38 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (3)

Communications (3):

| | | |
|--------|------------------------------|-----|
| CJ 221 | Interpersonal Communications | 3cr |
|--------|------------------------------|-----|

Other (7):

| | | |
|----------|----------------------------------|-----|
| HCHS 111 | Medical Terminology | 3cr |
| HCHS 114 | Concepts of Disease Transmission | 4cr |

Dental Assisting Core (28):

| | | |
|-----------|-------------------------------------|-----|
| HCDA 101* | Introduction to Dental Assisting | 3cr |
| HCDA 120* | Pre-Clinical Dental Assisting | 4cr |
| HCDA 125* | DA Pre-Clinical Dental Assisting II | 3cr |
| HCDA 130* | Dental Radiology | 3cr |
| HCDA 135* | UNM Clinical Dental Assisting | 2cr |
| HCDA 140* | Preventive Dentistry | 3cr |
| HCDA 145* | Clinical Dental Assisting I | 3cr |
| HCDA 155* | Clinical Dental Assisting II | 4cr |
| HCDA 164* | Seminar in Dental Assisting Topics | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 17cr/hrs

| | | |
|-----------|------------------------------------|-----|
| HCCHS 111 | Medical Terminology | 3cr |
| HCCHS 114 | Concepts of Disease Transmission | 4cr |
| HCDA 101* | Introduction to Dental Assisting | 3cr |
| HCDA 120* | Pre-Clinical Dental Assisting | 4cr |
| HCDA 164* | Seminar in Dental Assisting Topics | 3cr |

Term 2 – 12cr/hrs

| | | |
|-----------|-------------------------------------|-----|
| CJ 221 | Interpersonal Communications | 3cr |
| HCDA 125* | DA Pre-Clinical Dental Assisting II | 3cr |
| HCDA 130* | Dental Radiology | 3cr |
| HCDA 140* | Preventive Dentistry | 3cr |

Term 3 – 9cr/hrs

| | | |
|-----------|-------------------------------|-----|
| HCDA 135* | UNM Clinical Dental Assisting | 2cr |
| HCDA 145* | Clinical Dental Assisting I | 3cr |
| HCDA 155* | Clinical Dental Assisting II | 4cr |

** Summer Semester as needed.

FOR ADVISEMENT: Contact Jean Martinez-Monaghan, (505) 863-7664 or (505) 722-1720.

Certificate – Design & Digital Media (33 credits)

The Certificate in Design & Digital Media is designed to prepare students for entry-level employment in the computer graphics/publishing field. Students graduating from the program with a certificate will understand the aesthetic and technical challenges involved in graphic design, computer illustration, electronic page layout, digital image editing, and commercial printing. Certificate requirement: a C (2.00) average in Design & Digital Media classes.

Contact: Chad Adelhardt, (505) 863-6302, Calvin Hall, Room 221.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6)

Communications (3):

| | | |
|-----------|--------------------------|-----|
| ENGL 119* | Technical Communications | 3cr |
|-----------|--------------------------|-----|

Communications (3):

| | | |
|-----------|----------------|-----|
| MATH 119* | Technical Math | 3cr |
|-----------|----------------|-----|

DESIGN & DIGITAL MEDIA CORE (24):

| | | |
|-----------|------------------------------------|-----|
| DDM 101* | Introduction to Macintosh Computer | 3cr |
| DDM 110* | Introduction to Graphic Design | 3cr |
| DDM 111* | Digital Image Editing I | 3cr |
| DDM 131* | Page Layout I | 3cr |
| RDDM 141* | Computer Illustration I | 3cr |
| DDM 232* | Page Layout II | 3cr |
| DDM 242* | Computer Illustration II | 3cr |
| DDM 280* | Typography | 3cr |

ELECTIVES (3):

Choose from the following:

DDM 120, 171, 212, 221, 245, 260, 281, 291, 293, 295 or 296.

FOR SUGGESTED COURSE SEQUENCING:

AAS/Associate of Applied Science – Design & Digital Media (62 credits)

The Certificate in Design & Digital Media is designed to prepare students for entry-level employment in the computer graphics/publishing field. Students graduating from the program with a certificate will understand the aesthetic and technical challenges involved in graphic design, computer illustration, electronic page layout, digital image editing, and commercial printing. Certificate requirement: a C (2.00) average in Design & Digital Media classes.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (20)

Communications (6):

| | | |
|--------------------------|--------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| CJ 101, CJ 110 or CJ 269 | | 3cr |

ARTS (6):

| | | |
|---------------------------------|---------------------|-----|
| ARTH 101 | Introduction to Art | 3cr |
| ARTS 106, ARTS 121, or ARTS 187 | | 3cr |

| | |
|---|-----|
| <u>Humanities/Social Science (3)</u> | 3cr |
|---|-----|

Math/Natural Science/Behavioral Science (6):

| | |
|--|-----|
| MATH 120 or Other | 3cr |
| Other (no more than 3 credits in any category) | |

| | |
|---|-----|
| <u>Health/Physical Education (2)</u> | 2cr |
|---|-----|

DESIGN & DIGITAL MEDIA CORE (36):

| | | |
|----------|------------------------------------|-----|
| DDM 101* | Introduction to Macintosh Computer | 3cr |
| DDM 110* | Introduction to Graphic Design | 3cr |
| DDM 111* | Digital Image Editing I | 3cr |
| DDM 120* | History of Graphic Design | 3cr |
| DDM 131* | Page Layout | 3cr |

| | | |
|----------|--------------------------|-----|
| DDM 141* | Computer Illustration | 3cr |
| DDM 212* | Digital Image Editing II | 3cr |
| DDM 232* | Page Layout II | 3cr |
| DDM 242* | Computer Illustration II | 3cr |
| DDM 280* | Typography | 3cr |
| DDM 281* | Portfolio Development | 3cr |
| DDM 296* | Internship | 3cr |

DESIGN & DIGITAL MEDIA ELECTIVES (6):

Choose from the following:

DDM 151, 171, 221, 245, 260, 291, 293 and IT 118.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Chad Adelhardt, (505) 863-6302, Calvin Hall, Room 221.

Certificate – Diabetes Prevention Specialist (32 credits)

Certificate provides students with an introduction to Diabetes, its effect on the region and the community and public health initiatives in place to prevent and combat it. This program prepares students for services in community health and clinical settings.

Course in this program with * an after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (13)

| | | |
|-----------|-----------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
| HCHS 113* | Diabetes Prevention I | 4cr |
| HED 280 | Community Health | 3cr |
| NUTR 120 | Nutrition | 3cr |

DIABETES PREVENTION CORE (19):

| | | |
|----------|-------------------------------------|-----|
| DPS 101* | Perspective in Diabetes Prevention | 3cr |
| DPS 102* | Diabetes Prevention I | 4cr |
| DPS 103* | Fitness & Wellness in Diabetes Prev | 4cr |
| DPS 202* | Diabetes Prevention | 4cr |
| DPS 220* | Diabetes and Nutrition | 4cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 17cr/hrs

| | | |
|-----------|-------------------------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
| NUTR 120 | Nutrition | 3cr |
| DPS 101* | Perspective in Diabetes Prevention | 3cr |
| DPS 102* | Diabetes Prevention I | 4cr |
| DPS 103* | Fitness & Wellness in Diabetes Prev | 4cr |

Term 2 – 15cr/hrs

| | | |
|-----------|----------------------------------|-----|
| HCHS 113* | Basic Body Structure & Functions | 4cr |
| HED 280 | Community Health | 3cr |
| DPS 202* | Diabetes Prevention II | 4cr |
| DPS 220* | Diabetes and Nutrition | 4cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact, Health Careers Department at (505) 863-7664.

Certificate – Drafting Technology (33 credits)

The one-year certificate requires a total of 33 credit hours. UNM Gallup offers the successful graduate a Certificate in Drafting/CAD and provides each candidate the basic skills and techniques for entry-level positions, in the fields of Architectural, Mechanical, or Civil Drafting with emphasis on computer-aided drafting. The course content is aimed at clarity of presentation and communication of design ideas. Mastery of these abilities is achieved with constant exercising of the drafting language, characters, materials and symbols currently in use, and universally understood throughout the industry.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (6):

| | | |
|-----------|-----------------------|------------------------------|
| ENGL 101 | Comp I: Exposition OR | |
| | ENGL 119* | Technical Communications 3cr |
| MATH 115* | Technical Mathematics | 3cr |

DRAFTING CORE (21):

| | | |
|-----------|---------------------------|-----|
| DRFT 101* | Mechanical Drafting I | 3cr |
| DRFT 102* | Mechanical Drafting II | 3cr |
| DRFT 115* | AutoCAD Level I | 3cr |
| DRFT 125* | AutoCAD Level II | 3cr |
| DRFT 141* | Architectural Drafting | 3cr |
| DRFT 241* | Architectural Drafting II | 3cr |
| CNST 175* | Blueprint Reading | 3cr |

ELECTIVES (6):

Any course relating to a planned course of study with approval of Program Coordinator.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|-----------|------------------------|------------------------------|
| ENGL 101 | Comp I: Exposition OR | |
| | ENGL 119* | Technical Communications 3cr |
| MATH 115* | Technical Mathematics | 3cr |
| DRFT 101* | Mechanical Drafting I | 3cr |
| DRFT 115* | AutoCAD Level I | 3cr |
| DRFT 141* | Architectural Drafting | 3cr |

Term 2 – 12cr/hrs

| | | |
|-----------|---------------------------|-----|
| DRFT 102* | Mechanical Drafting II | 3cr |
| DRFT 125* | AutoCAD Level II | 3cr |
| DRFT 241* | Architectural Drafting II | 3cr |
| CNST 175* | Blueprint Reading | 3cr |

Term 3 – 6cr/hrs

| | |
|-------------------|-----|
| Drafting Elective | 3cr |
| Drafting Elective | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Drafting Technology Program Coordinator – Samir A. Wahid, (505) 863-7622.

Certificate – Early Childhood Multicultural Education (36 credits)

This certificate program in Early Childhood Multicultural Education (ECME) 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (15):

Communications (6):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |

Mathematics (3):

| | | |
|----------|-----------------------------------|-----|
| MATH 111 | Math for Elem/Mid School Teachers | 3cr |
|----------|-----------------------------------|-----|

Social and Behavioral Sciences (6)

EARLY CHILDHOOD CORE REQUIREMENTS (21):

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

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

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 14cr/hrs

| | | |
|------------------------------------|-----------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 111 | Math for Elem/Mid School Teachers | 3cr |
| ECME 101 | Child Growth and Development | 3cr |
| ECME 103 | Health, Safety and Nutrition | 2cr |
| Social/Behavioral Science Elective | | 3cr |

Term 2 – 12cr/hrs

| | | |
|------------------------------------|------------------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| ECME 111 | Family and Community Collaboration | 3cr |
| ECME 115 | Guidance of Young Children | 3cr |
| Social/Behavioral Science Elective | | 3cr |

Term 3 – 10cr/hrs

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

***Summer Semester as needed.

FOR ADVISEMENT: Contact Dr. Helen Zongolowicz, (505) 863-7541.

Associate of Arts – Early Childhood Multicultural Education (64 credits)

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

GENERAL EDUCATION REQUIREMENTS (35):

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 220 | Communication for Teachers | 3cr |

Mathematics (3):

| | | |
|----------|-----------------------------------|-----|
| MATH 111 | Math for Elem/Mid School Teachers | 3cr |
|----------|-----------------------------------|-----|

Does not count toward the UNM-A Core Curriculum

Social and Behavioral Sciences (9)

Fine Arts (6)

Natural Sciences (8)

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

EARLY CHILDHOOD CORE REQUIREMENTS (29):

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

**ECME 117 & 117L: ECME 217 & ECME 217L must be taken concurrently.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|--------------------------|-----------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 111 | Math for Elem/Mid School Teachers | 3cr |
| ECME 101 | Child Growth and Development | 3cr |
| ECME 103 | Health, Safety and Nutrition | 2cr |
| Natural Science Elective | | 4cr |

Term 2 – 15cr/hrs

| | | |
|------------------------------------|------------------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| ECME 111 | Family and Community Collaboration | 3cr |
| ECME 115 | Guidance of Young Children | 3cr |
| Social/Behavioral Science Elective | | 3cr |
| Fine Arts Elective | | 3cr |

Term 3 – 7cr/hrs

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

Term 4 – 14cr/hrs

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

Term 5 – 13cr/hrs

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

***Summer Semester as needed.

FOR ADVISEMENT: Contact Dr. Zongolowicz, (505) 863-7541.

Certificate – Entrepreneurism (36 credits)

Contact Business Management and Technology Department for program description.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (12):

Communications (3):

ENGL 119* Technical Communications 3cr

Mathematics (3)

MATH 120 Intermediate Algebra 3cr

Humanities/Behavioral/Social Science (6)

INFORMATION TECHNOLOGY CORE (21):

BSTC 100* Introduction of Accounting 3cr
BSTC 103* Introduction to Business 3cr
BSTC 204* Human Relations in Business 3cr
BSTC 233* Developing a Business Plan I 3cr
MGMT 101 Fundamentals of Accounting I 3cr
MGMT 195 Intro to Entrepreneurism 3cr
CS 150L Computing for Business Students 3cr

ELECTIVES (3):

Areas of specialization: Business, CS, Design & Digital Media, Information Technology. Faculty Advisor must approve electives.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 18cr/hrs

ENGL 119* Technical Communications 3cr
MATH 120 Intermediate Algebra 3cr
BSTC 100* Introduction of Accounting 3cr
Humanities/Behavioral/Social Science Elective 3cr
Humanities/Behavioral/Social Science Elective 3cr
MGMT 101 Fundamentals of Accounting I 3cr

Term 2 – 18cr/hrs

BSTC 103* Introduction to Business 3cr
BSTC 204* Human Relations in Business 3cr
BSTC 233* Developing a Business Plan I 3cr
MGMT 195 Intro to Entrepreneurism 3cr
CS 150L Computing for Business Students 3cr
Elective 3cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair at (505) 863-7511.

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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (29):

Communications (9):

For required courses, refer to the UNM Core Curriculum

Mathematics (3)

For required courses, refer to the UNM Core Curriculum

Natural Sciences (3)

For required courses, refer to the UNM Core Curriculum

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Humanities (3)

For required courses, refer to the UNM Core Curriculum

Fine Arts (3)

For required courses, refer to the UNM Core Curriculum

Health/Physical Education (2)

For required courses, refer to the UNM Core Curriculum

GENERAL EDUCATION ELECTIVES (10)

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

ADDITIONAL ELECTIVES (21)

Any courses at the 101 level or above.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Arts and Letters Department, (505) 863-7535.

Associate of Applied Science – General Business – General Business Concentration (62 credits)

The Associate of Applied Science in General Business is designed to prepare students for a variety of jobs. Students will be introduced to the management and other skills required for success in today's business world. Minimum grade for prerequisite courses in the program is a "C", not "C-".

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (20):

Communications (6):

| | | |
|-----------|------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| BSTC 265* | Business Communication | 3cr |

Mathematics (6):

| | | | |
|----------|----------------------|-----------------|-----|
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |

Physical & Natural Sciences/Social & Behavioral Sciences/Humanities (6)

Refer to UNM Core Curriculum

Health Promotion/Physical Education/Leisure (2):

Any Health/PE/Leisure 101 or above

GENERAL BUSINESS REQUIREMENTS (24):

| | | |
|-----------|----------------------------------|-----|
| BSTC 103* | Introduction to Business | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 218* | Business Law I | 3cr |
| CS 150L | Computer for Business Students | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| MGMT 101 | Fundamental of Accounting I | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |

GENERAL BUSINESS ELECTIVES (18):

| | | |
|-----------|-------------------------------|-----|
| BSTC 131* | Intro to Supervisory Practice | 3cr |
| BSTC 202* | Microcomputer Accounting | 3cr |
| BSTC 223* | Budgeting | 3cr |
| MGMT 202 | Principles of Accounting | 3cr |

| | | |
|--|---------------------------|-----|
| MGMT 222 | Introduction of Marketing | 3cr |
| Business Elective approved by Business Management Dept | | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | | |
|-----------|--------------------------------|-----------------|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| BSTC 103* | Introduction to Business | | 3cr |
| CS 150L | Computer for Business Students | | 3cr |
| MGMT 101 | Fundamental of Accounting I | | 3cr |

Term 2 – 16cr/hrs

| | | |
|---|----------------------------------|-----|
| MGMT 113 | Management: An Introduction | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| BSTC 265* | Business Communication | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| Physical & Natural Science/Social & Behavioral Science/ Humanities Elective | | 3cr |
| Health Promotion/Physical Education/Leisure Elective | | 1cr |

Term 3 – 16crhrs

| | | |
|--|-------------------------------|-----|
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 218* | Business Law I | 3cr |
| BSTC 131* | Intro to Supervisory Practice | 3cr |
| BSTC 223* | Budgeting | 3cr |
| MGMT 202 | Principles of Accounting | 3cr |
| Health Promotion/Physical Education/Leisure Elective | | 1cr |

Term 4 – 15crhrs

| | | |
|--|---------------------------|-----|
| STAT 145 | Intro to Statistics | 3cr |
| BSTC 202* | Microcomputer Accounting | 3cr |
| MGMT 222 | Introduction of Marketing | 3cr |
| Business Elective approved by Business Management Dept | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Business Management and Technology Department, (505) 863-7511.

Associate of Applied Science – General Business – Accounting Concentration (62 credits)

The Associate of Applied Science in General Business (Accounting Concentration) is designed to provide the opportunity for students to develop high levels of skills and abilities necessary to meet employment standards in the accounting field. A graduate of this degree program will be at the paraprofessional level. Minimum grade for prerequisite courses in the program is a "C", not "C-".

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (20):

Communications (6):

| | | |
|-----------|------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| BSTC 265* | Business Communication | 3cr |

Mathematics (6):

| | | | |
|----------|----------------------|-----------------|-----|
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |

Physical & Natural Sciences/Social & Behavioral Sciences/Humanities (6)

Refer to UNM Core Curriculum

Health Promotion/Physical Education/Leisure (2):

Any Health/PE/Leisure 101 or above

GENERAL BUSINESS REQUIREMENTS (24):

| | | |
|-----------|----------------------------------|-----|
| BSTC 103* | Introduction to Business | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 218* | Business Law I | 3cr |
| CS 150L | Computer for Business Students | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| MGMT 101 | Fundamental of Accounting I | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |

ACCOUNTING CONCENTRATION (18):

| | | |
|-----------|--------------------------------|-----|
| BSTC 202* | Microcomputer Accounting | 3cr |
| BSTC 212* | Tax Preparation | 3cr |
| BSTC 216* | Analyzing Financial Statements | 3cr |

| | | |
|-----------|------------------------------|-----|
| BSTC 221* | Accounting for Product Costs | 3cr |
| BSTC 222* | Payroll Accounting | 3cr |
| MGMT 202 | Principles of Accounting | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | | |
|-----------|--------------------------------|-----------------|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| BSTC 103* | Introduction to Business | | 3cr |
| CS 150L | Computer for Business Students | | 3cr |
| MGMT 101 | Fundamental of Accounting I | | 3cr |

Term 2 – 16cr/hrs

| | | |
|-----------|--|-----|
| BSTC 145* | Personal and Business Finance | 3cr |
| BSTC 265* | Business Communication | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |
| MGMT 202 | Principles of Accounting | 3cr |
| | Health Promotion/Physical Education/Leisure Elective | 1cr |

Term 3 – 16crhrs

| | | |
|-----------|---|-----|
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 212* | Tax Preparation | 3cr |
| BSTC 216* | Analyzing Financial Statements | 3cr |
| BSTC 218* | Business Law I | 3cr |
| | Physical & Natural Science/Social & Behavioral Science Elective | 3cr |
| | Health Promotion/Physical Education/Leisure Elective | 1cr |

Term 4 – 15crhrs

| | | |
|-----------|---|-----|
| BSTC 202* | Microcomputer Accounting | 3cr |
| BSTC 221* | Accounting for Product Costs | 3cr |
| BSTC 222* | Payroll Accounting | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| | Physical & Natural Science/Social & Behavioral Science Elective | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Business Management and Technology Department, (505) 863-7511.

Associate of Applied Science – General Business – Entrepreneur Concentration (62 credits)

The Associate of Applied Science in General Business is designed to prepare students for a variety of jobs. Students will be introduced to the management and other skills required for success in today's business world. Minimum grade for prerequisite courses in the program is a "C", not "C-".

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (20):

Communications (6):

| | | |
|-----------|------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| BSTC 265* | Business Communication | 3cr |

Mathematics (6):

| | | | |
|----------|----------------------|-----------|-----|
| MATH 120 | Intermediate Algebra | OR | |
| MATH 121 | College Algebra | | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |

Physical & Natural Sciences/Social & Behavioral Sciences/Humanities (6)

Refer to UNM Core Curriculum

Health Promotion/Physical Education/Leisure (2):

Any Health/PE/Leisure 101 or above

GENERAL BUSINESS REQUIREMENTS (24):

| | | |
|-----------|----------------------------------|-----|
| BSTC 103* | Introduction to Business | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 218* | Business Law I | 3cr |
| CS 150L | Computer for Business Students | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| MGMT 101 | Fundamental of Accounting I | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |

ENTREPRENEUR CONCENTRATION (18):

| | | |
|-----------|---------------------------------|-----|
| BSTC 114* | Customer Service & Relations | 1cr |
| BSTC 150* | Salesmanship | 1cr |
| BSTC 151* | Cash Flow Management | 1cr |
| BSTC 202* | Microcomputer Accounting | 3cr |
| BSTC 233* | Developing a Business Plan | 3cr |
| MGMT 195 | Introduction to Entrepreneurism | 3cr |
| MGMT 222 | Introduction of Marketing | 3cr |

Business Elective approved by Business Management Dept 3cr

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | | |
|--|--------------------------------|-----------|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| MATH 120 | Intermediate Algebra | OR | |
| MATH 121 | College Algebra | | 3cr |
| BSTC 103* | Introduction to Business | | 3cr |
| CS 150L | Computer for Business Students | | 3cr |
| MGMT 101 | Fundamental of Accounting I | | 3cr |
| Health Promotion/Physical Education/Leisure Elective | | | 1cr |

Term 2 – 15cr/hrs

| | | | |
|-----------|----------------------------------|--|-----|
| BSTC 114* | Customer Service & Relations | | 1cr |
| BSTC 145* | Personal and Business Finance | | 3cr |
| BSTC 150* | Salesmanship | | 1cr |
| BSTC 151* | Cash Flow Management | | 1cr |
| BSTC 265* | Business Communication | | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | | 3cr |
| MGMT 195 | Introduction to Entrepreneurism | | 3cr |

Term 3 – 16crhrs

| | | | |
|--|-----------------------------|--|-----|
| BSTC 204* | Human Relations in Business | | 3cr |
| BSTC 218* | Business Law I | | 3cr |
| BSTC 233* | Developing a Business Plan | | 3cr |
| MGMT 113 | Management: An Introduction | | 3cr |
| Physical & Natural Science/Social & Behavioral Science/Humanities Elective | | | 3cr |
| Health Promotion/Physical Education/Leisure Elective | | | 1cr |

Term 4 – 15crhrs

| | | | |
|--|---------------------------|--|-----|
| BSTC 202* | Microcomputer Accounting | | 3cr |
| MGMT 222 | Introduction of Marketing | | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |
| Physical & Natural Science/Social & Behavioral Science/Humanities Elective | | | 3cr |
| Business Elective approved by Business Management Dept | | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Business Management and Technology Department, (505) 863-7511.

Associate of Applied Science – General Business – Information Technology Concentration (62 credits)

The Associate of Applied Science in General Business is designed to prepare students for a variety of jobs. Students will be introduced to the management and other skills required for success in today's business world. Minimum grade for prerequisite courses in the program is a "C", not "C-".

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (20):

Communications (6):

| | | |
|-----------|------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| BSTC 265* | Business Communication | 3cr |

Mathematics (6):

| | | | |
|----------|----------------------|-----------------|-----|
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |

Physical & Natural Sciences/Social & Behavioral Sciences/Humanities (6)

Refer to UNM Core Curriculum

Health Promotion/Physical Education/Leisure (2):

Any Health/PE/Leisure 101 or above

GENERAL BUSINESS REQUIREMENTS (24):

| | | |
|-----------|----------------------------------|-----|
| BSTC 103* | Introduction to Business | 3cr |
| BSTC 145* | Personal and Business Finance | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 218* | Business Law I | 3cr |
| CS 150L | Computer for Business Students | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| MGMT 101 | Fundamental of Accounting I | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |

INFORMATION TECHNOLOGY CONCENTRATION (18):

| | | |
|---------|--|-----|
| CS 151L | Fundamentals of Computer Programming | 3cr |
| IT 122* | Introduction to DBMS | 3cr |
| IT 125* | Computer Operating Systems | 3cr |
| IT 131* | PC Maintenance & Repair | 3cr |
| | Business Elective approved by Business Management Dept | 6cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | | |
|-----------|--------------------------------|-----------------|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| MATH 120 | Intermediate Algebra | OR | |
| | MATH 121 | College Algebra | 3cr |
| BSTC 103* | Introduction to Business | | 3cr |
| CS 150L | Computer for Business Students | | 3cr |
| MGMT 101 | Fundamental of Accounting I | | 3cr |

Term 2 – 16cr/hrs

| | | | |
|-----------|--|--|-----|
| BSTC 145* | Personal and Business Finance | | 3cr |
| BSTC 265* | Business Communication | | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | | 3cr |
| MGMT 113 | Management: An Introduction | | 3cr |
| STAT 145 | Intro to Statistics | | 3cr |
| | Health Promotion/Physical Education/Leisure Elective | | 1cr |

Term 3 – 16crhrs

| | | | |
|-----------|--|--|-----|
| BSTC 204* | Human Relations in Business | | 3cr |
| BSTC 218* | Business Law I | | 3cr |
| IT 122* | Introduction to DBMS | | 3cr |
| IT 125* | Computer Operating Systems | | 3cr |
| | Physical & Natural Science/Social & Behavioral/Humanities Elective | | 3cr |
| | Health Promotion/Physical Education/Leisure Elective | | 1cr |

Term 4 – 15crhrs

| | | | |
|---------|--|--|-----|
| CS 151L | Fundamentals of Computer Programming | | 3cr |
| IT 131* | PC Maintenance & Repair | | 3cr |
| | Physical & Natural Science/Social & Behavioral/Humanities Elective | | 3cr |
| | Business Elective approved by Business Management Dept | | 3cr |
| | Business Elective approved by Business Management Dept | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Business Management and Technology Department, (505) 863-7511.

Certificate – Green Building Certificate (32 credits)

Green Sustainable, Recycling, or Renewable & Alternative Energy all currently in vogue terms that deal with the fact the humanity is overwhelming and damaging our planet. Simply put our certificate is all about developing sustainable living philosophies for future life on earth. As a nation, America is the greatest polluter in terms of carbon footprint on earth. We need to educate, be responsible for, and to focus on positive changes if we expect to live in and pass on a sustainable future on earth. Then whole green movement addresses relevant issues in the attempt o develop educate and foster a “sustainable” future. Construction Technology’s focus is the building side of the “Green” movement that is inherently linked to the larger problem.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GREEN BUILDING TECHNOLOGY CORE (32):

| | | |
|-----------|---------------------------------|-------|
| CNST 104* | Core Curriculum | 4cr |
| CNST 114 | Passive Solar Adobe | 4cr |
| CNST 124* | Renewable Energy Active Systems | 4cr |
| CNST 134* | Sustainable Landscape | 4cr |
| CNST 174* | Green Building/Design | 4cr |
| CNST 204* | Timber Frame Construction | 4cr |
| CNST 295* | Practicum | OR |
| CNST 299* | Cooperative | 4-8cr |

(Maximum of 8 credit hours for one or combined courses: CNST 295 & 299.)

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | |
|-----------|---------------------------------|-------|
| CNST 104* | Core Curriculum | 4cr |
| CNST 124* | Renewable Energy Active Systems | 4cr |
| CNST 174* | Green Building/Design | 4cr |
| CNST 295* | Practicum | OR |
| CNST 299* | Cooperative | 4-8cr |

Term 2 – 18cr/hrs

| | | |
|-----------|---------------------------|-------|
| CNST 114 | Passive Solar Adobe | 4cr |
| CNST 134* | Sustainable Landscape | 4cr |
| CNST 204* | Timber Frame Construction | 4cr |
| CNST 295* | Practicum | OR |
| CNST 299* | Cooperative | 4-8cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Applied Technology Department at (505) 863-7523.

Associate of Science – 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. Upon successful completion of the program the graduate is awarded an Associate of Science and is eligible to take the national accrediting examination. After successfully passing the accrediting examination, the graduate is certified as an Accredited Record Technician (ART).

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (33):

Communications (6):

| | | | |
|----------|------------------------------|-----------------------------|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | OR | |
| | CJ 221 | Interpersonal Communication | 3cr |

Fine Arts/Humanities (3):

For required courses, refer to the UNM Core Curriculum

Behavioral Science (3):

For required courses, refer to the UNM Core Curriculum

Physical Education/Health (2)

Social Sciences (3):

For required courses, refer to the UNM Core Curriculum

Mathematics/Natural Science (7):

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

Health Sciences (6):

| | | |
|-----------|-------------------------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
| HCHS 115* | Pharmacology for Health Occupations | 3cr |

Business Technology (3):

| | | |
|---------|---------------------------------|-----|
| CS 150L | Computing for Business Students | 3cr |
|---------|---------------------------------|-----|

HEALTH INFORMATION TECHNOLOGY CORE (38):

| | | |
|-----------|---------------------------------|-----|
| HCHT 121* | Health Information Technology I | 4cr |
| HCHT 211* | Basic ICD / CPT Coding | 4cr |
| HCHT 213* | Principles of Disease | 4cr |
| HCHT 215 | Advanced OP Coding | 2cr |

| | | |
|-----------|------------------------------------|-----|
| HCHT 219* | Advanced IP Coding | 3cr |
| HCHT 221* | Medical-Legal & Quality Management | 4cr |
| HCHT 222* | Health Information Technology II | 4cr |
| HCHT 231* | Computer Application & Statistics | 4cr |
| HCHT 232* | Reimbursement Methodologies | 3cr |
| HCHT 233* | Professional Practice Experience | 6cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 10cr/hrs – (Summer)

| | | |
|-----------|--------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| HCHS 111* | Medical Terminology | 3cr |
| | Natural Science Elective | 4cr |

Term 2 – 13cr/hrs – (Fall)

| | | | |
|-----------|---------------------------------|-----------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | OR | |
| | CJ 221 | Interpersonal Communication | 3cr |
| CS 150L | Computing for Business Students | 3cr | |
| HCHT 213* | Principles of Disease | 4cr | |
| | Social Science Elective | 3cr | |

Term 3 – 15cr/hrs – (Spring)

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

Term 4 - 5cr/hrs – (Summer)

| | | |
|-----------|-----------------------------|-----|
| HCHT 215 | Advanced OP Coding | 2cr |
| HCHT 232* | Reimbursement Methodologies | 3cr |

Term 5 – 18cr/hrs – (Fall)

| | | | |
|-----------|--------------------------------------|-----------------|-----|
| STAT 145 | Introduction to Statistics | OR | |
| | MATH 121 | College Algebra | 3cr |
| HCHT 219* | Advanced IP Coding | 3cr | |
| HCHT 222* | Health Information Technology II | 4cr | |
| HCHT 231* | Computer Application & Statistics | 4cr | |
| | Fine Arts/Humanities Elective | 3cr | |
| | Health Physical Education/Recreation | 1cr | |

Term 6 – 10cr/hrs – (Spring)

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

**Summer Semester as needed.

FOR ADVISEMENT: Contact Melody Brashear, (505) 863-7659.

Certificate – Health Information Technology - Coding (33 credits)

A certificate in Health Information Technology is awarded following successful completion of the 32 credit-hour program. This program is designed to obtain a certificate or those desiring entry-level employment in a health information department, coding. Disease and procedural coding are the methods by which the patient's encounters are classified, allowing the facility to bill insurance companies and government agencies for reimbursement.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (13):

Communications (3):

| | | |
|----------|--------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
|----------|--------------------|-----|

Natural Science (4):

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

Health Sciences (3):

| | | |
|-----------|---------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
|-----------|---------------------|-----|

Business Technology (3):

| | | |
|---------|-----------------------|-----|
| IT 101* | Computer Fundamentals | 3cr |
|---------|-----------------------|-----|

HEALTH INFORMATION TECHNOLOGY CORE (19):

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

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 9cr/hrs – (Fall)

| | | |
|-----------|-----------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| HCHS 111* | Medical Terminology | 3cr |
| IT 101* | Computer Fundamentals | 3cr |

Term 2 – 16cr/hrs – (Spring)

| | | |
|---|------------------------------------|-----|
| HCHT 121* | Health Information Technology I | 4cr |
| HCHT 211* | Basic ICD / CPT Coding | 4cr |
| HCHT 221* | Medical-Legal & Quality Management | 4cr |
| Choose from BIOL 123/124L, 136/139L, 237/227L | OR | |
| HCHS 113 | | 4cr |

Term 3 – 5cr/hrs – (Summer)

| | | |
|-----------|-----------------------------|-----|
| HCHT 215* | Advanced OP Coding | 2cr |
| HCHT 232* | Reimbursement Methodologies | 3cr |

Term 4 – 3cr/hrs – (Fall)

| | | |
|-----------|--------------------|-----|
| HCHT 219* | Advanced IP Coding | 3cr |
|-----------|--------------------|-----|

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Melody Brashear, (505) 863-7659.

Certificate – Health Care Technician (35 credits)

Healthcare Technicians work in hospitals, clinics, and other healthcare settings under the direction of a licensed registered nurse. They are certified nursing assistants who perform a wide range of work activities from advanced technical clinical skills to specialized clerical skills that otherwise fall under the auspice of nursing duties. The Healthcare Technician certificate consists of 35 credits and provides training in urinary catheterization, basic respiratory care, oximetry, phlebotomy, blood glucose monitoring, sterile technique, wound care, transcript of doctor's orders, and other technical and clerical health unit management skills. The certificate is designed to articulate with the Associate's Degree in Nursing.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (21):

Communications (3):

| | | |
|--------|-----------------------------|-----|
| CJ 221 | Interpersonal Communication | 3cr |
|--------|-----------------------------|-----|

Health Sciences (12):

| | | |
|-----------|------------------------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
| HCHS 113* | Basic Body Structure & Functions I | 4cr |
| HCHS 121* | Medical Transcription II | 3cr |
| HCHS 213* | Body Structure & Function II | 2cr |

Business Technology (3):

| | | |
|---------|-----------------------|-----|
| IT 101* | Computer Fundamentals | 3cr |
|---------|-----------------------|-----|

Behavioral Science (3):

| | | |
|---------|--------------------------|-----|
| PSY 220 | Developmental Psychology | 3cr |
|---------|--------------------------|-----|

HEALTH INFORMATION TECHNOLOGY CORE (14):

| | | |
|-----------|-----------------------------------|-----|
| HCT 110* | HCT Coordinator | 4cr |
| HCT 110L* | HCT Coordinator Lab/Clinical | 2cr |
| HCT 112* | HCT Technical Skills | 6cr |
| HCT 112L* | HCT Technical Skills Lab/Clinical | 2cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 13cr/hrs

| | | |
|-----------|------------------------------------|-----|
| CJ 221 | Interpersonal Communication | 3cr |
| HCHS 111* | Medical Terminology | 3cr |
| HCHS 113* | Basic Body Structure & Functions I | 4cr |
| IT 101* | Computer Fundamentals | 3cr |

Term 2 – 12cr/hrs

| | | |
|-----------|------------------------------|-----|
| HCT 110* | HCT Coordinator | 4cr |
| HCHS 121* | Medical Transcription II | 3cr |
| HCHS 213* | Body Structure & Function II | 2cr |
| PSY 220 | Developmental Psychology | 3cr |

Term 3 – 2cr/hrs

| | | |
|-----------|------------------------------|-----|
| HCT 110L* | HCT Coordinator Lab/Clinical | 2cr |
|-----------|------------------------------|-----|

Term 4 – 8cr/hrs

| | | |
|-----------|-----------------------------------|-----|
| HCT 112* | HCT Technical Skills | 6cr |
| HCT 112L* | HCT Technical Skills Lab/Clinical | 2cr |

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Maggie Robinson, (505) 726-6308.

Certificate – Human Services (30 credits)

The two-semester program gives a foundation for further education in several fields. It enhances student's ability to obtain employment in Human Services areas at the entry-level.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

| | | |
|----------|--------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
|----------|--------------------|-----|

Behavioral & Social Science (6):

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

HUMAN SERVICES CORE (15):

| | | |
|--------|---|-----|
| HS 101 | Introduction to Human Services | 3cr |
| HS 102 | Principles of Interviewing | 3cr |
| HS 105 | Group Dynamics | 3cr |
| HS 109 | Techniques of Assessment & Intervention | 3cr |
| HS 250 | Clinical Experience in Human Services | 3cr |

ELECTIVES (6):

| | | |
|---------------------|----------------------------|-----|
| Recommended HED 171 | Personal Health Management | 3cr |
| Elective | | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|--------------------|--------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| HS 101 | Introduction to Human Services | 3cr |
| HS 102 | Principles of Interviewing | 3cr |
| SOC 101 | Introduction to Sociology | 3cr |
| Elective (HED 171) | | 3cr |

Term 2 – 15cr/hrs

| | | |
|----------|---|-----|
| HS 105 | Group Dynamics | 3cr |
| HS 109 | Techniques of Assessment & Intervention | 3cr |
| HS 250 | Clinical Experience in Human Services | 3cr |
| PSY 105 | General Psychology | 3cr |
| Elective | | 3cr |

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Student Services Advisement Center, (505) 863-7660.

Associate of Arts – Human Services (67 credits)

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

GENERAL EDUCATION REQUIREMENTS (40):

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |

Behavioral & Social Science (12):

| | | | |
|----------|--------------------------------|----|-----|
| ANTH 101 | Introduction to Anthropology | OR | |
| | ANTH 130 Cultures of the World | | 3cr |
| ECON 105 | Intro to Macroeconomics | | 3cr |
| PSY 105 | General Psychology | | 3cr |
| SOC 101 | Introduction to Sociology | | 3cr |

Fine Arts (3)

| | | | |
|--|--|--|-----|
| | | | 3cr |
|--|--|--|-----|

Humanities (6)

Mathematics (3):

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

Physical and Natural Sciences (4):

| | | | |
|---------------|------------------------------|--|-----|
| BIOL 110/112L | Biology for Non-Majors w/Lab | | 4cr |
|---------------|------------------------------|--|-----|

Second Language (3)

HUMAN SERVICES CORE (24):

| | | | |
|--------|---|----|-----|
| HS 101 | Introduction to Human Services | OR | |
| | FS 281 Introduction to Family Studies | | 3cr |
| FS 213 | Marriage & Family Relations | | 3cr |
| HS 102 | Principles of Interviewing | | 3cr |
| HS 105 | Group Dynamics | | 3cr |
| HS 109 | Techniques of Assessment & Intervention | | 3cr |
| HS 250 | Clinical Experience in Human Services | | 3cr |

| | | | |
|---------|--------------------------|--|-----|
| HS 251 | Clinical Experience | | 3cr |
| PSY 220 | Developmental Psychology | | 3cr |

ELECTIVES (3): (Must be approved by Human Services Advisor)

| | | | |
|----------|--|--|-----|
| Elective | | | 3cr |
|----------|--|--|-----|

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 18cr/hrs

| | | | |
|--------------------|---------------------------------------|----|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| HS 101 | Introduction to Human Services | OR | |
| | FS 281 Introduction to Family Studies | | 3cr |
| HS 102 | Principles of Interviewing | | 3cr |
| SOC 101 | Introduction to Sociology | | 3cr |
| PSY 105 | General Psychology | | 3cr |
| Fine Arts Elective | | | 3cr |

Term 2 – 17cr/hrs

| | | | |
|---------------|---|----|-----|
| ENGL 102 | Comp II: Analysis & Argument | | 3cr |
| ANTH 101 | Introduction to Anthropology | OR | |
| | ANTH 130 Cultures of the World | | 3cr |
| BIOL 110/112L | Biology for Non-Majors w/Lab | | 4cr |
| HS 105 | Group Dynamics | | 3cr |
| HS 109 | Techniques of Assessment & Intervention | | 3cr |

Term 3 – 18cr/hrs

| | | | |
|--------------------------|---------------------------------------|--|-----|
| FS 213 | Marriage & Family Relations | | 3cr |
| PSY 220 | Developmental Psychology | | 3cr |
| HS 250 | Clinical Experience in Human Services | | 3cr |
| Humanities Elective | | | 6cr |
| Second Language Elective | | | 3cr |

Term 3 – 15cr/hrs

| | | | |
|----------|------------------------------|----|-----|
| CJ 130 | Public Speaking | | 3cr |
| ECON 105 | Intro to Macroeconomics | | 3cr |
| HS 251 | Clinical Experience | | 3cr |
| MATH 121 | College Algebra | OR | |
| | STAT 145 Intro to Statistics | | 3cr |
| Elective | | | 3cr |

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Student Services Advisement Center, (505) 863-7660.

Certificate – Information Technology (36 credits)

The certificate for Information Technology prepares students for entry-level employment in computerized environments. Minimum acceptable grade for pre-requisite courses in this program is C, not C-.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

| | | |
|----------|--------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
|----------|--------------------|-----|

Mathematics (3):

| | | |
|----------|----------------------|-----|
| MATH 120 | Intermediate Algebra | 3cr |
|----------|----------------------|-----|

INFORMATION TECHNOLOGY CORE (21):

| | | |
|-----------|----------------------------------|-----|
| BSTC 204* | Human Relations in Business | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| DDM 101* | Intro to Macintosh Computer | 3cr |
| IT 120* | Intro to Word Processing | 3cr |
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| IT 125* | Microcomputer Operating Systems | 3cr |
| IT 131* | Intro to Hardware Installation | 3cr |

ELECTIVES (9):

Areas of specialization to choose from: Business Management & Technology, Computer Science, Design & Digital Media, and Information Technology. Faculty Advisor must approve electives.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 18cr/hrs

| | | |
|-----------|---------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 120 | Intermediate Algebra | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| IT 120* | Intro to Word Processing | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| Elective | | 3cr |

Term 2 – 18cr/hrs

| | | |
|----------|----------------------------------|-----|
| IT 121* | Intro to Electronic Spreadsheets | 3cr |
| IT 125* | Microcomputer Operating Systems | 3cr |
| IT 131* | Intro to Hardware Installation | 3cr |
| DDM 101* | Intro to Macintosh Computer | 3cr |
| Elective | | 3cr |
| Elective | | 3cr |

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, (505) 863-7511.

AAS/Associate of Applied Science – Legal Assistant (66 Credits)

The Associate of Applied Science Degree in Legal Assistant Program is designed to develop skills and abilities necessary to meet employment standards as a legal assistant. This individual will assist attorneys in research, briefs, office management and administrative duties. Other duties will vary from office to office. Minimum acceptable grade for prerequisite courses in this program is C, not C-.

Courses in this program with an *after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (21):

Communications (9):

| | | |
|-----------|--------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 119* | Technical Communications | 3cr |
| BSTC 265* | Business Communications | OR |
| | CJ 101 or above | 3cr |

Mathematics (3):

| | |
|-------------------|-----|
| MATH 120 or other | 3cr |
|-------------------|-----|

Fine Arts/ Humanities (3):

| | |
|--|-----|
| Any Fine Arts or Humanities 101 or above | 3cr |
|--|-----|

Behavioral/Physical & Natural Sciences (3):

| | |
|--|-----|
| Any Behavioral/Physical & Natural Science 101 or above | 3cr |
|--|-----|

Social Sciences (3):

| | |
|---------------------------------|-----|
| Any Social Science 101 or above | 3cr |
|---------------------------------|-----|

BUSINESS TECHNOLOGY CORE (42):

| | | |
|-----------|---|-----|
| BSTC 100* | Introduction to Accounting | 3cr |
| BSTC 142* | Introduction to Legal System | 3cr |
| BSTC 218* | Business Law I | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 243* | Estate Probate | 3cr |
| BSTC 244* | Litigation | 3cr |
| BSTC 270* | Family Law for the Legal Assistant | 3cr |
| BSTC 275* | Real Estate Law for the Legal Assistant | 3cr |
| BSTC 276* | Survey of Torts for the Legal Assistant | 3cr |
| BSTC 280* | Legal Research & Writing | 3cr |
| BSTC 299* | CO-OP Work Experience | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| CS 150L | Computing for Business Students | 3cr |

| | | |
|---------|---------------------------------|-----|
| IT 120* | Introduction to Word Processing | 3cr |
|---------|---------------------------------|-----|

Business Management & Technology Electives (3):

Related courses numbered 101 or above. Faculty Advisor must approve electives.

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|-----------|--|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 120 | Intermediate Algebra | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| BSTC 142* | Introduction to Legal System | 3cr |
| | Behavioral/Physical & Natural Science Elective | 3cr |

Term 2 – 15cr/hrs

| | | |
|-----------|---------------------------------|-----|
| ENGL 119* | Technical Communications | 3cr |
| BSTC 100* | Introduction to Accounting | 3cr |
| BSTC 218* | Business Law I | 3cr |
| BSTC 243* | Estate Probate | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |

Term 3 – 18cr/hrs

| | | |
|-----------|---------------------------------|-----|
| CS 150L | Computing for Business Students | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 265* | Business Communications | OR |
| | CJ 101 or above | 3cr |
| BSTC 244* | Litigation | 3cr |
| BSTC 280* | Legal Research & Writing | 3cr |
| | Fine Arts/Humanities Elective | 3cr |

Term 4 – 18cr/hrs

| | | |
|-----------|---|-----|
| BSTC 270* | Family Law for the Legal Assistant | 3cr |
| BSTC 275* | Real Estate Law for the Legal Assistant | 3cr |
| BSTC 276* | Survey of Torts for the Legal Assistant | 3cr |
| BSTC 299* | CO-OP Work Experience | 3cr |
| | Business Elective* | 3cr |
| | Social Science Elective | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, (505) 863-7511.

Associate of Arts – Liberal Arts (60 credits)

The Associate of Arts Degree in Liberal Arts is designed to provide the first two years of study for the student who plans to pursue a Bachelor's Degree in a liberal arts field. Upon completion of the degree, a student should have broad introductory courses to satisfy the General Education requirements of most four-year institution and be accepted into the academic department of his or her choice. The core curriculum requires once course chosen from any of the lower division non-English Language offerings of the Departments of Linguistics, Spanish and Portuguese, and Foreign Languages and Literature. Students who's native language is not English are effectively exempt from the this requirement, even if their native language is not offered at the University of New Mexico.

GENERAL EDUCATION REQUIREMENTS (51-52):

Communications (9):

For required courses, refer to the UNM Core Curriculum

Mathematics (6)

For required courses, refer to the UNM Core Curriculum

Physical and Natural Sciences (7-8)

For required courses, refer to the UNM Core Curriculum

Social and Behavioral Sciences (9)

For required courses, refer to the UNM Core Curriculum

Humanities (9)

For required courses, refer to the UNM Core Curriculum

Fine Arts (6)

For required courses, refer to the UNM Core Curriculum

Health/Physical Education (2)

GENERAL EDUCATION ELECTIVES (8-9)

The remaining 8-9 credits may be selected as "General Electives" from any academic field, ideally in the student's planned major or minor. To complete a total of at least 60 credit hours. No technical courses are acceptable for any category in this degree. Courses taken in the University Honors Program may, with the approval of the Chair of the Behavioral and Social Sciences Department, be counted toward the requirements in fields for which course content is clearly appropriate. The question of appropriateness is determined by the Chair.

FOR SUGGESTED COURSE SEQUENCING:

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

Contact: The Arts and Letters Department, (505) 863-7535 and The Behavioral and Social Science Department, (505) 863-7572.

Associate of Applied Science – Medical Laboratory Technician (71 credits)

The Associate of Science Degree in Medical Laboratory Technician (MLT) addresses the essentials mandated by the National Accreditation for Clinical Laboratory Sciences (NAACLS) and has been granted full accreditation since 1986. Articulation for the Bachelor's Degree is in place. A student successfully completing is eligible to take the American Society of Clinical Pathologist Board of Registry. Certification provides job opportunities in private and public health service hospitals. Students are required to meet with the MLT advisor prior to selection of courses. Admissions requirement for the MLT program include placement with the Accuplacer Test (or equivalent) and an interview by program staff. Grade of C or better is required in all courses. Courses can be repeated once. Students are required to complete all professional coursework within a five-year time period.

Courses in this program with an *after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (37):

Communications (6):

| | | | |
|----------|------------------------------|----|-----|
| ENGL 101 | Comp I: Exposition | | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | OR | |
| CJ 221 | Interpersonal Communication | | 3cr |

Fine Arts/Humanities (3)

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

Mathematics/Physical and Natural Sciences (11)

| | |
|--|-----|
| Choose from STAT 145, MATH 150 or MATH 121 | 3cr |
| CHEM 121/123L or CHEM 111/111L | 4cr |
| CHEM 122/124L or CHEM 212 | 4cr |

Biology (8):

Choose from BIOL 123/124L, BIOL 136/139L, 200, 237/227L and 238/237L

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Health/Physical Education (2)

Health Sciences (1):

| | | |
|-----------|------------|-----|
| HCHS 101* | Phlebotomy | 1cr |
|-----------|------------|-----|

MEDICAL LABORATORY TECHNICIAN CORE (34):

| | | |
|----------|-----------------------------------|-----|
| MLT 111* | Intro to Basic Laboratory Skills | 4cr |
| MLT 112* | Clinical Practicum: Phlebotomy | 1cr |
| MLT 211* | Clinical Hematology & Coagulation | 4cr |

| | | |
|----------|--------------------------------|-----|
| MLT 214* | Clinical Microbiology | 5cr |
| MLT 216* | Clinical Chemistry | 4cr |
| MLT 219* | Immunohematology and Serology | 4cr |
| MLT 271* | Directed Clinical Practicum I | 4cr |
| MLT 281* | Directed Clinical Practicum II | 6cr |
| MLT 291* | Preparation for MLT Board Exam | 2cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | |
|--------------------|----------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MLT 111* | Intro to Basic Laboratory Skills | 4cr |
| HCHS 101* | Phlebotomy | 1cr |
| Biology Elective | | 4cr |
| Chemistry Elective | | 4cr |

Term 2 – 13cr/hrs

| | | | |
|---|--------------------------------|----|-----|
| ENGL 102 | Comp II: Analysis & Argument | OR | |
| CJ 221 | Interpersonal Communication | | 3cr |
| MLT 112* | Clinical Practicum: Phlebotomy | | 1cr |
| Biology Elective | | | 4cr |
| Chemistry Elective | | | 4cr |
| Health/Physical Education/Recreation Elective | | | 1cr |

Term 3 – 15cr/hrs

| | | |
|-------------------------------|-----------------------------------|-----|
| MLT 211* | Clinical Hematology & Coagulation | 4cr |
| MLT 214* | Clinical Microbiology | 5cr |
| MATH Elective | | 3cr |
| Fine Arts/Humanities Elective | | 3cr |

Term 4 – 15cr/hrs

| | | |
|---|-------------------------------|-----|
| MLT 216* | Clinical Chemistry | 4cr |
| MLT 219* | Immunohematology and Serology | 4cr |
| Elective | | 3cr |
| Elective | | 3cr |
| Health/Physical Education/Recreation Elective | | 1cr |

Term 5 – 12cr/hrs

| | | |
|----------|--------------------------------|-----|
| MLT 271* | Directed Clinical Practicum I | 4cr |
| MLT 281* | Directed Clinical Practicum II | 6cr |
| MLT 291* | Preparation for MLT Board Exam | 2cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Loretta Gonzalez, (505) 863-7598.

Associate of Science – Nursing (72 credits)

The Associate of Science Degree in Nursing is designed to provide the student with the necessary knowledge and skills to provide safe and effective nursing care. Upon completion of the program, the graduate is eligible to take NCLEX-RN licensing examination to become a registered nurse. Admission requirement f o the Nursing Program includes:

- ◆ Nursing Assistant certification (Current validation of nursing assistant skills required, see nursing program advisor or program website for details)
- ◆ Completion of all prerequisite courses with a “C” or better
- ◆ Acceptable scores on the admission exam
- ◆ CHEM 111 or high school chemistry within the last five years

Enrollment is limited and an application is required. Students must receive a minimum of “C” or better in all nursing core courses. Details are available from the Nursing Program Advisor.

Courses in this program with an *after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (29):

Communications (6):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |

Fine Arts/Humanities (3)

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

Behavioral Sciences (6):

| | | |
|---------|------------------------|-----|
| PSY 105 | General Psychology | 3cr |
| PSY 220 | Development Psychology | 3cr |

Mathematics/Physical & Natural Sciences (8):

| | |
|--------------------------------|-----|
| BIOL 136/139L or BIOL 237/227L | 4cr |
| BIOL 200 or BIOL 238/227L | 4cr |

Health Sciences (6):

| | | |
|-----------|------------------------------|-----|
| HCHS 111* | Medical Terminology | 3cr |
| HCHS 125* | Introduction to Pharmacology | 3cr |

NURSING CORE (43):

| | | |
|-----------|-----------------------------|-----|
| NURS 110* | Professional Development | 1cr |
| NURS 115* | Nursing Fundamentals | 8cr |
| NURS 130* | Medical-Surgical Nursing | 5cr |
| NURS 131* | Principles of Mental Health | 4cr |

| | | |
|------------|------------------------------|-----|
| NURS 230* | Women’s Health Nursing | 4cr |
| NURS 232 | Pediatric Nursing | 4cr |
| NURS 234* | Medical-Surgical Nursing II | 5cr |
| NURS 242L* | Nursing Practicum | 2cr |
| NURS 243* | Medical Surgical Nursing III | 9cr |
| NURS 245* | Professional Seminar | 1cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | |
|--------------------------------|---------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| PSY 105 | General Psychology | 3cr |
| BIOL 136/139L or BIOL 237/227L | | 4cr |
| HCHS 111* | Medical Terminology | 3cr |
| Elective | | 3cr |

Term 2 – 16cr/hrs

| | | |
|---------------------------|------------------------------|-----|
| BIOL 200 or BIOL 238/227L | 4cr | |
| HCHS 125* | Introduction to Pharmacology | 3cr |
| NURS 110* | Professional Development | 1cr |
| NURS 115* | Nursing Fundamentals | 8cr |

Term 3 – 12cr/hrs

| | | |
|-----------|-----------------------------|-----|
| PSY 220 | Development Psychology | 3cr |
| NURS 130* | Medical-Surgical Nursing | 5cr |
| NURS 131* | Principles of Mental Health | 4cr |

Term 4 – 16cr/hrs

| | | |
|-----------|------------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| NURS 230* | Women’s Health Nursing | 4cr |
| NURS 232 | Pediatric Nursing | 4cr |
| NURS 234* | Medical-Surgical Nursing II | 5cr |

Term 5 – 12cr/hrs

| | | |
|------------|------------------------------|-----|
| NURS 242L* | Nursing Practicum | 2cr |
| NURS 243* | Medical Surgical Nursing III | 9cr |
| NURS 245* | Professional Seminar | 1cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Nursing Department, (505) 863-7514, Student Services Advisement, (505) 863-7660.

Associate of Arts – Pre-Business Administration (61 credits)

The Associate of Arts in Pre-Business Administration is meant for that student who wants to transfer into the 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 division business courses needed for application to Anderson School. (See UNM General Bulletin for admission requirements.)

GENERAL EDUCATION REQUIREMENTS (46):

Communications (9):

| | | |
|----------|----------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| ENGL 219 | Technical & Professional Writing | OR |
| ENGL 220 | Expository Writing | 3cr |

Humanities (3)

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

Fine Arts (3)

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

Mathematics (6)

| | |
|-----------------|-----|
| MATH 121 or 150 | 3cr |
| MATH 162 or 180 | 3cr |

Physical and Natural Sciences (7)

For required courses, refer to the UNM Core Curriculum

Social and Behavioral Sciences (15) (Choose from AMST 182 or 185, ANTH 104 or 130, GEOG 102, LING 101, POLS 110, 200, 220 or 240.)

| | | |
|--------------------|-----------------------------|-----|
| ECON 105 | Introductory Macroeconomics | 3cr |
| ECON 106 | Introductory Microeconomics | 3cr |
| PSY 105 or SOC 101 | | 3cr |

Second Language (3)

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

BUSINESS CORE (9):

| | | |
|----------|------------------------------------|-----|
| CS 150L | Computing for Business Students | 3cr |
| STAT 145 | Statistical Methodology | 3cr |
| MGMT 202 | Principles of Financial Accounting | 3cr |

ELECTIVES (6)

| | | |
|----------|-----------------------------|-----|
| MGMT 113 | Management: An Introduction | 3cr |
|----------|-----------------------------|-----|

No Business Technology or PE Activity courses. All courses must be 101 or above. Suggest Humanities from UNM Core Curriculum.

NOTE: The UNM Core Curriculum requires an additional humanities course. Anderson School of Management requires students to complete the remaining course as part of the upper division requirement (i.e. 300- and 400- level courses). MGMT 101/102 are the equivalent of and may be taken in lieu of ASM's MGMT 202. CS 150L or successful completion of computer skills competency test.

FOR SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|-------------------------------------|--------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 121 or 150 | | 3cr |
| Humanities Elective | | 3cr |
| Behavioral/Social Science Elective | | 3cr |
| Physical & Natural Science Elective | | 3cr |

Term 2 – 16cr/hrs

| | | |
|-------------------------------------|------------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| MATH 162 or 180 | | 3cr |
| ECON 105 | Introductory Macroeconomics | 3cr |
| Foreign Language Elective | | 3cr |
| Physical & Natural Science Elective | | 4cr |

Term 3 – 15cr/hrs

| | | |
|--------------------|---------------------------------|-----|
| ECON 106 | Introductory Microeconomics | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| STAT 145 | Statistical Methodology | 3cr |
| PSY 105 or SOC 101 | | 3cr |
| Fine Arts Elective | | 3cr |

Term 4 – 15cr/hrs

| | | |
|------------------------------------|------------------------------------|-----|
| MGMT 202 | Principles of Financial Accounting | 3cr |
| ENGL 219 | Technical & Professional Writing | OR |
| ENGL 220 | Expository Writing | 3cr |
| MGMT 113 | Management: An Introduction | 3cr |
| Behavioral/Social Science Elective | | 3cr |
| Free Elective | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, (505) 863-7511.

Associate of Arts – Pre-Professional Elementary Education (64 credits)

The Associate of Arts degree in Pre-Professional Education is designed for the student who is planning to transfer to a baccalaureate program upon completion. The college has general requirements for graduation. In addition, each department has specific graduation requirements. It is the student's responsibility to contact his/her education advisor before registering for courses in the degree program.

GENERAL EDUCATION REQUIREMENTS (58):

Communications (12):

| | | |
|----------|---------------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| LING 101 | Introduction to the Study of Language | 3cr |
| CJ 270 | Communication for Teachers | 3cr |

Fine Arts (6)

| | | |
|----------|---------------------------------------|-----|
| ARTH 251 | Artistic Tradition of the Southwest | OR |
| ARTH 101 | Introduction to Art History | 3cr |
| MUSE 293 | Multicultural Awareness through Music | OR |
| MUSE 298 | Music for the Elem Teacher | 3cr |

History (12)

| | | |
|-----------------------------------|-----------------------|-----|
| HIST 101, 102, or UHON 121 or 122 | | 3cr |
| HIST 161 or 162 | | 3cr |
| HIST 260 | History of New Mexico | 3cr |
| HIST Elective | | 3cr |

Physical and Natural Sciences (12)

| | | |
|-----------|-----------------------|-----|
| NTSC 261L | Physical Science | 4cr |
| NTSC 262L | Life Science | 4cr |
| NTSC 263L | Environmental Science | 4cr |

Mathematics (9)

| | | |
|----------|---------------------------------------|-----|
| MATH 111 | Mathematics for Elem/Mid Teachers I | 3cr |
| MATH 112 | Mathematics for Elem/Mid Teachers II | 3cr |
| MATH 215 | Mathematics for Elem/Mid Teachers III | 3cr |

Social and Behavioral Sciences (6)

For required courses, refer to the UNM Core Curriculum

Health/Physical Education/Leisure (1)

EDUCATION CORE (6)

| | | |
|----------|---|-----|
| ECME 115 | Guiding Young Children | 3cr |
| ECME 202 | Intro to Reading & Literacy Development | 3cr |

FOR SUGGESTED COURSE SEQUENCING:

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

Term 1 – 16cr/hrs

| | | |
|-----------------------------------|---------------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| NTSC 261L | Physical Science | 4cr |
| ARTH 251 | Artistic Tradition of the Southwest | OR |
| ARTH 101 | Introduction to Art History | 3cr |
| HIST 101, 102, or UHON 121 or 122 | | 3cr |
| LING 101 | Introduction to the Study of Language | 3cr |

Term 2 – 16cr/hrs

| | | |
|------------------------------------|-------------------------------------|-----|
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| HIST 161 or 162 | | 3c |
| NTSC 262L | Life Science | 4cr |
| MATH 111 | Mathematics for Elem/Mid Teachers I | 3cr |
| Social/Behavioral Science Elective | | 3cr |

Term 3 – 16cr/hrs

| | | |
|------------------------------------|---------------------------------------|-----|
| NTSC 263L | Environmental Science | 4cr |
| MATH 112 | Mathematics for Elem/Mid Teachers II | 3cr |
| MUSE 293 | Multicultural Awareness through Music | OR |
| MUSE 298 | Music for the Elem Teacher | 3cr |
| ECME 115 | Guiding Young Children | 3cr |
| Social/Behavioral Science Elective | | 3cr |

Term 4 – 16cr/hrs

| | | |
|--|---|-----|
| CJ 270 | Communication for Teachers | 3cr |
| HIST 260 | History of New Mexico | 3cr |
| MATH 215 | Mathematics for Elem/Mid Teachers III | 3cr |
| ECME 202 | Intro to Reading & Literacy Development | 3cr |
| HIST Elective | | 3cr |
| Health/Physical Education/Leisure Elective | | 1cr |

**Summer Semester as needed.

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

Associate of Arts – Physical Education (60/61 credits)

The Associate of Arts Degree is for the student interested in human fitness and performance in exercise, sport and recreation. Additionally, the program is for those who may wish to continue their education by seeking a bachelor's degree in such areas as Parks and Recreation, Athletic Training, Exercise Science and Physical Education (Teacher Education).

GENERAL EDUCATION REQUIREMENTS (34):

Communications (9):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| CJ 130 | Public Speaking | 3cr |

Fine Arts/Humanities (12)

| | | | |
|----------------------|-----------------------------|--------------------------------|-----|
| HIST 101 | Western Civilization | OR | |
| | HIST 102 | Western Civilization | 3cr |
| HIST 161 | History of the U.S. to 1877 | OR | |
| | HIST 162 | History of the U.S. Since 1877 | 3cr |
| SOC 101 | Introduction to Sociology | OR | |
| | ANTH 101 | Introduction to Anthropology | 3cr |
| ARTH 101, 201 or 202 | | | 3cr |

Mathematics/Natural Science/Behavioral Science (13)

| | | | |
|---------------|------------------------------|-----------------|-----|
| BIOL 110/112L | Biology for Non Majors w/Lab | 4cr | |
| MATH 150 | Pre-Calculus Mathematics | or | |
| | MATH 121 | College Algebra | 3cr |
| STAT 145 | Introduction to Statistics | 3cr | |
| PSY 105 | General Psychology | 3cr | |

PHYSICAL EDUCATION & RECREATION CORE (10)

| | | |
|----------------------|----------------------------|-----|
| HED 164 | Standard First Aid | 3cr |
| HED 171 | Personal Health Management | 3cr |
| NUTR 120 | Nutrition | 3cr |
| PENP 101, 102 OR 106 | | 1cr |

PHYSICAL EDUCATION & RECREATION ELECTIVES (4)

Any PENP courses 101 or above

PROFESSIONAL PHYSICAL EDUCATION & RECREATION CORE (11-13)

Choose from PEP 209, 260, 273, 288, 292, 293, and RECREA 175 and 221.

FOR SUGGESTED COURSE SEQUENCING:

FOR ADVISEMENT: Contact Health Careers Department, (505) 863-7664.

**Summer Semester as needed.

Associate of Arts – Psychology (64 credits)

The Associate of Arts Degree in Psychology is designed to provide the first two years of study for students who plan to pursue a Bachelor's Degree in Psychology. In meeting the requirements of this degree, students will be able to transfer to a four-year college having met normal General Education/Core Curriculum requirements as well as lower division requirements for a Bachelor's Degree in Psychology. The requirements below are based on those of the Bachelor of Arts or Science Degree at the University of New Mexico.

GENERAL EDUCATION REQUIREMENTS (37):

Communications (9):

| | | |
|--|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |
| Additional Course – refer to UNM Core Curriculum | | 3cr |

Fine Arts (3):

For required courses, refer to UNM Core Curriculum

Humanities (6):

For required courses, refer to UNM Core Curriculum

Mathematics (3):

For required courses, refer to UNM Core Curriculum

Physical & Natural Sciences (7):

For required courses, refer to UNM Core Curriculum

Second Language (3):

For required courses, refer to UNM Core Curriculum

Social and Behavioral Sciences (6):

For required courses, refer to UNM Core Curriculum

PSYCHOLOGY (18):

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

Choose four courses from the following (12):

PSY 220, 240, 260, 265 and 271.

ELECTIVES (9):

Elective may be chosen from other Psychology 200 level courses listed under the Core Curriculum requirements in addition to those already taken.

Students interested in the Bachelor of Science Degree in Psychology may want to take additional science courses as electives – a science minor is required for this Bachelor's Degree.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Dr. Stephen Buggie, (505) 863-7504 or Dr. Ralph Casebolt, (505) 863-7592.

**Summer Semester as needed.

Associate of Science – Science (63 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 a Mathematics and Science Department Advisor to develop an individualized program. The program outlines the sequence of required courses and electives the student will take.

GENERAL EDUCATION REQUIREMENTS (25):

Communications (6):

| | | |
|----------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 102 | Comp II: Analysis & Argument | 3cr |

Fine Arts/Humanities/Social Science (6):

For required courses, refer to UNM Core Curriculum

Mathematics/Computer Science (11):

| | | |
|----------|---------------------------|-----|
| MATH 163 | Calculus I | 4cr |
| MATH 164 | Calculus II | 4cr |
| CS 151L | Computer Programming Fund | 3cr |

Health Promotion/Physical Education (2):

Any PENP or HED 101 or above

SCIENCE CORE (24):

| | | | |
|---------------|-----------------------------------|----|-----|
| BIOL 123/124L | Biology for Hlth Related Sciences | OR | |
| BIOL | Molecular & Cell Biology | | 4cr |
| BIOL 237/227L | Human Anatomy & Physiology w/Lab | | 4cr |
| CHEM 121/123L | General Chemistry I w/Lab | | 4cr |
| CHEM 122/124L | General Chemistry II w/Lab | | 4cr |
| PHYC 151/151L | General Physics w/Lab | | 4cr |
| PHYC 152/152L | General Physics w/lab | | 4cr |

ELECTIVES (14):

Choose CHEM 212, BIOL 238/228L, 202, EPS 101/105, and 201.

FOR SUGGESTED COURSE SEQUENCING:

Contact: Math & Science Department, (505) 863-7700.

**Summer Semester as needed.

Certificate – Secretarial Skills (33 credits)

The Certificate in Secretarial Skills will prepare a student for entry level employment as a secretarial trainee, receptionist, clerk or similar position. Minimum grade for prerequisite courses in this program is C, not C-.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (6):

Communications (3):

| | | | |
|----------|--------------------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | OR | |
| | ENGL 102 | Comp II: Analysis & Argument | 3cr |

Mathematics (3)

| | | |
|----------|----------------------|-----|
| MATH 120 | Intermediate Algebra | 3cr |
|----------|----------------------|-----|

BUSINESS TECHNOLOGY CORE (27):

| | | |
|-----------|----------------------------------|-----|
| BSTC 100* | Introduction of Accounting | 3cr |
| BSTC 119* | Machine Transcription | 3cr |
| BSTC 204* | Human Relations in Business | 3cr |
| BSTC 235* | Records Management | 3cr |
| BSTC 257* | Administrative Office Procedures | 3cr |
| BSTC 265* | Business Communications | 3cr |
| CS 150L | Computer for Business Students | 3cr |
| IT 118* | Microcomputer Keyboarding | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | | |
|-----------|-----------------------------|------------------------------|-----|
| ENGL 101 | Comp I: Exposition | OR | |
| | ENGL 102 | Comp II: Analysis & Argument | 3cr |
| MATH 120 | Intermediate Algebra | | 3cr |
| IT 118* | Microcomputer Keyboarding | | 3cr |
| BSTC 100* | Introduction of Accounting | | 3cr |
| BSTC 204* | Human Relations in Business | | 3cr |

Term 2 – 18cr/hrs

| | | |
|-----------|----------------------------------|-----|
| BSTC 119* | Machine Transcription | 3cr |
| BSTC 235* | Records Management | 3cr |
| BSTC 257* | Administrative Office Procedures | 3cr |
| BSTC 265* | Business Communications | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair at (505) 863-7511.

AAS/Associate of Applied Science – Tribal Court Advocate (66 Credits)

The Associate of Applied Science Degree in Tribal Court Advocate is designed for those interested in becoming Tribal Court Advocates. The objective of the program is to prepare students to take the tribal court advocate examination and begin practice as tribal court advocates. Minimum acceptable grade for prerequisite courses in this program is C, Not C-.

Courses in this program with an *after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with you Advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (21):

Communications (9):

| | | |
|-----------------|--------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| ENGL 119* | Technical Communications | 3cr |
| CJ 101 or above | | 3cr |

Behavioral/Physical & Natural Sciences (3):

| | |
|--|-----|
| Any Behavioral/Physical & Natural Science 101 or above | 3cr |
|--|-----|

Fine Arts/ Humanities (3):

| | |
|--|-----|
| Any Fine Arts or Humanities 101 or above | 3cr |
|--|-----|

Mathematics (3):

| | |
|-------------------|-----|
| MATH 120 or other | 3cr |
|-------------------|-----|

Social Sciences (3):

| | |
|---------------------------------|-----|
| Any Social Science 101 or above | 3cr |
|---------------------------------|-----|

BUSINESS TECHNOLOGY CORE (42):

| | | |
|-----------|---|-----|
| BSTC 100* | Introduction to Accounting | 3cr |
| BSTC 142* | Introduction to Legal System | 3cr |
| BSTC 218* | Business Law I | 3cr |
| BSTC 243* | Estate Probate | 3cr |
| BSTC 244* | Litigation | 3cr |
| BSTC 270* | Family Law for the Legal Assistant | 3cr |
| BSTC 275* | Real Estate Law for the Legal Assistant | 3cr |
| BSTC 280* | Legal Research & Writing | 3cr |
| BSTC 281* | Trial Practice Skills | 3cr |
| BSTC 282* | Real Estate Law for Tribal Court Advocate | 3cr |
| TRE 215* | Intro to Law in Tribal Communities | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |

ELECTIVES (3):

| | | |
|-------------------|--------------------------|-----|
| Suggest BSTC 294* | Navajo Nation Bar Review | 3cr |
|-------------------|--------------------------|-----|

SUGGESTED COURSE SEQUENCING:

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

Term 1 – 15cr/hrs

| | | |
|-----------|---------------------------------|-----|
| ENGL 101 | Comp I: Exposition | 3cr |
| MATH 120 | Intermediate Algebra | 3cr |
| CRJS 201* | Criminal Law I | 3cr |
| BSTC 142* | Introduction to Legal System | 3cr |
| IT 120* | Introduction to Word Processing | 3cr |

Term 2 – 15cr/hrs

| | | |
|--|----------------------------|-----|
| ENGL 119* | Technical Communications | 3cr |
| BSTC 100* | Introduction to Accounting | 3cr |
| BSTC 218* | Business Law I | 3cr |
| BSTC 243* | Estate Probate | 3cr |
| Behavioral/Physical & Natural Science Elective | | 3cr |

Term 3 – 18cr/hrs

| | | |
|-------------------------------|------------------------------------|-----|
| CJ 101 or above | | 3cr |
| BSTC 244* | Litigation | 3cr |
| BSTC 280* | Legal Research & Writing | 3cr |
| TRE 215* | Intro to Law in Tribal Communities | 3cr |
| CS 150L | Computing for Business Students | 3cr |
| Fine Arts/Humanities Elective | | 3cr |

Term 4 – 18cr/hrs

| | | |
|---------------------------------------|---|-----|
| BSTC 270* | Family Law for the Legal Assistant | 3cr |
| BSTC 275* | Real Estate Law for the Legal Assistant | 3cr |
| BSTC 281* | Trial Practice Skills | 3cr |
| BSTC 282* | Real Estate Law for Tribal Court Advocate | 3cr |
| Business Elective* - Suggest BSTC 294 | | 3cr |
| Social Science Elective | | 3cr |

**Summer Semester as needed.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, (505) 863-7511.

Certificate – Welding Technology (37 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.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 119* Technical Communications 3cr

Mathematics (3):

MATH 115* Technical Math 3cr

Business Management & Technology (3):

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

WELDING TECHNOLOGY CORE (28):

WLDT 101* Welding Blueprint Reading, CAD & Safety 4cr
WLDT 105* Arc Welding I 4cr
WLDT 107* Advanced Arc Welding 4cr
WLDT 108* Welding Oxy-Fuel 4cr
WLDT 130* Pipe Welding 4cr
WLDT 141* MIG & TIG 4cr
WLDT 201* Welding Math, Comm & Metallurgy 4cr

SUGGESTED COURSE SEQUENCING:

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

Prerequisites – 9cr/hrs

ENGL 119* Technical Communications 3cr
MATH 115* Technical Math 3cr
IT 101* Computer Fundamentals OR
DRFT 115* AutoCAD Level I 3cr

Term 1 – 16cr/hrs

WLDT 101* Welding Blueprint Reading, CAD & Safety 4cr
WLDT 105* Arc Welding I 4cr
WLDT 108* Welding Oxy-Fuel 4cr
WLDT 141* MIG & TIG 4cr

Term 2 – 12cr/hrs

WLDT 107* Advanced Arc Welding 4cr
WLDT 130* Pipe Welding 4cr
WLDT 201* Welding Math, Comm & Metallurgy 4cr

**Summer Semester as needed.

FOR ADVISEMENT: Contact the Applied Technology Department at (505) 863-7523.

COURSE DESCRIPTIONS

This section lists, in alphabetical order, all courses that may be taught at the Gallup campus of UNM. All courses may not be offered each semester; please consult the Schedule of Classes each semester for current offerings.

Courses in this section with an * after the course number (e.g., AUTT 140*) are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

Courses designated "(Main Campus Course)" are also taught at UNM Albuquerque and listed in their catalog.

Δ May be repeated for credit.

AMERICAN STUDIES (AMST)

185 Introduction to Race, Class, Ethnicity (3)

An interdisciplinary introduction to the issues of race, class and ethnicity in American life and Society. (Main Campus Course)

186 Introduction to Southwest Studies (3)

Provides both an introduction to the complex history and culture of the Southwestern United States and a demonstration of the possibilities of the interdisciplinary study of regional American Culture. It is multi-cultural in its content as it is multidisciplinary in its methodology. (Main Campus Course)

200 Topics in American Studies

(3 to a maximum of 6) Δ

The content of this course varies by semester. Topics include: America in the 50s; America in the 60s – 70s; the American family; power and culture; schooling in America. (Main Campus Course)

ANTHROPOLOGY (ANTH)

101 Introduction to Anthropology (3)

Surveys the breadth of anthropology, introducing students to archaeology, biological anthropology, ethnology, human evolutionary ecology and linguistics. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

130 Cultures of the World (3)

Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

150 Evolution and Human Emergence (3)

Fundamentals of biological anthropology and principles of organic evolution, in relation to the biology, ecology and behavior of primates and fossil humans. Biological anthropology concentrators are required, and others are encouraged, to enroll concurrently in 151L. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

151L Human Evolution Laboratory (1)

The factual basis of human evolution, from the comparative study of living and fossil primates to interpretation of recent human fossils. Recommended but not required that this be taken concurrently with 150. 2 hr. lab (Main Campus Course)

230 Topics in Current Anthropology (3)

Experimental courses on topics of current interest. May be repeated for credit as subject matter varies, no limits. (Main Campus Course)

237 Indians of NM

Survey of the Indian cultures of New Mexico including anthropological perspectives on their history, language, social organization, economy, health, and education.

238 Cultures of the Southwest (3)

Basic concepts of cultural anthropology, illustrated with overviews of social and cultural patterns of Southwest Indians and Hispanics. Interethnic relations of these with other American populations. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

ARCHITECTURE (ARCH)

111 Introduction to Architectural Graphics (3)

Laboratory, lectures, and exercises to learn graphic representation methods. Emphasis is on the use of drawing to record and communicate architectural topics. (Main Campus Course)

121 Introduction to Architecture (3)

Lectures and exercises introduce architecture, design, and the creative process through an analysis of their social, historical, and technical determinants. Emphasis on 20th and 21st century architecture with an introduction to the profession and sustainability. (Main Campus Course)

ART HISTORY (ARTH)

101 Introduction to Art (3)

A beginning course in the fundamental concepts of the visual arts; the language of form and the media of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

201 History of Art I (3)

Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque and Gothic Art. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

202 History of Art II (3)

Western art from the early Renaissance to Impressionism. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

250 Modern Art (3)

Major stylistic developments of European and American painting and sculpture from Impressionism to approximately World War II. (Main Campus Course)

251 Artistic Traditions of the Southwest (3)

Interrelationships of Native American, Hispanic and Anglo cultures from prehistoric times to the present, emphasizing the major forms of expression- pottery, textiles, jewelry, architecture, painting and photography. Slide lectures. Spring. (Main Campus Course)

ART STUDIO (ARTS)**106 Drawing I (3)**

Basic drawing concepts, including the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure. Suggested co-requisite: ART HI 101 Fall, Spring. (Main Campus Course)

121 Two-Dimensional Design (3)

Emphasis on elements of line, form, value, color theory, painting principles and visual vocabulary. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills. Suggested co-requisite: 106, ART HI 101. Fall, Spring. (Main Campus Course)

122 Three-Dimensional Design (3)

Emphasis on materials, processes and vocabulary. Particular attention will be placed on traditional and contemporary approaches to sculpture through the consideration of spatial concepts and making three-dimensional objects. (Main Campus Course)

130 Introduction to Electronic Art

Introduction to the computer as a medium and fine art tool. Course will explore history, theory and contemporary art issues associated with computer-based art practice, as well as introducing students to basic tools and technologies. (Main Campus Course)

157 Small Scale Metal Construction I

(3 To A Maximum of 6)

Introduction to the basic fabrication methods as they relate to object-making and small-scale sculpture. Suggested co-requisite: 122. Fall, Spring. (Main Campus Course)

168 Introduction to Ceramics [Ceramics I]

(3 To A Maximum of 6)

Comprehensive introduction to the terms, concepts, historical, and technical information that support creative development. Includes hand building and throwing, basic clay bodies, slip and glaze, oxidation, reduction, and atmospheric firing. Fall, Spring. (Main Campus Course)

187 Introduction to Photography (3)

Hands-on course introducing students to the basic techniques of digital, black and white, and color photography. Students are strongly encouraged to enroll in ARTS 188 the following semester. Fall, Spring. (Main Campus Course)

188 Visualizing Ideas Using Photography (3)

This course will help students to develop their ideas conceptually. Students will work in digital, color, and black & white processes, and experiment with cameras, scanners, and other technology to further their ideas. Prerequisite: 187.(Main Campus Course)

205 Drawing II (3)

Further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media. Assigned problems explore aspects of still life, landscape, portraiture or the figure. Prerequisite: 106, 121. (Main Campus Course)

207 Painting I (3)

Painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems, which explore aspects of still life, landscape, portraiture and/or the figure. Prerequisite: 106, 121. Fall, Spring. (Main Campus Course)

208 Painting II (3)

Continued exploration of the painting concepts and techniques, presented in 207. Working from imagination as well as observation, emphasizing the expressive potential of the medium. Prerequisite: 207

213 Sculpture I (3)

A further exploration into the concepts presented in three-dimensional design. Will investigate through specific assignments, issues that are central to producing sculpture. Prerequisite: 123. Spring. (Main Campus Course)

257 Small Metal Construction II

(3 to a maximum of 6)

A continuation of 157. Fabrication skills are further developed and refined. Emphasis is on developing a deeper understanding of form/content as it relates to intimate scale. Prerequisite: 157. Fall, Spring. (Main Campus Course)

268 Ceramics: Materials and Aesthetics.

[Ceramics II] (3 to a maximum of 6)

Continuation of 168 with emphasis placed on the mastery of forming, surfacing, and firing processes, expanded critical awareness, and the development of a personal

aesthetic. Open-ended and self-selected project. Individual and group critiques. Prerequisites: 168. (Fall, Spring) (Main Campus Course)

274 Introduction to Printmaking (3)

Fundamental techniques, methods, and expressive potentials of the major printmaking processes, including monotype, etching, lithography, woodcut, and xerography. Instruction includes lecture, demonstrations, practice, and critique. Prerequisites: 106, 121. (Main Campus Course)

287 Black and White Photography II (3)

Concentrates on black and white photographic techniques: film processing and fine black and white printing Prerequisite: 187 and 188. {Offered upon demand} (Main Campus Course)

288 Color Techniques in Photography.

[Introduction to Color Photography] (3)

The techniques and aesthetics of color photographic imaging. Prerequisite: 187 and 188 {Offered upon demand} (Main Campus Course)

289 Digital Imaging Techniques

[Introduction to Digital Photography] (3)

Techniques and aesthetics of digital imaging using a variety of software programs and hardware. Prerequisite: 187 and 188. (Main Campus Course)

293 Beginning Watercolor Painting I (3)

Painting on site with emphasis on landscape using basic techniques of various water-soluble media. Includes lecture, demonstration, practice, and critique. Suggested prerequisite: 106.

ASTRONOMY (ASTR)

101 Introduction to Astronomy (3)

Conceptual description of our fascinating universe: early astronomy, Newtonian synthesis, Earth, Moon, planets, asteroids, comets, the Sun, our solar system, stars, black holes, galaxies, dark matter, dark energy and cosmological mysteries. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

101L Astronomy Laboratory (1)

Intended as an adjunct to ASTR 101, this course deals with elementary techniques in astronomical observations. Two hr. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Pre- or co-requisite: ASTR 101. (Main Campus Course)

109 Selected topics in Astronomy

(1-3 to a maximum of 12)

Designed as a follow-up course to 101. This course will focus on one topic in astronomy for an in-depth investigation of its core concepts and implications. May be repeated but topics must be substantially different from semester to semester. Prerequisites: 101 {Offered upon demand.} (Main Campus Course)

AUTOMOTIVE TECHNOLOGY (AUTT)

103* Automotive Gas Engine Repair (3)

Teaches theory, diagnosis, and repair of modern gas engines. Procedures for diagnosis and repair will be performed without removing the engine from the chassis.

110* Drive Train (& Transmission) (3)

Theory and diagnosis of modern drive train. Includes modern standard transmissions, clutches and differentials. Prerequisite: permission of instructor.

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.

113* Automatic Transmission (3)

Automatic transmission theory and diagnosis, hydraulic theory, planetary gears, fluid couplings and the use of test equipment will be taught.

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.

140* Fuel System (3)

Theory, design, and diagnosis of modern fuel delivery systems. Covers carburetion, fuel injection, and turbo charging. Prerequisites: Completion of course 110* and 160* or similar training at some other school.

150* Chassis and Suspension (3)

Covers suspension theory and chassis design frame and unibody construction, sprung and unsprung weight, and tire design.

157* Steering and Suspension (6)

A detailed study of steering and suspension components and their repair and alignment. Prerequisite: 150* or equivalent.

160* Auto Maintenance (3)

For students who have little knowledge of mechanics but need to know basic maintenance, maintenance scheduling and minor repairs.

165* Auto Tune-up (3)

Basic course in conventional and electronic ignition tune-up.

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.

265* Advanced Auto Tune-up (3)

The student will be taught to use equipment such as used in a modern garage or service facility.

291* Independent Study (3 to a maximum of 9)

A scholarly research or investigation into an assigned or selected topic. Prerequisite: Program Coordinator approval.

293* Automotive Technology Topics (1-6)

A heading for special course offerings, seminars and workshops in various areas of automotive technology. The special offerings will be taught by regular faculty and will focus on topics of special concern on an as-needed basis.

295* Practicum in Auto Technology

(3 to a maximum of 9)

The student will work on the Gallup Campus in an assignment involving a variety of tasks equivalent to the functions and responsibilities of the line mechanic or parts counter person.

299* Co-op Education in Automotive Technology (3-6)

The student will work in a garage or training facility in the Gallup area and at the same time will be attending the college during part of the day. May be repeated for a maximum of 12 hr..

BIOLOGY (BIOL)**110 Biology Non-Majors (3)**

Biological principles important for the non-major in today's world. Ecological, evolutionary and molecular topics. Three lectures. (Credit not allowed for both 110

and 123/124L.) Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Fall, Spring. (Main Campus Course)

112L Biology Laboratory for Non-Majors (1)

An optional laboratory which may be taken concurrently with or subsequent to 110. One 3-hr. lab per week including plant and animal diversity, techniques and investigation of current issues. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Pre- or co-requisite: 110 Fall, Spring. (Main Campus Course)

123 Biology for Health Related Sciences and Non-Majors (3)

Principles of cell biology, genetics, and organic biology. (Credit not allowed for both 123 and 110. Not accepted toward a Biology major.) Fall, Spring. (Main Campus Course)

124L Biology for Health Related Sciences and Non-Majors Lab (1)

One credit optional laboratory to accompany 123. Pre- or corequisite: 123. Fall, Spring. (Main Campus Course)

136 Human Anatomy and Physiology for Non-Majors (3)

Fundamental concepts of human physiology stressing the relationship of structure to function at the cellular and gross anatomical levels. May be taken independently of 139L. Not accepted toward biology major. 3 hr lecture. (Credit not allowed for both 136 and either 237 or 238.) Prerequisite: ENGL 101. Suggested or recommended also: HCHS 113. Fall, Spring.

139L Human Anatomy and Physiology Laboratory for Non-Majors (1)

Laboratory exercises, demonstrations and dissection in anatomy and physiology. Pre- or co-requisite: 136. 3 hr. lab. (Credit not allowed for both 139L and either 247L or 248L.) Fall, Spring.

200 Human Anatomy and Physiology for the Health Related Sciences (4)

Designed for health career students. Emphasis is on the structure and function of the cardiovascular, respiratory, digestive, urinary, endocrine, reproductive systems. Integration of these systems in servicing cell needs will be the unifying theme. Laboratory topics will be integrated with lectures. Prerequisite: BIO 136 or consent of instructor. Fall, Spring.

201 Molecular and Cell Biology (4)

The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication and the cell cycle. Three lectures, 1 discussion section. Pre-corequisite: CHEM 121L or 131L). (Credit not allowed for both BIOL 201 and 219.) Fall (Main Campus Course)

202 Genetics (4)

Mitosis, meiosis, Mendelian genetics, chromosomes, and inheritance, molecular basis of inheritance, genes to proteins, genetics models (viruses and bacteria), eukaryotic genomes, genetics basis of development and overview of genomes. Three lectures, 1 discussion section. Pre-requisites: 201 and (CHEM 121L or 131L). Pre- or co-

requisites: CHEM 122 or 122L. (Credit not allowed for both BIOL 202 and 221.) Fall . (Main Campus Course)

203L Ecology and Evolution. (4)

Darwinian principles, origin of the earth, the fossil record and diversification of ancient life, evolution of population ecology, community ecology, ecosystem ecology and conservation biology. Three lectures, 3 hr. lab. Lab material includes a survey of the diversity of life. Prerequisites: 202 and (CHEM 122L or 132L) Pre- or co-requisite: MATH 162 or 180. Fall. (Main Campus Course)

227L Human Anatomy and Physiology Lab I (1)

Laboratory work with dissections. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237. Prerequisite or co-requisite: BIOL 237. 3 hr. lab. Fall. (Main Campus Course)

228L Human Anatomy and Physiology Lab II (1)

Continuation of BIOL 227L. Topics integrated with BIOL 238. Pre- or co-requisite: BIOL 238. 3 hr. lab. Spring. (Main Campus Course)

237 Human Anatomy and Physiology I for the Health Sciences. (3)

An integrated study of human structure and functions to include histology, skeletal, muscular, and nervous systems. Prerequisites: (123 or 124L or 201 and (CHEM 111L or 121L). Three lectures. Fall. (Main Campus Course)

238 Human Anatomy and Physiology II for the Health Sciences (3)

Continuation of 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Prerequisite: 237. Three lectures. Spring. (Main Campus Course)

239 Microbiology for Health Sciences and Non-Majors (4)

Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a Biology major or minor. Prerequisites: (123/124L) and (CHEM 111L or 121L). (Credit not allowed for both 239L and 351-352L) (Main Campus Course)

293T Topics in Biology (1-4)

A course offering special topics and responding to local needs and interests. (Main Campus Course)

BUSINESS TECHNOLOGY AND MANAGEMENT (BSTC)

100* Introduction to Accounting (3)

Prerequisites: READ 100 or Compass \geq 71. MATH 118. Covers the basic concepts of financial accounting including the accounting cycle, preparation of financial statements, examination of assets and liabilities as they relate to a sole proprietorship.

103* Introduction to Business (3)

Course will acquaint students about business. Topics cover all aspects of business: economics, management, marketing, technology, production and finance.

108* Survey of Business Economics (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. A basic course on the operation of the American economic system for students not planning to take additional economics courses. Includes the effect of money and government policies on the economy, credit management and income tax preparation.

114* Customer Service Relations (1)

Course is designed to provide the student with an understanding of the importance of customer service in a service economy. Topics include customer expectations, corporate expectation and customer satisfaction.

119* Machine Transcription (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. IT 118. Teaches the mechanics of machine transcription of dictated materials. Students must possess grammar, capitalization, and punctuation skills along with good spelling skills to successfully transcribe dictated materials.

131* Introduction to Supervisory Practice (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. Basic information about supervision. Emphasizes supervisor's role in planning, training, time management, communication, appraisal and discipline. Useful for future supervisors and department heads.

142* Introduction to Legal System (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. Provides a general overview of the legal system. Includes structure and operation of the court system as well as private and public legal systems.

145* Personal and Business Finance (3)

Students will survey the management of personal and family finances, including budgeting, consumer buying, personal credit, savings and investment, home ownership, insurance and retirement.

150* Salesmanship (1)

Course covers the fundamental skills of selling. Topics include sales approaches, presentation, demonstrations, overcoming objections, selling, and closing sales.

151* Cash Flow Management (1)

Course gives an overview of business cash flow management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and source of financing.

181* Medical Terminology and Applications (3)

Co-listed Health Careers–Health Sciences (HCHS) 111*.

202* Microcomputer Accounting (3)

Prerequisite: MGMT 101. Students apply accounting theory using accounting software application.

204* Human Relations in Business (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. Acquaints the student with human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.

207* Business Math/ Office Machines (3)

Prerequisite: READ 100 or Compass \geq 71. MATH 118. Students learn touch method for operating ten key and printing calculators. Covers basic operating instructions and realistic problems from simple addition and subtraction to complex calculations.

212 * Tax Preparations (3)

Course is an introduction to federal income taxation. The purpose is to understand the principles of income taxes, to be able to locate tax sources, to apply principles and concepts to prepare income tax returns.

216* Analyzing Financial Statements (3)

Prerequisite: MGMT 102 or 202. A study of information that can be gained from financial statements by investors and managers. Among other topics, students will learn how to perform ratio and comparative analyses.

218* Business Law I (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. Gives students an understanding of basic principles of Business Law and their application to typical business situations. Topics include the legal environment, law of contracts, agency and employment, negotiable instruments, bailments, sale of goods and real property.

221* Accounting for Product Costs and Costs of Service (3)

Prerequisites: MGMT 202 or 102. A study of theory and methods of accumulating and analyzing the cost of manufactured products.

222* Payroll Accounting (3)

Prerequisite: MGMT 101 and IT 121. A study of the methods of accounting for payroll costs and deductions, including federal and state payroll taxes. Teaches how to compute payroll costs and deductions and how to make payroll payments for large and small organizations.

223* Budgeting (3)

Prerequisite: MGMT 102. A study of how organizations plan and control their activities through budgeting. Students will study different types of budgets and will learn how to prepare master budgets for manufacturing and non-manufacturing activities.

233* Developing a Business Plan (3)

Pre / Co Requisites: MGMT 101.

Students will learn the components of a successful business plan; know about resources for support of a small business owner for financing, management risk assessment, and marketing; and understand the relationship of entrepreneurship to small business management. Each student will develop a written business plan.

235* Records Management (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. Principles, methods and procedures for the selection, operation and control of records systems in a supervisory capacity.

241* Medical Office Procedures (3)

Prerequisites: READ 100 or Compass \geq 71. ISE100. A simulation of actual tasks done in a modern medical office: record management, correspondence, appointments, business checking accounts, purchase orders, patient billing and insurance claims.

243* Estate Probate (3)

Prerequisite: BSTC 142*. Provides basic legal concepts of common forms of wills, trusts, and intestacy. Includes fundamental principles and estate administration.

244* Litigation (3)

Prerequisite: BSTC 142*. Introduction to process of civil and criminal litigation. Defines basic principles of pretrial procedures, survey of court jurisdictions, investigation of facts, settlements of lawsuits, judgments, and post-trial considerations.

257* Administrative Office Procedures (3)

Prerequisite: BSTC 265* and IT 120*. Students learn to apply administrative office skills and to handle the responsibilities of administrative assistants.

258* Administrative Support (3)

Prerequisite: BSTC 258*, 257* and CS 150. Students apply critical thinking skills and computer applications skills to administrative office situations using simulated office activities.

265* Business Communications (3)

Prerequisites: ENGL 101. IT 118* or equivalent. Students use word processing to develop psychologically sound business communications, oral and written, in correct and forceful English.

270* Family Law for the Legal Assistant (3)

Prerequisite: BSTC 142*. Addresses the general practice of law in relationship to the family unit. Laws related to marriage, divorce, annulment, custody, and support, adoption, name change, guardianship, and paternity are presented. Includes written pleadings and necessary research.

275* Real Estate Law for the Legal Assistant (3)

Prerequisite: BSTC 142*. Introduces basic concepts of real property law. Includes fundamental information on recording statutes, title abstracting, title insurance, surveys, mortgages, leasing, deeds of conveyances, and closings. (NOTE: can substitute BSTC 282*).

276* Survey of Torts for the Legal Assistant (3)

Prerequisite: BSTC 142*. Overview of tort law. Areas of research, analysis, drafting, investigation, and interviewing are studied. Proper procedure utilized in tort work is covered.

280* Legal Research and Writing (3)

Prerequisites: BSTC 142* and ENGL 101. Provides students with practice in finding and interpreting statutes, case law and administrative regulations with an emphasis on writing and formatting legal documents such as briefs, pleadings, contracts, wills, partnership agreements and corporation papers.

281* Trial Practice Skills (3)

Prerequisites: CJ 201* and BSTC 142*. Survey of civil and criminal rules of procedure and evidence, and the practical application of these rules in trial and administrative settings. Includes review of civil and criminal litigation process for tribal advocate.

282* Real Estate Law for the Tribal Advocate (3)

Prerequisite: BSTC 142*. Introduces basic concepts of real property law including interests in Indian land, tribal grazing rights, and land disputes and their resolution. Includes information on leasing, rights of way, and other uses of reservation, allotted and trust status lands. (NOTE: can substitute BSTC 275*)

291* Independent Study (1-3)

Prerequisites: Permission of instructor. For students who wish to work on an independent study project outside the realm of regular course work.

293* Topics (1-3)

Prerequisite: Permission of instructor. Courses on a variety of subjects offered by need and interest. Different section numbers indicate different topics.

294* Navajo Nation Bar Review (3-6)

Prerequisites: READ 100 or Compass>=71. ISE100. Acquaints students with Navajo Nation law. Helps prepare students to successfully pass the Navajo Nation Bar Exam.

299* Cooperative Work Experience (1-3)

Prerequisite: Permission of instructor. Designed to give students credit for volunteer or paid work experience.

COMMUNICATION & JOURNALISM (CJ)**101 Introduction to Communication (3)**

Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication. 2 hr. Lecture and 1 hr. Lab. Offered every year in the fall. (Main Campus Course)

110 Introduction to Mass Communication (3)

(Also offered as MA 110)

The development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics, and technology. Examination of the social, cultural and political impact of the mass media on contemporary society. Offered every year in the spring. (Main Campus Course)

115 Communication Across Cultures (3)

(Also offered as AFST 115.) An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. The class seeks to identify, honor and enhance the strengths of different cultural perspectives. (Main Campus Course)

130 Public Speaking (3)

A performance course that deals with the analysis, preparation and presentation of speeches. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. (Main Campus Course)

171L Writing for Media (3)

Practical introduction to journalism, emphasizing journalistic conventions and gathering and writing of news for the print and broadcast media. Language and typing skills required. Prerequisites: 15 hr., 2.0 GPA, English 102. (Main Campus Course)

220 Communication for Teachers (3)

Concepts and practices of interpersonal, small group and public communication pertinent to classroom teachers at the elementary, middle, and secondary levels of education. (Main Campus Course)

221 Interpersonal Communication (3)

Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communication skills in different situations. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. (Main Campus Course)

225 Small Group Communication (3)

Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution, and creative decision-making methods. (Main Campus Course)

261L News Photography/Lab (3)

Camera and darkroom techniques for newspapers and magazines; editing of photos, including preparation of cutlines; production of all varieties of photos for publication, including photo stories. (Main Campus Course)

262 Radio/Television Performance (3)

Verbal and non-verbal performance and message preparation skills related to both the audio and video components of the mass media. Emphasis on fundamentals of prepared, extemporaneous and interpretive speaking for radio and television. Offered every odd year in the spring. (Main Campus Course)

264 Broadcast Practice (1)

Open to staff members of KGLP-FM. May be taken three times. (Main Campus Course)

267 Writing for Broadcast Journalism (3)

Continuation of 171L, with increased emphasis on writing for radio and television. Prerequisite: 171L, or consent of instructor. (Main Campus Course)

269 Multimedia and Visual Communication (3)

Exploration of visual images in the mass media, with emphasis on design and theory of mediated imaging Includes some practical training in still photography and video. Prerequisite: 171L. (Main Campus Course)

271 Writing for Printing Journalism (3)

Continuation of CJ 171L with increased emphasis on gathering news from original sources and writing for the various print journalism outlets. Prerequisite: 171L. (Main Campus Course)

273 Newspaper Practice (1)

Open to staff members of the UNM Gallup Campus Voice or Red Mesa Review. May be taken three times. (Main Campus Course)

281 Writing for Public Relations (3)

Continuation of 171L with increased emphasis on writing tasks required for public relations, such as news releases, position papers, backgrounders, newsletters and more. Prerequisite: 171L, consent of the instructor. (Main Campus Course)

293 Topics (1-3)

Courses in various topics. For example, Broadcasters License, etc. (Main Campus Course)

CHEMISTRY (CHEM)

111L Elements of General Chemistry/ Lab (4)

One-semester course in general chemistry, especially for non-science majors in the health sciences except pre-medicine and medical technology. 3 lectures, 3 hr. lab. (Credit not allowed for both 111L and 121L.) Fall, Spring. Prerequisite: ACT =>22 or SAT=>510 or MATH 120 or 121 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

121 General Chemistry I (3)

Introduction to the chemical and physical behavior of matter. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Corequisite:123L. 3 lectures, 3 hr. Lab. Fall. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

122 General Chemistry II (3)

Continuation of 121. Prerequisite: (121 and 123L) or 131L. Co-requisite: 124. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

123L General Chemistry I Laboratory (1)

Introduction to basic chemical laboratory principles and techniques. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Co-requisite: 121. (Main Campus Course)

124L General Chemistry II Laboratory (1)

Experiments illustrating the fundamental principles and techniques of chemistry. (3 hour lab) Prerequisite: (121 and 123L) or 131L. Co-requisite: 122.

212 Integrated Organic Chemistry and Bio-Chemistry (4)

Survey interrelating the major principles of organic chemistry and biochemistry with special emphasis toward interest of students in the health sciences. Prerequisite:

111L or (121 and 123L). (Credit not allowed for both 212 and 301.) (Main Campus Course)

COLLISION REPAIR TECHNOLOGY (CRT)

101* Basic Auto Body (4)

History of Auto Body, auto body materials, parts of an automobile, hand and power tools, methods of strengthening, sheet metal, using fillers for panel repair.

103* Paint & Refinishing Equipment (4)

Detailed study of the uses and properties of paint and refinish equipment, used in the trade for undercoats and topcoats.

105* Auto Welding (3)

Identify the three classes of welding. Explain how to use a MIG welding machine. Identify oxyacetylene welding equipment and techniques. Explain general brazing and soldering techniques used in a body shop. Explain plasma cutting techniques.

106* Restoring Corrosion Protection (4)

Define corrosion and describe the common factors involved in using various materials to protect steel body parts from rusting.

107* Auto Glass/Restraint Systems (4)

Auto glass replacement and restraint systems, restraint system repairs, windshield, door glass, back glass, replacement, operation of air bag system, operation of seat belt, and child safety seat.

108* Mechanical & Electrical Components (4)

Mechanical repairs include tasks such as replacing water pump, radiator, or engine bracket. Mechanical components like these are often damaged in a major collision. Electrical repairs include tasks such as repairing severed wiring, replacing engine sensors, and scanning for computer or wiring problems.

110* Repairing Plastic (4)

Theory and design of plastics, their uses and the repair of plastic in the auto field.

115* Advanced Painting (4)

Identify and explain the differences between the two major types of plastic used in automobiles. Identify unknown plastics. Repair minor cuts and cracks in plastics by means of a chemical bonding process. Explain the keys to good plastics welding. Explain the safety precautions used when working with fiberglass.

120* Identification and Analysis of Damage (4)

Teaches theory, diagnosis, basic sheet metal work, steering-suspension, and the difference between perimeter and unibody construction.

121* Replacement of Structural Components (3)

Involves cutting, measuring, and welding a new body panel in place of a badly damaged one. Identify oxyacetylene welding equipment and techniques.

122* Straightening & Measuring Systems I– Non-Structural Analysis and Damage Repair (4)
Measuring principles and techniques is the study of modern measuring concepts and use of reference manual.

124* Straightening & Measuring Systems II–Structural Analysis and Damage Repair (4)
Detailed study of anchoring, pulling equipment, pulling concepts, and stress relieving in body repair.

210* Custom Painting (4)
Modern graphics, frames, design, and pin-stripping. New paint systems and spray equipment.

211* Restoration ()
Restore car and truck to original shape. Leading rust repair panel, replacement of weather strips.

COMPUTER SCIENCE (CS)

150L Computing for Business Students (3)
Prerequisite: Math 120. Students will use personal computers in campus laboratories to learn use of a word processor, a spreadsheet, and a database management system. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science. (Main Campus Course)

151L Computer Program Fundamentals for Non-Majors and Basic Knowledge Gain (3)
Prerequisite: Math 150. An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. (Main Campus Course)

CONSTRUCTION TECHNOLOGY (CNST)

101* Layout and Framing (4)
A study of wood form construction techniques which include methods of wall, roof and deck framing. Planning the layout of structural members is emphasized. Stress and strain on these structural members is studied in conjunction with the structural capacities of various types of wood and other materials. These courses consist of lab and classroom experiences. Fall.

102* Roofing and Siding (4)
A study of roofing and siding materials; the durability, disadvantages, and advantages of application. Includes examination of fastening devices. Taught through classroom and lab experience. Spring.

103* Exterior Finishing (4)
A study of exterior trim techniques; selection of doors and windows; method of installing doors and windows. Includes paint, stain, and prefabrication materials. Taught through lab and classroom experiences. Fall.

105* Interior Finishing (4)
A study of the interior of a building which includes methods of wall, ceiling, and floor finishing. The use of different types of covering, paint, paneling, and texture, will be emphasized. The installation of decorative tile for bathroom, kitchen, and floors will be explored. Spring.

106* Cabinet Building (4)
A study of cabinet making. Students will have the opportunity to make kitchen, bathroom and special cabinets. Includes construction methods of cabinet making as well as various finishing techniques. Counter top materials, such as Formica, will be examined. Taught through classroom and lab experience. Fall.

109* Plumbing Theory I (3)
Covers occupational introductions, human relations, safety, tools and equipment used in plumbers trade, plumbing components, sizes of various residential and commercial plumbing systems, pipe fittings, pipe joining and cost estimation. Fall.

110* Concrete Block Construction (4)
A study of concrete block construction which includes the use of the different types of tools used in laying block. The importance of block footings and foundations and basement walls, as well as load bearing partitions, will be emphasized. Fall.

113* Brick Construction (4)
A study of the different methods, and types of brick construction such as decorative, fire brick, walkway, floors. The history of brick buildings and all installation methods as well as leveling instruments, will be explored. Spring.

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.

119* Fireplace Construction (4)
A study of fireplace construction techniques which will include the different types of fire places, block, metal, fire brick. Planning and layout of two types of fireplaces will be emphasized, flue and circulation vents will be studied in conjunction with heat loss and retention factors. The course will consist of lab and classroom experiences. Fall.

120* Principles of Electricity (4)
A study of A.C. and D.C. circuits and components. Practical applications of electrical principles are stressed. Includes assignments on circuit boards and calculations according to formulas of electrical functions. The working principles and proper use of various types of electric motors will be examined. Taught through classroom and limited lab experience. Fall.

121* Electrical Wiring (4)

A study of wiring procedures including electrical service entrances, switching circuits, fuse and circuit breakers, and ground fault interrupter circuits.

122* Commercial Wiring (3)

Commercial electrical wiring will be studied using New Mexico State codes and the National Electric Code as references. Wiring problems in locations such as restaurants, offices, and various businesses will be reviewed. Studies may include lighting, motor controls, appliance circuits, and other electrical projects. Fall.

130* Design of Plumbing Systems (4)

A study of various piping systems including drainage, sewage, septic, water supply, natural and propane gas systems. Many types of piping materials are examined, including threaded steel pipe, copper pipe, plastic pipe. Selection and installation of plumbing fixtures will be emphasized as will safety and workmanship. Taught through classroom and lab experiences. Spring.

140* Central Heating Systems (4)

A study of the design and installation of heating systems as well as material of calculating the heat loss structures. It will include hydronic, forced air and electrical heating systems. A section of this course examines modern insulating materials and their use in reducing the cost of heating. Taught through classroom and lab experiences. Fall.

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. Fall.

186* Electrical Estimation (3)

The application of mathematics to electrical trade problems. Planning and computing of labor, materials, and equipment for residential, commercial, and other electrical projects. Administration methods such as managing and scheduling may be reviewed. Spring.

206* Advanced Cabinet Making (4)

An in-depth study of cabinet making in which both methods of cabinet making and practical aspects of cabinet making will be covered. Spring.

208* Furniture Construction (4)

The design and construction of various types and styles of furniture including functional analysis thereof. Fall, Summer.

220* Residential Electrical Code (3)

A preparatory course to apply for the New Mexico Residential Electrical Contractors license. No assurance of actual issuance of a license is given with this course. Spring.

230* Residential Plumbing Code (3)

A preparatory course to apply for the New Mexico Residential Plumbing Contractors license. No assurance of issuance of a license is given with this course. Spring.

250* General Building 98 Licensing (3)

A preparatory course to apply for the New Mexico G.B. 98 license. No assurance of actual issuance of a license is given with this course. Fall.

291* Independent Study (3)

Scholarly research or investigation into an assigned or selected topic. Spring
Prerequisite: Program Coordinator approval. Upon demand.

293* Construction Technology Topics (1-6)

For special course offerings, seminars, workshops in various areas of construction. Taught on an as-needed basis. Upon demand.

295* Practicum (3-9)

An individualized course of study within the psychomotor domain. Upon demand
Prerequisite: Program Coordinator approval.

299* Cooperative Education In Construction Technology (3-6)

This course provides actual work experience. Upon demand
Prerequisite: instructor approval.

COSMETOLOGY (COSM)**110* Theory of Cosmetology I (3)**

Theoretical training in hygiene, bacteriology, sterilization, sanitation, rules and regulations of State Board and related practical areas.

111* Theory of Cosmetology II (3)

Theoretical training in finger weaving, wigs, chemicals, hot work, skin and hair disorders. State Board rules and regulations and relative practical areas.

120* Manicuring I (2)

Introduction and application on practice hands and patrons. Massage, sanitation, sterilization, State Board rules and regulations.

121* Manicuring II (2)

Introduction to nails, tips, and wraps. Application on practice hands and patrons.

130* Permanent Wave, Shampooing & Styling I (3)

Introduction and practical application on mannequins covering all areas of Cosmetology.

131* Permanent Wave, Shampooing & Styling II (4)

Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 130*.

140* Haircutting/Scalp Treatment/Hair Coloring/Facials I (4)

Introduction and practical application on mannequins. Covering all areas of Cosmetology.

141* Haircutting/Scalp Treatment/Hair Coloring/Facials II (3)

Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

212* Theory of Cosmetology III (3)

Theoretical training in anatomy, electricity, chemistry, hygiene and good grooming, visual poise and salon management. Final State Board Exam.

220* Stropping/Honing/Shaving (2)

This course includes the care and styling of scalp and facial hair. It will provide a basic understanding of Barbering and its history. Emphasis is placed on proper use of instruments, personal hygiene, sanitation, recognition of common disorders/diseases and State Board rules and regulations affecting the cosmetologists performing services on clients. This subject is taught by lectures, visual aids, demonstrations, conferences and assigned projects. 50 contact hr..

232* Permanent Wave, Shampooing & Styling III (3)

Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 131*.

242* Haircutting/Scalp Treatment/Hair Coloring/Facials (3)

Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

250* Cosmetology Lab I (1-3)

Practical application on mannequins. Review of all areas of Cosmetology.

251* Cosmetology Lab II (1-3)

Practical application on patrons. Review and final State Board Exam in all areas of Cosmetology.

252* Cosmetology Lab III (3)

Practical application of Cosmetology theory. Students will work with clients in a clinic setting and will complete the number of clock hr. required by the State Board of Cosmetology to be eligible to take the State License Exam.

260* Salon Management (2)

Practical training in Business Management, salesmanship, bookkeeping, inventory control and professional attitudes and development.

270* Professional Conduct (1)

Preparation in knowledge and skills to meet the needs of students using methods and practices for instruction in Cosmetology classrooms and clinics. Fall, Spring.

271* Lesson Planning (4)

The methods, principles and procedures for construction of Lesson Plans for Practical and Theory areas. Fall, Spring.

272* Methods of Teaching (4)

The focus is on a variety of teaching methods and strategies, which are appropriate for secondary and post-secondary vocational educators. Fall, Spring.

273* Evaluation (3)

Construction and use of Instructor made tests, procedures for hands-on testing. Procedures for determining and reporting grades and procedures for evaluating instructional effectiveness. Fall, Spring.

274* Clinic Management (6)

The focus is on practical clinic management techniques. Records and reports of student progress for the NM State Board of Cosmetology and the Cosmetology Department. Monitoring safety requirements and equipment maintenance. Developing methods for client-student relations. Fall, Spring.

275* Cosmetology Teaching Aid (4)

Selection of relative visual aids for classroom instruction. Develop handouts, performance and visual aid materials to be used in clinic and classroom. Fall, Spring.

276* Classroom Management (6)

Includes techniques and procedures to provide instructors with skills for managing groups of students. Content: Classroom atmosphere, records, reports, safety, sterilization, sanitation and supervision. Fall, Spring.

277* Classroom and Clinic Supervision (6)

Develop practical clinic management techniques. Supervision of student skills in classroom and clinic situations. Fall, Spring.

278* Cosmetology Law (2)

Designed to meet the requirements of the NM State Board of Cosmetologists Rules and Regulations Statutes. 1990. Fall, Spring.

291* Independent Study (3-9)

Designed for students to study research, selected topics, issues and/or problems in Cosmetology. Prerequisite: Permission of Program Coordinator. Fall, Spring.

293* Cosmetology Topics (1-6)

Special course offerings, semesters, workshops in various areas of Cosmetology as needed. Prerequisite: Permission of Program Coordinator. Fall, Spring.

CRIMINAL JUSTICE (CRJS)**101* Introduction to Criminal Justice (3)**

This introductory course will examine the history and philosophy of the Criminal Justice system. It will also discuss each of the components in the system. Fall.

105* Fitness I (2)

Introduction to wellness as it relates to law enforcement. Nutrition, health risks, stress control, strength, and conditioning will be covered. Strength and aerobic conditioning will be stressed.

106* Fitness II (1)

Continuation of Fitness I with emphasis on strength and aerobic conditioning.

107* Administration of Justice (3)

Criminal procedure from apprehension to conviction: arrest, extradition, trial procedures, appeal, and punishment. Upon demand.

108* Defensive Tactics I (2)

Physical procedures used to defend against criminal suspects. Blocks, kicks, take downs and come-alongs will be stressed.

109* Defensive Tactics II (2)

A continuation in the study of methods employed to physically control criminal suspects. Weapon retention, disarming, prisoner transport, and baton will be stressed. Prerequisite: CRJS 108*.

111* Police Vehicle Operations (2)

A lecture, discussion, and practical course in the use of a conventional vehicle in police work under all operating conditions. Prerequisite: permission of Department Chairperson and a valid driver's license. Spring.

113* Police Firearms (1-3)

A course designed to train students in the proper use of firearms. Legal and moral aspects, safety, and marksmanship will be stressed. Course will involve revolvers and shotguns. Spring.

114* Advanced Police Firearms (2)

This course is a continuation of the Police Firearms course. In addition to reviewing basic techniques, the student will also be trained in the use of the police rifle, pistols, and tear gas launchers. Tactical applications will be stressed. Prerequisite: 113* or consent of chairperson. Upon demand.

115* Police Report Writing & Communications (3)

The course will include a review of basic English skills, spelling rules, and writing ability. Also included will be the preparation of field notes, incident reports, daily logs, and other miscellaneous reports.

116* Police Report Writing II (2)

This course is a continuation of Police Report Writing. The majority of time will be spent learning how to document a criminal or traffic case from initial reporting stages to filing of the criminal complaint. Emphasis will be placed on writing a clear and concise report. Spring. Prerequisite: 115* or consent of chairperson.

117* Police Communications (1-3)

This course will cover communication skills needed in law enforcement to include: report writing and report forms, verbal presentations, radio communications, and interpersonal communications.

121* Introduction to Corrections (3)

Designed to introduce the student to the philosophy and history of our correctional process as well as to analyze the post-conviction correctional process. Spring.

131* Criminal Justice and Community Relations (3)

A study of the relationship between the Criminal Justice system and the community. Concepts in interpersonal communication stress management, personal prejudices, community influences, media relations, and crime prevention will also be included. Spring.

132* Introduction to Criminology (3)

An interdisciplinary study of the major types of criminal behavior: factors which contribute to the production of criminality and delinquency, methods used in dealing with violators, definition of crime, crime statistics, theories of crime causation, crime typologies; social consequences of crime.

142* Principles of Evidence & Criminal Procedure (3)

Designed to give the student an understanding of the fundamental concepts of evidence and to explore the relationship between the concepts and the criminal justice system. Pre/co-requisite: CRJS 101*

150* First Responder First Aid (3)

This course is an advanced first aid course developed specifically for police officers. Topics will include patient assessment, CPR, bleeding and shock, external limb injuries, internal injuries, medical emergencies, emergency childbirth, triage, extraction and patient transport.

155* Police Radar (1)

This course is designed to provide the student with knowledge and skills necessary to become certified as a police radar operator. Spring. Prerequisite: Criminal Justice student or consent of department chair.

201* Criminal Law I (3)

Historical development and philosophy of law: definitions, components of the system. Primary emphasis in law enforcement. Prerequisite: Permission of instructor.

212* Traffic Service Management (3)

Offers an examination of traffic control and safety concepts including the concerns of engineering, education and enforcement in a viable traffic management program. Upon demand.

221* Criminal Investigation (3)

Study of the criminal investigation process which includes crime scene management, evidentiary concerns, sources of information, and interview concepts. Spring.

231* Controlled Substance (3)

Use and abuse of drugs; nature, therapeutic action, toxicology, chemical and physical identification of select drugs; scientific, official, trade and slang terminology; legal aspects and classification. Upon demand.

232* Research in Criminal Justice (3)

An introductory course designed to introduce the student to legal and topical research techniques. Upon demand.

233* Traffic Control and Accident Investigation (4)

Survey of traffic facilitation and control; traffic offenses, techniques of enforcement and accident investigation, motor vehicle, transportation and the police, study of the New Mexico Motor Vehicle Code and other laws related to the traffic problem. Spring.

234* Juvenile Law and Procedure (3)

Survey of legislation and case law governing juvenile delinquency; rights of juveniles; developments in New Mexico law; probation procedures and institutional care. Upon demand.

235* Police Procedures and Police Tactics (4)

This course will include the responsibilities, powers, and duties of uniformed patrolmen. Topics will include such areas as patrol deployment, patrol procedures, tactical procedures, officer survival, and vehicle stops. Spring.

237* Advanced Law Enforcement Procedures (3)

An advanced course designed to update and refresh the student's law enforcement abilities. Topics will include patrol tactics, legal updates, criminal investigations and accident investigations. Upon demand.

238* Police Tactics (3)

A course designed to help the student develop tactical skills needed by a police officer during high-risk incidents. Prerequisite: Enrollment in Police Academy or consent of department. Upon demand.

252* Police Organization & Administration (3)

Designed as a survey of the complexities of managing and organizing a police agency. Upon demand.

270* Arrest Control Tech (1-3)

A course designed to update or certify in-service police officers in advanced arrest control procedures. Prerequisite: Employment as a full- or part-time police officer.

271* Advanced Officer Course (3)

A course designed to help experienced law enforcement officers update their knowledge and skills. Topics will include patrol tactics, legal update, arrest mechanics, and criminal investigation. Prerequisite: Employment as a full- or part-time police officer.

275* Criminal Justice Instructor Development (3)

A course designed to acquaint the Criminal Justice practitioner with the philosophies, concepts and methods of Criminal Justice education and training. The student will be exposed to learning theories, instructional methods, evaluation processes, and classroom management. Upon demand.

291* Independent Study (3)

Designed for the student to study research selected topics, issues and or problems in law enforcement and criminal justice. Fall, Spring. Prerequisite: Permission of Department Chairperson.

292* Criminal Justice Internship (3)

Planned program of observation and practical experience in selected criminal justice agencies representing the major classification corpus delicti and punishment of various criminal acts; legal research and case study. Fall, Spring, Summer.

293* Topics In Criminal Justice (1-6)

A heading for a forum of special course offering, seminars and workshops in various areas of criminal justice. Upon demand.

DESIGN & DIGITAL MEDIA (DDM)**101* Introduction to the Macintosh Computer (3)**

Introduces students to basic functions of the Apple Macintosh computer through the use of selected application software. Topics include opening, saving and printing documents, copying and pasting information, networking, and computer-related health issues.

110* Introduction to Graphic Design (3)

An introductory level course designed to familiarize students with the principles governing good design as it applies to visual communication. Students are acquainted with the history and evolution of graphic design, as well as the terminology and processes necessary to produce printed material in a computer-based design studio environment.

111* Digital Image Editing I (3)

Prerequisites: DDM 101* and DDM110* or Instructor's Permission. Introduces the concepts and techniques employed in the electronic manipulation of digital images. The course features the use of Adobe Photoshop software. Students are guided by a step-by-step tutorial.

120* History of Graphic Design (3)

Prerequisites: None. An introductory level course designed to familiarize students with the history of graphic design as it applies to visual communication. The course will emphasize the history of visual literacy and strengthen the student's knowledge of and appreciation of graphic design as a major component the history of the visual arts. The course will acquaint students with the history and evolution of graphic design and typography.

131* Page Layout I (3)

Prerequisites: DDM 101*, DDM 110*, & DMM 280*. Introduces the principles of electronic page composition for advertising and publishing. Students learn to use professional page layout software.

141* Computer Illustration I (3)

Prerequisite: DDM 101*, Pre- or Co-requisite: 110* or permission of instructor. Introduces students to the concepts and techniques of computer illustration using a step-by-step tutorial for Adobe Illustrator software. Students build on skills learned in other Design & Digital Media courses and add to these the use of Bezier curves, paths and points, color blends and fills and non-linear text for the purpose of creating computer based graphic designs, page formatting and Web page design.

151* Multimedia Authoring I (3)

Prerequisites: DDM 101* Pre- or Co-requisite: 110*. Examines the concepts and methods used in the development of this new form of communication. Topics include project design, interactive programming, and the effective use of color images, animation, video and sound.

171* Web Publishing I (3)

Prerequisite: DDM 101*, Pre- or Co-requisite: 110*, BSTC 122* or permission of instructor. An introductory level course designed to familiarize students with basic concepts of electronic page design, creation, and publication. Focuses on the use of Adobe PageMill (an Internet authoring tool) to create web pages, preparing photos and graphics for web pages using Adobe Photoshop and Adobe Illustrator. Basic usage of HTML (Hypertext Markup Language) is covered as well.

212* Digital Image Editing II (3)

Prerequisites: DDM 111* or permission of instructor. This course builds on the skills developed in DDM 111*. Topics include scanning, masking and selection techniques, formatting files for export to page layout programs, object layering, and the retouching of photographic images.

221* Prepress, Production and Printing (3)

Prerequisites: DDM 101, 110, 111, 131 or 232, 141 or 242 or permission of instructor. Covers the principles and techniques of prepress, production and commercial printing. Students are involved in prepress and production of the Red Mesa Review to individual projects. Establishes familiarity with trade customs of the printing industry for the graphic designer.

232* Page Layout II (3)

Prerequisites: DDM 131*, 101*, 110* and 280*. Building on skills developed in DDM 131*, this course elaborates on concepts essential to professional page design.

242* Computer Illustration II (3)

Prerequisites: DDM 101* & 110*. This course teaches more advanced techniques of computer design and illustration. Topics include the use of filters for stylistic effect, trapping techniques, color separations, and the conversion of continuous tone images to line art.

245* 3-D Illustration (3)

Prerequisite: DDM 101*, 110*, 111* or permission of instructor. An advanced examination of the principles and techniques of 3-D computer illustration. Topics include rendering of bitmapped and Postscript artwork, lathing, extruding, texture mapping and the creation of animated sequences for use in multimedia presentations.

260* Digital Video I (3)

Prerequisites: DDM 101*, 110*, 111*, 151* or permission of instructor. Introduces students to digital video communication, including video capture, editing, and playback of digital movies. Hands-on experience with Adobe Premiere software, and discussion of the role of this new medium.

280* Typography (3)

Prerequisites: DDM 101*, 110*, and 131* or 232* and 141* or 242. Examines the role of type in contemporary graphic design. Students use professional font design software to create their own typefaces. Topics include techniques for managing font libraries, cross-platform font transfer and font customization.

281* Portfolio Development (3)

Designed to assist students in preparing a portfolio of their work for professional presentation. Course work covers traditional and electronic portfolio development and presentation, as well as refining design and technical skills.

291* Independent Study (1-3)

Permission of instructor required. Designed for students who wish to work on an independent study project outside the realm of regular course work.

293* Topics (1-3)

Courses on a variety of topics are offered according to need and interest in order to explore emerging technologies in the area of graphics communications. Different section numbers indicate different topics. Upon demand.

295* Practicum (3-6)

An individualized course of study for the student to develop a particular area of interest in Design & Digital Media and produce a portfolio of work. Consultation with the Department Chair required.

296* Internship (3)

Prerequisites: DDM 101*, 110*, 111*, 131* or 232*, 141* or 242* or permission from instructor. Repeatable one time for maximum of 6 credits. A culminating course in which the student will gain work experience in a business, institution, or education facility in the Gallup area. The internship could be, (but not limited to) work with: graphic design company, print shop, advertising agency, publisher, museum (interpretative displays), and computer instructional aide.

DIABETES PREVENTION (DPS)

DPS 101* Perspectives in Diabetes Prevention (3)

Introduction to the complexities of the worldwide diabetes epidemic including the types of diabetes, risk factors, historical basis, disease process, prevention and treatment of diabetes and its complications.

DPS 102* Diabetes Prevention I (4)

An introduction to the management, treatment and prevention of clinical complications of diabetes for the entry-level para-professional. Topics will include: pathophysiology, the prevention of diabetes and the management and treatment of diabetes. The course will include a lab to translate classroom lecture into everyday practice.

DPS 103* Fitness and Wellness in Diabetes Prevention (4)

Concepts, procedures and techniques to achieve the optimal diet for health and fitness; principles of basic nutrition; nutritional principles throughout the lifecycle and a scientific investigation into one's own personal health and wellness status.

DPS 202* Diabetes Prevention II

Continuation of DPS 102 with emphasis on diabetes prevention for individuals, families, and communities at risk, and prevention of diabetes complications. Content areas include: behavioral diabetes coaching, diabetes risk assessment, individual and family health promotion for diabetes prevention and community strategies for diabetes prevention.

DPS 220* Diabetes and Nutrition (4)

An emphasis on diabetes prevention for individuals, families and communities at risk, and prevention of diabetes complications. Content areas include: nutrition risk assessment, individual and family healthful eating and food preparation for diabetes prevention and care (lifecycle), and community nutrition education strategies for diabetes and obesity prevention.

DRAFTING TECHNOLOGY (DRFT)

101* Mechanical Drafting I (3)

Lettering Techniques of mechanical drafting, drafting constructions, shape descriptions. Orthographic projection drawings, geometry, sketching, and sectional views.

102* Mechanical Drafting II (3)

A continuation of DRFT 101*, taking in the drawings of sectioning, intersections, and developments. Dimensioning and Pictorial drawings. Prerequisites: DRFT 101* and MATH 115.

115* Auto CAD Level I (3)

Students build CAD skills, create production drawings, and develop a CAD library of symbols. Prerequisite: DRFT 105 or instructor approval.

125* Auto CAD Level II (3)

Students build skills from AUTO CAD I, utilization of software and 3-D drawing concepts. Prerequisites: DRFT 115*.

135* Auto CAD Level III (3)

Auto CAD Level III is an advanced CAD course. Using Auto CAD software, students continue to build on CAD skills created in Auto CAD Level II. Advanced 3-dimensional drawing and advanced customization. This course is designed for the experienced CAD user who wants a greater understanding of the advanced customizing features of Auto CAD. Teaches the student advanced 3D and customization of CAD software. Prerequisite: DRFT 125. Upon demand.

141* Architectural Drafting I (3)

An introductory course in drafting designed to help the student interpret the ideas of others and to express his/her own ideas in an understandable manner through drawings. It will stress the necessary skills and processes used in architectural drafting. The students will have the opportunity to develop their own originality and ingenuity. Taught through classroom and laboratory experiences.

241* Architectural Drafting II (3)

Principles of architectural design and residential/light commercial construction. Development and use of elevations, plans and details for designing and developing residential structures and light commercial, working drawings to include pictorial drawings and portfolio development. Prerequisite: DRFT 141*.

291* Independent Study (3)

Scholarly research or investigation into an assigned or selected topic. Prerequisite: Chairperson approval.

293* Draft Technical Topics (1-6)

For special course offerings, seminars, and workshops in various areas of drafting. It will be taught on an as needed basis. Upon demand.

295* Practicum (3-9)

An individualized course of study within the psychomotor domain. Prerequisite: Chairperson approval. Spring, Fall.

EARTH AND PLANETARY SCIENCE (EPS)

101 How the Earth Works – An Introduction to Geology (3)

A fascinating tour of our active planet. Explore earth's materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global warming and other topics. Students are encouraged but not required to enroll concurrently in 105L. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

105L Physical Geology Laboratory (1)

Minerals, rocks, and topographic and geologic maps; field trips. Co-requisite: 101. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Pre- or corequisite: 101. (Main Campus Course)

201L. [102L.] Earth History.

[Historical Geology.] (4)

Origin and history of the earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth history is interpreted from the geologic rock record. Prerequisite: 101 or ENV5 101; pre- or corequisite: 105L or ENV5 102L. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Science. (Main Campus Course)

EARLY CHILDHOOD MULTICULTURAL EDUCATION (ECME)

101 Child Growth, Development, and Learning (3)

This basic course in the growth, development, and learning of young children, pre-birth through age eight, provides students with the foundation for becoming competent early childhood professionals and with knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognition, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized.

103 Health, Safety, and Nutrition (2)

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury.

108/110 Early Childhood Practicum I & II (2)

Students work in an approved early childhood setting 4 hr. a week, enabling them to practice competencies learned through course work and texts. Students will interact with culturally and developmentally diverse children and programs; interview parents; plan, develop, and implement appropriate curriculum plans; and evaluate their personal teaching strategies.

111 Family and Community Collaboration (3)

This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program will be included.

115 Guiding of Young Child (3)

This class explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be explored. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners.

117 Curriculum Development and Implementation I (3)

This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: Curriculum Development and Implementation Practicum I

117L Curriculum Development and Implementation Practicum I (2)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. This practicum experience can be completed in one or more of the following: infant/toddler, preschool and/or primary grades (K - 3rd grade). Co-requisite: Curriculum Development and Implementation I

202 Introduction to Reading and Literacy Development (3)

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading, and oral language in the home and school contexts will be addressed. Major instructional approaches and strategies to support children's emergent literacy and reading skills will be presented.

217 Curriculum Development and Implementation II (3)

This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. Co-requisite: Curriculum Development and Implementation Practicum II

217L Curriculum Development and Implementation Practicum II (2)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. This practicum experience can be completed in one or more of the following: infant/toddler, preschool and/or primary grades (K - 3rd grade). Co-requisite: Curriculum Development and Implementation II

220 Assessment of Children and Evaluation of Programs I (3)

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

225 Administering Programs for Young Children (3)

This course is designed to enable learners to design and implement programs for young children. It also will focus on the crafting of a resource management program and the use of technology. Prerequisite: ECME 105, 203.

230 Professionalism (2)

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

ECONOMICS (ECON)

105 Introductory Macroeconomics (3)

Economics on a national scale: determination of national income, employment level, inflation, and impact of policies affecting money supply, interest rates and government programs. Current macroeconomic issues and problems.

Prerequisites for UNMG students: READ100 or Compass \geq 71. ISE 100. Math 118. Prerequisite for most upper-division courses. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Prerequisite for most upper-division courses) (Main Campus Course)

106 Introductory Microeconomics (3)

Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption choices. Prerequisites for UNMG students: READ100 or Compass \geq 71. ISE 100. Math 118. Prerequisite for most upper-division courses. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

EMERGENCY MEDICINE (EMS)

101 EMT-Basic (7)

Fulfills U.S.D.O.T. requirements for medical rescue and ambulance personnel. Prepares providers to recognize medical and traumatic emergencies and intervene and stabilize patients while in transport to advanced care facility. Required prior to EMT-I and EMT-P training.

201 EMT-Intermediate (5)

This course utilizes the standard U.S. D.O.T. curriculum and involves 108 hr. of didactic and laboratory sessions. Emphasis is placed upon prehospital emergency patient assessment and care, with advanced airway management and intravenous therapy included. Required prior to EMT-P training. Prerequisite: 101 Restricted; Academy approval required.

ENGLISH (ENGL)

NOTE: According to UNM policy, students may only enroll in one course within the sequence per semester.

FRESHMAN ENGLISH COURSE PLACEMENT An intensive study of fundamental writing skills, focusing upon sentence structure and fluency. Prerequisites: None

098* Developmental English I (3)

This course combines skills in the language arts including reading, basic sentence writing structure, discussion, editing, and proofreading. The course addresses successful college habits and techniques of study in a supportive atmosphere. Prerequisite: Minimum placement test score.

099* Developmental English II (3)

An intensive study of fundamental writing skills, focusing upon paragraph development, fluency and introduces essay. Prerequisites: Successful completion of ENGL 098 (A/B/CR) or minimum placement test score.

100* (ISE) Essay Writing (3)

Prepares students for first-year college composition by providing practice of the rhetorical and grammatical skills necessary to write purposeful, reader-centered essays. Covers effective use of a writing process in out-of-class essays and in timed, in-class situations. Incorporates readings for discussion of ideas and for information to be used in students' writing. Satisfactory completion of ENGL 100 meets prerequisite for ENGL 101. Offered on a CR/NC basis only.

101 Composition I: Exposition (3)

Expository writing and reading. Concentrates on organizing and supporting ideas in writing. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. Prerequisite: completion of ISE 100 or verbal ACT of 19 or verbal SAT of 450 or a Compass English $>$ 74. (Main Campus Course)

102 Composition II: Analysis and Argument (3)

Practice writing analytic and argumentative essays based on expository and literary readings. Some research required. Prerequisite: C or better in 101 or verbal ACT of 29 or verbal SAT of 650. Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications. (Main Campus Course)

119* Technical Communications (3)

Introductory study of written and verbal communications used in the technical professions with emphasis in the planning, execution, and editing of professional and technical documents and other communication media. Prerequisite: ENGL 101.

Note: this course is not a substitute for ENGL 219 and generally applies to particular associate degree programs or as an elective credit. Students are encouraged to speak with an advisor about the applicability of this course.

150 The Study of Literature (3)

An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writers' techniques increases the enjoyment of their works; relates these techniques to literary conventions; teaches recognition, analysis, discussion of important themes. Does not satisfy Freshman composition requirement (i.e. ENGL 101 and 102). Upon demand. (Main Campus Course)

206 Topics in Popular Literature

(3 to a maximum of 6)

Reading and analysis of popular literary forms such as the spy novel, the detective novel, science fiction, best sellers, and fantasy. (Main Campus Course)

211 Topics in Literature (3 to a maximum of 6)

Surveys a specific type or area of literature; e.g. the American novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native American literature, Afro-American literature, Medieval and Viking literature. Primarily for non-majors. Prerequisite: 150. (Main Campus Course)

219 Technical and Professional Writing (3)

Practice in writing and editing of workplace documents, including correspondence, reports and proposals. Prerequisites: English 101 with a B or better, or English 102 with C or better, or ACT =>29 or SAT=>650. (Main Campus Course)

220 Expository Writing (3 to a maximum of 6)

An intermediate course with emphasis on rhetorical types, structure, and style. Prerequisite: English 101 with a B or better, or English 102 with C or better, or ACT=>29 or SAT=>650. (Main Campus Course)

221 Introduction to Creative Writing - Fiction (3)

A beginning course in fiction, emphasizing process over product. Introduces issues of craft, workshop vocabulary, strategies for revision and the habit of reading as writer. Prerequisite: 101 or its equivalent. (Main Campus Course)

222 Introduction to Creative Writing - Poetry (3)

A beginning course in poetry, emphasizing process over product. Introduces issues of craft, workshop vocabulary, strategies for revision and the habit of reading as writer. Prerequisite: 101 or its equivalent. (Main Campus Course)

240 Traditional Grammar (3)

A study of the basic analysis of English sentences offered by traditional grammar. The course presents terminology and methods for identifying parts of speech, functional units of sentences, and basic sentence patterns. (Main Campus Course)

250 The Analysis of Literature (3)

First course required of all English majors. Concentrates on methods of literary analysis and critical writing. Prerequisite: 102 or its equivalent. (Main Campus Course)

264 Survey of Native Literatures and Rhetorics (3)

A general overview of the history and diversity of the literatures and rhetorics of Native peoples, including oral tradition, film, autobiography, fiction, poetry, art, drama, and ceremony. Focus is on American Indian texts. (Main Campus Course)

270 An Introduction to Modern Literature (3)

An introduction to American and European literature of the 20th century, concentrating on such major authors as Eliot, Faulkner, Fitzgerald, Yeats, Joyce, Ibsen, Camus and Chekov. (Main Campus Course)

287 Introduction to the Short Story (3)

The development of the modern short story from its beginnings in the 19th century to the present. Technique and theme will be studied in representative stories by American and European writers. (Main Campus Course)

294 Survey of Earlier English Literature (3)

From Old English to 1798. A study of the principal literary and intellectual movements and selected writers and literary works from Beowulf through Johnson. (Main Campus Course)

295 Survey of Later English Literature (3)

From 1798 to present. Study of principal literary and intellectual movements and selected writers and literary works. (Main Campus Course)

296 Earlier American Literature (3)

A general survey of American Literature to the mid-19th century. (Main Campus Course)

297 Later American Literature (3)

A general survey of American Literature from the mid-19th century to the present. (Main Campus Course)

298 Workshop in Literature or Writing

(1-3 to a maximum of 6Δ)

Various topics in literature, language and writing. (Main Campus Course)

ENVIRONMENTAL SCIENCE (ENVS)

101 The Blue Planet (3)

To understand global change and environmental concerns, this course weaves together an understanding of Earth's lithosphere, atmosphere and oceans and how ecosystems are linked to the physical environment. Students are encouraged but not required to enroll concurrently in 102L. (Main Campus Course)

102L The Blue Planet Laboratory (1)

Introductory environmental earth science laboratory. Includes minerals, rocks and rock cycle, topographic maps, local geology and groundwater, weather and climate. Pre- or co-requisite: 101 (Main Campus Course)

FAMILY STUDIES (FS)

213 Marriage and Family Relationships

Overview of significant research and theories in premarital, marital and family relationships.

281 Introduction to Family Studies (3)

An introduction to the profession of Family Studies including content areas, community agencies and career opportunities. (Main Campus Course)

FRENCH (FREN)

101-102 Elementary French I - Elementary French II
Elementary French (3, 3)

GENERAL STUDIES (GNST)

093* General Studies (1-3)

General reading and class discussion in topical areas of interest requested by students or community entities. The course will not duplicate any current departmental offerings.

095* Practicum (1-3)

195* Practicum II (1-3)

GEOGRAPHY (GEOG)

101 Physical Geography (3)

World Geography; physical elements. Use of maps and globes for a systematic analysis of world climates, vegetation, soils, and landforms, their distribution, interrelation, and significance to humans. (Main Campus Course)

102 Human Geography (3)

World geography; human elements. A systematic analysis of world population, demographic factors, ethnic groups, predominant economies, and political units, their distribution, interrelation, and interaction with the physical earth. (Main Campus Course)

140 [201] World Regional Geography (3)

The regional geography of the world. Both physical and human aspects are studied along with current economic and political problems. (Main Campus Course)

GERMAN (GRMN)

101-102 Basic German I-Basic German II.

[Basic German] (3,3)

Language course sequence for all beginning students, providing a foundation in reading, writing, and speaking skills for all subsequent courses. (Main Campus Course)

HEALTH CAREERS

DENTAL ASSISTING (HCDA)

101* Introduction to Dental Assisting (3)

This course will introduce the student to forehanded dentistry to include: asepsis and OSHA recommendations related to general operative procedures, medical history, vital signs, and charting.

120* Preclinical Dental Assisting I (4)

An introduction to forehanded dentistry including aseptic techniques, moisture control, local anesthesia, instrumentation, dental materials and general operative procedures.

125* Preclinical Dental Assisting 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.

135* UNM Clinical Dental Assisting (2)

Intense UNM clinical application of basic dental and behavioral science used in the practice of dental assisting. Students complete clinical proficiency in Coronal Polish, Fluoride Application, Radiology, and Pit and Fissure Sealants.

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 INFORMATION TECHNOLOGY) (HCHT)

121* Health Information Technology I (4)

An overview of health records services in the United States and the role of the health record practitioner. It introduces the student to the principles and practices of the health records profession. Prerequisite: ENGL 101. Spring

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*. Spring

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*. Fall

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. Summer

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 (Fall only)

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* Spring

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* Spring

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. Fall

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*. Spring/Summer/Fall

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. Fall/Spring

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.

114* Concepts of Disease Transmission (4)

The fundamental concepts and biological principles of disease-causing organisms and their impact on the pathways of disease are presented as a basis for application to health care. Prerequisite: Instructor approval. Fall, Spring.

115* Pharmacology for Health Occupations (3)

An introduction to classifications of drugs, usage and contraindications. Spring

121* Medical Terminology II (3)

This course presents the terminology used in conjunction with disease processes and conditions of the human body. It provides a basic knowledge of prefixes, suffixes, and root words used in describing pathological states. Prerequisite: HCHS 111. Fall.

191* Independent Study (1-3)

Designed for study of specific topics, issues and problems in health sciences. Prerequisite: Permission of department chair. Fall, Spring, Summer.

193* Topics in Health Science (1-9)

Study of specific topics related to the health sciences.

291* Independent Study II (1-3)

Designed for study of specific topics, issues, and problems in the health sciences. Prerequisite: Permission of department chair. Fall, Spring, Summer.

293* Topics II (1-3)

Study of specific topics related to the health sciences. Prerequisite: permission of Department chair. Fall, Spring, Summer.

HEALTH CAREERS NURSING ASSISTANT (HCNA)

101L* Nurse Assistant (8)

Covers the physical, emotional, psychosocial and spiritual care given by nursing assistants to Long Term Care Residents, Hospital Patients and Home Care Clients.

101L* Nursing Assistant Lab (2)

A skills oriented lab that provides the HCNA 101/102 student with supervised skills practice time in preparation for their clinical/internship experience and employment in the healthcare setting. Prior CPR certification is required. Pre/Co-requisite: HCNA 101 or HCNA 102

102* Nurse Assistant Refresher (4)

Covers current health care information and reviews basic principles and skills for the nursing assistant desiring to take the State Certification examination. Co-requisite: HCNA 101L

104* NACES Preparation (2)

Designed to further prepare the nursing assistant for the State Certification Exam, this course consists of test-taking skills practice, review of long-term care theory and basic skills practice

110* Coordinator skills (4)

Provides instruction on healthcare unit coordinating skills such as transcribing doctor's orders, retrieving computerized medical information, and other skills necessary for effective healthcare unit practice and management. Pre-req HCHS 111, HCHS 121, CJ 221, IT 101. Co-req HCT 102L

110L* Coordinator Skills Lab/Clinical (2)

Provides laboratory and clinical practice time for the healthcare unit coordinating skills introduced in HCT 102. Co-req HCT 102.

112* Technical Skills (6)

Provides certified nursing assistants with advanced technical skills theory for urinary catheterization, venipuncture, specimen collection, EKG lead placement, respiratory care, and other adjunct skills. Pre-req CJ 221, HCHS 111, HCHS 121, HCHS 113, HCHS 213, PSY 220. Co-req HCT 103L.

112L* Technical Skills Lab/Clinical (2)

Provides laboratory and clinical skills practice time for skills learned in HCT 103. Co-req HCT 103

HEALTH EDUCATION (HED)

164L Standard First Aid

(1-3 to maximum of 3) Δ

Preparation in knowledge and skills to meet the needs in situations when basic first aid care is needed. Students eligible for Standard First Aid Certification and CPR Certificate. (Main Campus Course)

171 Personal Health Management (3)

Exploration of the major areas of health information pertinent to understanding how to achieve, maintain, and promote positive health. Topics covered include mental health, drugs, human sexuality, prevention and control of diseases, nutrition, consumer health, and ecology. (Main Campus Course)

209 Education for AIDS Prevention (1)

This course is designed to familiarize students about the HIV/AIDS epidemic with HIV/AIDS awareness including: basic information, prevention, history, compassion, legal issues, testing, and societal implications. (Main Campus Course)

212 Fundamentals of Human Sexuality (3)

Basic knowledge about human sexuality including anatomical, physiological, psychosocial and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined. (Main Campus Course)

247 Consumer Health (1)

Preparation in knowledge and skills related to consumers of health products and services. (Main Campus Course)

260 Foundations of Health Promotion (3)

For those considering becoming health majors or minors in community health. Exploration of the basic philosophy and fundamental practices currently utilized in health education. (Main Campus Course)

261 Intro to Community Health (3)

This course is a basic foundation in the history of public health and the control of disease in communities. Pre-requisite: English 101 and Communications and Journalism 130; co-requisite, HED 260 and Communications and Journalism 151.

270 Diabetes Education (3)

A survey of diabetes education including an introduction to anatomy, physiology, therapies, health complications, health management, and psycho-social issues. Diabetes education opportunities in New Mexico, and the structure and political atmosphere of health agencies and programs in New Mexico will be examined.

280 Community Health Education Program Planning (3)

Designed to provide students with competencies in program planning and evaluation. Pre-requisite: English 102; HED 260 & 261.

290 Community Health Education Field Experience (4)

Planned and supervised field experience in an agency or institution. Pre-requisite: HED 280.

292 Health Workshops (1-3) Δ

Fall, Summer, or upon demand. May be repeated for credit, no limit. (Main Campus Course)

293 Topics (1-3) Δ

Spring, Summer or upon demand. (Main Campus Course)

HISTORY (HIST)

101 Western Civilization to 1648 (3)

Ancient time to 1648. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

102 Western Civilization Post 1648 (3)

1648 to Present. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

161 History of the United States to 1877 (3)

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

162 History of the United States Since 1877 (3)

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

260 History of New Mexico (3)

Introduction to New Mexico history from earliest human settlement to the present day. (Main Campus Course)

HUMAN SERVICES (HS)

101 Introduction to Human Services (3)

An overview of the caregivers, the delivery systems, and the types of services provided within the field of Human Services, with particular emphasis on the development of the field and the roles and functions performed by these new professionals. Pre- or co-requisite for all H.S. classes. Fall, Spring.

102 Principles of Interviewing (3)

Provides basic knowledge of the interviewing process with emphasis on developing interviewing skills. Developing an awareness of ways in which the student's background, attitude, and behavior influences the interview. Videotaped class interviews will provide materials for discussion and critique. Prerequisite for clinical experience courses. Fall, Spring.

105 Group Dynamics (3)

Drawing on both theoretical and observer-participation models, the student will explore various relationships as they develop in dyads, small-group and large-group settings. Related practical experience from field placement to group models of interaction. Fall, Spring.

109 Techniques of Assessment & Intervention (3)

Looks at means of obtaining and evaluating information about difficulties that bring people to mental health or social service settings. Introduces the student to a variety of modalities for assisting individuals, groups, and families to enhance their capacities for coping with personal and environmental stresses. Fall, Spring.

149 Workshop (1-3)

In-depth individual and/or small-group exploration of problem or special interest areas (e.g., behavior therapy or substance abuse). May be repeated for credit to a maximum of 9 credit hr.. Upon demand.

150 Clinical Experience in Human Service (4)

Practical experience in a clinical setting involving service to clients and patients in various human service agencies; understanding the helping process through closely supervised assumption of responsibility for human service care; developing skill in observation, report writing and interviewing; guidance in establishing therapeutic relationships with individuals by participation in case analysis, case presentation and program planning. 240 hr. per semester plus weekly seminar with Human Service staff required. Prerequisites: 101 and 102, Department approval. Fall, Spring.

201 Family Process: Functional and Dysfunctional Families (3)

Assists in developing an understanding of how families function in today's society in terms of their ability to cope with various sources of stress. Describes theoretical and therapeutic systems which serve as a guide for human services workers in family interventions. Spring.

202 Contemporary Issues in Mental Health (3)

Contemporary issues in mental health. Current social, ethical, legal, and medical issues and trends will be explored, including the community mental health movement, patients rights function, and side effects of psychopharmacology. Prerequisites: 102 and 109, or equivalent. Fall.

250-251 Advanced Clinical Experience in Human Services (4)

Continuation of 150 with increased student responsibility for client care/service. Weekly seminar. Prerequisite: 150, Department approval. Fall, Spring.

HUMANITIES (HUM)

100* Introduction to the Humanities (4)

This course introduces students to the humanities and the humanistically oriented social sciences and develops skills they need in order to succeed in courses in those disciplines at the university level.

INFORMATION TECHNOLOGY (IT)

101* Computer Fundamentals (3)

Prerequisite: IT 118 or equivalent. Introduction to computers for beginners. Topics include vocabulary, descriptions of hardware, software, and using a computer in educational and business situations.

106* Introduction to Windows (1)

Prerequisite: IT 118 or equivalent. Introduction to Windows utilities and file management.

118* Microcomputer Keyboarding (3)

Prerequisite: READ 100 or Compass \geq 71. ISE100. Self-paced course teaches keyboarding skills and beginning word processing.

120* Introduction to Word Processing (3)

Prerequisites: READ100 or Compass \geq 71. ISE100. IT 118 or equivalent. Acquaints students with basic concepts of modern word processing including editing and formatting documents and creating tables.

121* Introduction to Electronic Spreadsheets (3)

Prerequisite: CS150. Students use state of the art spreadsheet software to create and modify workbooks, explore typical business applications and create charts and graphs.

122* Introduction to Database Management Systems (3)

Prerequisite: CS 150. Students use state of the art database management software to design, create and modify databases, database tables, forms, queries and reports.

125* Microcomputer Operating Systems (3)

Prerequisite: CS 150. Introductory concepts in micro-computing operating systems. Acquaints students with practical aspects of micro-computer operating systems including file management systems, utilities, and computer peripherals.

131* Introduction to Hardware Installation (3)

Prerequisites: READ100 or Compass \geq 71. Hands-on introduction to current personal computer technology. Students learn and practice hardware and software topics covered by the A+ exam.

160* Introduction to Internet (1)

Prerequisite: None. Introduction to networks, the World Wide Web, browsers, search engines, directories, specialized databases.

161* Intermediate Internet (1)

Prerequisite: IT 160. Covers various topics including downloading files, various formats, setting up list serves, using World Wide Web and other resources for research.

162* Research on the Internet (1)

Prerequisite: Permission of instructor. Serious researchers learn to locate, evaluate, and cite Internet resources.

166* Business Web Page Design I (1)

Prerequisite: Permission of instructor. Introduction to designing and creating Web pages for the Internet.

167* Business Web Page Design II (1)

Prerequisite: Permission of instructor. Continuation of IT 166. Students will use state of the art software to design and create web pages.

193* Topics I (1-4) Δ

Prerequisite: Permission of instructor. Courses on a variety of current & new information technology topics are offered according to need and interest.

220* Intermediate Word Processing (3)

Prerequisite: IT 120. ENGL 101. Continuation of IT 120. Students use state of the art word processing software to add graphics, charts and tables to business documents. Other topics include merging documents and designing templates.

230* Computer Networking (4)

Prerequisite: READ 100, ISE 100, ISM 100 or equivalent. Knowledge of Windows and computer hardware is strongly recommended. Provides baseline level of knowledge for success in industry and preparation for networking certifications. Covers networking hardware, software, and skills necessary to succeed in the dynamic field of computer networking.

272* Basic Programming (3)

Prerequisites: CS 150. MATH 120.

An introduction to programming for non-technical students. Students will use visual objects to design and implement GUI's and will write and modify code to learn the fundamentals of data storage and control flow.

293* Topics II (1-4) Δ

JEWELRY ARTS (Jewa)

107* Basic Jewelry Fabrication (3)

An introduction to the basic jewelry program. Essential bench skills are presented for the beginning jewelry techniques. Precision layout, soldering, sawing, filing, and finishing of jewelry pieces using various gauges of sheet and wire. All phases of jewelry procedure and safety emphasized.

111* Basic Lapidary (3)

Demonstration and implementation of basic lapidary skills. Use of various saws, grinders, belts, and lap wheels to create stones suitable for setting in jewelry. Discussion on acquisition and appraisal of raw materials included in course.

LINGUISTICS (LING)

101 Introduction to the Study of Language (3)

Broad overview of the nature of language; language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, educational implications. Intended to fulfill breadth requirements in any college. 101 and ANTH 110 may not both be counted for credit. (Main Campus Course)

MATHEMATICS (MATH)

096* Fundamentals of Mathematics I (3)

Designed as an introduction and review of basic mathematics for college students, this course covers whole numbers, fractions, and percents. Offered on a CR/NC (credit, no-credit) basis only.

097* Fundamentals of Mathematics II (3)

Continuation of Math 096*. Measurement systems applied geometry, elements of algebra, descriptive statistics. Prerequisite: MATH 096 or placement.

100 (ISM) Algebraic Problem Solving (4)

Includes signed numbers, solving linear equations, formulas, graphing, solving systems of equations and applications. Also covers exponents and polynomials, factoring and quadratics. Satisfactory completion of ISM 100 meets prerequisite for MATH 120. Offered on a CR/NC basis only.

106 Problems in Intermediate Algebra (1)

Student session for 120 with emphasis on problem solving. Offered on CR/NC basis only.

107 Problems in College Algebra (1)

Study session for 121 with an emphasis on problem solving. Offered on a CR/NC basis only.

108

110 Problems in Elements of Calculus I (1)

Study session for MATH 180 with an emphasis on problem-solving. Offered on a CR/NC basis only.

111 Mathematics for Elementary and Middle School Teachers I (3)

Course offers an in-depth look at the representations of rational numbers, including base-ten and decimal numbers, integers, fraction and arithmetic operations on these sets. Problem solving is emphasized throughout. Prerequisites: 120 or 121 or 123 or 150 or 162 or 180 or STAT 145 or ISM 100 or ACT=>19 or SAT=>450 or Compass Pre-Algebra>56 or Algebra >33. (Main Campus Course)

112 Mathematics for Elementary and Middle School Teachers II (3)

This course develops basic geometric concepts including rigid transformation and congruence; dilations and similarity; length, area, volume, systems of measurement and unit conversions; connections to coordinate geometry. Problem solving is emphasized throughout. Prerequisite: 111. Spring. (Main Campus Course)

113* Basic Mathematics Recitation (1)

Build a strong connection to the topics covered in Math 111 through hands on activities, group discussions, and problem solving techniques. Prerequisite: 100 or Placement score. Co-Requisites: 113.

115* Technical Mathematics (3)

Intended for students in applied trade technologies. Topics include a review of basic arithmetic, elementary algebra, applied geometry, measuring instruments, and formulas. Prerequisite: ISM 100.

117* Mathematics for Nurses (3)

Basic mathematics review (fractions, decimals, percents, ratio-proportion, simple algebra); systems of measurement and conversions; performing measurements; nomenclature specific to interpreting medical orders; calculations of dosages. Offered on a CR/NC basis only. Upon demand.

118* Algebra (4)

This course covers approximately the first half of Math 120. Topics covered include properties of real numbers, linear equations and inequalities; properties of exponents; solving systems of linear equations and polynomials. Students must pass Math 118* before continuing with Math 119*. Prerequisite: Adequate score on placement test or ISM 100 or MATH 097*. Offered Fall and Spring.

119* Algebra (4)

This course covers approximately the last half of Math 120. Topics covered include rational expression, rational exponents and roots, quadratic expressions and equations, functions and logarithms. Prerequisite: Math 118*. Offered Fall and Spring.

Both Math 118* and Math 119* must be completed to count as the equivalent of Math 120. Only 4 of the 8 credit hr. can count toward an Associate Degree or Certificate at UNM Gallup. The final grade in Math 119* is the average of the grades in Math 118* and Math 119*.

120 Intermediate Algebra (3)

Preparation for MATH 121, 129 and STAT 145. Covers linear equations and inequalities, polynomials, factoring, exponents, radicals, fractional expressions, and equations, quadratic equations, perimeters, areas of simple geometric shapes, AND logarithms. Emphasis on problem solving skills. The grading scale for this class is A+ to B-. CR/NC. Prerequisite: ACT=>19 or SAT =>450 or ISM 100 or Compass Pre-Algebra >56 or Algebra >33. (Main Campus Course)

121 College Algebra (3)

Preparation for Math 150 and Math 180. The study of equations, functions and graphs, especially linear and quadratic functions. Introduction to polynomial, rational, exponential and logarithmic functions. Applications involving simple geometric objects. Emphasizes algebraic problem solving skills. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>22 or SAT =>510 or MATH 120 or Compass Algebra >54 or College Algebra >33. (Main Campus Course)

123 Trigonometry (3)

Definition of the trigonometric functions, radian and degree measure, graphs, basic trigonometric identities, inverse trigonometric functions, complex numbers, polar coordinates and graphs, vectors in 2 dimensions. May be taken concurrently with

MATH 150. Prerequisite: ACT=>25 or SAT=>570 or MATH 121 or Compass College Algebra >54. (Main Campus Course)

129 A Survey of Mathematics (3)

An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry and probability. Emphasizes general problem solving skills. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>22 or SAT =>510 or MATH 120 or 121 or 123 or 150 or 162 or 163 or 264 or 180 or 181. (Main Campus Course)

150 Pre-Calculus Mathematics (3)

In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. May be taken concurrently with MATH 123. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>25 or SAT =>570 or MATH 121 or College Algebra >54. (Main Campus Course)

162 Calculus I (4)

Derivative as a rate of change, intuitive, numerical and theoretical concepts, applications to graphing, linearization and optimization. Integral as a sum, relation between integral and derivative, and applications of definite integral. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>28-31 or SAT =>640-700 or MATH 150 or Compass College Algebra >66 and (MATH 123 or Compass Trig >59) or (ACT=>32 or SAT=>720). (Main Campus Course)

163 Calculus II (4)

Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series with applications, complex variables and parameterization of curves. Prerequisite: C (not C-) or better in MATH 162. (Main Campus Course)

180 Elements of Calculus I (3)

Limits of functions and continuity, intuitive concepts and basic properties; derivatives as rate of change, basic differentiation techniques; application of differential calculus to graphing and =minimum/maximum problems; exponential and logarithmic functions with applications. Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics. Prerequisite: ACT=>26 or SAT =>600 or MATH 121 or MATH 150 or Compass Algebra >66. (Main Campus Course)

181 Elements of Calculus II

Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus. Prerequisite: 180. (Main Campus Course)

215 Mathematics for Elementary and Middle School Teachers III (3)

Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: topics from probability and

statistics with connections to other topics in the elementary curriculum. Problem solving is emphasized throughout. Prerequisites: 112. (Main Campus Course)

264L Calculus III (4)

Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem. Prerequisite: C (not C-) or better in 163. (Main Campus Course)

MANAGEMENT (MGMT)

101* Fundamentals of Accounting I (3)

Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. The development of the accounting cycle, special journals and financial statements. Credit not applicable toward B.B.A. degree.

102* Fundamentals of Accounting II (3)

Prerequisite: MGMT 101. Continuation of 101, including corporation and manufacturing accounting and decision making. (Credit not applicable toward B.B.A. degree.)

113 Management: An Introduction (3)

Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. Modern concepts of organizations and their management. An overview of functional activities within business and other organizations. Upon demand. (Main Campus Course)

195* Introduction to Entrepreneurship (3)

Prerequisites: Read 100 or Compass>=71. ISE 100. Math 118. A survey course that examines topics including: the entrepreneurial process and economy, the entrepreneur's profile and characteristics, youth and social entrepreneurship.

202* Principles of Financial Accounting (3)

Prerequisite: READ 100 or COMPASS \geq 71, ISE 100, MATH 118. An examination of the conceptual framework of accounting and the functions of accounting in a business-oriented society. Topics include valuation theory and its applications to assets and liabilities, concepts of business income, funds flow analysis, problems of financial reporting. (Main Campus Course)

222 Introduction to Marketing (3)

A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market related information, completion of exchange processes, and profit maximization in free markets. Emphasis on interdisciplinary tools for management, decision making, and developing marketing strategies in domestic and international market applications. Credit not applicable to BBA degree. (Main Campus Course)

290 Introduction to Business Statistics (3)

Prerequisite: Math 180 or equivalent. An overview of the use of statistics in business descriptive statistics and numerical characteristics of data; introduction to probability;

statistical inference including t-tests and regression; confidence intervals, applications to business problems will be emphasized. (Main Campus Course)

MEDICAL LABORATORY TECHNICIAN (MLT)

111* Introduction to Basic Laboratory Skills, Urinalysis, and Body Fluids (4)

An introduction to the profession of medical diagnostic testing and the clinical laboratory. Content areas consist of: general laboratory safety, laboratory mathematics, general instrumentation, use of the microscope, urinalysis, and body fluids. Pre-/co-requisites: ENGL 101, MATH 119 or 122, and MLT 211* or consent of the instructor. Students are required to co-enroll in MLT 211* – Clinical Hematology and Coagulation. Prerequisite Validation: English and Mathematics competency are essential for the student to master the MLT core curriculum and progress toward the Associate of Science Degree.

112* Clinical Practicum: Phlebotomy (1)

Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience in blood sample collection and processing that includes both Venipuncture and capillary puncture techniques. Pre/co-requisites: HCHS 101* and MLT 111* or permission of instructor.

211* Clinical Hematology and Coagulation (4)

Introduction to the theory and practice of clinical hematology. The course includes: erythropoiesis, leukopoiesis, cell enumeration, the hemogram, white blood cell morphology, differentials, coagulation testing, platelets, routine manual and automated methods, and correlation with pathologies.

214* Clinical Microbiology (5)

Comprehensive current clinical study of bacteriology, mycology, and parasitology; macroscopic and microscopic identification; biochemical identification profiles; bacterial antibiotic susceptibility patterns; parasitic life cycles. Pathology and epidemiology. Introduction to rickettsias and viruses. Prerequisites: MLT 111*, 112* and MLT 211*.

216* Clinical Chemistry (4)

Theory, principles and procedures applicable to clinical chemistry. Focus on chemical analysis of blood and other body fluids using manual and automated techniques. Application to tests in the diagnosis of disease with review of abnormal physiology. Prerequisites: 111*, 116*, 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*, 116*, 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*, 116*, and 214*.

281* Directed Clinical Practicum II (6)

Continuation of MLT 271*. Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through blood bank, microbiology, advanced hematology, and serology.

291* Preparation for MLT Board Examinations (2)

Designed to integrate theory with MLT directed clinical practicum. A comprehensive and current review supplemented by reading assignments and questions on the following subjects: sample collection, coagulations, chemistry, microbiology, blood banking, serology, urinalysis, and calculations. Pre-/co-requisites: Students must have completed MLT 111*, 112*, 211*, 214*, 216*, 219* and be concurrently enrolled in either MLT 271* or MLT 281*.

MUSIC (MUS)

139 Music Appreciation (3)

Designed to expand the student's ability to listen actively to Western classical art music; a survey of the various genres, including chamber music, symphonic, and vocal repertoire. Includes live guest performances. No musical background necessary. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

MUSIC EDUCATION (MUSE)

293 Multicultural Awareness through Music Skills (3)

The music of global ethnic groups with emphasis on the musical skills needed to assist the elementary teacher toward relevant enrichment in teaching the humanities. Pre-requisites: MUS ED 298 or permission of instructor. (Main Campus Course)

298 Music for the Elementary Teacher (3)

Will prepare elementary classroom teachers to teach music education in a self-contained classroom in traditional and open situations. (Main Campus Course)

NATIVE AMERICAN STUDIES (NATV)

150 Introduction to Native American Studies (3)

This course surveys the significance of Native American Studies through an interdisciplinary approach for four major areas of academic concentrations; Arts and Literature, Education and Language, Cultural Studies and Environment, and Leadership and Self-determination. (Main Campus Course)

247 Politics of Native American Art. (3)

Native American art and artists within political, social and cultural contexts are introduced through examination of the history of representations of Native art. (Main Campus Course)

250 Socio-Political Concepts in Native America (3)

Regional, national, and international laws and policies impacting sovereign Native American nations and communities are analyzed. Concepts such as colonization, nationalism, and globalization's impact on Native American peoples are considered from an inter-disciplinary perspective. Pre- or co-requisite: 150. (Main Campus Course)

251 Research Issues in Native America (3)

Critically examines research theories, methodologies, and practices used by academic disciplines to study Native Americans. Research databases and collections and their impact and value for Native communities are considered from an inter-disciplinary perspective. Pre- or co-requisites: 150 or 250. (Main Campus Course)

252 The Native American Experience (3)

(Also offered as AMST 252) Introductory survey of Native American history, culture, and contemporary issues. Students read literature by and about Native Americans covering a variety of topics including tribal sovereignty, federal policy, activism, economic development, education, and community life. (Main Campus Course)

255 Topics in Native Americans Studies

(1-3 to a maximum of 6) Δ

Topics courses taught by Native and non-Native faculty from the University of New Mexico and the community, varying according to instructor's expertise. May be repeated as topic varies. (Main Campus Course)

NATURAL SCIENCE (NTSC)

261L Physical Science (4)

For pre-service K-8 teachers only. A broad, interdisciplinary introduction to the science of geology, chemistry, physics, and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. The course is activity-based, utilizing a problems and issues based approach; various teaching methods are modeled, and practiced by students; some field trips may be required. (Main Campus Course)

262L Life Science (4)

For pre-service K-8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes, inquiry and integration of technology. Various teaching methods are modeled and practiced by students; some field trips may be required. Pre-requisite: NTSC 261L and MATH 112, or permission of instructor. (Main Campus Course)

263L Environmental Science (4)

For pre-service K-8 teachers only. An activity-based interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigation, field-based activities, and the integration of technology. Course topics

include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled and practiced by students. Pre-requisite: NTSC 261L and 262L or permission of Instructor. (Main Campus Course)

NAVAJO (NVJO)

To Challenge a Course

Native speakers of Navajo may obtain credit hr. in language courses 101, 102, 201 or 202 without taking an examination by earning a grade of A or B in a course numbered higher than the courses challenged. Pass/Fail (CR/NC) is assigned to all challenged courses.

Placement: Native Speaker students who have had previous Navajo Language speaking experience are encouraged to enroll in as high a level as possible. Upon completion of a higher level course, if a grade of A or B is obtained, the student may challenge lower level courses and receive credit. A Navajo Placement Examination is recommended to confirm the appropriate level of skills before enrolling. According to UNM policy, students may only enroll in one course within the sequence per semester. No two Navajo courses may be taken in the same semester.

101-102 Elementary Conversational Navajo for Non-Native Speakers [Elementary Navajo] (3,3)

Beginning Navajo for students with no previous exposure to the language. Development of all four language skills, with emphasis on listening and speaking. (Main Campus Course)

103 [103-104] Elementary Navajo for Non-Native Speakers [Basic Medical Navajo] (3,3)

Fundamentals of Navajo for students in the medical profession. Does not satisfy language requirement of College of Arts and Sciences. (Main Campus Course)

105 Introduction Written Navajo for Native Speakers [Written Navajo] (3)

Introduction to Navajo writing and reading; for native speakers of Navajo only. (Main Campus Course)

201 Intermediate Conversational Navajo I (3)

Intermediate Navajo for students who have completed 102 or equivalent. Introduction to Navajo phonology, morphology, syntax as well as the use of Young & Morgan's "The Navajo Language: A Grammar and Colloquial Dictionary" will be covered. Emphasis on comprehension and conversation. Prerequisite: 102. (Main Campus Course)

202 Intermediate Conversational Navajo II (3)

Intermediate Navajo for students who have completed 201, or equivalent. Continued exploration of Navajo sentence and word structure. Course work will involve extensive reading, writing as well as situational speaking and listening skills. Prerequisite: 201.

NURSING (NURS)

110 Professional Development (1)

This course introduces the nursing student to the broad concepts of critical self-examination, self-evaluation and self-management as a precursor to personal accountability and responsibility necessary for effective nursing leadership and management. Emphasis on entry into the role of the professional nurse.

Pre-requisite: admittance into the Nursing Program. Co-requisites: 115

115* Nursing Fundamentals (8)

Introduces concepts and skills foundational to Associate Degree in Nursing. Emphasis is placed on use of best practice and nursing process to provide care for individual older adults with chronic health needs in long term care. Pre-requisites: 110, HCHS 124. (7 credits theory, 1 credit lab/clinical)

130* Medical-Surgical I (5)

Introduction to medical-surgical nursing. Students in the care of an acute and/or chronically ill adult client in the acute care setting. Clinical application will take place in a variety of healthcare environments. Prerequisite: 110, 115 and supporting courses. Co-requist: 131. (3 credits theory, 2 credits lab/clinical)

131* Principles of Mental Health (4)

Focuses on application of the nursing process to care for individuals experiencing normal and abnormal psychological responses to life stressors. Students will care for one client in acute and community settings. Prerequisites: 110, 115, HCHS 125. Co-Requisites 130. (3 credits theory, 1 credit lab/clinical)

191* Independent Study (1-3, Maximum of 6) Δ

Designed for study of specific topics, issues and problems in the health sciences. Prerequisites: Permission of Program Coordinator.

200* LPN to RN Transition (2)

This course will assist the LPN to understand and prepare to assume the role of the RN. Emphasis will be on the nursing process, critical thinking and communication. Required for LPN's who are pursuing the ADN. Must be admitted to the nursing program. Pre/co-requisites: Satisfactory completion of NURS 115, 130, 230 & 232 equivalents.

201* Health Assessment (3)

Theoretical and laboratory applications of concepts, tools and skills necessary to perform nursing assessments on clients of all ages. Elective course offered on demand. Pre-co-requisites: NURS 115 or permission of instructor.

230* Women's Health Nursing (4)

Focuses on the application of the nursing process to care for female clients, neonates, and families, before, during, and after the birth process. Students will care for clients in a variety of inpatient and community settings Pre-requisites: 110, 115, 130, 131, and HCHS 125. Co-Requisites: 232 and 234. (3 credits theory, 1 credit lab/clinical)

232* Pediatric Nursing (4)

Focuses on the application of the nursing process to care for the child and family. Students will care for clients in a variety of inpatient and community settings. Pre-

requisites: 110, 115 130 131, HCHS 125. Co-requisites 230 and 234. (3 credits theory, 1 credit lab/clinical)

234* Medical –Surgical Nursing II (5)

Focuses on the application of the nursing process to care for one or more adult clients and families with acute and chronic multisystem health problems. Clinical learning will take place in acute and community-based facilities and simulations labs. Pre-requisites: 110, 115, 130, 131, and HCHS 125. Co- requisites 230 and 232. (3 credits theory, 2 credits lab/clinical)

239* Pathophysiology I (3)

An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none

240* Pathophysiology II (3)

This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: none.

242L* Nursing Practicum (2)

This clinical course provides assessment of the student's nursing knowledge, skills, and abilities in preparation for graduation. Perquisites 110, 115, 130, 131, 230, 232, 234, and HCHS 125. Co-Requisites: 243 and 245. (2 credits lab)

243* Medical Surgical Nursing III (9)

The nursing process is applied in the care of the adult client with complex acute, life-threatening, multi-system health problems. Clinical learning will take place in outpatient and inpatient acute care settings and simulations labs. Prerequisites: 110, 115, 130, 131, 230, 232, 234, and HCHS 125. Co-requisites: 242, and 245. . (6 credits theory, 3 credits lab/clinical)

245* Professional Seminar (1)

This course explores theoretical application of nursing practice to develop expertise in management and leadership roles. Emphasis is on professional role development. Prerequisites: 110, 115, 130, 131, 230, 232, 234 and HCHS125. Co-requisites 242 and 243. (2 credits theory)

291* Independent Study (1-6)

This course is provided for students who need additional assistance with specific nursing courses or who have interests in a particular specialty area of nursing.

293* Nursing Topics (1-6) Δ

Current issues and topics in nursing will be studied and discussed by students. Elective. Upon demand.

NUTRITION (NUTR)**120 Nutrition for Health (3)**

General concepts of nutrition applied to food choices that support health. Cultural, psychological and economic implications of food choices. (Main Campus Course)

244 Human Nutrition (3)

This course provides an overview of all the nutrients, including function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed. Prerequisites: BIOL 123 or 201 or CHEM 111L or 121L. (Main Campus Course)

292 Workshop (1-4)**293 Topics (1-3 to a maximum 6) Δ****PHYSICAL EDUCATION FOR THE NON-PROFESSIONAL (PENP)****099 Recreation (2)**

The course is designed to allow students access to the Physical Education Complex, attendance in selected regularly scheduled classes, and to utilize the staff and faculty associated with the Physical Education and Recreation Program as a resource. Grades on a Credit/No Credit basis only.

101 Beginning Swimming (1)

Instruction for students who have not been in the water or have a fear of water. Pool usage fee. Fall, Summer. (Main Campus Course)

102 Intermediate Swimming (1-2)

Instruction in all basic strokes. For students who can swim. Pool usage fee. Spring, Summer. (Main Campus Course)

106 Lifesaving (1, No limit)

Instruction and practice in lifesaving techniques, which lead to an advanced Red Cross Lifesaving Certificate. Prerequisite: ability to swim basic strokes. Pool usage fee. Upon demand. (Main Campus Course)

124 Ballroom Dance (1, No Limit)

Instruction in the basic movements of the fox trot, waltz, lindy, rhumba, tango, and cha-cha. Upon demand. (Main Campus Course)

125 Intermediate Ballroom Dance (1, No Limit)

Instruction dependent upon experience of students in basic movements of all segments of ballroom dance. (Main Campus Course)

128 Beginning Country Western Dance (1, No Limit)

Instruction in basic movements of waltz, two-step, swing, and polka. (Main Campus Course)

129 Intermediate Country Western Dance (1, No Limit)

Instruction dependent upon experience of students in basic movements of all segments of Country Western Dance. (Main Campus Course)

136 Personal Defense (1, No Limit)

instruction in the basic skills needed to defend oneself against assault. (Main Campus Course)

138 Karate (1, No Limit)

Instruction in the basic skills, blocks, strikes, and kicks of Japanese karate. Fall, Spring, Summer. (Main Campus Course)

139 Intermediate Karate (1, No Limit)

The advanced art of self-defense improving and perfecting the skills from basic self-defense.

140 Beginning Golf (1, No Limit)

Instruction in the basic skills, equipment, rules, etiquette, and shot making. Upon demand. (Main Campus Course)

143 Beginning Tennis (1, No Limit)

Instruction in the basic skills and rules of tennis. Upon demand. (Main Campus Course)

144 Intermediate Tennis (1, No Limit)

Instruction dependent upon experience and skills of students in basic fundamentals. Perfection of strokes. Upon demand. (Main Campus Course)

146 Bowling (1, No Limit)

Special fees. Instruction and practice in the basic skills of bowling. Upon demand. (Main Campus Course)

148 Archery (1, No Limit)

Instruction in the basic skills and knowledge of range archery. Upon demand. (Main Campus Course)

150 Indoor Soccer (1, No Limit)

Course is intended to provide students with the opportunity to play indoor soccer and learn more about the game of soccer. Each class meeting will center on an indoor soccer game. Students will participate and engage in creating an education environment where everyone is challenged but no one is excluded.

152 Racquetball (1, No Limit)

Instruction and practice in the skills and rules of racquetball. Upon demand. (Main Campus Course)

157 Cardio Kickboxing (1, No Limit)

A multi dimensional fitness program that is incorporated in kicking and boxing skills.

158 Aerobic Dance I (1, No Limit)

Instruction in continuous movement using basic dance steps for improved cardio respiratory endurance. (Main Campus Course)

159 Aerobic Dance II (1, No Limit)

Instruction in longer aerobic workouts using more advanced steps for improved cardio respiratory endurance. (Main Campus Course)

160 Weight Training and Physical Conditioning (1, No Limit)

Individual training programs for development of general strength, tone, weight control, and endurance. Fall, Spring, Summer. (Main Campus Course)

162 Jogging Fitness (1, No Limit)

Individualized running programs for improved cardio-respiratory endurance. Fall, Spring, Summer. (Main Campus Course)

163 Intermediate Weight Training (1, No Limit)

Instruction in advanced weight-lifting principles and techniques as well as fitness related topics (Main Campus Course)

164 Walk for Wellness (1, No Limit)

Designed to introduce the basic fundamentals of personal fitness. The workout will consist of correct posture, arm swing, stride and pace which will lower the risk of injury. The topics covered are the following: principles of fitness, health related and motor skill related components of fitness, weight control, common fitness injuries and stress management.

165 Yoga (1, No Limit)

Introduction to five areas of yoga which are particularly significant to the Western World. (Main Campus Course)

166 Intermediate Yoga (1, No Limit)

Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga. (Main Campus Course)

167 Basketball (1, No Limit)

Instruction and practice of basic skills. (Main Campus Course)

168 Basketball Competition (1, No Limit)

Instruction and practice of game skills in a team setting. (Main Campus Course)

170 Volleyball (1, No Limit)

Instruction and practice of basic skills, with emphasis on power techniques. Fall, Spring. (Main Campus Course)

174 Softball (1, No Limit)

Practice in playing and learning the fundamentals of softball and team handball, a team game which can be described as being similar to a combination of basketball and hockey, sometimes called European handball. (Main Campus Course)

176 Rock Climbing (1, No Limit)

To introduce students to basics of top rope rock climbing. Studies will include equipment, belays, climbing sites, rock characteristics, safety and a look at lead and traditional rock climbing. The emphasis will be on safety and the experience.

183 Wilderness Experience (2, No Limit)

Special fees. Field trips will augment classroom time in exposing the student to typical wilderness experiences, with an emphasis on settings and skills.

193 Topics (1-2) Δ

Upon demand. (Main Campus Course)

PHYSICAL EDUCATION FOR THE PROFESSIONAL (PEP)

231 Invasion Games (1)

Instruction and practice of advanced game skills, tactics and strategy of invasion games. (Basketball, Soccer, Flag football.)

232 Target Games (1)

Comprehensive skills and knowledge in archery, team handball and flickerball. Restriction: Physical Education majors only.

234 Track and Field (1)

This course is designed to provide physical education teachers with the basic background needed to instruct students in the areas of track and field and cooperative games.

235 Net Games (1)

Comprehensive skills and knowledge of tennis, volleyball, and badminton.

236 Lifetime Pursuits (1)

This course is designed to provide physical education teachers with the basic background needed to instruct students in the areas of life time pursuits.

238 Outdoors Pursuits (1)

This course is designed to provide physical education teachers with the basic background needed to instruct students in the areas of outdoor pursuits (Orient, climb, mountain bike, inline skate, and etc.)

273 Introduction to Athletic Training (3)

An introduction to the prevention and treatment of athletic injuries. Upon demand. (Main Campus Course)

288 Motor Learning and Performance (3)

Psychological and neurophysiological factors related to the development of motor skills, emphasis on the teacher's role in facilitating learning. Spring. (Main Campus Course)
(Main Campus Course)

292 Workshops (1-4)

293 Topics (1-3) Δ

Upon demand. (Main Campus Course)

PHILOSOPHY (PHIL)

101 Introduction to Philosophical Problems (3)

Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality; and in social, political and religious philosophy. Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts. (Main Campus Course)

PHYSICS (PHYC)

102 Introduction to Physics (3)

Designed to introduce non-science majors to basic concepts, laws and skills in physics, in various applications to ordinary life. Energy, momentum, force, wave phenomena, electric charge and light are discussed; also basic properties of gravitational, electromagnetic and nuclear forces. Selections from relativity, quantum theory, atoms and molecules will be included. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

151 General Physics (3)

Mechanics, sound, heat, fluid, waves. The sequence (151, 151L, 152, 152L) is required of pre-medical, pre-dental and pre-optometry students. Only 151 and 152 are required of pharmacy students. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. Prerequisite: MATH 150 or MATH 180 or ACT>27 SAT>630. (Main Campus Course)

151L General Physics Laboratory (1)

Mechanics, sound, heat. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

152 General Physics (3)

Electricity, magnetism, optics. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

152L General Physics Laboratory (1)

Electricity, magnetism, optics. Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (Main Campus Course)

POLITICAL SCIENCE (POLS)

110 The Political World (3)

An introduction to politics, with emphasis on the ways people can understand their own political systems and those of others. (Students who have already had courses in political science may not count 110 toward a major.) Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

200 American Politics (3)

Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues. Meets New Mexico Lower Division General Education

Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

215 Law in the Political Community (3)

(Also offered as AM ST 215) Introduction to the role of law and legal institutions in politics and society. Prerequisite for 315, 316, and 415. Fall, Spring. (Main Campus Course)

220 Comparative Politics (3)

Designed to give students the ability to understand and evaluate political regimes by focusing on the political history, socioeconomic structure, and contemporary political institutions and behavior. Includes consideration of European, communist, and developing systems. (Main Campus Course)

240 International Politics (3)

Analyzes significant factors in world politics, including nationalism, "national interest," ideology, international conflict and collaboration, balance of power, deterrence, international law and international organization. (Main Campus Course)

260 Political Ideas (3)

Introduces many of the enduring political issues in descriptive, analytical, and normative terms. Will include discussion of both classical and contemporary political ideas and ideologies. (Main Campus Course)

291 Internship (1-3) Δ

Provides supervised work experience in the practical application of political science skills. Prerequisites: permission of instructor and department chairperson. POLS major or minor students are limited to no more than 3 credit hr.. Additional/excess hr. above these limits may be counted as A&S electives. Offered on CR/NC basis only. (Main Campus Course) Restriction: permission of instructor.

299 Introductory Political Topics (3) Δ

Special introductory topics of political science, which relate contemporary issues to the discipline. Precise topics will be noted in appropriate class schedule prepared for registration. POLS major or minor students are limited to no more than 3 credit hr.. Additional/excess hr. above these limits may be counted as A&S electives. Offered on CR/NC basis only. (Main Campus Course)

PSYCHOLOGY (PSY)

105 General Psychology (3)

Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality and approaches to psychotherapy. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social Behavioral Sciences. (Main Campus Course) Available every semester

200 Statistical Principles (3)

Presentation of the basic principles of the description and interpretation of data. Provides an acquaintance with statistical principles appropriate to a liberal education,

as well as a basis for further work in data analysis. (Main Campus Course) Spring 2013

211 Applied Psychology (3)

Topics in applications to everyday life, such as personnel selection, consumer psychology, and environmental problems. Fall.

220 Developmental Psychology (3)

Overview of the physical, perceptual, motor, cognitive, emotional and social development of children from infancy through adolescence. Prerequisite: 105. (Main Campus Course) Available every semester

230 Adjustment and Interpersonal Relations (3)

Processes of normal human adjusting and coping in both personal and interpersonal spheres. Topics include applications of psychology to stress and mood management, self-esteem, social adjustment, communication and relationships. Spring.

231 Psychology of Human Sexuality (3)

Exploration of the physiological, cultural social, and individual factors that influence sexual behavior, sex roles, and sex identity. Also offered as WMST 231. Prerequisite: PSY 105. (Main Campus Course) Fall

240 Brain and Behavior (3)

A general survey of the biological foundations of behavior. Emphasis is on the central nervous system. Prerequisite: PSY 105 or BIOL 110 or 123L. (Main Campus Course) Spring 2013

260 Psychology of Learning and Memory (3)

Survey of the variety of laboratory learning situations, with an emphasis on the application of principles to practical situations. Topics range from simple processes such as conditioning to complex processes such as transfer, memory, and concept formation. Prerequisite: PSY 105. Fall 2012. (Main Campus Course)

265 Cognitive Psychology (3)

Study of cognitive processes involved in encoding, storage, retrieval, and utilization of knowledge including attention, memory, comprehension, categorization, reasoning, problem solving, and languages. Prerequisite: PSY 105. Fall 2013. (Main Campus Course)

271 Social Psychology (3)

Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, and groups. Prerequisite: 105. (Main Campus Course) Spring

READING (READ)

098* College Reading Skills I (3)

To develop fundamental, critical, academic reading skills and strategies in students. Many of these skills are critical thinking skills by definition. Pre/co-requisites: Placement by Compass, advisement.

100* Reading and Critical Thinking (3)

This course is designed to provide students with the prerequisite reading, critical thinking and study skills to meet the challenges of ENGL 101, 102, and other higher level university courses.

RECREATION (REC)

292 Workshop (1-4)

293 Topics (1-3) Δ

SCIENCE (SCI)

100 (ISS) Science (3)

Focuses on the basics of chemistry; the periodic table, chemical bonds and reactions, solutions and energy. Integrates math skills (metric system, unit analysis, significant figures), reading academic text and study skills. Prepares students for CHEM 111. Offered on a CR/NC basis only.

SOCIOLOGY (SOC)

100* Introduction to the Social Sciences (4)

This course introduces students to the social sciences (both quantitative and qualitative) and develops the research skills they need in order to succeed in course in those disciplines at the university level. (Main Campus Course)

101 Introduction to Sociology (3)

Basic concepts, topics and theories of contemporary sociology. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. Prerequisite for more advanced courses in sociology. (Main Campus Course)

211 Social Problems (3)

Description and analysis of major social problems facing American society. Foci may include: poverty, homelessness, alcohol and drug problems, race and ethnic relations, aging and mental illness. Prerequisite: 101. (Main Campus Course)

213 Deviance (3)

Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address these behaviors. Prerequisite: 101. (Main Campus Course)

216 The Dynamics of Prejudice (3)

The study of prejudice and discrimination, including their historical and contemporary sources and prospects for their reduction, with applications to American institutions. Prerequisite: 101. Upon demand. (Main Campus Course)

221 Global Issues (3)

The global context of patterns of development in nation-states with an emphasis on industrializing countries. Selected topics of social, economic and cultural change. Inequality, war, reform and revolution in global perspective. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. Prerequisite: 101. Upon demand. (Main Campus Course)

225 Marriage, Family and Their Alternative (3)

Comparative analysis of contemporary family and household forms such as dual-worker, single-parent and homosexual couple households. Focus on links between large-scale social changes and changing family composition and interaction patterns.

SPANISH (SPAN)

To Challenge a Course

Students may obtain credit hr. in language courses (101, 102, 201, 202) without taking an examination by earning a grade of A or B in a course numbered higher than the course(s) challenged. **See Challenge a Course Section. Pass/Fail (CR/NC) is assigned to all challenged courses.

Placement: Students who have had previous exposure to Spanish or Portuguese are encouraged to enroll in as high a level as possible. Upon completion of a higher level course, if a grade of B or better is obtained, students may challenge lower level courses and receive credit for them. A Placement Examination is recommended to confirm the appropriate level of skills before enrolling.

According to UNM policy, students may only enroll in one course within the sequence per semester. No two Spanish courses may be taken in the same semester.

101 Elementary Spanish I (3)

Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening comprehension and speaking. (Main Campus Course)

102 Elementary Spanish II (3)

Beginning Spanish for students who have completed 101 or equivalent. Continued development of four skills with emphasis on listening and speaking. (Main Campus Course)

201 Intermediate Spanish I [Intermediate Spanish] (3)

Intermediate Spanish for students who have completed 102 or equivalent. Review of grammar and further development of all four skills. (Main Campus Course)

202 Intermediate Spanish II [Intermediate Spanish] (3)

Intermediate Spanish for students who have completed 201 or equivalent. Continued development of all four skills with emphasis on reading. (Main Campus Course)

STATISTICS (STAT)

145 Introduction to Statistics (3)

Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, and introduction to sampling and statistical inference, illustrated by examples from a variety of fields. Prerequisite: ACT =>22 or SAT =>510 or MATH 120 or 121 or 123 or 150 or 162 or 163 or 264 or 180 or 181. (Main Campus Course)

TRANSITIONAL STUDIES (TRST)

101* College Success (3)

This course is designed to help equip students for success in college. We will help students to understand their own strengths, weaknesses, interests, and priorities in order that they might make informed decisions regarding courses of study and career paths. We will seek to develop the skills necessary to succeed as students, as parents, and as powerful and active members of the community.

UNIVERSITY HONORS PROGRAM (UHON)

See program information on pages 49-50, 128, 192

121/122 Freshman University Honors

Core Seminar (3 to a maximum of 9) Δ

Surveys of major ideas basic to the intellectual, historical and artistic traditions of Western Culture. One 100-level seminar required for graduation for Main Campus Honors. (Main Campus Course)

221-222 Sophomore University Honors

Seminar (3,3) Δ

Broad, general reading and class discussion for sophomore Honors students. Instructors and topics will vary from semester to semester. May be repeated for credit, no limit. Pre/co-requisite: 121 or 122. (Main Campus Course)

WELDING TECHNOLOGY (WLDT)

104* Introduction to Arc Welding (4)

This course will introduce the student to a beginning level of arc welding and the introduction to safety as applied to the welding machine. Spring.

105* Arc Welding I (4)

This course will introduce the student to the process of electrode manipulation, position welding and use of the different welding machines. Fall.

106* Arc Welding II (4)

Introduction to the practices of open root welds in metals of various thickness of the butt and V-Bevel type in the four basic positions using several types of electrodes. Prepares and enables a welder to take a test for the shop building industry. Tested from the American Welding Society Code 5.19 for groove thickness qualification.

107* Advanced Arc Welding (4)

Directed to achieving high quality S.M.A.W. welds, which conforms to specific codes and procedures. Competency in this course is encouraged before attempting pipe classes. Course will introduce American Welding Society D5.0 welding qualification codes. Prerequisite: 104*, 105*, 106*.

108* Oxyfuel Welding I (4)

This course will introduce the student to gas welding process. The student will learn to handle and use the acetylene gas form of welding. Spring.

109* Oxyfuel Welding II (4)

The student will learn to do brazing, soldering, and gas welding of the five basic joints and positions. Flame cutting is also introduced. Prerequisite: 108*. Fall.

120* Maintenance Welding (4)

Designed for persons who wish to perform welding tasks for themselves and procure and care for their own equipment and supplies. Spring.

125* Applied Welding (4)

The application of basic welding skills to improve techniques through fabrication of simple or small projects. (The student bears all materials costs.) Fall.

129* Arts Welding (4)

Designed as a beginning course in welding with emphasis on welding as an art form. Oxyacetylene welding is stressed but arc welding basics and beginning arc welding are also taught. Students are encouraged to design and build free-form projects. Includes brazing and cutting. Fall.

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.

220* Maintenance & Practical Welding II (4)

The advanced portion of 120*. Involves typical industrial welding processes as they relate to repair of broken metallic items. Pre-requisite: Instructor approval. Spring.

225* Applied Welding II (Structural Qualification) (3)

Exclusively for the purpose of preparing an advanced student to take a code qualification welding test. The actual test is not included in this course. Prerequisite: instructor approval. Fall.

226* Welding Codes (3)

Designed to familiarize the student with the American Welding Society's codes that are in use today and for those wishing to become certified welding inspectors. Spring.

251* Layout & Fabrication (4)

Designed as a first course in layout and fabrication. The course stresses layout symbols, lines and fabrication, shop procedure and machines. The course is primarily a course in how to layout and build using the basic concepts of plumb, level and square, the anatomy of circles and curves and how to apply them are also stressed. Fall.

270* Destructive Testing of Welds (3)

A study of the current standards, methods and practices of destructive testing of welds. Test coupon samples are prepared with the electric arc (S.M.A.W.), M.I.G. processes and oxyacetylene (O.A.W.) processes. Students use pre-qualified joints and standard test plates they make on their own or those prepared by others in advanced classes. The course covers both pipe and structural welding code specifications including but not limited to The American Petroleum Institute (API) 1104. Destructive test methods studied in this course are tensile and bend tests separately or in combination with macroscopic examination and hardness testing. Spring.

272* Nondestructive Testing of Welds I (3)

A comprehensive study of methods of non-destructive testing of welds. The course is limited to dye penetrants, magnetic particle, ultra-violet light, stress inspection and visual methods of weld testing and inspection. Included in this course are the applicable theory, weld symbols and basic metallurgy for in depth comprehension of the various test and inspection procedures. Spring.

274* Electronic Nondestructive Testing of Metals (3)

A complete course, 18 weeks in duration, for learning the operation, basic care and routine calibration of one type of ultrasonic weld test device, the basic principles of which are directly transferable to other types and manufactures of similar equipment. Also included is a thorough series of lessons in how to operate, maintain and calibrate eddy current test equipment with special emphasis on material identification. Fall.

291* Independent Study (3, to a maximum of 9) Δ

A scholarly research or investigation into an assigned or selected topic. Prerequisite: Program Coordinator approval.

293* Topics (1-6)**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) Δ

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.

ZUNI (ZUNI)

105 Reading, Writing Zuni (3)

For native speakers of Zuni. Upon demand.

FULL-TIME FACULTY

Adelhardt, Chad
Assistant Professor, Arts & Letters
A.F.A., St. Louis Community College
B.A., University of Illinois
M.A., Fontbonne University
M.F.A., Fontbonne University

Aguayo, Lorraine
Lecturer, Applied Tech/Cosmetology
A.A.S, University of New Mexico

Begay, Beverly L.
Technical Instructor I, Applied Technology/Cosmetology
A.A.S, University of New Mexico

Brashear, Melody A.
Technical Instructor I, Health Careers
AHIMA Certificate
B.S, Weber State University

Brewer, Bernice
Technical Instructor I, Nursing
ADN., University of New Mexico-Gallup
B.S.N., University of New Mexico
M.S.N., University of New Mexico

Buggie, Stephen
Professor, Psychology
B.A., San Jose State College, 1968
M.A., University of Oregon, 1970
Ph.D., University of Oregon, 1974

Burnham, Floyd C.
Lecturer, Auto Technology

Burson, Linda
Lecturer, Business Management & Technology
A.A., Eastern Arizona College
B.A., Prescott College

Campbell, Marjorie
Technical Instructor III
Chair, Nursing Department
B.S.N., University of Oregon
NCSN, National Certified School Nurse

Casebolt, Ralph
Lecturer, Social Sciences, Director, University Honors
B.A., Heidelberg College
B.D., University of Chicago
M.A., University of Northern Colorado
Ed.D, University of Northern Colorado

Chavez, Christopher
Lecturer II, Applied Technology/Construction Technology

Chischilly, Laverne
Lecturer III, Health Careers
B.S., University of New Mexico
M.S., University of New Mexico
M.A., University of New Mexico

Davis, Raymond Jeff
Technical Instructor I, Applied Technology/Auto Technology
ASE Certificate
Universal Technical Institute Certificate
Heavy Equipment Mechanics Certificate, New Mexico State University

Den Bleyker, Irene
Assistant Professor, Education

Dhital, Alok

Assistant Professor, Mathematics & Sciences
B.S., Piedmont College
M.A., University of Georgia

Dyc, Gloria
Regents' Professor of English
Professor/Chair, Arts & Letters
Ph.D, Wayne State University
M.A., Wayne State University
B.A., University of Michigan

Eastridge, June
Technical Instructor I, Nursing
A.D.N., Blue Mountain Community College
B.S.N., University of New Mexico
M.S.N., University of New Mexico

Friend, Glenda
Assistant Professor, Social Science
BA, University of Maryland
MA, Baltimore Hebrew University

Galín, Robert
Assistant Professor, Arts & Letters
B.A., Regent's College, University of the State of New York
M.A.W., University of San Francisco

Gjeltema, Bruce
Associate Professor, Social Sciences
B.A., Calvin College
M.A., Northern Arizona University
Ph. D, University of New Mexico

Gonzalez, Loretta L
Lecturer II, Health Careers

Hawkinson, Karen A.
Technical Instructor I, Health Careers
L.P.N., Western Wisconsin Tech Institute

Head, Kathy
Technical Instructor III, Nursing
A.D.N., University of New Mexico-Gallup
B.S.N., University of New Mexico
M.S.N., University of New Mexico

Henderson, Al
Lecturer, Business Management & Technology

Hewett-Beah, Rachel
Lecturer, Librarianship

Huang, Yi-Wen
Assistant Professor, Arts & Letters
B.A., Eternal Life Christ College, Taiwan, Republic of China
M.A., Long Island University at C.W Post Campus
Ph.D., Indiana University of Pennsylvania

Jarvis, Ann
Principal, CCTE
B.S., Northern Michigan University
M.A., University of New Mexico

Kaus, Thomas M.
Assistant Professor, Mathematics & Sciences
B.A., University of Colorado
M.A., University of New Mexico

Kee, Joe Jr.
Assistant Professor, Arts and Letters
B.S., Northern Arizona University
M.Ed., Northern Arizona University

Kezele, Floyd
Assistant Professor, Education
B.A., University of Notre Dame
J.D., Loyola University

Kline, Barbara Ann
Lecturer, Nursing
R.N., St. Vincent Hospital
B.A., Marymount College
B.S., Marymount College

Leekela, Loren L.
Technical Instructor I, Applied Technology/ Construction
General Contractor

Lundberg, Anne
Assistant Professor, Education

McFadden-Baker, Erica L
Assistant Professor, Transitional Studies
B.A., DePauw University
M.A., Montana State University

Martin, Elvira Jean-Halona
Associate Professor, Business Management & Technology
B.S., University of Albuquerque
M.A., Western New Mexico State University
Post B.A., University of New Mexico - Gallup Branch

Mason, W. Dale
Associate Professor, Social Sciences
B.A., University of Cincinnati
M.A., University of Cincinnati
Ph.D., University of Oklahoma

Moynan-Smith, Melanie
Technical Instructor, Nursing
R.N., Dawson College, Quebec
B.S.N., Ohio State University
M.S.N., Wright State University

Olson, Vickie
Lecturer II, Math and Science
B.A., Hope College
M.A., University of South Dakota

Platero, Chris
Assistant Professor, Mathematics & Science
B.S., University of New Mexico
M.S., University of New Mexico

Roberts, Kenneth
Professor, Arts & Letters
B.A., Manchester Polytechnic
H.D.D. (M.A), Birmingham Polytechnic
PGCE (M.Ed.), University of Reading
M.F.A., University of New Mexico

Sanchez, Joe
Visiting Lecture, Applied Technology, Welding

Sayers, James
Associate Professor, Chair, Transitional Studies
B.A., University of Utah

M.A., Northern Arizona University

Sharma, Kamala D.
Associate Professor, Math & Science
B.S., Meerut University, Uttar Pradesh, India
M.S., Meerut University
M.S., University of Oregon
Ph.D., Oregon Graduate Institute of Science and Technology

Smarandache, Florentin
Professor, Mathematics and Science
M.S.C., University of Craiova
Ph.D., State University of Moldova

Smarandache, Lilia
Assistant Professor, Transitional Studies
B.S., State University of Tiraspol, Moldova
M.S., State University of Tiraspol, Moldova

Stewart, Rachael
Lecturer, Education/CCTE/MVSO/SAND

Stovall, Pamela
Associate Professor, Arts & Letters
B.A., University of Michigan
M.A., University of Texas

Unger, John
Assistant Professor, Transitional Studies
B.A., Western Washington University
M.Ed., University of Nevada, Las Vegas
Ph.D., University of Nevada, Las Vegas

Wahid, Samir
Lecturer II, Chair, Mathematics & Science
Diploma, University of Baghdad
B.A., Idaho State University
M.A., University of New Mexico

Watt, Paula
Chair/Assistant Professor, Mathematics & Science
B.S., California State University
M.S., California State University
Ph.D., University of New Mexico

Wheeler, Jennifer

Visiting Lecturer, Transitional Studies
B.S., Northern Arizona University
M.A., Arizona State University

Wilkins, Teresa J.
Professor, Social Sciences
B.S., Appalachian State University
M.A., University of Colorado
Ph.D., University of Colorado

Zimmerman, John
Assistant Professor, Arts and Letters
B.F.A., Bowling Green University
M.F.A., San Jose State University

Zongolowicz, Helen M.
Professor, Education
B. Ed., Dominican College
M.A., Stritch College
Ed. D., University of Northern Colorado

STAFF

Arviso, Coleen
Training and Development Consultant

Ashley, Sean
ABE, Tutor

Bartlett, Carol
Program Manager, TRiO
B.B.A., New Mexico Highlands University

Begay, Evangeline
Custodian, Physical Plant

Begay, Precilla
Financial Aid Officer
B. U. S., University of New Mexico

Begay, Yolinda
Tutor, College Learning Center
A.A.S., University of New Mexico-Gallup

Begayne, Linda S.

Administrative Assistant II, Business Technology
A.A.S., University of New Mexico
Certificate, University of New Mexico

Billy, Anthony K.
Enrollment Representative, Student Services
A.S., Dine College
B.A., Northern Arizona University

Blackshear, James
Manager, Information Technology Services
B.S., University of Houston
M.S., University of Houston

Bowekaty, Marvin
Custodian, Zuni Campus

Burr, Cassandra
Lab Tech., Mathematics & Science
A.A., Bacone Junior College

Butler, Christy L.
Executive Assistant
Director's Office

Campos, Barbara
Administrative Assistant II
Center for Career and Technical Education

Chavez, Cynthia F.
Gym Attendant
B.A., Tarkio College

Chavez, June
Administrative Assistant II, Campus Police
A.A.S., University of New Mexico-Gallup

Chavez, Yolanda
Library Info Specialist 1
A.A., University of New Mexico

Comer, Lindsey
Inventory Control Clerk
Business Office/Bookstore

Conrad, Kelly

Instructional Assistant, Ramah

Crank, Eddie
Senior Academic Advisor, Student Services
A.A.S., Haskell Indian University
B.A., Arizona State University

Dempsey, Elizabeth A.
Administrative Assistant II, Nursing Department

Diaz, Priscilla M.
Library Services Associate
Zollinger Library

Dominguez, Dina
Tutor, College Learning Center – North Campus
A.A.S., University of New Mexico

Draper, Wynnona
Child Development Associate
Child Care Center

Espinosa, Darlene
Supervisor of Admin Support
Student Services
A.A.S., University of New Mexico-Gallup

Feldman, Laura
ABE, ESL Instructor
M.A., University of California-Santa Cruz

Feldman, Walter H.
Principal, Middle College High School

Garcia, Sefina
Child Development Associate
Child Care Center

Ghahate, Cherylynn
Child Development Associate
Child Care Center

Gonzales, David
Custodian, Physical Plant

Green, Ara D.

Administrative Assistant III
Director's Office

Grey-Becenti, Alana
Customer Service Associate
UNM-Gallup Bookstore

Grey, Darlene M.
Child Development Associate
Child Care Center

Grey, Georgieanna
Admissions Data Entry Rep, Student Services

Guerrero, Oswaldo
Lead Facilities Service Technician
Physical Plant

Gutierrez, Brenda
Administrative Assistant II
Human Resources

Harrison, Eunice
Administrative Assistant II
Education Department

Holland, Patricia
Supervisor Fiscal Services, Business Office
B.A. New Mexico State University
MBA., Western New Mexico University
C.P.A License

Hood, Lorraine
User Support Analyst III
Information Technology Services
A.A.S., University of New Mexico-Gallup

John, Judy
Gym Attendant

Johnson, Rebecca
Instructional Assistant
CCTE/Middle College High School

Johnson, Riley
Custodial Supervisor

Johnson, Virginia
Coordinator, Personnel
Human Resources

Jones, Herman
User Support Analyst III
Information Technology Services

Kee, Mary
Library Info Specialist I
Certificate, Southwest Indian Polytechnic Institute

Laate, Jovena
Tutor, College Learning Center
A.A.S., University of New Mexico

Lahi, Geralene
Accountant I, Business Office
A.A., University of New Mexico

Largo, Ramona
Administrative Assistant I,
Child Care Center

Lee, Elouise
Fiscal Services Tech
Business Office

Lee, Michelle
Testing Assistant, College Learning Center
B.S., University of New Mexico

Leekela, Laura J.
Student Program Advisor, Zuni Campus
A.A.S., University of New Mexico
Certificate, University of New Mexico

Lewis, Yatisha
Administrative Assistant II, Math & Science
Certificate, Rhodes College
A.A.S., University of New Mexico

Long, Gina

Administrative Assistant II, Public Relations

Long, Jean
Fiscal Services Tech, Business Office

Lopez, Alfredo
Custodian, Physical Plant

Lopez, Louise
Administrative Assistant III
Community Affairs

Luther, Sheryl
Administrative Assistant I
Student Advisement Department
A.A.S., University of New Mexico-Gallup

McMahon, Jayme
Program Specialist, TRiO Program
A.A.S., University of New Mexico
B.U.S., University of New Mexico

Miller, Katherine
Administrative Assistant I
Zollinger Library

Montano, Michael H.
Branch Facilities Maintenance Supervisor
Physical Plant

Montano, Roberto
Custodian, Physical Plant

Montoya, Abigail
Administrative Assistant II, Physical Plant

Montoya, Joseph R.
Groundskeeper, Physical Plant

Moore, Harry
Training Specialist

Morris, Pearl
Admissions Advisor, Student Services
Certificate, Southwestern Indian Polytechnic Institute

Mraz, LaVern H.
Administrative Assistant III, Business Office

Nastacio, Chris
Custodian, Physical Plant

Naswood, Sampson
Custodian, Physical Plant

Nelson, Roger
Custodian, Physical Plant

Notah, Lorretta A.
Administrative Assistant II, Office of Applied Technology
A.A.S., University of New Mexico
Certificate, University of New Mexico

Padilla, Raymond J.
Officer, UNM-Gallup Police
Certified Law Enforcement Officer, New Mexico Law Enforcement Academy
Certificate, Report Writing, University of New Mexico-Gallup

Padilla, Raymond
Facilities Service Technician
Physical Plant

Perez, Richard
Police Sergeant, Campus Safety

Petranovich, Marilee
Administrative Assistant II
Community Education Department
B.A., University of New Mexico

Petranovich, Ron
Manager, Physical Plant and Facilities
A.A., University of New Mexico
B.U.S., University of New Mexico

Pirlot, Marcella
Education Specialist/English College Learning Center
B.S.; University of Phoenix

Platero, Gary
Custodian, Physical Plant

Prieto, Albert
Grounds Tech., Physical Plant

Rodriguez, Esther
Custodian, Physical Plant

Sanchez, Daniel
Small Business Advisor, Small Business Development Center
B.A., University of Virgin Islands
M.B.A., Michigan State University

Sayers, Paula
Senior Academic Advisor, Student Services
B.U.S, University of New Mexico-Gallup

Sheridan, Nellie
Administrative Assistant II
Middle College High School

Sheyka, Lenette M.
Administrative Assistant II, TRiO Program

Shirley, Ernestine
Financial Aid Officer
B.U.S., University of New Mexico

Skeets, Katherine
Administrative Assistant I
Public Relations, Information Desk

Sice, Jacinta
ABE Zuni, Tutor
B.A., University of New Mexico

Silva, Denice S.
Administrative Assistant I, Cosmetology

Silversmith, Marcia
Administrative Assistant II
Small Business Development

Simms, Kimmila
Financial Aid Advisor

Skeets, Katherine
Administrative Assistant I

Public Relations

Sowers, Jody
Assistant to the Dean, Office of Dean
A.A.S., University of New Mexico-Gallup

Stewart, Mary
Fiscal Services Technician
Business Office

Stiger, David,
Senior Academic Advisor, Student Services
B.U.S., University of New Mexico

Tekala, Andrew
Lead Custodian, Zuni Campus

Tack, Nyle
User Support Analyst III,
Tech Support
A.S., New Mexico Highlands University

Tayah, Beverleta
Financial Aid Advisor

Thompson, Darrell
Senior Audio Visual Tech
A.A.S., Video Tech Institute

Thornton, Linda
Senior Public Affairs Representative
B.A., Texas Christian University

Torres, Erlinda
Administrative Assistant II, Social Sciences

Torres-Wier, Connie
Teacher/Special Education
Middle College High School

Tovar, Andrea
Child Development Associate
Child Care Center

Trimmingham, Rosemary
Library Services Associate

B.A., Eastern Michigan University

Trujillo, Roxanne
Financial Aid Advisor
B.U.S., University of New Mexico

Tsalabutie, Dougherty
Program Coordinator
Visiting Lecturer
B.S., Eastern New Mexico University

Tsethlikal, Adrienne
Accounting Technician, Business Office
A.A.S., National American University

Wendleton, Jacqueline
Accountant II
Business Office

Wilson, Allen
Custodian, Physical Plant

Wyaco, Monica
Administrative Assistant II
Zuni Campus,

Wyaco, Suzette
Manager, Enrollment Services
B.U.S., University of New Mexico

Yazzie, Veda
Child Development Associate