Table of Contents

General Information	1
Admissions and Registration	3
Student ID Cards	3
Tuition	5
Parking Permits	10
Campus Police	10
Campus Conduct	11
Financial Aid and Scholarships	12
Program Information	14
Grading Procedures	15
Graduation Requirements	18
Academic Support Services	20
Degree and Courses	26
Course Descriptions	79
Important Terminology	99
Student Code of Conduct	100
Index	105
Governing Bodies	108

Message from the Executive Director

Dear Students,

Welcome to University of New Mexico-Gallup!!

We are happy you have chosen UNM-Gallup – we feel you have made a great decision in joining the many students who call UNM-Gallup "home" and who have achieved great academic success at our institution. As you work towards your educational goals we invite you to review the many opportunities offered in our campus catalogue. Choosing a degree and career path is a very important life decision, and our counselors and career advisors stand ready to help you with the decision. UNM-Gallup is driven by our campus motto: *Students first and last*, and we are committed to providing you with the tools you need to succeed. Our commitment to your academic success includes our intent to provide you with the best advising, instruction, and support possible from the beginning of your studies through the finish line of your graduation.

We are committed to your success as our promise from UNM-Gallup to provide all courses and educational support you need to finish your certificate or degree. This also includes our intent to provide you with, tutoring, career advising, supplemental instruction and any of a number of other student support programs needed to get the job done. Your commitment will be to finish your degree/certificate program in a timely manner with the full support of the UNM-Gallup administration, faculty and staff.

Although our priority has always been to serve our community as a two-year college, our association with UNM has allowed us to be flexible and stretch as the need arrives. In addition to our two-year programs, we also have the UNM Bachelor and Graduate Programs on our campus – and much, much more. Just a few of the other entities operating on our campus or under our leadership: South Campus at Zuni, Adult Basic Education Center on the North Side of Gallup, Middle College High School, Community Education and the Center for Career and Technical Education (CCTE). All these programs help to meet the needs of our diverse student body and the communities and region we serve.

UNM-Gallup operates as an open enrollment institution which means we believe every student can be successful and that our college offers something for everyone. Opportunities extend to certificates in a vocational program, or an associate's degree in either a vocational program or an academic discipline. Many of our students concentrate on obtaining their basics at UNMG's affordable tuition rates, before transferring to four-year institutions.

We have a variety of services to provide you when you step onto our campus. Our Child and Family Development Center provides state of the art child education for students with dependent children. Our Veterans Center also provides a variety of support services for student veterans, an our Career Services Center has the most up to date information on jobs, potential careers and internships.

So again, I welcome you to UNM-Gallup. Your success is our priority, and working together we can achieve great things. In the words of the great Mahatma Gandhi – let us together "become the change you wish to see in the world." **GO LOBOS!**

Christopher L. Ryer

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.

Note: 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.

It should be understood that it is the student's responsibility to see appropriate advisement with respect to all university requirements.

All questions regarding such requirements can be directed to the Office of the Registrar.

History of UNM-Gallup

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

UNM Gallup was established in 1968 with offices and classrooms at the local Gallup High School and an initial enrollment of 128 students. 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.

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

Roles and function of UNM Branch Colleges

The university has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education for student pursuing post-secondary education at different locations throughout the state.

Branch colleges respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities.

Branch colleges utilize many resources in their service districts and therefore functions as integral parts of their surrounding communities. They are thoroughly committed to assisting in the economic development of their service areas.

The branch campuses of UNM are considered fully integrated component colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs.

The branch colleges pledge themselves to protect the quality and integrity of all academic curricula, and the main campus pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches.

UNM's Associate Vice President for Academic Affairs has responsibility for establishing policies and procedures relative to all branch campuses.

VISION, MISSION & CORE VALUES

Mission Statement: UNM-Gallup develops lifelong learners in a context that is responsive to the cultures of the 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.
2. Offer programs that remain responsive to community needs.
3. Optimize resources and infrastructure to serve UNM-Gallup programs and student needs.
4. Expand more fully supportive and equitable working conditions and relationships among the Campus and local communities.

Five-part educational program

To fulfill its mission, UNM-Gallup offers five types of educational programs:

1) Technical education programs are offered in: Computer-Aided Drafting; Information Technology; Certified Nursing Assistant, Medical Coding and office and business technology.

Certificates and/or two year associate of applied science degree are available in each of these career-based fields.

While these are not designed as transfer programs, some or all credits earned through these programs may be eligible for transfer.

2) Certificates and/or Associate of Arts, Associate of Science and Associate of Science degrees are offered in the fields of Business Administration, Early Childhood Multi-cultural Education, general science, Human Services, Liberal Arts and Studio Art, Health Information Technology.

Credits in the general science program can be applied to bachelor degree programs in nursing, dental hygiene, radiography, physical therapy and physician's assistant at UNM-Main.

3) Basic skills assistance is offered so that students who are not adequately prepared for admission for college level study can work to improve their skills and meet their educational goals.

Developmental credit courses are offered in reading, writing, math and study skills.

Services for free basic skills instruction are provided by Adult Education Program which houses a complete learning center.

Tutorial services are available to all students on campus as well as services for students with special needs through the Lobo Learning Center.

4) The Community Education Services Program is comprised of several unique programs providing learning opportunities for citizens of all ages.

Programs include workforce training, professional development, Cultural Enrichment, and off-campus instruction

5) The Small Business Development Center Program, established as a service to the county's small businesses, provides individual counseling, training workshops, and seminars (developed in conjunction with the community education program and area economic development groups), a resource center with books and computer databases, and referral service for professional support.

This program also offers certification to businesses and individuals upon completion of entrepreneurship courses.

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.

Operating agreement & funding

UNM-Gallup was established under the provisions of the Branch College Act, New Mexico Statutes 1978, implemented in an operating agreement between the UNM-Gallup Advisory Board and Regents of The University of New Mexico.

An elected board of five representatives, the Advisory Board approves UNM-Gallup's annual budget and calls elections for local tax levies and capital outlay general obligation bonds on behalf of UNM-Gallup.

UNM-Main retains administrative and academic control on UNM-Gallup.

The executive director of UNM-Gallup reports to the provost/vice president for Academic Affairs at UNM-Main.

Funding for UNM-Gallup Campus is derived from direct State appropriations, tax levies, special grants, and student tuition and fees.

Equal Educational Opportunity Policy

The University of New Mexico Gallup is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal identity, veteran status, genetic information, or other characteristics protected by applicable law. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

Americans with Disabilities ACT

The University of New Mexico is committed to the recognition and proactive pursuit of compliance with Americans with Disabilities Act of 1990 (ACT). The University makes reasonable accommodation to the observances and practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Qualified students, employees or program users with disabilities should contact the Office of Equal Opportunity or Accessibility Resource Center for information regarding accommodations in the employment and/or academic setting. To comply with ADA and Rehabilitation Act of 1973, UNN provides the information in this publication in alternative formats. To request and alternate format, please contact Accessibility Resource Center at (505) 863-7706 or at the Academic Advisement Center in the Student Services and Technology Center, Gallup, NM 87301.

The Americans with Disabilities Act, effective in 1990, was established in order to ensure that individuals with disabilities were given equal treatment and not discriminated against in employment, academic programs, and services. UNM-Gallup faculty and staff are recognized for their willingness and ability to meet the needs of traditional students as well as minority students and special populations. Our recruitment strategies emphasize our small class sizes and faculty dedicated to helping our students achieve their educational goals.

We acknowledge that many of our students have needs and pressures that traditional students rarely face; therefore, we focus a great deal of our efforts in assisting students with reentry, basic skills, and special needs. Many students with disabilities choose this campus because the size, modern architecture, and convenient parking offer physical accessibility not found at larger and older facilities. Similarly, the small class sizes, individualized attention, specialized learning resources, and excellent tutorial program are attractive to students with learning disabilities or alternative learning styles.
Equal Access Services offer valuable tools to assist all students in their educational needs.

Lobo ID & Social Security Numbers

For the initial application, students will need to disclose their Social Security number to the university for Identification Purposes.

The university will protect the confidentiality of the SSN as required by law.

Once the student is admitted, a UNM ID number will be assigned and used for all access to records.

In order for students to register they will need to create a UNM NetID and a password to access registration and financial aid information through my.unm.edu under the Student Life Tab.

The Login ID should not be your Social Security number. Please keep your Login Id information and password to maintain your access.

Student ID cards are issued free of charge at the Student Life Center, Gurley Hall Basement.

The student is responsible for notifying Student Services of any incorrect information or loss of card. There is a charge for the replacement card.

The ID card is beneficial to the student for such activities as checking out books form the Library and using computer labs.

Admissions

Information

UNM-Gallup admits all qualified New Mexico applicants. Within the limits of its resources, it also accepts qualified students from other states and foreign countries.

Because of the great diversity of UNM-Gallup's students, special application and admissions procedures have been created to meet the needs of the students served – including entering freshmen, transfer students, non-degree students, certificate students, associate degree students, and unclassified students.

Admission Requirements

Enrollment Services directs all functions of the Admissions 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.

All International applications are processed at the International Admissions Office at UNM Albuquerque.

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

1. Graduate of high school accredited by a regional accrediting association;
2. Has valid GED; or
3. Is 18 years or older and not currently enrolled in high school.

An admission to UNM-Gallup does not necessarily mean acceptance into specific programs.

Please contact the Admissions/Registration Office for more information.

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 23.

The application process

Applications for admission to UNM-Gallup are available online at unm.edu/apply, and at the Admissions & Registration Office in the Student Services & Technology Center.

Applications are required for students who:

1) Have not previously attended UNM-Gallup;

2) Have attended the UNM extension only;

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

Once an application is completed the student should submit it to the Admissions/Registration Office, UNM-Gallup, 705 Gurley Avenue, Gallup, NM 87301.

If more information is required, a notice is sent requesting the necessary information.

Once all the necessary information is received and the student is found in good standing, a notice is sent informing the student of his/her acceptance.

Associate Degree

Please refer to the Application for Admission section for general information on the admissions process.

Other requirements include:

1. $15.00 non-refundable application fee;
2. Official high school transcript with graduation date or GED transcript; and
3. Official college transcripts from each post-secondary institution you have attended; these must be sent to UNM-Gallup directly from the institution of origin.

Transcripts must be in the Admissions' Office by the Friday before the last day of regular registration.

Certificate programs

Please refer to the Application for Admission section for general information on the admissions process.

Other requirements include:

1. Official High School transcript with graduation date for individuals applying for financial aid.

Unclassified/Non-Degree

Please refer to the Application for Admission section for general information on the admissions process.

Please be aware that unclassified and/or non-degree students are not eligible for financial aid.

Requirements for non-accredited home/high school students

The university provides admission for those students (minimum age 16) who have been home-schooled or attended a non-accredited high school. Home School students must submit the following materials:

1) Application for Admission

2) A $15 non-refundable fee for Associate degree programs.

3) Passing General Education Development (GED) test or home school transcript reflecting a graduation date (Completion of the GED is preferred for students seeking the New Mexico Success Lottery Scholarship).

Dual Credit and Concurrent Enrollment

Dual credit is a program which provides public high school students the opportunity to receive credit for both high school and college by taking a single qualifying course.

Dual credit is a state statute, revised in 2007 by the State legislature – Senate Bill 943, Statutory Authority, Section 9-25-8 NMSA (01/01/08). Concurrent enrollment functions similarly but does not required that the college course be aligned with a corresponding high school course. Consequently, the student is not guaranteed that the high school will accept the college credit toward high school graduation requirement.

Unlike dual credit, concurrent enrollment is an option available to private and home schooled students.

One form of dual credit, referred to as college offered, requires that the student attend regularly scheduled UNM-Gallup courses, either on campus or at an off-site (which can include at the high after hours).

Another form of dual credit, referred to as school offered, allows students to receive college credit for courses they are taking at the high school.

In addition, dual credit courses can be academic or career-technical in nature. Developmental or remedial courses cannot be offered for dual credit.

Admission for this program is a non-degree status and does not constitute regular admission to UNM.

To be considered for dual credit or concurrent enrollment it is necessary for the student to meet the following minimum eligibility requirements:

To qualify for academic dual credit or concurrent enrollment courses, a high school student must:

1) Be a public high school student (Note: this is a requirement for dual credit; private and home school students are on concurrent enrollment status).

2) Be at least 16 years old (exceptions can be made in certain situations with approval of a parent, high school principal, and college dean);

3) Have a minimum 2.5 GPA;

4) Achieve minimum qualifying score on the ACT, SAT, or COMPASS tests (this applies to English and Mathematics courses and courses with require college-level English or Mathematics prerequisites); and

5) Complete the Dual Enrollment Initial Application Packet form provided by UNM-Gallup and provide an official high school transcript.

To qualify for career technical courses, a high school student must:

1) Be a public high school student (please see note in Number 1 above);

2) Be at least a high school freshmen;

3) Have a minimum 2.0 GPA; and

4) Complete the Admissions Application and provide an official high school transcript.

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 the Portable Buildings next to the Gymnasium. 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.

Center for Career & Technical Educational Credit (CCTE)

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 CCTE program.

Tuition and Fees: (Effective until Summer 2015)

Description Cost/Fees

***New Mexico Resident**

Part time (1-11 credit hours) $71.00 per credit hour
Full time (12-18 credit hours) $852.00
19 or more hours $71.00 per credit hour

***Non-Resident**

7-11 credit hours $174.25 per credit hour
Full-time (12-18 credit hours) $2,091
19 or more hours $174.25 per credit hour

Miscellaneous fees

Application fee $15
Returned check fee $15 each (nonrefundable)
Payment plan fees $20 to $50 payments (nonrefundable)
Transcript fee $5 each
Course challenge fee $10.00 per credit hour
Lab fees Varies

Note: Senior citizens are eligible for reduced tuition under the Senior Citizen Reduced Tuition Act. Details regarding this provision can be obtained from the Registrar's Office.

Tuition is subject to change at the discretion of The University of New Mexico Board of Regents.

Registration at multiple campuses may incur additional costs.

***NOTE: Subject to change. For Current Tuition and Fees, go to www.gallup.unm.edu.**

Payment plan

A payment plan is available to students with an account balance of $200 or more.

The installment plan is accessed through LoboWeb at my.unm.edu and the student's UNM Account Suite.

Students have a choice of two to five payments.

The non-refundable set-up fee ranges from $20 to $50 depending on the number of payments chosen by the student. This fee is due when the plan is set up, along with the down payment. The student must have access to a debit or credit card in order to make the first payment.

In the event a student does not have access to a debit or credit card, they may go to the Cashier's Office (863.7545) to make the first payment and complete the installment plan. Students utilizing the payment plan to pay their tuition may also set up a credit line at the Bookstore.

Refund policy

3 week (or less) courses:
First day of class 100%
After first day of classes No Refund
Longer than 3, up to 6 week courses:
Friday of the first week of classes 100%
After Friday of the first week of classes No Refund
Longer than 6, up to 9 week courses:
Friday of the second week of classes 100%
After Friday of the second week of classes No Refund
Longer than 9 week courses:

After Friday of the third week of the semester - No Refund for 16 week courses.

Refund policy is subject to change at the discretion of the UNM Student Accounting Office.

Students who drop classes after refund deadlines are still responsible for payment of tuition and fees, even if no payment has been made and/or no classes have been attended.

All tuition and fee adjustments are based on the date of official drop, withdrawal, or disenrollment. To receive consideration for a refund of tuition and fees, students must complete official drop procedures for their courses.

Immediate refunds are not given. If a refund is due and payment was made by check, there is a 21 day hold period from the payment received date. Credit card refunds will be credited to the charge card. Students must provide the credit card number and expiration date to the Cashier's office.

If mailed, the refund check will be sent to the student's current system mailing address. Students should confirm their address with the Cashier's office.

Service charge on delinquent accounts

A service charge will be assessed on a student's past due account balance. An account is considered past due if the billed current amount is not paid by the next billing date.

Collection agencies

Monthly statements of accounts are emailed to all students.

Failure to receive a statement of account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. Should it be necessary for an outside agency to effect a collection, reasonable collection costs of at least 30 percent of the delinquent amount shall be added to the amount due and shall be paid by the debtor.

If The University of New Mexico obtains judgment from a court of competent jurisdiction, the debtor shall be liable for collection agency fees as well as reasonable court costs and attorney's fees.

Withholding services

Students who have delinquent accounts will be denied privileges and services available to students enrolled in the university and in good financial standing. Students with delinquent accounts will be subject to sanctions that withhold:

1) Future registrations;
2) Readmissions;
3) Official transcripts;
4) Installment payment participation; and
5) Future parking and library privileges.

Third party sponsored students

If a student's tuition and fees are being paid by a third party, it is the student's responsibility to ensure that the Cashier's office receives an approved billing authorization prior to the posted disenrollment date.

All prior charges from previous semesters must be paid.

Transferring to UNM-Gallup

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.

Transferability of Courses

The institution to which the student transfers determines the transferability of courses taken at UNM-Gallup.

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.

Career/Technical Courses

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as Training and Learning Technologies.

In addition, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree-granting program.

Your advisor can help identify which courses are considered career/technical.

N.M. Residency Requirements

A student who enters and remains in New Mexico principally to obtain an education is presumed to continue to reside outside this state.

This presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. The burden of proof is on the student.

A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian.

Nonresident students who believe they have satisfied requirements for establishing New Mexico residency must file a petition with the Office of Admissions accompanied by the appropriate documents of evidence in the manner described in the petition.

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

1) The Twelve-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.

Note: A student cannot begin to complete the 12-month requirement until his/her 18th birthday.

2) The Financial Independence Requirement. Only persons who are financially independent may establish residency apart from parents or guardians regardless of age. A student who is financially dependent upon his/her parents or legal guardian who are nonresidents of New Mexico cannot be approved for residency.

Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. At the time the student applies for residency (if under 23 years of age), a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the application.

If the student is shown to be dependent on this tax form, he/she is not eligible for residency apart from his/her parents or guardian.

3) 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.

4) The Overt Acts Requirement. New Mexico requires the completion of several "overt" acts which support the student's declaration of "intent" to become a permanent resident. The required overt acts are evidence of any two of the following:

A) Securing a New Mexico driver's license;

B) Securing a New Mexico automobile registration;

C) Registering to vote in New Mexico;

D) Filing a New Mexico state tax return for the previous year; and

E) Securing employment in the state.

Other relevant factors may be considered along with those itemized above.

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.

For example, additional documentation which may be requested of the student may include: 1) evidence of a long established bank account of at least six months in New Mexico, or 2) evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

The New Mexico High Education Department recognizes that there may be circumstances in which a student would not be able to fulfill the requirements of an overt act as listed in this section, such as:

1) individual is physically disabled and does not have a driver's license, or

2) individual is a convicted felon and therefore cannot vote, etc.

In instances such as these, the institution will afford the student an opportunity to provide other documented evidence or reasonable explanation that demonstrates that permanent residency in New Mexico has been established.

Exceptions to residency regulations

The following exceptions apply to the requirements to establish residency:

1) Marriage: An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month duration requirement, but must satisfy all other requirements.

2) Work full-time: The spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) shall not be required to complete the 12-month durational requirement.

3) Armed Forces: Active duty military stationed in New Mexico, their spouses, and dependents are eligible for waivers of nonresident tuition.

A form from the Admissions and Records Office must be submitted to obtain this waiver.

4) Retirement: Any person who moves to New Mexico for retirement purposes and/or who provides appropriate evidence of retirement and is at least 65 years old, shall have an exemption for his or her spouse and dependents in that they shall not be required to complete the 12-month durational requirement. He/she must, however, satisfy the other requirements of residency.

5) Members of an American Indian nation, tribe or pueblo located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at UNM-Gallup.

Federal service employees and military personnel who were legal residents of New Mexico prior to entering federal service or the armed forces may retain their New Mexico residency while assigned out of the so long as they take no action inconsistent with legal residence in New Mexico.

Examples of such inconsistent action are voting in another state, remaining outside New Mexico for an unreasonable time after separation from government service, or establishing another residence.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available for the Registrar's Office, Student Services & Technology Center.

Academic Advisement

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.

TRiO/Student Support Services

The Student Support Services (SSS) program is federally funded to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention, graduation and transfer rates of its participants. The mission of the UNM Gallup SSS program is to motivate, serve, and support culturally diverse students to facilitate transition from one level of education to the next, and to encourage social, cultural and leadership development. To be eligible for program participation, students must be a U.S. citizen (or meet residency requirements to receive federal financial assistance), be admitted to UNM Gallup, possess an academic need, and be one or a combination of the following:

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

The SSS Program serves 160 students, which allows staff to work intensely with students and provide individualized services. One-on-one interaction builds personal and professional relationships with students while creating a climate of support assisting students in reaching their goals. SSS program staff are committed to excellence and providing quality service.

Services Provided:

- Academic, Financial, Personal, and Career Advisement
- Computer Lab, Tutoring Lab & Study Zone
- One-on-One Tutoring
- Supplemental Instruction
- Transfer Advisement, Workshops & Trips
- Intervention/Early Alert Monitoring
- Resource Library
- Advocacy
- Cultural/Enrichment Activities
- Mentoring

TRiO/Student Support Services is located in Gurley Hall 1137. To apply or receive additional information students can stop by any of the SSS offices, phone 505.863.7751, or visit the SSS webpage located on the UNM Gallup website (www.gallup.unm.edu).

General Education Development Exam

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 Northside Campus and the UNM-G Zuni Campus.

GED Tests can be administered to any individual whether or not they are 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.

Career Services

The Career Services Center is available to students who have not yet formulated a major or have not yet determined a career path. The center helps students determine possible career and academic areas of concentration through career counseling which may include taking various interest assessments.

The Career Services Center provides career information and guidance through various written and computer based-interest assessments and a library containing information on various careers as well as computer-based data on careers.

The computer software also contains detailed information on over 750 occupations, post-secondary institutions, majors and programs related to occupations, sources for scholarships and financial aid. Many professional career-related resources, including books, videos and software, are available for student use.

Additionally, the Career Services Center provides assistance in resume writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

Career counseling is a free service for UNM-Gallup students.

Career Placement

The ultimate goal of the Career Services is to assist students in finding suitable employment.

In order to accomplish this, the Career Services Center staff provides students with the necessary training to acquire employment.

Although graduates of UNM-Gallup are responsible for finding their own employment, the Career Services Center staff will provide job-seeking assistance.

Individual and group presentations and workshops are available on such topics as conducting job searches, interviewing skills, resume writing and decision making skills.

Course 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. Call for an appointment at 505.863.7706.

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 or 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.

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.

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.

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.

OTHER INFORMATION

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.

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.

Computer Services

Zollinger Library.

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 Information Technology. 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

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 Information Technology has the sole discretion on network access and all other computer resources.

Grade Reports

Grade reports are not mailed to students directly. Official and unofficial transcripts are available upon request from the Registration Office.

Students can access their grades electronically by viewing their records on LoboWeb.

Parking Permits

UNM-Gallup parking permits must be displayed on all student vehicles.

These permits are available free of charge from the Police Campus Office located in Gurley Hall, Room 1123; upon completion of a vehicle registration form.

Replacement fees will be charged for lost permits.

Campus Police

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).

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.

Escort Service

The UNM Gallup Campus 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.

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.

Crime Statistics

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

Student Senate

The Student Senate strives to promote student activities while working to improve student relations with the faculty and administration. The Senate is interested in altruistic and cultural endeavors as well.

The Student Senate Office is located in the Student Life Center, Gurley Hall Basement.

To request a copy of UNM-Gallup Student Senate Constitution and Bylaws contact Student Government at the Student Life Center.

Bookstore

The UNM-Gallup Bookstore is located in Gurley Hall.

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 receipt is required for proof of purchase.

Housing

UNM-Gallup has no dormitories. Students must make their own arrangements for housing.

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.

Phone calls and visitors

Please inform family and friends that UNM-Gallup policy states that students are not called from class to receive telephone calls or visitors.

Visitors on the campus are considered welcome guests of the University.

However, visitors are expected to conduct themselves in a manner that does not disrupt the educational missions of the campus, hinder the campus community, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the university.

Inappropriate behavior may result in a visitor's removal from the campus grounds.

Students are ultimately responsible for the behavior of visitors who accompany them to campus. Care should be taken about whom a student invites into the campus community.

Children on campus

Parents must not bring children to university classes or leave children unattended while at campus activities or conducting business on campus.

UNM-Gallup will not be held responsible for injury, illness, or expense thereof for children brought on to college property by parents who are attending classes and/or campus activities.

Presence of animals

Individuals are prohibited from having animals on campus or in campus buildings (except for those needed to assist individuals with disabilities).

Anyone violating this policy is subject to disciplinary and/or legal action.

Restricted activities

Individuals are prohibited from using roller skates, roller blades, skateboards, wheeled vehicles (except those needed) to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus.

All motorized and wheeled vehicles should be parked in designated areas of the parking lots.

Anyone violating this policy is subject to disciplinary and/or legal action.

Insurance

UNM-Gallup is not responsible for property loss, damage, or personal injuries. Students are urged to obtain their own property and medical insurance coverage.

UNM offers a Student Insurance Plan to all students who are enrolled for at least six credits.

The insurance is a comprehensive, low-cost plan available to eligible students and their dependents.

Applications are available at the UNM-Main Student Health Center, shac.unm.edu.shi.html.

Campus Conduct

Enrollment at UNM-Gallup signifies that a student recognized the authority of the branch college in governing student actions in relation to the college.

The student agrees to abide by policies and regulations of the college as well as federal, state, and local government laws.

Student grievance procedures are detailed in the Appendices of this catalog.

The UNM-Gallup Code of Conduct is identical to that of UNM-Main, which is stated in the UNM-Gallup catalog.

Some of the more relevant and frequently inquired upon policies and procedures are as follows.

Dishonesty in academic matters

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

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

Computer crime

UNM-Gallup is adheres to the UNM Ethics Code and Policy for Computer Use. The use of computer facilities is considered a privilege. Legal computer use is protected by punishing those who engage in illegal computer activity.

Under the state Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages, copies, or destroys any computer system or data stored within is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony. Such conduct also can lead to suspension or dismissal.

Dangerous substances

Carrying, possessing, or storing dangerous substances or materials on campus, is prohibited.

UNM-Gallup is a drug and alcohol-free campus.

Weapons and firearms

Carrying, possessing, or storing weapons and/or firearms on campus is prohibited.

Exceptions to this policy are law enforcement officers authorized by federal and state law to carry firearms.

Law violations

Law violations by anyone on campus are handled by appropriate law enforcement agencies.

Food and beverages

Drinking and eating are prohibited in all classrooms, studios, and labs.

Smoking

Smoking is prohibited everywhere at UNM-Gallup except in designated areas.

Financial Aid

General Information

UNM-Gallup makes available a variety of Federal, State and Institutional financial aid to students in need of assistance in meeting the costs of their college education.

Applications and information regarding grants, loans college work-study programs, and scholarships are accessible through the Financial Aid Office.

Financial Aid deadlines and resources

Students seeking Federal and/or State financial assistance should submit the Free Application for Federal Student Aid (FAFSA) application by the March 1 priority deadline date for fall attendance.

March 1 is the priority deadline date for many financial aid resources.

Students must reapply or assistance prior to each academic year.

Students are required to complete the FAFSA online at www.fafsa.ed.gov.

Federal and state grants

FEDERAL PELL GRANT

This is a federal grant designed to provide financial assistance to those who demonstrate financial need as determined by the FAFSA.

The amount is determined on the basis of the student's family's financial resources. A Pell Grant does not have to be repaid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This program is for those students who demonstrate exceptional financial need as determined by the Free Application for Federal Student Aid (FAFSA).

An SEOG is a grant that does not have to be repaid.

Students must meet the March 1 priority deadline date to be considered for SEOG.

NEW MEXICO SUPPLEMENTAL STUDENT INCENTIVE GRANT (NMSSIG)

The NMSSIG is awarded from state funds for those students with exceptional financial need as determined by the FAFSA.

In addition to financial need the student must be a New Mexico resident, enrolled as a halftime student and meet the March 1 priority deadline date.

A NMSSIG does not have to be repaid.

Federal Loans

FEDERAL PERKINS LOAN

The Perkins Loan program is for students who are enrolled at least half time (six semester hours) and have exceptional financial need as determined by the FAFSA.

Repayment begins nine months after the student graduates or drops below half time enrollment status. See Financial Aid Office for information on interest rates and repayment. Students must meet the March 1 priority deadline.

FEDERAL STAFFORD LOAN

The Federal Stafford Loan program allows students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan monies are available.

Funds are provided by lenders at a low interest rate. Student must attend at least half time (six credit hours).

There is not a credit check for the Federal Stafford loan. See Financial Aid Office for information on interest rates and repayment.

College work-study

The college work-study program is both a state and federal-funded program designed to provide income and work experience to those students who wish to work part time and who are deemed eligible.

Jobs on campus range from the very general to those requiring highly technical skills.

Students must complete the FAFSA to be considered.

Scholarships

UNM-Gallup offers scholarships to students based on academic achievement and/or financial aid.

Awards are made on both an academic year basis and a semester basis.

Students who are enrolled full-time, three-quarter-time, or halftime are eligible for these scholarships. Specialty scholarships may be awarded if funding is available. Students who are recent high school or GED graduates are invited to apply for the Bridge and Lottery Success Scholarships.

UNM-Gallup requires students who are interested in the Bridge to Success Scholarship to complete the FAFSA in order to determine eligibility.

The Lottery Success Scholarship does not require the FAFSA. Further information on the Lottery Success Scholarship can be found at www.hed.state.nm.us.

The Financial Aid Office has information concerning UNM-Gallup scholarships and applications.

Satisfactory academic progress guidelines

Students receiving financial aid from Federal, State or Institutional resources must be making satisfactory academic progress (SAP) in order to continue to receive aid. Academic progress is measured by three components:

1) completion of a degree within the maximum time frame;
2) cumulative grade point average; and
3) earning credit for 67 percent of courses attempted.

Financial Aid disbursement and refund policies

Financial aid disbursements are done by direct deposit or they are mailed through the UNM Bursar's office. Any questions concerning financial aid checks should be directed to the Financial Aid Office.

Any student who receives Federal financial aid and subsequently withdraws from school may be required to repay that financial aid. This can affect future financial aid eligibility.

Detailed instructions concerning financial aid disbursement and refund policy can be found at the Financial Aid Office.

Veterans

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 Veterans Resource Center in Gurley Hall, Room 2205.

Applications for the various VA programs can be obtained from VA Certifying Official or online at www.gibill.va.gov.

If a veteran has any doubt of his eligibility for any of the programs, additional information can be obtained by calling the VA Regional Office at 1.888.442.4551.

Vocational rehabilitation

UNM-Gallup also helps individuals receiving funds from the state Division of Vocational Rehabilitation (DVR). Using state and federal monies, the DVR funds education for people who have been determined eligible and who require and who require re-education or retraining to find employment.

Applications must demonstrate the presence of a disability and that disability must be linked to their employability.

Any New Mexico resident of employable age who is considered disabled but employable is eligible for the program. Students who feel they may be eligible for this program should contact their local DVR office.

REGISTRATION

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 or https://schedule.unm.edu.

Dates of registration

Dates of registration can be found online at my.unm.edu – Student Life tab, Academic Resources: Calendar.

Key deadline dates

To view relevant deadlines during the semester, refer to registrar.unm.edu and click on Deadline Dates and/or Academic Calendar.

New student orientation

Mandatory new student orientation sessions, where student learn about existing support programs offered by the college, are offered several times prior to the Summer, Fall and Spring semesters for new students. Contact Academic Advisement Center for dates, times and to schedule an orientation.

LoboWeb

Students are eligible to use the LoboWeb registration system if they have been admitted to the college, and talked with an academic advisor.

LoboWeb can be accessed by logging in to my.unm.edu with your UNM NetID and password, and then click on the Student Life tab. Once there, click on the LoboWeb logo to enter.

Class cancellations

UNM-Gallup reserves the right to cancel any course subject to budgetary requirements, enrollment figures, and/or availability of instructors.

Because the major determining factor for cancellations is enrollment, it is very important that students register promptly during the scheduled period.

Registration for closed class and disenrollment policy

No student will be allowed to enroll in a class which is closed. In some instances a decision may be made to increase the class cap or to create more sections in order to accommodate more students.

In addition, students are asked not to petition any administration, faculty or Student Services staff for admission to a closed class.

Instead, a student who wishes to enroll in a closed class may place his/her name on a waiting list available in LoboWeb.

As room becomes available in the closed class, students will be contacted in the order that the petition was submitted for immediate enrollment in the class.

The student will be notified via email as to availability in closed classes and will be able to register themselves via LoboWeb.

Course Wait List Policy

A Wait List is an electronic list of students who are waiting to register for a full class. Students may sign up for the Wait List when they attempt to register for a section that has reached its capacity. The first student on the registration Wait List is notified via email when space becomes available. The student has a maximum of 48 hours prior to the start of the term, 24 hours after the start of the term, or until 5pm on the Add Deadline Date – whichever comes first, to register for the section. If the student does not register for the section within this timeframe, he/she will be dropped from the Wait List for that section and the next student on the list will be notified.

Policies and Procedures Related to Course Wait Lists

1. Any eligible student wishing to enroll in a course that has reached its authorized capacity may add themselves to one section of that course's wait list. A student is wait listed in the order in which s/he attempts to register for the course.

2. A student on a wait list is not officially enrolled in that course and is not eligible to receive a grade in that course.

3. Being on the wait list does not guarantee registration in the class or that a new section will be made available for the same time frame or instructor.

4. A student on a wait list may attend the wait listed course, if seating is available and with instructor's permission.

5. Students on wait list will have conflicts checked with prerequisites, but not duplicate courses, co-requisites, or time conflicts. Students can be on a wait list for a section of a course that they are enrolled in.

6. Students must meet registration requirements before being allowed on a wait list.

7. It is the responsibility of the student to check the status of the wait list. If the student no longer wishes to remain on the wait list, they should drop through LoboWeb.

8. Not all sections have wait lists; off-pattern/open learning courses scheduled outside a regular part of term cannot be setup with wait lists at this time.

9. Instructors have the right to increase course capacity to allow specific students to enroll in their class.

ENROLLMENT

Class hours and credit hours

Most academic courses meet 150 minutes a week for 16 weeks and earn three credit hours per semester.

Course load guidelines

A student's "course load" refers to the total number of credit hours for which a student is enrolled in a given semester.

A full-time course load is defined in different ways. For tuition purposes, full-time status is defined as 12 or more credit hours during the fall or spring semesters.

However, most UNM degree programs expect a student to average 16 credit hours per semester in order to complete an associate degree in two years and a Bachelor's degree in four years.

Students are considered full-time students if they are enrolled from six to nine (6-9) credit hours during the summer semester, and are considered part-time if enrolled from one to five (1-5) credit hours.

Students may not enroll for more than 18 credit hours during a regular semester and 9 credit hours during the summer without approval from their Academic Advisor with a completed Permission for Overload form.

A student enrolled for more than 18 credit hours in the fall and/or spring is charged tuition per credit hours for the excess hours.

ACADEMIC YEAR (FALL, SPRING SEMESTERS)

1) Full-time: 12 or more credit hours
2) Three-quarter time: 9-11 credit hours
3) Half time: 6-8 credit hours
4) Part time: 5 or fewer credit hours

SUMMER SESSION

1) Full-time: 6 or more credit hours
2) Half time: 3-5 credit hours
3) Part time: 2 or fewer credit hours

Changes in Credit Enrollment

Academic program changes must be initiated by the student by obtaining appropriate forms from the Registration Office and must be submitted by the deadline dates indicated below.

1) Adding Credits: Courses may be added to the student's program until the end of the second week of the fall or spring semesters, or the first week of the summer session.

2) Dropping Credits: A student may drop courses until the end of the third week of the fall and spring semesters. Grades will not be assigned and the dropped courses will not appear on the student's academic record.

A student may withdraw from a course after the sixth week and before the end of the twelfth week of classes without approval from the Registrar.

Students who drop or withdraw after the deadline will receive a "W" in their course(s). The "W" means the student withdrew from the class after the third week of instruction. This grade will not have an impact on the student's grade point average.

To drop a class after the twelfth week, approval must be obtained from the Registrar. Students are not permitted to withdraw from the university or drop a class during the week of final exams.

Students are responsible for the completion of every course for which they have registered. If they drop a course at any time without complying with the official change of enrollment procedures, they receive a grade of "F" in the course. (See the section on "Withdrawal for procedures for dropping all courses.)

For summer session and short courses deadline for processing drops, adds, withdrawals, and grade options vary according to the length of the course.

Credit/non-credit option (CR/NC)

The credit/non-credit grading option is open only to undergraduate and non-degree students enrolling in non-major courses. Students who do not satisfactorily complete a course under CR/NC grade receive a "NC". CR-Credit is equivalent to at least a grade of "C". A course may be changed from a traditional grade to CR/NC grade option up to the end of the fourth week of classes.

A change from CR/NC to a traditional grading system may also be made prior to the end of the fourth week of classes. A maximum of 12 credit hours graded CR/NC is allowed toward an associate degree. Hours earned under which grading is specifically approved for CR/NC are not included in the 12 hour maximum allowed toward a student's degree under the CR/NC grade option.

The following may not be taken under the CR/NC option:

1) courses that are part of the student's major (as defined by the major department) with exception of those courses especially approved for use of CR/NC grading;

2) in some departments and colleges, courses that are part of the student's minor (see specific college and departmental requirements);

3) courses the student is repeating after first having taken the course under the regular grading systems. 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 CR/NC option basis.

Certain undesirable consequences may result from exercising the CR/NC option. For example, some college and university 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. It is recommended that an advisor be consulted when using this grading option.

Auditing a course

A student may register for a course as an auditor. The fee for audited courses is the same as for credit courses, although the student does not receive academic credit or grades.

No changes in audit status may be made after the fourth week of classes. An auditor who fails to attend class on a regular basis may be dropped by the instructor at their discretion.

Technical courses

Students are also cautioned that certain courses are considered to be career/technical course and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree granting program such "Training and Learning Technologies".

In addition, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree granting program. Your advisor can help identify which courses are considered career/technical.

Change in Grading Option

No change in grading option may be made after the fourth week of the fall or spring semester, or the second week of the summer session for most courses.

After registration has been completed, any change in grading option requires completion of an Enrollment Adjustment form available from the Registrar's Office.

It is solely the responsibility of students to make certain that they are registered under the proper grading option for each of their course.

Attendance

Students are expected to attend all meetings of their classes unless excused by the instructor. A student with excessive absences may be dropped from a course with a grade of "W" by the instructor.

Absences due to illness, field trips, athletic trips, and so forth do not relieve the student of the responsibility for missing assignments. It is the obligation of the student to take the initiative in arranging with the instructor to make up missed work.

Students who are absent from final examinations or other closing exercises of their classes without an approved excuse, are assigned a grade of "F".

NOTE: Faculty are not responsible for dropping students who do not attend.

Withdrawal

When students want to withdraw from all their courses in a semester they must do through their LoboWeb student account.

When a student withdraws officially from UNM-Gallup during the first three weeks of the fall or spring semester, no grads are assigned. Course withdrawals after three weeks are subject to a grade of "W".

The grade of "W" is not computed in the student's grade point average, however is considered as attempted hours. Course withdrawals may be processed through the end of the fifteenth week.

When students leave the university any time during a semester an do not carry out their withdrawal according to these regulations, they become liable for a grade of "F" in each of their classes, even though they may have been passing their courses up to the time of leaving.

Enrollment certification

UNM-Gallup is frequently requested to certify a student's enrollment status as to full time, half time, etc. Guidelines are used primarily to verify enrollment for purpose of financial aid eligibility and loan deferments. Students withdrawing after the third week of classes are subject to grade of "W".

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

The National Clearinghouse is now UNM-Gallup'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 Clearinghouse at 703.742.4200 or visit their website at www.studentclearinghouse.org.

Students requesting Enrollment Certification are referred to The National Clearinghouse. If a student wishes to have their entire academic history certified they must request a transcript. Unofficial transcripts are printed at the student's request using a valid photo ID. Requests for official transcripts are processed at Registration Office and mailed out from UNM-Main.

UNM-Gallup does not certify expected graduation date. Contact the Records and Registration Office to request an enrollment certification.

Grading procedures

The grades awarded in UNM-Gallup courses measure the quality of work achieved in each course.

The meaning, as well as the fractionated grade points per credit hour, are as follows:

Letter Grade	Grade Point
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

NOTE: *Only a grade of "C" or better is accepted toward fulfillment of all program requirement or graduation.*

Grading descriptions

Credit (CR): Gives the student credit for the course but is not computed in the student's grade point average. A grade of CR is roughly equivalent to at least a grade of "C" (see section on CR/NC).

No Credit (NC): Dos not give the student credit for the course and is not computed in the student's grade point average. A grade of NC is roughly equivalent to a grade "C-" or less. (see section on CR/NC). Note: although NC is not computed into the student grade point average, it is considered a failing grade.

Incomplete (I): The grade of "I" is given only when circumstances beyond the student's control have prevented completion of a course within the official dates of a session or semester.

Audit (Audit): Recorded for completion of enrollment in an audited course. No credit is earned for an Audit grade option.

Withdrawal, No Credit (W/NC): Indicates that the student officially withdrew with unsatisfactory performance from a course in which he had enrolled under the CR/NC option.

This unsatisfactory grade is not, however, computed in the student's grade point average.

Withdrawal (W): A "W" grade is used for approved administrative withdrawals.

Grade Point Average

A student's academic standing is measured in terms of a Grade Point Average (GPA).

The GPA is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted at UNM. Grades of "W", "CR", "PR" or "I" are not included in the computation.

GPA is calculated for each semester and for all semesters completed. The letter is known as the student's cumulative or overall GPA.

Change of grade

Any change of grade (except for the removal of an Incomplete), after the grade is on record in the Registration Office, can be made only after the reasons for such a change have been submitted by the Instructor. Instructors make changes on their Faculty Tab through LoboWeb.

Such a change in grade must be requested within 12 months after the end of the grading period. No grade (except an Incomplete) can be raised by completion of extra work or by special examination.

Removal of Incomplete grade

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 session.

Students should not reenroll or reregister (for credit) in a course for which an incomplete has been received in order to remove the incomplete. Incomplete grades must be resolved no later than one year (12 months) from the published end day of the semester in which the grade was assigned. An Incomplete may be removed even though a student is not enrolled in residence.

Students are responsible for making arrangements with the instructor for removal of an Incomplete. An Incomplete is changed to a grade by completing the work prescribed by the instructor.

Incomplete grades not removed in accordance with these policies are automatically converted to "F" (failure). In order to be eligible for graduation, an Incomplete grade must be removed.

Follow these steps to remove an Incomplete:

1) The instructor submits the completed grade electronically.
2) The grade automatically updates the student's record.

Grade replacement policy

A student may repeat any course, but receives credit only once. (This does not apply to courses noted "may be repeated more than once"). Through fall 1990, all attempts and all grades are computed in the student's grade point average.

A new repeat policy was approved and was effective with the spring 1991 semester. The new policy states that any course acceptable toward an undergraduate degree can be repeated one time for improvement of a grade.

Attempted courses remain on the student record; however, the lower grade is removed from the calculation of the GPA and the new grade is included. The student receives credit only once.

Only 12 hours of course work may be repeated for grade improvement. This process is not automatic. A student must contact the Registrar's Office regarding the correct procedure. No repeated course is allowed for grade improvement after a degree has been awarded. Courses taken prior to Spring 1991 are not considered the first attempt.

The first attempt must be spring 1991, or after. A student who fails a course at UNM 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 "F" earned at UNM continues to be computed in the grade point average.

Examinations

Examinations, other than final examinations, may be given during each course at the discretion of the instructor. A final examination for each course is administered during the last week of the semester.

Final examination schedules are available from the Dean of Instruction's office and in the current schedule of classes.

They also are posted on campus several weeks prior to the final examination period.

Only under exceptional circumstances may a student take the final examination at a time other than the officially scheduled time.

Probation and suspension

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may soon become eligible for suspension. Students are placed on academic probation when their cumulative grade point average falls below the minimum requirements established in the UNM-Main catalog.

In the case of Unclassified, Certificate, and Associate degree students at UNM-Gallup, a 2.0 GPA is required to remain in good academic standing.

Students are subject to suspension at the end of any semester or session unless they have succeeded in removing themselves from probation or have shown adequate improvement from semester to semester.

At registration time, the Director of Student Affairs may limit a student on probation to enroll for a minimum number of hours and may at any time require a student on probation to drop hours that seem beyond his or her ability.

In addition, students on academic probation are required to meet with an academic advisor a minimum of three times during the probation period. Students on probation also are subject to the loss of financial aid that requires the maintenance of at least a 1.7 GPA.

Students suspended for the first time are not eligible to reenter the university for a period of one semester from the date of suspension. Students under a repeated suspension are not eligible to reenter the university for a period of one academic year from the date of the suspension.

Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension.

Readmission at the end of the suspension period requires the approval of the UNM-Gallup Director of Student Affairs.

Students suspended for poor scholarship in the past are considered on probation when they return to the university, as are students who withdrew from the university while on probation, unless their withdrawal makes them subject to suspension.

Credits earned at other institutions while on suspension are not accepted at UNM-Gallup as transfer credit.

Grade petition procedure

1) A student seeking retroactive withdrawal, enrollment, or disenrollment; or extension of time for removal of an incomplete grade, or a grade option change; or for further academic record changes involving exceptions to the rules governing registration and academic records that are set forth in the university catalog may submit petitions to the UNM-Gallup Registrar's Office or directly to the UNM Records Office.

2) The petition shall state the nature of the request and shall specify the semester involved, the course and section number, the student's name, I.D. number, mailing address, and telephone number. The petition should state the reason for initiating the request, and shall include documentation of extenuating circumstances, such as medical, family, or employment needs. The petition shall be typed and signed.

3) Upon receipt of the student's petition, the instructor (s) involved is contacted for a statement concerning the request.

4) The petition (along with instructor comments) is forwarded to the Grade Petition Committee for a review and decision.

5) Students are notified in writing of the outcome of the petition.

6) If the petition is denied, the student may want to appeal the decision. For more specific information on the appeal process students may contact the UNM-Gallup Registrar's Office.

Academic renewal policy

Academic Renewal applies to undergraduate degree-seeking students who have been readmitted to UNM or UNM-Gallup 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 recalculation of the student's grade point average from the point of readmission.

Students may obtain petition forms and details from the UNM-Gallup Registrar's Office.

Academic rights and responsibilities of students

UNM has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM-Gallup catalog and on the campus website.

These policies are in keeping with the Family Education Rights & Privacy Act regarding confidentially of records. The Student Grievance policy and Student Disciplinary procedures are included in the Appendices of this catalog.

Catalog requirements

Students may graduate under the catalog requirements for the year in which they were enrolled for the first time in the academic or career/technical program in which they are seeking a degree, provided they complete the graduation requirements within a continuous six-year period. If students interrupt attendance or transfer from one academic or career/technical program to another within the university, they must graduate under the degree requirements of the catalog in effect at the time of their readmission or transfer.

Students who do not register for one or more semesters are covered by the catalog in effect at the time of re-enrollment.

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them.

Dean's List

Separate lists are established for part-time and fulltime students. To qualify for either list, a student must have completed a minimum of 12 credit hours at UNM-Gallup. In addition:

1) Full-time students must complete 12 hours in a given semester at UNM-Gallup;

2) A semester Grade Point Average (GPA) of 3.5 is required; and

3) No grade lower than a "C" (not "C-") is acceptable;

4) Students with a grade of "NC" and/or "I" will not be eligible for the Dean's List.

GRADUATION REQUIREMENTS

Associate Degrees

Candidates for associate degrees offered by UNM-Gallup must meet the following minimum degree requirements and are subject to the following University limitations:

1) A minimum of 60 acceptable semester hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 60 hours, upon approval of the appropriate degree-granting program.

2) A minimum of 15 semester hours must be earned in residence at 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 Transferring Students for transfer credit regulations).

3) Of the 60 hours minimum, no more than nine semester hours may be earned by extension or correspondence.

4) The student must have a cumulative grade point average of at least 2.00.

5) Introductory Studies 100 courses may not be used to satisfy any of the above requirements.

Certificates

Candidates for certificates offered by UNM-Gallup must meet the following minimum requirements and are subject to the following university limitations:

1) The minimum acceptable semester hours as defined by the program must be earned. Technical-vocational work (up to the limit specified) may be included upon approval of the certificate-granting program.

2) The student must have a cumulative grade point average of at least 2.00.

Second Associate Degree or second Certificate

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

Commencement

UNM-Gallup holds commencement exercises in May and December. Eligible candidates who completed their academic program during the Spring semester are invited to participate in the Spring commencement ceremony.

Eligible candidates who completed their academic program during the Summer and Fall semesters are invited to participate in the Fall commencement ceremony.

Graduation with honors

Students completing an associate degree with a minimum cumulative GPA of 3.5 will graduate with Honors. The student(s) with the top cumulative GPA are honored.

Transcripts

Both current and former students may request official transcripts online at registrar.unm.edu. The fee for each official transcript requested is $5.

Unofficial transcripts can be requested online, or by presenting proper photo identification (driver's license, Lobo Card, passport or other state or federal issued identification) at the Registrar's Office for a printed copy, at no charge.

Access to confidential records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1) The right to inspect and review the student's education records within 45 days after the university receives a written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record by writing the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the University; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; honorary societies, and other chartered student organizations, only for determining eligibility requirements when the societies and/or organizations do not unlawfully discriminate; and National Collegiate Athletic Association and the Mountain West Conference only for the purposes of conforming to eligibility rules for athletic competition. A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility. The University discloses education records without a student's consent to officials of another school who have requested the records and in which a student seeks or intends to enroll.

4) The right to refuse to permit the designation of the following categories of personally identifiable information as directory information which is public information not subject to the above restrictions on disclosure:

a. Name;
b. Address (school and permanent);
c. Telephone listing;
d. Email address;
e. Date of birth;
f. Major field of study (including current classification, year, credit load and number of academic credits earned towards degree);
g. Dates of attendance (matriculation and withdrawal dates);
h. Degrees and awards received (type of degree and date granted);
i. Most recent previous educational agency or institution attended; and
j. Participation in officially recognized activities and sports, and weight and height of members of athletic teams. **Note:** A student wanting to keep confidential the directory information listed above should file a written request with the Registrar's Office.

5) All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

SPECIAL STUDY OPTIONS

Independent study

UNM-Gallup provides the opportunity for students to study, on an independent basis, subjects appropriate for their program major. In an independent study arrangement, the student must first receive approval from the appropriate division chair and the Dean of Instruction.

The student then meets with the designated course instructor to arrange for course requirements. Independent study courses are available for special topics courses and courses in the catalog not being offered, but needed for graduation.

The number of credit hours for a particular independent study course varies from one to three (1-3). Normal tuition applies as well as standard grading policies.

A student may register for a maximum of three (3) credit hours of independent study per semester, and the course work outlined must be completed within the regular semester dates.

Practicum, field-based and cooperative education experiences

Practicum, field-based, and cooperative education experiences are available in many of the UNM-Gallup programs.

These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities of

the work place. Students enroll in classes at UNM-Gallup and work at a training site for a specified number of hours per week. These experiences are evaluated by an assigned faculty member and training site supervisor for the work completed in the field. Practicum and field-based experiences are non-paid activities that expose students to a variety of functions in the work place. Cooperative education experiences are paid activities, which provide students the opportunity to fill a specific job function that is related to a student's major, in private industry or government agency. The following guidelines normally apply to the assignment of credits:

1) The number of credit hours earned is contingent upon the quality and quantity of measurable performance objectives that are accomplished by the students.

2) Ten 15 hours worked a week per semester generally qualifies the student to earn three (3) credit hours; 15 or more hours per week per semester qualifies the student to earn four (4) or more credit hours.

Students should contact their instructor or program chair for information concerning the Cooperative Education and practicum experience.

Online and hybrid courses

Online courses are delivered exclusively through the Web; hybrid courses require that students attend classes half of the time and access much of the material online.

These courses are designed to give you the flexibility and convenience you need to help you meet your educational goals. But before you consider enrolling in an online or hybrid course, the student should be aware that a good degree of initiative, discipline, diligence, and organization is required on your part to successfully complete the course.

Unfortunately, many students are lured by the false notion that these are easy courses and, sadly, end up failing the course. Students who enroll in an online course, hybrid course, or courses designated as "web-enhanced" (the instructor uses the internet and, in particular, Blackboard Learn to manage instruction), will need to visit learn.unm.edu on or after the first day of classes to communicate with the instructor and get access to the course syllabus. Online, hybrid, and web-enhanced computer hardware and skills requirements are as follows:

1) UNM net ID account and password;

2) Access to the Internet (ISP);

3) High-speed internet connection preferred (DSL or cable modems) but dial up modem will work (albeit very slow);

4) Speakers for listening to presentations; microphone for participating in chat discussions;

5) Web browser and Java (please visit UNM Learn home page at learn.unm.edu for browser requirements);

6) Working knowledge of Windows or Macintosh operating systems;

7) Ability to use web browser, internet connection and electronic mail; and

8) Ability to save and copy files and to receive and send email attachments.

Adult Education – North Campus

The Adult Education Center-located at the corner of 7th and Maloney—offers students age 16 and older "A 2nd Chance" at earning a high school equivalency (HSE) diploma by passing the GED or HiSet exam, or learning English as a Second Language. Earning the diploma or learning English can prepare students for college, employment, U.S. citizenship, and becoming a better family and community member.

Our classes are very different than those of most schools. We have excellent, experienced instructors who use hands-on projects, group work, and presentations to challenge students to think, create, and learn social skills that are helpful at home, work, and college. All of our classes are FREE!

The Testing Center is located on site, so students can study and take the high school equivalency test (GED or HiSet) in the same location.

We are a year-round program with classes in 8-week sessions four times a year. New students reserve their spot for orientation by signing in a few weeks in advance, then participating in a three-day orientation. This includes an assessment, registration, and examples of class activities. These three days provide time to get to know teachers and classmates. During orientation week, new students may also meet with case workers from local social service agencies (like Workforce Development) to see if they qualify to receive financial assistance as they study.

Classes are scheduled Monday-Thursday mornings with afternoons available for tutoring and independent study.

Students can participate in the program until their goals are met as long as they continue to demonstrate progress.

Campus Library

The Zollinger Library houses more than 50,000 books and periodicals, over 2,400 films and documentaries, and provides Reserve items for many courses. The library also provides access to hundreds of thousands of journal articles via our online databases, and more than 200,000 e-books.

Access to LIBROS, the library's catalog (which is shared with 24 other academic institutions in New Mexico), is available through computers in the library. In addition, the library's computer lab provides 24 desktops for use by our patrons. Laptops are available for checkout to students, and three study rooms provide quiet study space for groups.

Tours and classes on using the resources are available by request.

Materials not housed in the library can be borrowed through ILL (inter-Library Loan) on our website:
http//www.gallup.unm.edu/library.

The Library is located to the left of Gurley Hall and is open from 8a.m. to 7p.m., Monday through Thursday, and 8a.m. to 3p.m. on Fridays and Saturdays during the academic year. The Library is closed on Saturdays during the summer session and between sessions. For more information, call (505) 863-7531.

Community Affairs

Non-credit classes, seminars, and workshops are offered through the Community Based Education and Workforce Development 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 Driver's License).

Community Education also offers unique classes that invite family participation and encourage parental involvement in classes for kids.

Accessibility Resource Services

The Accessibility Resource Services program provides students with documented disabilities and their instructors support services they may need to create a successful learning experience. Special learning materials, adaptive equipment, interpreters, readers, and alternative exam settings are available to students with documented disabilities. These services are housed in the Student Services building.

UNM-Gallup is subject to the provisions of the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1990, and is committed to providing equal educational opportunity.

Qualified students with disabilities needing accommodation to fully participate in the programs and services offered by the Gallup Campus should contact the Accessibility Resources Advisor at 505.863.7706 or stop by Advisement Services. ARC will collaborate with students to determine what services and accommodations are needed.

Each semester, we provide a printed memorandum to the faculty and staff of the university detailing the accommodations. It is the student's choice and responsibility to pick up the memorandum each semester and to present the memorandum to course instructors.

ARC encourages students to meet with course instructors to discuss the accommodations and how they can be implemented.

Additional information concerning equal access can be provided by the Rehabilitation Act/Americans with Disabilities Act coordinator, the director of Equal Opportunity Programs at UNM-Main Campus.

For more information, call 505.277.5251 (voice /TDD).

Gymnasium

The Gymnasium includes a cardio room, weight room, group fitness room, fitness assessment room, classroom, showers and locker rooms.

Our mission is to improve the quality of life and health of the campus community concerning all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle.

For more information about the Gymnasium and the hours and days of operation, call 505.863.7589.

GUIDELINES FOR USE

1) Anyone 18 years and older or who has graduated from high school may access the facility by enrolling in a Physical Education class. The cardio/weight room is accessible by enrolling in a Weight Training or Introduction to Fitness class. (An orientation is mandatory for students enrolled in all Physical Education courses.)

2) Students log in and out to record visits.

3) Students are required to complete an "Informed Consent and Waiver" form.

4) If the Instructor deems it necessary, the student may be asked to follow up with a signed consent form from their doctor.

5) Daily use lockers are available in the locker rooms for your valuables and personal items. Please return the key for the locker before leaving the center.

6) The center does not provide a towel service.

7) Food is not permitted in the Gymnasium at any time. Water is the only beverage permitted and must be kept in a spill proof, plastic container.

8) Instructors can help with any question you may have regarding your exercise program.

DRESS REQUIREMENTS

1) Athletic footwear is required to exercise in the group fitness room and cardio/weight room. No open toe shoes, sandals, or boots, or shoes of any kind with metal hooks will be allowed in the cardio/weight room.

2) Wear comfortable, clean, athletic clothing. No jeans, belts or exposed metal.

3) No weightlifting belts with metal buckles.

Small Business Development Center

The mission of the Small Business Development Center is to strengthen the economy of the UNM-Gallup service area by providing direct assistance, entrepreneurial education, and resource linkages that are designed to facilitate the retention and expansion of existing small businesses and foster the creation of new businesses.

The Small Business Development Center assists business owners and potential owners in making decisions affecting their businesses.

The center offers four types of services: training, counseling, referral, and library resources. The training component involves workshops, and seminars. Business counselors provide 1-on-1 counseling for those wanting more attention of a confidential nature.

Library resources include a business library, government publications, statistics, business literature and access to the Internet. The center works with clients in writing business plans, organizing loan packages, creating marketing plans and much more.

Counseling is offered free of charge but there are nominal fees charged for the workshops. The center is located in downtown Gallup at 103 West Highway 66.

Appointments with a counselor can be made in person or by calling 505.722.2220. Materials are available on a walk-in basis.

Tutoring Center for Math and English

Each person learns in a unique way and the Learning Center offers a comfortable atmosphere and services to facilitate learning regardless of learning style.

This is a place where you can study in a quiet room, engage in the dynamics of a study group, research and write your papers or develop spreadsheets, work with a tutor, or take advantage of computer assisted instructional software and other study resources.

Free for all students currently enrolled at the UNM-Gallup Campus, services include the following:

1) Peer and professional tutoring (group and individual)
2) Walk-in assistance
3) Tutorial appointments
4) Study groups
5) Special topic workshops
6) Computer labs staffed with trained personnel
7) State-of-the-art computer hardware and software
8) Study areas to work alone or in groups
9) Study resources (textbooks, videos, audio tapes)
10) Study guides and handouts

The Learning Center is student focused and attempts to accommodate all student needs.

In addition to regular services, the Learning Center attempts to find a tutor or schedule a study group for a particular class at students' requests.

The Learning Center is open Monday through Friday, with evening hours Monday through Thursday.

ACADEMIC CURRICULA & DEGREE REQUIREMENTS

Associate Degrees & Certificates

The Associate of Arts and Associate of Science degrees are designed for students who intend to transfer to a four-year college or university, with the transfer of credits subject to receiving institutions policies.

Generally, institutions within the state have articulated courses and programs to effect an easy transition.

The Associate of Applied Science degree is designed to provide employment skills for the student. While not intended for transfer, select courses within the degree may transfer depending on the receiving institution.

Students planning to transfer to a four-year institution should confer with an advisor regarding transferability.

Certificates in many programs are designed primarily for students not currently pursuing an associate degree. Courses taken as part of a certificate program are accepted toward an associate degree in that field.

All degrees and certificates offered by UNM-Gallup Campus are listed below. This list may not be complete since program development is ongoing. Students should check with their advisor or the instructional division for a current listing.

Associate of Arts

- Art Studio
- Business Administration
- Criminal Justice
  - -Law Enforcement Option
  - -Corrections Options
- Early Childhood Multicultural Education
- Human Services
- Liberal Arts
- Pre-Professional Education
  - -Elementary Option
- Psychology

Associate of Science

- Health Information Technology
- Medical Laboratory Technician
- Nursing
- Science

Associate of Applied Science

- Automotive Technology
- Collision Repair Technology
- Construction Technology
- General Studies
- Legal Assistant
- Tribal Court Advocate

Certificates

- Automotive Technology
- Bookkeeping
- Collision Repair Technology
- Construction Technology
- Construction Technology - Carpentry
- Construction Technology - Electrical
- Cosmetology/Barbering
- Dental Assisting
- Diabetes Prevention Specialist
- Drafting Technology
- Early Childhood Multicultural Education
- Entrepreneurship
- Green Building (*ineligible for FAFSA*)
- Health Information Technology – Coding
- Human Services
- Information Technology
- Organizational Management & Public Administration
- Welding Technology

Undeclared

- Non-Degree (*ineligible for FAFSA*)
- Unclassified (*ineligible for FAFSA*)

Allied Health programs

In addition to degree and certificate programs, UNM-Gallup offers two Allied Health programs, which can be completed in a single semester. These programs prepare students for immediate employment in an entry-level health field.

• Emergency Medical Services
• Nursing Assistant

General Education and Program requirements

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

There are two General Education tracks for consideration.

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 N.M. 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 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.

The University of N.M. Core Curriculum

Note: *Follow this General Education Core if you are continuing your education with UNM.*

The University 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 UNM 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. UNM-Gallup recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students requires flexibility on its part. Transfer and returning 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 (ENGL) 110 or 112 or 113 and 120 plus an additional course chosen from ENGL 219, 220; Communication and Journalism (CJ) 130; Philosophy (PHIL) 156; University Honors 201. Students with ACT English scores of 29 or 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 ENGL 120 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 ENGL 110. Students who have taken an Advanced Placement examination in English Language or Literature should refer to "Advanced Placement" or placement and credit information.

2) Mathematics (3 hours): One course chosen from MATH 121, 129, 150, 162, 163, 180, 181, 215, STAT 145; University Honors 202.

3) Physical and Natural Sciences (7-8 hours): Two courses, one of which must include a laboratory, chosen from Anthropology 150 and 151L, 120 and 122L, 160 and 161L; Astronomy 101 and 101L; Biology 110 and 112L, 123 and 124L; Chemistry 101, 111L (lab required), 121 and 123L or 131L (lab required), 122L and 124L or 132L (lab required); Earth and Planetary Sciences 101 and 105L, 201L (lab required); Environmental Science 101 and 102L ; Geography 101 and 105L; Natural Science 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. University Honors 203.

4) Social and Behavioral Sciences (minimum 6 hours): Two courses chosen from Africana Studies 109; American Studies 182, 185; Anthropology 101, 110,130; Community and Regional Planning 181; Economics 105, 106; Engineering 200; Geography 102; Linguistics 101; Political Science 110, 200, 220, 240; Psychology 105; Sociology 101; Sustainability Studies 109; University Honors 204; Women Studies 109.

5) Humanities (6 credit hours): Two courses chosen from Africana Studies 104; American Studies 186; Chicana and Chicano Studies 201; Classics 107, 204, 205; Comparative Literature and Cultural Studies 222, 224; English 150, 292, 293; Foreign Languages (MLNG) 101; Geography 140; History 101, 102, 161, 162, 181, 182, Honors Legacy Seminars at the 100- and 200-level; Philosophy 101, 201, 202; Religious Studies 107, 263, 264; University Honors 205.

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 121; Art History 101, 201, 202; Dance 105; Fine Arts 284; Media Arts 210; Music 139, 142; Theatre 105; University Honors 207. 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 Common Core

Note: *Follow this General Education Core if you will be transferring to another four-year institution in New Mexico.*

This list of courses, consisting of 35 credit hours, has been developed by the public colleges and universities of New Mexico as an aid to student transfer between public institutions. Students who contemplate transferring to New Mexico four year colleges other than

The University of New Mexico (e.g., New Mexico State University, Eastern New Mexico University, Highlands University or Western New Mexico University) are advised to select courses consistent with this list in order to assure that their work will apply to future degree requirements. Students should consult campus advisors for help in selecting specific courses.

According to state law, and as detailed in a regulation of the New Mexico Commission on Higher Education, each public university within New Mexico will (a) accept in transfer toward bachelor's degree programs all work completed satisfactorily by a student at another regionally accredited public institution within New Mexico and consistent with this common core and (b) will guarantee application of that work toward graduation requirements for a bachelor's degree. Each university may prescribe additional general education requirements unique to its institution or certain programs, but such requirements must apply equally to students originating their study at that institution. The following are the five general areas of the N.M. Common Core. In each instance the corresponding UNM courses which are offered at UNM-Gallup are listed. Corresponding UNM Core Curriculum and non- Core courses offered at UNM-Gallup are listed by each sub-area in bold italics.

AREA I: COMMUNICATIONS

Three courses (9 credit hours total) selected from the following:

a) One course (3-4 credit hours) in college-level English composition. ENGL 110, ENGL 112 or ENGL 113.

b) One course (3 credit hours) in college-level writing (a second course building on the above). ENGL 120, ENGL 219 or ENGL 220.

c) One course (3 credit hours) in oral communication. CJ 130; non-Core: CJ 221 or CJ 225.

AREA II: MATHEMATICS

One course (3 credit hours total) selected from any one of the following:

a) One course (3 credit hours) in college algebra (or higher). MATH 121 or MATH 150.

b) One course (3 credit hours) in calculus. MATH 162, 163, 180 or 181.

c) One course (3 credit hours) in selected from other college-level mathematics. MATH 129.

AREA III: LABORATORY SCIENCE

Two courses (8 credit hours total), one of which must include a lab but not necessarily both, depending on the degree program, selected from any one or two of the following:

a) One or two courses (4-8 credit hours) in general biology. BIOL 110/112L or BIOL 123/124L.

b) One or two courses (4-8 credit hours) in general chemistry. CHEM 111L, CHEM 121L, or CHEM 122L.

c) One or two courses (4-8 credit hours) in general physics. PHYS 151/151L or PHYS 152L.

d) One or two courses (4-8 credit hours) in geology/earth science. EPS 101/105L or EPS 201L.

e) One or two courses (4-8 credit hours) in astronomy. ASTR 101/101L.

AREA IV: SOCIAL/BEHAVIORAL SCIENCES

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in economics (macroeconomics or microeconomics). ECON 105 or ECON 106.

b) One course (3 credit hours) in introductory political science. POLS 110 or POL SC 200.

c) One course (3 credit hours) in introductory psychology. PSY 105.

d) One course (3 credit hours) in introductory sociology. SOC 101.

e) One course (3 credit hours) in introductory anthropology. ANTH 101 and ANTH 130.

AREA V: HUMANITIES AND FINE ARTS

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in introductory history survey. HIST 101, HIST 102, HIST 161, or HIST 162.

b) One course (3 credit hours) in introductory philosophy. PHIL 101, PHIL 156, PHIL 201, PHIL 202, or PHIL 245.

c) One course (3 credit hours) in introductory history, theory, or aesthetics of the arts or literature. ARTH 101, ARTH 201, ARTH 202, ENGL 150, ENGL 292, ENGL 293, MUS 139, or THEA 105.

Associate Degree & Certificate Program requirements

1) Complete the number of credit hours and the specific course requirements as outlined for the degree or certificate.

2) Earn a minimum of 15 credit hours for the degree and/or 9 credit hours for the certificate in residence at UNM-Gallup.

3) Complete all required coursework for the degree or certificate with a minimum 2.0 cumulative grade point average (GPA).

Please be aware that UNM and other four year institutions may require a higher GPA for admission to upper division course work. Students are encouraged to consult with an academic advisor for specific requirements in this respect.

4) No basic skills courses (e.g., ENGL 099/100, MATH 099/100, are accepted toward the number of credit hours required for graduation.

5) Must receive a grade of "C" or better on all General Education and Degree Core Requirement courses.

TRANSITIONAL STUDIES

Program description

The Transitional Studies Program consists of both credit and non-credit courses. The Adult Education Center offers short-term, non-credit bearing classes intended to prepare students for the GED (High School equivalency) examinations, college transition, and English for non-native speakers.

Services through the Adult Education Center do not qualify for financial aid and are free of charge. The developmental studies courses, which are for college credit, are intended to provide the fundamental preparation for college level work.

Transitional Studies are not a degree or certificate program nor do the developmental courses count towards a degree, although they do qualify for federal financial aid for up to 30 credits.

Educational advancement opportunities

Transitional Studies credit courses are offered in series and are in the process of revision. Upon the successful completion of the Transitional English courses, the student will register into ENGL 110 for college credit. Mathematics courses follow a similar pattern beginning with MATH 099, and followed by MATH 100. Depending on the student's major, the student will register into MATH 101, MATH 120 or MATH 111 after successfully completing MATH 100.

In addition, there are academics courses which are co-requisites to the English and mathematics courses.

Opportunities are available for acceleration in Transitional English and Transitional Math courses. Candidates must be motivated and prepared to work at a high level to be successful in any accelerated course.

Program requirements

Students must successfully complete Transitional MATH and ENGL courses before registering into college- level mathematics and English courses.

ENGL 110 is a suggested prerequisite for many college courses, such as Anthropology, Art History, History, and Sociology.

This is due to the quality of writing and research skills expected to be successful in the courses. Students are placed into these series of courses according to their placement scores on the COMPASS or ACT.

The Learning Center offers tutoring to students who want to improve their COMPASS scores.

Program learning goals

Transitional Studies provides students with research based instruction with an end to provide them with preparation necessary to be successful in college level work.

All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course. Upon successful completion of the required developmental studies courses, students will demonstrate that they have developed the ability to:

1) Successfully complete MATH 101 and MATH 102 or MATH 120 (Note: MATH 101/102/103 are the equivalent of MATH 120) or MATH 111 and ENGL 110.

2) Apply effective strategies for critical thinking, study skills, mathematical problem solving, college-level writing and reading including the use of Internet and library resources.

3) Students completing Adult Education Center courses (not graded and not for credit) will have increased confidence and skills in math, reading, writing and/or speaking English.

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 a 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 basic 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.

Associate of Arts in Art Studio Degree

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 grade point average 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.

The following are the course requirements for completion of an Associate of Arts in Art Studio. Students should see an advisor to customize their educational plans.

Area		Semester	Grade	Credits
Writing and Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
ENGL 219, 220 or PHIL 156		_____	_____	3
Math: (3 credits)				
STAT 145 or MATH 150		_____	_____	3
Physical and Natural Sciences: (6 credits)				
Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.				
_____		_____	_____	3/4
_____		_____	_____	3/4
Social and Behavioral Sciences: (6 credits)				
Select two courses from the UNM Core Curriculum in Behavioral and Social Science.				
_____		_____	_____	3
_____		_____	_____	3
Foreign Language: (3 credits)				
Select one course from UNM Core Curriculum in Foreign Language.				
_____		_____	_____	3
Electives: (6 credits)				
Select two elective courses from any of the lower division UNM Core Curriculum within the categories list above.				
_____		_____	_____	3
_____		_____	_____	3
FINE ART CORE REQUIREMENTS: (33 credits)				
ARTH 101	Introduction to Art	_____	_____	3
ARTH 201	History of Art I	_____	_____	3
ARTH 202	History of Art II	_____	_____	3
ARTH 250	Modern Art	_____	_____	3
Art Studio Requirements: (6)				
ARTS 106	Drawing I	_____	_____	3
ARTS 121	Two-Dimensional Design	_____	_____	3
Art Studio (Three core courses from the following): (9) *(Choose from ARTS 187, 205, 207, 287 and 293.)*				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Art Studio (Two core courses from the following): (6) *(Choose from ARTS 157, 168, 213, 257, 268, and 288.)*				
_____		_____	_____	3
_____		_____	_____	3

Total Required: (66 credits) *Students transferring to UNM-Albuquerque and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

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 – 3
ARTS 106 – 3
ARTS 121 – 3
ENGL 110 – 3
Gen Ed Elective – 3

Term 2 – 18cr/hrs
ARTH 202 – 3
ARTS 125 – 3
ENGL 120 – 3
Gen Ed Elective – 3
STAT 145 or MATH 150 – 3
Social/Behavioral Science Elective – 3

Term 3 - 15cr/hrs
ARTS 201 – 3
Art Studio Elective – 3
Art Studio Elective – 3
Communications Elective – 3
Natural Science Elective – 3

Term 4 – 15cr/hrs
ARTH 250 -3
Art Studio Elective – 3
Foreign Language Elective – 3
Social/Behavioral Science Elective – 3
Natural Science w/Lab Elective – 3

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

Automotive Technology Certificate

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.

The following are the course requirements for completion of a Certificate in Automotive Technology. Students should see an advisor to customize their educational plans and transferability of courses.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
ENGL 119	Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
AUTOMOTIVE TECHNOLOGY CORE REQUIREMENTS: (33 credits)				
AUTT 111	Automotive Testing & Diagnostics	_____	_____	6
AUTT 115	Brake Systems	_____	_____	6
AUTT 130	Electrical System Repair	_____	_____	6
AUTT 157	Steering & Suspension	_____	_____	6
AUTT 167	Emission Control Service	_____	_____	3
AUTT 230	Electrical Systems Overhaul	_____	_____	3
AUTT 295	Practicum in Auto Technology	_____	_____	3

Total Required: (42 credits)

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	**Term 2 – 15 cr/hrs**	**Term – 12cr/hrs**
AUTT 115 – 6	AUTT 111 – 6	AUTT 157 – 6
AUTT 130 – 6	AUTT 230 – 3	AUTT 167 – 3
MATH 115 – 3	ENGL 119 – 3	AUTT 295 – 3
	IT 101 – 3	

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

Associate of Applied Science in Automotive Technology

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

The following are the course requirements for completion of an Associate of Applied Science in Automotive Technology. Students should see an advisor to customize their educational plans and transferability of courses.

Area		Semester	Grade	Credits
Writing and Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 119	Technical Communications	_____	_____	3
Arts/Humanities/Social Sciences: (6 credits)				
Select two elective courses from any of the lower division Core Curriculum in Arts, Humanities, and Social Sciences.				
_____		_____	_____	3
_____		_____	_____	3
Behavioral Sciences: (3 credits)				
PSY 211 or 230	_____	_____	_____	3
Math: (3 credits)				
MATH 115	Technical Math	_____	_____	3
AUTOMOTIVE TECHNOLOGY CORE REQUIREMENTS: (57 credits)				
AUTT 111	Automotive Testing & Diagnostics	_____	_____	6
AUTT 115	Brake Systems	_____	_____	6
AUTT 130	Electrical System Repair	_____	_____	6
AUTT 157	Steering & Suspension	_____	_____	6
AUTT 167	Emission Control Service	_____	_____	3
AUTT 170	Heating and Air Conditioning	_____	_____	6
AUTT 203	Automotive Engine Overhaul	_____	_____	6
AUTT 210	Drive Train Overhaul	_____	_____	6
AUTT 213	Automatic Transmission Overhaul	_____	_____	6
AUTT 230	Electrical Systems Overhaul	_____	_____	3
AUTT 295	Practicum in Auto Technology	_____	_____	3

Total Required: (75 credits)

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	Term 2 – 15 cr/hrs	Term 3 – 15cr/hrs	Term 4 – 15cr/hrs
AUTT 115 – 6	AUTT 170 – 6	AUTT 157 – 6	AUTT 111 – 6
AUTT 130 – 6	AUTT 203 – 6	AUTT 213 – 6	AUTT 210 – 6
MATH 115 – 3	AUTT 230 – 3	ENGL 110 – 3	ENGL 119 – 3

Term 5 – 15cr/hrs
AUTT 167 – 3
AUTT 295 – 3
PSY 211 or 230 – 3
Arts/Humanities/Social Science Elective – 3
Arts/Humanities/Social Science Elective – 3

Associate of Arts in Business Administration (61 credits)

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

Area		Semester	Grade	Credits
Writing and Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
ENGL 219	Technical & Professional Writing OR			
ENGL 220	Expository Writing	_____	_____	3
Humanities: (3 credits)				
Select one elective course from any of the lower division Core Curriculum in Humanities.				
_____		_____	_____	3
Fine Arts: (3 credits)				
Select one elective course from any of the lower division Core Curriculum in Fine Arts.				
_____		_____	_____	3
Mathematics (6 credits)				
MATH 121 or 150	College Algebra or Pre-Calculus	_____	_____	3
MATH 162 or 180	Calculus or Elements of Calculus	_____	_____	3
Physical and Natural Sciences (7 credits)				
_____		_____	_____	3
_____		_____	_____	3/4
Social and Behavioral Sciences (15 credits)				
Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, CRP 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Second Language (3 credits)				
One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.				
_____		_____	_____	3
Business Core (9 credits)				
CS 150L	Computer for Business Students	_____	_____	3
STAT 145	Introduction to Statistics ***OR***			
MGMT 290	Introduction to Business Statistics	_____	_____	3
MGMT 202	Principals of Financial Accounting ***OR***			
MGMT 101	Fundamentals of Accounting I ***AND***			
MGMT 102	Fundamentals of Accounting II	_____	_____	3
MGMT 113	Management: An Introduction	_____	_____	3
MGMT 195	Introduction to Entrepreneurship ***OR***			
MGMT 222	Introduction to Marketing	_____	_____	3

Electives (6 credits)

MGMT 101 and MGMT 102 can be taken at UNM-Gallup and substitute for MGMT 202 at UNM-Anderson. MGMT 222 Principles of Marketing can count toward the BBA MGMT 322 requirement if students successfully complete an additional marketing course with a grade of B or better.

_____	_____	_____	3
_____	_____	_____	3

Total Required: (61 credits)

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

Certificate in Bookkeeping

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

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (3 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
Mathematics: (3 credits)				
MATH 120	Intermediate Algebra	_____	_____	3
BOOKKEEPING CORE: (30 credits)				
BSTC 222	Payroll Accounting	_____	_____	3
CJ 221	Interpersonal Communication	_____	_____	3
CS 150L	Computing for Business Students	_____	_____	3
ECON 106	Introduction Microeconomics	_____	_____	3
IT 121	Introduction of Electronic Spreadsheets	_____	_____	3
MGMT 101	Fundamentals of Accounting I	_____	_____	3
MGMT 102	Fundamentals of Accounting II	_____	_____	3
MGMT 103	Bookkeeping	_____	_____	3
MGMT 113	Management: An Intro	_____	_____	3
MGMT 190	Special Topics	_____	_____	3

Total Required: (36 credits)

SUGGESTED COURSE SEQUENCING: Contact Business Management & Technology Department at (505) 863-7511.

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

Certificate in Collision Repair Technology

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.

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
ENGL 119*	Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals **OR**			
DRFT 115	AutoCAD Level I	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Math	_____	_____	3
COLLISION REPAIR TECHNOLOGY CORE: (20 credits)				
CRT 101	Basic Auto Body	_____	_____	4
CRT 103	Paint & Refinishing Equipment	_____	_____	4
CRT 105	Auto Welding	_____	_____	4
CRT 106	Restoring Corrosion Protection	_____	_____	4
CRT 107	Auto Glass/Restraint Systems	_____	_____	4
Approved Electives (4):				
Select two or more courses, equivalent to 4 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/hrs each); ARTS 106, 205, 207				
_____		_____	_____	4

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	**Term 2 – 19cr/hrs**
IT 101 – 3	ENGL 119 – 3
MATH 115 – 3	CRT 105 - 4
CRT 101 – 4	CRT 106 – 4
CRT 103 – 4	CRT 107 – 4
	CRT Elective – 4

Total Required: (33 credits)

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

Associate of Applied Science in Collision Repair Technology

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.

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (6 credits)				
ENGL 119	Technical Communications	_____	_____	3
CJ 221	Interpersonal Communication	_____	_____	3
MATH: (3 credits)				
MATH 115	Technical Math	_____	_____	3
Behavioral Science/Social Sciences: (3 credits)				
PSY 211	Applied Psychology	_____	_____	3
Arts/Humanities/Social Sciences: (6 credits)				
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				
_____		_____	_____	3
_____		_____	_____	3
COLLISION REPAIR TECHNOLOGY CORE: (35 credits)				
CRT 101	Basic Auto Body	_____	_____	4
CRT 103	Paint & Refinishing Equipment	_____	_____	4
CRT 105	Auto Welding	_____	_____	4
CRT 106	Restoring Corrosion Protection	_____	_____	4
CRT 107	Auto Glass/Restraint Systems	_____	_____	4
CRT 120	Identification & Analysis-Damage	_____	_____	4
CRT 122	Straightening & Measuring System	_____	_____	4
CRT 124	Straightening & Measuring Systems II	_____	_____	4
IT 101	Computer Fundamentals	_____	_____	3
Approved Electives: (8 credits)				
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*				
_____		_____	_____	4
_____		_____	_____	4

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	**Term 2 – 18cr/hrs**	**Term 3 – 15cr/hrs**	**Term 4 – 14cr/hrs**
CRT 101 – 4	CRT 105 – 4	CRT 107 – 4	CRT 120 - 4
CRT 103 – 4	CRT 106 – 4	CRT 122 – 4	CRT 124 - 4
CJ 221 – 3	ENGL 119 – 3	IT 101 – 3	PSY 211 - 3
MATH 115 – 3	Gen Ed Elective – 3	CRT Elective – 4	Gen Ed Elective - 3
	CRT Elective - 4		

Total Required: (61 credits)

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

Certificate in Construction Technology - General Construction

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
ENGL 119	Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals **or**			
DRFT 115	AutoCAD Level I	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
CONSTRUCTION TECHNOLOGY CORE: (21 credits)				
CNST 101	Layout and Framing	_____	_____	4
CNST 105	Interior Finishing	_____	_____	4
CNST 109	Plumbing Theory I	_____	_____	3
CNST 115	Concrete Pouring & Finishing	_____	_____	4
CNST 120	Principles of Electricity	_____	_____	3
CNST 175	Blueprint Reading	_____	_____	3

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	**Term 2 – 14cr/hrs**
CNST 101 – 4	CNST 105 – 4
CNST 109 – 3	CNST 115 – 4
CNST 120 – 3	ENGL 119 – 3
CNST 175 – 3	IT 101 or DRFT 115 – 3
MATH 115 – 3	

Total Required: (30 credits)

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

Certificate in Construction Technology - Carpentry Trades

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
ENGL 119	Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals **or**			
DRFT 115	AutoCAD Level I	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
CONSTRUCTION TECHNOLOGY CORE: (22 credits)				
CNST 101	Layout and Framing	_____	_____	4
CNST 103	Exterior Finishing	_____	_____	4
CNST 105	Interior Finishing	_____	_____	4
CNST 106	Cabinet Building	_____	_____	4
CNST 175	Blueprint Reading	_____	_____	3
CNST 185	Carpentry Estimating	_____	_____	3

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	**Term 2 – 16cr/hrs**
CNST 101 – 4	CNST 105 – 4
CNST 103 – 4	CNST 185 – 3
CNST 106 – 4	ENGL 119 – 3
CNST 175 – 3	IT 101 or DRFT 115 – 3
	MATH 115 – 3

Total Required: (31 credits)

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

Certificate in Construction Technology – Electrical Trades

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
ENGL 119	Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals **or**			
DRFT 115	AutoCAD Level I	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
CONSTRUCTION TECHNOLOGY CORE: (19 credits)				
CNST 120	Principles of Electricity	_____	_____	3
CNST 121	Electrical Writing	_____	_____	4
CNST 122	Commercial Writing	_____	_____	3
CNST 176	Electrical Blueprint Reading	_____	_____	3
CNST 186	Electrical Estimation	_____	_____	3
CNST 220	Residential Electrical Code	_____	_____	3
CONSTRUCTION TECHNOLOGY ELECTIVE: (3 credits)				
_____		_____	_____	3

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	**Term 2 – 15cr/hrs**
CNST 120 – 3	CNST 122 – 3
CNST 121 – 4	CNST 186 – 3
CNST 176 – 3	CNST 220 – 3
CNST Elective – 3	ENGL 119 – 3
MATH 115 – 3	IT 101 or DRFT 115 – 3

Total Required: (31 credits)

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

Associate of Applied Science in Construction Technology

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.

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (6 credits)				
ENGL 119	Technical Communications	_____	_____	3
CJ 221	Interpersonal Communication	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
Behavioral Science: (3 credits)				
PSY 211	Applied Psychology	_____	_____	3
Arts/Humanities/Social Sciences: (6 credits)				
Select two courses from the UNM Core Curriculum in Arts, Humanities and Social Sciences.				
_____		_____	_____	3
_____		_____	_____	3
CONSTRUCTION TECHNOLOGY CORE: (33 credits)				
CNST 101	Layout & Framing	_____	_____	4
CNST 110	Concrete Block Construction **or**			
CNST 113	Brick Construction	_____	_____	4
CNST 115	Concrete Pouring & Finishing	_____	_____	4
CNST 120	Principles of Electricity	_____	_____	3
CNST 121	Electrical Wiring	_____	_____	4
CNST 130	Design of Plumbing Systems	_____	_____	4
IT 101	Computer Fundamentals **or**			
DRFT 115	AutoCAD	_____	_____	3
CNST 140	Central Heating Systems	_____	_____	4
CNST 175	Blueprint Reading	_____	_____	3
CONSTRUCTION TECHNOLOGY ELECTIVE: (12 credits)				
Any course relating to a planned course of study with approval of Program Coordinator.				
_____		_____	_____	4
_____		_____	_____	4
_____		_____	_____	4

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	**Term 2 – 14cr/hrs**	**Term 3 – 17cr/hrs**	**Term 4 – 18cr/hrs**
CNST 101 – 4	CNST 115 – 4	CNST 110 or 113 – 4	CNST 130 – 4
CNST 120 – 3	ENGL 119 – 3	CNST 140 – 4	CNST Elective - 4
CNST 121 – 4	IT 101 or DRFT 115 – 3	CNST 175 – 3	CNST Elective - 4
MATH 115 – 3	CNST Elective – 4	PSY 211 – 3	Gen Ed Elective – 3
		CJ 221 – 3	Gen Ed Elective – 3

Total Required: (63 credits)

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

Certificate in Cosmetology/Barbering

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Health Promotion/Physical Education/Leisure: (3 credits)				
HED 171	Personal Health Management	_____	_____	3
COSMETOLOGY CORE (37):				
COSM 110	Theory of Cosmetology I	_____	_____	3
COSM 111	Theory of Cosmetology II	_____	_____	3
COSM 130	Permanent Wave, Shampoo & Styling I	_____	_____	3
COSM 131	Permanent Wave, Shampoo & Styling II	_____	_____	4
COSM 140	Haircutting/Scalp/Coloring/Facials I	_____	_____	4
COSM 141	Haircutting/Scalp/Coloring/Facials II	_____	_____	3
COSM 212	Theory of Cosmetology III	_____	_____	3
COSM 220	Strop, Honing & Shaving	_____	_____	2
COSM 232	Permanent Wave, Shampoo & Styling III	_____	_____	3
COSM 242	Haircutting/Scalp/Coloring/Facials III	_____	_____	3
COSM 250	Cosmetology Lab I	_____	_____	2
COSM 251	Cosmetology Lab II	_____	_____	2
COSM 260	Salon Management	_____	_____	2

Total Required: (40 credits)

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

Barbering (40 credits)

Term 1 – 14cr/hrs	Term 2 – 15cr/hrs	Term 3 – 11cr/hrs
COSM 110 – 3	COSM 111 – 3	COSM 212 – 3
COSM 130 – 3	COSM 131 – 4	COSM 232 – 3
COSM 140 – 4	COSM 141 – 3	COSM 242 – 3
COSM 220 – 2	COSM 251 – 2	COSM 260 – 2
COSM 250 – 2	HED 171 – 3	

Cosmetology (44 credits)

Term 1 – 14cr/hrs	Term 2 – 15cr/hrs	Term 3 – 14cr/hrs
COSM 110 – 3	COSM 111 – 3	COSM 212 – 3
COSM 130 – 3	COSM 121 – 3	COSM 232 – 3
COSM 140 – 4	COSM 131 – 4	COSM 242 – 3
COSM 220 – 2	COSM 141 – 3	COSM 260 – 2
COSM 250 – 2	COSM 251 – 2	HED 171 – 3

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

Associate of Arts in Criminal Justice - Corrections Option

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
CJ 130	Public Speaking	_____	_____	3
Foreign Language: (3 credits)				
_____		_____	_____	3
Humanities: (3 credits)				
_____		_____	_____	3
Math: (3 credits)				
MATH 121	College Algebra	_____	_____	3
Natural Science: (4 credits)				
_____		_____	_____	4
Social and Behavioral Science: (12 credits)				
SOC 213	Social Deviance	_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Health Promotion/Physical Education: (2 credits)				
_____		_____	_____	1
_____		_____	_____	1
Criminal Justice Core (23 credits)				
CRJS 111	Introduction to Criminal Justice	_____	_____	3
CRJS 108	Defensive Tactics	_____	_____	2
CRJS 132	Introduction to Criminology	_____	_____	3
CRJS 201	Criminal Law I	_____	_____	3
CRJS 210	Police and Safety	_____	_____	3
CRJS 230	Introduction to Corrections	_____	_____	3
CRJS 222	Constitutional Criminal Procedure	_____	_____	3
CRJS 292	Criminal Justice Internship	_____	_____	3
Criminal Justice Electives (6): *Choose 6 credit hours of Criminal Justice related courses.*				
_____		_____	_____	3
_____		_____	_____	3

Total Required: (65 credits)

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	**Term 2 – 18cr/hrs**	**Term 3 - 16cr/hrs**	**Term 4 – 14cr/hrs**
ENGL 110 – 3	ENGL 120 - 3	CRJS 201 - 3	CRJS 108 - 2
Social Science – 3	Behavioral Science - 3	CRJS 222 - 3	CRJS 292 - 3
CRJS 111 – 3	CJ 130 - 3	Foreign Language - 3	CRJS Elective - 3
CRJS 230 – 3	MATH 121 - 3	Natural Science - 4	Behavioral Science - 3
CRJS Elective – 3	CRJS 132 - 3	SOC 213 – 3	Humanities - 3
Health/PE – 2	CRJS 210 - 3		

**Summer Semester as needed.

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

Associate of Arts in Criminal Justice – Law Enforcement Option

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

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
CJ 130	Public Speaking	_____	_____	3
Foreign Language: (3 credits)				
_____		_____	_____	3
Humanities: (3 credits)				
_____		_____	_____	3
Math: (3 credits)				
MATH 121	College Algebra	_____	_____	3
Natural Science: (4 credits)				
_____		_____	_____	4
Social and Behavioral Science: (12 credits)				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Health Promotion/Physical Education: (2 credits)				
_____		_____	_____	1
_____		_____	_____	1
Criminal Justice Core (27 credits)				
CRJS 111	Introduction to Criminal Justice	_____	_____	3
CRJS 112	Administration of Justice	_____	_____	3
CRJS 132	Introduction to Criminology	_____	_____	3
CRJS 201	Criminal Law I	_____	_____	3
CRJS 210	Police and Safety	_____	_____	3
CRJS 221	Criminal Investigation	_____	_____	3
CRJS 233	Traffic Control & Accident Investigation	_____	_____	4
CRJS 235	Police Procedures & Police Tactics	_____	_____	4
CRJS 292	Criminal Justice Internship	_____	_____	3

Total Required: (63 credits)

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	**Term 2 – 18cr/hrs**	**Term 3 - 13cr/hrs**	**Term 4 – 14cr/hrs**
ENGL 110 – 3	ENGL 120 – 3	CJ 130 – 3	CRJS 235 – 3
CRJS 111 – 3	MATH 121 – 3	CRJS 201 – 3	CRJS 292 – 3
CRJS 112 – 3	CRJS 221 – 3	CRJS 233 – 4	CRJS Elective – 3
Social/Behavioral Science – 3	CRJS 131 – 3	Natural Science– 3	Social & Behavioral– 3
Health/PE Elective – 2	CRJS 132 – 3	Social & Behavioral Science Elective – 3	Humanities – 3
	Social & Behavioral Science Elective – 3		

**Summer Semester as needed.

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

Certificate in Dental Assisting Science

The Dental Assisting Program is one year of full-time study. Class enrollment is limited. Students must meet the regular UNM Gallup admissions 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.

Area		Semester	Grade	Credits
Writing and Speaking: (3 credits)				
CJ 221	Interpersonal Communication **or**			
CJ 130	Public Speaking	_____	_____	3
Health Sciences: (10 credits)				
HCHS 111	Medical Terminology	_____	_____	3
HCHS 113	Basic Body Structure & Function **or**			
HCHS 114	Concepts of Disease Transmission	_____	_____	4
NUTR 120	Nutrition for Health	_____	_____	3
DENTAL ASSISTING CORE: (31 credits)				
HCDA 101	Introduction to Dental Assisting	_____	_____	3
HCDA 110	Dental Ethics & Professionalism	_____	_____	3
HCDA 120	Pre-Clinical I	_____	_____	4
HCDA 125	Pre-Clinical II	_____	_____	3
HCDA 130	Dental Radiology	_____	_____	3
HCDA 135	Clinical Dental Assisting	_____	_____	2
HCDA 140	Preventive Dentistry	_____	_____	3
HCDA 145	Clinicals I	_____	_____	3
HCDA 155	Clinicals II	_____	_____	4
HCDA 164	Seminar in Dental Assisting	_____	_____	3

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

Prerequisites – 10cr/hrs
HCHS 111 – 3
HCHS 113 or 114 – 4
CJ 221 or 130 – 3

Term 1 – 13cr/hrs (Fall)	**Term 2 – 12cr/hrs (Spring)**	**Term 3 – 9cr/hrs (Summer)**
HCDA 101 – 3	HCDA 110 – 3	HCDA 135 – 2
HCDA 120 – 4	HCDA 125 – 3	HCDA 145 – 3
HCDA 140 – 3	HCDA 130 – 3	HCDA 155 – 4
NUTR 120 – 3	HCDA 164 – 3	

Total Required: (44 credits)

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

Certificate in Diabetes Prevention Specialist

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.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Health Sciences: (7 credits)				
HCHS 111	Medical Terminology	_____	_____	3
HCHS 113	Basic Body Structures & Functions	_____	_____	4
Health Promotion: (6 credits)				
HED 280	Community Health Education Pres Plan	_____	_____	3
NUTR 120	Nutrition for Health	_____	_____	3
DIABETES PREVENTION CORE: (19 credits)				
DPS 101	Perspective in Diabetes Prevention	_____	_____	3
DPS 102	Diabetes Prevention I	_____	_____	4
DPS 103	Fitness & Wellness in Diabetes Prev	_____	_____	4
DPS 202	Diabetes Prevention	_____	_____	4
DPS 220	Diabetes and Nutrition	_____	_____	4

Total Required: (32 credits)

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	**Term 2 – 15cr/hrs**
HCHS 111 – 3	HCHS 113 – 4
NUTR 120 – 3	HED 280 – 3
DPS 101 – 3	DPS 202 - 4
DPS 102 – 4	DPS 220 – 4
DPS 103 - 4	

**Summer Semester as needed.

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

Certificate in Drafting Technology

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.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition **or**			
ENGL 119	Technical Communications	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Mathematics	_____	_____	3
DRAFTING CORE: (21 credits)				
DRFT 101	Mechanical Drafting I	_____	_____	3
DRFT 102	Mechanical Drafting II	_____	_____	3
DRFT 115	AutoCAD Level I	_____	_____	3
DRFT 125	AutoCAD Level II	_____	_____	3
DRFT 141	Architectural Drafting	_____	_____	3
DRFT 241	Architectural Drafting II	_____	_____	3
CNST 175	Blueprint Reading	_____	_____	3
ELECTIVES: (6 credits)				
Any course relating to a planned course of study with approval of Program Coordinator.				
_____		_____	_____	3
_____		_____	_____	3

Total Required: (33 credits)

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	**Term 2 – 12cr/hrs**	**Term 3 – 6cr/hrs**
ENGL 110 or 119 – 3	DRFT 102 – 3	Drafting Elective – 3
MATH 115 – 3	DRFT 125 – 3	Drafting Elective – 3
DRFT 101 – 3	DRFT 241 – 3	
DRFT 115 – 3	CNST 175 – 3	
DRFT 141 – 3		

**Summer Semester as needed.

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

Certificate in Early Childhood Multicultural Education

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.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
Mathematics: (3/4 credits)				
MATH 111/113	Math for Elem/Mid School Teachers w/Lab	_____	_____	3/4
Social and Behavioral Sciences: (6 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
EARLY CHILDHOOD CORE REQUIREMENTS: (21 credits)				
ECME 101	Child Growth and Development	_____	_____	3
ECME 103	Health, Safety and Nutrition	_____	_____	2
ECME 111	Family and Community Collaboration	_____	_____	3
ECME 115	Guidance of Young Children	_____	_____	3
ECME 117**	Curriculum Development through Play	_____	_____	3
ECME 117L**	Practicum Curriculum Development through Play	_____	_____	2
ECME 202	Intro to Reading & Literacy Dev	_____	_____	3
ECME 230	Professionalism	_____	_____	2

**ECME 117 & 117L must be taken concurrently.

Total Required: (36 credits)

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 110 – 3
MATH 111 – 3
ECME 101 – 3
ECME 103 – 2
Social/Behavioral Science Elective - 3

Term 2 – 12cr/hrs
ENGL 120 – 3
ECME 111 – 3
ECME 115 – 3
Social/Behavioral Science Elective – 3

Term 3 – 10cr/hrs
ECME 117** - 3
ECME 117L** - 2
ECME 202 – 3
ECME 230 – 2

***Summer Semester as needed.

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

Associate of Arts in Early Childhood Multicultural Education

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).

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
CJ 220	Communication for Teachers	_____	_____	3
Mathematics: (3 credits) *Does not count toward the UNM-A Core Curriculum*				
MATH 111/113	Math for Elem/Mid School Teachers w/Lab	_____	_____	3/4
Social and Behavioral Sciences: (9 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Fine Arts: (6 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
Natural Sciences: (8 credits)				
Choose from NTSC 261L, NTSC 262L, NTSC 263L, CHEM 111L, and BIOL 110/112L.				
_____		_____	_____	4
_____		_____	_____	4
EARLY CHILDHOOD CORE REQUIREMENTS (29):				
ECME 101	Child Growth and Development	_____	_____	3
ECME 103	Health, Safety and Nutrition	_____	_____	2
ECME 111	Family and Community Collaboration	_____	_____	3
ECME 115	Guidance of Young Children	_____	_____	3
ECME 117**	Curriculum Development through Play	_____	_____	3
ECME 117L**	Practicum Curriculum Development through Play	_____	_____	2
ECME 202	Intro to Reading & Literacy Dev	_____	_____	3
ECME 217**	Curriculum Dev & Implementation II	_____	_____	3
ECME 217L**	Practicum II	_____	_____	2
ECME 220	Asses Children & Eval of Program	_____	_____	3
ECME 230	Professionalism	_____	_____	2

Total Required: (64 credits)

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 110 - 3
MATH 111 – 3
ECME 101 - 3
ECME 103 – 2
Natural Science – 4

Term 2 – 15cr/hrs
ENGL 120 – 3
ECME 111 – 3
ECME 115 - 3
Social/Behavioral Science - 3
Fine Arts - 3

Term 3 – 7cr/hrs
Social/Behavioral Science - 3
Natural Science - 4

Term 4 – 14cr/hrs	**Term 5 – 13cr/hrs**
ECME 117** - 3	CJ 220 - 3
ECME 117L**- 2	ECME 202 - 3
ECME 220 - 3	ECME 217** - 3
Social/Behavioral Science - 3	ECME 217L** - 2
Fine Arts - 3	ECME 230 - 2

**ECME 117 & 117L: ECME 217 & ECME 217L must be taken concurrently.

***Summer Semester as needed.

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

Certificate in Entrepreneurship

Entrepreneurship focuses on those aspects that relate to the creation of new businesses and managing small businesses.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (3 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
Mathematics: (3 credits)				
MATH 120	Intermediate Algebra	_____	_____	3
Humanities/Behavioral/Social Science: (3 credits)				
_____		_____	_____	3
ENTREPRENEURISM CORE: (21 credits)				
CJ 221	Interpersonal Communication	_____	_____	3
MGMT 101	Fundamentals of Accounting I	_____	_____	3
MGMT 113	Management: An Intro	_____	_____	3
MGMT 190	Special Topics	_____	_____	3
MGMT 195	Intro to Entrepreneurship	_____	_____	3
MGMT 222	Introduction to Marketing	_____	_____	3
CS 150L	Computing for Business Students	_____	_____	3

Total Required: (30 credits)

SUGGESTED COURSE SEQUENCING: Contact Business Management & Technology Department at (505) 863-7511.

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

Associate of Applied Science in General Studies

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

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

Consult with your advisor for current transferability information.

Area	Semester	Grade	Credits
Writing & Speaking: (9 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Mathematics: (8 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	4
_____	_____	_____	4
Natural Sciences: (4 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	4
Social and Behavioral Sciences: (3 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
Humanities: (3 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
Fine Arts: (3 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
Health/Physical Education: (2 credits)			
_____	_____	_____	1
_____	_____	_____	1
GENERAL EDUCATION ELECTIVES (7 credits) *Any course at the 101 level or above listed in the UNM Core Requirements*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	1
ADDITIONAL ELECTIVES (21 credits) *Any courses at the 101 level or above.*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Total Required: (60 credits)

FOR SUGGESTED COURSE SEQUENCING:

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

Certificate in Green Building Certificate

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. The whole green movement addresses relevant issues in the attempt to 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.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
GREEN BUILDING TECHNOLOGY CORE: (32 credits)				
CNST 104	Core Curriculum	_____	_____	4
CNST 114	Passive Solar Adobe	_____	_____	4
CNST 124	Renewable Energy Active Systems	_____	_____	4
CNST 134	Sustainable Landscape	_____	_____	4
CNST 174	Green Building/Design	_____	_____	4
CNST 204	Timber Frame Construction	_____	_____	4
(Maximum of 8 credit hours for one or combined courses: CNST 295 & 299.)				
CNST 295	Practicum **or**			
CNST 299	Cooperative			
_____		_____	_____	4
_____		_____	_____	4

Total Required: (32 credits)

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	**Term 2 – 16cr/hrs**
CNST 104 - 4	CNST 114 - 4
CNST 124 - 4	CNST 134 - 4
CNST 174 - 4	CNST 204 - 4
CNST 295 OR 299 - 4-8cr	CNST 295 OR CNST 299 - 4-8

**Summer Semester as needed.

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

Associate of Science in Health Information Technology

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

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III OR			
CJ 221	Interpersonal Communication	_____	_____	3
Fine Arts/Humanities: (3 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
Behavioral Science: (3 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
Physical Education/Health: (2)				
_____		_____	_____	1
_____		_____	_____	1
Social Sciences: (3 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
Mathematics/Natural Science: (7 credits)				
STAT 145	Introduction to Statistics OR			
MATH 121	College Algebra	_____	_____	3
Choose from BIOL 123/124L, 136/139L, 237/227L,				
OR HCHS 113		_____	_____	4
Health Sciences: (6 credits)				
HCHS 111	Medical Terminology	_____	_____	3
HCHS 115	Pharmacology for Health Occupations	_____	_____	3
Business Technology: (3 credits)				
CS 150L	Computing for Business Students	_____	_____	3
HEALTH INFORMATION TECHNOLOGY CORE (38):				
HCHT 121	Health Information Technology I	_____	_____	4
HCHT 211	Basic ICD / CPT Coding	_____	_____	4
HCHT 213	Principles of Disease	_____	_____	4
HCHT 215	Advanced OP Coding	_____	_____	2
HCHT 219	Advanced IP Coding	_____	_____	3
HCHT 221	Medical-Legal & Quality Management	_____	_____	4
HCHT 222	Health Information Technology II	_____	_____	4
HCHT 231	Computer Application & Statistics	_____	_____	4
HCHT 232	Reimbursement Methodologies	_____	_____	3
HCHT 233	Professional Practice Experience	_____	_____	6

Total Required: (71 credits)

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 110 – 3
HCHS 111 – 3
Natural Science Elective – 4

Term 2 – 16cr/hrs – (Fall)
ENGL 120 or CJ 221 – 3
STAT 145 or MATH 121 – 3
CS 150L – 3
HCHT 213 – 4
Social Science Elective – 3

Term 3 – 15cr/hrs – (Spring)
HCHT 221 – 4
HCHT 121 – 4
HCHS 115 – 3
HCHT 211 – 4

Term 4 - 2cr/hrs – (Summer)
HCHT 215 – 2

Term 5 – 18cr/hrs – (Fall)
HCHT 219 – 3
HCHT 222 – 4
HCHT 231 – 4
HCHT 232 – 3
Fine Arts/Humanities – 3
Health Physical Education/Recreation – 1

Term 6 – 10cr/hrs – (Spring)
HCHT 233 – 6
Behavioral Science – 3
Health Physical Education/Recreation – 1

**Summer Semester as needed.

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

NOTE: The HIT courses are only offered once per year; therefore, it is extremely important that students follow the course sequencing especially for the HIT courses.

Certificate in Health Information Technology - Coding

A certificate in Health Information Technology is awarded following successful completion of the 33 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. Students are eligible to seek their CCA Coding Certification through AHIMA upon completion of this Coding Certificate program.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (3 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
Natural Science: (4 credits)				
Choose from BIOL 123/124L, 136/139L, 237/227L OR HCHS 113		_____	_____	4
Health Sciences: (3 credits)				
HCHS 111	Medical Terminology	_____	_____	3
Business Technology: (3)				
IT 101	Computer Fundamentals	_____	_____	3
HEALTH INFORMATION TECHNOLOGY CORE: (20 credits)				
HCHT 121	Health Information Technology I	_____	_____	4
HCHT 211	Basic ICD / CPT Coding	_____	_____	4
HCHT 215	Advanced OP Coding	_____	_____	2
HCHT 219	Advanced IP Coding	_____	_____	3
HCHT 221	Medical-Legal & Quality Management	_____	_____	4
HCHT 232	Reimbursement Methodologies	_____	_____	3

Total Required: (33 credits)

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 (Fall)
ENGL 110 - 3
HCHS 111 - 3
IT 101 - 3
BIOL 123/124L, 136/139L, 237/227L or HCHS 113 - 4cr

Term 2 – 12cr/hrs (Spring)
HCHT 121 - 4
HCHT 211 - 4
HCHT 221 - 4

Term 3 – 2cr/hrs (Summer)
HCHT 215 – 2

Term 4 – 6cr/hrs (Fall)
HCHT 232 - 3cr
HCHT 219 - 3cr

**Summer Semester as needed.

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

NOTE: The HIT/Medical Coding courses are only offered once per year; therefore, it is extremely important that students follow the course sequencing especially for the HIT/Medical Coding courses.

Certificate in Human Services

The 30 credit hour Certificate in Human Services introduces students to the Human Services field, enhances a student's ability to obtain or maintain employment in a Human Services ore related field, and provides a foundation for further study in Human Services. All 30 credit hours earned in the Certificate in Human Services can be applied towards completion of the Associate of Arts degree in Human Services that offers concentrations in Family Studies and Substance Abuse.

Consult with your advisor for current transferability information.

Area			Semester	Grade	Credits
Writing & Speaking: (9 credits)					
ENGL 110	Accelerated Composition		_____	_____	3
ENGL 120	Accelerated Composition		_____	_____	3
CJ 130	Public Speaking	OR			
CJ 221	Interpersonal Communication		_____	_____	3
Behavioral & Social Science: (6 credits)					
PSY 105	General Psychology		_____	_____	3
SOC 101	Introduction to Sociology		_____	_____	3
Second Language: (3 credits)					
_____			_____	_____	3
Additional Requirements: (3 credits)					
IT 101	Computer Fundamentals		_____	_____	3
HUMAN SERVICES CORE: (9 credits)					
HS 101	Introduction to Human Services		_____	_____	3
HCHS 140	Introduction to Substance Abuse		_____	_____	3
Approved HS Elective:					
_____			_____	_____	3

Total Required: (30 credits)

SUGGESTED COURSE SEQUENCING: Recommended Course Sequence for Full-time Students:

Term 1 – 15cr/hrs	**Term 2 – 15cr/hrs**
ENGL 110 – 3	ENGL 120 – 3
CJ 130 or 221 – 3	Second Language – 3
HS 101 – 3	HCHS 140 – 3
SOC 101 – 3	PSY 105 – 3
IT 101 – 3	HS Elective – 3

Recommended Course Sequence for Part-time Students:

Term 1 – 6cr/hrs	**Term 2 – 9cr/hrs**	**Term 3 – 9cr/hrs**	**Term 4 – 6cr/hrs**
ENGL 110	ENGL 120	SOC 101 – 3	PSY 105 – 3
CJ 130 221	IT 101	Second Language – 3	HS Elective – 3
	HS 101	HCHS 140 – 3	

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

Associate of Arts in Human Services, Concentration in Family Studies

The 68 credit hours Associate of Arts (AA) degree in Human Services prepares students to work with diverse individuals, families, groups, and communities and to pursue further study in social work or a related field. Students have the option of focusing on one of the two concentrations: Family Studies, Substance Abuse and Human Services in Tribal Communities.

The concentration in Family Studies provides students with an interdisciplinary approach to the study of the well-being and healthy development of individuals and families over the life span. Cultural competency in family life education and the role of human services providers builds a foundation for further study in social work or a related field or entry work in human services.

Courses earned for the AA degree in Human Services will be accepted toward the baccalaureate degree in Social Work (BSW) from the following CSWE (Council on Social Work Education) accredited programs: Eastern New Mexico University, New Mexico Highlands University, New Mexico State University and Western New Mexico University.

Area			Semester	Grade	Credits
Writing & Speaking: (9 credits)					
ENGL 110	Accelerated Composition		_____	_____	3
ENGL 120	Composition III		_____	_____	3
CJ 130	Public Speaking	OR			
CJ 221	Interpersonal Communication		_____	_____	3
Behavioral & Social Science: (9 credits) *Choose from POLS 200, PSY 105, SOC 101, ANTH 101, 130, and ECON 105*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Fine Arts & Humanities: (9 credits) *Choose from: HIST 101, 102, 161, PHIL 101, ARCH 101, ARTH 101, 201, 202, ENGL 150 and AMST 186.*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Mathematics: (3 credits) *Choose from MATH 121, 129 or STAT 145*					
_____			_____	_____	3
Physical and Natural Sciences: (8 credits) *Choose from: BIOL 110/112L, 123/124L, CHEM 111, 121/123L, GEOG 101, EPS 101/105L, ENVS 101, PHYC 151/151L, 152/152L and ASTR 101/101L.*					
_____			_____	_____	4
_____			_____	_____	4
Second Language (6 credits) *Language other than English*					
_____			_____	_____	3
_____			_____	_____	3
Additional Requirements (3 credits)					
IT 101	Computer Fundamentals		_____	_____	3
FAMILY STUDIES CORE (21):					
HS 101	Introduction to Human Services		_____	_____	3
HS 105	Group Dynamics		_____	_____	3
HCHS 140	Introduction to Substance Abuse		_____	_____	3
FS 213	Marriage & Family Relations		_____	_____	3
FS 281	Intro to Family Studies		_____	_____	3
HS 280	Internship in Human Services		_____	_____	3
HS 281	Professional Issues in Human Services		_____	_____	3

Total Required: (68 credits)

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
ENGL 110 – 3
HS 101 – 3
Social/Behavioral Science – 3

Term 2 – 12cr/hrs
ENGL 120 – 3
CJ 130 or 221 – 3
HS 105 – 3
Social/Behavioral Science – 3

Term 3 – 13cr/hrs
Math – 3
Social/Behavioral Science – 3
Physical & Natural Science – 4
HCHS 140 – 3

Term 4 – 13cr/hrs
Second Language – 3
IT 101 – 3
Physical & Natural Science – 4
FS 281 – 3

Term 5 – 12cr/hrs
Fine Arts/Humanities – 3
Fine Arts/Humanities – 3
Second Language – 3
FS 213 – 3

Term 6 – 9cr/hrs
HS 280 – 3
HS 281 – 3
Fine Arts/Humanities – 3

Note: Students wishing to take fewer courses must speak with the Human Services faculty and Academic Advisor for an appropriate program completion plan.

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

Associate of Arts in Human Services, Concentration in Substance Abuse

The 68 credit hours Associate of Arts (AA) degree in Human Services prepares students to work with diverse individuals, families, groups, and communities and to pursue further study in social work or a related field. Students have the option of focusing on one of the two concentrations: Family Studies, Substance Abuse and Human Services inTribal Communities.

The concentration in Substance Abuse allows students to apply for licensure as a Licensed Substance Abuse Associate (LSAA) provided they possess the qualifications and requirements established by the New Mexico Regulation and Licensing Department Counseling and Therapy Practice Board. Students interested in the LSAA are strongly encouraged to meet with the Human Services faculty to review the qualifications and documentation required for licensure. Students should meet with the Human Services faculty upon successful completion of HS 101 to ensure students meet licensure requirements.

Courses earned for the AA degree in Human Services will be accepted toward the baccalaureate degree in Social Work (BSW) from the following CSWE (Council on Social Work Education) accredited programs: Eastern New Mexico University, New Mexico Highlands University, New Mexico State University and Western New Mexico University.

Area			Semester	Grade	Credits
Writing & Speaking: (9 credits)					
ENGL 110	Accelerated Composition		_____	_____	3
ENGL 120	Composition III		_____	_____	3
CJ 130	Public Speaking	OR			
CJ 221	Interpersonal Communication		_____	_____	3
Behavioral & Social Science: (9 credits) *Choose from POLS 200, PSY 105, SOC 101, ANTH 101, 130, and ECON 105*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Fine Arts & Humanities: (9 credits) *Choose from: HIST 101, 102, 161, PHIL 101, ARCH 101, ARTH 101, 201, 202, ENGL 150 and AMST 186.*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Mathematics: (3 credits) *Choose from MATH 121, 129 or STAT 145*					
_____			_____	_____	3
Physical and Natural Sciences: (8 credits) *Choose from: BIOL 110/112L, 123/124L, CHEM 111, 121/123L, GEOG 101, EPS 101/105L, ENVS 101, PHYC 151/151L, 152/152L and ASTR 101/101L.*					
_____			_____	_____	4
_____			_____	_____	4
Second Language (6 credits) *Language other than English*					
_____			_____	_____	3
_____			_____	_____	3
Additional Requirements (3 credits)					
IT 101	Computer Fundamentals		_____	_____	3
Tribal Communities Core (21):					
HS 101	Introduction to Human Services		_____	_____	3
HS 120	Principles of Interviewing & Assessment		_____	_____	3
HS 200	Adolescent Substance Abuse: Prev & Treatmt		_____	_____	3
HCHS 140	Introduction to Substance Abuse		_____	_____	3
FS 213	Marriage & Family Relations		_____	_____	3
HS 280	Internship in Human Services		_____	_____	3
HS 281	Professional Issues in Human Services		_____	_____	3

Total Required: (68 credits)

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
ENGL 110 – 3
HS 101 – 3
Social/Behavioral Science – 3

Term 2 – 12cr/hrs
ENGL 120 – 3
CJ 130 or 221 – 3
HS 120 – 3
Social Behavioral Science – 3

Term 3 – 13cr/hrs
Math – 3
Social/Behavioral Science – 3
Physical & Natural Science – 4
HCHS 140 – 3

Term 4 – 13cr/hrs
Second Language – 3
IT 101 – 3
Physical & Natural Science – 4
HS 200 – 3

Term 5 – 12cr/hrs
Fine Arts/Humanities – 3
Fine Arts/Humanities – 3
Second Language – 3
FS 213 – 3

Term 6 – 9cr/hrs
HS 280 – 3
HS 281 – 3
Fine Arts/Humanities – 3

Note: Students wishing to take fewer courses must speak with the Human Services faculty and Academic Advisor for an appropriate program completion plan.

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

Associate of Arts in Human Services, Concentration in Human Services in Tribal Communities

The 68 credit hours Associate of Arts (AA) degree in Human Services prepares students to work with diverse individuals, families, groups, and communities and to pursue further study in social work or a related field. Students have the option of focusing on one of the three concentrations: Family Studies, Substance Abuse and Human Services in Tribal Communities.

The concentration in Substance Abuse allows students to apply for licensure as a Licensed Substance Abuse Associate (LSAA) provided they possess the qualifications and requirements established by the New Mexico Regulation and Licensing Department Counseling and Therapy Practice Board. Students interested in the LSAA are strongly encouraged to meet with the Human Services faculty to review the qualifications and documentation required for licensure. Students should meet with the Human Services faculty upon successful completion of HS 101 to ensure students meet licensure requirements.

Courses earned for the AA degree in Human Services will be accepted toward the baccalaureate degree in Social Work (BSW) from the following CSWE (Council on Social Work Education) accredited programs: Eastern New Mexico University, New Mexico Highlands University, New Mexico State University and Western New Mexico University.

Area			Semester	Grade	Credits
Writing & Speaking: (9 credits)					
ENGL 110	Accelerated Composition		_____	_____	3
ENGL 120	Composition III		_____	_____	3
CJ 130	Public Speaking	OR			
CJ 221	Interpersonal Communication		_____	_____	3
Behavioral & Social Science: (9 credits) *Choose from POLS 200, PSY 105, SOC 101, ANTH 101, 130, and ECON 105*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Fine Arts & Humanities: (9 credits) *Choose from: HIST 101, 102, 161, PHIL 101, ARCH 101, ARTH 101, 201, 202, ENGL 150 and AMST 186.*					
_____			_____	_____	3
_____			_____	_____	3
_____			_____	_____	3
Mathematics: (3 credits) *Choose from MATH 121, 129 or STAT 145*					
_____			_____	_____	3
Physical and Natural Sciences: (8 credits) *Choose from: BIOL 110/112L, 123/124L, CHEM 111, 121/123L, GEOG 101, EPS 101/105L, ENVS 101, PHYC 151/151L, 152/152L and ASTR 101/101L.*					
_____			_____	_____	4
_____			_____	_____	4
Second Language (6 credits) *Language other than English*					
_____			_____	_____	3
_____			_____	_____	3
Additional Requirements (3 credits)					
IT 101	Computer Fundamentals		_____	_____	3
HUMAN SERVICES IN TRIBAL COMMUNITIES CORE (21):					
HS 101	Introduction to Human Services		_____	_____	3
HCHS 140	Introduction to Substance Abuse		_____	_____	3
TRCA 101	Traditional & Customary Laws of Tribal Nations		_____	_____	3
TRCA 102	Original & Alternative Dispute Mediation		_____	_____	3
TRCA 105	Domestic Relations		_____	_____	3
HS 280	Internship in Human Services		_____	_____	3
HS 281	Professional Issues in Human Services		_____	_____	3

Total Required: (68 credits)
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
ENGL 110 – 3
HS 101 – 3
Social/Behavioral Science – 3

Term 2 – 12cr/hrs
ENGL 120 – 3
CJ 130 or 221 – 3
TRCA 101 – 3
Social Behavioral Science – 3

Term 3 – 13cr/hrs
Math – 3
Social/Behavioral Science – 3
Physical & Natural Science – 4
TRCA 105 – 3

Term 4 – 13cr/hrs
Second Language – 3
IT 101 – 3
Physical & Natural Science – 4
TRCA 102 – 3

Term 5 – 12cr/hrs
Fine Arts/Humanities – 3
Fine Arts/Humanities – 3
Second Language – 3
HCHS 140 – 3

Term 6 – 9cr/hrs
HS 280 – 3
HS 281 – 3
Fine Arts/Humanities – 3

Note: Students wishing to take fewer courses must speak with the Human Services faculty and Academic Advisor for an appropriate program completion plan.

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

Certificate in Information Technology

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

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

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (3 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
Mathematics: (3 credits)				
MATH 120	Intermediate Algebra	_____	_____	3
INFORMATION TECHNOLOGY CORE: (19-21 credits)				
CJ 221	Interpersonal Communication	_____	_____	3
CS 150L	Computing for Business Students	_____	_____	3
CS 151L	Computer Programming Fundamentals	_____	_____	3
IT 125	Microcomputer Operating Systems	_____	_____	3
IT 131	Intro to Hardware Installation	_____	_____	3
IT 166	Web Page Design	_____	_____	1-3
IT 230	Computer Networking	_____	_____	3
ELECTIVES (3): Faculty Advisor must approve elective in the area of Business, CS, IT, MATH.				
_____		_____	_____	3

Total Required: (28-30 credits)

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

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

Associate of Applied Science in Legal Assistant

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-.

Consult with you Advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 119	Technical Communications	_____	_____	3
BSTC 265	Business Communications **or**			
CJ 101 or above		_____	_____	3
Mathematics: (3 credits) MATH 120 or other				
_____		_____	_____	3
Fine Arts/ Humanities: (3 credits) Any Fine Arts or Humanities 101 or above				
_____		_____	_____	3
Behavioral/Physical & Natural Sciences: (3 credits) Any Behavioral/Physical & Natural Science 101 or above				
_____		_____	_____	3
Social Sciences: (3 credits) Any Social Science 101 or above				
_____		_____	_____	3
BUSINESS TECHNOLOGY CORE: (42 credits)				
BSTC 100	Introduction to Accounting	_____	_____	3
BSTC 142	Introduction to Legal System	_____	_____	3
BSTC 218	Business Law I	_____	_____	3
BSTC 204	Human Relations in Business	_____	_____	3
BSTC 243	Estate Probate	_____	_____	3
BSTC 244	Litigation	_____	_____	3
BSTC 270	Family Law for the Legal Assistant	_____	_____	3
BSTC 275	Real Estate Law for the Legal Assistant	_____	_____	3
BSTC 276	Survey of Torts for the Legal Assistant	_____	_____	3
BSTC 280	Legal Research & Writing	_____	_____	3
BSTC 299	CO-OP Work Experience	_____	_____	3
CRJS 201	Criminal Law I	_____	_____	3
CS 150L	Computing for Business Students	_____	_____	3
IT 120	Introduction to Word Processing	_____	_____	3
Business Management & Technology Electives (3): Related courses numbered 101 or above. Faculty Advisor must approve electives.				
_____		_____	_____	3

Total Required: (66 credits)

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 110 - 3
MATH 120 - 3
CRJS 201 - 3
BSTC 142 - 3
Behavioral/Physical & Natural Science Elective - 3

Term 2 – 15cr/hrs
ENGL 119 - 3
BSTC 100 - 3
BSTC 218 - 3
BSTC 243 - 3
IT 120* - 3

Term 3 – 18cr/hrs
CS 150L - 3
BSTC 204 – 3
BSTC 265 or CJ 101 - 3
BSTC 244 – 3
BSTC 280 – 3
Fine Arts/Humanities Elective – 3

Term 4 – 18cr/hrs
BSTC 270 – 3
BSTC 275 – 3
BSTC 276 – 3
BSTC 299 – 3
Business Elective* - 3
Social Science Elective – 3

**Summer Semester as needed.

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

Associate of Arts in Liberal Arts

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 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.

Area	Semester	Grade	Credits
Writing & Speaking: (9 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Mathematics: (6 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
Physical and Natural Sciences: (7-8 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3/4
_____	_____	_____	3/4
Social and Behavioral Sciences: (9 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Humanities: (9 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Fine Arts: (6 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
_____	_____	_____	3
Second Language: (3 credits) *For required courses, refer to the UNM Core Curriculum*			
_____	_____	_____	3
Health/Physical Education: (2 credits)			
_____	_____	_____	1
_____	_____	_____	1

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.

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Total Required: (60-61 credits)

FOR SUGGESTED COURSE SEQUENCING: Contact the Advisement Center at (505) 863-7706.

Associate of Science in Medical Laboratory Technician

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

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

Interested students must first be admitted to UNM-Gallup before applying to the MLT Program. General education prerequisite courses must be completed prior to admission. A grade of C or better is required in all courses. Deadline for submission of application to the MLT Program is June 1st for fall admissions and October 1st for spring admissions. Students are admitted each regular semester based on selection criteria. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. Students are required to complete all professional coursework within a five-year time period.

Consult with your Advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III **or**			
CJ 221	Interpersonal Communication	_____	_____	3
Fine Arts/Humanities: (3 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
Mathematics/Physical and Natural Sciences: (11 credits) *Choose from STAT 145, MATH 150 or MATH 121; CHEM 121/123L or CHEM 111/111L; CHEM 122/124L or CHEM 212*				
_____		_____	_____	3
_____		_____	_____	4
_____		_____	_____	4
Biology: (8 credits) *Choose from BIOL 123/124L, BIOL 136/139L, 200, 237/227L and 238/237L*				
_____		_____	_____	4
_____		_____	_____	4
Social and Behavioral Sciences: (6 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
Health/Physical Education: (2 credits)				
_____		_____	_____	1
_____		_____	_____	1
Health Sciences: (1 credit\)				
HCHS 101	Phlebotomy	_____	_____	1
MEDICAL LABORATORY TECHNICIAN CORE: (34 credits)				
MLT 111	Intro to Basic Laboratory Skills	_____	_____	4
MLT 112	Clinical Practicum: Phlebotomy	_____	_____	1
MLT 211	Clinical Hematology & Coagulation	_____	_____	4
MLT 214	Clinical Microbiology	_____	_____	5
MLT 216	Clinical Chemistry	_____	_____	4
MLT 219	Immunohematology and Serology	_____	_____	4
MLT 271	Directed Clinical Practicum I	_____	_____	4

MLT 281	Directed Clinical Practicum II	_____	_____	6
MLT 291	Preparation for MLT Board Exam	_____	_____	2

Total Required: (71 credits)

SUGGESTED COURSE SEQUENCING: The following is the recommended course sequence for full-time students who met the prerequisites for the required courses. Part-time students should see the MLT program coordinator to customize their educational plan.

Term 1 – 13cr/hrs
ENGL 110 - 3
MATH 121 - 3
Biology - 4
Behavioral/Social Science – 3

Term 2 – 12cr/hrs
ENGL 120 or CJ 221 - 3
Chemistry - 4
Biology - 4
HCHS 101 - 1

Term 3 – 12cr/hrs
CHEM 212 - 4
Behavioral/Social Science - 3
MATH - 3
Health/Physical Education - 2

Term 4 – 13cr/hrs
MLT 111 - 4
MLT 214 - 5
MLT 216 - 4

Term 5 – 8cr/hrs
MLT 211 – 4
MLT 219 – 4

Term 6 Capstone Courses – 13cr
MLT 112 - 1
MLT 271 - 4
MLT 281 - 6
MLT 291 – 2

NOTES:

1. English, Math, Chemistry and Biology courses must be taken in sequence. Please note that there may be prerequisites to these courses that are not in the MLT curriculum.
2. Interested students MUST apply to the MLT program. General education prerequisite courses must be completed prior to admission. A grade of "C" or better is required in all courses. **Deadline for submission of application to the MLT program is June 1st for fall admissions and October 1st for spring admission**. Students are admitted each regular semester based on the **selection criteria**. Class size is limited to twelve. Priority is given to continuing students who are in good academic standing. Students are required to complete all professional coursework **within a five-year time period**.

**Summer Semester as needed.
FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

Associate of Science in Nursing

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 the NCLEX-RN licensing examination to become a registered nurse. Admission requirement for the Nursing Program includes:

- Completion of all prerequisite courses with a "C" or better
- 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.
- Nursing Assistant Training (Current validation of nursing assistant skills required)
- Competitive Entry Program

Consult with your Advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
Fine Arts/Humanities: (3 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
Behavioral Sciences: (6 credits)				
PSY 105	General Psychology	_____	_____	3
PSY 220	Development Psychology	_____	_____	3
Mathematics/Physical & Natural Sciences: (8 credits)				
BIOL 136/139L or BIOL 237/227L		_____	_____	4
BIOL 200 or BIOL 238/227L		_____	_____	4
Health Sciences: (6 credits)				
HCHS 111	Medical Terminology	_____	_____	3
HCHS 125	Introduction to Pharmacology	_____	_____	3
NURSING CORE: (43 credits)				
NURS 110	Professional Development	_____	_____	1
NURS 115	Nursing Fundamentals	_____	_____	8
NURS 130	Medical-Surgical Nursing	_____	_____	5
NURS 131	Principles of Mental Health	_____	_____	4
NURS 230	Women's Health Nursing	_____	_____	4
NURS 232	Pediatric Nursing	_____	_____	4
NURS 234	Medical-Surgical Nursing II	_____	_____	5
NURS 242L	Nursing Practicum	_____	_____	2
NURS 243	Medical Surgical Nursing III	_____	_____	9
NURS 245	Professional Seminar	_____	_____	1

Total Required: (72 credits)

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 110 – 3
PSY 105 - 3
BIOL 136/139L or BIOL 237/227L - 4
HCHS 111 – 3
Elective – 3

Term 2 – 16cr/hrs
BIOL 200 or BIOL 238/227L – 4
HCHS 125 – 3 *Must be admitted into the Nursing Program.
NURS 110 – 1 *Must be admitted into the Nursing Program.
NURS 115 – 8 *Must be admitted into the Nursing Program.

Term 3 – 12cr/hrs	Term 4 – 16cr/hrs	Term 5 – 12cr/hrs
PSY 220 - 3	ENGL 120 – 3	NURS 242L – 2
NURS 130 – 5	NURS 230 – 4	NURS 243 – 9
NURS 131 – 4	NURS 232 – 4	NURS 245 – 1
	NURS 234 – 5	

FOR ADVISEMENT: Contact the Nursing Department Advisor at (505) 726-6308.

Certificate in Organizational Management & Public Administration

The Certificate in Organizational Management & Public Administration (OMPA) will prepare students for developing knowledge of communication, management, organizational skills, and the fundamental nature of public administration.

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

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 219	Technical and Professional Writing	_____	_____	3
Mathematics: (3 credits)				
MATH 120	Intermediate Algebra	_____	_____	3
BUSINESS TECHNOLOGY CORE: (24 credits)				
CJ 130	Public Speaking	_____	_____	3
CJ 221	Interpersonal Communication	_____	_____	3
CRP 165	Community Regional Planning ***or***			
CRP 181	Introduction to Environmental Problems	_____	_____	3
CS 150L	Computer for Business Students	_____	_____	3
ECON 106	Introductory Microeconomics	_____	_____	3
MGMT 101	Fundamentals of Accounting	_____	_____	3
MGMT 113	Management: An Intro	_____	_____	3
MGMT 222	Introduction to Marketing ***or***			
MGMT158	Ethics in Organizations	_____	_____	3

Total Required: (33 credits)

SUGGESTED COURSE SEQUENCING and ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

Associate of Arts in Pre-Professional Elementary Education

The Associate of Arts degree in Pre-Professional Elementary 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.

Area		Semester	Grade	Credits
Writing & Speaking: (12 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
LING 101	Introduction to the Study of Language	_____	_____	3
CJ 270	Communication for Teachers	_____	_____	3
Fine Arts: (6 credits)				
ARTH 251	Artistic Tradition of the Southwest or			
ARTH 101	Introduction to Art History	_____	_____	3
MUSE 293	Multicultural Awareness through Music or			
MUSE 298	Music for the Elem Teacher	_____	_____	3
History: (12 credits)				
HIST 101, 102, or UHON 121 or 122		_____	_____	3
HIST 161 or 162		_____	_____	3
HIST 260	History of New Mexico	_____	_____	3
HIST Elective		_____	_____	3
Physical and Natural Sciences: (12 credits)				
NTSC 261L	Physical Science	_____	_____	4
NTSC 262L	Life Science	_____	_____	4
NTSC 263L	Environmental Science	_____	_____	4
Mathematics: (10 credits)				
MATH 111	Mathematics for Elem/Mid Teachers I	_____	_____	3
MATH 113	Basic Mathematics Recitation	_____	_____	1
MATH 112	Mathematics for Elem/Mid Teachers II	_____	_____	3
MATH 215	Mathematics for Elem/Mid Teachers III	_____	_____	3
Social and Behavioral Sciences: (6 credits) *For required courses, refer to the UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
Health/Physical Education/Leisure: (1 credit)				
_____		_____	_____	1
EDUCATION CORE: (6 credits)				
ECME 115	Guiding Young Children	_____	_____	3
ECME 202	Intro to Reading & Literacy Development	_____	_____	3

Total Required: (65 credits)

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 110 – 3
NTSC 261L – 4
ARTH 251 or ARTH 101 – 3
HIST 101, 102, or UHON 121 or 122 – 3
LING 101 – 3

Term 2 – 17cr/hrs
ENGL 120 – 3
HIST 161 or 162 – 3
NTSC 262L – 4
MATH 111/113 – 4
Social/Behavioral Science Elective – 3

Term 3 – 16cr/hrs
NTSC 263L – 4
MATH 112 – 3
MUSE 293 or MUSE 298 – 3
ECME 115 – 3
Social/Behavioral Science Elective – 3

Term 4 – 16cr/hrs
CJ 270 – 3
HIST 260 – 3
MATH 215 – 3
ECME 202 – 3
HIST Elective – 3
Health/Physical Education Elective – 1

**Summer Semester as needed.

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

Associate of Arts in Psychology

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.

Area		Semester	Grade	Credits
Writing & Speaking: (9 credits) *Additional Course – refer to UNM Core Curriculum*				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
_____		_____	_____	3
Fine Arts: (3 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
Humanities: (6 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
Mathematics: (3 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
Physical & Natural Sciences: (7 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3/4
Second Language: (3 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
Social and Behavioral Sciences: (6 credits) *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
PSYCHOLOGY: (18 credits)				
PSY 105	General Psychology	_____	_____	3
PSY 200	Statistical Principles	_____	_____	3
Choose four courses from the following: PSY 220, 240, 260, 265 and 271.				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3

ELECTIVES: (9 credits) 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.

_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3

Total Required: (64 credits)

FOR SUGGESTED COURSE SEQUENCING: Contact the Advisement Center at (505) 863-7706.

Associate of Science in Science

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.

Area		Semester	Grade	Credits
Writing & Speaking: (6 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
Fine Arts/Humanities/Social Science: (6 credits): *For required courses, refer to UNM Core Curriculum*				
_____		_____	_____	3
_____		_____	_____	3
Mathematics/Computer Science: (11 credits)				
MATH 162	Calculus I	_____	_____	4
MATH 163	Calculus II	_____	_____	4
CS 151L	Computer Programming Fund	_____	_____	3
Health Promotion/Physical Education: (2 credits)				
_____		_____	_____	1
_____		_____	_____	1
SCIENCE CORE: (24 credits)				
BIOL 123/124L	Biology for Hlth Related Sciences or BIOL 201 Molecular & Cell Biology	_____	_____	4
BIOL 237/227L	Human Anatomy & Physiology w/Lab	_____	_____	4
CHEM 121/123L	General Chemistry I w/Lab	_____	_____	4
CHEM 122/124L	General Chemistry II w/Lab	_____	_____	4
PHYC 151/151L	General Physics w/Lab	_____	_____	4
PHYC 152/152L	General Physics w/lab	_____	_____	4
ELECTIVES: (14 credits) *Choose CHEM 212, BIOL 238/228L, 202, EPS 101/105, and 201.*				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	2

Total Required: (63 credits)

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

Associate of Applied Science in Tribal Court Advocate

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-.

Consult with you Advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 119	Technical Communications	_____	_____	3
CJ 101 or above		_____	_____	3
Behavioral/Physical & Natural Sciences: (3 credits)				
_____		_____	_____	3
Fine Arts/ Humanities: (3 credits)				
_____		_____	_____	3
Mathematics: (3 credits) MATH 120 or other				
_____		_____	_____	3
Social Sciences: (3 credits)				
_____		_____	_____	3
BUSINESS TECHNOLOGY CORE: (42 credits)				
BSTC 100	Introduction to Accounting	_____	_____	3
BSTC 142	Introduction to Legal System	_____	_____	3
BSTC 218	Business Law I	_____	_____	3
BSTC 243	Estate Probate	_____	_____	3
BSTC 244	Litigation	_____	_____	3
BSTC 270	Family Law for the Legal Assistant	_____	_____	3
BSTC 275	Real Estate Law for the Legal Assistant	_____	_____	3
BSTC 280	Legal Research & Writing	_____	_____	3
BSTC 281	Trial Practice Skills	_____	_____	3
BSTC 282	Real Estate Law for Tribal Court Advocate	_____	_____	3
TRE 215	Intro to Law in Tribal Communities	_____	_____	3
CRJS 201	Criminal Law I	_____	_____	3
CS 150L	Computing for Business Students	_____	_____	3
IT 120	Introduction to Word Processing	_____	_____	3
ELECTIVES (3):				
Suggest BSTC 294	Navajo Nation Bar Review	_____	_____	3

Total Required: (66 credits)

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	Term 2 – 15cr/hrs	Term 3 – 18cr/hrs	Term 4 – 18cr/hrs
ENGL 110 – 3	ENGL 119 – 3	CJ 101 or above – 3	BSTC 270 – 3
MATH 120 – 3	BSTC 100 – 3	BSTC 244 – 3	BSTC 275 – 3
CRJS 201 – 3	BSTC 218 – 3	BSTC 280 – 3	BSTC 281 – 3
BSTC 142 – 3	BSTC 243 – 3	TRE 215 – 3	BSTC 282 – 3
IT 120 – 3	Gen Ed Elective – 3	CS 150L - 3	BSTC 294 – 3
		Gen Ed – 3	

**Summer Semester as needed.

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

Certificate in Welding Technology

The Certificate in Welding Technology is designed for students who would like to obtain a certificate or plan to continue on to obtain a higher degree; or for students seeking qualification for entry level work in the welding trades.

Consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing & Speaking: (3 credits)				
ENGL 119	Technical Communications	_____	_____	3
Mathematics: (3 credits)				
MATH 115	Technical Math	_____	_____	3
Business Management & Technology: (3 credits)				
IT 101	Computer Fundamentals or			
DRFT 115	AutoCAD Level I	_____	_____	3
WELDING TECHNOLOGY CORE: (28 credits)				
WLDT 101	Welding Blueprint Reading, CAD & Safety	_____	_____	4
WLDT 105	Arc Welding I	_____	_____	4
WLDT 107	Advanced Arc Welding	_____	_____	4
WLDT 108	Welding Oxy-Fuel	_____	_____	4
WLDT 130	Pipe Welding	_____	_____	4
WLDT 141	MIG & TIG	_____	_____	4
WLDT 201	Welding Math, Comm & Metallurgy	_____	_____	4

Total Required: (37 credits)

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	**Term 2 – 15cr/hrs**	**Term 3 – 6cr/hrs**
WLDT 101 - 4cr	WLDT 107 - 4cr	Comm/Math/Business Course - 3cr
WLDT 105 - 4cr	WLDT 130 - 4cr	Comm/Math/Business Course - 3cr
WLDT 108 - 4cr	WLDT 201 - 4cr	
WLDT 141 - 4cr	Comm/Math/Business Course - 3cr	

**Summer Semester as needed.

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

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 designated "(Main Campus Course)" are also taught at UNM Albuquerque and listed in their catalog.

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)

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. (Main Campus Course)

151L Human Evolution Laboratory (1)
The factual basis of human evolution, from the comparative study of living and fossil primates to interpretations of recent human fossils. Recommended, but not required, that this be taken concurrently with 150. Two hours lab. (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)

109 Design Fundamentals (3)
Studio/lecture introduces fundamental principles and processes of two-, three-, and four-dimensional design. Methods of perception, technique, composition, evaluation of materials and methods, critical evaluation and graphic representation are studied through both abstract and representational assignments. (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)

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. 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. Fall, Spring. (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. 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)
This is a hands-on course introducing contemporary techniques, technologies, underlying concepts, and practitioners of fine art photography. ARTS 187 is a foundation course designed to prepare students for ARTS 188. Fall, Spring. (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. Prerequisite: 106 and 125. (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. Prerequisite: 106. (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

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)

287 Black and White Photography II (3)
Concentrates on black and white photographic techniques: film processing and fine black and white printing. {Offered upon demand} (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.

AUTOMOTIVE TECHNOLOGY (AUTT)

111 Automotive Testing and Diagnosis (6)
Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

115 Brake Systems (6)
The study of modern brake theory including drum and disc-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.

130 Electrical System Repair (6)
Electrical theory and diagnosis. Starting, charging, lighting and related electrical systems in automotive application will be studied.

157 Steering and Suspension (6)
A detailed study of steering and suspension components and their repair and alignment. Prerequisite: 150* or equivalent.

167 Emission Control Service (3)
To familiarize the student with the various emission control devices including functions, diagnosis, repair, and/or service.

170 Heating and Air Condition (6)
Covers the basic and advanced instruction of the latest heating and air-conditioning systems, also the testing, diagnosis and repair of A/C compressors and components.

203 Automotive Engine Overhaul (6)
To teach students the repair and overhaul procedure performed on a gas engine.

210 Drive Train Overhaul (6)
Repair and overhaul of drive train components such as clutch, manual transmission, transfer case and differentials found on 2-wheel, 4-wheel and front wheel drive vehicles.

213 Automatic Transmission Overhaul (6)
A detailed study of the overhaul procedures on all current domestic automatic transmissions.

230 Electrical System Overhaul (3)
To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

293 Automotive Technology Topics (1-6)
A heading for special course offerings, seminars and workshops in various areas of automotive technology. The special offerings will be taught by regular faculty and will focus on topics of special concern on an as-needed basis.

295 Practicum in Auto Technology
(3 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 organismic 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 co-requisite: 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.

201L 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-co-requisite: CHEM 121L and 123L or (AP CHEM 3-5) and MATH 121. **(Credit not allowed for both BIOL 201 and 219.)** 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 and 124L) or 201L and CHEM 111L or (CHEM 121L and CHEM 123l). Three lectures. Fall. (Main Campus Course)

238 Human Anatomy and Physiology II for the Health Sciences (3)
A Continuation of 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Prerequisite: 237. Three lectures. Spring. (Main Campus Course)

239L 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 (CHEM 121L and 123L) or 201 and CHEM 111L or (CHEM 121 and 123L). (Credit not allowed for both 239L and 351-352L) (Main Campus Course)

293 Topics in Biology (1-4)
A course offering special topics and responding to local needs and interests. (Main Campus Course)

BUSINESS MANAGEMENT & TECHNOLOGY (BSTC)

100 Introduction to Accounting (3)
Prerequisites: READ 100 or Compass>=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.

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>=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>=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>=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.

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>=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>=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>=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.

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>=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>=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 150L. 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)

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)

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 103 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. Corequiste: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 (4)
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.

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 badely 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-striping. New paint systems and spray equipment.

211 Restoration (4)
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)

COMMUNITY & REGIONAL PLANNING (CRP)

165 Community and Regional Planning, Introduction (3)
Introduction to the social economic, political and physical factors involved in the development of cities and towns. Emphasis on the nature of urban form as a reflection of the prevailing past and present political economy of society.

181 Intro to Environmental Problems (3)
Development of the major issues, concepts and methods merging from the relationship of social systems and the natural environment.

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.

104 Core Curriculum (4)
Required introduction to the National Center for Construction Education and Research for certification. Topics studied include basic math, communications, prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

105 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.

114 Passive Solar Adobe (4)
Passive solar and thermal mass theory, design, and construction methods for residential construction. Students design and build a personal or community services project. Prerequisite: CNST 104.

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.

120 Principles of Electricity (3)
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.

124 Renewable Energy Active Systems (4)
Introductory level course study of sustainable alternative energy systems. The focus of the Photovoltaic course is theory, technology, and preparation for certification of students to do commercial installations.

134 Sustainable Landscape (4)
Introduction to sustainable landscape and gardening tailored to high mesa desert we reside in. Course focus is low water use and passive solar affects on green building. Prerequisite: CNST 104

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.

174 Green Building/Design (4)
The course is designed to explore and educate students in sustainable building technology. Students will study past, current practices, and future best practices for green design and building. Prerequisite: CNST 104.

204 Timber Frame Construction (4)
Green building focus related to structural wood construction. Timber, post and beam, logs, and similar topics using new sustainable products such as structural insulated panels.

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.

293 Construction Technology Topics (1-6)
For special course offerings, seminars, workshops in various areas of construction. Taught on an as-needed basis. Upon demand.

295 Practicum (3-9)
An individualized course of study within the psychomotor domain. Upon demand Prerequisite: Program Coordinator approval.

299 Cooperative Education In Construction Technology (3-6)
This course provides actual work experience. Upon demand Prerequisite: instructor approval.

COSMETOLOGY (COSM)

110 Theory of Cosmetology I (3)
Theoretical training in hygiene, bacteriology, sterilization, sanitation, rules and regulations of State Board and related practical areas.

111 Theory of Cosmetology II (3)
Theoretical training in finger weaving, wigs, chemicals, hot work, skin and hair disorders. State Board rules and regulations and relative practical areas.

120 Manicuring I (2)
Introduction and application on practice hands and patrons. Massage, sanitation, sterilization, State Board rules and regulations.

121 Manicuring II (2)
Introduction to nails, tips, and wraps. Application on practice hands and patrons.

130 Permanent Wave, Shampooing & Styling I (3)
Introduction and practical application on mannequins covering all areas of Cosmetology.

131 Permanent Wave, Shampooing & Styling II (4)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 130*.

140 Haircutting/Scalp Treatment/Hair Coloring/Facials I (4)
Introduction and practical application on mannequins. Covering all areas of Cosmetology.

141 Haircutting/Scalp Treatment/Hair Coloring/Facials II (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

212 Theory of Cosmetology III (3)
Theoretical training in anatomy, electricity, chemistry, hygiene and good grooming, visual poise and salon management. Final State Board Exam.

220 Stropping/Honing/Shaving (2)
This course includes the care and styling of scalp and facial hair. It will provide a basic understanding of Barbering and its history. Emphasis is placed on proper use of instruments, personal hygiene, sanitation, recognition of common disorders/diseases and State Board rules and regulations affecting the cosmetologists performing services on clients. This subject is taught by lectures, visual aids, demonstrations, conferences and assigned projects. 50 contact hr..

232 Permanent Wave, Shampooing & Styling III (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology. Prerequisite: 131*.

242 Haircutting/Scalp Treatment/Hair Coloring/Facials (3)
Continuation of practice on patrons and mannequins covering all areas of Cosmetology.

250 Cosmetology Lab I (1-3)
Practical application on mannequins. Review of all areas of Cosmetology.

251 Cosmetology Lab II (1-3)
Practical application on patrons. Review and final State Board Exam in all areas of Cosmetology.

252 Cosmetology Lab III (3)
Practical application of Cosmetology theory. Students will work with clients in a clinic setting and will complete the number of clock hr. required by the State Board of Cosmetology to be eligible to take the State License Exam.

260 Salon Management (2)
Practical training in Business Management, salesmanship, bookkeeping, inventory control and professional attitudes and development.

291 Independent Study (3-9)
Designed for students to study research, selected topics, issues and/or problems in Cosmetology. Prerequisite: Permission of Program Coordinator. Fall, Spring.

293 Cosmetology Topics (1-6)
Special course offerings, semesters, workshops in various areas of Cosmetology as needed. Prerequisite: Permission of Program Coordinator. Fall, Spring.

CRIMINAL JUSTICE (CRJS)

111 Introduction to Criminal Justice (3)
Criminal Justice

105 Fitness (2)
This course is intended to provide criminal justice students the opportunity to prepare for fitness tests used in the selection of entry level police officers. Fitness testing and training for standardized fitness levels that include Sit-ups, Push-ups and a 1.5 mile run will be the focus of the class.

108 Defense Tactics
Instruction on techniques used in controlling compliant and non-complaint suspects, weapon recovery, arrest techniques, control tactics, including defense from intermediate weapons. Includes classroom instruction and hands-on activities.

112 Administration of Justice (3)
Discern the fundamental characteristics and issues that make criminal justice different from criminology. Discuss base criminological theories and how they differ.

132 Introduction to Criminology (3)
An interdisciplinary study of the major types of criminal behavior: factors which contribute to the production of criminally and delinquency, methods used in dealing with violators, definition of crime, crime statistics, theories of crime causation, crime typologies; social consequences of crime.

171 Forensic Science (3)
The course provides the non-science major with an introduction to forensic science. The course creates a basis for understanding many of the concepts and techniques on which forensic science is built, such as those associated with crime scene processing, physical evidence, microscopy, fingerprints, firearms, DNA.

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.

210 Criminal Justice and Community Relations (3)
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship between the community and the law enforcement element to control crime. A variety of topics are studied, including citizen involvement in crime prevention, police officer interpersonal relations, and communications between the community and the law enforcement agency.
Prerequisites: CRJS 111, 112, 132 and 222

221 Criminal Investigation (3)
Study of the criminal investigation process which includes crime scene management, evidentiary concerns, sources of information, and interview concepts. Spring.

222 Constitutional Criminal Procedures (3)
This course is an in-depth analysis of criminal evidence rules in the United States. Topics include trial procedures, examination of witness, real/physical evidence, circumstantial evidence, hearsay evidence and exceptions, privileged communications, declarations against interest, and judicial notice.

230 Introduction to Corrections (3)
"Comprehensive survey of measures used, with and without confinement, under provision of penal law." (SFASU Catalog) Essentially, this course is an overview of the four primary means of "correcting" offenders; jail, prison, probation, and parole. All involve a combination of some form of punishment and rehabilitation.

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.

233 Traffic Control & Accident Investigation (3)
This course will prepare students to identify traffic safety concerns, identify common traffic laws and how to enforce them. It prepares student on accident scene investigations as well.

235 Police Procedures and Police Tactics (3)
The course prepares students on methods of engagement with the public on various contact incidents in police work including crime scenes, accidents, domestic violence, hazardous chemical spills and first line responder.

260 Juvenile Justice and Delinquency (3)
Examines the history and development of juvenile justice theories, procedures, and institution

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.

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.

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.

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: pathphysiology, 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*.

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 co-requisite: 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 ENVS 101; pre- or corequisite:105L or ENVS 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.

ECME 117 Curriculum Development through Play – Birth through Age 4 (Pre-K) (3 credits)
The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for child birth through age four in developmentally and culturally sensitive ways.

ECME 117L Practicum for Curriculum Development through Play – Birth through Age 4 (Pre-K) (3 credits)
The beginning practicum course is a co-requisite to Curriculum Development through Play – Birth through Age 4. The field based component course provides experiences that address curriculum content relevant for children.

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 – Age 3 (PreK) through Grade 3 (3)
The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included.

217L Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3. (2 credits)
The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3. The field based component of this course will provide experience that address developmentally appropriate curriculum content.

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)

Prerequisites for UNMG students: READ100 or Compass>=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)

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.

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>=71. ISE 100. Math 118. Prerequisite for most upper upper-division courses. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (Main Campus Course)

EMERGENCY MEDICINE (EMS)

113 EMT-Basic (8)
Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lecture instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 142. Restriction: Instructor permission.

142 EMT-Basic (8)
Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lab instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 113. Restriction: Instructor permission.

ENGLISH (ENGL)

NOTE: According to UNM policy, students may only enroll in one course within the sequence per semester.

099 Developmental English II (3)
An intensive study of fundamental writing skills, focusing upon paragraph development, fluency; and introduces essay writing and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisite/placement: Minimum writing COMPASS score of 34, or verbal ACT score of 14.

100 Writing Standard English (3)
Developmental writing course providing concentrated practice writing and revising essays, as well as intensive study of grammar, punctuation, and usage; and includes a skills laboratory. Grade option: RA, RB, RCR/RNC.
Prerequisite/placement: Successful completion of ENGL 099 or minimum writing COMPASS score of 57, or verbal ACT score of 17.

110 Accelerated Composition (3)
First and second semester of Composition I & II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allowed for both ENGL 112 and ENGL 110 or for both ENGL 112 and 113. Meets New Mexico Lower-Division General Education Common Core Curriculum Area 1: Communications. (Main Campus Course) (NMCCN 1113) (EPW)
Prerequisite: ACT English 19-25 or SAT Verbal 450-600 or Compass English >=75.

111-112 Composition I and II (3, 3)
First and second semester of Composition I and II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies.

111 Composition I (3)
For students with ACT Verbal score of <19; does not count toward Writing & Speaking requirements but does count as elective credit for graduation. This is first of the two-term "stretch" sequence (with ENGL 112); the intention is that students remain with their cohort and their teacher over both courses in successive semesters.
Prerequisite for 111: ACT English >= 16 of SAT Verbal <=400 or Compass English <=67.
Prerequisite for 112: 111
Restriction for 111: Permission of division.

112 Composition II (3)
Students are placed in ENGL 112 after they have received a grade of "C" or higher in ENGL 111 in the previous term. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower Division General Education Common Core Curriculum – Area 1: Communications (NMCCN 1113). Credit not allowed for both 112 and 110, or both 112 and 113. (EPW)
Prerequisite: ACT English of 17-18 or SAT Verbal of 410-440 or Compass English 68-74.
Restriction: Department permission

113 Enhanced Composition (4)
Covers Composition I and II in one semester with a 1 credit hour lab. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allow for both 113 and 110, or both 113 and 112 (EPW).
Prerequisite: ACT English of 17-18 or SAT Verbal of 410-440 or Compass English 68-74.
Restriction: Department permission

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 111.

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.

120 Composition III (3)
Can serve as initial composition course for students with ACT Verbal score of 26-28; serves as second course in composition sequence for students who have earned a "C" or higher in ENGL 110, 112, or 113. The University Writing requirement is fulfilled when a student earns a "C" or higher in ENGL 120 or who enters the university with ACT Verbal score of 28 or higher.

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 111 and 120). Upon demand. (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 110 or 112 or 113 with a B or better, or ACT =>26 or SAT=>610, or successful Writing Proficiency Portfolio. (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 110 or 112 or 113 with a B or better, or ACT =>26 or SAT=>610, or successful Writing Proficiency Portfolio. (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: 120 or its equivalent. (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)

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.

110 Dental Ethics and Professionalism (3)
Ethical and legal issues and professional conduct related to dentistry and dental assisting. Cases evaluated to determine appropriate management according to principles of dental ethics and jurisprudence. Review and interpretation of dental practice acts and licensure. Restriction: Instructor Approval. Prerequisite: HCDA 101.

120 Dental Assisting Pre-Clinical I (4)
An introduction to forehanded dentistry including aseptic techniques, moisture control, local anesthesia, instrumentation, dental materials and general operative procedures.

125 Dental Assisting Pre-Clinical II (3)
A continuation of Preclinical I with emphasis on forehanded techniques in the six recognized specialties.

130 Dental Radiology (3)
Instruction in the basic principles of radiation physics, and modern intra- and extra-oral dental radiographic techniques. It includes exposing radiographs, arrangement and care of darkroom equipment, composition and preparation of developing solutions, processing and mounting films. Radiation safety and protection guidelines will be emphasized.

140 Dental Education (3)
Various aspects of dental disease prevention will be covered. This will include coronal polishing of teeth, providing one-on-one oral hygiene instruction, the importance of nutrition, and the psychology of patient behavior.

145 Clinical Dental Assisting I (3)
Clinical application of basic dental and behavioral science to the practice of dental assisting.

155 Clinical Dental Assisting II (4)
Clinical application of basic dental and behavioral science to the practice of dental assisting with an emphasis on refinement of chair side skills.

164 Seminar in Dental Assisting Topics (3)
This unit is designed to instruct the student in variety of topics and basic fundamentals in dentistry. It includes both didactic and clinical application of the topic.

HEALTH 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.

211 Basic ICD/CPT Coding (4)
An overview of the development of medical nomenclature and classification systems. This course presents the principles of coding of diseases and surgeries, and offers classroom lab practice of coding skills. This is an on-line course. Prerequisite: HCHS 113 and HCHS 111.

213 Principles of Disease (4)
Introduction to human pathophysiology for non-nursing health professionals. Content includes: normal pathophysiology over the lifespan, abnormal pathophysiology, cellular function, immunity, gastrointestinal, nervous, skeletal, and integumentary systems. Prerequisites: HCHS 111 and HCHS 113.

215 Advanced OP Coding (2)
Covers the development and format of CPT and ICD. Included are instructions for basic coding guidelines, descriptions and definitions of symbols, correct usage of modifiers, overviews of the appendices in the CPT manual and guidelines for using the index. Prerequisite: HCHT 211. Use of encoder software will be included.

219 Advanced Inpatient (IP) Coding (3)
Practice assigning ICD-9, ICD-10, and ICD-10 PCS codes using inpatient diagnosis, procedures and reports, using the 3M encode.
Prerequisites: HCHT 211

221 Medical-Legal & Quality Management (4)
Study of legal principles governing health information management. The medical record as a legal document. Standards and regulations governing medical records in various groups and agencies. Study of the methods used by healthcare facilities for assuring the provision of high quality medical quality care. Prerequisite: HCHT 121

222 Health Information Technology II (4)
This course covers supervisory principles and electronic medical records, including collection, arrangement, presentation and verification of healthcare data. Also included are reimbursement methodologies, confidentiality rules and regulations, and uses of coded data. Prerequisite is HCHT 121.

231 Computer App/Statistics in Healthcare (4)
This course presents the development of health information systems, computer applications in the healthcare industry, and methods used to control accuracy and security of information. Included are the concepts and procedures used in preparation of statistical reports including vital statistics, census systems and commonly computed rates and percentages. Prerequisite: HCHT 121.

232 Reimbursement Methodologies (3)
This course presents information about insurance programs and federal healthcare legislation. It provides a basic knowledge of claims management, medical necessity and coding systems. Pre/co-requisite: HCHT 211.

233 Professional Practice Experience (6)
In this course the student applies skills, concepts and theory from previous classroom experiences in various healthcare environments. Students are under the direction of faculty and health information preceptors. Pre/co-requisites: satisfactory completion of all HCHT Program Core courses.

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.

113 Basic Body Structure & Function I (4)
This is an introductory course in Anatomy and Physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

115 Pharmacology for Health Occupations (3)
An introduction to classifications of drugs, usage and contraindications. Spring

125 Intro to Pharmacology (3)
This course will present the basic therapeutic actions of various types of commonly used drugs. Emphasis will be placed on the classification of medications, therapeutic action, adverse reactions, routes of administration and calculation of drug dosages and solutions.

140 Introduction to Substance Abuse (3)
Introduction to physiological, psychological and sociocultural dimensions of substance abuse assessment, intervention, and treatment. Overview of emerging best practices with diverse populations. 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.

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)

101 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.

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)

212 Fundamentals of Human Sexuality (3)
Basic knowledge about human sexuality including anatomical, physiological, psycho-social and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined. (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. Fall, Spring.

120 Principles of Interviewing and Assessment (3)
Introduction to entry level interviewing, communication and interactional skills that include strength-based approaches for engagement and problem identification, data collection, assessment, identification of possible interventions, evaluation and termination of services for diverse populations. Pre/Co-requites: HS 101
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.
Pre/Co-requites: HS 101; Fall, Spring.

200 Adolescent Substance Abuse: Prevention and Treatment (3)
Overview of the continuum of care for adolescents including management, co-occurring disorders mandatory report issues, family substance abuse, domestic violence and juvenile justice issues. Includes cultural competency treatment implications with diverse populations. Pre/Co-requisite: HCHS 140; Spring

280 Internship in Human Services (3)
Application of theories, experience and classroom instruction to an agency setting. The internship requires a total of 150 hours in an approved human services agency and attendance at bi-weekly seminars. Pre/Co-requisite: HS 281; Spring

281 Professional Issues in Human Services (3)
Legal and ethical issues emanating from the professional helping relationships in human services and substance abuse treatment such as confidentiality, privileged communication, dual relationships, competency and reciprocal roles of responsibilities of both client and helper. Pre/Co-requisite: HS 280; Spring

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.

118 Microcomputer Keyboarding (3)
Prerequisite: READ 100 or Compass>=71. ISE100. Self-paced course teaches keyboarding skills and beginning word processing.

120 Introduction to Word Processing (3)
Prerequisites: READ100 or Compass>=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>=71. Hands-on introduction to current personal computer technology. Students learn and practice hardware and software topics covered by the A+ exam.

166 Business Web Page Design I (1-3)
Prerequisite: Permission of instructor. Introduction to designing and creating Web pages for the Internet.

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.

193 Topics I (1-4)

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)

099 Pre-Algebra (4)
A pre-college mathematics course. Emphasis is placed on basic operations, fractions, decimals, percents, ratios, and introductory algebra and includes a skills laboratory. Grade option: RCR/RNC.

100 Introduction to Algebra (4)
Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems and include a skills laboratory. Prerequisite/placement: Successful completion of MATH 099. Offered on a RCR/RNC (credit/no credit) basis only.

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 Problems in Pre-Calculus (1)
Students will be required to do the homework in class under the Instructor's supervision. Problems in Pre-Calculus helps students in MATH 150 Pre-Calculus. Co requisite: MATH 150; Prerequisite: MATH 121

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 MATH 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-Requisities: 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: MATH 100.

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 MATH 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 MATH 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: 111. (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.)

103 Bookkeeping (3)
Designed for students who wish to gain an understanding of principles of bookkeeping and undertake essential bookkeeping and financial record keeping routines for a small business. Prerequisite: READ 100 or Compass-Reading >=71 and ISE 100 and MATH 111.

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)

190 Special Topics in Management (3)

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 ≥ 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, 214, MATH 121.

219 Immunohematology and Serology (4)
Principles, procedures, and pathology for serology. Routine and advanced test procedures to identify and enumerate antibodies. Principles and procedures in Blood Banking. Introduction to genetics. Processing blood components for compatibility testing. Regulation dictated by AABB and FDA. Prerequisites: 111, 214, 216, 217, Math 121. Spring.

271 Directed Clinical Practicum I (4)
Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through urinalysis, hematology, and microbiology. Prerequisites: 111, and 214.

281 Directed Clinical Practicum II (6)
Continuation of MLT 271. Supervised clinical practice in the clinical pathology department of affiliated hospitals. Field laboratory experience includes rotations through blood bank, microbiology, advanced hematology, and serology.

291 Preparation for MLT Board Examinations (2)
Designed to integrate theory with MLT directed clinical practicum. A comprehensive and current review supplemented by reading assignments and questions on the following subjects: sample collection, coagulations, chemistry, microbiology, blood banking, serology, urinalysis, and calculations. Pre-/co- requisites: Students must have completed MLT 111, 112, 211, 214, 216, 219 and be concurrently enrolled in either MLT 271 or MLT 281.

MUSIC (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)

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 inter-disciplinary 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)

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)

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: NURS 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 125. (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 impatient 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)

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)

124 Ballroom Dance (1)
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,)
Instruction dependent upon experience of students in basic movements of all segments of ballroom dance. (Main Campus Course)

128 Beginning Country Western Dance (1)
Instruction in basic movements of waltz, two-step, swing, and polka. (Main Campus Course)

138 Karate (1)
Instruction in the basic skills, blocks, strikes, and kicks of Japanese karate. Fall, Spring, Summer. (Main Campus Course)

157 Cardio Kickboxing (1)
A multi dimensional fitness program that is incorporated in kicking and boxing skills.

158 Aerobic Dance I (1)
Instruction in continuous movement using basic dance steps for improved cardio respiratory endurance. (Main Campus Course)

159 Aerobic Dance II (1)
Instruction in longer aerobic workouts using more advanced steps for improved cardio respiratory endurance. (Main Campus Course)

160 Weight Training and Physical Conditioning (1)
Individual training programs for development of general strength, tone, weight control, and endurance. Fall, Spring, Summer. (Main Campus Course)

162 Jogging Fitness (1)
Individualized running programs for improved cardio-respiratory endurance. Fall, Spring, Summer.
(Main Campus Course)

164 Walk for Wellness (1)
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)
Introduction to five areas of yoga which are particularly significant to the Western World. (Main Campus Course)

167 Basketball (1)
Instruction and practice of basic skills. (Main Campus Course)

168 Basketball Competition (1)
Instruction and practice of game skills in a team setting. (Main Campus Course)

193 Topics (1-2) 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)

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.

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.

RELIGION (RELG)

107 Living World Religions (3)
Introduction to major living world religions, such Buddhism, Christianity, Hinduism, Islam and Judaism.

SOCIOLOGY (SOC)

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)

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)

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.

WELDING TECHNOLOGY (WLDT)

101 Welding Blueprint Reading (4)
Introductory course on welding blueprint reading and related theory. Students demonstrate competency by satisfactory completion of instructional modules and American Welding Society Standards. Course combines lecture and laboratory instructional formats.

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.

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.

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.

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.

141 M.l.G. & T.l.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.l.G. and Gas Tungsten Arc Welding or T.l.G. Advanced uses for

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.
oxyacetylene and tempering and hardening steel and its alloys are also taught. Spring.

201 Welding Metallurgy, Math and Communication (4)
Second part of core curriculum component. Students will study Metallurgy, Math and Communication skills for welding technology.

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.

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
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)

101 Zuni (3)
Beginning Zuni 101 for Non-Zuni speakers allows students to acquire and learn basic speech patterns with an emphasis on acquisition of conversational oral skills in Zuni.

CATALOG TERMINOLOGY

Accredited: certified as filling academic standards or requirements; courses recognized and accepted by certain other collegiate institutions.

Advisor: a faculty or staff member appointed to assist students in the areas of academics, financial aid or career planning.

Affirmative Action: a program ensuring fair and equal recruitment, employment and advancement for all members of the campus community.

Associates Degree: a degree awarded for completion of a prescribed program of study for a two-year duration (full-time enrollment) and a minimum of 60 credit hours.

Auditing classes: a student's option to pay for and attend classes without being obliged to do the required work and without credit.

Career/Technical course: a course offered within a specific occupational area, formerly designated with a "T" (e.g., BSTC 100).

Catalog: an official publication detailing university policies.

Certificate: an official document awarded to indicate the completion of the requirements of a particular one year education program (full-time enrollment) with a minimum of 30 credit hours.

Class load: the number of hours attempted by a student per semester; 12 hours is the minimum full-time load, and over 18 hours must be approved by the associate director for Student Services.

Co-requisite: a course which must be taken at the same time as another designated course, usually in the same or a similar field.

Credit hour: a course work measurement term based on actual classroom hours involved; one semester hour is normally equal to 50 minutes of class per week for a 16-week semester.

Degree: an academic status awarded by a college or a university signifying successful completion of a program of study.

Degree plan: a program of courses leading to completion of requirements specified for a degree (i.e., associates, bachelors, masters), diploma or certificate.

Good standing: a student whose cumulative grade point average is equal to or greater than 2.0.

Grade Point Average (GPA): total number of grade points earned divided by semester hours attempted.

Lower division courses: freshman and sophomore level classes.

Part-time student: a student who is enrolled for fewer than 12 semester hours during the regular semester or fewer than five hours during a summer session.

Plagiarizing: to knowingly copy or steal the work of another individual or a written source and present it as your own; may result in a student receiving a failing grade in a course.

Prerequisite: a course or courses that must be taken, or other requirements which must be met, before advanced courses may be taken.

Probation: the status imposed upon a student due to low grades or improper conduct, usually defined by a specific time limit.

Semester: an academic term for a period of time, usually 16 weeks long, established for the purpose of offering a course of study.

Summer session: usually an 8-week term of study offered during the summer months.

Suspension: action taken by university officials when a student fails to maintain a designated grade point average in an academic program or for disciplinary reasons. The action results in a student being unable to enroll in coursework for a period of one semester.

Transcript: an official document of a student's record indicating courses taken, grades received, GPA earned and certificates or degrees completed.

Withdrawal: a release from enrollment in one or more courses. A student who ceases to attend classes but does not officially withdraw will receive a letter grade for each course in which he/she is enrolled.

Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by UNM-Gallup Campus.

In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1) Scope

The university may take disciplinary action for an offense against the Code of Conduct when the offense occurs on university premises or at a university-sponsored event, or when an offense, which occurs off campus, is such that in the judgment of the Director of Student Affairs, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of UNM-Gallup, or endanger the health, safety or welfare of the university community.
The term "student" includes both full-time and part-time students.

2) Matters subject to disciplinary action

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

2.2. Any type of sexual assault, including rape.

2.3. Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on university premises.

2.7. Theft of property or of services to include possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the university when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, process, procedures or functions of the university.

2.10. Unauthorized presence in or use of UNM-Gallup premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on university premises or at university-sponsored activities, unless expressly authorized in writing by the president.

2.13. Use, possession, or storage of any weapon on university premises or at university-sponsored activities, unless expressly authorized in writing by the president. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing, or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the university's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate university office.

2.18. Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the process of the university.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3) Rights of students in disciplinary matters

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process.

The provisions of this Code of Conduct shall be construed so as not to infringe upon those rights, as those rights are defined by law.

4) Sanctions

4.1. Any student who violates any of the rules set forth in Section 3 above shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from university employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards and Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling, or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the university property or activities.

4.3. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses.

In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

5) Implementation

The president of the university may adopt such procedures, rules, or regulations as deemed necessary to implement this Code of Conduct. (*) All references to university officers, by title, in this Code shall also include the designee(s) of that officer.

Visitor Code of Conduct

It is important for all members of the university community to be aware of conduct that will lead to disciplinary action by the university.

In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for visitors.

1) Scope

The university may take disciplinary action for an offense against the Visitor Code of Conduct when the offense occurs on university premises, as part of a UNM-Gallup-sponsored event or in connection with university activities. "Visitor" means a person who is not a Regent or a student and is not employed by the university.

2) Matters subject to disciplinary action

Appropriate disciplinary procedures and sanctions shall be applied to any visitor who commits, or attempts to commit, any of the following acts of misconduct:

2.1. Actions which have great potential for physically harming the person or property of others, including that of the university, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

2.2. Any type of sexual assault including rape.

2.3. Making false representations to the university, including forgery and unauthorized alteration of documents; unauthorized use of any university document or instrument of identification.

2.4. Substantially interfering with the freedom of expression, movement or activity of others.

2.5. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on university premises.

2.6. Theft of property or of services. Possession of property that is known to be stolen.

2.7. Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.8. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the university.

2.9. Unauthorized presence in or use of university premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.10. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.11. Use or possession of fireworks, unless expressly authorized in writing by the President.

2.12. Use, possession or storage of any weapon unless expressly authorized in writing by the President or designee. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.13. Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

2.14. Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

2.15. Aid to others in committing or inciting others to commit any act mentioned above.

2.16. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct.

2.17. Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the university.

2.18. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3) Rights of visitors in disciplinary matters

Visitors' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4) Sanctions

4.1. Any person who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), probation, denial of future university employment or admission, removal from campus, arrest, or being barred from campus. Additionally or alternatively, any sanction applicable to a student under the Student Code of Conduct may be provisionally applied to a visitor, to be made effective should the visitor ever enroll or re-enroll at the university.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe sanctions depending on the conditions of the probation.

4.2.4. "Removal from campus" means being physically escorted or forcibly removed to a location off property owned or controlled by UNM, by UNM police officers or other UNM agents.

4.2.5. "Barred from campus" means being barred from all or designated portions of university property or activities.

4.3. The sanctions of denial of admission, readmission, or employment by the university, or barring from campus, will be applied only after notice and an opportunity for an informal hearing before a university officer appointed to review the matter by the President or his/her designee.

4.4. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the visitor's record, and sanctions imposed in recent years for similar offenses.

In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry,

or medical condition.

5) Implementation

The president of the university may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

Student disciplinary procedures

GENERAL RULES

All results at any level must be put in writing and placed on file with Student Services.

Upon receipt of information of student misconduct, Student Services may temporarily suspend any student until final determination of charges against him/her when the physical or emotional well being of the student, other students, the faculty or the staff might be endangered.

If the final disposition of the Director, Student Affairs is not acceptable to the student, he/she may follow the Student Grievance Procedures.

Step 1: Disciplinary action against a student is first acted upon at the level of the faculty member and department chairperson as outlined in the UNM Faculty Handbook:

... the faculty member is authorized to take whatever action is deemed appropriate, but penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed with the consent of the Director, Student Affairs. Whenever this penalty is imposed, the instructor shall immediately report the case in full detail in writing to the Director, Student Affairs.

Prior to the decision to impose any penalty as provided above, the faculty member shall discuss the matter with the student involved and afford the student the opportunity to explain his/her conduct. If the student disputes the action taken by the faculty member, the student may initiate a grievance as outlined in the Student Grievance Procedure.

Step 2: If the faculty member believes the student's action warrants other disciplinary action, he/she should contact the Director, Student Affairs as outlined below.

The party bringing a charge against a student shall file a written complaint with Student Services stating his/her assertion that additional penalty is warranted.

Upon receipt of the information regarding the student misconduct, Student Services shall provide the student with a copy of the charge. The Director of Student Affairs may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

a) Dismiss the allegation and notify the party bringing the charge.

b) Assign a counselor to the case if the case requires counseling.

c) Conduct a private hearing with the student and the party bringing the charge to resolve the matter.

d) Arrange a hearing before the Student Affairs Committee.

Step 3: If the student's action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific charges against him/her which may justify probation, suspension or dismissal from school. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appeal for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf. The Student Affairs Committee will meet, hear the case and make recommendations to the Director, Student Affairs. The Director of Student Affairs will make a ruling on the case in writing within seven calendar days.

Step 4: The final avenue for appeal and resolution of a grievance, should the recommendation of Student Services be unacceptable, is the Executive Director for UNM-Gallup Campus.

Step 5: The Executive Director will present a final decision in writing within seven calendar days.

Student grievance procedures

GENERAL RULES

A grievance must be initiated within 45 regular semester days of the date of origin of the grievance. The grievance procedure must be completed within 60 regular semester days of the receipt of the written complaint by the Student Affairs Committee.

Complaints are required to proceed through the Grievance Procedure in order beginning with Step 1.

Complainants must represent themselves (i.e., be present) at any and all levels of grievance resolution. All results at any level must be put in writing with a copy to the Director, Student Affairs and the Student Affairs Committee.

All infractions of local, state or federal statutes will be handled by the appropriate government authorities, but may also fall within the university grievance category.

The composition of the Student Affairs Committee may vary from branch to branch but must comprise representatives of the student, faculty and staff population.

A) Student vs. Faculty or Staff

Step 1: The student or complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The complainant shall be given the right to due process with impartiality. If the grievance is not resolved, the procedure detailed below should be followed.

Step 2: The student or complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least seven calendar days) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee. If the involved parties do not resolve the grievance at this level they should proceed to Step 3.

Step 3: If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the appropriate department or division chairperson, with a copy to the Student Affairs Committee, for disposition of the dispute.

Step 4: If the dispute is not resolved in Step 3, the student shall state the complaint in writing to the Dean of Instruction and Student Affairs Committee, if the dispute is against faculty. If the dispute is against staff, the complaint should be forwarded to the Director, Student Affairs and the Student Affairs Committee.

Step 5: If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with the instructor/staff and student each presenting his/her case.

The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, present evidence (both written and oral) and/or witnesses, and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation in writing to the student, the instructor or staff member, the chairperson of the department/division and the Dean of Instruction within seven calendar days following the hearing.

Step 6: The student or faculty/staff member may accept the Student Affairs committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

Step 7: The director will present a final decision in writing within seven calendar days. (However, if the grievance is against the Director, the appeal should be made to the Vice President for Academic Affairs who must review and rule on the appeal within seven calendar days.)

B) Student vs. Student

Step 1: The complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance.
It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. If the grievance is not resolved, the complainant shall be given the right due process without prejudice.
Step 2: The complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least one calendar week) within which a reply is expected in writing.
The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee for impartial evaluation. If the involved parties do not resolve their grievance at this level they should proceed to Step 3.
Step 3: If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the Director, Student Affairs and the Student Affairs Committee who will attempt to mediate a solution.
Step 4: If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with each student presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, have evidence presented (both written and oral) and/or witnesses and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation to the student within seven calendar days.
Step 5: The students may accept the Student Affairs Committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.
Step 6: The Director will present a final decision in writing within seven calendar days.

Sexual harassment

Approved by The University of New Mexico Board of Regents 8/9/88, the Faculty Senate 12/8/87.

Questions about sexual harassment and about the Sexual Harassment Grievance Procedure can be answered by the Equal Opportunity Programs Office, 277-5251, 609 Buena Vista NE, or the following Gallup Campus offices: Student Services, Human Resources, and the Executive Director's Office.

The university is committed to creating and maintaining a community in which students, faculty, administrative and academic staff can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members, an atmosphere 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 intergender 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, faculty, and staff. It is a violation of Title VII of the Civil Rights Act of 1964 and Tile IX of the Educational Amendments of 1972 and will not be tolerated at The University of New Mexico.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
1) Submission to such conduct is made either explicitly or implicitly a term or conduct of an individual's employment or academic advancement;
2) 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;
3) 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.
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. Retaliation against an employee or student for filing a sexual harassment complaint is grounds for a subsequent harassment complaint.

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. Such conduct should be strongly and actively discouraged by responsible supervisors.

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 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 supervisors and their 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.

For these reasons, a reaffirmation of a firm stand against sexual harassment and the establishment of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

Procedures for redress of sexual harassment

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964.

Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), or third parties (e.g. someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the university's compliance office for Title IX and Title VII and must respond to all reported incidents of sexual harassment.

The OEO will evaluate all reports of sexual harassment recognized by University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. This determination is subject to appeal.
The staff of OEO are available to respond to questions about the university's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is 505.277.5251.

Sexual assault policy

Approved by the university president on 10/7/1995

I) Purpose of 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 charges, 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 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 institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

II) Definitions of sex offenses

The University of New Mexico-Main Campus and branch campuses adopt, for the purpose of this policy, the following definitions for sex offenses as prescribed by The Student Right to Know and Campus Security Act:

SEX OFFENSE – FORCIBLE

A) Forcible rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B) Forcible sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C) Sexual assault with an object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D) Forcible fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

SEX OFFENSE – NON-FORCIBLE

(unlawful, non-forcible sexual intercourse)

A) Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

B) Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

UNM Gallup Bachelor and Graduate Programs:

A Main Campus department located in Calvin Hall, Room 228, offering students the opportunity to start and complete B.A., B.S. and Graduate programs on the Gallup Campus.

III) Awareness

UNM-Gallup recognizes the harm caused by sexual assault and the need to educate the campus community regarding this issue.

Student Services coordinates New Student Orientation, which includes providing information addressing sexual assault and domestic violence issues. Student Services also provides information brochures and flyers throughout the campus community.

IV) Procedures students should follow if a sex offense occurs

The university's Student Code of Conduct and Visitor Code of Conduct, which apply to the main and all of the branch campuses and educational centers, expressly forbid the commission of sexual assault including rape.

A student who is a victim of such an offense may pursue charges against the perpetrator under these policies.

It is important for victims of sex offenses to understand the steps to take in order to preserve evidence as it may be necessary in the proof of sexual assault in the criminal process and the student discipline system.

Victims should not bathe, shower, wash, douche, brush one's teeth, comb one's hair or change clothes before seeking medical attention. Important evidence may be on the victim's body and/or clothes. This evidence can be collected during the medical examination.

Gallup Campus

1) A student who is the victim of a sex offense on campus or at a university sponsored or sanctioned activity should immediately contact the Gallup Police Department at 505.726.5474 (or 911) to report the incident.

Students may also contact UNM-Gallup Campus Police office, located in Gurley Hall, or call 505.863.7620. Campus Police is available from 8 a.m. to 10 p.m., Monday through Thursday, 8 a.m. to 4 p.m on Friday and Saturday on call. They also provide escort service, upon request, to parking areas during the evening hours.

2) The university's Student Code of Conduct and Visitor Code of Conduct expressively forbid the commission of sexual assault including rape.

In cases where the UNM-Gallup police office has been contacted, the office will work with the victim and the Director of Student Affairs regarding the UNM-Gallup taking disciplinary action against the perpetrator under these policies.

Violations of the Student and Visitor Codes of Conduct at UNM-Gallup are administered by the Director of Student Affairs in the Student Services offices (505.863.7508).

A person who is a victim of a sex offense committed by a student, or a student who is a victim of a sex offense committed by a visitor to UNM-Gallup has the option of pursuing charges against the perpetrator of the offense under the relevant Code of Conduct.

Information regarding pursuing charges under the Student or Visitor Code of Conduct may be obtained by contacting Student Services at 505.863.7508.

Victims in student disciplinary proceedings and victims of sexual assault have the same rights that have been enumerated for the UNM-Main Campus.

The specific procedures by which Student and Visitor Code of Conduct are resolved can be found in The University of New Mexico Pathfinder. Sanctions that may be applied are as enumerated under the Student and Visitor Code of Conduct.

A student who is a victim of such offenses may pursue charges against the perpetrator under these policies.

The Student Services Office is available to assist victims of sex offenses in making appropriate accommodations in their academic and living arrangements.

Index

A

About this Catalog 1
Academic Advisement 8
Academic Curricula and Degree Requirements 23-76
Academic Progress Guidelines 13
Academic Renewal Policy 18
Academic Rights and Responsibilities of Students 18
Academic Support Services 23-26
Accreditation 2
Administration, The University of New Mexico 108
Administration, UNM-Gallup Campus 108
Admission and Registration Information 3-8
Adult Education Center 20
Advisory Board, UNM-Valencia Campus 129
Americans with Disabilities Act 3
American Studies (course descriptions) 76
Anthropology (course descriptions) 76
Art History (course descriptions) 76
Architecture (course descriptions) 76
Art Studio (A.A) 26
Art Studio (course descriptions) 76-77
Associate Degree & Certificate Program Requirements 4, 22
Associate of Applied Science Degrees 22
Associate of Arts Degrees 22
Associate of Science Degrees 22
Attendance 15
Auditing a Course 15
Automotive Technology (A.A.S & Certificate) 28-29
Automotive Technology (course descriptions) 77

B

Biology (course descriptions) 77-78
Board of Regents, The University of New Mexico 109
Bookkeeping (Certificate) 32
Bookstore 11
Business Administration (A.A.) 30-31
Business Management & Technology (course descriptions) 78-79

C

Campus Conduct 11
Campus Library 20
Campus Police 10
Career Placement 9
Career Services Center 9
Certificates 22
Change of Grade 14
Chemistry (course descriptions) 80
Class Hours and Credit Hours 14
Collection Agencies 6
Collision Repair Technology (A.A.S & Certificate) 33-34
Collision Repair Technology (course descriptions) 80-81
Commencement 18
Communication & Journalism (course descriptions) 80
Community Affairs 21
Community Regional Planning (course descriptions) 81
Computer Crime 12
Computer Labs 10
Computer Science (course descriptions) 81
Confidentiality of Records 21
Construction Technology (A.A.S. & Certificates) 35-38
Construction Technology (course descriptions) 81-82
Course Descriptions 95-120
Course Load Guidelines 14-15
Course Placement Testing 9
Cosmetology/Barbering (Certificate) 39
Cosmetology (course descriptions) 82-83
Credit Enrollment, changes 15
Credit/Non-Credit Option 15
Criminal Justice (A.A.) 40-41
Criminal Justice (course descriptions) 83

D

Dangerous Substances 12
Dates of Registration 13
Dean's List 18
Definitions 99
Dental Assisting (Certificate) 42
Dental Assisting (course descriptions) 88
Diabetes Prevention Specialist (Certificate) 43
Diabetes Prevention Specialist (course descriptions) 84-85
Dishonesty in Academic Matters 12
Drafting Technology (Certificate) 44
Drafting Technology (course descriptions) 85
Dual Credit and Concurrent Enrollment 4

E

Early Childhood Multicultural Education (Certificate) 45
Early Childhood Multicultural Education (A.A.) 46-47
Early Childhood Multicultural Education (course descriptions) 85-86
Earth & Planetary Science (course descriptions) 85
Economics (course descriptions) 86
Emergency Medical Services (course descriptions) 86
English (course descriptions) 87
Enrollment 14-16
Enrollment Certification 16
Environmental Science (course descriptions) 87-88
Entrepreneurship (Certificate) 48
Equal Access Services 21
Equal Educational Opportunity Policy 2

F

Family Studies (course descriptions) 88
Federal Pell Grant 12
Federal Perkins Loan 13
Federal Supplemental Educational Opportunity Grant 12
Financial Aid 12
Five-Part Educational Program 2
Food and Beverages 12
French (course descriptions) 88

G

General Education and Program Requirements 23
General Education Development (GED) Exam 8
General Registration 13-14
General Studies, (A.A.S.) 49
General Studies (course descriptions) 88
Geography (course descriptions) 88
German (course descriptions) 88
Governing Bodies 108
Grade Petition Procedure 17
Grade Point Average 16
Grade Replacement Policy 18
Grade Reports 10
Grade, changes 15-16
Grades, description 16

Grading 16raduation Requirements 18
Graduation/Graduation with Honors 18
Grants 12
Green Building (Certificate) 50

H

Health Career Health Sciences (course descriptions) 89
Health Careers Nursing Assistant (course descriptions) 89
Health Education (course descriptions) 89-90
Health Information Technology – Coding (Certificate) 53
Health Information Technology (A.A.S) 51-52
Health Information Technology (course descriptions) 88-89
History of the UNM-Gallup Campus 1
History (course descriptions) 90
Human Services (certificate) 54
Human Services (A.A.) 55-60
Human Services (course descriptions) 90

I

Important Numbers 107
Index 105-107
Incomplete ("I") 16
Independent Study 19
Information Technology (certificate) 61
Information Technology (course descriptions) 90-91
Installment Payment Plan 5
Insurance 11

J

Jewelry Arts (course descriptions) 91

L

Law Violations 12
Legal Assistant (A.A.S) 62-63
Liberal Arts (A.A.) 64
Linguistics (course descriptions) 91
Loans 12
Lobo ID & Social Security Number 3
LoboWeb 14
Lost and Found 11

M

Mathematics & Statistics (course descriptions) 91-92, 97
Middle College High School 5
Mission Statement 1
Management (course descriptions) 92-93
Medical Laboratory Technician (A.S) 65-66
Medical Laboratory Technician (course descriptions) 93
Music (course descriptions) 93
Music Education (course descriptions) 93

N

Native American Studies (course descriptions) 93
Natural Science (course descriptions) 94
Navajo (course descriptions) 94
New Mexico Common Core 24
New Mexico Residency Requirements 7-8
New Mexico Supplemental Student Incentive Grant (NMSSIG) 12
New Student Orientation Program 14
Nursing (Associate Degree) 67-68
Nursing (course descriptions) 94-95
Nursing Assistant (course descriptions) 89
Nutrition (course descriptions) 95

O

Online and Hybrid Courses 20-21
Operating Agreement and Funding 2
Organizational Management & Public Administration (Certificate) 69

P

Parking Permits 10
Philosophy (course descriptions) 96
Phone Calls and Visitors 11
Physical Education (course descriptions) 95-96
Physics (course descriptions) 96
Political Science (course descriptions) 96
Practicum, Field-Based, and Cooperative Education Experiences 22
Pre-Professional Elementary Education (A.A) 70-71
Presence of Animals 11
Probation and Suspension 17
Program Information 14-19
Psychology (A.A) 72
Psychology (course descriptions) 96

R

Reading (course descriptions) 97
Refund Policy 5-6
Registration for Closed Class and Drop Policy 14
Religion (course descriptions) 97
Removal of Incomplete 16
Requirements for Admissions 3-6
Restricted Activities 11
Role and Function of the UNM Branch Colleges 1

S

Scholarships 13
Science (A.S.) 73
Sexual Assault Policy 104
Small Business Development Center 21
Smoking 11
Social Security Numbers 3
Sociology (course descriptions) 97
Spanish (course descriptions) 97
Special Options for Study at UNM-Gallup Campus 22-23
Student Code of Conduct 100-104
Student Disciplinary Procedures 102
Student Employment (work study) 12
Student Grievance Procedures 102-103
Student ID Cards and Identification Numbers 3
Student Senate 11
Student Support Services Program (TRiO) 8
Sustainable Building (course descriptions) 119-120

T

Technical Courses 15
Testing, CLEP and Core Placement 9-10
Third Party Sponsored Students 6
Transcripts 19
Transitional Studies (course descriptions) 97
Transitional Studies Program 25
Tribal Court Advocate (A.A.S) 74
Tuition (cost and fees) 5

U

UNM Core Curriculum Course Offerings, description 23-24

V

Veterans 13
Vision Statement 2
Vision, Mission and Core Values 1-2
Vocational Rehabilitation 13

W

Weapons and Firearms 12
Welding (Certificate) 75
Welding (course descriptions) 97
Withholding Services 22
Withdrawal 6

Z

Zuni (course description) 98
Zuni (South) Campus 25

Important Numbers

UNM-Gallup Operator	505.863.7500
Adult Education Center	505.726.6310
Applied Technology	505.863.7523
Arts & Sciences	**505.863.7572**
Advisement Center	**505.863.7660**
Admissions	505.863.7576
Bachelor & Graduate Program	505.863.7618/7554
Bookstore	**505.863.7505**
Business Management & Technology	505.863.7511
Campus Police	505.863.7620
Career Services	**505.863.7757**
Cashiers	505.863.7545
Center for Career & Technical Education	505.863.7744
Chili Factory	**505.863.7563**
Community Affairs	**505.863.7738**
Dual Credit	505.863.7576
GED® Classes, Assessment & Pre-Test	505.726.6310
Gymnasium	505.863-7589
Human Resources	**505.863.7557**
Library (ID Cards)	**505.863.7531**
Lobo Learning Center	505.863.7689
Placement Testing	505.863.7660
Public Information Office	**505,726.6350**
Registration/Enrollment	505.863.7524
Small Business Development Center	**505.722.2220**
Student Services	505.863.7522
Student Senate	**505.863.7573**
Student Support Services	505.863.7751
Tutoring	505.863.7689
Veteran Affairs	505.863.7520
Zuni (South) Campus	505.782.6010

NOTES

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APPLICATION FOR: ☐ Fall ☐ Spring ☐ Summer 2 0 ☐ ☐

-USE BLACK INK ONLY-
(Fill out completely.)

1. Legal name – **Please print clearly below your full legal name as it appears on your Social Security card**.

_____ _____ _____
Last First Middle

2. Have your educational records ever been under another name(s)? Yes _____ No _____
If so, please list name(s) under which transcripts may arrive.

_____

3. Social Security Number (REQUIRED*): ☐☐☐-☐☐-☐☐☐☐

*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your SSN is mandatory based on University regulation. Your SSN is used to ensure an accurate academic record and to provide full access to all services such as financial aid. Your SSN will not be used as your primary University identification number. If you are unable to provide a SSN, the University will assign an alternative number to you. This will not impact the admission decision.

4. Your mailing address:

_____
Number and street

_____, _____, _____
City State Zip Code

5. Telephone Number: (Home) ☐☐☐ ☐☐☐-☐☐☐☐ (Day) ☐☐☐ ☐☐☐-☐☐☐☐

6. Gender: Male ☐ Female ☐ Email Address: _____

7. Birthdate: ☐☐-☐☐-1 9☐☐ 8. Birthplace: _____ , _____
Month Day Year Birth City Birth State or Foreign Country

9. Are you a United States Citizen? Yes ☐ No ☐ If foreign, indicate country_____

☐☐☐-☐☐☐-☐☐☐ Alien Registration Number Visa Type_____

10. High School Graduate:_____
High School City State Graduation Date

☐ GED: _____ Home School ☐
Date Earned City/State

11. Have you ever been convicted of, pled guilty, or charged with a felony offense in any court?* ____Yes _____No
***If yes, you must attach a detailed explanation. Include state and location, dates, and case number. If applicable, provide the name and phone number of your parole officer.**
You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit the application.

12. Ethnic information (The University is required by federal law to request this information for statistical reporting purposes. Your response is voluntary.)

Do you consider yourself to be Hispanic/Latino? Yes ☐ No ☐

In addition, select one or more of the following racial categories to describe yourself:

☐ American Indian or Alaska Native Your principal tribe(s):_____

☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White

13. List all colleges and universities ever attended in any status. Include enrollments at UNM Branches. All degree seeking students must have official transcripts sent from EACH college attended in any status. **Failure to provide complete information may result in delay of admission, loss of transfer credit, and/or dismissal.**

NAME OF INSTITUTION	*CITY AND STATE*	*DATES*		DEGREE RECEIVED OR CREDIT HOURS EARNED
		FROM (month/year)	TO (month/year)	

14. Have you ever been suspended from any college or university (including UNM) for any reason? Yes ☐ No ☐
    If yes, give institution and date of suspension _____ _____ Academic ☐ Disciplinary ☐
    Institution Date

15. In which program do you wish to enroll: A one-time ***non-refundable*** $15 fee is required for all Associate degree applicants.
    AA in _____ _____ Voc Special Program
    AS in _____ _____ Unclassified
    AAS in _____ _____ Non-Degree
    Certificate in _____

16. For what financial aid are you applying?
    ☐ Veteran's Benefits (VA) ☐ FAFSA/Pell Grant ☐ Tribal Scholarship ☐ Work Force Dev ☐ Other ☐ None

IN – STATE TUITION CLASSIFICATION

A New Mexico resident is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in New Mexico for at least the past twelve consecutive months. NOTE: If you are under the age of 23, complete the Parent/Guardian information below. Failure to provide complete information will result in automatic non-resident status.

	STUDENT	PARENT or GUARDIAN
Do you regard New Mexico as your permanent residence?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Have you lived in New Mexico for at least the past 12 consecutive months?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
If you have not lived in New Mexico for at least the past 12 consecutive months, please provide an explanation below:		
Student Explanation:	**Parent/Guardian Explanation:**	
Are you currently registered to vote in New Mexico?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Are you currently registered to vote in another state?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Do you have a current New Mexico driver's license?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Do you have a current driver's license from another state?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Do you have a vehicle currently registered in New Mexico?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response
Do you have a vehicle currently registered in another state?	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Response

The following situation may qualify you for resident tuition. Contact the Admission Office for information at (505) 863-7576.

- Certified member of a nation, pueblo, or tribe located wholly or partially in New Mexico.
- Member or a dependent of a member of the U.S. Armed Forces or National Guard.
- Relocation to New Mexico for employment or retirement.

Are you a New Mexico resident at least 65 years of age or older? ☐ Yes ☐ No: If yes, you may be eligible for our Senior Citizen tuition rate. For more information contact the Registration Office in Student Services.

I certify that all information given in this application is complete and accurate to the best of my knowledge. If I am accepted as a student at the University of New Mexico, I agree to conform and abide by the letter and spirit of all rules, regulations, and procedures of the University. Misrepresentation in any statement by the applicant or failure to abide by University academic regulations will be considered adequate grounds for denying admission, for cancellation of registration, or for suspension from the university.

_____ _____ _____ _____

SIGNATURE **SOCIAL SECURITY NUMBER** **DATE OF BIRTH** **DATE**

FOR OFFICE USE ONLY

Application Fee Paid _____**Yes** _____**No** **Waived** _____ **By** _____

Receipt#_____ **Initials** _____ **Date** _____

The University is an Affirmative Action/Equal Opportunity Institution

THE UNIVERSITY of NEW MEXICO

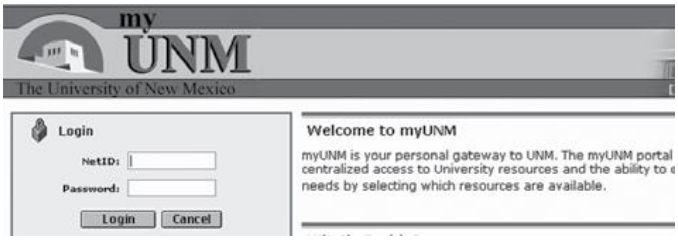
LoboWeb

Need a NetID and password?

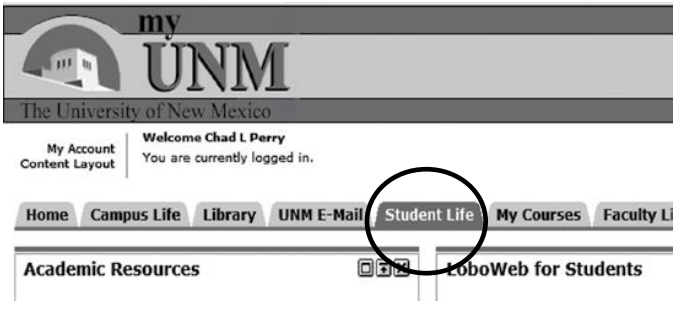
Go to my.unm.edu; click on "Create a UNM NetID"

Need to get there?

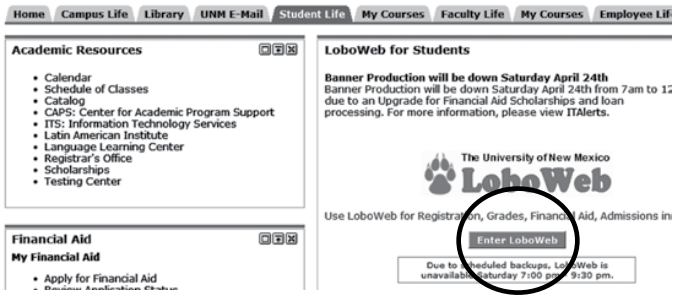
- **Start at myUNM (my.unm.edu)**
- **Enable pop ups from myUNM**
- **Log on with your NetID and password**



Click on the "Student Life" tab



Click on "Enter LoboWeb"



- **LoboWeb uses the word "Term" instead of Semester (Select Term)**

- **LoboWeb has information for all UNM campuses, as well as online, hybrid and Extended University courses.**