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2400 North Scenic Drive
Alamogordo, NM 88310
www.nmsua.edu

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NMSU-A
2013-14 Course Catalog
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NM STATE UNIVERSITY ALAMOGORDO

FOR MORE INFORMATION

All correspondence to the University should be sent to the following address:

**New Mexico State University Alamogordo
(Department)
2400 North Scenic Drive
Alamogordo, NM 88310**

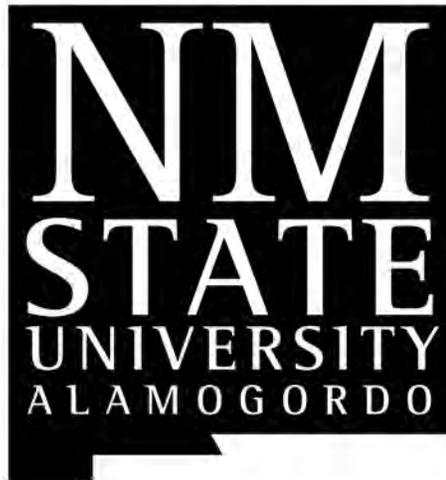
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e-mail admissions office: admissnmsua@nmsu.edu
e-mail financial aid office: finaidnmsua@nmsu.edu

New Mexico State University Alamogordo
Course Catalog
2013-2014

(Effective Summer 2013 through Spring 2019)

ONLINE
www.nmsua.edu



Academic programs at New Mexico State University Alamogordo are available to all students without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Any item in this catalog is subject to modification at any time by proper administrative procedure.

From The President



We are delighted you have chosen NMSU Alamogordo (NMSU-A) for your educational needs. We believe our faculty and staff are among the best in the state, and we are here to assist you. During 2013, we received continuing accreditation from the Higher Learning Commission (HLC). We are very proud of this accomplishment and your involvement in this multiple-year process.

We have increased the hours in Student Services. You can receive assistance in financial aid, advising, veteran affairs, and career counseling on evenings and on weekends. Student Services is open Monday - Thursday from 8:00 a.m. - 7:00 p.m., Fridays from 8:00 a.m. - 5:00 p.m., and Saturdays from 9:00 a.m. - 5:00 p.m. Our Accommodations Office is also located in Student Services.

The enrollment at NMSU-A continues to expand as does our commitment to insure the completion of your degree plans. During the time you spend at NMSU-A, we will develop additional strategies that will enhance our commitment to instructional programs, student services, and student engagement. We are counting on you to be an active participant in this process.

We continue to "go green." Our Allied Health addition and our Advanced Technology Center both received LEED (Leadership in Energy Environmental Design) Gold certification. We only use cleaning products that meet the "green" standard, and even though we have added square footage, our overall consumption of heat and electricity has declined. Also, please be sure to use our recycling bins.

Your support of a student technology fee helped the campus implement a technology plan that provides a planned approach to keeping our academic computing facilities up-to-date. Another item you probably noticed is that the speed of access to the Internet has improved. This change in access speed is due to the funding support you provided through the technology fee.

Enjoy your education at NMSU-A.

A handwritten signature in cursive script, reading "Cheri Jimeno".

Cheri Jimeno, Ph.D.
President, NMSU-A

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GENERAL INFORMATION

NMSU CAMPUSES

The purposes of NMSU's community college campuses are to make two years of college education available to students in their home environment; to provide a high quality program of education for all students, both full-time and part-time; and to provide career technical courses.

The community colleges provide lower division general education courses of the same quality and kind as are offered on the Las Cruces campus. Courses offered for transfer credit are coordinated with the appropriate department and college at the Las Cruces campus, can be transferred to other two-year and four-year colleges and universities, and are consistent with Veterans Administration and Social Security Administration regulations. Students attending a community college of NMSU are enrolled as New Mexico State University students and may change campuses if they meet Las Cruces campus admissions requirements.

HISTORY OF NMSU ALAMOGORDO

New Mexico State University Alamogordo (NMSU-A) is situated in the foothills, at the base of the Sacramento Mountains. This vantage point overlooks the city of Alamogordo and the Tularosa Basin. The service area of the college includes Holloman Air Force Base (HAFB), White Sands Missile Range, and stretches beyond the view to include the Mescalero Apache Reservation and approximately twenty villages and towns in Otero County. Much of the south central New Mexico region benefits from the convenient location of the campus.

NMSU-A was established in 1958 with an initial enrollment of 278 students. The classes were held at night on the Alamogordo High School campus. The objective of this post-secondary educational venture was to serve the military and civilian personnel from HAFB, as well as students from the local non-military population.

Over the years enrollment has expanded. At the same time, the number and the character of students' objectives have also grown. The basic two-year traditional university-credited education has been expanded and enriched. NMSU-A has evolved from offering only two-year traditional education courses to providing career/technical programs and courses for personal enrichment as well as selected bachelor completion programs through New Mexico State University (NMSU) Las Cruces Distance Education.

NMSU-A is a two-year comprehensive community college dedicated to the concept of high-quality, cost-effective education that meets the needs of a diverse community. While some students continue to value the long established core courses, others seek alternatives to the traditional liberal arts education.

MISSION OF THE COLLEGE

The mission of New Mexico State University Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

ACCREDITATION

NMSU-A is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The latest accreditation visit to the campus by the Higher Learning Commission was in February, 2013. The HLC may be contacted at the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, (800) 621-7440, or info@hlcommission.org.

The New Mexico State University Alamogordo's Nursing program is approved by New Mexico Board of Nursing (NMBON), 6301 Indian School Road, NE, Suite 710, Albuquerque, NM, 87110, <http://nmbon.sks.com> (505) 841-8340.

The NMBON granted New Mexico State University Alamogordo a Certificate of Conditional Approval for two years until August 2014.

The New Mexico State University Alamogordo Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org. The ACEN may be contacted for information regarding the accreditation status of the New Mexico State University Alamogordo Nursing Program.

The New Mexico State University Alamogordo Nursing Program is accredited with warning status by ACEN through October 2014.

The ACEN is the accrediting agency for nursing programs and has been since 1997. The ACEN assures prospective students and employers that the NMSUA Nursing Program has met national education standards. Graduation from an ACEN accredited nursing program can facilitate a student's acceptance into advanced educational and certification programs, graduate schools, and the Armed Forces.

ACADEMIC PROGRAMS

In addition to taking basic courses toward a bachelor degree, NMSU-A students can pursue the following associate degrees and certificates:

Note: The degree plans in this catalog are effective Summer, 2013 and are in effect through the spring semester 2019.

ASSOCIATE DEGREE PROGRAMS

- Arts
- Criminal Justice
- Early Childhood
- Education
- Fine Arts

General Engineering (*pending HLC approval*)
 General Studies
 Heritage Interpretation
 Nursing (Limited Entry Program)
 Prebusiness
 Science
 Social Services

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

3D Computer Animation (moratorium on program)
 Automotive and Hybrid Technology
 Biomedical Equipment Technology
 Business Office Technology*
 Computing**
 Construction Technologies Electrical Option
 Electronics Technology
 Graphic Design
 Information Technology
 Occupational Business
 Paralegal Studies

*3 Concentrations: *Accounting, Administrative Assistant, & Banking/Teller*

**2 Concentrations: *Business Applications Specialist & Web Mastery*

CERTIFICATE PROGRAMS

Advanced Photo Voltaic Installation (*pending HLC approval*)
 Basic Computer Skills
 Business Applications Specialist
 Business Office Technology
 Electrical Apprenticeship
 Emergency Medical (EMT) Services
 Graphic Design
 Heritage Interpretation
 Legal Assistant
 Network Specialist
 Photographic Technology
 Photo Voltaic Entry level Grid-Tie (*pending HLC approval*)
 Web Mastery

Gainful Employment Disclosure: At public and private not-for-profit institutions, gainful employment programs are Title IV-eligible certificate programs. Effective July 1, 2011, the U.S. Department of Education requires schools with Gainful Employment programs to disclose certain information about these programs. This information can be found at <http://nmsua.edu/documents/gainful-employment-disclosure.pdf>

LIMITED ENTRY PROGRAMS

Abitur Program: Family members of German military stationed at HAFB can complete the Associate of Arts and the Abitur requirements concurrently at NMSU-A. The Abitur program was jointly designed by NMSU-A and the German Air Force to bridge the differences between the German and American educational systems. It was initially approved in 1997 and was formally approved by the German Ministry of Education in October 2002. For further information regarding

admissions requirements, contact the Vice President for Student Success located in the Student Services Building. Once admitted to the university, visit with an Academic Advisor for degree and course information.

Nursing Program: The Nursing program is a limited entry program. Special applications are required and can be obtained from the nursing department or the Advising Office. In addition to meeting regular undergraduate admissions requirements, students must be selected into this program.

ADMISSIONS

A student may be accepted for undergraduate admission to NMSU-A as a degree-seeking student or a nondegree student under the policies and conditions as set forth in this section.

DEGREE-SEEKING STATUS

REGULAR STUDENT (first time at any college)

Requirements for admission as a regular student include the following:

- Formal application for admission. A \$20 non-refundable admission fee payable upon application.
- An official transcript of the student's high school credits or General Education Development (GED) scores. Transcripts must be sent directly from the high school or GED Testing Center to:

NMSU Alamogordo
 Admissions & Records Office
 2400 N. Scenic Drive
 Alamogordo, NM 88310

Note: If the high school transcripts or GED test results do not provide adequate information for a final admission's decision, NMSU-A may require the applicant to submit official results of the American College Testing (ACT) Program test battery.

Qualifications for admission to New Mexico State University Alamogordo include:

- Graduation from any state high school or academy in the United States accredited by a regional accrediting association or approved by a state department of education or state universities, or
- A minimum of a GED diploma.

Home School Students: Students enrolled in a home school program may be accepted to NMSU Alamogordo if they meet the requirements for regular admission. In addition, the home school educator must submit a transcript or document that lists the courses completed and grades earned by the student as well as indicate the date the student completed or graduated from the home school program. Home school students who are New Mexico residents and wish to participate in the Lottery Success Scholarship program are required to submit official New Mexico GED test results.

TRANSFER STUDENT

Requirements for admission as a transfer student include the following:

- Formal application for admission. A \$20 non-refundable admission fee payable upon application.
- Transfer students from other colleges or universities may be admitted to NMSU-A if they have at least a **C** (2.0) cumulative grade point average (GPA) and are eligible to return to the college or university last attended.
- Transfer students from other colleges or universities must submit a degree (regular) application, an official transcript from all colleges previously attended (**this includes Community College of the Air Force**), and an official copy of their high school or GED transcript.
- High school transcripts and GED scores will be waived when a student has completed 30 academic semester hours at a previously attended regionally accredited college/university. However, these transcripts may be required for Financial Aid.

Any transfer student who has less than a 2.0 cumulative GPA (Grade Point Average) from his/her previous college(s) and/or vocational school(s) must submit a letter of appeal to the Admissions Appeal Board for admission to NMSU-A.

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

Transfer of Credits at NMSU: NMSU evaluates courses from post-secondary institutions that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for course work completed with a grade of **C** or better, provided the classes are similar or equivalent to courses offered at NMSU. A transfer student may, on the basis of an evaluation of his or her transcripts, receive credit for courses taken at other institutions in which a grade of **D** was received. However, NMSU does not accept the transfer of courses with **D** grades that satisfy basic academic competency (basic skills) in English and mathematics. NMSU will not accept transfer credit for four-credit basic skills courses (such as ENGL 111G and CCDM 114N) when the incoming course carries less than three credit hours. Also, colleges or departments may choose to accept only courses graded **C** or higher in their programs for both transfer and native students. Any lower-division course from another institution receiving transfer credit from NMSU at the 300 or above level will still count as a lower-division course. Transcripts will be re-evaluated when students transfer from one NMSU college to another.

Each college determines which transferred courses are applicable toward a degree or a minor.

Grades earned in courses taken at other institutions are not included in the calculation of the NMSU GPA, except for grades earned by approved National Student Exchange students.

Evaluation of Transfer Credits: Once a student is admitted to NMSU-A, transcripts are forwarded to the Registrar's Office at NMSU Las Cruces for evaluation.

Credits from non-accredited institutions may be evaluated by the student's academic dean after the student has completed two semesters in full-time status with satisfactory grades.

CLEP credits, DANTES, USAFI, transfer, and course challenge credits cannot be used as part of the student's last 15 semester credits of an associate degree. No more than six credits of courses in religion will be transferred.

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

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

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

For information on the transferable discipline module for Business, see the Las Cruces catalog College of Business chapter. For information on the transferable discipline module for Early Childhood Education, see the College of Education

chapter. Information on all available statewide transfer modules can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us.

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

Transfer Credit Appeal Process: All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMSU's transfer credit policy may be obtained from the Office of the Registrar or from the Deputy Secretary for Academic Affairs, Higher Education Department, 2048 Galisteo St., Santa Fe, NM 87505-2100.

Out-of-State Students and Legal Jurisdiction: By applying for admission/enrollment, both the student and parents agree that New Mexico law prevails and all litigation will be in federal court in New Mexico or in state court in Dona Ana County, New Mexico.

NONDEGREE STATUS

Nondegree admission is designed to meet the needs of part-time students who do not wish to pursue a degree at this University.

Note: Courses taken in this status may not be used to meet regular admission requirements.

Students on nondegree status are not eligible to: 1) receive financial aid or student employment, 2) participate in student government or intercollegiate athletics, 3) receive benefits from any veterans' program.

Students interested in using nondegree credit for initial teacher certification or recertification in a new field need to contact the College of Education.

Transcripts from previous institutions, high school, and/or results of college entrance exams may be required to assure readiness for university-level courses. A \$20 non-refundable, nondegree application fee is required.

Nondegree students are subject to the same University regulations as regular students.

Nondegree students may not transfer more than 30 credits from this status to any undergraduate degree program with the exception of students participating in a high school concurrent enrollment program.

Students must certify they are high school graduates or have obtained a GED diploma and that they are eligible to return to any previously attended college or university.

Transcripts from previous institutions, high school transcript, GED test scores, and/or results of college entrance/placement exams may be required to assure readiness for NMSU-A courses.

Nondegree Special Admission Programs for High School Students

Dual Credit for High School Students: Students who attend a public high school, a charter school, or a state supported school are required to participate in a college experience if their entrance to high school is 2009-2010 school year or later. High school students may complete the requirement by taking: 1) an Honors course, 2) an Advanced Placement (AP) course, 3) an Online course through the high school and/or, 4) an approved Dual Credit college course at NMSU-A. This program is designed to enhance and supplement the high school curriculum, not duplicate or replace it; therefore, there may be limitations on class choice.

High School students who wish to take college courses at NMSU-A must meet the following requirements: Sophomores with a 3.75 or better GPA for academic courses; 2.5 GPA or higher for technical/vocational courses. Juniors and Seniors with a 3.0 GPA or higher for academic courses; 2.0 GPA or higher for technical/vocational courses. The course a student is allowed to take is based on their GPA, placement assessment results, and the courses authorized by their high school.

All first-time Dual Credit students will be required to take COLL 101 (College/Life Success) as their first course before any other courses can be taken.

Students participating in this program at NMSU-A will have their tuition and general fees waived by the college. Students will be responsible for lab fees and any other course specific fees. For approved courses (each high school will have a specific list), students must visit with the Dual Credit college advisor. Grades for courses taken at the college will be sent to the appropriate high school and are required to be transcribed on the high school transcript.

Early Admit: High school students attending a private school may participate through the Early Admit Program. Also, high school students who wish to take college courses but do not want their grade on the high school transcript, may also be admitted as Early Admit students. These students must meet the same eligibility requirements as Dual Credit students (see above). However, these students will be required to pay their tuition, fees, and purchase the book for the class.

Home school students who choose to participate in college courses must meet the same requirements mentioned above and will be required to pay their tuition, fees, and purchase the book. These students will be required to provide the college with a graded transcript. This transcript must provide a graded (*A-F*) transcript showing courses, course levels, grade level, and grades signed by the home school program evaluator. Students must also meet the GPA requirements for each grade level.

READMISSIONS

Former students of NMSU who have not attended an NMSU campus for more than two consecutive terms are required to make formal application for readmission. Applications must be submitted to the Admission & Records Office at least five

working days prior to registration. Readmission does not require an additional admission fee.

A grade report or unofficial transcript from previous institutions may be required at the time of readmission to show eligibility to return to colleges/universities previously attended

Readmission to Degree-Seeking Status: A student who is seeking readmission and whose last NMSU admission status was degree-seeking (regular), must complete a degree-seeking readmission form. Additionally, if the student has attended other institutions during an absence from NMSU, the student must have official transcripts forwarded directly to the Admissions & Records Office by the registrar of each institution and must be eligible to return to the college or university last attended. Academic admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be considered when determining the student's academic admission status.

Readmission to Nondegree Status: A student who is seeking readmission and who previously attended NMSU-A under a nondegree admission status must complete a nondegree readmission form. However, if the student wants to be readmitted under a degree (regular) status, the student must request a change-of-status at the time of readmission.

CHANGE OF ADMISSION STATUS

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

All documents required for the change-of-status must be in the Admissions & Records Office by the dates posted in the current semester Registration Guide located at <http://nmsua.edu/classes/>. If all documentation is not received by that date, then the change-of-status will be reviewed for processing the next semester of the student's enrollment.

Any transfer student who has less than a 2.0 cumulative GPA from his/her previous college(s) and/or vocational school(s) must submit a letter of appeal to the Admissions Appeal Board for a change-of-status to degree-seeking.

INTERNATIONAL STUDENT ADMISSION

The general policies of the university as outlined in this catalog apply to international as well as domestic students. However, some special policies required by federal laws apply only to international students. Some admission and tuition exceptions have been developed for international military and their family

members stationed in New Mexico. Contact the Admissions Coordinator for details.

An international student is any individual attending NMSU while present in the United States on a non-immigrant student visa. Legal immigrants or refugees must present documentation of their status either to Admissions or the International Student Services (ISS) office on the NMSU Las Cruces campus.

U.S. Citizenship and Immigration Services (USCIS): Some of the more important rules as established by the United States Department of Homeland Security are:

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

University Procedures for International Students

Scholastic Ability:

1. Prospective undergraduates must have completed a minimum of 12 years of schooling and/or submit official diploma or completion certificate.
2. Official transcripts showing the classes taken and grades earned for the school years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted, unless received in a sealed envelope.
3. The scholastic average for the last three years of high school must be equivalent to 2.5 on a 4.0 scale. International students are not admitted on a probationary basis.
4. Graduation from a high school in the United States does not automatically qualify an international student for admission to NMSU. The student must also submit official transcripts from his/her foreign secondary school.

Financial Support: No financial aid is available from NMSU. The university reserves the right to demand advance deposit of funds for any period deemed reasonable prior to granting admission. An international student can never qualify for residency and must pay nonresident fees.

1. Each prospective international student must submit a current financial support document with his or her application.

2. This document must show that 1) the person providing the financial support has the necessary funds, and 2) the funds can be transferred from the student's home country to the United States.

Per New Mexico Senate Bill No. 375, international military and their family members who are stationed in New Mexico through the NATO agreement may be classified as in-state for tuition purposes.

English Language Proficiency: NMSU requires a minimum score of 520 (paper-based)/173 (computer-based)/68 (internet-based) on the Test of English as a Foreign Language (TOEFL) for all international students, both nondegree and degree-seeking. A waiver of the TOEFL requirement may be considered for:

1. Students who are native speakers of English.
2. Students completing high school in the United States who 1) have attended the high school for at least two full semesters and 2) have scored in at least the 75th percentile in English on the ACT program. Students admitted to the community college campus without the required ACT score in English may request a waiver if they have attended high school in the United States for two full years and have graduated from the high school.
3. Students transferring from a junior college, college, or university in the United States who have earned a minimum of 30 acceptable semester credits (45 acceptable quarter credits) with a GPA of 2.0 or better. Acceptable credit means classes that require a high proficiency in both written and oral English.
4. Students demonstrating English language proficiency by methods accepted by ISS.
5. Students enrolling in certain programs where English language proficiency is not required.

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

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

International students are not admitted to the university for the sole purpose of studying English.

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

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

1. The dean of a chosen college and the department head of a chosen major or the president of a Community College campus may refuse to grant admission.
2. There may be a disproportionate number of international students or a disproportionate number of a particular nationality in one department or college.
3. Academic Advisors may not be available.
4. International students may be nondegree if admitted as exchange students, or as part of a special program, or as holders of visas that allow incidental studies related to their current non-immigrant status.
5. Non-native speakers of English normally are not admitted for summer sessions.
6. University Community College campuses reserve the right to refuse admission to international students if the appropriate immigration and English-language support services are not available.
7. Preference for admission to the Community College campuses is shown to students who graduate from high school in the United States.
8. University Community College campuses reserve the right to set limits on the number of international students admitted to their respective campuses based on the percentage of international students within an academic program.

All application materials, including the application for admission; letters of recommendation; all transcripts or national examination scores and/or transcripts from colleges or universities (with an English translation); all test scores including the TOEFL; and proof of adequate financial support must be submitted to the NMSU-A Office of Admissions & Records for:

- Fall semester by March 1
- Spring semesterby October 1

Miscellaneous Regulations

1. All international students must have health insurance. Students who do not purchase insurance from NMSU must present evidence of similar coverage. Students without insurance will not be allowed to register.
2. Upon arrival on campus new international students are not permitted to register until all requirements are met, including attending orientation and taking the English screening examination. All international students are required to report to the Office of Student Services, 2nd floor, Student Services Building, Alamogordo, New Mexico.
3. All international students are required to carry a minimum of 12 credits (exception can be made for international military stationed in New Mexico and their dependents).

TUITION, FEES, AND OTHER EXPENSES

The published costs are for one semester. The university reserves the right to change any of the charges without notice. Updated information can be found at <http://nmsua.edu/business-office/tuition-fees/>.

TUITION AND FEES

RESIDENTS In-District (NM residents living in ZIP CODE areas of 88310, 88311, 88325, 88330, 88337, 88342)

Full-time enrollment (12-18 credits) per semester **\$960.00**
(\$76.00 Tuition per credit plus \$4.00 Student Fee per credit)
Total cost per credit **\$80.00**

Each credit over 18 credits - **\$80.00 per credit**

Part-time enrollment (1-11 credits) - per credit **\$80.00**
(\$76.00 Tuition per credit plus \$4.00 Student Fee per credit)

RESIDENTS Out-of-District (NM residents not living in the In-District ZIP CODES listed above.)

Full-time enrollment (12-18 credits) per semester **\$1140.00**
(\$91.00 Tuition per credit plus \$4.00 Student Fee per credit)
Total cost per credit - **\$95.00**

Each credit over 18 credits - **\$95.00 per credit**

Part-time enrollment (1-11 credits) per credit - **\$95.00**
(\$91.00 Tuition per credit plus \$4.00 Student Fee per credit)

NON-RESIDENTS*

Full-time enrollment (12-18 credits) per semester **\$2,580.00**
(\$211.00 Tuition per credit plus \$4.00 Student Fee per credit)
Each credit over 18 credits - **\$215.00 per credit**

Part-time enrollment (7-11 credits) per credit - **\$215.00**
(\$211.00 Tuition per credit plus \$4.00 Student Fee per credit)

Part-time enrollment (1-6 credits*) - per credit **\$95.00**
(\$91.00 Tuition per credit plus \$4.00 Student Fee per credit)

*During a regular semester, non-resident students enrolling for 6 or less credits are charged out-of-district resident tuition rates.

ACTIVE DUTY MILITARY AND DEPENDENTS

Note: To qualify for these rates, active duty military and their dependents must submit an approved Resident Tuition Application to the NMSU-A Office of Admissions and Records. See catalog section, Resident, Non-Resident Status.

Full-time enrollment (12-18 credits) per semester **\$960.00**
(\$76.00 Tuition per credit plus \$4.00 Student Fee per credit)
Each credit over 18 credits - **\$80.00 per credit**

Part-time enrollment (1-11 credits) - per credit **\$80.00**
(\$76.00 Tuition per credit plus \$4.00 Student Fee per credit)

DURING SUMMER ONLY, NON-RESIDENTS PAY RESIDENT OUT-OF-DISTRICT TUITION.

ADDITIONAL FEES

The following are ADDITIONAL FEES that will be assessed to the student.

Payment Plan Fee: For payment plan options, go to <http://nmsu.edu/~uar/paymentplan.htm>. Fees vary based on the plan.

Matriculation Fee:
\$20 first time NMSU students (non-refundable)
\$50 first time international students (non-refundable)

Late Registration Fee:
\$25 assessed for late registration (non-refundable)

Degree Application Fee:
\$25 for each associate degree
\$10 for each certificate

Late Degree Application Fee:
\$25 additional fee (non-refundable)

Lab Fees: Various courses have lab fees attached. Go to <http://nmsua.edu/business-office/tuition-fees/> for a listing of fees.

Online course fee: Each credit of an online course has an additional \$15.00 fee.

Student Printer Usage Fee: A special general student printer usage fee will be assessed at the rate of \$0.05 black & white per page, \$0.25 color per page, and \$0.10 per duplex page. At the beginning of each semester every student receives \$5.00 (100 pages) free. Students who enroll for summer classes will receive \$5.00 (100 pages) free. Additional printing may be purchased at the Business Office. All printing accounts will be terminated at the end of the academic year (May) and at the end of the summer (August) with no reimbursement of unused funds.

These printer access and printing fees apply to general printing carried out in the computer lab, library, and academic support center. Printing, as a requirement in the classroom, will be covered under applicable class fees rather than general fees.

Resident, Non-Resident Status: Resident or non-resident status shall be determined according to a uniform definition established for all New Mexico institutions by the New Mexico Higher Education Department and administered by the Registrars of the various institutions. Additional information is available in the Office of Admissions & Records in the Student Services Building.

Non-resident active duty and foreign military personnel stationed in New Mexico and their family members are considered in-district for tuition purposes. Active duty personnel and their dependents who attend NMSU or one of its community colleges for the first time or who return after an absence from NMSU must pick up an *Application for Active Duty Military Tuition Residence* from the HAFB Education Office or the Office of Admissions & Records and return the completed application to the NMSU-A Admissions & Records Office or the NMSU-A office at HAFB at the time of admission or readmission.

American Indian nations, tribes or pueblos. All out of state members of an American Indian nation, tribe, and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate. These include members of the following tribes or pueblos: Jicarilla Apache, Mescalero Apache, Taos pueblo, Picuris pueblo, Ohkay Owingeh, Santa Clara pueblo, Nambe pueblo, Navajo tribe, San Ildefonso pueblo, Pojoaque pueblo, Tesuque pueblo, Cochiti pueblo, Jemez pueblo, Santo Domingo pueblo, San Felipe pueblo, Zia pueblo, Santa Ana pueblo, Sandia pueblo, Isleta pueblo, Laguna pueblo, Acoma pueblo, Zuni pueblo, and the Ute Mountain tribe.

Senior Citizen Discount: New Mexico residents who are 65 or older may attend New Mexico State University at reduced tuition rates. Admission to the University is required and all other student fees apply. Individuals must apply and qualify for this program through the NMSU-A Admissions and Records Office. The cost is \$5 Tuition per credit plus \$4 Student Fee per credit (Total cost per credit, \$9); additional fees such as course or lab fees may apply. Senior citizens may register for a maximum of six (6) credits at the reduced rate. Per state law, senior citizens who take more than 6 credits must pay full price for all credits based on in-district or out-of-district residency. Contact the Admissions & Records Office for more information.

Late Registration Penalties: A late registration penalty of \$25 will be assessed for course registrations processed during a term's late registration time period. Failure to make scheduled payment with the University Accounts Receivable on due dates may result in additional liability.

Payment of Charges: By enrolling in classes at NMSU, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and all proceeds of this agreement will be used for education purposes and constitutes an education loan pursuant to 11 U.S.C. § 523(a) (8). Terms and Conditions of Course Registration are posted on the NMSU website and available in each term's registration guide. Payments can be made by mail, web, telephone, or in person at the Business Office. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan options, go to <http://www.nmsu.edu/~uar/paymentplan.htm>. Fees vary based on the plan. All financial aid received must be paid toward balances owed. Additional penalty charges may be assessed for failure to make payments when due. **NMSU-A reserves the right to deny a payment plan to any student who has a poor credit rating or who has been negligent in making payments to the University for previous debts.** Course reservations may be cancelled if payment arrangements for past due dates are not completed by the deadlines as outlined in a term's registration guide. Academic credits, transcripts, and diplomas will be withheld until all financial

obligations are paid. Students are prohibited from registering for a term until all previous debts due to the University are paid in full.

Tuition Adjustments, Refund, and Forfeitures:

Any student officially dropping or withdrawing from a course or courses during a term may receive tuition and fee adjustments as outlined in the current class schedule. Lab fees are refundable in full but only during the 100% refund period. No tuition adjustments will be made on classes of less than five weeks' duration unless the student withdraws from the course prior to the first day of class; no refunds will be given after the class begins. **Non-attendance does not constitute official course drop or withdrawal. All charges due to the University must be paid before refunds will be permitted.**

In cases of academic or disciplinary suspension, eligibility for tuition adjustments will depend on the conditions of the suspension and will be entirely at the discretion of the university. Should unforeseen circumstances beyond the reasonable control of the University result in curtailing classes or otherwise withdrawing services that are a normal function of NMSU, refunds of any nature will be at the discretion of the University administration.

Dishonored Financial Transactions-Checks,

Credit Cards, ACH Transactions: The university charges a penalty on all dishonored cash instruments. Personal checks will not be accepted from students who have had previously dishonored checks.

FINANCIAL AID

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

The Financial Aid Office administers an extensive program of grants, scholarships, and loans. The awarding of grants and loans is based on need, while the awarding of scholarships is based mainly on academic ability and, in some cases, financial need. Assistance in the form of work is available through the Federal College Work-Study Program and the New Mexico Work-Study Program.

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

The student should apply annually for financial assistance by March 1. To apply, students must complete the Free

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NMSU Alamogordo 2013-2014

Application for Federal Student Aid (FAFSA) application online at www.fafsa.ed.gov.

To receive financial aid you must demonstrate the following:

1. Have financial need, except for some loan and work-study programs.
2. Have a high school diploma or a GED Certificate, pass a test approved by the U.S. Department of Education (DOE), meet other standards your state establishes that are approved by the DOE, or complete a high school education in a home school setting that is treated as a home school or private school under state law. See your financial aid administrator for more information.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate, bachelor, or graduate degree program.)
4. Be a U.S. citizen or eligible noncitizen (state funded scholarships are available to undocumented students).
5. Have a valid Social Security number (SSN) or an alien registration number. If you don't have an SSN, you can find out more about applying for one at www.ssa.gov.
6. Make satisfactory academic progress.
7. Sign a statement on the FAFSA certifying that you will use federal student aid only for educational purposes.
8. Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
9. Register with the Selective Service, if required.

Note: Financial Aid is paid at the beginning of each term. Aid will not be paid for any courses added after the census date. Students will be billed for courses they drop or do not attend if a change of enrollment status results.

The Financial Aid Office provides support services for students who wish to apply for financial aid. The Financial Aid Office awards funds from federal programs that include the Pell Grant, the Supplemental Educational Opportunity Grant, Leveraging Educational Assistance Partnership, Work-Study, and Direct Loan. State grant and work-study programs are also available. Students can check the status of their files and accept or decline awards available online through their student online account at <https://my.nmsu.edu>.

Financial Aid Satisfactory Academic Progress: Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. All terms of attendance are reviewed, including periods in which the student did not receive financial aid. Transfer work is taken into account when satisfactory progress is reviewed.

1. Qualitative Progress: Undergraduate students must maintain a cumulative GPA of at least 2.0 (a *C* average).
2. Completion Rate: Students must complete a minimum of 70 percent of all course work (registered credit hours)

attempted at NMSU. Any course with a grade of withdraw (*W*), incomplete (*I*), repeats (*RR*), failure (*F*), audit (*AU*), (*U*) unsatisfactory, or no credit (*NC*) is not considered completed course work. Repeated courses are included in the calculation.

3. Maximum Time Frame: Students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer course work are included in the student's maximum time frame calculation.

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

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

RESOURCES FOR STUDENTS

ACADEMIC

Academic Support Center: The Academic Support Center offers free assistance in writing, accounting, reading, various sciences, and mathematics. Tutors are available to assist students with problems or concerns that they may have in any of these subject areas. The Academic Support Center has day, evening, and weekend hours. The writing center also provides an online writing center service to students.

Adult Basic Education: The Adult Basic Education (ABE) program of NMSU-A provides services and instruction to adults in GED, English as a Second Language (ESL), basic reading, math, English, work place skills, vocabulary development, basic computer skills, and citizenship in group classes or on an individual basis. Assessments and GED pretests are given at the ABE Office on an individual basis. The Literacy Volunteers of America, Otero County Literacy Council, Inc., in partnership with ABE Advisory Board (sponsored by the ABE program), can provide volunteer tutors to work one-to-one with adult non-readers and non-English speaking adults. All these services are provided free of charge

to adults. Adult Basic Education is located in the Tays Center (575) 439-3812.

Degree Audit: Students have access to the Degree Audit System (STAR) available through their student online account at <https://my.nmsu.edu>. To self check progress toward a degree, students must select the college, the degree, and the year they meet the requirements. See an Advisor for assistance, if necessary.

Holloman Air Force Base (HAFB): Classes are offered at HAFB in two 8-week sessions for the fall and spring semesters and two 5-week sessions for the summer semester. Classes are open to active duty military, their dependents, DoD civilians, and community members. Academic and admission information is available in the NMSU-A Office located in the Education Services Office - HAFB Learning Center, Bldg. 224/Suite 213.

HAFB Vehicle Pass: Students who do not have access to HAFB must first register for class and then request a Holloman Air Force Base Access Request Form from the NMSU-A Admissions & Records Office. Procedures for obtaining the base vehicle pass can be found at <http://nmsua.edu/holloman/obtaining-access-to-hafb/>.

GED and Test Proxy: The Advising & Career Services Office serves as the GED Testing Center for Alamogordo and the surrounding community service area. GED tests are given regularly on the NMSU-A campus. Test proxy services are provided on request.

Learning Technology Center: The Learning Technology Center helps students adjust to online learning. At the beginning of each semester and before the second 8 week classes start, the LTC offers student workshops on Canvas access, navigation, and how to effectively interact with the variety of tools used in Canvas.

Library: The David H. Townsend Library provides information services and research assistance to NMSU-A students, faculty, and staff, as well as to community residents. The library has over 20 computers available and also checks out laptops to students which can be taken anywhere in the library building. The library provides access to over 12,000 electronic journals and magazines and also has available in print format approximately 40,000 books, 90 journal and magazine subscriptions, and over 2,000 videos. The library also provides study space and group study rooms. Research assistance is available on a "drop in" basis, as well as through tours and class sessions. For hours and additional information please see the library web site at <http://nmsua.edu/library>.

Online Classes and Distance Learning Education: For students wanting to earn college credits but whose busy lifestyle doesn't permit them to take all classes in a face-to-face setting, NMSU Alamogordo offers a wide variety of online classes. list of NMSU-A online classes may be found at <http://nmsua.edu/classes>. Information can also be obtained from Academic Advisors at (575) 439-3720.

Additionally, courses are offered face-to-face in Alamogordo, Cloudcroft, Tularosa, Mescalero, HAFB, and some area high schools. Classes and workshops for community organizations are received by interactive video.

Some upper-division classes are received by NMSU-A through two-way interactive video technology. For detailed information on distance education and weekend programs distributed by NMSU Las Cruces campus, visit the Office of Distance Education web site at <http://distance.nmsu.edu>.

Placement Assessment: A placement assessment in **math, writing, and reading** is required prior to registration for all new degree-seeking students or those students who plan to take any math or English course(s) unless the student has passed the required prerequisite course with a **C** or better. Those students who have taken the ACT/SAT may be able to use their scores instead of the placement assessment. See an Advisor to determine if ACT/SAT scores are applicable.

Placement assessment results will determine what level of math, English, and/or reading course(s) the student will be required to take. Any student testing into a developmental reading course **must** take the appropriate level course.

If the math or English scores are more than one year old, the individual is required to retake the placement assessment for appropriate placement. A copy of placement assessment results will be available in the Advising Office for advising and registration.

Placement assessments are FREE. Assessments are offered at various hours and days. Check with the Advising Office for the current schedule. A fee of \$15 is charged to send the scores to another college or university.

Resource Centers: The Nursing Resource Center provides individual and computerized tutorial assistance as well as reference books and video tapes.

The Language Lab Resource Center provides tutoring and assistance in Spanish and German languages.

Student Holds - Academic Advisor's Hold: All students who are new to the NMSU-A campus and all students classified as freshmen (including transfer students) must see an Advisor to have their *New or Freshman Student Hold* lifted. This is to assure that beginning students have selected appropriate classes that meet their placement assessment results, have met prerequisites, and are aware of the services available to them. Holds are lifted in the office of Advising & Career Services. Students may contact an Advisor by phone (439-3720), by email at advisingnmsua@nmsu.edu, or in person in the Advising Office in Student Services.

Student Holds - Freshman Interest Inventory Hold: Incoming degree-seeking freshman are required to complete a career interest inventory, before or during their first semester, in order to be eligible for second semester registration. Students are required to bring a copy of the interest inventory results to an Academic Advisor for course and degree planning. The interest inventory currently being used by NMSU-A

(CHOICES) is accessible online or through Advising & Career Services. Information on the web site and password to take the inventory is available in the Advising Office or on the NMSU-A web site at <http://nmsua.edu/advising>. Holds will be lifted upon completion of the interest inventory, selection of a potential career and therefore a major, and subsequent meeting with an Academic Advisor.

CAMPUS

Bookstore: The NMSU-A Bookstore, operated by Barnes and Noble, is located on the lower level of the Student Services Building. The Bookstore sells required course textbooks, both new and used. Students are offered a charge account during fall and spring semesters only. Refunds on books purchased are granted with a receipt until the week after classes start. After that time, proof of the dropped class is required. Refunds will not be given for books or software that have been unwrapped. At the end of the spring and fall semesters a textbook buyback is available; dates will be posted around campus.

The Bookstore is open during posted hours. For questions, please contact (575) 439-3609 or visit www.nmsubookstore.com.

Children on Campus: NMSU-A is an institution of higher education. Therefore, parents are urged to leave children at home and/or in the care of an adult. Children must ALWAYS be attended by a responsible adult when on campus. Leaving children unattended (on the patio, in the Student Union, in lounges, outside classrooms, etc.) is not permitted. Children are permitted in classrooms at the instructor's discretion. Children must not be permitted to disrupt classes.

Computer Centers: NMSU-A has four computer labs located in the Science Center, the Professional Technical Building, the Academic Support Center, and the Library. The labs are open to all registered students. Computer labs are open at varying times so check for posted hours in each location. Printer access and printing fee information can be found in the Tuition and Fees section of this catalog. All computer labs are equipped with computers to assist visually impaired students. Any student needing any special computer needs must go through the campus Accessibilities Services Coordinator. The Computer Center web page is <http://nmsua.edu/its>.

ID Cards: All students must have an NMSU-A ID card. Cards are available in the Office of Admissions & Records located in the Student Services building. The card is required to check books out of the library, allows students into school events, and gives a discount to students for some activities. The card contains the Banner Student ID Number. Students should have the number readily available for all activities and services on campus.

Small Business Development Center: "Building New Mexico's Economy One Business at a Time." The Small Business Development Center (SBDC) located at NMSU-A provides free, confidential counseling to small business owners and prospective entrepreneurs in the areas of business planning, evaluation, marketing, management, financial

analysis and loan package preparation. The SBDC assists with all aspects of starting and managing a business, as well as finding solutions to challenges faced by existing business owners and entrepreneurs. The Alamogordo SBDC is part of the New Mexico SBDC Network, consisting of 19 centers throughout the state. Free and low-cost training and workshops are also available. Through a vast network of local, state and federal resource partners, the Alamogordo SBDC is able to provide clients and students with access to numerous business resources. For more information on small business counseling and training opportunities, please call the SBDC at (575) 439-3660 or visit us online at www.nmsbdc.org.

Student Safety: NMSU-A strives to provide a safe campus for students. There are three security guards who alternate day, evening, and weekend shifts. They maintain an office in the Physical Plant. Upon request, campus security guards will escort students, faculty, and/or staff to their automobiles during evening hours.

Safety procedures, campus crime statistics, and drug and alcohol policies are routinely updated on the NMSU-A web page.

Lost and found items are maintained in the security office located in the Physical Plant.

Campus Emergency Notification System: NMSU-A has instituted Everbridge, a mass notification emergency messaging system. With this system we can automatically notify all employees and students who have a Banner ID. We can send notifications via text message, phone call, or email.

Student Union Building: The Student Union Building serves as a central recreational and leisure area for the NMSU-A student population. It houses a TV Room, student lounges, a recreation room with game tables, a quiet study room, and offices for chartered student organizations. A conference room is available for student meetings, and must be scheduled through the Student Government President.

STUDENT

Admissions & Records: The Admissions & Records Office receives and processes all NMSU-A admissions applications and supporting documents. All registration, course drop/adds, and university withdrawal transactions are processed at this office. The NMSU-A Admissions & Records Office provides forms to order official transcripts from the NMSU Las Cruces campus. Residency requirements and applications, student privacy act information, NMSU-A catalogs and general enrollment procedures are also available from the Admissions & Records Office. Web registration is available from any computer with internet access at <https://my.nmsu.edu>.

Academic Advising: NMSU-A offers centralized academic advising on a drop-in basis or by appointment. Advisors provide academic advising services to all students and prospective students for programs offered at NMSU-A as well as advising information for students transferring to the Las

Cruces campus. Academic Advisors provide pre-enrollment information, course selection assistance, degree plan requirements, and college transfer information. The Advisors also provide course approval verification to students enrolled in financial assistance programs such as Veterans Programs, and other state and federally funded programs. Individuals may also contact Advisor-on-Line at advisingnmsua@nmsu.edu.

Career Planning/Job Search Assistance: The Career Center provides career assessment, career planning advisement, occupational information, career and job search workshops, and job search support and assistance (i.e., resumes, cover letters, job search tips). To support this effort, Career Services' AggieCAREER Manager database system can be utilized for searching for jobs related to one's academic major, or for temporary, seasonal work and community jobs, while being an NMSU student. In addition, CareerBeam is a free service computer program provided by the Career Center designed to create resumes based on your major and career goals. All students may use the Career Center resources which include occupational and job skills videos, a collection of career and job hunting books, catalogs, periodicals, and assessment inventories such as the Choices Interest Profiler. The Job Board includes job listings from local, regional and national companies seeking student employees. Visit the Career Center web site at <http://nmsua.edu/career> or call (575) 439-3720 for more information.

Counseling: Counseling services are not available on the campus. The advising department has a referral list of community resources for those students who need such resources.

Student Accessibility Services (SAS): This department assists individuals with documented disabilities to obtain appropriate academic accommodations. Students with sensory, mobility, learning, or other recognized impairments are encouraged to apply for services through this office. Students who seek assistance are encouraged to contact the NMSU-A Accessibility Services Coordinator at (575) 439-3724 **prior** to enrollment in classes to obtain the "Petition for Disabled Student Services" form. **Services may include:** assistance in obtaining textbooks on tape, alternative testing accommodations, and assistance in locating tutors, readers, note takers, and American Sign Language interpreters.

Available adaptive equipment includes computers with speech synthesizers, windows eye, camtasia, movie captioner, audacity, and large print software, portable enhanced vision machines, talking calculator, 4-track tape and MP3 recorders, Braille printer, FM assistive listening device, and a microscope for the visually impaired. An Ultracted Uniphone 1000/Kurzweil/TTY phone is located in the David H. Townsend Library. Additional information is available on our web page at: <http://nmsua.edu/advising/disabilities>.

NMSU-A Complaint Procedure Regarding

Accessibility Issues: NMSU-A has adopted an internal procedure providing for the prompt and equitable resolution

of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 USCS § 691 2993, Section 504) or of the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability.

Students are encouraged to attempt to resolve any problems or complaints they might have at the local college level first. Students should initially contact the NMSU-A Accessibility Services Coordinator, (575) 439-3724, in an effort to resolve problems related to the need for, or provision of, special accommodations, as well as those that are related to access needs or the equalization of learning opportunity. The next level of appeal is the Vice President for Student Success.

Informal Complaint Procedure: The student may wish or choose to resolve the complaint on an informal basis, i.e., mediation, a letter to the professor, a telephone call, or some resolution amenable to the student. A written confidential record of the final outcome or resolution will be retained at the NMSU-A Student Success Office.

However, if a student wishes to file a formal grievance he/she should consult the NMSU-A *Student Handbook* for the appropriate procedure. A copy is available in Advising & Career Services or on the Student Resource web page <http://nmsua.edu/students>.

The foregoing procedures are implemented to:

1. Protect the substantive due process rights of students with disabilities; and
2. Assure that NMSU-A complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

For further information, contact:

Accessibility Services Coordinator at (575) 439-3724
or

Vice President for Student Success (575) 439-3716
or

Director Institutional Equity
Office of Institutional Equity - EEO
NMSU, O'Laughlin House
1300 E. University Avenue
Las Cruces, NM 88003

(575) 646-3635 TDD: (575) 646-7802

New Student Orientation: Orientations are held spring and fall of each academic year. Newly admitted students, attending NMSU-A for the first time, are expected to attend an orientation. Orientation offers new students an opportunity to learn about services, resources, academic expectations, strategies for success, and student organizations.

Retention and Student Success: The Office of Retention and Student Success offers the following programs and service designed to promote student success: New Student Orientation, attendance/early alert support, academic-related skills assessment and support (problem solving, success planning). This office is also responsible for facilitating

and coordinating student retention planning efforts and probationary student advising.

Student Conduct: The policies and procedures related to student conduct are published annually in the *Student Handbook* which is available free of charge to all students. The Vice President for Student Success serves as the NMSU-A Discipline Officer for student misconduct. The Vice President for Academic Affairs serves as the Hearing Officer for academic misconduct. The *Student Handbook* can also be located on the web site <http://nmsua.edu/students/>.

STUDENT ORGANIZATIONS & ACTIVITIES

The Vice President for Student Success advises and assists in the coordination of activities and events sponsored by student organizations. Activity approvals and contracts for these events are processed by this office as well as student organization chartering.

Advocates for Children and Education (ACE) - ACE was chartered in 2009. The organization's purpose is to further professional interest in education and to strengthen student/professional training through experience outside the classroom and in the local community. All current students interested in educational issues are welcome. There are also honorary memberships for alumni.

The Alpha Nu Beta Chapter of Phi Theta Kappa (PTK) - PTK was chartered in 1986 and is a growing academic honorary organization on the NMSU-A campus. Students who meet the minimum eligibility criteria may be invited to become members. To be eligible for membership, a student must carry a GPA of 3.5 or above, must be currently enrolled at NMSU-A, and must demonstrate leadership qualities.

Campus Christian Fellowship (CCF) - CCF is open to all students, faculty, and staff who desire to share their faith and beliefs in Jesus Christ. The group provides encouragement and spiritual growth as well as opportunities for discussion of topics on various Bible themes. Meetings consist of prayer, sharing of prayer requests, and study of topics that affect the Christian in his or her daily walk.

Chess Club - The Chess Club promotes chess on the NMSU-A campus by conducting chess games and tournaments with members, other chess clubs, schools, and chess associations throughout New Mexico. The aim is to broaden and develop chess as an educational/cultural art and as a non-profit endeavor.

Culinary Arts Club - The Culinary Arts Club was chartered in 2012. The purpose of the club is to learn about the safe preparation of all foods and to explore the culinary cultures of the world. The group also wants to encourage better nutrition while exploring a broader palette of flavors and better methods of food preparation. Through food comes sharing of culture and values.

Journalism Club - The Journalism Club was chartered in 2012. The primary purpose of the club is to produce a student newspaper for the NMSU-A students.

League of United Latin American Citizens (LULAC) - LULAC was chartered in 2013. The primary purpose of the student organization is to encourage education completion and graduation. Other purposes include the promotion of Hispanic cultural arts, music, and history; practice parliamentary procedure; and to promote the Alamogordo community and educational programs of NMSU-A and the communities it serves.

Latter-day Saint Student Association (LDSSA) - The organization was chartered in 2012. The Latter-day Saint Student Association (LDSSA) was established by the Alamogordo Institute of Religion to help students attending college or university to have a balanced secular and spiritual education experience during their years of formal education.

Native American Student Group (NASG) - NASG membership includes Native American as well as Non-Native American students, faculty, and staff. The organization strives to foster and promote a greater understanding of the Native American community within the academic environment and educate people about Native American cultural traditions.

Science, Technology, Engineering and Math Club (STEM) - STEM was chartered in 2012. The purpose is to facilitate opportunities for current STEM (Science, Technology, Engineering, Math) students in the fields of academic support, student success, and professional development as well as incorporating community and student body groups alike for the exploration of technological endeavors and expanding the communal perspective in regards to the integration of services with technology and scientific research.

Social Science Club (SSC) - The SSC was founded in 1998 and invites all students interested in the social sciences to join. Along with discussions about how the social sciences can work for everyone, two or more field trips are taken each semester to local archaeological and historical sites, places of interest, such as local group meetings (e.g., NAACP), and occasionally to places just to have fun (IMAX Theater). This club sponsors campus recycling and also is interested in environmental and social concerns.

Student Media Solutions (SMS) - The Student Media Solutions organization was chartered in 2012 to provide multimedia (Animation, Film, Web Design, Graphic Design, Photography, Fine Arts, and Theater) students within NMSU-A the opportunity for experience before graduation.

Student Nurses Association (SNA) - The SNA was chartered in 2011. The purpose is to contribute to nursing education in order to provide the highest quality of health care possible through the providing of programs which represent the fundamental interests and concerns of quality health care, as well as to aid in the development of the whole person including the professional role and responsibility for the health care of people in all walks of life.

Student Veterans of America-Alamogordo (SVAA) - The purpose of SVAA is: 1) to organize full time and part time students of this campus who have served or are currently serving in any of the Armed Forces of the United States, 2) to help build and maintain morale through social and academic activities on campus and in the community, 3) to conduct fundraising events for worthy charities. Spouses and dependents of current or past United States Armed Forces members are welcome.

NMSU-A Student Government (NMSU-ASG) - The NMSU-A Student Government is the recognized student governing organization that supervises and appropriates all student activity funds, coordinates intramural programs, and provides social programs. This group represents the student body of NMSU-A for decisions impacting quality of student life. Membership is inclusive, and requires that students be enrolled in the NMSU system including, but not limited to, concurrent/dual credit students, online students, distance education/bachelors programs, and graduate students. Members must attend classes delivered through the NMSU Alamogordo campus. NMSU-A Student Government members must be in good academic standing. The student government is structured to include a minimum of nine senators comprised of one senator from each chartered student organization and five at-large senators elected by campus-wide election. In the event there are too few senators from student groups to meet the required nine, the shortfall will be filled by at-large senators. Officers are elected from and by the currently elected senate members. The election process is overseen by the Vice President for Student Success.

RECOGNITION OF ACADEMIC ACHIEVEMENT

The Honors College: The Honors College provides motivated undergraduate students with opportunities to broaden and enrich their academic programs. In small classes taught by master teachers, honors students engage in lively discussion and collaborative investigation of interdisciplinary topics. By taking honors courses, students may also work toward completing general education requirements and disciplinary requirements in their major.

Crimson Scholars Program: Crimson Scholars is a benefit and recognition program for academically superior students who have a cumulative 3.5 GPA and are taking three or more credits per semester. Crimson Scholars receive a number of benefits, including: 1) automatic eligibility of all Honors Courses, 2) early registration, 3) extended library check-out privileges, 4) special advising, 5) notation on college transcript, 6) recognition in the commencement program, and 7) a lapel pin.

To be eligible for the Crimson Scholars Program, students must be degree-seeking.

- Entering freshmen must have either: a minimum ACT standard composite score of 26; or a minimum ACT standard composite score of 24 and a 3.75 or better high school GPA; or a minimum SAT score of 1170; or a minimum SAT score of 1090 and a 3.75 or better high school GPA.
- Currently enrolled students must have a minimum cumulative GPA of 3.5 for 3 or more credits* at NMSU.
- Transfer students must have a 3.5 cumulative GPA from their previous institution(s) or complete 3 or more credits* at NMSU for eligibility.
*does not include **I** or audit course designations at NMSU.

To maintain Crimson Scholar status:

- Freshmen entering on an ACT score must maintain a cumulative GPA of 3.5 and complete three or more credits per semester to continue in the program.
- Sophomores, juniors, and seniors must maintain a minimum cumulative GPA of 3.5 and be currently enrolled in a total of 3 or more credits* per semester at NMSU or any NMSU community college to retain their Crimson Scholars status.
*does not include **I** or audit course designations at NMSU.
- Crimson Scholars whose GPA drops below the required cumulative 3.5 or drops below the three credit minimum will be dropped from the program. If in the following semester, the student's cumulative GPA and credits again meet the minimum requirement, the student will automatically be reinstated.

In recognition of the student's academic achievement, a statement designating "Crimson Scholar Graduate" is placed on the student's transcript after completion of 90 credit hours as a Crimson Scholar and a minimum cumulative GPA of 3.5.

To be designated in the commencement program as a Crimson Scholar graduate, a student must complete a minimum of 75 credit hours* as a Crimson Scholar and must have a minimum cumulative GPA of 3.5. Students who complete 24 credit hours* as Crimson Scholars and have a minimum GPA of 3.5 receive a lapel pin. Crimson Scholars are entitled to early registration and library privileges.

*does not include **I** or audit course designations at NMSU

Additional information is available from the Crimson Scholars Office, located in the Conroy Honors Center on the Las Cruces campus.

Dean's Report of Academic Achievement:

Following the close of the semester, each college dean publishes a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students by college for that semester will be named to the Dean's Honor List.

Meritorious Graduate: The designation Meritorious Graduate is awarded to the top 15 percent of the students

receiving associate degrees within each college in any one academic year; the students must have completed 45 or more credits with computable grades at NMSU.

REQUIRED COURSES

The New Mexico Common Core

General education at NMSU and its community colleges provides all students with a broad foundation and common framework upon which to develop knowledge and skills, social consciousness and respect for self and others thus enabling them to function responsibly and effectively now and in the future. General education courses at NMSU can be identified by the G suffix.

The New Mexico Common Core are designated general education courses guaranteed to transfer to any New Mexico public college or university. A complete list of approved courses can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us. The current approved NMSU courses are listed below under each of the five general education areas.

Note: Not all courses listed below are taught at NMSU Alamogordo.

The Common Core Requirements:

AREA I: COMMUNICATIONS (Select 9-10 credits; one course from each sub group)

English Composition - Level 1

ENGL 111G, Rhetoric and Composition	4
ENGL 111GH, Rhetoric and Composition, Honors.....	4
SPCD 111G, Advanced ESL Composition	4

English Composition - Level 2

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

Oral Communication

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

AREA II: MATHEMATICS/ALGEBRA (Select 3 credits)

A ST/STAT 251G, Statistics for Business and Behavioral Sciences.....	3
HON 210G, The Accidental Mathematician.....	3
MATH 112G, Fundamentals of Elementary Math II	3
MATH 121G, College Algebra	3
MATH 142G, Calculus for the Biological and Management Sciences	3
MATH 190G, Trigonometry and Precalculus	4
MATH 191G, Calculus and Analytic Geometry I.....	4

MATH 192G, Calculus and Analytic Geometry II	4
MATH 210G, Mathematics Appreciation	3
MATH/HON 275G, Spirit and Evolution of Mathematics ...	3
MATH 291G, Calculus and Analytic Geometry III	3
STAT 271G, Statistics for Psychological Sciences	3

AREA III: LABORATORY SCIENCE (Select 8 credits)

AGRO/HORT 100G, Introductory Plant Science	4
ANTH 130G/130GL, Human's Place in Nature: Introduction to Biological Anthropology	4
ASTR 105G, The Planets.....	4
ASTR 110G, Introduction to Astronomy	4
BIOL 101G/GL, Human Biology	4
BIOL 110G, Contemporary Problems in Biology	4
BIOL 111G/111GL, Natural History of Life.....	4
BIOL 211G/211GL, Cellular and Organismal Biology	4
C S 171G, Introduction to Computer Science	4
CHEM 110G, Principles and Applications of Chemistry	4
CHEM 111G, General Chemistry I.....	4
CHEM 112G, General Chemistry II	4
E S 110G, Introduction to Environmental Science	4
FSTE 164G, Introduction to Food Science Technology	4
GEOG 111G, Geography of the Natural Environment.....	4
GEOL 111G, Survey of Geology	4
GEOL 212G, The Dynamic Earth.....	4
HNDS 263G, Food Science I.....	4
HON 205G, Life, Energy, and Evolution	4
HON 219G, Earth, Time, and Life	4
PHYS 110G, Great Ideas of Physics.....	4
PHYS 120G, Introduction to Acoustics	4
PHYS 211G/211GL, General Physics I	4
PHYS 212G/212GL, General Physics II	4
PHYS 215G/215GL, Engineering Physics I.....	4
PHYS 216G/216GL, Engineering Physics II.....	4
PHYS 221G, General Physics for Life Sciences	3
PHYS 222G, General Physics for Life Sciences II	3

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

AG E 210G/FSTE 210G, Survey of Food and Agriculture Issues	3
ANTH 120G, Human Ancestors.....	3
ANTH 125G, Introductions to World Cultures.....	3
ANTH 201G, Introduction to Anthropology	3
ANTH 202G, Introduction to Archaeology and Physical Anthropology	3
ANTH 203G, Introduction to Language and Cultural Anthropology	3
C EP 110G, Human Growth and Behavior	3
C J 101G, Introduction to Criminal Justice	3
ECON 201G, Introduction to Economics	3
ECON 251G, Principles of Macroeconomics.....	3
ECON 252G, Principles of Microeconomics.....	3
GEOG 112G, World Regional Geography	3
GEOG 120G, Culture and Environment	3
GOVT 100G, American National Government	3
GOVT 110G, Introduction to Political Science	3
GOVT 150G, American Political Issues.....	3

GOVT 160G, International Political Issues	3
HL S 150G, Personal Health and Wellness	3
HON 203G, Understanding the Science of Human Behavior	3
HON 232G, The Human Mind	3
HON 235G, The World of Anthropology	3
HON 237G, Archaeology: Search for the Past	3
HON 248G, The Citizen and the State: Great Political Issues	3
HON 249G, American Politics in a Changing World	3
JOUR 105G, Media and Society	3
LING 200G, Introduction to Language	3
PSY 201G, Introduction to Psychology	3
SOC 101G, Introductory Sociology.....	3
SOC 201G, Contemporary Social Problems.....	3
S WK 221G, Introduction to Social Welfare	3
W S 201G, Introduction to Women's Studies	3
W S 202G, Representing Women Across Cultures	3

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

ART 101G, Orientation in Art.....	3
ART 110G, Visual Concepts	3
ART 295G, Introduction to Art History I.....	3
ART 296G, Introduction to Art History II	3
DANC 101G, Dance Appreciation	3
ENGL 115G, Perspectives on Literature	3
ENGL 116G, Perspectives on Film	3
ENGL 220G, Introduction to Creative Writing	3
ENGL 244G, Literature and Culture.....	3
HIST 101G, Roots of Modern Europe.....	3
HIST 102G, Modern Europe.....	3
HIST 110G, Making History	3
HIST 111G, Global History to 1500	3
HIST 112G, Global History Since 1500	3
HIST 201G, Introduction to Early American History.....	3
HIST 202G, Introduction to Recent American History	3
HIST 211G, East Asia to 1600	3
HIST 212G, East Asia Since 1600	3
HIST 221G, Islamic Civilizations to 1800.....	3
HIST 222G, Islamic Civilizations Since 1800.....	3
HON 208G, Music in Time and Space	3
HON 216G, Encounters with Art	3
HON 220G, The World of the Renaissance: Discovering the Modern	3
HON 221G, Seeking the Way: Spirit and Intellect in Premodern China	3
HON 222G, Foundations of Western Culture	3
HON 225G, History of Ethics	3
HON 226G, Puzzles, Paradoxes, and Truth	3
HON 227G, Plato and the Discovery of Philosophy	3
HON 228G, Religion and the State	3
HON 229G, The New Testament as Literature	3
HON 230G, Bamboo and Silk: The Fabric of Chinese Literature	3
HON 234G, The Worlds of Arthur	3
HON 239G, Medieval Understandings: Literature and Culture in the Middle Ages	3
HON 241G, Telling American Stories: Society and Culture in	

Early America	3
HON 242G, Claiming an American Past	3
HON 244G, Masterpieces of World Literature	3
HON 270G, Theatre: Beginnings to Broadway	3
MUS 101G, Introduction to Music	3
MUS 201G, History of Jazz in Popular Music: A Blending of Cultures	3
PHIL 100G, Philosophy, Law and Ethics	3
PHIL 101G, The Art of Wondering.....	3
PHIL 124G, Philosophy of Music.....	3
PHIL 136G, The Quest for God.....	3
PHIL 201G, Introduction to Philosophy.....	3
PHIL 211G, Informal Logic.....	3
PHIL 223G, Ethics	3
THTR 101G, Introduction to Theatre	3

Alternatives to Meeting General Education Requirements:

Students taking nine or more credits in a specific subject area, even though the courses are not designated as general education courses, will have met the general education requirements for that subject area. For example, a student may complete ART 150, 155 and 156 (9 hours) and thereby satisfy one course from the Area V: Humanities and Fine Arts category, even though none of those courses carries a G suffix. Please check with the advising office.

MILITARY, VETERANS & FAMILY MEMBERS

Military And Veterans Programs (MVP)

NMSU-A is a military-friendly university and an institutional member of the Servicemembers Opportunity Colleges (SOC) Consortium. NMSU Military and Veterans Programs promotes lifelong learning and professional development for veterans, active-duty military and their families, assisting them in their higher education goals by offering:

- Affordable, in-state tuition rates for active-duty military personnel and dependents living at regional military installations
- Affordable, in-state tuition rates for veterans receiving U.S. Department of Veterans Affairs education benefits
- Easily transferable credits that count toward degrees at NMSU
- Courses taught online and at locations on and near regional military installations
- Innovative technology and course delivery methods
- A tradition of quality education

NMSU-A degree programs are approved by the State Approving Agency Directory at the New Mexico Higher Education Department. Eligible students may receive education benefits from the U.S. Department of Veterans' Affairs.

Responsibility of Veteran Students

Students must be pursuing a degree in a specific program to

be eligible for benefits. Admission procedures for veterans and other eligible persons are the same as for all students.

All veterans and dependents who are eligible to receive veteran's benefits must complete the application and certification process prior to registration. Students must have courses approved by an Academic Advisor and certified by the NMSU-A Veterans Office each semester of enrollment. Additionally, all Chapter 30, 32, 34, and 1606 students must self-certify to the VA at the end of each month either on the web at www.gibill.va.gov or by calling 1-888-GIBILL1. Schedule changes can and will affect VA payments especially those under Post 9/11 benefits (Chapter 33).

Veterans must notify the NMSU-A Veterans Office when any of the following occurs:

- Dropping or adding course(s)
- Withdrawing from course(s)
- Discontinuing regular class attendance
- Changing programs (academic majors)

VA Education benefits are payable for regular attendance in courses that are part of the veteran's program (major) curriculum. VA educational benefits are not payable for:

- Classes not attended regularly
- Repeating a course for which a passing grade was received
- Classes for which credit is received through successful completion of a proficiency test or grade by examination
- Classes taken on an audit basis
- Classes that are dropped or withdrawn from
- Classes taken that are not part of the veteran's program (major) curriculum

Costs: See Tuition/Fees section of catalog.

Credit for Military Service: A veteran or member of the active armed services or the military reserves who is a current student or a student applying for admission to NMSU may be granted academic credit on a case-by-case basis. Specific course equivalencies and credit hours awarded are determined by academic departments. Credit hours may be awarded for specific courses or as elective credit. The number of credit hours awarded will be determined by the department.

NMSU will award academic credit to United States military personnel for courses and military occupational specialties (MOS), based on the American Council of Education Guide (ACE) as well as through national standardized tests, such as CLEP, AP, PEP, and DANTES. Credit for military training is in accordance with NMSU Faculty Senate Legislation Proposition 24-07/08, which was passed in May 2008. Military training and MOS must have a recommendation evaluation by ACE for credit to be awarded. Courses accepted for transfer credit are given an NMSU equivalent and become part of the student's official NMSU transcript and academic record. If a student wishes to appeal a decision regarding the acceptance of military training/education and/or MOS for academic credit,

the student must submit a written statement of appeal to the Vice President for Academic Affairs. The VPAA will review the merits of the appeal and render a decision. The decision of the VPAA is final.

Only primary MOS(s) are eligible for academic credit in the initial review and evaluation. Credit for duty and/or secondary MOS may be eligible for academic credit if the student petitions the college's VPAA. Primary MOS is the primary specialist of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active duty personnel, Guard and reservists who are a current student or a student applying for admission to NMSU-A may be granted academic credit on a case-by-case basis upon evaluation of military transcripts - Sailor/Marine ACE Registry Transcript System (SMARTS), Army/ACE Registry Transcript System (AARTS), or Community College of the Air Force (CCAF) and United States Coast Guard transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by colleges and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or as elective credit. The number of credit hours awarded will be determined by the college and/or academic department.

Veterans Attendance and Satisfactory Academic Progress: Students must be pursuing a degree in a specific program to be eligible to receive benefits. Admission procedures for veterans and other eligible persons are the same as those for other students. Students who do not satisfy all requirements for full admission may be certified for two terms; however, they may be required to repay the DVA for some or all benefits received if they do not achieve full admission status during that time.

Title 38, United States Code, requires that education assistance to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of the training objective. The DVA will be appropriately notified of the unsatisfactory progress. A specific request must be submitted by the student to reinstate benefits. The DVA will determine eligibility for reinstatement of benefits. Students are responsible for notifying the NMSU-A Veterans Office of any change in their enrollment or change in personal information affecting their eligibility. Students may receive education benefits only for courses that are required for their designated degree program. Students who receive DVA benefits are subject to strict academic regulations and should be aware of how auditing a course, repeating a course, changing degree program or enrollment status, and other actions may affect their eligibility to receive benefits.

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

Military Withdrawal: See Military Withdrawal in the Regulation section of catalog.

Servicemembers Opportunity Consortium (SOC)

The NMSU system has been designated a Servicemembers Opportunity Colleges (SOC) Consortium university. As a member of SOC, the NMSU system has committed itself to fully support and comply with SOC principles and criteria, ensuring that servicemembers and their families share in the postsecondary educational opportunities available to other citizens. Those eligible are provided with appropriately accredited educational programs, courses, and services. Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulation, recognition of other applicable learning experiences, including those gained in the military, scheduling, course format and residency requirements are provided to enhance access of servicemembers and their families to undergraduate education programs. All SOC rules and regulations apply, including:

- Credit for military training and experience – NMSU recognizes and uses ACE Guide in evaluating military training experiences
- Reduced academic residency requirements – 25% maximum for most programs; 30% for 100% online programs
- No final year or semester requirement
- Credit for nationally-recognized testing programs such as CLEP (General and Subject exams), DSST (DANTES Standardized Subject Tests)

For further assistance contact the NMSU-A VA Coordinator at (575) 439-3698

REGULATIONS

These regulations apply to all campuses of NMSU and are effective with the publication of this catalog. Tuition amounts, fees, and similar items are subject to annual review and changes are effective with the current catalog.

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

Class Rank (Classification): A student’s classification depends upon the number of credits completed toward graduation. Sophomore rank is achieved with successful completion of 28 credits; junior rank, 62 credits; senior rank, 94 credits.

Class Load: The normal load in a regular semester is 16-18 credits in all colleges of the university. An overload is more than 18 credits. A normal load during the summer term is the same number of credits as there are weeks in the session.

Written permission for the student to register for an overload must be obtained from the Vice President of Student Success.

To be eligible to take an overload, the student must have a 2.5 cumulative GPA, with no grade less than a C for the two preceding semesters. A one-credit course in physical activity

may be taken without being included in the calculation for determining an overload.

Freshmen will not be permitted to assume an overload.

Students may enroll for correspondence or extension courses only upon approval of the Vice President for Student Success. Such courses must be counted as part of a student’s class load. No more than 30 credits in extension and correspondence courses will be accepted toward graduation. Correspondence course information is available in Advising & Career Services located in the Student Services Building.

Basic Academic Skills: Students who plan to continue their education at the Las Cruces campus must meet the Basic Skills Requirements in English and mathematics before they are eligible to attend NMSU Las Cruces classes.

Full Basic Academic Skills requirements can be found in the NMSU Undergraduate Catalog.

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

University Grading System: Grade reports are not automatically mailed to students. Students can access grades and credits on the web by accessing their mynmsu account at <https://my.nmsu.edu>. Once accessed, grade reports can be ordered and will be mailed to the student’s grade address on file. It is the responsibility of the student to provide updated grade addresses to the Admissions Office. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The NMSU system of grading is expressed in letters, which carry grade points used in calculating the cumulative GPA:

Letter Grade	Grade points per unit of Credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	2.0
D+, D, D-	1.0
F	0
W Withdrawal	0
N Grade not submitted	0
CR Credit authorized, but not letter grade	0
IP In progress	0

RR Progress in undergraduate course (Required Repeat)	0
S* Satisfactory work	0
U Unsatisfactory work	0
I Incomplete	0
AU Audit	0

* An **S** grade is a grade satisfactory to the professor and is normally equivalent to the letter grade of **C** or higher.

In computing the overall GPA, the total credits in which grades of **A, B, C, D, or F** have been assigned is divided into the total number of grade points earned.

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

Prerequisite: A prerequisite is an enforceable entry requirement for a particular course. Students must have successfully completed the prerequisite before enrolling in the subsequent course.

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

Repeating Courses: A student may repeat a course taken at this university in which a **D** or **F** grade has been earned. A computable grade (excluding **I, W, RR, AU, CR, S, or U**) in a repeated course may be substituted in the calculation of the GPA, though the original grade also remains on the transcript. The first occurrence with a **C** or better grade will count in earned hours. Future attempts will not count in earned hours. If a student repeats a course eligible for grade substitution in which they have earned a **D** and then fails the course, the second grade of **F** will not be substituted for the original grade.

Neither credits nor grade points may be earned by repeating a course for which a grade of **C** or higher has already been received.

Incomplete Grade: The grade of **I** is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an **I** grade.

1. Instructors may assign **I** grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an **I** grade. In no case is an **I** grade to be used to avoid the assigning of **D, F, U, or RR** grades for marginal or failing work.
2. To assign an **I** grade, the instructor must complete the **I** Grade Information Form. The form must be signed by the student and the instructor. The form must be delivered to the Admissions & Records Office. The instructor will state in writing on the **I** Grade Information Form the steps necessary to complete the remaining coursework, or the instructor may indicate that the student will be required to

re-enroll in the course to receive credit (in which case the **I** grade will not be removed). The student will sign this document, and the Admission's Office will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.

3. The student is entitled to have the **I** grade removed from their transcript only if the student completes the remaining coursework as specified on the **I** Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the **I** grade is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the **I** Grade Information Form. If the student fails to complete the coursework, the instructor may change the **I** grade to any appropriate grade (including **D, F, or U**) provided that the instructor stated that this would occur on the **I** Grade Information Form.
4. **I** grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the **I** grade or prior to the student's graduation, whichever comes first. To remove an **I** grade, the instructor must complete a Change of Grade Form and file the form with the Admissions & Records Office. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of **D, F, or U**. The correct form must be signed by the instructor and the Division Head. An **I** grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an **I** grade thereafter.
5. A student may re-enroll and receive credit for any course for which an **I** grade was previously received; however, retaking the course will not result in a removal of the **I** grade from the student's transcript and the student must pay regular tuition for the course.

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

RR Grade (Required Repeat): The **RR** grade applies only to designated skill development undergraduate courses approved by the University Curriculum Committee and indicates the student has made substantial progress toward completing the requirements of the course. It carries neither penalty nor credit. The student must re-enroll and successfully complete the course in order to earn credit. The grade of **RR** may be received only once in any given course, and it remains on the student's transcript.

The S/U Option: Students with 28 credits at NMSU under traditional grading, with an overall average of 2.5 or better, may exercise the *S/U* option. The following limitations apply:

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

These limitations do not apply to honors courses or courses officially designated *S/U*.

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

Eligibility for *S/U* grading must be re-established after adjusted credit has been approved.

Nondegree students who do not meet the above requirements may take courses under the *S/U* option. However, these courses may not be applied toward an undergraduate degree at NMSU.

Each academic college of the university may designate courses in which the grading will be on a basis of *S* or *U* for all students enrolled in the courses. Credits in such courses are not included in the 21-credit limitation or the 7-credit-per-semester limit.

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

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

Adjusted Credit Option: The adjusted credit option allows students who obtain a low GPA (less than a 2.0 cumulative) during their first few semesters to get a fresh start. This option may be used only once and is not reversible. All courses carrying a grade of *S*, *CR*, *C*, or better earned prior to the grading period in which the student requests the adjusted credit option (including transfer courses) are included as adjusted credit. All allowable credits are designated on the permanent academic record as "adjusted credit" and are omitted from the calculations of the cumulative GPA.

A fee of \$10 is required for the submission of an adjusted credit option application. Application forms are available in Advising & Career Services located in the Student Services Building. Students applying for this option must pay the \$10 fee at the NMSU-A Business Office. In addition, students must:

1. Not hold a bachelor degree;
2. Be currently enrolled as a regular or nondegree undergraduate;
3. Have a cumulative GPA of less than 2.0 at NMSU;
4. Have successfully accumulated fewer than 60 transfer plus NMSU credits;
5. Exercise the option only during the fall or spring semester before the last day to withdraw from the university; and
6. Pass an additional 30 graded credits before they may be awarded an associate degree.

Other courses taken during the period of credit adjustment are not calculated in the cumulative GPA. The repeat rule for the courses starts anew for students who have taken the adjusted credit option.

Credits covered by this option are shown on the transcript with an appropriate notation, and all coursework attempted is shown. In no circumstances will a transcript of this record be issued that does not include all courses attempted at this university.

Probationary status and eligibility for on-campus employment is not affected by the exercise of the adjusted credit option.

Students are eligible for university honors if the criteria for university honors are met for all courses taken at NMSU or one of its community colleges after the period of adjusted credit.

Credit by College Level Examination Program

(CLEP): Prior to or during a student's enrollment at NMSU, or any of its community colleges, credits may be earned through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college level achievement wherever or however one has learned.

Earned CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

Current NMSU CLEP Policy as well as test schedule information is available at Advising & Career Services in the Student Services building.

Note: CLEP credits, DANTES, USAFI, CCAF transfer, and course challenge credits cannot be used as part of the student's last 15 semester credits of an associate degree.

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

Credit for Military Service: See section Military/Veterans.

Credit by Examination: Any enrolled student with a cumulative GPA of at least 2.0, currently attending classes, may, with permission of the appropriate department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any foreign language course that precedes the final course in the lower-division sequence. The manner of administering the examination and granting permission shall be determined by the department in which the course is being challenged.

Students may not enroll in a single course, challenge it by examination, and drop it during the Drop/Add period, unless they enroll in an additional course.

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

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

Students desiring to apply for special examination may obtain the necessary forms from Advising & Career Services located in the Student Services Building. The fee for challenging a course is the same as the cost of tuition per credit hour.

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

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

Audits: A regularly enrolled student may register for any course prior to the last day of registration as an auditor without credit with the consent of NMSU-A Admissions & Records Office, provided the space is not required for regular students. The tuition and fees are the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation.

A student may not change from credit to audit after the last day to register but may withdraw and continue to attend with the permission of the instructor.

Changes in Registration: Registration changes may be processed only in accordance with university regulations and with appropriate signatures.

Note: It is the responsibility of the student to initiate official withdrawal from a course and to obtain all necessary signatures on the Drop/Add Form. A picture ID will be required for all schedule changes.

Forms are available from the NMSU-A Admissions & Records Office and completed forms must be returned to that office. Courses may not be added or dropped after the cutoff dates indicated in the Academic Calendar. For refund information go to <http://www.nmsu.edu/~uar/TuitionFeeRefunds.htm>

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

1. No grade is assigned during the registration period.
2. A grade of **W** is assigned to any student who officially drops a course during the first half of its duration. A student may not officially drop a course after this time.
3. A grade of **W** is assigned in all courses to any student officially withdrawing from the university prior to the last three weeks of classes (dates are noted on the Academic Calendar).

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

Any person attending under Veterans Educational Assistance or Financial Aid should notify the Office of Financial Aid and Veterans Programs if dropping or adding courses changes enrollment status for benefits.

Withdrawal from NMSU: Withdrawal from any NMSU campus is an official procedure that must be approved as indicated on the withdrawal form. *It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. A picture ID will be required for withdrawal. Students who leave without following the official procedure are graded appropriately by the instructor.* Withdrawal begins at the Admissions & Records Office and completed forms must be returned to that office. Applicable dates are published in the Academic Calendar for all regular sessions. All withdrawals will be recorded on the student's transcript. *The student cannot withdraw from the university by phone.*

Medical Withdrawal: A medical withdrawal applies to a student who becomes seriously ill, injured, or hospitalized and is therefore unable to complete an academic term for which they are enrolled. Based on the physician's information, a determination will be made if the student is eligible for consideration of tuition or other refunds. Withdrawal begins at the Admissions & Records Office and completed forms must be returned to that office.

Military Withdrawal: The following steps must be taken by all New Mexico State University students called up for active duty who wish to withdraw from all their classes:

- a) Military and Veterans Programs. VA students ordered to Active Duty must provide a copy of orders to the VA Coordinator. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, last day of class attendance.
- b) NMSU-A Office of Admissions and Records. All students presenting their orders to the Office of Admissions and Records, (575) 439-3700, will receive a military withdrawal from classes and a full tuition and fees refund for that semester.

Attendance, Student Performance, and

Attendance Alerts: Students are expected to attend

regularly all classes for which they are registered. Valid reasons for missing classes neither relieve the student of the responsibility of making up the work missed nor of contacting the instructor about making up any missed work. Specific class attendance requirements are determined by the instructor of the course.

In extreme cases, upon recommendation of the instructor, the Vice President for Student Success, with concurrence of the Vice President for Academic Affairs, may drop a student for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision through the Student Academic Grievance Policy.

Only enrolled students, for credit or audit, are permitted to attend classes. However, a student who has officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester.

Students not enrolled for credit or audit may visit individual classes only with instructor permission.

Instructors also notify Advising & Career Services of attendance and academic issues that affect a student's opportunity for success through the use of the QuickConnect system. There are two major reasons 1) to help the student succeed in classes and 2) to meet Federal and State laws which require that universities report non-attendance to the Financial Aid Office and other funding agencies. Instructors may use the alert forms to show concern about student's academic progress. Copies of the QuickConnect Alert Forms are sent to the student by email to encourage students to monitor their academic progress and take appropriate steps to be successful in their course work. Hard copies of the Alerts are retained in the Financial Aid Office during the semester.

Privacy Rights: The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974" (FERPA): Student's name, address, email address, telephone listing, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent, previous educational agency or institution attended by the student.

Students can prohibit the release of directory information to the public by bringing a photo ID to the Office of Admissions & Records located in the Student Services Building and by submitting a written request. Such requests must be made by the end of late registration for any semester. It will NOT prohibit the release of directory information to entities of the university which have a "need to know" to accomplish their required official tasks. It will NOT prohibit a university department from including the student's name on mailing

lists for distribution of materials that are essential to his/her enrollment at the University. Students who are also University employees should be aware that filing this restriction will result in suppression of both employee and student information.

The authorization to restrict directory information remains in effect until the student revokes it. The authorization has no effect on directory information released prior to the completion of the request.

Other information regarding disclosure of student data is posted at the Office of Admissions & Records in compliance with the Act.

Requests for withholding directory information must be filed in writing with the Office of Admissions & Records.

Students have the right to:

1. Inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Director of Admissions & Records and the Vice President for Student Success, a written request that identifies 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. Request an amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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/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. 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 is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); 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; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another

school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, S.W.
Washington, DC 20202-4605

Social Security Numbers in Student Records: As required by law, social security numbers are collected from prospective and current students who 1) wish to be employed on campus or 2) wish to receive financial aid. Further, the University is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number is a confidential record and is maintained as such by the University in accordance with FERPA.

Outcomes Assessment - Evaluating Your

Academic Experience: New Mexico State University is committed to providing its students with a quality education and a supportive learning environment. Assessment is a process of rigorous review followed by implementation of changes to enhance and improve the quality of education students receive at NMSU. For assessment to be effective, students must be actively aware of, and engaged in, assessment activities. Faculty and staff at NMSU will communicate to students the value and implications of assessment. For their part, students will provide feedback on personal, professional and academic development. Students are expected to participate in all types of assessment when asked to do so. Types of assessment activities include class assignments, course projects, exams, exit interviews, standardized tests, surveys, focus groups, etc. Data gathered through these assessments will be published only in aggregate form. Efforts will be made to inform students of assessment results and the program improvements implemented as a result of assessment.

Academic Appeals: Procedure for Initiating Grievance Complaints: This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by the University or its employees, disputes with faculty and/or alleged unfair treatment. Usually this method is used to appeal a grade the student feels was not justified.

Note: Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a contractual agreement, and at no hearing should either party have a lawyer.

Any student who believes that he or she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below. Should the alleged grievance not involve a faculty member or course, the student is to appeal directly to the Division Head in whose area the alleged grievance occurred.

1. **Appeal to faculty member:** The student is to submit a written appeal to the faculty member within thirty (30) days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than thirty (30) days into the fall semester following the summer session in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and Division Head within ten (10) working days of receipt of the student's written appeal.
2. **Appeal to the Division Head:** If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the Division Head in which the course in question is taught. This is to be done within ten (10) days of receipt of the faculty member's written decision. The faculty member, the Division Head, and the student are to meet to discuss the problem. The Division Head will send a written response outlining his/her decision to the student and the faculty member within ten (10) working days of this meeting.
3. **Appeal to the Vice President for Academic Affairs (or designee):** If a satisfactory decision cannot be reached among the Division Head, the faculty member and the student, the student or the faculty member may submit a written statement of appeal to the Vice President for Academic Affairs (or designee). This is to be done within ten (10) working days after receipt of the written decision by the Division Head. The Vice President for Academic Affairs may request a written recommendation from the college Academic Appeals Board. Should this be the case, the Academic Appeals Board will conduct a hearing with the student and faculty member (not necessarily at the same time) to review the merits of the appeal. They may also ask for supporting evidence for or against the appeal. The Academic Appeals Board will submit the written recommendation to the Vice President for Academic Affairs within five (5) working days following the conclusion of their process. The Vice President for Academic Affairs may meet with the student, faculty member, and Division Head to discuss the appeal (not necessarily at the same time). The Vice President for Academic Affairs will submit a written response outlining his or her decision to the student, faculty member,

Division Head, and campus President within ten (10) days of the last meeting.

4. **Appeal to the campus President (or designee):** The campus President may, at his or her discretion, review the appeal upon the written request of the student or faculty member and render a final decision. An appeal to the campus President is the last step in the appeals process and the campus President's decision cannot be appealed further. Should the campus President choose not to review the appeal, the decision of the Vice President for Academic Affairs is final.
5. **Exceptions to the time involved:** The Vice President for Academic Affairs or designee may waive the normal time frame for appeals for compelling reasons. Regardless of circumstances, academic appeals must be initiated with the course instructor within two years of the conclusion of the semester or summer session in which the course was taken.
6. **Enrollment:** A student need not be enrolled at the University to initiate an appeal.

Academic Appeals Board: An academic appeals board will be appointed by the Vice President for Academic Affairs to hear student appeals. The appeals board will consist of three faculty members and two students.

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

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

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

Academic Standing: The following academic regulations apply to all NMSU-A students.

Note: See section on Incomplete, *I*, grades to determine the effect of removal of *I* grades on academic standing.

Academic Warning, Probation, and Suspension: When students do not maintain adequate academic standing, they begin a progression of Academic Warning to Academic Probation I and II, and finally to Academic Suspension. Each state imposes more structure and limitations on the student in order to help the student return to normal academic standing. The intent is not to punish, but to help the student return to normal academic standing and success. Since some of these limitations involve limitations on the number of credit hours, students on Probation II or Suspension may be subject to loss of financial aid. It is the responsibility of the student to determine the impact of their changed academic standing on their financial aid.

Notification to students of academic warning, probation, or suspension appears on the student's grade report at the end of each grading period.

Academic Warning: An Academic Warning is issued only once, the first time a student's cumulative GPA falls below a 2.0 while in good academic standing.

While under Academic Warning the following restrictions apply:

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

The Vice President for Academic Affairs may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the

cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to good academic standing.

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

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

Probation or suspension status applies to all subsequent enrollments.

Academic Probation: There are two stages in Academic Probation.

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

Under Academic Probation I the following conditions apply:

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

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to good academic standing. Until the latter happens, the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I.

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

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

The Vice President for Academic Affairs may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

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

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

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

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

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

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

Under certain conditions, a student may be re-admitted at NMSU or one of its community colleges under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university. Credits earned at another university or college while under Academic Suspension from NMSU or another university or college will be accepted at NMSU only after the student demonstrates satisfactory progress over a period of two semesters after being re-admitted to NMSU.

Acceptance of transfer credits that count toward degree requirements is still governed by the rules established by the student's respective college or campus.

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

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

Disciplinary Probation and Suspension: NMSU-A expects all students to regard themselves as responsible citizens on campus and in the community.

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

The general rules and regulations applicable to students are in the "Student Code of Conduct" of the *Student Handbook* or can be obtained from Advising & Career Services.

GRADUATION REQUIREMENTS

The ultimate responsibility for planning an academic program in compliance with university and departmental/program requirements rests with the student.

In order to graduate, students must fulfill requirements of a degree plan in a catalog that is no more than six years old at the time of their graduation and is no older than the year when the student began higher education coursework at NMSU.

Note: The degree plans in this catalog are effective summer, 2013, and are in effect through the spring semester 2019.

ASSOCIATE DEGREE

To earn an Associate Degree at the NMSU Alamogordo Campus, a student must:

- Have regular degree-seeking admission status.
- Complete a minimum of 66 credits hours or more as specified in each degree. (Courses with an "N" suffix do not apply to any degree.)

- Have an average of two points (2.0) per credit (or higher if required by the specific degree) in all courses taken at any NMSU campus.
- The last 15 credit hours must be taken through NMSU-A or any NMSU campus. College Level Examination Program (CLEP), DANTES, USAFI, transfer credit, or course challenge credits cannot be used as part of the student's last 15 semester credits.

CERTIFICATE

To earn a Certificate at the NMSU Alamogordo Campus, a student must:

- Have regular admission status.
- Have at least a 2.0 grade point average.
- The last 15 credit hours must be taken through NMSU-A or any NMSU campus. College Level Examination Program (CLEP), DANTES, USAFI, transfer credit, or course challenge credits cannot be used as part of the student's last 15 semester credits.

Deadline for Course Substitutions and Waivers:

Latest date for substitution or waiver of required courses for degree candidates is two weeks after the last date of registration for regular or summer terms.

COLL 101 (College/Life Success) Waiver

Policy: All associate degrees (except Nursing) from NMSU Alamogordo require 1-3 credits of COLL 101 for graduation. Waived credits do not count in minimum credit requirements for degrees; students must still meet minimum credit requirements for the degree earned; however, students who meet one of the following criteria may waive COLL 101 (paperwork must be submitted by deadlines noted above):

- An ACT score of 21 or higher.
- Compass scores of English 85 and Math 66 or higher.
- 28 hours of college transfer credit with a 3.0 GPA or higher.
- A minimum of an associate degree.

Filing Notice of Degree Candidacy: Degree candidates are required to file an Application for Degree and pay the degree application fee for each degree sought. Applications for Associate Degrees are available online through the <https://my.nmsu.edu> account. Appropriate fees are assessed during the online process (\$25 for each associate degree). Applications for Certificates must be picked up in Advising & Career Services and submitted to the NMSU-A Business Office with the appropriate fee (\$10 per certificate). Applications must be completed by the deadline and submitted by the deadline for the semester/session. There is an additional \$25 late fee for applications filed after the deadline date. No applications will be accepted after the late fee deadline.

If degree requirements are not completed during the semester or session for which the student paid the fee, the degree will be denied and the student must reapply and pay the appropriate fee.

A student must specify the catalog year as indicated under “Graduation Requirements.”

All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits.

Attendance at Commencement: The Vice President for Student Success confirms eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates (registered for final degree requirements, as certified by an Academic Advisor) and degree recipients from the previous summer, fall, or current spring semester may participate in the ceremony which is held at the end of every spring semester. Participation in commencement does not, in itself, mean that a student is considered an NMSU-A graduate. In order to receive a degree, a student must fulfill university requirements. The degree will reflect the graduation date when all requirements are met.

Recognition of Degrees and Certificates: Degrees and certificates earned are recorded on the student’s academic record.

Transcript of Credits: An official transcript, the University’s certified statement of your complete NMSU academic record, includes coursework, grades, and degrees earned. Credit hours earned through transfer work are not listed in detail, but do appear as cumulative totals. Transcripts are available as digitally signed PDFs or printed copies. Transcripts can be ordered online at <http://mytranscript.nmsu.edu>. A fee is charged.

The name on the transcript will be the same as on the official NMSU records. Name changes are processed only for current students. No transcript will be released if the student is in debt to the university.

DEGREES & CERTIFICATES

3D COMPUTER ANIMATION Associate of Applied Science Degree

Program on Moratorium - Not accepting new students into program.

This degree is designed to give students practical training and experience in 3D computer animation. Students will develop a breadth of knowledge in Maya, the world's leading, non-proprietary software used by 3D animation and virtual effects studios. The coursework emphasizes the skills necessary for becoming a working professional and for meeting job qualifications required by the industry leaders of animation and virtual effects.

New Mexico Common Core Requirements (13 Credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
COMM	265G	Principles of Human Communication (3 cr.)
MATH	210G	Mathematics Appreciation (3 cr.)
	OR	MATH 120 Intermediate Algebra (3 cr.)
PSY	201G	Introduction to Psychology (3 cr.)

A grade of C or better is required in all courses for this degree.

This degree transfers into a Bachelor's of Applied Science at the Las Cruces campus. Additional Common Core courses are required to meet the bachelor requirements.

Non-departmental Requirements (9 Credits)

E T	120	Computation and Presentation Software (3 cr.)
E T	155	Network Operating Systems I (3 cr.)
	OR	E T 256 Network Operating Systems III (3 cr.)
THTR	110	Acting I (3 cr.)
	OR	THTR 105 Acting for Non-Majors (3 cr.)

3D Animation Requirements (44 Credits)

ART	150	Drawing I (3 cr.)
ART	155	2D Fundamentals (3 cr.)
ART	161	Digital Imaging I (3 cr.)
CMT	135	Introduction to 3D Computer Animation (3 cr.)
CMT	160	Modeling and Animation (3 cr.)
CMT	165	Writing and Storyboarding (3 cr.)
CMT	175	3D Character Design (3 cr.)
CMT	182	Environmental Modeling, Shading, and Lighting (3 cr.)
CMT	190	Digital Video Production I (3 cr.)
CMT	225	Anatomical Character Design (3 cr.)
CMT	260	3D Special Effects (3 cr.)
CMT	265	Personal Character Development (3 cr.)
CMT	290	Advanced 3D Animation Workshop A (3 cr.)
CMT	291	Advanced 3D Animation Workshop B (3 cr.)
CMT	295	Professional Portfolio Design and Development (2 cr.)

Campus Requirement (1 Credit)

COLL	101	College Success (1 cr.)
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Total Credits Required

67

ASSOCIATE OF ARTS

The Associate of Arts degree represents the completion of the first two years of most bachelor's degree programs in the College of Arts & Sciences. Students following the Associate of Arts degree are advised to select courses that fulfill the New Mexico Common Core Requirements required for all bachelor's degree programs at New Mexico State University. This information is available in the NMSU catalog or on the web site at www.nmsu.edu. Since approximately half of the requirements for the Associate of Arts are met with elective courses, it is recommended that students plan these electives to meet other requirements for their bachelor's degree, such as the foreign language requirement or specific requirements within the major.

New Mexico Common Core Requirements

Communications (10 Credits)

- ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 203G, 211G, or 218G (3 cr.)
 COMM 253G Public Speaking (3 cr.)
OR COMM 265G Principles of Human Communication (3 cr.)

Sciences – choose two courses (8 Credits)

- Astronomy G (4 cr.)
 Biology G (4 cr.)
 Chemistry G (4 cr.)
 E S 110G (4 cr.)
 Geography (Physical) G (4 cr.)
 Geology G (4 cr.)
 Physics G (4 cr.)

Mathematics – choose one* (3 Credits)

- MATH 210G (3 cr.)
 MATH 121G or higher (3 cr. or 4 cr.)

A total of five courses must be chosen between the Humanities/Fine Art and the Social/Behavioral Sciences.

Social/Behavioral Sciences – 2 or 3 Different Departments (6-9 Credits)

- Anthropology G (3 cr.)
 C J 101G (3 cr.)
 Economics G (3 cr.)
 Government G (3 cr.)
 HL S 150G (3 cr.)
 Psychology 201G
 Sociology G (3 cr.)
 S WK 221G (3 cr.)
 WS 201G or 202G (3 cr.)

Humanities/Fine Art – 2 or 3 Different Departments (6-9 Credits)

- English Literature (3 cr.)
 Fine Arts - Choose one of the following: (each 3 cr.)
 ART 101G, 110G, MUS 101G, 201G, THTR 101G
 History G (3 cr.)
 Philosophy G (3 cr.)

Campus Requirement (4 credits)

- COLL 101 College Success (1 cr.)
 C S 110 Computer Literacy (3 cr.)

Electives: To bring total credits to 66

Total Credits Required

66

Undecided students are advised to follow this degree plan because it is flexible and will help structure their selection of classes until they decide on a major.

Students seeking a bachelor's degree in the College of Arts and Sciences must take at least two laboratory science courses, meet the second language requirement, and New Mexico Common Core Requirements as well as complete 48 credits of upper-division coursework which includes 6 credits of *Viewing a Wider World*. Please contact an advisor for a list of courses that meet the university New Mexico Common Core Requirements and major field, math alternatives, and Honors courses that fulfill requirements.

A maximum of 9 credit hours of applied coursework may be counted towards graduation. In addition, a maximum of 8 credits of PE and PE P courses can apply to the degree. Please see an advisor to determine which courses are considered "applied" coursework.

* Math choice dependent on eventual major field. MATH 210G, 121G, or 142G fulfill the New Mexico Common Core Requirements.

Continuing students can stay on an earlier degree plan or move to a more recent degree plan, but must graduate on a degree plan that is no more than six years old at graduation.

Students must earn a grade of *C* or better in each course that fulfills the New Mexico Common Core Requirements, including the final second language course when that course is part of a student's requirements. Students must also complete the basic skills requirement to earn an associate's degree and before being allowed to enroll in any upper-division (300- or 400- level) course offered at main campus or through distance education. The basic skills requirement is met by completing ENGL 111G and CCDM 114N or higher specified math courses with a *C* or better.

Several bachelor's completion programs are available through Distance Education from the Las Cruces campus. A partial list includes elementary education, nursing, sociology, business administration, human and community service, and information and communication technology. A few courses require a visit to the main campus; however, most of the courses are delivered through electronic means. Visit an advisor for more information.

AUTOMOTIVE AND HYBRID TECHNOLOGY

Associate in Applied Science Degree

This degree is designed for students who intend to enter the automotive workforce, establish a commercial business in the automotive field, and/or to prepare for the Automotive Service Excellence (ASE) Certification.

FRESHMAN YEAR - FALL SEMESTER (17 Credits)

AUTO	113	Automotive Electricity and Electronics Part I (4 cr.)
AUTO	114	Automotive Electricity and Electronics Part II (4 cr.)
AUTO	115	Automotive Engine Repair (5 cr.)
OETS	104	Basic Mathematics for Technicians (4 cr.)

A grade of C or better is required in all courses for the degree.

FRESHMAN YEAR - SPRING SEMESTER (15 Credits)

AUTO	122	Automotive Brakes (4 cr.)
AUTO	124	Automotive Heating and Air Conditioning (4 cr.)
AUTO	129	Automotive Steering and Suspension (4 cr.)
COLL	101	College/Life Success (3 cr.)

SUMMER (7 Credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
		OR OETS 117 Writing for Technicians (3 cr.)
E T	120	Computation and Presentation Software (3 cr.)

SOPHOMORE YEAR - FALL SEMESTER (15 Credits)

AUTO	201	Engine Performance I (4 cr.)
AUTO	203	Engine Performance II (4 cr.)
AUTO	204	Engine Performance III (4 cr.)
		Automotive Elective (Choose I) (3 cr each)
		AUTO 208 Introduction to Alternative Fueled Vehicles
		AUTO 209 Hybrid Vehicle Service Techniques

SOPHOMORE YEAR - SPRING SEMESTER (12 Credits)

AUTO	205	Manual Drive Train and Axles (4 cr.)
AUTO	206	Automatic Transmissions (5 cr.)
AUTO	221	Cooperative Experience (3 cr.)

Total Credits Required

66

BIOMEDICAL EQUIPMENT TECHNOLOGY

Associate in Applied Science Degree

This degree is intended to provide skills and training for students to become Biomedical Equipment Technicians who install, maintain, and repair medical equipment. Employment for Biomedical Technologists is available from hospitals, medical equipment manufacturing/service corporations, doctor's offices, and other facilities that utilize medical equipment.

This degree focuses on the fundamentals of electronics, PC hardware maintenance (A+), networking (Network+), wireless systems to include telemetry, and several biomedical related courses. The biomedical courses provide training in biomedical equipment fundamentals to include: Anatomy, equipment diagnosis and repair, medical imaging, medical safety and standards, and preparation for the Certified Biomedical Equipment Technician certification exam. Students will also be required to complete three internships at medical facilities.

FRESHMAN YEAR - FALL SEMESTER (15 Credits)

COLL	101	College Success (1 cr.)
E T	104	Soldering Techniques (1 cr.)
E T	120	Computation and Presentation Software (3 cr.)
E T	183	Applied DC Circuits (2 cr.) (Corequisite MATH 120)
E T	183L	Applied DC Circuits Lab (1 cr.)
ELT	103	Math Study Skills for Electronics (1 cr.)
MATH	120	Intermediate Algebra (3 cr.)
OEBM	140	Applied Human Biology for Biomedical Technology (3 cr.)

ELT 103 is mandatory to be taken along with ET 183 and ET 184

MATH 120 waived for students who have taken the mathematics placement examination with recommendation for MATH 121. When a 3 credit math course is waived, three additional credits of approved electives are required.

FRESHMAN YEAR - SPRING SEMESTER (16 Credits)

E T	153	Introduction to Computer Networks (3 cr.)
E T	182	Digital Logic (3 cr.)
E T	184	Applied AC Circuits (2 cr.)
E T	184L	Applied AC Circuits Lab (1 cr.)
ELT	103	Math Study Skills for Electronics (1 cr.)
MATH	121G	College Algebra (3 cr.)
OEBM	141	Introduction to Medical Electronics for Biomedical Technology (3 cr.)

SUMMER (7 Credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
OEBM	200	Biomedical Practicum (3 cr.)

SOPHOMORE YEAR - FALL SEMESTER (17 Credits)

E T	246	Electronic Devices I (4 cr.)
E T	273	Fundamentals of Networking Communications I (4 cr.)
E T	283	Hardware PC Maintenance (3 cr.)
OEBM	200	Biomedical Practicum (3 cr.)
OEBM	240	Medical Imaging Systems (3 cr.)

SOPHOMORE YEAR - SPRING SEMESTER (13 Credits)

E T	290	Networking Wireless Communication (3 cr.)
ENGL	218G	Technical & Scientific Communication (3 cr.)
OEBM	200	Biomedical Practicum (3 cr.)
OEBM	211	CBET Exam Preparation (1 cr.)
OEBM	241	Advanced Medical Electronics (3)

Total Credits Required

69

Grades of C- or better are required in ET, OEBM, math and science courses.

OEBM 200 requires special registration procedures.

BUSINESS OFFICE TECHNOLOGY

Associate of Applied Science Degree and Certificate

This program prepares students with necessary skills to seek employment in the secretarial and clerical fields. Students are prepared for positions in business, industry, or government at local, state, or national levels. Students completing certificates may continue for the associate's degree.

Degree Requirements

ACCT	200	A Survey of Accounting (3 cr.)
ART	163	Digital Graphics (3 cr.)
	OR	ART 165 Web Page Design (3 cr.)
BOT	102	Keyboarding: Document Formatting (3 cr.)
BOT	106	Business Mathematics (3 cr.)
BOT	110	Records Management (3 cr.)
BOT	203	Office Equipment and Procedures I (3 cr.)
BOT	205*	Microcomputer Accounting I (3 cr.)
BOT	213	Word Processing I (3 cr.)
BOT	220	Internship in Business Office Technology (2 cr.)
BOT	220	Internship in Business Office Technology (2 cr.)
BOT	239	Personal Development (3 cr.)
COLL	101	College Success (1 cr.)
COMM	265G	Principles of Human Communication (3 cr.)
	OR	COMM 253G Public Speaking (3 cr.)
C S	110	Computer Literacy (3 cr.)
ENGL	111G	Rhetoric and Composition (4 cr.)
ENGL	203G	Business and Professional Communication (3 cr.)
OECS	215	Spreadsheet Applications (3 cr.)
PSY	201G	Introduction to Psychology (3 cr.)
	OR	SOC 101G Introductory Sociology (3 cr.)
BOT/OECS/BMGT Elective (3 cr.)		
Concentration area (see below) (15 cr.)		

Total Credits Required

69

* ACCT 200 or 221 or consent of instructor is recommended prerequisite for BOT 205.

** BOT 101 waived with one year or more of high school keyboarding. When a 3-credit course is waived, three additional approved elective credits are required.

A grade of C or better is required in all courses for the degree and certificate.

Areas of Concentration

Accounting

ACCT	222	Management Accounting (3 cr.)
ACCT	221	Financial Accounting (3 cr.)
B A	104	Introduction to Business (3 cr.)
	OR	BMGT 110 Introduction to Business (3 cr.)
BLAW	230	Business Law (3 cr.)
BOT	206	Microcomputer Accounting II (3 cr.)

Administrative Assistant

BOT	101	Keyboarding Basics** (3 cr.)
BOT	202	Keyboarding Document Production (3 cr.)
BOT	207	Machine Transcription (3 cr.)
	OR	BOT 223 Medical Transcription I (3 cr.)
BOT	214	Word Processing II (3 cr.)
OECS	220	Database Application and Design (3 cr.)

Banking/Teller

BMGT	112	Principles of Banking (3 cr.)
BMGT	205	Customer Service Practices/Techniques (3 cr.)
BMGT	232	Personal Finance (3 cr.)
BMGT	240	Human Relations (3 cr.)
BMGT	245	Bank Investments (3 cr.)

Certificate in Business Office Technology

This certificate prepares students for entry level office position. Students may use this certificate as a building block to one of the BOT Associate Degrees or as an additional certificate for degree seeking students who wish to demonstrate valuable office skills.

Required Courses

ENGL	111G	Rhetoric and Composition (4 cr.)
BOT	102	Keyboarding: Document Formatting (3 cr.)
BOT	106	Business Mathematics (3 cr.)
BOT	110	Records Management (3 cr.)
BOT	202	Keyboarding: Document Production (3 cr.)
BOT	203	Office Equipment and Procedures I (3 cr.)
BOT	205*	Microcomputer Accounting I (3 cr.)
BOT	213	Word Processing I (3 cr.)
BOT	214	Word Processing II (3 cr.)
BOT	220	Internship in BOT (2 cr.)
BOT	239	Personal Development (3 cr.)
COLL	101	College Success (1 cr.)
C S	110	Computer Literacy (3 cr.)

Total Credits Required

37

COMPUTING

Associate in Applied Science and Certificates

This degree prepares students for a career in the computer field specializing in one of two areas of concentration: Business Applications Specialist or Web Mastery.

Core Requirements (22 Credits)

ART 161	Digital Imaging I (3 cr.)	OR	CMT 145 Imaging Processing I (3 cr.)
BUSA 111	Business in a Global Society (3 cr.)		
COLL 101	College Success (1 cr.)		
COMM 253G	Public Speaking (3 cr.)	OR	COMM 265G Principles of Human Communication (3 cr.)
C S 110	Computer Literacy (3 cr.)	OR	OECS 105 Introduction to Microcomputer Technology (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)		
ENGL 203G	Business & Professional Communication (3 cr.)	OR	ENGL 218G Technical and Scientific Communication (3 cr.)

Total Core Requirements **20**

Areas of Concentration (46 Credits)

Business Applications Specialist **OR** Web Mastery

Total Degree Requirements **66**

AREAS OF CONCENTRATION

BUSINESS APPLICATIONS SPECIALIST

ACCT 200	A Survey of Accounting (3 cr.)	OR	ACCT 221 Financial Accounting (3 cr.)
BMG T 216	Business Math (3 cr.)	OR	BOT 106 Business Mathematics (3 cr.)
BOT 205	Microcomputer Accounting I (3 cr.)		
BOT 206	Microcomputer Accounting II (3 cr.)		
E T 153	Introduction to Computer Networks (3 cr.)		
OECS 185	PC Maintenance and Selection I (1 cr.)		
OECS 207	Windows (1 cr.)		
OECS 209	Computer Graphic Arts (3 cr.)	OR	BOT 214 Word Processing II (3 cr.)
OECS 211	Word Processing Applications (3 cr.)	OR	BOT 213 Word Processing I (3 cr.)
OECS 215	Spreadsheet Applications (3 cr.)		
OECS 220	Database Application and Design (3 cr.)		
OECS 221	Cooperative Experience I (3 cr.)		
OECS 252	Project Management (3 cr.)		
OECS 290	Computer Technology Capstone (3 cr.)		
<i>Any of the following to equal 8 credits:</i>			
OECS 125	Operating Systems (3 cr.)		
OECS 203	UNIX Operating System (1 cr.)		
OECS 208	Internet Applications (1 cr.)		
OECS 214	Creating a Web Page (1 cr.)		
OECS 210	Survey of Current Microcomputer Software (3 cr.)		
OECS 255	Special Topics (1-3 cr.)		

WEB MASTERY

ART 101G	Orientation in Art (3 cr.)
ART 165	Web Page Design (3 cr.)
CMT 130	Introduction to Web Design (3 cr.)
CMT 190	Digital Video Production I (3 cr.)
CMT 221	Cooperative Experience (3 cr.)
CMT 230	Web Design II (Java Script) (3 cr.)
CMT 255	Special Topics (Silver Light) (3 cr.)
CMT 275	Advanced Web Techniques (3 cr.)
E T 120	Computation and Presentation Software (3 cr.)
E T 155	Network Operating Systems I (3 cr.)
E T 253	Network Operating Systems II (3 cr.)
E T 256	Network Operating Systems III (3 cr.)
E T 273	Fundamentals of Networking Communication I (3 cr.)
E T 283	Hardware PC Maintenance (3 cr.)
MATH 121G	College Algebra (3 cr.)
<i>Any of the following to equal 1 credit:</i>	
OECS 203	UNIX Operating System (1 cr.)
OECS 208	Internet Applications (1 cr.)
OECS 210	Survey of Current Microcomputer Software (3 cr.)
OECS 255	Special Topics (1-3 cr.)

A grade of C- or better is required in all courses on the degree and each certificate.

Certificate in Business Applications Specialist

This certificate prepares a student for entry-level positions requiring the use of popular business software applications.

ACCT	200	A Survey of Accounting (3 cr.)
	OR	ACCT 221 Financial Accounting (3 cr.)
ART	161	Digital Imaging I (3 cr.)
	OR	CMT 145 Digital Imaging I (3 cr.)
BMGT	216	Business Math (3 cr.)
	OR	BOT 106 Business Mathematics (3 cr.)
BOT	205	Microcomputer Accounting I (3 cr.)
	OR	BOT 206 Microcomputer Accounting II (3 cr.)
COLL	101	College Success (1 cr.)
C S	110	Computer Literacy (3 cr.)
	OR	OECS 105 Introduction to Microcomputer Technology (3 cr.)
OECS	207	Windows (1 cr.)
OECS	209	Computer Graphic Arts (3 cr.)
	OR	BOT 214 Word Processing II (3 cr.)
OECS	211	Word Processing Applications (3 cr.)
	OR	BOT 213 Word Processing I (3 cr.)
OECS	215	Spreadsheet Applications (3 cr.)
OECS	220	Database Application and Design (3 cr.)
OECS	252	Project Management (3 cr.)

Total Credits Required

32

Certificate in Basic Computer Skills

This certificate prepares a student for computer use in a variety of settings. It makes a valuable addition to other degrees and/or certificates including, but not limited to, Associate Degree in Education, Criminal Justice, Nursing, Paralegal Studies, and Social Services.

NOTE: In order to qualify for financial aid, a student must be enrolled in a program or certificate requiring at least 30 hours; therefore, this certificate alone will not be financial aid applicable.

C S	110	Computer Literacy (3 cr.)
	OR	OECS 105 Introduction to Microcomputer Technology (3 cr.)
COLL	101	College Success (1 cr.)
OECS	209	Computer Graphic Arts (3 cr.)
	OR	BOT 214 Word Processing II (3 cr.)
OECS	211	Word Processing Applications (3 cr.)
	OR	BOT 213 Word Processing I (3 cr.)
OECS	215	Spreadsheet Applications (3 cr.)
<i>Any of the following to equal 3 credits:</i>		
OECS	125	Operating Systems (3 cr.)
OECS	185	PC Maintenance and Selection (1 cr.)
OECS	207	Windows (1 cr.)
OECS	208	Internet Applications (1 cr.)
OECS	214	Creating a Web Page (1 cr.)
OECS	220	Database Application & Design (3 cr.)

Total Credits Required

16

Certificate in Web Mastery

ART	165	Web Page Design (3 cr.)
C S	110	Computer Literacy (3 cr.)
	OR	OECS 105 Introduction to Microcomputer Technology (3 cr.)
CMT	130	Introduction to Web Design (3 cr.)
CMT	145	Image Processing I (3 cr.)
	OR	ART 161 Digital Imaging I (3 cr.)
CMT	190	Digital Video Production I (3 cr.)
CMT	230	Web Design II (Java Script) (3 cr.)
CMT	255	Special Topics (Silver Light) (3 cr.)
CMT	275	Advanced Web Techniques (3 cr.)
COLL	101	College Success (1 cr.)
E T	120	Computation and Presentation Software (3 cr.)
E T	155	Network Operating Systems I (3 cr.)
E T	253	Network Operating Systems II (3 cr.)
E T	256	Network Operating Systems III (3 cr.)
E T	273	Fundamentals of Networking Communication I (3 cr.)
E T	283	Hardware PC Maintenance (3 cr.)

Total Credits Required

43

A grade of C- or better is required in all courses on each certificate.

CRIMINAL JUSTICE

Associate Degree

The Associate Degree in Criminal Justice introduces the graduate to three facets of the Criminal Justice System (e.g., Police, Courts, and Corrections). This degree plan is broadly interdisciplinary in nature embracing the study of the humanities, law, and natural, behavioral, and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

This degree plan is designed so that required courses will fill the New Mexico Common Core Requirements. However, courses other than those listed may meet a requirement, as noted in the NMSU Las Cruces catalog. Consult an advisor for an explanation.

New Mexico Common Core Requirements: (33 credits)

COMMUNICATIONS (10 credits)

ENGL 111G (4 cr.)
 ENGL 211G **OR** 203G **OR** 218G (each 3 cr.)
 COMM 253G **OR** 265G (3 cr.)

MATHEMATICS (3 credits)

MATH 210G (3 cr.)
OR approved math alternative (3-4 cr.)

SCIENCE: 2 courses (8 credits)

ASTR 105G **OR** 110G (4 cr.)
 BIOL 101G/GL **OR** 111G/GL **OR** 211G/GL (4 cr.)
 CHEM 110G **OR** 111/GL **OR** 112/GL (4 cr.)
 GEOG 111G (4 cr.)
 GEOL 111G (4 cr.)
 PHYS 110G **OR** 211G/GL **OR** 212G/GL (4 cr.)

HUMANITIES/FINE ART (2 areas, 6 credits)

Each course 3 credits
 HIST 101G, 102G, 201G, 202G, (211G, 212G)
 ENGL 244G
 PHIL 101G, 201G, 211G
 ART 101G, 110G; MUS 101G, 201G; THTR 101G

SOCIAL/BEHAVIORAL SCIENCE (2 areas, 6 credits)

Each course 3 credits
 ANTH 120G, 125G, 201G; C EP 110G, PSY 201G
 ECON 201G, 251G, 252G; GOVT 100G, 110G, 150G, 160G;
 SOC 101G, 201G; WS 201G, 202G

Criminal Justice Requirements (15 credits)

C J 101G Introduction to Criminal Justice (3 cr.)
 C J 205 Criminal Law I (3 cr.)
 C J 210 The American Law Enforcement System (3 cr.)
 C J 230 Introduction to Corrections (3 cr.)
 C J 250 Courts and the Criminal
 Justice System (3 cr.)

Second Language Requirements for Associate Degree: (6-8 credits)

1) Completion of a second language through the 112 level or 2)
 Completion of a second language through the 213 level for native
 speakers or 3) Fulfilling one of the alternatives (see an advisor for
 specifics)

Campus Requirements (4 credits)

COLL 101 College Success (1 cr.)
 C S 110 Computer Literacy (3 cr.)

Electives (to bring total to 68)

Total Credits Required

Students should consult an advisor regarding Math alternatives and Honors courses that can be used to fulfill requirements.

Students wishing to pursue the Bachelor Degree in Criminal Justice at NMSU should see an Academic Advisor regarding the best choices for electives.

Students seeking a major in Criminal Justice must be officially admitted to the major by the Department of Criminal Justice in Las Cruces. The admission process is competitive. Admission to upper division Criminal Justice courses does not occur until all requirements for the Associate in Criminal Justice have been met, including the same grade point requirement as for the bachelor's degree.

A grade of C or better is required in all Criminal Justice courses and any courses filling the Common Core Requirements.

A maximum of 9 credit hours of applied coursework may be counted toward graduation. PL S (Paralegal Studies) courses can *never* replace or substitute for a Criminal Justice (C J) course but may be used as electives within the 9-credit applied course limit. Please contact an advisor to determine which courses are considered "applied" coursework.

EARLY CHILDHOOD Associate Degree

This degree is designed to prepare highly qualified students to become teachers, assistant teachers, or family day care providers in professional child care for children ages birth through eight years. Students may choose to continue their education at any four year institution in New Mexico. Students in the Early Childhood Education program will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs. This degree will also fill the criteria for the most highly qualified professional in an early childhood position under No Child Left Behind.

Area I: Communication (10 credits)

- ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)
 COMM265G Principles of Human Communication(3 cr.)
OR COMM 253G Public Speaking (3 cr.)

Area II: Mathematics (6 credits)

- MATH 111* Fundamentals of Elementary Mathematics I (3 cr.)
 MATH 112G Fundamentals of Elementary Mathematics II (3 cr.)

Area III: Science (8 credits, one course from each of 2 areas)

- ASTR 110G Introduction to Astronomy (4 cr.)
OR ASTR 105G The Planets (4 cr.)
 BIOL 101G/L Human Biology (4 cr.)
OR BIOL 110G Contemporary Problems in Biology (4 cr.)
OR BIOL 111G/GL Natural History of Life (4 cr.)
OR BIOL 211G/GL Cellular and Organismal Biology (4 cr.)
 CHEM 110G Principles and Applications of Chemistry (4 cr.)
OR CHEM 111G General Chemistry I (4 cr.)
 E S 110G Introductory Environmental Science (4 cr.)
 GEOG 111G Geography of the Natural Environment (4 cr.)
OR GEOL 111G Survey of Geology (4 cr.)
 PHYS 110G The Great Ideas of Physics (4 cr.)
OR PHYS 211G/GL General Physics I (4 cr.)

Area IV: Social/Behavioral Science (6 credits)

- ANTH 201G Introduction to Anthropology (3 cr.)
 ECON 201G Introduction to Economics(3 cr.)
OR ECON 251G Principles of Macroeconomics (3 cr.)
OR ECON 252G Principles of Microeconomics(3 cr.)
 GEOG 112G World Regional Geography(3 cr.)
OR GEOG 120G Culture and Environment (3 cr.)
 GOVT 100G American National Government (3 cr.)
OR GOVT 110G Introduction to Political Science (3 cr.)
 SOC 101G Introductory Sociology (3 cr.)

Area V: Humanities and Fine Art (9 credits)

- HIST 101G Roots of Modern Europe (3 cr.)
OR HIST 102G Modern Europe (3 cr.)
 HIST 201G Introduction to Early American History (3 cr.)
OR HIST 202G Introduction of Recent American History (3 cr.)
 ART 101G Orientation in Art (3 cr.)
OR MUS 101G An Introduction to Music (3 cr.)
OR MUS 201G History of Jazz in Popular Music (3 cr.)
OR THTR 101G The World of Theatre (3 cr.)

Early Childhood Education (32 credits)

- C EP 110G Human Growth and Behavior (3 cr.)
 ECED 115 Child Growth, Development and Learning (3 cr.)
 ECED 125 Health, Safety, and Nutrition (2 cr.)
 ECED 135 Family and Community Collaboration (3 cr.)
 ECED 215** Curriculum Development Through Play (3 cr.)
 ECED 220** Early Childhood Education Practicum I (2 cr.)
 ECED 225 Curriculum Development and Implementation II (3 cr.)
 ECED 230** Early Childhood Education Practicum II (2 cr.)
 ECED 235 Introduction to Language, Literacy, and Reading (3 cr.)
 ECED 245 Professionalism (2 cr.)
 ECED 255 Assessment of Children and Evaluation of Programs (3 cr.)
 ECED 265 Guiding Young Children (3 cr.)

Campus Requirement (3 credit)

- COLL 101 College Success (3 cr.)

Total Credits Required

69

A grade of C or better is required in all Early Childhood Education courses and any courses filling Common Core Requirements.

***Prerequisite requirements for MATH 111 are MATH 120 and ENGL 111G.**

****Courses available online from NMSU Grants. Check with Advisor.**

This degree transfers into a Bachelor's Degree in Early Childhood from the College of Education.

EDUCATION

Associate Degree

The Associate in Education is designed to prepare the student for work as a teacher's aide, substitute teacher, or other paraprofessional in elementary or secondary schools. The curriculum is also designed for maximum application of credits to the Teacher Education Program (TEP) at NMSU for those students planning to complete the Bachelor's Degree in Education.

New Mexico Common Core Requirements with additional courses required by the College of Education:

Area I: Communication (13 credits)

COMM 265G Principles of Human Communication (3 cr.)
OR COMM 253G Public Speaking (3 cr.)
 ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 211G Writing in Humanities and Social Sciences (3 cr.)
 Literature elective or LING 200G (3 cr.)

Area II: Math (6 credits) (Elementary - 6 credits)

MATH 111* Fundamentals of Elementary Mathematics I (3 cr.)
(Note: Prerequisite for MATH 111 is MATH 120 and ENGL 111G)
AND
 MATH 112G Fundamentals of Elementary Mathematics II (3 cr.)
OR MATH 121G, MATH 190G & MATH 191G-optional

OR

(Secondary, if secondary license pursued - 6 credits)

MATH 120 Intermediate Algebra (3 cr.)
OR MATH 121G or MATH 190G

AND

MATH 210G Mathematics Appreciation (3 cr.)
OR MATH 142G

Area III: Lab Science (12 credits)

Choose one from any three subject areas-

ASTR 110G Introduction to Astronomy (4 cr.)
OR ASTR 105G The Planets (4 cr.)
 BIOL 101G/L Human Biology (4 cr.)
OR BIOL 110G Contemporary Problems in Biology (4 cr.)
OR BIOL 111G/GL Natural History of Life (4 cr.)
OR BIOL 211G/GL Cellular and Organismal Biology (4 cr.)
 CHEM 110G Principles and Applications of Chemistry (4 cr.)
OR CHEM 111 General Chemistry I (4 cr.)
 E S 110G Introduction to Environmental Science (4 cr.)
 GEOL 111G Survey of Geology (4 cr.)
OR GEOL 212 The Dynamic Earth (4 cr.) (4 cr.)
OR GEOG 111G Geography of the Natural Environment (4 cr.)
 PHYS 110G The Great Ideas of Physics (4 cr.)
OR PHYS 211G/GL General Physics I (4 cr.)
OR PHYS 215G/GL Engineering Physics I (4 cr.)

Area IV: Social/Behavioral Science (2 areas, 6 credits)

ANTH 201G Introduction to Anthropology (3 cr.)
 ECON 201G Introduction to Economics (3 cr.)
OR ECON 251G Principles of Macroeconomics (3 cr.)
OR ECON 252G Principles of Microeconomics (3 cr.)
 GEOG 112G World Regional Geography (3 cr.)
OR GEOG 120G Culture and Environment (3 cr.)
 GOVT 100G American National Government (3 cr.)
OR GOVT 110G Introduction to Political Science (3 cr.)
 SOC 101G Introductory Sociology (3 cr.)

Group V: Humanities and Fine Art (15 credits)

HIST 101G Roots of Modern Europe (3 cr.)
OR HIST 102G Modern Europe (3 cr.)
 HIST 201G Introduction to Early American History (3 cr.)
OR HIST 202G Introduction to Recent American History (3 cr.)
 HIST Elective (3 cr.)
 ART 101G Orientation in Art (3 cr.)
OR MUS 101G An Introduction to Music (3 cr.)
OR MUS 201G History of Jazz in Popular Music, A Blending of Cultures (3 cr.)
OR THTR 101G The World of Theatre (3 cr.)
 ART, MUS, THTR Elective (3 cr.)

Professional Education Courses: (13 credits)

C EP 110G Human Growth and Behavior (3 cr.)
 C EP 210* Educational Psychology (3 cr.)
 EDUC 181* Field Experience I (1 cr.)
 EMD 101* Freshman Orientation (1 cr.)
 EMD 250* Introduction to Education (2 cr.)

Campus Requirement (3 credit)

COLL 101 College Success (3 cr.) *(Grants, Alamogordo, Carlsbad only)*
 Elective (3 cr.)

Total Credits Required

68

Students must have an overall GPA of 2.5 and a C or better in all courses.

Courses with an () are pre/co-requisites for Teacher Education Program (TEP)

Students pursuing a Bachelor's Degree in Education must apply to the *Teacher Education Program (TEP)*. Admission is competitive: NMTA Basic Skills test score and a cumulative GPA of 2.5 or higher.

A Bachelor of Science in Elementary Education completion program is available on the Alamogordo campus through the College of Education in Las Cruces..

ELECTRONICS TECHNOLOGY

Associate in Applied Science

The Associate in Applied Science in Electronics Technology prepares the graduate for an entry-level position in the electronics industry. Employment opportunities include a wide range of careers in research and development, computer service, manufacturing, and communication industries. Electronic technicians develop, manufacture, and service electronic equipment using sophisticated measuring and diagnostic equipment. Students may apply the associate's degree coursework to a Bachelor's Degree in Engineering Technology (Electronics program) offered at NMSU Las Cruces.

Freshman Year-Fall Semester (14 Credits)

COLL	101	College Success (1 cr.)
E T	104	Soldering Techniques (1 cr.)
E T	120	Computation and Presentation Software (3 cr.)
E T	153	Introduction to Computer Networks (3 cr.)
E T	183	Applied DC Circuits (2 cr.)
E T	183L	Applied DC Circuits Lab (1 cr.)
MATH	120*	Intermediate Algebra (3 cr.)

Freshman Year-Spring Semester (16 Credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
E T	182	Digital Logic (3 cr.)
E T	184	Applied AC Circuits (2 cr.)
E T	184L	Applied AC Circuits Lab (1 cr.)
E T	262	Software Technology I (3 cr.)
MATH	121G*	College Algebra (3 cr.)

Summer (6 Credits)

COMM	265G	Principles of Human Communication (3 cr.)
	OR	COMM 253G Public Speaking (3 cr.)
ENGL	218G	Technical and Scientific Communication (3 cr.)

Sophomore Year-Fall Semester (18 Credits)

E T	246	Electronic Devices I (4 cr.)
E T	273	Fundamentals of Networking Communications I (3 cr.)
E T	282	Digital Electronics (4 cr.)
E T	283	Hardware PC Maintenance (3 cr.)
PHYS	211G	General Physics I (3 cr.)
PHYS	211G/GL	General Physics I Lab (1 cr.)

Sophomore Year-Spring Semester (18 Credits)

E T	230	Introduction to Servo Systems (3 cr.)
E T	272	Electronic Devices II (4 cr.)
E T	276	Electronic Communications (4 cr.)
E T	284	Software PC Maintenance (3 cr.)
PHYS	212G	General Physics II (3 cr.)
PHYS	212GL	General Physics II Lab (1 cr.)

Total Credits Required

72

E T major field courses and physics offered in the semester indicated. Math and New Mexico Common Core courses are offered each semester.

A grade of C or better is required in all English, E T, math, and science courses.

* Math 120 is waived for students who have taken the mathematics placement test with a recommendation for MATH 121G. When a 3-credit math course is waived, three additional credits of approved electives are required.

FINE ARTS Associate Degree

This degree is designed to prepare students to work as professional artists, or to transfer to NMSU Las Cruces to complete a Bachelor of Arts (BA) or Bachelor of Fine Arts (BFA) degree in their chosen career field in Art, including drawing, painting, photography, ceramics, or sculpture. Each area of concentration provides specialized training in studio and conceptual processes and allows students to complete all the required coursework for the first two years of study.

The Fine Arts Associate Degree provides a tangible level of expertise and academic recognition for that achievement. Although many of our students do not intend to move on to the BA or BFA degree, they can complete an associate's degree in their chosen art field. NMSU-A has developed a top notch art department with state of the art technology and instructors with exceptional credentials and experience.

New Mexico Common Core Requirements:

Communication (10 Credits)

- ENGL 111G Rhetoric and Composition (4 cr.)
- ENGL 203G Business & Professional Communication (3 cr.)
- OR** ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)
- OR** ENGL 218G Technical and Scientific Communication (3 cr.)
- COMM 265G Principles of Human Communication (3 cr.)
- OR** COMM 253G Public Speaking (3 cr.)

Mathematics (3 Credits)

- MATH 210G Mathematics Appreciation (3 cr.)
- OR** MATH 142G Calculus for the Biological and Management Sciences I (3 cr.)

Basic Natural Science (8 credits)

Each course four credits
 ASTR 105G, 110G; BIOL 101G/GL, 111G/GL, 211G/GL;
 CHEM 110G, 111G, 112G; GEOG 111G; GEOL 111G; PHYS 110G, 211G/GL, 215G/GL, 216G/GL.

Humanities/Fine Art (6 credits)

Each course three credits
 PHIL 101G, 201G, 211G
 HIST 101G, 102G, 201G, 202G

Social/Behavioral Science (6 credits)

Each course three credits
 ANTH 120G, 125G, 201G; ECON 201G, 251G, 252G;
 GOVT 100G, 110G, 150G, 160G; PSY 201G;
 SOC 101G, 201G; W S 201G, 202G

Campus Requirement (4 credits)

- COLL 101 College Success (1 cr.)
- C S 110 Computer Literacy (3 cr.)

Fine Arts Core, Lower Division (18 credits)

- ART 150 Drawing I (3 cr.)
- ART 151 Drawing II (3 cr.)
- ART 155 2-D Fundamentals (3 cr.)
- ART 156 3-D Design and Process (3 cr.)
- ART 295* Introduction to Art History I (3 cr.)
- ART 296* Introduction to Art History II (3 cr.)

Concentration area (15 credits)

Total Credits Required **70**

ART 157 Color Theory is also strongly recommended although not required.

* ART 295, and 296 can be taken in any order.

STUDENTS MUST EARN A GRADE OF C OR BETTER IN THE NEW MEXICO COMMON CORE REQUIREMENTS AND ART COURSE.

Concentration areas: It is recommended that students take several Fine Arts Core requirements, specifically ART 150, 155, 156, and begin concentration area requirements in their first year.

Ceramics	Drawing	Painting	Sculpture
ART 265 ART 275 ART 276 Two 200-level studio courses.	ART 260 ART 261 Three 200-level studio courses, one to include a 3-D area.	ART 260 ART 261 Three 200-level studio courses, one to include a 3-D area.	ART 265 Four 200-level studio courses.

GENERAL ENGINEERING

Associate of Science Degree

Please note that the Associate of Science degree in General Engineering is pending Higher Learning Commission (HLC) final approval.

The Associate of Science Degree in General Engineering prepares the student for transfer to a four-year institution to earn a Bachelor of Science degree in Engineering. The first four semesters of classes are similar throughout the various engineering fields. The student must work closely with an Advisor to select the best options for a successful transition to the four-year institution of his/her choice.

New Mexico Common Core Requirements:

COMMUNICATIONS (10 credits)

ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 218G Technical and Scientific Communication (3 cr.)
 COMM 253G Principles of Human Communication (3 cr.)
OR COMM 265G Public Speaking (3 cr.)

MATHEMATICS (8 credits)

MATH 191G Calculus and Analytic Geometry I (4 cr.)
 MATH 192G Calculus and Analytic Geometry II (4 cr.)

NATURAL SCIENCES (8 credits)

CHEM 111G General Chemistry I (4 cr.)
 PHYS 215G Engineering Physics I (3 cr.)
 PHYS 215GL Engineering Physics I Lab (1 cr.)

Additional NATURAL SCIENCES (select at least 8 credits)

CHEM 112G General Chemistry II (4 cr.)
 PHYS 216G & 216GL (4 cr.)
 GEOL 111G Survey of Geology (4 cr.)
 OR C E 160 Geology for Engineers (4 cr.)
 Other Approved Lab Science (4 cr.)

ECONOMICS (3 credits)

ECON 251G Principles of Macroeconomics (3 cr.)

SOCIAL/BEHAVIORAL SCIENCE NMCC "G" Course (6 credits)

Economics, Political Science, Psychology, Sociology, Anthropology

HUMANITIES/FINE ART NMCC "G" Course (6 credits)

History, Philosophy, Literature, Art, Music, Theater, Second Language

Campus Requirements (select at least 2 credits)

COLL 101 College Success (1-3 cr.)

And any additional course to meet or exceed 2 credit requirement if needed.

Engineering (15 credits)

Group I (Select at least 9 credits)

ENGR 100 Introduction to Engineering (3 cr.)
 CE or ET or DRFT 109 Computer Drafting Fundamentals (3 cr.)
OR DRFT 114 Intro to Mechanical Drafting/Solid Modeling (3 cr.)
 ENGR 111 Mathlab Programming (3 cr.)

Group II (Select at least 3 credits)

C E 233 Mechanics-Statics (3 cr.)
 E E 280 AC and DC Circuits (4 cr.)
 MATH 291G Calculus and Analytic Geometry III (3 cr.)
 C E 151 Intro to Civil Engineering (3 cr.)
 OR G EN 151 Intro to Geologic Engineering (3 cr.)
 E E 161 Computer Aided Problem Solving (4 cr.)

Total Credits Required

66-67

A grade of C or better is required in all courses for the degree.

GENERAL STUDIES

Associate Degree

The Associate in General Studies degree program is intended for those wishing to tailor an Associate Degree to their own specific needs. It allows students to include courses from a variety of program areas. Any General Studies degree plan must be approved by the Vice President for Student Success.

The Associate in General Studies is not intended to be a substitute for the Associate of Arts or Associate of Science degree programs, which prepare students for transfer to bachelor degree programs.

NOTE: Students who have previously earned an Associate Degree from NMSU Alamogordo or from any other institution are ineligible to receive the Associate in General Studies degree. Similarly, the Associate in General Studies degree will not be awarded concurrently with any other Associate Degree offered by NMSU Alamogordo.

Requirements for this degree are:

Complete a total of 66 credits hours (excludes noncredit courses such as any “N” suffix course);

Complete ENGL 111G and COLL 101 with a C or better;

Achieve a 2.0 cumulative GPA;

and

Complete the last 15 hours from an NMSU campus (cannot be CLEP, ACT, challenge credit or credit from another college/university or correspondence school.)

GRAPHIC DESIGN

Associate in Applied Science and Certificate

The Associate in Graphic Design emphasizes the use of computers in a creative, art-centered, technologically challenging, conceptually-based framework. The degree is designed to prepare students for immediate entry into the job market or for transfer to four-year degree programs in art or other disciplines at the NMSU campus in Las Cruces. At least 53 of the 69 credits in this program will apply to a typical Bachelor's Degree in Fine Art and other majors at the NMSU Las Cruces campus and many will transfer to other 4-year institutions.

New Mexico Common Core

Communication (7 credits)

ENGL 111G Rhetoric and Composition (4 cr.)
 COMM 265G Principles of Human Communication (3 cr.)

Mathematics (3 credits)

MATH 210G Math Appreciation (3 cr.)
OR MATH 120* (3 cr.)

Science (w/lab): (4 credits)

Each course four credits
 ASTR 105G or 110G, BIOL 101G/GL, BIOL 111G/GL, CHEM 110G, GEOG 111G, GEOL 111G, or PHYS 110G

Humanities: (6 credits-3 credits from each choice)

Each course three credits
 a) HIST 101G, 102G, 201G, 202G
 b) PHIL 101G, 201G, 211G

Social/Behavioral Sciences: (6 credits)

Each course three credits
 C J 101G; ECON 201G, 251G, 252G; GOVT 100G, 110G, 150G, 160G; LING 200G; PSY 201G; SOC 101G, 201G; WS 201G, 202G

Campus Requirement (4 credits)

COLL 101 College Success (1 cr.)
 C S 110 Computer Literacy (3 cr.)

Graphic Design Program Requirements (39 credits)

ART 101G Orientation in Art (3 cr.)
 ART 150 Drawing I (3 cr.)
 ART 155 2-D Fundamentals (3 cr.)
 ART 160 Computer-Based Illustration (3 cr.)
 ART 161 Digital Imaging I (3 cr.)
 ART 163 Digital Graphics (3 cr.)
 ART 165 Web Page Design (3 cr.)
 ART 255 Introduction to Graphic Design and Digital Media (3 cr.)
 ART 267 Art Portfolio Preparation (3 cr.)
 ART 269 Advanced Computer-Based Illustration (3 cr.)
 ART 270 Photography I (3 cr.)
 ART 272 Digital Imaging II (3 cr.)
 CMT 223 Media Production Services (3 cr.)

Total Credits Required

69

* MATH 120 will not meet the bachelor's degree requirement in Mathematics

A course in HTML and Java strongly recommended.

Certificate in Graphic Design

ART 101G Orientation in Art (3 cr.)
OR ART 254 History of Graphic Design (3 cr.)
 ART 150 Drawing I (3 cr.)
 ART 155 2-D Fundamentals (3 cr.)
 ART 160 Computer-Based Illustration (3 cr.)
 ART 161 Digital Imaging I (3 cr.)
 ART 163 Digital Graphics (3 cr.)
 ART 165 Web Page Design (3 cr.)
 ART 255 Introduction to Graphic Design and Digital Media (3 cr.)
 COLL 101 College Success (1 cr.)
 ENGL 111G Rhetoric and Composition (4 cr.)
 * Elective (3 cr.)

Total Credits Required

32

* Recommended Electives: ART 269, 272, 273, CMT 223

Students must earn a grade of C or better in all courses for both the degree and the certificate.

HERITAGE INTERPRETATION

Associate of Arts and Certificate

The Associate of Arts in Heritage Interpretation is designed to prepare students for service as park interpreters and technicians or for any field in which knowledge of the cultural and natural heritage of the Southwest would be useful.

The Certificate in Heritage Interpretation is designed to prepare students for service as park interpreters, and technicians, tour guides, and museum or historical society technicians.

The curriculum emphasizes New Mexico's rich history, natural setting, and unique cultural blend. Students will study a variety of subjects that will broaden their knowledge of the Southwest's heritage and improve their ability to communicate with a diverse public.

New Mexico Common Core Requirements with additional math and human thought and behavior courses: (45 credits)

Communications (13 credits)

COMM 265G	Principles of Human Communication (3 cr.)
OR	COMM 253G Public Speaking (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
ENGL 203G	Business and Professional Writing (3 cr.)
ENGL 244G	Literature and Culture (3 cr.)

Mathematics (6 credits)

MATH 210G	Mathematics Appreciation (3 cr.)
MATH 120	Intermediate Algebra (3 cr.)

Science: (2 areas, 8 credits)

ASTR 110G	Introduction to Astronomy (4 cr.)
BIOL 101G	Human Biology and Lab (4 cr.)
BIOL 111G	Natural History of Life and Lab (4 cr.)
CHEM 110G	Principles and Applications of Chemistry (4 cr.)
GEOG 111G	Geography of the Natural Environment (4 cr.)
GEOL 111G	Survey of Geology (4 cr.)
PHYS 110G	The Great Ideas of Physics (4 cr.)

Human Thought/Behavior: (9 credits)

ANTH 118	Introduction to Historic Preservation (3 cr.)
ANTH 125G	Introduction to World Cultures (3 cr.)
ANTH 201G	Introduction to Anthropology (3 cr.)
OR	ANTH 297 Special Topics – History and Philosophy of Science (3 cr.)

Fine Arts/Liberal Studies: (3 credits)

ART 101G	Orientation in Art (3 cr.)
OR	MUS 101G An Introduction to Music (3 cr.)
OR	THTR 101G The World of Theatre (3 cr.)

Social Sciences: (6 credits)

GEOG 112G	World Regional Geography (3 cr.)
SOC 101G	Introductory Sociology (3 cr.)
OR	SOC 201G Contemporary Social Problems (3 cr.)

Department of History Requirements (18 credits)

HIST 101G	Roots of Modern Europe (3 cr.)
HIST 102G	Modern Europe (3 cr.)
HIST 201G	Introduction to Early American History (3 cr.)
HIST 202G	Introduction to Recent American History (3 cr.)
HIST 261	New Mexico History (3 cr.)
HIST 269	Special Topics: Internship in Heritage Interpretation (3 cr.)

Campus Requirement (4 credits)

COLL 101	College/Life Success (1 cr.)
C S 110	Computer Literacy (3 cr.)

Total Credits Required

67

Certificate in Heritage Interpretation

ANTH 125G	Introduction to World Cultures (3 cr.)
OR	ANTH 115 Native Peoples of North America (3 cr.)
OR	ANTH 118 Introduction to Historic Preservation (3 cr.)
BIOL 111G	Natural History of Life and Lab (4 cr.)
OR	BIOL 222 Zoology (3 cr.)
OR	(BIOL 250 Special Topics - Regional Flora/Fauna) (3 cr.)
COLL 101	College/Life Success (1 cr.)
COMM 265G	Principles of Human Communication (3 cr.)
OR	COMM 253G Public Speaking (3 cr.)
C S 110	Computer Literacy (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
GEOL 111G	Survey of Geology (4 cr.)
OR	ASTR 110G Survey of Astronomy (4 cr.)
GEOG 112G	World Regional Geography (3 cr.)
MATH 120	Intermediate Algebra (3 cr.)
HIST 261	New Mexico History (3 cr.)
HIST 269	Special Topics: Internship in Heritage Interpretation (3 cr.)

Electives to bring total to 38 credits

Electives: From the following courses: ANTH 201G, 297; SPAN 111, 112, 211, 212; COLL 108 for total of 38 credits.

Total Credits Required

38

Courses in (parentheses) are not offered on the NMSU-A campus.

A grade of C or better is required in all courses.

INFORMATION TECHNOLOGY

Associate in Applied Science and Certificate

This degree is designed to provide training and skills required for employment in the Information Technology (IT) career field. Employment for IT is available from the expanding computer service industry. This industry is one of the nation's fastest growing employment industries. Information technologists install, maintain, administer, and manage a computer network. This degree focuses on networking fundamentals such as network communication devices and protocols, network operating systems, personal computer (PC) hardware and software principles, PC and network security, support center operations and database management tools.

Freshman Year-Fall Semester (16 Credits)

COLL	101	College Success (3 cr.)
ENGL	111G	Rhetoric and Composition (4 cr.)
E T	120	Computation and Presentation Software (3 cr.)
E T	153	Introduction to Computer Networks (3 cr.)
MATH	120	Intermediate Algebra (3 cr.)

Freshman Year-Spring Semester(15 Credits)

E T	155	Network Operating Systems I (3 cr.)
E T	182	Digital Logic (3 cr.)
E T	283	Hardware PC Maintenance (3 cr.)
E T	284	Software PC Maintenance (3 cr.)
OECS	125	Operating Systems (3 cr.)

Summer (6 Credits)

COMM	265G	Principles of Human Communications (3 cr.)
	OR	COMM 253G Public Speaking (3 cr.)
ENGL	218G	Technical and Scientific Communication (3 cr.)

Sophomore Year-Fall Semester (16 Credits)

E T	253	Networking Operating System II (3 cr.)
E T	273	Fundamentals of Networking Communications I (4 cr.)
E T	285	Principles of Security (3 cr.)
E T	291	PC Forensics and Investigation (3 cr.)
OECS	220	Database Application and Design (3 cr.)

Sophomore Year-Spring Semester (14 Credits)

E T	220	Internship (2 cr.)
E T	256	Networking Operating System III (3 cr.)
E T	262	Software Technology I (3 cr.)
E T	286	Fundamentals of Security (3 cr.)
E T	290	Networking Wireless Communication (3 cr.)

Total Credits Required

67

- All Information Technology majors are required to complete a 2-credit internship program within the sophomore year.
- The Network Operating Systems courses (I, II, III) **must be completed** in numerical order.
- Grades of C- or better are required in ET, OECS, and Math courses.

Certificate in Network Specialist

This certificate prepares students for entry level positions in the computer networking support industry.

General Requirement (14 credits)

COLL	101	College Success (1 cr.)
ENGL	111G	Rhetoric and Composition (4 cr.)
E T	120	Computation and Presentation Software (3 cr.)
E T	153	Introduction to Computer Networks (3 cr.)
OECS	125	Operating Systems (3 cr.)

Engineering Technology Options (Choose any 23 credits)

E T	155	Network Operating Systems I (3 cr.)
E T	253	Networking Operating Systems II (3 cr.)
E T	256	Networking Operating Systems III (3 cr.)
E T	262	Software Technology I (3 cr.)
E T	273	Fundamentals of Networking Communications I (4 cr.)
E T	283	Hardware PC Maintenance (3 cr.)
E T	284	Software PC Maintenance (3 cr.)
E T	285	Principles of Security (3 cr.)
E T	286	Fundamentals of Security (3 cr.)
E T	289	Database Fundamentals (3 cr.)
E T	290	Networking Wireless Communication (3 cr.)
E T	291	PC Forensics and Investigation (3 cr.)
OECS	220	Database Application and Design (3 cr.)

Total Credits Required

37

The Network Operating Systems courses (I, II, III) **must be completed** in numerical order.

Students may apply the associate's degree coursework to a bachelor's degree in Information and Communication Technology (ICT) offered at the Las Cruces campus.

The Bachelor of Information and Communication Technology is available through the College of Distance Education from the Las Cruces campus. Most of the coursework can be completed through electronic classes with few visits to the Las Cruces campus. More information is available in the Advising Office.

ASSOCIATE IN NURSING (Registered Nurse Limited Entry Program)*

Vision: The vision of NMSU-A's Nursing Program is to educate students of diverse backgrounds through excellence in nursing education and practice to become registered nurses. Their contribution will be demonstrated through knowledge and skills essential for practice in a demanding and complex profession in the communities they serve. The NMSU-A Nursing Faculty places their highest priority on student learning and delivering comprehensive support for student success. The Nursing Faculty dedicates themselves to excellence in academics, student support, and community service.

The Nursing Curriculum at NMSU-A provides educational preparation leading to the Associate Degree in Nursing. Upon completion of the Associate Degree in Nursing, the graduate is eligible to take the national Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

Mission: The mission of the Nursing Program is to provide a quality evidenced-based and realistic educational and learning opportunity with the practice of Nursing for individuals in the diverse communities we serve. The mission provides quality educational and learning opportunities for the practice of nursing as a means of providing health care. The program endeavors to provide an evidence-based and realistic educational environment that is sensitive to ethical and cultural needs. Each student maintains an open mind, a capacity for self-development, and a focus on lifelong learning and professionalism. The program provides service to the community through exploration of its educational needs. The program prepares students of diverse backgrounds to productively contribute to their profession and society.

*This is a limited entry program. In addition to meeting regular undergraduate admission requirements, students are required to submit an application to the Nursing Program. An application and information packet is available at the Nursing Program Office in the Reidlinger Science Building (575) 439-3878. Application submission deadline is listed in the packet. Students are subject to regulations contained in the Nursing Student Handbook and other university published handbooks.

Advanced Placement Students

Students who are currently attending an accredited ADN/BSN nursing program may apply for advanced placement. LPNs or LVNs transferring into NMSU-A Nursing Program, may also apply for advanced placement.

To apply for advanced placement, students must meet the enrollment and selection requirements for the program. Official transcripts of all vocation/college courses should be sent to NMSU-A and the students will need to provide an unofficial/student copy to the Nursing Office. All advanced placement applicants will meet with the Nursing Program Director or designee for evaluation of credits to determine status of admission and placement requirements. Their degree plan will be discussed with each student on an individual basis. Advanced placement students are admitted on a space-available basis.

NMSU-A Nursing Program honors pre-admission from other Associates Degree in Nursing Programs in the NMSU system, as long as the student successfully passes the following content areas: reading comprehension, grammar, vocabulary, biology, chemistry, anatomy and physiology, math, and critical thinking. If a previous

pre-admission score is not available, then the student is required to take and successfully pass the NLN-PAX RN Pre-Admission exam.

Associate Degree Plan for Nursing – LPN to RN Transition

The purpose of the LPN Transitional Plan of Study is to offer an accelerated curriculum track for LPNs who wish to pursue the Associate of Applied Science Degree in Nursing and then take NCLEX-RN exam for licensure. The LPN Transitional Plan of Study is an adaptation of the Associate Degree Nursing Curriculum that recognizes the knowledge and skills of the licensed practical nurse.

LPNs and LVNs considering entering the NMSU-A Nursing Program are required to take the ATI LPN Step Proctored Assessment. This assessment tool will determine the LPN's nursing knowledge and assist the advisor in setting up their advanced placement academic degree plan.

Transfer students, ADN/BSN and/or LPN/LVN, are required to show competency in nursing skills previously learned through their program. Courses may be challenged in the following way:

1. The student successfully passes the skills components that proves a competency level equal to the courses;
2. The student successfully passes the challenge exam(s) that proves competency level equal to the courses. Challenge exams for non-nursing courses must be approved by the specific discipline's Division Head.

Prerequisites: Students need to check the application and information packet for specific criteria necessary to be eligible to enter the selection process or the Nursing Program web site <http://nmsua.edu/nursing/>.

Advising: Advising and Career Services are located in the George Fettinger Student Services Building. Advising Services are available to meet the personal and academic needs of students, to help enable students to succeed in college life. The Career Center offers services to help students explore career and life planning.

A Nursing Advisor is available to advise prospective Nursing Students, pre Nursing Students, and Nursing Students. The Nursing Office is located in the Charles Reidlinger Science Center.

Selection into the Nursing Program: After meeting the general requirements, the student is eligible for the selection process. Selection into the Nursing Program is based on an objective point system. The applicant's overall GPA (for the prerequisite and required courses as defined in the application and information packet) and the student's ability to pass an admissions assessment exam. The exam evaluates the basic reading, math, writing, and science skills of students seeking entry into a nursing program leading to RN licensure.

Post-Selection Requirements: After selection into the Nursing Program and before the first day of classes, students need to submit proof of current CPR for Health Professional's certification (American Heart Association). Additionally, students need to provide an up-to-date immunization record showing: PPD, MMR, Tetanus, HEP-B, and Varicella. PLEASE NOTE: all TITERS must have a written statement of immune or not immune for each titer and must be signed by a physician (provider) to verify immunity. Federal and state background checks are required by the State of New Mexico Department of Health.

Degree Plan: Currently all non-nursing courses must be graded a *C* or higher with an overall GPA requirement of 3.0.

Graduation Requirements: A minimum grade of *C* (76%) must be earned in all required Nursing courses to continue in the Nursing Program and to graduate. In addition, all clinical competencies must be successfully completed on the curriculum (see degree plan).

Licensure: It is essential that prospective students be informed that the New Mexico State Board of Nursing may deny, revoke or suspend any license held or applied for under the Nursing Practice Act, upon grounds that the licensee or applicant violates any of the following actions (from NMAC Title 16, Chapter 12, Part 1):

1. Is guilty of fraud or deceit in procuring or attempting to procure a license or certificate of regulation;
2. Is unfit or incompetent;
3. Is convicted of a felony;
4. Is habitually intemperate or is addicted to the use of habit forming drugs;
5. Is mentally incompetent;
6. Is guilty of unprofessional conduct;
7. Has willfully or repeatedly violated any provisions of the Nursing Practice Act; or
8. Was licensed to practice nursing in any jurisdiction, territory or possession of the United States or another country and was the subject of disciplinary action similar to acts described in this subsection. A certified copy of the record of the jurisdiction, territory or possession of the United States or another country taking the disciplinary action is conclusive evidence of the action.

General Requirements

General requirements must be met before the student is eligible for the selection process. Courses must be completed with a grade *C* or higher with an overall GPA requirement of 3.0.

CHEM	110G	Principles & Applications of Chemistry (4 cr.)
	OR	CHEM 111G (4 cr.)
	OR	Completed two semesters of high school Chemistry within the last two years
CCDM	114N	Algebra Skills (4 cr.)
	OR	Placement into MATH 120
	OR	Completing high school Algebra I and II within the last two years
NA	101	Nursing Assistant Theory and Lab (6 cr.)
	OR	Proof of completion in an equivalent program
	OR	Current CNA certificate

Prerequisites for Nursing Program:

All prerequisite courses must be graded a *C* or higher with an overall GPA requirement of 3.0.

BIOL	211G	Cellular and Organismal Biology (3 cr.)
BIOL	211GL	Cellular and Organismal Biology Lab (1 cr.)
BIOL	225	Anatomy and Physiology I (4 cr.)
	OR	BIOL 253 Human Anatomy (4 cr.)
BIOL	226	Anatomy and Physiology II (4 cr.)
	OR	BIOL 254 Human Physiology (3 cr.) AND BIOL 254L Human Physiology Lab (1 cr.)

Note: Each of these courses may be placed out of through testing. Consult Academic Advisors for information on appropriate testing procedures (placement exam or CLEP).

Co-requisites in the Nursing Program:

PSY	201G	Introduction to Psychology (3 cr.)
HNDS	251	Human Nutrition (3 cr.)

C EP	110G	Human Growth and Behavior (3 cr.)
ENGL	111G	Rhetoric and Composition (4 cr.)
BIOL	221	Introductory Microbiology (3 cr.)
BIOL	221 L	Introductory Microbiology Lab (1 cr.)

All co-requisite courses required in the nursing curriculum must be graded C or higher with an overall GPA requirement of 3.0.

Semester I (16 Credits)

PSY	201G	Introduction to Psychology (3 cr.)
HNDS	251	Human Nutrition (3 cr.)
NURS	170	Foundations of Nursing (7 cr.)
NURS	172	Critical Thinking & Nursing Process (2 cr.)
NURS	173 L	Physical Assessment (1 cr.)

Semester II (17 Credits)

C EP	110G	Human Growth and Behavior (3 cr.)
ENGL	111G	Rhetoric and Composition (4 cr.)
NURS	180	The Adult Client I (8 cr.)
NURS	185	Holistic Approach to Pharmacotherapeutic Interventions I (2 cr.)

Semester III (17 Credits)

BIOL	221**	Introductory Microbiology (3 cr.)
BIOL	221L**	Introductory Microbiology Lab (1 cr.)
NURS	182**	Legal & Ethical Issues in Nursing Practice* (2 cr.)
NURS	272**	Care for the Aging Client (1 cr.)
NURS	275	Holistic Approach to Pharmacotherapeutic Interventions II (2 cr.)
NURS	280	Women's Health Issues (4 cr.)
NURS	283	Pediatric Nursing (4 cr.)

** These four courses are part of the degree plan; they may be taken at any time prior to the fourth semester. Non-nursing majors may also take these courses.

Semester IV (10 Credits)

NURS	270	The Adult Client II (5 cr.)
NURS	282L	Practicum: Management of Client Care (1 cr.)
NURS	284	Practicum: Preceptorship (3 cr.)
NURS	285	Holistic Approach to Pharmacotherapeutic Intervention III (1 cr.)

Total Credits Required

72

FEES: Nursing and NA course fees include but are not limited to laboratory supplies and equipment, test fees and background check fees. For a listing of fees, see the current Schedule of Classes booklet.

This program incorporates fundamental and applied courses that are important for obtaining employment upon graduation. However, some of these applied courses may not be suitable for transfer to bachelor degree granting institutions or may not be applicable to bachelor degree programs. For further information, contact an Academic Advisor.

Students planning to continue towards a Bachelor of Science Degree in Nursing may then apply to an RN-BSN Program such as offered at New Mexico State University in Las Cruces.

OCCUPATIONAL BUSINESS

Associate of Applied Science Degree

The curriculum is designed for students who wish to prepare for entry-level positions. The required courses focus on the fundamentals of business operations giving special consideration to basic accounting practices, basic business law, economics, fundamentals of marketing, and management of human resources. To complete the degree, the student must take the required courses listed below and 15 credits from an approved field of concentration.

Required Courses (50 credits)

COLL 101 College Success (1 cr.)
 ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 203G Business and Professional Communication (3 cr.)
OR ENGL 218G Technical and Scientific
 Communication (3 cr.)

Choose from the following accounting options:

Each course three credits

ACCT 200 **and** BOT 205
 ACCT 221 **and** BOT 205
 ACCT 221 **and** ACCT 222

B A 104 Introduction to Business (3 cr.)
OR BMGT 110 Introduction to Business (3 cr.)
 B A 202 Small Business Enterprise (3 cr.)
OR BMGT 275 Small Business Planning (3 cr.)
 BLAW 230 Business Law (3 cr.)
 COMM 265G Principles of Human Communication (3 cr.)
OR COMM 253G Public Speaking (3 cr.)
 C S 110 Computer Literacy (3 cr.)
 ECON 201G Introduction to Economics (3 cr.)
OR ECON 251G Principles of Macroeconomics (3 cr.)
OR ECON 252G Principles of Microeconomics (3 cr.)
 FIN 210 Financial Planning and Investments (3 cr.)
 MGT 201 Introduction to Management (3 cr.)
 BMGT 216 Business Math (3 cr.)
OR MATH 120 Intermediate Algebra (3 cr.)
 PSY 201G Introduction to Psychology (3 cr.)
OR SOC 101G Introductory Sociology (3 cr.)
 BMGT 210 Marketing (3 cr.)
OR MKTG 203 Introduction to Marketing (3 cr.)
 BMGT 240 Human Relations (3 cr.)
OR BMGT 140 Principles of Supervision I (3 cr.)

Approved elective (3 Credits)

Choose from Common Core selection ("G"):

anthropology, English, history, government, literature, philosophy,
 or psychology

Fields of Concentration (15 Credits)

The field of concentration is designed to fit the individual needs of the student. Courses are selected by the student and approved by the Business Program Coordinator.

Established fields are Business Office Technology, Financial Services, General, Real Estate, Small Business Enterprises, Microcomputers for Business, Photographic Trades, Information Technology, and Web Master. Other fields are possible with approval of Program Coordinator. See an advisor for historical samples that may help with course selections.

Total Credits Required

68

A grade of C or better required in all courses.

PARALEGAL STUDIES

Associate of Applied Science Degree and Certificate

The Paralegal Studies program is designed to give the paralegal a broad background in many different areas of the law. Through practical “how to” courses, students learn about the legal system, acquire skills used in law offices, and are taught the professional and ethical responsibilities of a paralegal. Certificate courses apply to the associate’s degree.

Graduates are eligible to take the national certification examination offered by the National Association of Legal Assistants. Those who successfully complete this two-day exam are designated Certified Legal Assistants (CLA), and approved for institutional membership by the American Association for Paralegal Education (AAfPE).

Common Core Requirements (16 credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
MATH REQUIREMENT*		
COMM	265G	Principles of Human Communication (3 cr.)
	OR	COMM 253G Public Speaking (3 cr.)
PSY	201G	Introduction to Psychology (3 cr.)
	OR	C EP 110G Human Growth and Behavior (3 cr.)
GOVT	100G**	American National Government (3 cr.)

Related Requirements (12 credits)

C S	110	Computer Literacy (3 cr.)
BOT	213	Word Processing I (3 cr.)
BOT	205	Microcomputer Accounting I (3 cr.)
	OR	ACCT 252 Financial Accounting (3 cr.)
	OR	ACCT 200 A Survey of Accounting (3 cr.)
ENGL	211G	Writing in the Humanities and Social Sciences (3 cr.)
	OR	ENGL 203G Business and Professional Communication (3 cr.)
	OR	ENGL 218G Technical and Scientific Communication (3 cr.)

Campus Requirement (1 credit)

COLL	101	College Success (1 cr.)
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Program Requirements (29 credits)

PL S	160	Legal System for the Paralegal (3 cr.)
PL S	180**	Constitutional Law for the Paralegal (3 cr.)
PL S	190	Criminal Law for the Paralegal (3 cr.)
	OR	C J 205 Criminal Law I (3 cr.)
PL S	200	Legal Ethics for the Paralegal (2 cr.)
PL S	231	Law of Commerce for the Paralegal (3 cr.)
PL S	274	Legal Research and Writing for the Paralegal I (3 cr.)
PL S	275	Tort and Insurance Law for the Paralegal (3 cr.)
PL S	278	Litigation for the Paralegal (3 cr.)
PL S	279	Legal Research and Writing for the Paralegal II (3 cr.)
PL S	280	Interviewing & Investigation for the Paralegal (3 cr.)

PL S courses, even with the same title, will not replace or substitute for Criminal Justice courses on the Criminal Justice degree plan.

A grade of C or better is required in all PL S courses and the General Education required courses.

Paralegal Electives (12 credits Required)

PL S	161	Legal Terminology (3 cr.)
PL S	203	Immigration Law (3 cr.)
PL S	205	Legal and Ethical Issues for the Web (3 cr.)
PL S	221	Cooperative Experience I (2-4 cr.)
PL S	222	Cooperative Experience II (1-3 cr.)
PL S	255	Special Topics (1-4 cr.)
PL S	264	Real Estate Law (3 cr.)
PL S	270	Administrative Law for the Paralegal (3 cr.)
PL S	276	Wills, Trusts, and Probate for the Paralegal (3 cr.)
PL S	277	Family Law for the Paralegal (3 cr.)
ACCT	222	Management Accounting (3 cr.)

Total Credits Required

70

Note: A maximum of 6 credits of PL S 221 and 222 may be applied toward a degree.

* Math requirement can be met by one of the following:

MATH	210G	Mathematics Appreciation (3 cr.)
BOT	106	Business Mathematics (3 cr.)
BMGT	216	Business Math (3 cr.)
MATH	120	Intermediate Algebra (3 cr.)

** GOVT 100G strongly recommended before PL S 180.

Certificate in Legal Assistant

The Legal Assistant Certificate prepares students in basic legal office skills. The courses all apply to the Associate Degree in Paralegal Studies.

Required Courses (35 Credits)

ENGL	111G	Rhetoric and Composition (4 cr.)
COLL	101	College Success (1 cr.)
C S	110	Computer Literacy (3 cr.)
COMM	265G	Principles of Human Communication (3 cr.)
PL S	160	Legal System for the Paralegal (3 cr.)
PL S	201	Legal Office Procedures I (3 cr.)
	OR	PL S 212 Legal Office Procedures II (3 cr.)
BOT	106	Business Mathematics (3 cr.)
	OR	BMGT 216 Business Math (3 cr.)
	OR	MATH 210G Mathematics Appreciation (3 cr.)
	OR	MATH 120 Intermediate Algebra (3 cr.)
BOT	205	Microcomputer Accounting I (3 cr.)
	OR	ACCT 221 Financial Accounting (3 cr.)
	OR	ACCT 200 A Survey of Accounting (3 cr.)
BOT	213	Word Processing I (3 cr.)
PL S ELECTIVES (9 Credits)		

Total Credits Required

35

PREBUSINESS Associate Degree

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

New Mexico Common Core and College of Business Requirements:

Communication (10 Credits)

- COMM 265G* Principles of Human Communication (3 cr.)
OR COMM 253G*Public Speaking (3 cr.)
 ENGL 111G* Rhetoric and Composition (4 cr.)
 ENGL 203G* Business and Professional Communication (3 cr.)

Mathematics (12 Credits)

- MATH 120* Intermediate Algebra (3 cr.)
 Students who place out of MATH 120 must take an additional 3 credits of general elective outside the College of Business Administration and Economics.
 MATH 121G* College Algebra (3 cr.)
OR MATH 230 Matrices and Linear Programming (3 cr.)
 MATH 142G Calculus for the Biological and Management Sciences I (3 cr.)
 STAT 251 Statistics for Business and the Behavioral Sciences (3 cr.)

Laboratory Sciences (Select two courses, 8 Credits)

Each course four credits

- ASTR 105G, 110G; BIOL 101G/GL, 111G/GL, 211G/GL;
 CHEM 110G; GEOG 111G; GEOL 111G; PHYS 110G

Humanities/Fine Art (6 credits)

Each course three credits

- HIST 101G, 102G, 201G, 202G
 ENGL 244G
 ART 101G, 110G; THTR 101G; MUS 101G, 201G
 PHIL 101G, 136G, 201G, 211G, 223G

Social/Behavioral Science (6 credits)

Each course three credits

- ANTH 120G, 125G, 201G; C J 101G; GOVT 100G,
 110G, 150G, 160G; PSY 201G; SOC 101G, 201G

Business Core, lower division (18 credits)

- ACCT 221# Financial Accounting (3 cr.)
 ACCT 222# Management Accounting (3 cr.)
 C S 110 Computer Literacy (3 cr.)
OR BCIS 110 Introduction to Computerized Information Systems (3 cr.)
 BUSA 111 Business in a Global Society (3 cr.)
 ECON 251G## Principles of Macroeconomics (3 cr.)
 ECON 252G## Principles of Microeconomics (3 cr.)

Campus Requirement (1 credit)

- COLL 101 College Success (1 cr.)

Electives to total 66

Total Credits Required

66

* Grade of C or better required.

ACCT recommended for Sophomore year

ECON should not be taken by beginning freshmen or students without algebra skills

The only courses that may be taken under the S/U option are electives.

A maximum of 8 credits is allowable from the following three categories combined: occupational education ("OE" prefix), music organizations, intercollegiate athletics.

Students interested in a bachelor's degree from the College of Business should consider taking FIN 210, MKTG 203 and BLAW 230 as electives. These courses meet bachelor degree requirements as lower division credit.

Students should see an Academic Advisor for bachelor's degree requirements. Students must meet the basic skills requirement in English and math and have sophomore status prior to admission to junior-level courses on main campus. Transfer students may take one semester upper division courses if they have 45 or more transfer credits. After that they must meet the basic skills requirements.

A Bachelor of Business Administration in General Business is available through the College of Distance Education from the Las Cruces campus. Some courses require a visit to the Las Cruces campus, however, most of the classes use electronic means for delivery. Check with an advisor for more information.

College of Business

- * Accounting
- * Business Computer Systems
- * Economics
- * Finance
- * General Business
- * International Business
- * Marketing
- * Management
- * Marketing

These are 4-year degrees that can be completed at NMSU.

SCIENCE Associate Degree

The Associate of Science degree is designed for the student interested in completing a Bachelor's of Science degree with a variety of majors and minors. This degree differs from the Associate of Arts degree in the heavy concentration of math and science courses required for any Bachelor's of Science degree. This degree meets all the New Mexico Common Core requirements necessary to complete a bachelor's degree.

If the student knows the specific major, elective credits should be chosen to meet that major's requirements. If the potential major has not been chosen, there is a wide list of courses that will help meet degree requirements or build the academic foundation to earn a Bachelor of Science degree.

COMMUNICATION (10 Credits)

ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 218G Technical and Scientific Communication (3 cr.)
 COMM 265G Principles of Human Communication (3 cr.)
OR COMM 253G Public Speaking (3 cr.)

Electives for the Associate of Science degree should be chosen from the following list: ASTR, BCIS, BIOL, C S, CHEM, DRFT, E T, ENGR, GEOG, GEOL, HORT, MATH, PHYS, RGSC, STAT, and WLSC.

MATHEMATICS (6 Credits)

MATH 121 College Algebra (3 cr.)
 Higher-level math (3-4 credits each)

SCIENCES (8 Credits) (Each course four credits)

Astronomy
 Biology
 Chemistry
 Geography (physical)
 Geology
 Physics

A grade of C or better is required in all the Common Core courses. A grade of C or better is also required in math and science courses to meet the prerequisite requirements to qualify for the higher level classes.

A total of **five** courses must be chosen between the Social/Behavioral Sciences and Humanities/Fine Art.

SOCIAL/BEHAVIORAL SCIENCES - 2 or 3 Different

Departments (Each course three credits)

Anthropology G
 Counseling & Educational Psychology 110G
 Economics G
 Geography 112G
 Government G
 Psychology 201G
 Sociology G

HUMANITIES/FINE ART - 2 or 3 Different Departments

Each course three credits)

English Literature
 Fine Arts - Choose one of the following:
 ART 101G, 110G, MUS 101G, 201G,
 THTR 101G
 History G
 Philosophy G

Campus Requirement (4 Credits)

COLL 101 College Success (1 cr.)
 C S 110 Computer Literacy (3 cr.)

Electives: To bring total credits to 66

Total Credits Required

66

SOCIAL SERVICES

Associate Degree

The Associate in Social Services is designed to prepare students for careers in social service or community health agencies as paraprofessionals. In addition, because of the large New Mexico Common Core component, the degree also helps prepare the student for a successful transition into a bachelor's program in Social Work or other majors.

New Mexico Common Core Requirements: (36 credits)

COMMUNICATIONS (13 credits)

- ENGL 111G Rhetoric and Composition (4 cr.)
 ENGL 203G Business and Professional Communication (3 cr.)
OR ENGL 211G Writing in the Humanities
 and Social Sciences (3 cr.)
 COMM 265G Principles of Human Communication (3 cr.)
 COMM 253G Public Speaking (3 cr.)

MATHEMATICS (3 credits)

- MATH 210G Mathematics Appreciation (3 cr.)

SCIENCE (8 credits)

- BIOL 101G/GL Human Biology (4 cr.)
OR BIOL 111G/GL Natural History of Life (4 cr.)
 Choose one additional science from (Each course four credits)
 ASTR 105G, 110G, CHEM 110G, GEOG 111G,
 GEOL 111G, PHYS 110G

HUMANITIES/FINE ART (6 credits)

Each three credits

- HIST 201G Introduction to Early American History
OR HIST 202G Introduction to Recent
 American History
 ART 101G, MUS 101G, 201G, or THTR 101G

SOCIAL/BEHAVIORAL SCIENCES (6 credits)

Each three credits

- GOVT 100G American National Government
OR GOVT 110G Introduction to
 Political Science
 SOC 101G Introductory Sociology
OR SOC 201G Contemporary Social
 Problems

SOCIAL SERVICE COURSES: (12 credits)

- ANTH 201G Introduction to Anthropology (3 cr.)
 PSY 201G Introduction to Psychology (3 cr.)
 PSY 266 Applied Psychology (3 cr.)
 S WK 221G Introduction to Social Welfare (3 cr.)

FOREIGN LANGUAGE (8 credits)*

- SPAN 111 Elementary Spanish I (4 cr.)
OR GER 111 Elementary German I (4 cr.)
 SPAN 112 Elementary Spanish II (4 cr.)
OR GER 112 Elementary German II (4 cr.)

Campus Requirement (4 credits)

- COLL 101 College Success (1 cr.)
 C S 110 Computer Literacy (3 cr.)

Approved Electives: (6 credits)

Total Credits Required

Students must earn a grade of C or better in all courses.

* The bachelor degree requirement for foreign language requires a grade of C or better grades through the 212 level in any foreign language. If the student is a native speaker, the requirement is met with 113, 213 and 214 sequence in the language. If the student has taken one or two years of a foreign language in high school they should take the language placement test to determine the level of course in which they should begin. See an advisor.

Students interested in the main campus Bachelor's Degree in Social Work program may also be interested in the Associate in Social Services. Students planning to pursue a Bachelor's Degree in Social Work must apply for the Social Work Program in the beginning of the Spring Semester prior to the Fall Semester they hope to attend. Transition to the S WK major from the *Associate Degree in Social Services* is **not** automatic. Procedures for admission as a BSW candidate include 2.5 cumulative GPA; notification to the Dean's Office of their intention to apply; completion of S WK 221G, basic skills, and New Mexico Common Core Requirements; and formal application for admission when nearing completion of 60 credits. The S WK program begins only in the Fall semester. **Students (particularly transfer students) should contact the Social Work Advisor in Las Cruces early in their academic career for advising and for the application packets which are available in November each year:**

Coordinator, Student Services, School of Social Work
 MSC 3SW
 NMSU
 P.O. Box 30001
 Las Cruces, NM 88003-8001
 (575) 646-3529

A Human and Community Services Bachelor's Degree is available through the College of Extended Learning. A few of the courses required to complete the bachelor's degree require visits to the main campus; however, most of the classes are offered through electronic media.

Information is available in the Advising Office.

PRE-PROFESSIONAL PREPARATION

In addition to associate's degrees and certificate programs, NMSU-A sponsors additional programs which prepare students for bachelor's degrees and certification in several areas. These programs include the freshman and sophomore requirements for Pre-Law, Pre-Medical, Pre-Dental, and Pre-Engineering Studies.

Pre-Forestry

Students at NMSU-A can complete some of the basic courses that can lead to a bachelor's degree in Forestry. NMSU has a special agreement with Northern Arizona University and Oklahoma State University that allows students to be accepted into their Forestry programs. Please see the NMSU undergraduate catalog for more information under the College of Agriculture and Home Economics. Also, review the catalog of the university you wish to attend to verify those courses. Courses may include but are not limited to:

- ▶ HORT 115, ENGL 111G, ENGL 218G, CHEM 111G/GL, CHEM 112G/GL, C S 110, BIOL 111G/GL, BIOL 211G/GL, ECON 251G, ECON 252G, COMM 265G, MATH 121G, MATH 190G, STAT 251, ANTH 115, and ANTH 125G

Pre-Health, Medical or Dental

Students planning to attend medical, osteopathic, or dental schools may major in any discipline. Biology, chemistry, biochemistry, and physics are common majors for students entering the health professions, and these fields are emphasized on medical entrance examinations like the MCAT or DAT. Summary statistics from national surveys of students taking medical entrance examinations show that majors in the social sciences and humanities score as well as science majors, as long as the minimum science requirements are met. Consequently, students should not be discouraged from pursuing a field of study outside traditional premedical curriculum if they meet basic science requirements. Most health professional schools require:

- ▶ Chemistry, 16 credits
- ▶ Biology, 8-16 credits, and
- ▶ Physics, 8 credits.

Selection to professional schools is typically based on four separate criteria:

- ▶ Evaluation of academic transcripts,
- ▶ Evaluation of scores on admissions tests,
- ▶ Letters of recommendation, and
- ▶ Personal interviews.

NMSU-A students who wish to begin studies in preparation for entrance into any medical or dental school should contact an Academic Advisor for assistance in developing an appropriate personalized program of studies.

Pre-Law

Most law schools require a bachelor's degree as a prerequisite for admission; few require specific undergraduate courses or majors. A liberal arts undergraduate program is an excellent background for law school. It is highly recommended that students take several Paralegal courses including but not limited to Constitutional Law, Legal Research and Writing I and II.

Admission to law school generally is based on three separate but interrelated criteria: evaluation of academic transcripts, evaluation of score on the Law School Admissions Test (LSAT), and letters of recommendation. In addition, some law schools will use personal interviews or essays as a criterion. Prospective law students are advised to take the LSAT early in their senior year.

Students at NMSU-A may enroll in courses as part of a pre-law curriculum. Students planning to enroll in pre-law are urged to

- ▶ Research the professional school of choice to determine specific admission requirements and appropriate courses to be taken at NMSU-A.
- ▶ Contact an NMSU-A Academic Advisor to develop an appropriate pre-law major/program.

Pre-Veterinary

Students at NMSU-A can complete some of the preparatory courses that are required by many of the professional colleges of veterinary medicine. The Department of Animal and Range Sciences at NMSU has current requirements for several area veterinary schools. For more information see the NMSU undergraduate catalog under the College of Agriculture and Home Economics. Courses at NMSU Alamogordo that meet these requirements may include but are not limited to:

- ▶ BIOL 111G/GL, BIOL 211G/GL, CHEM 111G/, CHEM 112G, CHEM 211, ENGL 111G, MATH 142G **or** MATH 191G, PHYS 211G/GL, PHYS 212G/GL, one arts/humanities course, one history course, and one social science course.

CERTIFICATES, CERTIFICATIONS, OR CAREER PREPARATION

Preparation for Licensure Emergency Medical Services

Three Emergency Medical courses are offered at NMSU – Alamogordo. After successful completion of the EMT Basic course, students are eligible to take the New Mexico State EMT Basic licensing and/or National Registry examination. In order to be admitted to the EMT Intermediate class, students must be currently licensed at the EMT Basic level and must take a pretest prior to the beginning of the semester in which they intend to enroll. The Intermediate course covers the first level of Advanced Life Support skills. After successful completion of the Intermediate course, students are eligible to take the New Mexico State EMT Intermediate licensing exam. Students must obtain a current CPR card for “healthcare professionals” within four weeks of the start of each course. In addition, a course completion certificate is issued at each level by the Dona Ana Community College EMS Department upon successful course completion.

- OEEM 120, 120L, 121 EMT Basic (9 cr.)
- OEEM 150, 150L, 151 EMT Intermediate (9 cr.)
- OEEM 115 First Responder (3 cr.)

For specific prerequisite and co-requisite requirements contact the EMS Department in the Math and Science Division at 439-3863.

EMT-Basic College Certificate

Students who want to receive the NMSU-A certificate need to complete the following courses in addition to EMT Certificate of Completion.

- COLL 101 College Success (1 cr.)
- ENGL 111G Rhetoric and Composition (4 cr.)
- MATH 120 Intermediate Algebra (3 cr.)
- NURS 150 Medical Terminology (3 cr.)
- CHEM 110G Principles and Applications of Chemistry (4 cr.)
OR CHEM 111G General Chemistry I (4 cr.)
- BIOL 111G/GL Natural History of Life and Lab (4 cr.)
- BIOL 211G/GL Cellular & Organismal Biology and Lab (4 cr.)

Plus Option 1 or Option 2 10 or 12

Total Credits Required 33-35

EMT-Basic - Certificate of Completion

Option 1 -

- OEEM 101 CPR for the Health Care Professional (1 cr.)
- OEEM 120 EMT-Basic (6 cr.)
- OEEM 120L EMT-Basic Lab (2 cr.)
- OEEM 121 EMT-Basic Field/Clinical (1 cr.)

Total Credits 10

OR

Option 2 -

- OEEM 101 CPR for the Health Care Professional (1cr.)
- OEEM 115 First Responder Pre-hospital (3 cr.)
- OEEM 116 EMT-Bridge (5 cr.)
- OEEM 120L EMT-Basic Lab (2 cr.)
- OEEM 121 EMT-Basic Field/Clinical (1cr.)

Total Credits 12

Certificate in Photographic Technology

This program is designed to provide basic coursework that will prepare students to work in the photographic field. Recipients of this certificate will be better prepared to seek positions in industry, business, or private enterprise, or to enhance an active amateur career.

Program Requirements (23 Credits):

- ART 161 Digital Imaging I (3 cr.)
- ART 272 Digital Imaging II (3 cr.)
- CMT 115 Digital Photography and Imaging I (3 cr.)
- CMT 216 Digital Photography and Imaging II (3 cr.)
- CMT 221 Cooperative Experience (3 cr.)
- OEPT 100 Photographics I (3 cr.)
- OEPT 120 Photo Finishing and Presentation (2 cr.)
- OEPT 155 Portraiture (3 cr.)

General Education/Related Requirements:

- ENGL 111G Rhetoric and Composition (4 cr.)
- ART 101G Orientation in Art (3 cr.)
- COLL 101 College Success (1 cr.)

Total Credits Required

31

Camera Requirements:

A 35mm SLR or 2 1/4-format roll film camera of professional quality with manual controls and a digital SLR camera of at least 6mpx are required for this certificate. Other miscellaneous accessories and materials are required. A list is available upon request.

Please note that the certificate in Photo Voltaic Entry Level Grid-Tie and the certificate in Advanced Photo Voltaic Installation are pending Higher Learning Commission (HLC) final approval.

Certificate in Photo Voltaic Entry Level Grid-Tie

The Photo Voltaic (PV) Entry Level Grid Tie Certificate is designed for students who intend to enter the alternative energy workforce or for home owners desiring to install their own residential PV systems.

Semester I (17 Credits):

ET	104	Soldering Techniques (1 cr.)
ET	125	Introduction to Renewable Energy (3 cr.)
TCEN	111	Photo Voltaic Basic Electrical Principles (4 cr.)
TCEN	112	Photo Voltaic Design Fundamentals (4 cr.)
TCEN	113	OSHA 10 Hour Construction Hazard Identifications (1 cr)
OETS	104	Basic Mathematics for Technicians (4 cr.)

Semester II (13 credits):

TCEN	221	Roofing Materials and Methods (3 cr.)
TCEN	222	Photo Voltaic Grid Tie Installation (2 cr.)
TCEN	223	Photo Voltaic National Electrical Code Principles (2 cr.)
TCEN	250	Photo Voltaic System Integrator Fundamentals (3 cr)
OEEM	101	CPR for the Health Care Professional (1 cr.)
OEEM	106	Advanced First Aid (2 cr.)

Total Credits Required **30**

Grades of C- or better are required in all TCEN courses.

OETS 104 must be taken as a co-requisite for TCEN 111.

Additional requirements for the one-year certificate include a 2.0 GPA, regular admission status, and completion of the last 15 credits on an NMSU campus.

Certificate in Advanced Photo Voltaic Installation

The Advanced Photo Voltaic (PV) Installation Certificate is designed for students who intend to enter the alternative energy workforce, establish a commercial business in the photo voltaic field, and/or to prepare for the North American Board of Certified Energy Practitioners (NABCEP) Photo Voltaic and Solar Thermal Installation Certification.

Semester I (17 Credits):

ET	104	Soldering Techniques (1 cr.)
ET	125	Introduction to Renewable Energy (3 cr.)
TCEN	111	Photo Voltaic Basic Electrical Principles (4 cr.)
TCEN	112	Photo Voltaic Design Fundamentals (4 cr.)
TCEN	113	OSHA 10 Hour Construction Hazard Identifications (1 cr)
OETS	104	Basic Mathematics for Technicians (4 cr.)

Semester II (13 credits):

TCEN	221	Roofing Materials and Methods (3 cr.)
TCEN	222	Photo Voltaic Grid Tie Installation (2 cr.)
TCEN	223	Photo Voltaic National Electrical Code Principles (2 cr.)
TCEN	250	Photo Voltaic System Integrator Fundamentals (3 cr)
OEEM	101	CPR for the Health Care Professional (1 cr.)
OEEM	106	Advanced First Aid (2 cr.)

Summer Session (7 credits):

TCEN	251	Advanced Photo Voltaic On/Off Grid Installation (3 cr.)
TCEN	252	NABCEP Certification Preparation (1 cr.)
TCEN	253	Photo Voltaic System Troubleshooting and Maintenance (3 cr.)

Total Credits Required **37**

Grades of C- or better are required in all TCEN courses.

OETS 104 must be taken as a co-requisite for TCEN 111.

Additional requirements for the one-year certificate include a 2.0 GPA, regular admission status, and completion of the last 15 credits on an NMSU campus.

APPRENTICESHIP PROGRAMS

Associate of Applied Science Degree Construction Technologies Electrical Option & Certificate of Completion

The electrical apprenticeship program provides training through a combination of learning experiences, both on the job and in the classroom. This program is approved by the State Apprenticeship Council and the U.S. Department of Labor. Apprentices typically spend at least 2000 hours per year learning on the job as paid employees of a sponsoring organization, and a minimum of 144 hours per year in related classroom instruction. The term of an apprenticeship depends on the job being learned. For most highly skilled crafts, such as electrician, plumber, or machinist, it is four years. Once an apprentice has completed the program and has passed the appropriate examinations, he/she is considered a journeyperson.

NMSU Alamogordo provides the related classroom instruction for the Electrical Apprenticeship Program, sponsored by businesses and organizations in the community.

Special Admissions Requirements:

Apprentices must gain hands-on experience on the job. For this reason, admittance to some classes is limited to students who are registered apprentices.

Associate of Applied Science Requirements

Core Requirements (12 credits)

COLL	155	Academic Skills for Mathematics (1 cr.)
COMM	253G	Public Speaking (3 cr.)
	OR	COMM 265G Principles of Human Communication (3 cr.)
OEEET	112	Math Study Skills for Electrical (taken twice for 2 credits total) <i>Must be taken as a co-requisite with OEEET 151 or OEEET 152.</i>
OETS	104	Basic Mathematics for Technicians (4 cr.)
OETS	117	Writing for Technicians (3 cr.)

Related Requirements (6 credits)

E T	120	Computation and Presentation Software (3 cr.)
E T	153	Introduction to Computer Networks (3 cr.)

Campus Requirement

COLL	101	College Success (1 cr.)
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Technical Requirements (48 credits)

OEEET	151	Apprenticeship I (6 cr.)
OEEET	152	Apprenticeship II (6 cr.)
OEEET	153	Apprenticeship III (6 cr.)
OEEET	154	Apprenticeship VI (6 cr.)
OEEET	251	Apprenticeship V (6 cr.)
OEEET	252	Apprenticeship VI (6 cr.)
OEEET	253	Apprenticeship VII (6 cr.)
OEEET	254	Apprenticeship VIII (6 cr.)

Total Required Credits

67

Certificate of Completion

To earn the Certificate of Completion, a student must complete only the Technical Requirement courses, not the Core Requirements or the Related Requirements.

Technical Requirements (48 credits)

OEEET	151	Apprenticeship I (6 cr.)
OEEET	152	Apprenticeship II (6 cr.)
OEEET	153	Apprenticeship III (6 cr.)
OEEET	154	Apprenticeship VI (6 cr.)
OEEET	251	Apprenticeship V (6 cr.)
OEEET	252	Apprenticeship VI (6 cr.)
OEEET	253	Apprenticeship VII (6 cr.)
OEEET	254	Apprenticeship VIII (6 cr.)

Total Required Credits

48

COURSE DESCRIPTIONS

COURSE PREFIX TABLE

On the following pages, courses are alphabetized not according to program or departmental names, but according to prefix. For example, "Biomedical Technology" falls under the letter "O" rather than "B" because its prefix is "OEEM". Below is a list of course names followed by their prefix.

Accounting	ACCT	Mathematics	MATH
Aerospace Studies	AERO	Mechanical Engineering	ME
Allied Health Science	AHS	Music	MUS
Anthropology	ANTH	Natural Science	NSC
Art	ART	Nursing	NURS
Astronomy	ASTR	Nursing Assistant	NA
Automotive Technology	AUTO	Paralegal Studies	PLS
Biology	BIOL	Paramedic	OEEM
Biomedical Technology	OEEM	Philosophy	PHIL
Business Administration	BA	Photographic Trades	OEPT
Business Administration and Economics	BUSA	Physical Education	PE
Business Computer Information Systems	BCIS	Physics	PHYS
Business Law	BLAW	Psychology	PSY
Business Management	BMGT	Social Work	SWK
Business Office Technology	BOT	Sociology	SOC
Chemistry	CHEM	Spanish	SPAN
Civil Engineering	CE	Speech/English As A Second Language	SPCD
College Studies	COLL	Statistics	STAT
Communication Studies	COMM	Theatre Arts	THTR
Computer Technology	OECS	University Studies	UNIV
Computer Science	CS	Welding Technology	WELD
Counseling & Educational Psychology	CEP	Women's Studies	WS
Creative Media Technology	CMT		
Criminal Justice	CJ		
Developmental English	CCDE		
Developmental Mathematics	CCDM		
Developmental Reading	CCDR		
Developmental Skills	CCDS		
Drafting	DRFT		
Early Childhood Education	ECED		
Economics	ECON		
Education	EDUC		
Educational Management & Development	EMD		
Electrical & Computer Engineering	EE		
Electrical Trades	OEET		
Electronics Technology	ELT		
Engineering	ENGR		
Engineering Technology	ET		
English	ENGL		
Environmental and Energy Technology	TCEN		
Environmental Science	ES		
Finance	FIN		
Fishery, Wildlife & Conservation Ecology	FWCE		
Geography	GEOG		
Geology	GEOL		
German	GER		
Government	GOVT		
Health Information Technology	HIT		
Health Occupations	OEHO		
Health Science	HS		
History	HIST		
Honors	HON		
Human Nutrition and Diet	HNDS		
Journalism and Mass Communication	JOUR		
Library Science	LSC, LIB		
Linguistics	LING		
Management	MGT		
Marketing	MKTG		

HOW TO READ THE COURSE LISTINGS

Courses are titled in the following style:

ASTR 110G. Introduction to Astronomy 4 cr. (3+3P)

- Course number - (110) indicates the course is a freshman course.
- Suffix (G) - indicates a New Mexico Common Core course.
- Credits - The unit of university credit is the semester hour, which is the equivalent of one hour's recitation or a minimum of two hours of practice per week for one semester. The (3+3P) means that the class meets for 150 minutes per week for lecture and also requires 150 minutes per week of "laboratory" (practice or field work).

Course Number Designation:

100-199 – Freshman courses

200-299 – Sophomore courses

Semester Designations: At the end of some course descriptions is a code indicating the semester in which the course is taught. Meanings of the codes are:

(*F*) - Offered in the Fall semester.

(*Sp*) - Offered in the Spring semester.

(*F & Sp*) - Offered in the Fall and Spring semester.

(*F odd*) - Offered Fall semester of odd numbered years.

(*F even*) - Offered Fall semester of even numbered years.

(*Sp odd*) - Offered Spring semester of odd numbered years.

(*Sp even*) - Offered Spring semester of even numbered years.

Additional Notes:

When the letter "N" is added as a suffix to the course number, the course credits are not applicable to certificates, associate, or bachelor degrees. The CCD courses are only offered on the Community College Campuses.

Consult with an Academic Advisor regarding courses that have different prefixed/course numbers but the same course titles as these classes are often considered duplications.

Students may not receive credit for a lower level course which is a prerequisite to a higher level course for which credit has been received or which is being taken for credit.

A ST- APPLIED STATISTICS

A ST 251G. Statistics for Business and the Behavioral Sciences 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: C or better in MATH 120. Same as STAT 251G. (*F & Sp*)

ACCT- ACCOUNTING

ACCT 200. A Survey of Accounting 3 cr.
Emphasis on financial statement interpretation and development of accounting information for management. For engineering, computer science, and other non business majors. Prerequisite: one C S course or consent of instructor. Community Colleges only.

ACCT 221. Financial Accounting 3 cr.
Interpretation and use of financial accounting information for making financing, investing, and operating decisions.

ACCT 222. Management Accounting 3 cr.
Development and use of accounting information for management decision making. Prerequisite(s): ACCT 221.

AHS- ALLIED HEALTH SCIENCE

AHS 100. Applied Human Biology 3 cr. (2+2P)
Designed for pre-allied health students to explore the fundamentals of human biology, physiology functions.

AHS 101. Communication for Health Care 3 cr.
Oral, written, and affective communication skills for individuals interested in pursuing a career in health care. Restricted to: All Community Colleges.

AHS 116. Math for Health Occupations 3 cr.
Principles of math and pharmacology necessary for administration of medications. Prerequisite(s): CCDM 114N or equivalent. Restricted to: All Community Colleges.

AHS 120. Medical Terminology 3 cr.
Study of medical terminology as it relates to understanding diseases, their causes and effects, and the terminology used by the medical specialties. Stress is placed on medical terms, their use, spelling, English translation, and pronunciation. Same as NURS 150 and BOT 150.

AHS 140. Essentials of Anatomy and Physiology 4 cr. (3+3P)
Essentials of anatomy and physiology for those considering a career in health as well as those interested in understanding their own body and the basics of health.

AHS 153. Introduction to Anatomy and Physiology I 4 cr. (3+3P)
Survey of human anatomy and physiology. Prerequisite: high school biology or high school chemistry, or CHEM 110G, or consent of instructor.

AHS 154. Introduction to Anatomy and Physiology II 4 cr. (3+3P)
Continuation of OEHO 153. Prerequisites: CHEM 110G and OEHO 153, or consent of instructor.

AHS 155. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.

AHS 175. Health Careers Survey I 5 cr.
An introductory overview class for students interested in the medical field. Information regarding education course requirements in preparation for post-secondary schooling and presentations by guest speakers from a variety of health positions in the community will be featured. Topics include history of medicine, safety, universal precautions and medical ethics; beginning knowledge of communication skills; basic elements of medical terminology and medical abbreviations; procedures for vital sign assessment.

AHS 176. Health Careers Survey II 5 cr.
Builds upon Health Careers Survey I. In depth view of medical terminology and abbreviations and communication techniques; current health care issues and health education. Confidentiality and medical ethics are stressed. Guest speakers from the community will share their experiences in the medical field. Student must have a current TB test. Prerequisites: a C or better in OEHO 175, or consent of instructor.

AHS 177. Health Careers Coop I 6 cr. (4+4P)
Introduction to Certified Nursing Assistant (CNA) nursing and a variety of other medical opportunities. CNA skills and simple assessment; practice of the skills provided in a laboratory setting and may include on-site clinicals. Written and verbal communication skills are emphasized. The legal and ethical aspects of nurse aide practice are also included. Medical terminology will be used throughout the course. Student must have a current TB test. Prerequisites: C or better in OECS 175 and OECS 176 or consent of instructor.

- AHS 178. Health Careers Coop II 6 cr. (4+4P)
Builds on Health Careers Survey I, II and Health Careers Coop I. CNA skills and assessments will continue to be practiced and refined in the laboratory setting as well as on site clinicals. Some job shadowing may be included. Legal and ethical standards will be a primary focus. Written and verbal communication skills will be expanded. Confidentiality will be stressed. Medical terminology will be used throughout the course. Student must have a current TB test. Prerequisites: OEHO 175, OEHO 176 and OEHO 177 or consent of instructor.
- AHS 200. Independent Study 1-4 cr.
Individual studies directed by a consenting faculty member. Prior approval of the department head required. Prerequisite: consent of instructor. May be repeated for a maximum of 10 credits. Restricted to majors.
- AHS 202. Legal and Ethical Issues in Health Care 3 cr.
Consideration of legal and ethical issues in modern health care delivery.
- AHS 225. Nutrition for Health Occupations 3 cr.
Principles of normal and clinical nutrition for health professions. Prerequisites: high school biology and high school chemistry and CHEM 110G and OEHO 153 or equivalent or consent of instructor. Corequisite: OEHO 154 or consent of instructor.
- AHS 250. Spanish For Health Professionals 3 cr.
Spanish for Health Professionals is a 3 credit course geared toward individuals working or majoring in health related areas. The course focus is on conversation and vocabulary needed for the workplace and task based practical skills. Restricted to: Branch campuses only.
- AHS 253. Microbiology for Health Occupations 4 cr. (3+3P)
Study of the relationship between pathogenic organisms and disease processes. Prerequisites: high school biology and high school chemistry, CHEM 110G, and OEHO 153 or equivalent or consent of instructor. Corequisite: OEHO 154 or equivalent.
- AHS 255. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.
- ANTH- ANTHROPOLOGY**
- ANTH 115. Native Peoples of North America 3 cr.
General survey of the ethnology of selected native American groups. (F)
- ANTH 118. Introduction to Historic Preservation 3 cr.
Introduction to historic preservation, its history, goals, methods, legal basis, and economic importance. Explores public role in decision-making. Community Colleges only. (F)
- ANTH 120G. Human Ancestors 3 cr.
Evolutionary history of the human species from its origin in the primate order, with primary emphasis on the evolution of humankind during the past three million years. Examination of the social lives of apes and consideration of similarities to and differences from them. Biological foundations of human behavior, emphasizing thought, movement, and interaction. (Sp)
- ANTH 125G. Introduction to World Cultures 3 cr.
Introductory survey of anthropological studies of human thought and behavior in different world cultures, covering social, cultural, economic, political, and religious practices and beliefs. (F)
- ANTH 201G. Introduction to Anthropology 3 cr.
Exploration of human origins and the development of cultural diversity. Topics include biological and cultural evolution, the structure and functions of social institutions, belief systems, language and culture, human-environmental relationships, methods of prehistoric and contemporary cultural analysis, and theories of culture. (Sp)
- ANTH 297. Elementary Special Topics 1-4 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.
- ART- ART**
- ART 101G. Orientation in Art 3 cr. (2+3P)
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them. (F & Sp)
- ART 110G. Visual Concepts 3 cr. (2+4P)
Introduction to the philosophies of art, visual thinking, and principles of visual organization. Designed to give students a broad view of aesthetic traditions, ideologies, and techniques basic to the creation and evaluation of art. Principles and concepts are taught in a common lecture and applied in parallel small studio sections. For non-art majors only.
- ART 150. Drawing I 3 cr. (2+4P)
Introduction to the skill of seeing through exercises that emphasize careful drawing from the still life and utilize a range of drawing materials and techniques. Outside assignments required.
- ART 151. Drawing II 3 cr. (2+4P)
Continued emphasis on drawing from observation by focusing on still life and other subject matter. Covers a range of materials, techniques and concepts. Outside assignments. Prerequisite(s): ART 150. Restricted to ART and ANVE/DFM majors.
- ART 155. 2-D Fundamentals 3 cr.
Introduction to two-dimensional space emphasizing visual elements and design principles as they apply to composition. A variety of materials are used in the studio projects and sketchbook exercises. Developing knowledge in vocabulary, color theory and skill in translating ideas into design are encouraged.
- ART 156. 3-D Fundamentals 3 cr.
Compositional organization of three-dimensional space explored through a broad range of visual exercises. Resourceful and creative problem solving encouraged.
- ART 157. Color Theory 3 cr. (2+4P)
Various color theories as they relate to compositional organization. Required for art education majors.
- ART 160. Computer-Based Illustration 3 cr. (2+4P)
Introduction to the principles of computerized drawing and design. Using the basic concepts, drawing tools, and vocabulary of Adobe Illustrator. Prerequisite: ART 150, ART 155, or consent of instructor.
- ART 161. Digital Imaging I 3 cr. (2+4P)
Work with basic concepts, tools, and vocabulary of Adobe Photoshop to create effective visual communication. Includes selection tools, cloning, copying and pasting, color correction, image restoration, filters, and special effects. Community Colleges only.
- ART 163. Digital Graphics 3 cr. (2+4P)
Importing and exporting images and text into various desktop publishing formats. Exploring imaging, drawing, and page layout applications. Introduction to typography. Prerequisite: ART 161.
- ART 165. Web Page Design 3 cr. (2+4P)
Introduction to the creation of well-designed and organized Web sites. Emphasis on building creative but functional user-friendly sites. Introduction to HTML, Flash, Java Script, and Web-authoring software. Prerequisite: ART 161. Community Colleges only. Same as OEPT 165.
- ART 250. Introduction to Painting and Drawing 3 cr. (2+4P)
Introduction to technical, structural and methodological skills applied to drawing and painting from observation. Subjects include still life and live figure models. Prerequisite(s): ART 151 (for art majors) or ART 155.
- ART 252. Aspects of Drawing 2-3 cr.
Continued work in drawing with emphasis on personal creative endeavor. Prerequisites: ART 150, ART 151, and ART 250. Community Colleges only.

- ART 255. Introduction to Graphic Design 3 cr. (2+4P)
Introduction to the principles of visual communication and digital media, letter forms, typography and identity marks.
- ART 260. Introduction to Painting 3 cr. (2+4P)
Introduction to basic skills of painting through various exercises that emphasize working from observation.
- ART 261. Painting Methods, Techniques and Applications 3 cr. (2+4P)
The investigation of formal aspects of painting, an examination of painting techniques, and an exploration of various methodologies regarding form and content as applied to critical thinking skills through medium of paint. Prerequisite(s): ART 150, ART 260.
- ART 262. Aspects of Painting 2-3 cr.
Varied painting media: continued development of painting skills. Prerequisites: ART 150, ART 155 (for art majors), ART 260, or consent of instructor.
- ART 265. Introduction to Sculpture 3 cr. (2+4P)
Introduction to compositional organization of three-dimensional space and sculptural processes such as mold-making, welding and woodworking. Creative problem solving and visual thinking skills emphasized.
- ART 267. Art Portfolio Preparation 3 cr. (2+4P)
Refine general marketing strategies, personal portfolio and resumes. Define, target, and penetrate personal target markets. Students develop individual promotional packages. Prerequisites: ART 163, ART 269, and ART 272, or consent of instructor.
- ART 269. Advanced Computer-Based Illustration 3 cr. (2+4P)
Design custom graphics and create special effects with filtering, special effects on type, graphing, technical illustrations, and three-dimensional drawing using Adobe Illustrator. Prerequisites: ART 157, ART 160, and ART 161, or consent of instructor.
- ART 270. Introduction to Photography (Digital) 3 cr. (2+4P)
Introduction to photography with digital cameras. This is a general photography course with emphasis on basic camera operation, picture composition, image processing and digital workflow. A DSLR Camera and laptop are required.
- ART 271. Introduction to Film and Darkroom 3 cr. (2+4P)
Introduction to silver based photographic materials, film development, enlargement printing and darkroom work. Students will work with a range of cameras including: medium format, toy and pinhole. Emphasis on understanding the syntax of silver halide photographic materials. Development of conceptual vocabulary and the creation of images with thematic unity. May be repeated for a maximum of 6 credits. Prerequisite(s): ART 270.
- ART 272. Digital Imaging II 3 cr. (2+4P)
Refining of individual creative styles and technical skills using Adobe Photoshop. Emphasis on input and output predictability, and working with large file productions. Community colleges only. Prerequisite(s): ART 161. Restricted to: Community Colleges only.
- ART 275. Introduction to Ceramics 3 cr. (2+4P)
A concentrated examination of ceramic construction, clay and glaze materials, and use of equipment to produce ceramic sculpture. This course becomes a fast track entry into competent and independent use of the department for students new to ceramics. Students broaden their skills and gain a more thorough understanding of material characteristics and processes, develop their firing skills, and participate in dialogue about theory and content specific to ceramic sculpture.
- ART 276. Ceramics I, B 3 cr. (2+4P)
Beginning ceramics, complementary half to ART 275. (ART 275 and ART 276 do not need to be taken consecutively.) Basic building techniques of coil, slab, and throwing are introduced. High-fire and low-fire clays are used.
- ART 294. Special Topics in Studio 1-3 cr.
Specific subjects and credits to be announced in the Schedule of Classes. No more than 9 credits toward a degree. Prerequisite: consent of instructor.
- ART 295G. Introduction to Art History I 3 cr.
An introduction to the principles of art history within a chronological framework of the art of the Western World. All media will be discussed. From prehistoric times to the fourteenth century.
- ART 296G. Introduction to Art History II 3 cr.
Continuation of ART 295, Art of the Western World from Late Gothic to the present. Prerequisite(s): ART 295.
- ART 297. Introduction to Art History III 3 cr.
Continuation of ART 296. Art of the Western world from the Enlightenment to the present.
- ASTR- ASTRONOMY**
- ASTR 105G. The Planets 4 cr. (3+2P)
Comparative study of the planets, moons, comets, and asteroids which comprise the solar system. Emphasis on geological and physical processes which shape the surfaces and atmospheres of the planets. Laboratory exercises include analysis of images returned by spacecraft. Intended for non-science majors, but some basic math required. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences requirement (*F & Sp*)
- ASTR 110G. Introduction to Astronomy 4 cr. (3+2P)
A survey of the universe. Observations, theories, and methods of modern astronomy. Topics include planets, stars and stellar systems, black holes and neutron stars, supernovas and gaseous nebulae, galaxies and quasars, and cosmology. Emphasis on physical principles involving gravity, light and optics (telescopes). Generally non-mathematical. Laboratory involves use of the campus observatory and exercises designed to experimentally illustrate principles of astronomy. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences requirement. (*F & Sp*)
- AUTO- AUTOMOTIVE TECHNOLOGY**
- AUTO 103. Auto Mechanics Fundamentals 4 cr. (2+4P)
Theory and operation of all areas of auto mechanics. Basic repair and maintenance operations.
- AUTO 113. Automotive Electricity and Electronics PT I 4 cr.
Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Restricted to: Branch campuses only.
- AUTO 114. Automotive Electricity and Electronics PT II 4 cr.
Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Restricted to: Branch campuses only.
- AUTO 115. Automotive Engine Repair 5 cr.
Principles of gasoline engine operation. Identification of engine parts, operation, and function. Disassembly and reassembly. Engine problem diagnoses (cooling system, lubrication system, engine noises). Restricted to: Branch campuses only.
- AUTO 122. Automotive Brakes 4 cr.
Focus is on theory, diagnosis, and service of drum, disc, and anti-lock braking systems, brake component machining, hydraulic component reconditioning, friction and hardware replacement. Restricted to: Branch campuses only.
- AUTO 124. Automotive Heating and Air Conditioning 4 cr.
R12 and R134A air conditioning systems maintenance diagnosis and repair. R12 to R134A conversion procedures. Troubleshooting automatic temperature controls and leak detection. Restricted to: Branch campuses only.

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- AUTO 129. Automotive Steering and Suspension** 4 cr.
Diagnosis/service of suspension components including shocks, springs, ball joints, manual and power steering systems and four wheel alignment are some areas covered. Restricted to: Branch campuses only.
- AUTO 201. Engine Performance I** 4 cr.
Theory, function, service and analysis of engine related subsystems including ignition, fuel, starting, and charging systems. Emphasis is placed on diagnosis and operation of electronic engine control management systems. Restricted to: Branch campuses only.
- AUTO 203. Engine Performance II** 4 cr.
Study of engine management systems and emission control systems, their function and relationship to vehicle performance and air pollution. Emphasis is placed on the analysis and repair of non-compliant vehicles. Restricted to: Branch campuses only.
- AUTO 204. Engine Performance III** 4 cr.
Study of advanced level diagnostic test procedures and the equipment used to analyze OBD-II emission and drivability concerns. Use of Digital Storage Oscilloscopes, current ramping, Scan Tool analysis and 4 and 5 gas analyzers is mastered. Hybrid vehicles and the latest engine control systems are introduced. Restricted to: Branch campuses only.
- AUTO 205. Manual Drive Train and Axles** 4 cr.
Operation, diagnosis, maintenance, repair or replacement of manual transmissions, clutch assemblies, differentials, drivelines, axles, and manual transaxles. Restricted to: Branch campuses only.
- AUTO 206. Automatic Transmissions** 5 cr.
Operation, diagnosis, maintenance, and repair of automatic transmissions including rear wheel drive, front wheel drive, and electronically controlled transmissions and transaxles. Restricted to: Branch campuses only.
- AUTO 208. Introduction to Alternative Fueled Vehicles** 3 cr.
Course will familiarize student with conditions that are resulting in the alternative fueled vehicle movement as well as the design and safety precautions unique to each alternative fuel. Propulsion systems covered include electric vehicles, bio-fueled vehicles, hybrid-electric vehicles and hydrogen powered vehicles, along with other emerging technologies as appropriate. Prerequisite(s): AUTO 113 and AUTO 114. Restricted to: Branch campuses only.
- AUTO 209. Hybrid Vehicle Service Techniques** 3 cr.
Designed for experienced automotive technicians, this course will cover safety procedures, design, operational overview and service techniques as well as minor diagnosis and repair of all classifications of hybrid-electric vehicles. Each student must possess legal Class '0' high voltage gloves and liners to attend this class. Prerequisite(s): AUTO 113 and AUTO 114. Restricted to: Branch campuses only.
- AUTO 221. Cooperative Experience I** 1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.
- AUTO 295. Special Topics** 1-6 cr.
Topics to be announced in the Schedule of Classes.

B A - BUSINESS ADMINISTRATION

- B A 104. Introduction to Business** 3 cr.
Survey and integration of functions in business organizations within their social and economic environment. Community Colleges only.
- B A 202. Small Business Enterprise** 3 cr.
Appraisal of business functions within the framework of a small business organization.

BCIS- BUSINESS COMPUTER INFORMATION SYSTEMS

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

BIOL- BIOLOGY

- BIOL 101G. Human Biology** 3 cr.
Introduction to modern biological concepts. Emphasis on relevance to humans and their relationships with their environment. Cannot be taken for credit after successful completion of BIOL 111G or BIOL 211G. Appropriate for non-science majors. Requires successful completion of BIOL 101GL in order to meet the NM Common Core Area III Laboratory Science requirements. (*F & Sp*)
- BIOL 101GL. Human Biology Laboratory** 1 cr. (3P)
Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Prerequisite(s)/Corequisite(s): BIOL 101G. (*F & Sp*)
- BIOL 111G. Natural History of Life** 3 cr.
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for nonscience majors. Must be taken with BIOL 111L to meet general education requirements. (*F & Sp*)
- BIOL 111GL. Natural History of Life Laboratory** 1 cr. (3P)
Laboratory experiments, demonstrations and exercises on interrelationships among organisms, biodiversity, processes of evolution, and interaction of organisms and their environment. Prerequisite(s)/Corequisite(s): BIOL 111G (*F & Sp*).
- BIOL 211G. Cellular and Organismal Biology** 3 cr.
Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for nonmajors with sufficient chemistry. Must be taken with BIOL 211L to meet general education requirements. Pre/Corequisite(s): CHEM 110G or CHEM 111 or CHEM 115. (*F & Sp*)
- BIOL 211GL. Cellular and Organismal Biology Laboratory** 1 cr. (3P)
Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211L. Pre/Corequisite(s): CHEM 110 or CHEM 111 or CHEM 115. (*F & Sp*)
- BIOL 221. Introductory Microbiology** 3 cr. (3P)
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112G, equivalent or consent of instructor. Corequisite: BIOL 221L. Community Colleges only. (*F & Sp*)
- BIOL 221 L. Introductory Microbiology Laboratory** 1 cr. (3P)
A laboratory course to accompany BIOL 221 or BIOL 219. Prerequisite: BIOL 221 or BIOL 219 or concurrent enrollment. (*F & Sp*)
- BIOL 222. Zoology** 3 cr. (2+3P)
Structure, function, and survey of animals. Prerequisite: BIOL 111G and BIOL 111L, or BIOL 190, and at least sophomore standing. Community Colleges only. (*F even*)
- BIOL 225. Human Anatomy and Physiology I** 4 cr. (3+3P)
The first in a two-course sequence that covers the structure and function of the human body, including terminology of the human gross anatomy, chemistry overview, cell structure, cell physiology (including DNA, protein synthesis and cell division). The organization of cells and tissues and their metabolic and homeostatic processes and regulation are also covered. Physical and chemical operation of organs and systems of the human body include the integumentary, skeletal, muscular, and nervous systems. Pre/Corequisite(s): CHEM 110G or CHEM 111G. Restricted to: Community Colleges only. (*F & Sp*)

- BIOL 226. Human Anatomy and Physiology II** 4 cr. (3+3P)
The second in a two-course sequence that covers the structure and function of the human body. Includes the physical and chemical operation of the organs and systems of the human body, including endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproduction system. Concepts of nutrition, metabolism, energy, fluid and electrolyte balance, heredity pregnancy and human embryonic and fetal development are also covered. Prerequisite(s): BIOL 225, CHEM 110G or CHEM 111G. Restricted to: Community Colleges only. (*F & Sp*)
- BIOL 250. Special Topics** 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits. Community Colleges only.
- BIOL 253. Human Anatomy** 4 cr. (3+3P)
Detailed presentations of human anatomy, with laboratory. For nursing, prenursing, and human nutrition and food science majors only. Prerequisite(s): Grade of C in BIOL 190 or BIOL 211G and either CHEM 111 or CHEM 110G.
- BIOL 254. Human Physiology** 3 cr.
Physical and chemical operation of the organs and systems of the human body. Not open to students who have passed BIOL 354 or BIOL 381. Prerequisites: BIOL 190 or BIOL 211G; BIOL 211L; CHEM 111G or CHEM 110G.
- BIOL 254 L. Human Physiology Laboratory** 1 cr. (3P)
Laboratory to accompany BIOL 254. BIOL 254 must be taken concurrently or in an earlier semester. Community Colleges only.
- BLAW- BUSINESS LAW**
- BLAW 230. Business Law** 3 cr.
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Community College. Credit may not be earned in both BLAW 230 and BLAW 317.
- BMGT- BUSINESS MANAGEMENT**
- BMGT 110. Introduction to Business** 3 cr.
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society. Restricted to: Community College campuses only.
- BMGT 112. Principles of Banking** 3 cr.
Banking in today's economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments. Restricted to: Community College campuses only.
- BMGT 140. Principles of Supervision I** 3 cr.
Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies. Restricted to: Community College campuses only.
- BMGT 205. Customer Service in Business** 3 cr.
Establishes concepts of service quality in relationship to business success and maximization of returns to the organization. Explores techniques for delivering quality and service in a variety of business settings. Restricted to: Community colleges.
- BMGT 210. Marketing** 3 cr.
Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process. Prerequisite(s): BMGT 110. Restricted to: Community College campuses only.
- BMGT 216. Business Math** 3 cr.
Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Prerequisite(s): CCDM 103N or satisfactory math score on ACT. Restricted to: Community College campuses only.
- BMGT 232. Personal Finance** 3 cr.
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust. Restricted to: Community College campuses only.
- BMGT 240. Human Relations** 3 cr.
Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. Prerequisite(s): CCDE 105N or higher or BOT 105 or higher. Restricted to: Community College campuses only.
- BMGT 245. Bank Investments** 3 cr.
Covers nature of bank investments, relationship of investment management to other functional areas of the bank, and factors that affect investment strategies and decisions. Prerequisite(s): BMGT 112 or consent of instructor. Restricted to: Community College campuses only.
- BMGT 275. Small Business Planning** 3-4 cr.
How to start a small business based on a formal business plan. Includes feasibility study and legal requirements. Restricted to: Community College campuses only.
- BOT- BUSINESS OFFICE TECHNOLOGY**
- BOT 101. Keyboarding Basics** 3 cr. (2+2P)
Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.
- BOT 102. Keyboarding: Document Formatting** 3 cr. (2+2P)
Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.
- BOT 106. Business Mathematics** 3 cr. (2+2P)
Mathematical applications for business, including training in the touch method of the 10-key calculator. Prerequisite: CCDM 103N or adequate score on math placement exam.
- BOT 110. Records Management** 3 cr.
Principles, methods and procedures for the selection, operation and control of manual and automated records systems.
- BOT 150. Medical Terminology** 3 cr.
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as NURS 150 and OEHO 120.
- BOT 202. Keyboarding Document Production** 3 cr. (2+2P)
Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. Prerequisites: BOT 102 and BOT 109, or consent of instructor.
- BOT 203. Office Equipment and Procedures I** 3 cr. (2+2P)
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110G or consent of instructor.
- BOT 205. Microcomputer Accounting I** 3 cr. (2+2P)
Introduction to automated accounting systems on microcomputers. Prerequisite: working knowledge of computers and accounting or consent of instructor.
- BOT 206. Microcomputer Accounting II** 3 cr. (2+2P)
Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. Prerequisites: BOT 121 and OECS 215, or consent of instructor.

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- BOT 207. Machine Transcription 3 cr. (2+2P)
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar. Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.
- BOT 213. Word Processing I 3 cr. (2+2P)
Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes. Prerequisite: BOT 101 or keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent.
- BOT 214. Word Processing II 3 cr. (2+2P)
Advanced operation and functions of a word processor. Specific equipment to be announced in the Schedule of Classes. Prerequisite: BOT 213 or consent of instructor.
- BOT 220. Internship in Business Office Technology 2 cr.
Experience in a supervised office position. Student must work at least eight hours per week. Prerequisites: sophomore standing and consent of instructor. May be repeated for a maximum of 4 credits.
- BOT 223. Medical Transcription I 3 cr. (2+2P)
Introductory machine transcription for the medical office using medical terminology. Prerequisite(s): (OEHO 120 or BOT 150 or HIT 150 or AHS 120) and (BIOL 101 G/L or AHS 100). Restricted to: Branch Campuses only.
- BOT 239. Personal Development 3 cr.
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BUSA- BUSINESS ADMINISTRATION AND ECONOMICS

- BUSA 111. Business in a Global Society 3 cr.
Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity.

C E- CIVIL ENGINEERING

- C E 233. Mechanics-Statics 3 cr.
Engineering mechanics using vector methods. Prerequisites: MATH 192G and cumulative GPA of 2.0. Corequisite: PHYS 215G. (*Sp even*)

C EP- COUNSELING & EDUCATIONAL PSYCHOLOGY

- C EP 110G. Human Growth and Behavior 3 cr.
Introduction to the principles of human growth and development throughout the life span. (*F & Sp*)
- C EP 210. Educational Psychology 3 cr.
Psychological foundations as they apply to the learner in the classroom setting. (*Sp*)

C J- CRIMINAL JUSTICE

- C J 101G. Introduction to Criminal Justice 3 cr.
Examination of crime and justice within the broader social and cultural context of U.S. society from interdisciplinary social science perspectives. Includes critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals. (*F & Sp*)
- C J 199. Special Topics in Criminal Justice 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated under different topics for a maximum of 6 credits. (*F & Sp*)
- C J 205. Criminal Law I 3 cr.
Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law. (*F*)
- C J 210. The American Law Enforcement System 3 cr.
Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies. (*F & Sp*)

- C J 221. Fundamentals of Criminal Investigation 3 cr.
Investigation procedures from crime scene searches, collection of evidence, and case preparation. Community Colleges only. (Note: students completing C J 221 may not take C J 321.) (*F*)
- C J 230. Introduction to Corrections 3 cr.
Development of correctional philosophy, theory, and practice. Instructional and non-institutional alternatives available in the corrections process. (*Sp*)
- C J 250. Courts and the Criminal Justice System 3 cr.
Structures and functions of American courts. Roles of attorneys, judges, and other court personnel; operation of petit and grand juries, trial and appellate courts. (*Sp*)
- C J 293. Field Experience in Criminal Justice 3-6 cr.
Field experience in a public criminal justice agency or equivalent private sector organization. Supervised internship experience, conferences, and observations. Prerequisites: C J 101G, prior arrangement and consent of instructor and a GPA of 2.0 or better in major. Restricted to majors. Community Colleges only. (*F & Sp*)

C S- COMPUTER SCIENCE

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

CCDE-DEVELOPMENTAL ENGLISH

- CCDE 105 N. Effective Communication Skills 4 cr. (3+2P)
Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable. (*F & Sp*)
- CCDE 110 N. General Composition 4 cr. (3+2P)
Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable. (*F & Sp*)

CCDM- DEVELOPMENTAL MATHEMATICS

- CCDM 100 N. Mathematics Preparation for College Success 1-4 cr.
Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. RR applicable. (*F & Sp*)
- CCDM 103 N. Pre-Algebra 4 cr. (3+2P)
Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. RR applicable. (*F & Sp*)
- CCDM 105 N. Mathematics Preparation and Pre-Algebra 5 cr. (4+2P)
A total immersion course that combines CCDM 100N and CCDM 103N using tutorials, manipulatives, and classroom instruction. Completion of this class is equivalent to the completion of CCDM 100N and CCDM 103N. Prerequisite(s): Math Placement Exam. Restricted to: Community colleges. (*F & Sp*)
- CCDM 112 N. Developmental Algebra I 4 cr. (3+2P)
Fundamental algebra operations, algebraic expressions, solving linear equations, systems of equations and application of linear equations. Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of C or better in CCDM 103N or equivalent. Restricted to: Community Colleges only. (*F & Sp*)

- CCDM 113 N. Developmental Algebra II** 4 cr. (3+2P)
Fundamental algebra operations, polynomials, factoring, solving quadratics by factoring, rational expressions, exponents and radical expressions (continuation of CCDM 112N). Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of C or better in CCDM 112N or consent of instructor. Restricted to: Community Colleges only. (*F & Sp*)
- CCDM 114 N. Algebra Skills** 4 cr. (3+2P)
Fundamental algebra operations: algebraic expressions, solving linear equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Completion of CCDM 114N meets basic skills requirement. Graded: Traditional with RR. Prerequisite(s): C or better in CCDM 103N. Restricted to: Community colleges. (*F & Sp*)
- CCDR- DEVELOPMENTAL READING**
- CCDR 105 N. Fundamentals of Academic Reading.** 3 cr. (2+2P)
Fundamentals of academic reading skills. Emphasis on vocabulary development and text comprehension through literature based instruction. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 60 on reading section. Restricted to: Community Colleges only. (*F & Sp*)
- CCDR 110 N. Effective College Reading** 3 cr. (2+2P)
Provides a variety of strategies for effective reading and studying at the college level. Emphasis on reading across disciplines. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 64 on reading section. Restricted to: Community Colleges only. (*F & Sp*)
- CCDS- DEVELOPMENTAL SKILLS**
- CCDS 109 N. Study Skills for Reading** 1-3 cr.
Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.
- CCDS 111 N. Study Skills for Math** 1-3 cr.
Individualized study skill strategies necessary for success in the math classroom. May be repeated for a maximum of 3 credits. (*F & Sp*)
- CCDS 113 N. Study Skills for English** 1-3 cr.
Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.
Overview of the process of crafting a digital product from conception to final. Incorporates basic principles of art and design, typography, layout, color and imagery, logos and advertising basics. Same as OEGR 105.
- CHEM- CHEMISTRY**
- CHEM 110G. Principles and Applications of Chemistry** 4 cr. (3+3P)
A survey of the properties and uses of the elements and their compounds. In addition to classical chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CCDM 114N. (*F & Sp*)
- CHEM 111G. General Chemistry I** 4 cr. (3+3P)
Descriptive and theoretical chemistry. Prerequisite: (1) grade of C or better in MATH 120 or a Mathematics Placement Exam Score adequate to enroll in mathematics courses beyond MATH 120; and (2) one of the following: B or better in a second semester high school chemistry course, or grade of at least C in CHEM 100, or an enhanced ACT score of at least 22. CHEM 111G/112 are General Education alternative to CHEM 110G. (*F*)
- CHEM 112G. General Chemistry II** 4 cr. (3+3P)
Descriptive and theoretical chemistry. CHEM 111G/112 are General Education alternative to CHEM 110G. (*Sp*)

- CHEM 211. Organic Chemistry** 4 cr. (3+3P)
A one-semester survey for students requiring a brief coverage of important classes of organic compounds. Prerequisite: CHEM 112G or CHEM 114. (*F*)
- CMT- CREATIVE MEDIA TECHNOLOGY**
- CMT 115. Digital Photography and Imaging I** 3 cr. (2+2P)
Principles and techniques of photography using digital equipment with an emphasis on lighting, focus, and composition.
- CMT 130. Introduction to Web Design** 3 cr. (2+2P)
Introduction to web development techniques, theory, and design. Incorporates HTML and industry-standard web editing software in developing various web sites. Community Colleges only.
- CMT 135. Introduction to 3D Computer Animation** 3 cr. (2+4P)
Learning to work in a 3D environment. Introduction to the basics of modeling, animation, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.
- CMT 145. Image Processing I** 3 cr. (2+2P)
Design and creation of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.
- CMT 155. Selected Topics** 1-4 cr.
Specific titles to be announced in the Schedule of Classes. May be repeated for a maximum of 18 credits. Same as OEGR 155.
- CMT 160. Modeling and Animation** 3 cr. (2+2P)
Building on student's knowledge of 2D animation, covers modeling, animating objects and scenes in a 3D environment using various camera and lighting effects. May be repeated for a maximum of 6 credits. Restricted to Community Colleges campuses only.
- CMT 165. Writing and Storyboarding** 3 cr. (2+2P)
Learning good writing principles to create storyboards and scripts that communicate the overall picture of the project, timing, scene complexity, emotion, and resource requirements. Prerequisite: CMT 135 or CMT 160.
- CMT 175. 3-D Character Design** 3 cr. (2+4P)
Focus on designing a character and then taking that design and building it in 3D using intermediate modeling techniques. Prerequisite: CMT 135 or CMT 160. May be repeated for a maximum of 6 credits.
- CMT 182. Environmental Modeling, Shading and Lighting** 3 cr. (2+4P)
Modeling design techniques to create natural and architectural environments to be used for animated films and gaming. Study of various lighting techniques, shading and shadowing. Prerequisite: CMT 135 or CMT 160.
- CMT 190. Digital Video Production I** 3 cr. (2+4P)
A hands-on study of the tools and techniques used to produce the independent video. Through the production of various short projects, the student explores how the ideas of the writer/director are translated into a visual story. May be repeated for a maximum of 6 credits.
- CMT 216. Digital Photography and Imaging II** 3 cr. (2+2P)
Provide understanding and skills needed for advanced digital capture, editing, optimizing and manipulating photographic images for print, web and multimedia applications. The course will prepare students to make more advanced technical and more refined aesthetic decisions relative to specific photographic applications. Prerequisite(s): CMT 115. Restricted to: Alamogordo campus, Carlsbad campus, Dona Ana campus.
- CMT 221. Cooperative Experience** 1-3 cr.
Student will be employed in approved work site; supervised and rated by employer and instructor. Each credit requires specific number of hours of on-the-job work experience. Prerequisite: consent of instructor. May be repeated for a maximum of 9 credits. Graded S/U.

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- CMT 222. Pre-production Management** 3 cr. (2+2P)
Pre-production planning paperwork breakdowns, budgeting, and scheduling; taking a project from start to finish from a producers standpoint. Prerequisite: CMT 190.
- CMT 223. Media Production Services** 1-3 cr.
A design studio environment in which students obtain real-world experience while providing service to college and non-profit associations with faculty supervision using a variety of media. Can be used with permission to fulfill cooperative requirement. Prerequisite: CMT 180 or ART 163. May be repeated for a maximum of 6 credits.
- CMT 225. Anatomical Character Design** 3 cr. (2+4P)
Focus on building anatomy-based 3D characters. Advanced study in NURBS, subdivisions, and polygon modeling techniques used to create fully functional and realist models. Prerequisite: CMT 175. May be repeated for a maximum of 6 credits.
- CMT 230. Web Design II** 3 cr. (2+2P)
Creating and managing well-designed, organized web sites using HTML and web development software. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 130. Restricted to: Community Colleges only. Crosslisted with: OEGR 230
- CMT 255. Special Topics** 1-4 cr.
Specific topics to be announced in the Schedule of Classes. May be repeated for a maximum of 18 credits.
- CMT 260. 3D Special Effects** 3 cr. (2+4P)
Creating advanced virtual special effects for both rigid and soft bodies. Using MEL, dynamic principles, mixing nodes, and advanced particle systems. How to drive particles over surfaces, add texture to flow, create surface tensions, and use collision events to drive texture. Study of integrating computer-generated images with real-life video and audio. Prerequisite: CMT 160 or CMT 225.
- CMT 265. Personal Character Development** 3 cr. (2+4P)
Focus on the development of personal character(s), from sketch to render. Develop complete biographies of character, then build, skin and animate with as many personal attributes as possible. Prerequisite: CMT 225.
- CMT 275. Advanced Web Techniques** 3 cr. (2+2P)
Creating and managing complex web sites using advanced techniques and tools. Prerequisites: CMT 145 and CMT 230. May be repeated for a maximum of 6 credits. Community Colleges only.
- CMT 290. Advanced 3d Animation Workshop A** 3 cr. (2+4P)
Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 291. May be repeated for a maximum of 9 credits.
- CMT 291. Advanced 3d Animation Workshop B** 3 cr. (2+4P)
Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 290. May be repeated for a maximum of 9 credits.
- CMT 295. Professional Portfolio Design and Development** 1-3 cr.
Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Same as OEGR 280.

COLL-COLLEGE STUDIES

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

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- COLL 111. Academic Skills for Mathematics** 1-3 cr.
Emphasis on study skills for success in math, up to the calculus level, tailored to meet individual student needs. Topics include test preparation strategies, efficient time management and practice methods, and introduction to and practice with learning software. Consent of instructor required. *(F & Sp)*
- COLL 155. Special Topics** 1-4 cr.
Covers specific study skills and critical thinking topics. Specific subtitles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.
- COMM- COMMUNICATION STUDIES**
- COMM 253G. Public Speaking** 3 cr.
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences. *(F & Sp)*
- COMM 265G. Principles of Human Communication** 3 cr.
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction. *(F & Sp)*
- COMM 285. Survey of Communication Theory** 3 cr.
Exploration of concepts and methods of study in oral communication. Primarily for majors. *(F)*
- COMM 291. Special Topics** 1-3 cr.
Specific subjects and credits to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits. *(F & Sp)*

DRFT- DRAFTING

- DRFT 109. Computer Drafting Fundamentals** 3 cr. (2+2P)
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Crosslisted with: C E 109 and E T 109 *(Sp)*

E E- ELECTRICAL ENGINEERING

- E E 280. DC and AC Circuits** 4 cr. (3+3P)
Electric component descriptions and equations; Kirchhoff's voltage and current laws; formulation and solution of network equations for dc circuits; ideal op-amp circuits. Complete solutions of RLC circuits; steady-state analysis of ac circuits, ac power; introduction to frequency response techniques. Prerequisite(s): C or better in MATH 192 and PHYS 216. *(F even)*

E S- ENVIRONMENTAL SCIENCE

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

E T- ENGINEERING TECHNOLOGY

- E T 104. Soldering Techniques** 1 cr. (3P)
Fundamentals of soldering, desoldering, and quality inspection of printed circuit boards.
- E T 106. Drafting Concepts/Computer Drafting Fundamentals I** 4 cr. (2+4P)
Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125, OECS 207, or consent of instructor. Community Colleges only. Same as DRFT 112.
- E T 109. Computer Drafting Fundamentals** 3 cr. (3+2P)
Crosslisted with: DRFT 109, C E 109 and SUR 109
- E T 120. Computation and Presentation Software** 3 cr.
The use of database, spreadsheet, and presentation software in the field of engineering technology. Introduction to Internet resources and construction of homepages.

- E T 125. Introduction to Renewable Energy 3 cr.
Renewable energy systems, including topics in thermal-solar photovoltaic, wind, geothermal systems, and other current topics. Theory, practical applications, safety considerations and the economics of alternative renewable energy systems compared to conventional systems.
- E T 153. Introduction to Computer Networks 3 cr.
Introduction to basic computer network fundamentals including International Open Systems Interconnect (OSI), the seven-layer model, and various networking hardware devices. Community Colleges only.
- E T 155. Network Operating Systems I 3 cr. (3+1P)
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 120 or E T 122. Restricted to: Community Colleges only.
- E T 182. Digital Logic 3 cr.
The use of truth tables, Boolean equations, and diagrams to define, simplify, and implement logic-valued functions.
- E T 183. Applied DC Circuits 2 cr.
Application of Ohm's law, Kirchhoff's laws, Thevenin's, and Norton's theorems to the analysis of DC passive circuits. Corequisite(s): MATH 120G.
- E T 183 L. Applied DC Circuits Lab 1 cr. (2P)
Laboratory to accompany E T 183. Corequisite: E T 183.
- E T 184. Applied AC Circuits 2 cr.
Application of circuit laws and theorems to analysis of AC passive circuits. Resonant circuit, polyphase circuit and magnetic circuit topics are introduced. Prerequisite(s): E T 183. Corequisite(s): MATH 121G.
- E T 184 L. Applied AC Circuits Lab 1 cr. (2P)
Laboratory to accompany E T 184. Corequisite: E T 184.
- E T 200. Special Topics 1-3 cr.
Directed study or project. Prerequisite: consent of department head. May be repeated for a maximum of 6 credits.
- E T 220. Internship 1-6 cr.
Internship requiring an approved number of hours of varied and progressive experience in the field of study. The scope and other requirements of the internship are stated in an individualized syllabus and through a memorandum of understanding between the faculty mentor and the industry partner. Prerequisite: Consent of instructor. May be repeated for a maximum of 6 credits.
- E T 230. Introduction to Servo Systems 3 cr.
Introduction to Servo Systems. Topics include uses of servos in the industry, servo types, loop gains and frequency response, software control systems, damping, feedback, encoders, synchros and resolvers. Prerequisite(s): E T 246.
- E T 246. Electronic Devices I 4 cr. (3+3P)
Solid-state devices including diodes, bipolar-transistors, and field effect transistors. Use of these devices in rectifier circuits, small signal and power amplifiers. Prerequisite(s): (E T 190 and E T 191) or E T 184.
- E T 253. Networking Operating Systems II 3 cr. (3+1P)
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 153 and E T 155. Restricted to Community Colleges campuses only.
- E T 256. Networking Operating Systems III 3 cr. (3+1P)
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 253. Restricted to Community Colleges campuses only.
- E T 262. Software Technology I 3 cr. (2+2P)
An introduction to computer programming concepts as applied to engineering technology. Includes basic logic design, algorithm development, debugging and documentation. History and use of computers and their impact on society. Satisfies general education computer science requirement. Prerequisite(s): E T 120 or E T 122.
- E T 272. Electronic Devices II 4 cr. (3+3P)
Differential amplifiers, operational amplifiers, positive and negative feedback, and computer-aided circuit analysis. Prerequisite(s): E T 246 and MATH 235.
- E T 273. Fundamentals of Networking Communications I 4 cr. (2+4P)
Introduction to networking basics, including computer hardware and software, electricity, networking terminology, protocols, LANs, WANs, OSI model, IP addressing, and design and documentation of basic network and structure cabling. Community Colleges only. Restricted to Community Colleges campuses only.
- E T 276. Electronic Communications 4 cr. (3+3P)
Antennas, transmission devices, A-M and F-M transmission and detection, pulse systems, microwave systems. Prerequisite: E T 246.
- E T 277. Fundamentals of Network Communications II 3 cr. (2+2P)
Introduction to routers and routing, including router-user interfaces, components and configuration, IOS versions, naming, software backups, TCP/IP protocol suite, IP addressing and subnetting, RIP, and IGRP. Prerequisite: E T 273. Community Colleges only.
- E T 282. Digital Electronics 4 cr. (3+3P)
Applications of digital integrated circuits, multiplexers, counters, arithmetic circuits, and microprocessors. Prerequisite(s): E T 182. Pre-Corequisite(s): E T 190 or E T 184.
- E T 283. Hardware PC Maintenance 3 cr. (3+1P)
Installing, configuring, troubleshooting, and maintaining personal computer hardware components. Prerequisite(s): E T 120 or E T 122.
- E T 284. Software PC Maintenance 3 cr. (3+1P)
Installing, configuring, troubleshooting, and maintaining personal computer operating systems. Prerequisite(s): E T 120 or E T 122.
- E T 285. Principles of Security 3 cr.
Examines the field of information security within a real-world context of issues faced by today's IT professionals. Prerequisite(s): E T 283 or consent of instructor.
- E T 286. Fundamentals of Security 3 cr.
An overview of general security concepts for information technology systems. Prerequisite(s): E T 283 or consent of instructor.
- E T 287. PC Disaster and Data Recovery 3 cr.
This course provides an overview of the various causes of personal computer data failure and methods to mitigate the loss of your personal computer data. The focus is on restoring your personal computer to full PC functionality and recovering lost and damaged files after one of these unforeseen problems. In addition, the course provides a means to lessen the impact of these inevitable events with the preparation of a disaster recovery plan. Prerequisite(s): E T 120 or E T 122.
- E T 289. Database Fundamentals 3 cr.
The course includes database design, administration, security issues, and using the systems developed to access data in various computer and communication environments. Prerequisite(s): E T 120 or E T 122.
- E T 290. Networking Wireless Communication 3 cr. (3+1P)
This course provides an introduction to wireless networking and communications. Some of the topics covered are protocols, transmission methods, and IEEE 802.11 standards. Wireless LAN (WLAN) fundamentals, devices, and security, cellular telephony, broadband, and satellite communications. Prerequisite: E T 273.

ET 291. PC Forensics and Investigation 3 cr.
Introduction to computer forensics and investigative fundamentals. Topics include understanding computer forensic and investigation law and requirements, processing crime and incident scenes, and the extraction, preservation, analysis and presentation of computer-related evidence. Prerequisite(s): E T 120 or E T 122.

ECED- EARLY CHILDHOOD EDUCATION

ECED 115. Child Growth, Development, and Learning 3 cr.
This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. (F & Sp)

ECED 125. Health, Safety, and Nutrition 2 cr.
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. (Sp)

ECED 135. Family and Community Collaboration 3 cr.
This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Prerequisite(s): ECED 115 and ENGL 111G (F).

ECED 215. Curriculum Development Through Play 3 cr.
The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four and developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with diverse abilities and the development of IFSP's and IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 220.

ECED 220. Early Childhood Education Practicum I 2 cr.
The beginning practicum course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 215.

ECED 225. Curriculum Development and Implementation II 3 cr.
The second 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 diverse abilities and the development of IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 230.

ECED 230. Early Childhood Education Practicum II 2 cr.
The second field-based curriculum course focuses on practicing developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 225.

ECED 235. Introduction to Language, Literacy and Reading 3 cr.
This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. Prerequisite(s): ECED 115 and ENGL 111G.

ECED 245. Professionalism 2 cr.
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. (F)

ECED 255. Assessment of Children and Evaluation of Programs 3 cr.
This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. Prerequisite(s): ECED 115 and ENGL 111G. Crosslisted with: SPED 255 (F)

ECED 265. Guiding Young Children 3 cr.
This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented. (Sp)

ECON- ECONOMICS

ECON 201G. Introduction to Economics 3 cr.
Economic institutions and current issues with special emphasis on the American economy.

ECON 251G. Principles of Macroeconomics 3 cr.
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, economic growth, and international payment problems. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

ECON 252G. Principles of Microeconomics 3 cr.
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

EDUC- EDUCATION

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

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

ELT- ELECTRONICS TECHNOLOGY

ELT 205. Semiconductor Devices 4 cr. (3+3P)
Analysis and trouble shooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite(s): ELT 110 & ELT 135 or Consent of instructor. Restricted to: Community Colleges only.

ELT 265. Special Topics 1-6 cr.
Topic to be announced in the Schedule of Classes.

EMD- EDUCATIONAL MANAGEMENT AND DEVELOPMENT

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

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

ENGL- ENGLISH

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

- ENGL 111G. Rhetoric and Composition 4 cr.
Skills and methods used in writing university-level essays.
Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13-15 in English on the ACT or 35-75 on the Compass, successful completion of a developmental writing course; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of two developmental writing courses. *(F & Sp)*
- ENGL 203G. Business and Professional Communication 3 cr.
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style. *(F & Sp)*
- ENGL 211G. Writing in the Humanities and Social Sciences 3 cr.
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subtitled in the Schedule of Classes. *(F & Sp)*
- ENGL 218G. Technical and Scientific Communication 3 cr.
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences. *(F & Sp)*
- ENGL 220G. Introduction to Creative Writing 3 cr.
Examines classic and contemporary literature in three genres. Various forms, terminologies, methods and technical aspects of each genre, and the art and processes of creative writing. *(F)*
- ENGL 235. Narrative: Principles of Story Across the Media 3 cr.
Examines the various strategies of written and visual storytelling, narrative structure and its principal components (plot, theme, character, imagery, symbolism, point of view) with an attempt to connect them to elements of contemporary forms of media expression, including screenwriting, playwriting, writing for documentaries and animation, etc. Crosslisted with: CMI 235 *(F)*
- ENGL 244G. Literature and Culture 3 cr.
Intensive reading of and discussion and writing about selected masterpieces of world literature. Emphasizes cultural and historical contexts of readings to help students appreciate literary traditions. Core texts include works by Homer, Dante, and Shakespeare, a classic novel, an important non-Western work, and modern literature. *(Sp)*
- ENGR- ENGINEERING**
- ENGR 100. Introduction to Engineering 3 cr. (2+3P)
An introduction to the various engineering disciplines, the engineering approach to problem solving, and the design process. Projects emphasize the importance of teamwork, written & oral communication skills, as well as ethical responsibilities. *(F)*
- ENGR 111. Matlab Programming 3 cr.
An introduction to the MATLAB computing environment. Emphasis on basic input/output and the programming skills needed to perform elementary data manipulation and analysis. Prerequisite(s): C S 110. *(Sp)*
- FIN- FINANCE**
- FIN 210. Financial Planning and Investments 3 cr.
Individual financial planning and related financial markets and institutions. Community Colleges only.

FWCE- FISHERY, WILDLIFE AND CONSERVATION ECOLOGY

- FWCE 110. Introduction to Natural Resources Management 3 cr.
Introduction to managing natural resources with an emphasis on historical and current issues affecting the management of renewable natural resources. *(Sp)*

GEOG- GEOGRAPHY

- GEOG 111G. Geography of the Natural Environment 4 cr. (3+3P)
Introduction to the physical processes that shape the human environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development. *(F & Sp)*
- GEOG 112G. World Regional Geography 3 cr.
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world's major regions. Students will also examine current events at a variety of geographic scales. *(F & Sp)*

GEOL- GEOLOGY

- GEOL 111G. Survey of Geology 4 cr. (3+3P)
Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics. *(F & Sp)*
- GEOL 212G. The Dynamic Earth 4 cr. (3+3P)
Introduction to earth systems. Geology and the solid earth, geologic time and earth history, water and the world oceans, atmosphere and weather, the solar system. Community Colleges only. *(F & Sp)*
- GEOL 220. Special Topics 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits.
- GEOL 295. Environmental Geology 3 cr.
Earth processes that affect humans and their works, properties of rocks and soils, use and application of environmental geologic data.

GER- GERMAN

- GER 111. Elementary German I 4 cr.
German for beginners. Stress on speaking skills. *(F & Sp)*
- GER 112. Elementary German II 4 cr.
German for beginners and students with one year of high school German. Stress on speaking skills. Prerequisite: C or better in GER 111. *(F & Sp)*
- GER 211. Intermediate German I 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in GER 112. *(F)*
- GER 212. Intermediate German II 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in GER 211 *(Sp)*.

GOVT- GOVERNMENT

- GOVT 100G. American National Government 3 cr.
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence. *(F & Sp)*
- GOVT 110G. Introduction to Political Science 3 cr.
This class covers fundamental concepts such as justice, sovereignty and power; political theories and ideologies; and government systems that range from democratic to authoritarian. *(F & Sp)*
- GOVT 150G. American Political Issues 3 cr.
Major contemporary problems of American society and their political implications. *(F)*

HIST- HISTORY

- HIST 101G. Roots of Modern Europe 3 cr.
Economic, social, political, and cultural development from earliest times to about 1700. *(F & Sp)*
- HIST 102G. Modern Europe 3 cr.
Economic, social, political, and cultural development from 1700 to the present. *(F & Sp)*
- HIST 110G. Making History 3 cr.
General introduction to history: how historians carry out research and develop interpretations about the past.
- HIST 201G. Introduction to Early American History 3 cr.
History of the United States to 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development. *(F & Sp)*
- HIST 202G. Introduction to Recent American History 3 cr.
History of the United States since 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development. *(F & Sp)*
- HIST 261. New Mexico History 3 cr.
Economic, political, and social development of New Mexico from exploration to modern times. Community Colleges only. *(F)*
- HIST 269. Special Topics 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits. *(Sp)*

HIT- HEALTH INFORMATION TECHNOLOGY

- HIT 150. Introduction to Medical Terminology 3 cr.
The study and understanding of medical terminology as it relates to diseases, their causes and effects, and the terminology used in various medical specialties. Emphasis will be placed on learning the basic elements of medical words, appropriate spelling and use of medical terms, and use of medical abbreviations. Restricted to: Community College campuses only.

HL S- HEALTH SCIENCE

- HL S 100. Introduction to Health Science 1 cr.
An overview of professional career opportunities in the realm of health science as well as the functional roles of practice, education, administration, and research. Some field trips will be required. *(F & Sp)*
- HL S 150G. Personal Health and Wellness 3 cr.
A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others. *(F & Sp)*
- HL S 275. Foundations of Health Education 3 cr.
Role and responsibility of the health educator with emphasis on small group dynamics, oral and written communication skills, building community coalitions and an introduction to grant writing. Taught with HL S 375. Cannot receive credit for both HL S 275 and HL S 375. Prerequisite(s): Either HL S 100 or HL S 150G, or consent of instructor.
- HL S 295. Essentials of Public Health 3 cr.
The courses will focus on principles and major areas of public health, including ecological and total-personal concept of health care system, epidemiological approaches to disease prevention and control.

HNDS- HUMAN NUTRITION AND DIET

- HNDS 251. Human Nutrition 3 cr.
Principles of normal nutrition. Relation of nutrition to health. Course contains greater amounts of chemistry and biology than HNDS 163. Open to nonmajors. *(F & Sp)*

HON-HONORS

- HON 233. Social Problems 3 cr.
Introduction to contemporary social problems from multiple perspectives. Discussions of definition, impact, and prospective solutions to major social issues, such as crime, drug abuse, social inequality, family, population, environment, and social change.
- HON 244G. Masterpieces of World Literature 3 cr.
Introduction to literature through intensive study of masterpieces from a range of cultures. Includes classical and modern works as well as non-Western literature. Genres include poetry, fiction and drama.
- HON 265G. Principles of Human Communication Honors 3 cr.
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction.

LING- LINGUISTICS

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

MATH- MATHEMATICS

The NMSU Bachelor degree basic skills requirement in mathematics may be met by earning a grade of C or higher in both MATH 111 and MATH 112, or in any lower-division mathematics course numbered 120 or above. For other options, see Basic Academic Skills in the NMSU Undergraduate Catalog.

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

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

- MATH 101. General Supplemental Instruction I 1 cr.
Collaborative workshop for students enrolled in Intermediate Algebra. Corequisite: MATH 120. May be repeated for a maximum of 2 credits. Graded S/U. *(F & Sp)*
- MATH 102. General Supplemental Instruction II 1 cr.
Collaborative workshop for students enrolled in College Algebra. Corequisite: MATH 121G. May be repeated for a maximum of 2 credits. Graded S/U. *(F & Sp)*
- MATH 107. Topics in Mathematics 1-3 cr.
Topics to be announced in the Schedule of Classes. Maximum of 3 credits per semester. Total credit not to exceed 6 credits. Prerequisite: consent of instructor. Community Colleges only.
- MATH 111. Fundamentals of Elementary Mathematics I 3 cr.
Numbers and the four operations of arithmetic. Understanding and comparing multiple representations of numbers and operations, in particular how these representations build from whole numbers to integers to fractions and decimals. Applying properties of numbers and operations in contextual situations, including measurement, and making reasonable estimates. Reasoning, communicating, and problem solving with numbers and operations. Applications to ratio, and connections with algebra. Taught primarily through student activities and investigations. Prerequisite(s): ENGL 111G and grade of C or better in MATH 120. *(F)*

- MATH 112G. Fundamentals of Elementary Math II** 3 cr.
Geometry and measurement. Multiple approaches to solving problems and understanding concepts in geometry. Analyzing and constructing two- and three-dimensional shapes. Measurable attributes, including angle, length, area, and volume. Understanding and applying units and unit conversions. Transformations, congruence, and symmetry. Scale factor and similarity. Coordinate geometry and connections with algebra. Reasoning and communicating about geometric concepts. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 111. (*Sp*)
- MATH 120. Intermediate Algebra** 3 cr.
Linear and algebraic functions as they arise in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically and numerically. Prerequisite: adequate score on the Mathematics Placement Examination (see note above.) (*F & Sp*)
- MATH 121G. College Algebra** 3 cr.
Fundamental concepts of functions, including algebraic and graphical properties. Fitting functions to data. Finding zeroes and extreme values. Solving systems of equations. Prerequisites: Adequate math placement score or C or better in MATH 120. (*F & Sp*)
- MATH 142G. Calculus for the Biological and Management Sciences** 3 cr. (2+2P)
Review of functions. Derivatives, exponential and logarithmic functions, antiderivatives and indefinite integrals, basic ordinary differential equations and growth models, with an emphasis on applications. Includes a significant writing component. Prerequisite(s): C or better in MATH 121G. (*F & Sp*)
- MATH 190G. Trigonometry and Precalculus** 4 cr. (3+2P)
Elementary functions used in the sciences with emphasis on trigonometric functions and their inverses. Polar coordinates. Complex numbers and Euler's formula. Analytic geometry and vectors. Prerequisite: adequate score on Mathematics placement exam or a C or better in MATH 121G (see note at beginning of this section) (*F & Sp*).
- MATH 191G. Calculus and Analytic Geometry I** 4 cr.
Algebraic, logarithmic, exponential, and trigonometric functions, theory and computation of derivatives, approximation, graphing, and modeling. May include an introduction to integration. Prerequisite(s): MATH 190G. (*F & Sp*)
- MATH 192G. Calculus and Analytic Geometry II** 4 cr.
Riemann sums, the definite integral, anti-derivatives, fundamental theorems, use of integral tables, numerical integration, modeling, improper integrals, differential equations, series, Taylor polynomials. Prerequisite(s): MATH 191G. (*F*)
- MATH 200. Directed Study** 1-3 cr.
Prerequisite: consent of the instructor. May be repeated for a maximum of 6 credits. Graded S/U.
- MATH 210G. Mathematics Appreciation** 3 cr.
Mathematics and its role in the development and maintenance of civilization. Prerequisites: High school algebra, and an adequate score on the Mathematics Placement Examination. (*F & Sp*)
- MATH 215. Fundamentals of Elementary Mathematics III** 3 cr.
Probability, statistics, ratios, and proportional relationships. Experimental and theoretical probability. Collecting, analyzing, and displaying data, including measurement data. Multiple approaches to solving problems involving proportional relationships, with connections to number and operation, geometry and measurement, and algebra. Understanding data in professional contexts of teaching. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 112. (*Sp*)
- MATH 230. Matrices and Linear Programming** 3 cr.
Linear algebra, linear programming and network models, with applications to the behavioral sciences. Prerequisite: C or better in MATH 121G.
- MATH 291G. Calculus and Analytic Geometry III** 3 cr.
Vector algebra, directional derivatives, approximation, max-min problems, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of C or better in MATH 192G. (*Sp even*)
- MGT- MANAGEMENT**
- MGT 201. Introduction to Management** 3 cr.
Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.
- MKTG- MARKETING**
- MKTG 203. Introduction to Marketing** 3 cr.
Covers processes, functions and principles in the current marketing system. Includes role of marketing in the economy, types of markets, product development, distribution channels, pricing and promotion strategies, market research and management of the processes. Community Colleges only.
- MUS- MUSIC**
- MUS 101G. An Introduction to Music** 3 cr.
An introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world's great music from the past to the present.
- MUS 110. Fundamentals of Music** 2 cr.
Sight singing, ear training, beginning harmony. For students with little or no theory background. May be taken for a maximum of 4 cr.
- MUS 130. Applied Music** 1-2 cr.
Private or group instruction for non-music majors, secondary instruments, and music majors preparing for 200-level applied music. May be taken for unlimited credit.
- MUS 160. University Singers** 1 cr.
A select concert and touring choir that sings masterworks with orchestra. May be taken for unlimited credit.
- MUS 163. Jazz Ensembles** 1 cr.
Twenty-piece bands that perform contemporary jazz. May be taken for unlimited credit.
- MUS 201G. History of Jazz in Popular Music: A Blending of Cultures** 3 cr.
Jazz in popular music as it relates to music history and the development of world cultures.
- NA- NURSING ASSISTANT**
- NA 101. Nursing Assistant Theory and Lab** 6 cr. (5+3P)
Nurse aide skills with emphasis on a bio-psychosocial-cultural approach to patient care. Practice of these skills is provided in the laboratory as well as at a clinical site. Successful completion of the course prepares and qualifies the student to take the NACES certification examination. Restricted to: Community Colleges only.
- NSC- NATURAL SCIENCE**
- NSC 121. Integrated Natural Sciences I** 4 cr. (3+3P)
Concepts in astronomy, biology, chemistry, geology, and physics; connections between the sciences. Process of scientific investigation studied by inquiry into contemporary scientific problems. Designed to meet the needs of elementary education majors. Corequisite: MATH 111 or equivalent.
- NURS- NURSING**
- NURS 150. Medical Terminology** 3 cr.
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as OEHO 120 and BOT 150.
- NURS 155. Special Topics** 1-4 cr.
Specific subjects to be announced in the Schedule of Classes.

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- NURS 170. Foundations of Nursing** 7 cr. (4+9P)
Holistic approach to basic physical wellness and mental health of the adult client. Clinical experience will include in-patient and out-patient psychiatric settings, wellness, and physical assessment. Restricted to: Community Colleges only.
- NURS 172. Critical Thinking and Nursing Process** 2 cr.
Holistic approach to wellness utilizing the nursing process and critical thinking. Introduces the nursing process and various methods of applying the process in delivery of client care. Restricted to: Community Colleges only.
- NURS 173 L. Practicum: Physical Assessment** 1 cr. (3P)
Using the nursing process, the student will be able to perform a basic health history and physical examination on an adult client. Prerequisite(s): BIOL 225 and BIOL 226 OR BIOL 253 and BIOL 254. Restricted to: Community Colleges only. Restricted to NURS and OEEM majors.
- NURS 180. The Adult Client I** 8 cr. (4+12P)
Holistic care of the adult client throughout the lifespan, utilizing the nursing process to address personal wellness and acute alterations in wellness in a variety of health care settings. Laboratory and clinical practicum will focus on application of the nursing process in simulated and real world settings. Prerequisite(s): NURS 170, NURS 172, and NURS 173L. Corequisite(s): NURS 185. Restricted to: Community Colleges only.
- NURS 182. Legal and Ethical Issues in Nursing Practice** 2 cr.
Introduction to legal and ethical implications of nursing practice (through the holistic approach to wellness) as a registered nurse. Restricted to: Community Colleges only.
- NURS 185. Holistic Approach to Pharmacotherapeutic Intervention I** 2 cr.
Level I. Holistic approach to the study of basic pharmacology concepts. Includes pharmacodynamic phases of drug interaction. Nursing process is discussed in relation to medication administration. Special emphasis on the role of the nurse and basic concepts related to specific drug categories. Prerequisite(s): NURS 170, NURS 172, and NURS 173L. Corequisite(s): NURS 180. Restricted to: Community Colleges only.
- NURS 270. The Adult Client II** 5 cr. (2+9P)
Care of adult clients experiencing chronic, life-threatening, and end-of-life health alterations with emphasis on the geriatric population using a holistic approach to wellness. Nursing process, pathophysiology, pharmacology, diet therapy, and alternative therapies are stressed throughout the course. Clinical component will provide an opportunity to apply the nursing process in both the hospital and community setting. Prerequisite(s): NURS 170, NURS 172, NURS 173L, NURS 180, and NURS 185. Corequisite(s): NURS 285. Restricted to: Community Colleges only.
- NURS 272. Care for the Aging Client** 1 cr.
Normal physiological changes of aging and nursing implications related to safety and wellness. Restricted to: Community Colleges only. Restricted to NURS majors.
- NURS 275. Holistic Approach to Pharmacotherapeutic Interventions II** 2 cr.
Level II. Holistic approach to the study of basic pharmacology concepts. Includes pharmacodynamic phases of drug interaction. Nursing process is discussed in relation to medication administration. Special emphasis on the role of the nurse and basic concepts related to specific drug categories. Prerequisite: NURS 185. Corequisites: NURS 280 and NURS 283. Restricted to majors. Community Colleges only.

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- NURS 280. Women's Health Issues** 4 cr. (2+6P)
Consists of lecture and associated clinical/laboratory experiences that focus on the holistic health concerns for women and the care of families expecting birth. Emphasis placed on the wellness of normal and high-risk women's health, including maternal and newborn care. The nursing process will be utilized to develop caring interventions and effective community communication through teaching healthy strategies. Prerequisite(s): NURS 170 and NURS 180. Corequisite(s): NURS 275 and NURS 283. Restricted to: Community Colleges only.
- NURS 282 L. Practicum: Management of Client Care** 1 cr. (3P)
Organization and delivery of wellness care services for groups of clients based on the nursing process. Prerequisite(s): NURS 170, NURS 172, NURS 173L, NURS 180, and NURS 185. Corequisite(s): NURS 284L. Restricted to: Community Colleges only.
- NURS 283. Pediatric Nursing** 4 cr. (2+6P)
Consists of lecture and associated clinical and laboratory experiences which focus on the care of children from infancy through adolescence including acute and chronic health care problems. Employs nursing process, pathophysiology, pharmacology, and diet therapy through the holistic approach to wellness. Prerequisite(s): NURS 170 and NURS 180. Corequisite(s): NURS 275, NURS 280. Restricted to: Community Colleges only.
- NURS 284 L. Practicum: Preceptorship** 3 cr. (9P)
Clinical experience in a leadership role in specific practice areas enhancing the transition from student to practitioner utilizing the holistic approach to wellness. Prerequisite(s): NURS 182. Corequisite(s): NURS 282L. Restricted to: Community Colleges only.
- NURS 285. Holistic Approach to Pharmacotherapeutic Intervention III** 1 cr.
Level III. Holistic approach to the study of basic pharmacology concepts. Includes pharmacodynamic phases of drug interaction. Nursing process is discussed in relation to medication administration. Special emphasis on the role of the nurse and basic concepts related to specific drug categories. Prerequisite(s): NURS 185 and NURS 275. Corequisite(s): NURS 270. Restricted to: Community Colleges only.
- NURS 290. Pathophysiology I** 1-3 cr.
An introduction to pathophysiologic concepts using a body systems approach. Prerequisite: BIOL 226 or BIOL 254. Community Colleges only.
- NURS 291. Pathophysiology II** 1-3 cr.
A continuation of materials presented in NURS 290, Pathophysiology I, covering the remaining body systems. Prerequisite(s): BIOL 226 or 254 and NURS 290 or consent of program director. Restricted to: Alamogordo campus, Carlsbad campus, Dona Ana campus, Grants campus.

OE- OCCUPATIONAL EDUCATION COURSES

Students enrolling in any O prefix courses will be advised that they are not intended to replace or substitute for any approved courses which are part of baccalaureate degree programs at New Mexico State University without approval of the appropriate dean and that any request for substitution may be denied. Requests for substitution must be considered on an individual basis by the dean of the college if a student elects to pursue a bachelor's degree.

OEBM- BIOMEDICAL TECHNOLOGY

- OEBM 140. Applied Human Biology for Biomedical Technology** 3 cr.
Essential human biology, anatomy, physiology and medical terminology for biomedical equipment technicians. Focus on the vocabulary necessary for effective communication in the hospital environment as part of the health care team. Restricted to: Community Colleges only.

- OEBM 141. Medical Electronics and Safety in Healthcare 3 cr.
Introduction to the biomedical equipment technology field. Operations of common biomedical equipment to include pressure and temperature systems, infusion devices, patient monitors, and other physiologic and patient systems. Hospital safety and health regulations explained. Prerequisite(s): OEBM 140. Restricted to Community Colleges campuses only.
- OEBM 200. Biomedical Practicum 3 cr. (9P)
Practice working in industry as a biomedical electronics technologist. Students work on a variety of medical equipment and job tasks. An employer evaluation, student report, and a minimum of 100 work hours are required. May be repeated for a maximum of 6 credits. Consent of instructor required. Prerequisite(s): OEBM 140 and OEBM 141. Restricted to: Community Colleges only.
- OEBM 211. CBET Exam Preparation 1 cr.
An overview of the Certified Biomedical Equipment Technician exam. Topics include anatomy and physiology, electronics principles, safety issues, equipment operation, and equipment troubleshooting. Prerequisite(s)/Corequisite(s): OEBM 241 AND OEBM 240. Restricted to Community Colleges campuses only.
- OEBM 240. Medical Imaging Systems 3 cr.
The fundamentals of diagnostic radiography equipment will be explored. Principles of an x-ray system will be explained including the x-ray generation, image formation and film processing. Focus will be on both safety and quality. Prerequisite(s): OEBM 140. Restricted to Community Colleges campuses only.
- OEBM 241. Advanced Medical Electronics 3 cr. (3+1P)
Advanced study in biomedical equipment to include cardiovascular, pulmonary, telemetry and other critical life support systems. Prerequisite(s): OEBM 141. Restricted to Community Colleges campuses only.

OECS- COMPUTER TECHNOLOGY

- OECS 101. Computer Basics 1 cr.
Hands-on instruction to introduce computer use and commonly used software. Graded S/U.
- OECS 105. Introduction to Microcomputer Technology 3 cr.
History and impact of computers on the economy and society. Development of basic skills in operating systems, word processing, spreadsheets, and databases.
- OECS 110. Introduction to Power Point 1 cr.
An introduction to Power Point software to develop business presentations. Includes concepts of basic presentation methods and graphic design principles. Students will create and deliver presentations using text, charts, digitized images, and sound. Prerequisites: BCIS 110, C S 110, or OECS 105.
- OECS 125. Operating Systems 1-3 cr.
Installation, configuration and optimization of current operating systems. Restricted to: Branch campuses only.
- OECS 185. PC Maintenance and Selection I 1-3 cr.
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCIS 110, C S 110 or OECS 105.
- OECS 203. UNIX Operating System 1-3 cr.
Introduction to the UNIX operating system using Telnet to access a remote UNIX system. Basic UNIX commands and file system concepts. Prerequisite: C S 110, B CS 110G or OECS 105.
- OECS 207. Windows .5-3 cr.
Installation, configuration, and maintenance of Windows. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes. May be repeated up to 6 credits. Prerequisite(s): OECS 105 or BCIS 110 or C S 110G or consent of instructor. Restricted to Community Colleges campuses only.

- OECS 208. Internet Applications 1-3 cr.
Survey of the Internet to include e-mail, file transfer, current search techniques, the World Wide Web and basic Web page development. Prerequisite: C S 110G, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.
- OECS 209. Computer Graphic Arts 1-3 cr.
Basic graphics composition using computer programs to include editing and manipulating graphic images, clip-art, and printing of pictures. Prerequisite: OECS 105, C S 110, or OECS 101. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.
- OECS 210. Survey of Current Microcomputer Software 3 cr.
Overview of current software packages for the microcomputer. Prerequisites: C S 110, BCIS 110 or OECS 105.
- OECS 211. Word Processing Applications 1-3 cr.
Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated under different subtitles listed in the Schedule of Classes for a maximum of 6 credits OECS 212. Introduction to the Automated Office 3 cr. Covers applications of integrated business software packages. Same as BOT 210.
- OECS 213. Image Processing 1 cr.
Introduction to digital imaging acquisition and editing. Use of digital cameras and computer graphic software for business and personal use. Prerequisites: C S 110, BCIS 110 or OECS 105. Graded S/U.
- OECS 214. Creating a Web Page 1 cr.
Introduction to creating Web pages for business and personal use. Prerequisites: C S 110, BCIS 110 or OECS 105. Graded S/U.
- OECS 215. Spreadsheet Applications 1-3 cr.
Use of spreadsheets to include graphics and business applications. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.
- OECS 220. Database Application and Design 1-3 cr.
Creating, sorting, and searching of single and multifile databases to include report generation and programming database commands. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes. Prerequisite(s): C S 110 OR BCIS 110 OR E T 120 OR E T 122 OR OECS 105. Restricted to: Community Colleges only.
- OECS 221. Cooperative Experience I 1-3 cr.
Student employed at approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to OECS majors. Graded S/U.
- OECS 222. Cooperative Experience II 1-3 cr.
Continuation of OECS 221. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: OECS 221 and consent of instructor. Restricted to OECS majors. Graded S/U.
- OECS 252. Project Management 3 cr.
Utilization of project management software to establish, control and coordinate timelines, budgets, and work teams. Introduction to methods and principles of oriented project management emphasizing team-based performance.
- OECS 255. Special Topics 1-4 cr.
Topics to be announced in the Schedule of Classes.
- OECS 260. Hypertext Markup Language (HTML) 1-3 cr.
Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum of 3 credits.

- OECS 290. Computer Technology Capstone 1-3 cr.
Refines skills learned in the OECS program. Culminates in a review and practice of advanced software applications. Restricted to majors. Prerequisite(s): (OECS 125 OR OECS 203) AND (OECS 185 OR E T 283). Restricted to: Community Colleges only.
- OEEM- PARAMEDIC**
- OEEM 101. CPR for the Health Care Professional 1 cr.
Students learn identification and response to airway and circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.
- OEEM 102. CPR for the Health Care Professional - Renewal Care 1 cr.
A comprehensive review of the CPR course for those who are already certified at the professional level. Includes the American Heart Association requirements for CPR course completion renewal. Prerequisite: OEEM 101 or consent of instructor. May be repeated for unlimited credit. Required: grade of C or better.
- OEEM 103. Heartsaver First Aid/CPR 1 cr.
Students learn how to identify and respond to airway, circulation and basic first aid emergencies, to include using a SAED and accessing the EMS system. This course is intended for students who are not Allied Health Majors and utilizes the American Heart Association guidelines for course completion. Restricted to: Community Colleges only.
- OEEM 105. Vehicle Extrication Course 2 cr.
Assessment and psychomotor skills required to perform motor vehicle extrication at the scene of an accident. Taught using the NM Fire Academy guidelines for motor vehicle extrication course completion. Graded S/U.
- OEEM 106. Advanced First Aid 2 cr.
Theory and advanced first aid skills taught emphasizing recognition and providing care for injury or sudden illness until professional medical help arrives. Course meets and/or exceeds the Red Cross or National Safety Council standards. Corequisite: OEEM 101 or consent of instructor.
- OEEM 115. First Responder Prehospital Professional 3 cr. (2+3P)
Provides training in prehospital medical and traumatic emergencies. Prerequisite: consent of instructor. Corequisite: OEEM 101. Requires a C or better to pass. Restricted to majors.
- OEEM 116. Emergency Medical Technician Bridge 5 cr. (3+6P)
Enhanced skill instruction and didactic integration designed to meet the requirements for an EMT-Basic certificate. Prerequisites: OEEM 101 and OEEM 115, and consent of instructor. Corequisite: OEEM 121. Requires a C or better to pass. Restricted to majors.
- OEEM 117. Emergency Medical Technician-Wilderness First Responder 4 cr.
A comprehensive study of pre-hospital medical and traumatic emergencies in the wilderness setting. Prerequisite: OEEM 101.
- OEEM 118. Spanish for the EMS Provider 2 cr. (1+3P)
Intensive elementary Spanish with emphasis on developing communicative skills: listening and speaking for students in emergency medical services. Students will focus on mastering vocabulary for selected situations common to EMS, with limited reading and writing practice emphasizing correct pronunciation. EMS scenarios will be an important part of class participation. Restricted to: Community Colleges only.
- OEEM 120. Emergency Medical Technician Basic 6 cr.
Covers EMT-Basic skills instruction to include care of soft tissue and muscular/ skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Corequisites: OEEM 101, OEEM 120L, and OEEM 121, or consent of instructor. Requires a C or better to pass.
- OEEM 120 L. Emergency Medical Technician Basic Lab 2 cr. (6P)
EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a C or better to pass.
- OEEM 121. Emergency Medical Technician Basic Field/Clinical 1 cr. (3P)
Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a C or better to pass.
- OEEM 122. Emergency Medical Technician Basic Advanced Field/Internship 2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisite: current EMT-basic license and consent of instructor. Requires a C or better to pass.
- OEEM 150. Emergency Medical Technician Intermediate 5 cr.
Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental, behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a C or better to pass.
- OEEM 150 L. Emergency Medical Technician Intermediate Lab 2 cr. (6P)
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Requires a C or better to pass. Corequisite(s): OEEM 150 and OEEM 151. Restricted to: Community Colleges only.
- OEEM 151. Emergency Medical Technician Intermediate Field/Clinical 2 cr. (6P)
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a C or better to pass.
- OEEM 152. Emergency Medical Technician-Intermediate Advanced Field/ Internship 2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisites: current EMT-I license and consent of instructor. Requires a C or better to pass.
- OEEM 155. Special Topics 1-6 cr.
Specific topics to be listed in Schedule of Classes. May be repeated for a maximum of 10 credits.
- OEEM 158. Emergency Medical Technician-Combination Refresher 2 cr.
A comprehensive review of prehospital medicine for the prehospital care provider from the first responder level through the EMT Intermediate. New material relevant to recertification of the New Mexico First Responder, EMT Basic and EMT Intermediate licensure included. Graded S/U.
- OEEM 177. Emergency Medical Services Instructor 4 cr.
Theory of student learning, methodology, instructional components, evaluation, and course coordination for the EMS profession. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 201. Human Pathophysiology 3 cr. (2+3P)
Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only.

- OEEM 202. EMT-Paramedic I Respiratory Emergencies 3 cr. (2+3P)
Review anatomy, physiology and pathophysiology of the respiratory system. Assessment and management of respiratory emergencies and acute respiratory failure in the prehospital setting. Prerequisites: consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 203. EMT-Paramedic II Trauma Emergencies 3 cr. (2+3P)
Study of the effects of trauma on the human body. Assessment and management of trauma patients and scenes, including vehicular extrication. Prerequisites: OEEM 202 and consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 206. Introduction to Advanced Prehospital Care 3 cr. (2+3P)
Overview of prehospital care including roles and responsibilities of EMT-P, EMS systems, medical, legal, ethical issues, stress management, medical terminology, medical report writing and communication. Includes ride-along with ambulance and dispatch observation. Requires a C or better to pass. Restricted to majors. Consent of instructor required. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only. Restricted to OEEM majors.
- OEEM 207. Introduction to Pharmacology 3 cr. (2+3P)
Drug actions, factors modifying drugs and dosages: characteristics of drug effects, and drug history and dosages. Prehospital protocol, transport, and common patient prescription medications. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only. Restricted to OEEM majors.
- OEEM 210. Cardiac Rhythm Interpretation 3 cr. (2+3P)
Cardiac conduction system: electrophysiology, electrocardiogram, monitor, atrial, sinus, ventricular and junctional dysrhythmias, multiple lead EKG and 12 lead EKG interpretation. Prerequisites: OEEM 203, OEEM 230 and OEEM 240. Requires a C or better to pass.
- OEEM 212. EMT-Paramedic Cardiovascular Emergencies 3 cr. (2+3P)
Review anatomy, physiology, and pathophysiology of cardiovascular system. Assessment and management of cardiovascular emergencies in the prehospital setting. Prerequisites: second semester standing in EMS program and consent of instructor. Requires a C or better to pass.
- OEEM 213. EMT-Paramedic: Medical Emergencies I 3 cr. (2+3P)
Study of the disease process; assessment and management of neurological, endocrine, gastrointestinal, renal emergencies and infectious disease. Prerequisites: OEEM 212, OEEM 230 and OEEM 240. Requires a C or better to pass.
- OEEM 214. EMT--Paramedic: Medical Environmental Emergencies II 3 cr. (2+3P)
Study of disease process, assessment, and management of poisoning, drug and alcohol abuse, environmental, behavioral and geriatric emergencies. Prerequisites: OEEM 213, OEEM 230 and OEEM 240. Requires a C or better to pass.
- OEEM 216. EMT-Paramedic: Reproductive and Childhood Emergencies 3 cr. (2+3P)
Covers anatomy, physiology, disease processes, assessment and management of male and female reproductive system emergencies, childhood emergencies and growth and development. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 214 and consent of instructor. Restricted to: Community Colleges only.
- OEEM 218. Pediatric Advance Life Support for the Healthcare Professional 1 cr.
Identify and respond to life threatening pediatric emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded S/U.
- OEEM 219. Advance Cardiac Life Support for the Healthcare Provider 1 cr.
Identify and respond to life threatening cardiac emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded S/U.
- OEEM 230. EMT-Paramedic Clinical Experience I 3 cr. (9P)
Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 231. EMT-Paramedic Clinical Experience II 3 cr. (9P)
Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisites: OEEM 230 and consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 240. EMT-Paramedic Field Experience I 3 cr. (9P)
Advanced prehospital skills and knowledge. Successful completion of at least the minimum required hours and course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 241. EMT-Paramedic Field Internship I 3 cr. (9P)
Continued focus on advanced prehospital skills and knowledge, with increasing responsibility for patient care. Successful completion includes meeting at least the minimum required hours and course objectives. Prerequisites: OEEM 240 and consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 242. EMT-Paramedic Field Internship II 3 cr. (9P)
Emphasis on total patient care responsibility and team leadership skills. Successful completion includes meeting the minimum hours required and course objectives. Prerequisites: second semester completion in EMS program, OEEM 241, and consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 243. EMT-Paramedic Preparation for Practice 2 cr.
Comprehensive final program testing to prepare for licensing examination. Prerequisites: OEEM 216 and OEEM 242. Restricted to majors. Requires a C or better to pass.
- OEEM 245. EMT-Paramedic Field Internship III 1-3 cr.
Continuation of OEEM 242. Prerequisites: OEEM 242 and consent of instructor. Restricted to majors. Requires a C or better to pass.
- OEEM 247. Emergency Medical Technician - Paramedic Refresher 2 cr. (1+3P)
A comprehensive review of prehospital emergency medicine for the EMT Paramedic. New material relevant to recertification of the New Mexico and Nationally Registered Paramedic licensure. Graded S/U.
- OEEM 253. Critical Care Emergency Medical Transport Program 6 cr. (5+6P)
This course will provide further education to Paramedics, Registered Nurses and Registered Respiratory Therapists who wish to function as part of a critical care transport team. Consent of instructor required. Prerequisite(s): Licensed Paramedic, Registered Nurse or Registered Respiratory Therapist with one or more years experience. Restricted to: Community Colleges only.
- OEEM 254. Pediatric & Neonatal Critical Care Transport 5 cr. (4+3P)
This course is designed to prepare paramedics, nurses and respiratory therapists to function as members of a pediatric and neonatal critical care transport team. Consent of instructor required. Prerequisite(s): Licensed Paramedic, Registered Nurse or Registered Respiratory Therapist with one or more years experience. Restricted to: Community Colleges only.
- OEEM 290. Independent Study 1-3 cr.
Individual studies directed by a consenting faculty member and prior approval of the department head. Prerequisite: OEEM 150 and consent of instructor. May be repeated for a maximum of 6 credits. Requires a C or better to pass.

OEET- ELECTRICAL TRADES

- OEET 151. Electrical Apprenticeship I 6 cr.
Apprenticeship responsibilities and benefits as well as first aid and CPR will be covered. Hand tools, electrical theory, and the regulations imposed by national codes and OSHA. Students will apply theory taught in their jobs. Prerequisite: consent of instructor.
- OEET 152. Electrical Apprenticeship II 6 cr.
OHM's law circuit sizing and service panel sizing will be covered in detail. Other topics include low voltage systems, heating and air conditioning circuits, alarm systems and smoke detectors. Prerequisites: OEET 151 and consent of instructor.
- OEET 153. Electrical Apprenticeship III 6 cr.
Various electrical measuring devices will be covered in detail. Inductance, transformers, capacitance, and simple motors will be studied. Prerequisites: OEET 152 and consent of instructor.
- OEET 154. Electrical Apprenticeship IV 6 cr.
Theory and application of three-phase transformers and autotransformers. Electrical distribution using switchboards, panelboards, and circuit breakers. Prerequisites: OEET 153 and consent of instructor.
- OEET 251. Electrical Apprenticeship V 6 cr.
Commercial/industrial applications for electricians. Blueprint interpretation, commercial construction types and processes, wiring methods, wiring materials, and motor controls. Prerequisites: OEET 154 and consent of instructor.
- OEET 252. Electrical Apprenticeship VI 6 cr.
In-depth commercial applications to include commercial/industrial service calculations, mobile home parks, multi-family dwellings, and commercial fire/security systems. Prerequisites: OEET 251 and consent of instructor.
- OEET 253. Electrical Apprenticeship VII 6 cr.
Control devices in commercial/industrial applications; emphasis on logic in-line diagrams, time delay starters, reversing starters, and manual/magnetic solenoids. Prerequisites: OEET 252 and consent of instructor.
- OEET 254. Electrical Apprenticeship VIII 6 cr.
Miscellaneous topics for the journeyman electrician to include power distribution/transmission, solid state controls and relays, photoelectric and proximity controls and programmable controllers. Prerequisites: OEET 253 and consent of instructor.

OEPT- PHOTOGRAPHIC TRADES

- OEPT 100. Photographics I 3 cr. (2+2P)
Covers basic black and white photographic techniques. Emphasizes black and white film and paper handling, film processing, proof printing, projection print, and print finishing. Adjustable camera required. Same as ART 270.
- OEPT 120. Photo Finishing and Presentation 2 cr. (1+2P)
Use of visual language for personal expression. Freelance photography; care of original photos; preparation of portfolios, photographic markets, exhibitions and judging, galleries and copyrights. Students will prepare a photographic portfolio. Prerequisite(s): CMT 115. Restricted to: Community Colleges only.
- OEPT 155. Portraiture 3 cr. (2+2P)
Hands-on study of professional photography involving people. Studio and environmental portraits, fashion/glamour, and wedding photography. Studio and exterior lighting techniques, selecting lighting equipment, film and supplies. Prerequisite(s): ART 270 or CMT 115. Restricted to: Community Colleges only.
- OEPT 190. Photographic Practicum I 2 cr. (1+2P)
Self-paced instruction to include production, display of work in a simulated self-employed situation. Students must record maintenance, cost expenditures, shooting records, and sequence boards for presentation. Prerequisite(s): OEPT 100 OR CMT 115. Restricted to: Community Colleges only.

- OEPT 192. Photocommunications 2 cr. (1+2P)
Human interest, events, documentation, publications, and advertising. Emphasis on equipment, darkroom writing, legal aspects, and visual communication skills. Prerequisite(s): CMT 115. Restricted to: Community Colleges only.

OETS- TECHNICAL STUDIES

- OETS 104. Basic Mathematics for Technicians 4 cr.
Fundamental mathematical concepts and computations including measurement, ratio and proportions, and pre-algebra as it relates to technical programs. Prerequisite: appropriate placement test score. (*Sp*)
- OETS 117. Writing for Technicians 3 cr.
Instruction in the skills for developing clear, written descriptions of processes and procedures used by technicians in various fields. Emphasis on correct grammar, logical organization, and receiving audience. Focuses on clarity, structure, and concise writing methods. Does not substitute for ENGL 111G. Restricted to: Branch campuses only. (*F & Sp*)

P E- PHYSICAL EDUCATION

- P E 102. Beginning Weight Training 1 cr.
Introduction to basic principles and techniques of weight training. (*F & Sp*)
- P E 112. Beginning Volleyball for Men 1 cr.
(*F & Sp*)
- P E 112. Beginning Volleyball for Women 1 cr.
(*F & Sp*)
- P E 128. Aerobic Dance 1 cr.
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music. (*F & Sp*)
- P E 130. Beginning Swimming 1 cr.
(*Sp even*)
- P E 131. Aqua Aerobics 1 cr.
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance through exercise in water. (*F & Sp*)
- P E 173. Running Fitness 1 cr.
Basic fitness knowledge techniques and training methods of fitness running are practiced and refined. (*F & Sp*)
- P E 199. Yoga 1 cr.
A holistic approach to exercise benefiting the body, mind, and spirit. Practices focus on alignment, strength, breath relaxation, and restoration.
- P E 202. Intermediate Weight Training 1 cr.
Intermediate training and skill techniques in weight lifting. Prerequisites: P E 102 or consent of department head. (*F & Sp*)
- P E 205. Walking Fitness 1 cr.
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined. (*F & Sp*)
- P E 212. Intermediate Volleyball-Men 1 cr.
Prerequisite: P E 112 or consent of department head. (*F & Sp*)
- P E 213. Intermediate Volleyball-Women 1 cr.
Prerequisite: P E 113 or consent of department head. (*F & Sp*)
- P E 228. Intermediate Aerobic Dance 1 cr.
Aerobic dance at a high intensity level with a more in-depth study of the body's physiological response to exercise. Prerequisite: P E 128 or consent of department head. (*F & Sp*)

PHIL- PHILOSOPHY

- PHIL 101G. The Art of Wondering 3 cr.
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others. *(F & Sp)*
- PHIL 136G. The Quest for God 3 cr.
An effort to understand the religious life; a consideration of some of the traditional approaches to God and what it means to be religious. *(F)*
- PHIL 201G. Introduction to Philosophy 3 cr.
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking. *(F & Sp)*
- PHIL 211G. Informal Logic 3 cr.
Logical analysis of ordinary language, construction of definitions, argumentation, analysis of fallacious modes of thought and basic rhetorical considerations. *(Sp)*

PHYS- PHYSICS

- PHYS 110G. The Great Ideas of Physics 4 cr. (3+3P)
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quantum structure of nature and the big bang universe. *(F & Sp)*
- PHYS 211G. General Physics I 3 cr.
Non-calculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required. *(F & Sp)*
- PHYS 211GL. General Physics I Laboratory 1 cr.
Laboratory experiments in topics associated with material presented in PHYS 211G or PHYS 221G. Students wishing to use the PHYS 211G-212G or PHYS 221G-222G sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211GL or PHYS 212GL. Prerequisite(s)/Corequisite(s): PHYS 211G or PHYS 221G. *(F & Sp)*
- PHYS 212G. General Physics II 3 cr.
Non-calculus treatment of electricity, magnetism, and light. Prerequisite(s): PHYS 211G or PHYS 221G. *(F & Sp)*
- PHYS 212GL. General Physics II Laboratory 1 cr.
Laboratory experiments in topics associated with material presented in PHYS 212G or PHYS 222G. Students wishing to use the PHYS 211G-212G or PHYS 221G-222G sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211GL or PHYS 212GL. Pre/Corequisite(s): PHYS 212 or PHYS 222. *(F & Sp)*
- PHYS 215G. Engineering Physics I 3 cr.
Calculus-level treatment of kinematics, work and energy, particle dynamics, conservation principles, simple harmonic motion. Prerequisite(s): MATH 191G. *(F odd)*
- PHYS 215GL. Engineering Physics I Laboratory 1 cr. (3P)
Laboratory experiments associated with the material presented in PHYS 215G. Corequisite: PHYS 215G. Students wishing to use the PHYS 215G-216G sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or PHYS 216GL. *(F odd)*
- PHYS 216G. Engineering Physics II 3 cr.
A calculus-level treatment of topics in electricity, magnetism, and optics. Prerequisite(s): PHYS 213 or PHYS 215G and MATH 192G. *(Sp even)*

- PHYS 216GL. Engineering Physics II Laboratory 1 cr. (3P)
Laboratory experiments associated with the material presented in PHYS 216G. Prerequisite: a C or better in PHYS 213L or PHYS 215GL. Corequisite: PHYS 216G. Students wishing to use the PHYS 215G-216 sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or PHYS 216GL. *(Sp even)*.

- PHYS 290. Special Topics 1-3 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

PL S-PARALEGAL STUDIES

- PL S 160. Legal System for the Paralegal 3 cr.
Introduction to the court system, administrative agencies, functions of law offices, and professional conduct and legal ethics. *(F & Sp)*
- PL S 161. Legal Terminology 3 cr.
Survey of the language of the law that will serve either as an introductory course or as a review course to prepare students for the certification test.
- PL S 165. The American Legal System 3 cr.
A study of the American judicial system with a focus on New Mexico's judicial system; history of Anglo-American law, organization of the modern legal system, and trends in the legal profession.
- PL S 180. Constitutional Law for the Paralegal 3 cr.
Case standing of the law of the Constitution and Bill of Rights with regard to day-to-day applications in the law practice. Documents dealing with constitutional problems in both civil and criminal areas of law will be drafted and discussed. Prerequisite: PL S 160. *(Sp)*
- PL S 190. Criminal Law for the Paralegal 3 cr.
Introduction to federal and state criminal law; criminal proceedings, prosecution and defense, sentencing and appeal. Prerequisite: PL S 160. *(F)*
- PL S 200. Legal Ethics for the Paralegal 2 cr.
Introduction to ethical dilemmas faced in the workforce and the rules of ethics developed by the American Bar Association, various national paralegal organizations, and the Supreme Court of New Mexico. *(F)*
- PL S 203. Immigration Law 3 cr.
Survey of the basics of immigration law including the rights and obligations of citizenship and the naturalization process. Prerequisite: PL S 160. *(F)*
- PL S 205. Legal and Ethical Issues for the Web 2 cr.
Legal, ethical, copyright, and privacy issues specific to the Internet.
- PL S 221. Cooperative Experience I 2-4 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: PL S 274. Restricted to majors. *(F & Sp)*
- PL S 222. Cooperative Experience II 1-3 cr.
Continuation of PL S 221. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: PL S 221. Restricted to majors. *(F & Sp)*
- PL S 231. The Law of Commerce for the Paralegal 3 cr.
Law of agency, commercial paper, personal property, consumer rights. Student will study and draft documents relevant to these fields and consider their application and use in routine law practice. Prerequisite: PL S 160. *(F)*
- PL S 255. Special Topics 1-4 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.
- PL S 270. Administrative Law for the Paralegal 3 cr.
A study of the substantive law, procedures, and forms involved in practice before governmental agencies including worker's compensation, social security, employment security, and state and local administrations. Prerequisite: PL S 160.

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- PL S 272. Bankruptcy Law for the Paralegal 3 cr.
Individual and corporate bankruptcy; the basic principles and processes of bankruptcy law as a system of debtor relief and debt collection. Prerequisite: PL S 160.
- PL S 274. Legal Research and Writing for the Paralegal I 3 cr.
Legal memoranda, briefs, and pleadings will be prepared and written based on the student's original research. Research materials and techniques will be identified and studied; introduction of computer usage in legal research. Prerequisite: PL S 160 and ENGL 111G. *(Sp)*
- PL S 275. Tort and Insurance for the Paralegal 3 cr.
Primary legal principles of tort and insurance law and means of establishing insurance plans, types of torts and insurance, as well as use of specific forms and procedures relating to these areas. Prerequisite: PL S 160. *(F)*
- PL S 276. Wills, Trusts, and Probate for the Paralegal 3 cr.
Cases and statutes dealing with wills, trusts, and probate. Emphasis on preparation and drafting of documents and the application of the law and documents to the client's problems. Prerequisite: PL S 160. *(Sp)*
- PL S 277. Family Law for the Paralegal 3 cr.
Methods of conducting client interviews and drafting of pleadings and research relative to families. Laws relating to marriage, divorce, custody, support, adoption, name change, guardianship, and paternity. Prerequisite: PL S 160. *(Sp)*
- PL S 278. Litigation for the Paralegal 3 cr.
The law of procedure and evidence will be considered through rules and cases. Case situations will be used to identify and solve problems. Prerequisite: PL S 160. *(Sp)*
- PL S 279. Legal Research and Writing for the Paralegal II 3 cr.
Continuation of PL S 274. Advanced training in legal research problems with a focus on analysis, writing, and preparation of sophisticated legal memoranda and documents. Prerequisite: PL S 274. *(F)*
- PL S 280. Interviewing and Investigation for the Paralegal 3 cr.
Techniques of legal interviewing and investigation with emphasis on development of human relations and communication skills. Prerequisite: PL S 160.

PSY- PSYCHOLOGY

- PSY 201G. Introduction to Psychology 3 cr.
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior. *(F & Sp)*
- PSY 266. Applied Psychology 3 cr.
Explanation of the psychological principles of everyday living. Emphasizes motivation, learning of intelligent behavior, and applications of psychology to social issues. Community Colleges only. *(F)*

S WK- SOCIAL WORK

- S WK 221G. Introduction to Social Welfare 3 cr.
A broad overview of current social problems and the role of social agencies and community members in addressing these problems. *(F & Sp)*

SOC- SOCIOLOGY

- SOC 101G. Introductory Sociology 3 cr.
Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior. *(F & Sp)*

- SOC 201G. Contemporary Social Problems 3 cr.
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse. *(F)*
- SOC 262. Issues in Death and Dying 3 cr.
Major personal and social issues related to the process of dying in our culture. Community Colleges only. *(Sp)*
- SOC 263. Human Sexuality 3 cr.
Introduction to cultural and personal aspects of human intimacy, sexuality and the life cycle, sexual variation, and sexually transmitted diseases. Community Colleges only. *(F)*
- SOC 273. Sex and Gender 3 cr.
Analysis of changes, behaviors, and stereotypes of women and men in contemporary Western societies. Same as W S 273. *(Sp)*

SPAN- SPANISH

- SPAN 101. Beginning Spanish Conversation 3 cr.
Beginning conversation and intensive oral practice for non-degree seeking students and SPAN 111 and SPAN 112 students who desire additional conversational practice. This course does not count toward the NMSU second language requirement and is not open to native Spanish speakers without permission of instructor. Restricted to: Community colleges. *(Sp)*
- SPAN 111. Elementary Spanish I 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination. *(F & Sp)*
- SPAN 112. Elementary Spanish II 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 111. *(F & Sp)*
- SPAN 211. Intermediate Spanish I 3 cr.
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 112. *(F & Sp)*
- SPAN 212. Intermediate Spanish II 3 cr.
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 211. *(F & Sp)*

STAT- STATISTICS

- STAT 251G. Statistics for Business and the Behavioral Sciences 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 120 (see note above.) Same as A ST 251G. *(F & Sp)*

TCEN- ENVIRONMENTAL AND ENERGY TECHNOLOGY

- TCEN 111. Photo Voltaic Basic Electrical Principles 4 cr. (3+2P)
Focuses on resistance, current, voltage, and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment as applied to renewable energy systems. Corequisite(s): OETS 104.
- TCEN 112. Photo Voltaic Design Fundamentals 4 cr. (3+2P)
A study of photo voltaic design basics, photo voltaic (PV) Cells, modules, and system components; electrical circuits; grid-tied/ grid-interactive PV system design and sizing for use on homes; solar electric products and applications; and understanding energy conversion from sunlight to electricity, and working with solar conversion equipment. Pre/Corequisite(s): TCEN 113.

TCEN 113. OSHA 10 Hour Construction Hazard Identifications 1 cr.
Intended for entry-level participants to provide instruction on a variety of construction safety and health standards. Topics include Introduction to OSHA, Electrical, Ladder, Excavation, Scaffold, and Forklift Hazards, Fall Protection, Materials Handling, Personnel Protective Equipment and Confined Space Entry Hazards. Meets OSHA 10-Hour Requirements.

TCEN 221. Roofing Materials and Methods 3 cr. (2+2P)
Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing. Presents roof penetration, roof loading issues, and energy system installation requirements for mounting photo voltaic or solar thermal systems. Prerequisite(s): TCEN 112.

TCEN 222. Photo Voltaic Grid Tie Installation 2 cr. (2+1P)
Concentrates on providing the student photo voltaic installation information necessary to tie into the electrical grid system. In addition, teaches the student how to layout an installation for maximum performance using standard industry tools such as a Solar Path Finder. Conduit bending, wiring, roof penetrations are also part of the course. Prerequisite(s): TCEN 112.

TCEN 223. Photo Voltaic National Electrical Code Principles 2 cr. (2+1P)
Focuses on all sections of the National Electrical Code and local code requirements applicable to photo voltaic electrical installation. A partial list of areas covered is chapters one through four and section 690, "Solar Photovoltaic Systems" of the National Electrical Code. Prerequisite(s): TCEN 112. Pre/Corequisite(s): TCEN 222.

TCEN 250. Photo Voltaic System Integrator Fundamentals 3 cr.
Teaches the student project management fundamentals for working with homeowners, businesses, government, contractors, and manufacturers to design, build, and install complete alternative energy systems. Covers photovoltaic, small wind, and micro-hydro system designing, permitting, budgeting, and cost estimating requirements. Prerequisite(s): E T 125. Pre/Corequisite(s): TCEN 222.

TCEN 251. Advanced Photo Voltaic On/Off Grid Installation 3 cr. (2+2P)
Photo Voltaic advanced topics to include panel racking and installation, battery storage, charge controllers, mechanical integration of arrays on buildings, and key elements involved in choosing a mounting system. Prerequisite(s): TCEN 222.

TCEN 252. NABCEP Certification Preparation 1 cr.
Preparation for the North American Board of Certified Energy Practitioners (NABCEP) Photo Voltaic and Solar Thermal Installation Certification. Prerequisite(s): TCEN 222. Pre/Corequisite(s): TCEN 251.

TCEN 253. Photo Voltaic System Troubleshooting and Maintenance 3 cr. (2+2P)
Covers photo voltaic system troubleshooting and maintenance topics to include equipment, electrical, and installation problem areas. Prerequisite(s): TCEN 222. Pre/Corerequisite(s): TCEN 251.

THTR- THEATRE ARTS

THTR 101G. The World of Theater 3 cr.
An appreciation class introducing the non-major to all aspects of theatre, including its history, literature and professionals. Students attend and report on stage productions.

THTR 105. Acting for Non-Majors 3 cr.
An introduction to basic performance techniques for non-majors.

THTR 141. Introduction to Stagecraft 3 cr.
Basic techniques used in the construction of scenery, props, and sound. Lab required. Pre/Corequisite(s): THTR 141L.

THTR 141 L. Stagecraft Laboratory 1 cr.
Class members will assist with construction for productions in a studio environment. Pre/Corequisite(s): THTR 141.

THTR 149. Running Crew I 2 cr. (1+2P)
Students learn about backstage and front of house production positions and work on a technical aspect of a production in a rehearsal and performance environment.

THTR 249. Running Crew II 1 cr.
Students work on a technical aspect of a production in a rehearsal and performance environment.

W S- WOMEN'S STUDIES

W S 201G. Introduction to Women s Studies 3 cr.
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences. (Sp)

W S 202G. Representing Women Across Cultures 3 cr.
Historical and critical examination of women's contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements. Crosslisted with: HON 218 (F)

WELD- WELDING TECHNOLOGY

WELD 100. Structural Welding I 6 cr. (3+6P)
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

WELD 101. Fundamentals of Welding 3 cr.
Set-up and adjustment of ARC and oxyacetylene equipment. Welding safety procedures and terminology. Skill development in laying weld beads with various patterns, positions, and processes.

WELD 102. Welding Fundamentals 3 cr. (2+2P)
Survey of welding and cutting processes for nonmajors. Classroom instruction and laboratory work with OFC/OFW, SMAW, GMAW, FCAW, and plasma arc cutting.

WELD 130. Introduction to GMAW MIG 3 cr. (2+2P)
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/purge gases, and modes of metal transfer.

WELD 140. Introduction to GTAW TIG 3 cr. (2+2P)
Development for basic skills with gas tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.

PERSONNEL

PERSONNEL

President

Jimeno, Cheri, President, NMSU-A; Ph.D., Utah State University

Administration

Teachman, Debra, Vice President for Academic Affairs; Ph.D., University of California-Davis

García, Juan, Vice President for Student Success; Ph.D., Texas A&M University

Salinas, Antonio, Vice President for Business and Finance; B.A., New Mexico State University

Exempt Staff

Ackall, Viviane, Accessibility Services Coordinator; M.A., Jones International University

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Bacon, Jeffrey, Program Operations Director; M.S., New Mexico State University

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Griggs, Joan, Director, Community Education Services; M.A., University of Northern Colorado

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Jaskolowski, Russell, Multi-Media Specialist

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Yancey, Bryan, Professional Occupations and Technologies, Fine Arts; M.F.A., Claremont Graduate School

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- Sadowski, Karen Armstong**, Assistant Professor of Nursing; M.S., Western Governors University
- Smith, Jennifer**, College Assistant Professor of Biology; M.S., Sul Ross State University
- Taylor, Brian**, Assistant Professor of Art; M.F.A., University of Memphis
- Trapp, Christine L.**, College Assistant Professor of Biology; Ph. D., University of California-Davis
- Villaverde, Gloria A.**, Assistant Professor of Biology; Ph.D., University of Texas-El Paso
- Wakkinen, Wanda**, Associate Professor of Communications; M.A., New Mexico State University
- Walker, Sylvia**, Instructor of Mathematics; B.S. Ed, New Mexico State University
- Webb, P. Frank**, College Associate Professor of Philosophy; M.A., California State University-Fresno
- Wedig, Lynette H.**, College Assistant Professor of Mathematics; M.Ed., Southwest Texas University
- Wheeler, Sherrell**, Assistant Professor of Business; M.A., West Texas A&M University

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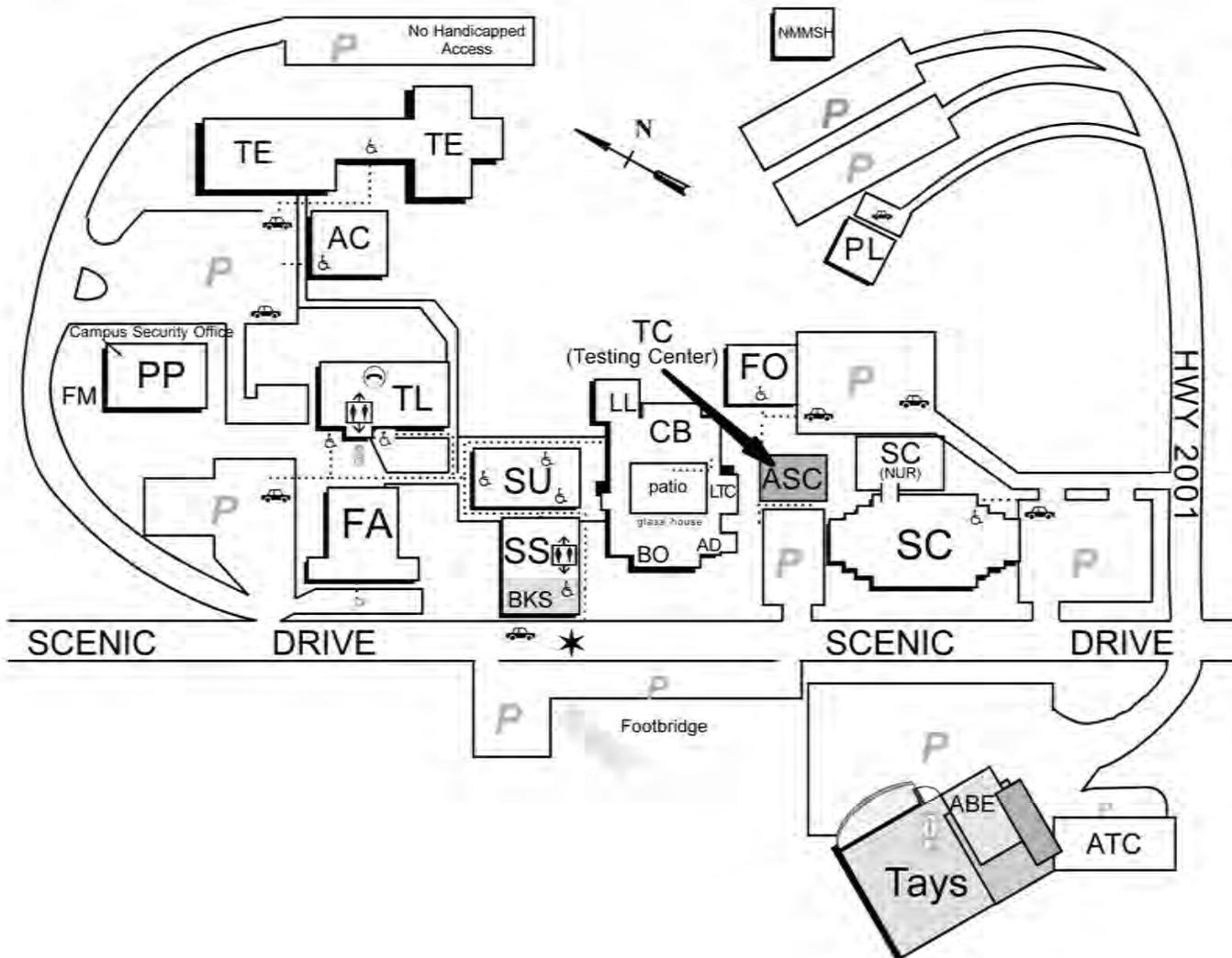
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NMSU Alamogordo



ON CAMPUS LOCATIONS

- ABE: Adult Basic Education
- AC: Art Center
- AD: Administration Offices
- ASC: Academic Support Center
- ATC: Advanced Technology Center
- BKS: Bookstore
- BO: Business Office
- CB: Classroom Building
- FA: Rohovec Fine Arts Center
- FM: Facilities Management
- FO: Faculty Office
- LL: Language Lab
- LTC: Learning Technology Center
- NMMSH: NM Museum Space History
- NUR: Nursing
- P: Parking
- PL: Planetarium
- PP: Physical Plant
- SC: Science Center
- SS: Student Services
- SU: Student Union
- Tays: Tays Center
- TC: Testing Center
- TE: Technical Education
- TL: Townsend Library

- ♿ Handicapped Door Opener
- ♿ Handicapped Parking
- ⬆️ Elevator
- ⋯ Handicapped Access Ramps
- 📞 Telecommunications Device for the deaf
- ☎ Pay Phone

★ "Smart" Crosswalk pio/6/13