

# NEW MEXICO STATE UNIVERSITY

## GRANTS

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<http://grants.nmsu.edu>

**2014-2016  
Catalog**



Academic programs at NMSU Grants are available to all students regardless of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

The printed version of the catalog is provided as a guide. The official catalog is online at the college website. Consult the online catalog for the most up to date information. NMSU Grants reserves the right to change at any time and without notice any item contained in this publication, including program offerings and content, course offerings and descriptions, procedures, policies, and regulations.

Catalog effective summer 2014 through spring semester 2020.

The NMSU Grants Undergraduate Catalog is available online at <http://grants.nmsu.edu>.

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# *Welcome to New Mexico State University Grants.... Your Community College*



Welcome to our NMSU Grants campus – we’re a rural campus set in an incredibly beautiful landscape in northwest New Mexico with a history of a remarkable spirit of resilience of its people. NMSU Grants primary service area is Cibola County, the ‘youngest’ county in New Mexico. Cibola’s land parameters include three large Native American tribal communities, i.e. Laguna Pueblo, Acoma Pueblo and parts of the Navajo Nation as well as many historic Hispanic villages such as Cubero and San Rafael. The Native American tribal trust lands in Cibola are about 31% of our land base and coupled with that 29% of the land base is held in trust by the federal government; these federal lands include the historic El Morro National and the El Malpais National Monuments.

One of my favorite things about our region and the people of northwest New Mexico is that people never give up – no matter what happens to them; they remain here and they remain resilient. Yes, they struggle and yes they are challenged but there is a spirit of resilience here that I find very endearing and a good model for our students to be reminded that they come from long blood lines of people that never give up!!

Our region of New Mexico was once known as the ‘uranium mining capital of the world’ but in the late 1980’s after several national and international nuclear disasters (Three Mile Island and Chernobyl) the world moved away from the use of uranium as a resource for power. After the uranium mining era ended in northwest New Mexico the legacy of uranium mining in our region created an understanding in our country about the need to plan thoughtfully about what the earth gives us and how we take it from the earth. The old time miners that remain here tell me that there is a potential for thirty years of high grade uranium ore that remain deep in the bowels of this region. So perhaps if in the future uranium mining should ever return to our region; I believe the local communities will insure that our earth is protected and the negative impacts of mining from past eras never occur again. This is how the lessons of the past teach us the lessons for the future – and again what I like about the people of Cibola – they learn, they grow and they never give up!!

I have a dear friend and colleague that is Native American and I have the highest respect for her. Over the years in her own quiet and powerful way, she has taught me how the wisdom of her people guides their decisions. She has told me that in her Native American community those in leadership are taught to think at least ten generations into the future (yes 10 generations) – that’s a lot of thinking ‘ahead’!! She tells me that elders admonish them, when making decisions to consider how ten generations to come will be affected by their decisions.

Now the audience of this message -- is for new students to NMSU Grants as well as our existing students who will thru your academic career utilize our college catalogue to help you ‘plan for the future’. Let me assure you that embracing education is planning not only for your future but for the future of your children, your grandchildren and those that follow. Research clearly indicates that if you educate yourself, you will then encourage your children to become educated and an education will be an asset that you will take with you into your life, into the life of your family and into the future of your community.

NMSU Grants is small campus but we too hold the spirit of resilience that is inherent in the northwest region of New Mexico that we serve. I invite you to join us in building that spirit of resilience in yourself through your education and continuing this legacy of hope that never fails to amaze me in the Land of Cibola!!

Welcome to NMSU Grants....

Felicia Casados, President

NMSU Grants; Email: [fcasados@nmsu.edu](mailto:fcasados@nmsu.edu); Phone: (505) 287-6624

## NMSU GRANTS OUR HISTORY

NMSU Grants was established as a public two-year community college of New Mexico State University in 1968 through the cooperative efforts of New Mexico State University and our local Grants/Cibola County School District. Our major service area is Cibola County and parts of Catron County located in northwest New Mexico. Cibola County is New Mexico's youngest county and within its parameters its land base includes three large Native American tribal communities, i.e. Laguna Pueblo, Acoma Pueblo and parts of the Navajo Nation, many rural and historic Hispanic villages such as San Rafael and Cubero as well as many federal land reserves such as El Morro and El Malpais National Monuments. Our rural service area is surrounded by 31% tribal trust lands and 29% federal lands creating an incredibly rich landscape!!

NMSU Grants holds a unique status, qualifying under U.S. Department of Education federal designation both as a Native American Non-Tribal Serving Institution and a Hispanic Serving Institution; a double minority serving institution due to our large minority (majority) student body which is in close alignment with the population of our northwest New Mexico service region.

During the college's first year (1968), classes were held in the evening in public school facilities and were taught by qualified part-time instructors from the community. In August 1969, the college moved to its present site, previously home to the Grants Job Corps Center (a federal job training center). During 1977-78 a new main building (Martinez Hall) was constructed to house academic classrooms, a student lounge, our library, and faculty/administrative offices. The former Job Corp Vocational Building and gymnasium were also renovated at that time. In 2001 NMSU obtained full title to our property and facilities; as up until October 2001 the federal government was the rightful and legal owner. Over the years our campus has had much capital (construction/renovation) to keep improving its capacity to serve our community, including:

- In 1980-81, the gymnasium was completely remodeled, extensive landscaping was completed, and four additional rooms were added to the Main Building: two art rooms at the north end and a lecture room/adult learning center at the south end.
- In 1984, an additional 20,800 square feet were added to the main building (Martinez Hall) resulting in a total of 79,197 square feet. The Automotive, Electrical, and

Welding programs were moved from the former vocational building this more modern and spacious facility. Enlarged quarters for the Adult Learning Center and two computer laboratories were added.

- In May of 1987, our main building was dedicated as the "Walter K. Martinez Memorial Hall," in memory of Walter K. Martinez a local legislator who served as New Mexico State Representative from 1966-1984 and New Mexico Speaker of the House from 1971-1978. During Rep. Martinez tenure in the legislature, NMSU Grants Campus received significant appropriations for capital improvements to plan, remodel and construct the present physical plant. Martinez' leadership in establishing the Severance Tax Permanent Fund was one of his most outstanding contributions. Through this permanent fund, a revenue source was created to fund higher education and other state capital outlay projects.
- In October 1993, the gymnasium was dedicated as the "Joseph A. Fidel Activities Center" in recognition of now retired New Mexico State Senator, Joseph Fidel, a respected friend and mentor of NMSU Grants. Senator Fidel was instrumental in forming the college while serving on the Grants-Cibola County School Board. The campus' continued growth was a result of his effective representation in the State Senate and unending support for the university.
- During the 1993-94 academic years, new offices were remodeled for faculty, new classrooms were constructed in the annex building, administrative office space was enlarged, and a new, larger bookstore was built.
- In 1998 one of the two remaining Job Corps buildings on campus was named in honor of Francis W. (Frank) McClure to recognize his crucial role in the university's successful beginning. During the 1999-2000 school year, the building was refurbished, with new entrances, new carpet and tile, enlarged hallways, and newly painted walls. McClure Hall currently houses the Building Trades program, the Certified Nursing Assistant program, the Bachelor of Science in Nursing classroom, a Nursing Skills Lab, an ITV studio, a Creative Media lab/studio, two Art labs, a photography lab, a Computer Lab and several renovated classrooms.

- In 2006 NMSU Grants initiated a major campus renovation and renewal project. Phase One included the purchase and remodel of a former bank building located off campus to house our Small Business Development Center (SBDC) and expanded to include a new workforce training classroom. Phase one was completed in July of 2009.
- Between 2010-2013 a combination of state capital outlay funds, voter approved state general obligation funds and a federal stimulus grant provided us nearly \$2,000,000 to upgrade McClure Hall and expand classrooms within McClure. An additional \$500,000 supported improvements at our Fidel Gymnasium which included adding an elevator to enable American with Disability Act (ADA) access to upstairs space thus expanding upstairs classroom usage, and replacement of all boilers and heating units on campus for greatly improved fuel efficiency.
- In Fall 2010 Phase Two campus renovations began which included building exterior 'skins' and insulating both McClure Hall and Fidel Gym, our two remaining metal sided (non-insulated) Job Corps buildings. Phase Two renovations greatly improved our campus energy efficiency. Phase Two renovations also included design of a three-part renovation for our Campus Library which is located in one wing of Martinez Hall. Capital funding for our Library allowed us to complete Phase 1 and 2 of our library's interior/exterior renovation over a two-year period; these renovations improved our library services and energy efficiency; an important goal that we have embraced for our all campus facilities is improving our energy efficiency.
- During Spring 2012 renovation of a classroom in Martinez Hall was completed as a new Engineering Technology Laboratory/Classroom to support our newest academic program, General Engineering. The renovation was funded by two federal grants, i.e. a U.S. Department of Education Hispanic Serving Institutions grant and funding support from Santa Fe Community College's federal Carl Perkins Career Technical grant (funding the computer lab within the laboratory).
- In 2014 funding from our U.S. Department of Education Native American Serving Non-Tribal Institutions (NASNTI) grant allowed

us to renovate and equip (with computers) an interior space within our Student Success Center (student tutoring center) to create our new Testing Center which has met all requirements as a fully licensed Pearson Vue Testing Center. We now have the capacity to offer professional testing for trade programs as well as utilize our Testing Center for our own academic testing services, and for the new national GED testing system that is moving to a computer based format.

- NMSU Grants has a long range master plan for future campus improvements; as funds are available we plan to improve our campus and thus services to our students and community. Our future hope is to build a new Child Development/Education Center to create an expanded child care center that is designed for young children and concurrently utilize it as a life learning laboratory for our Teacher Education Program. We have begun design work on this new facility in 2013-14 and foresee that it may take us into the time period of this catalogue (2014-17) to obtain funding for this new facility both from our state and local community and see it built. This facility will serve the new teachers of Cibola County as well as the young children of Cibola County with a state of the art child development center designed with their needs in mind.

### **MISSION, VISION, & VALUES**

**Mission Statement:** NMSU Grants provides an accessible quality education through innovative teaching and learning that promotes respect and service for our diverse students and community.

**Vision Statement:** To embrace innovation in teaching and learning to promote a sustainable prosperous community.

**Values Statement:** We value:

- Personal Success
- Growth
- Respect
- Healthy Lifestyles
- Teamwork
- Community Partnerships
- Stewardship
- Excellence
- Integrity

- Positive Attitude
- Employability
- Empowerment
- Intellectual Inquiry
- Social Justice
- Creativity
- Safe Environment

## ACCREDITATION

New Mexico State University Grants is accredited by the North Central Association (NCA) of Colleges and Schools, Higher Learning Commission (HLC), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; <http://www.ncahigherlearningcommission.org/>; telephone (800) 621-7440.

Under the umbrella of New Mexico State University Las Cruces, the most recent NCA HLC accreditation site-visit took place on April 29, 2008. NMSU Grants was awarded a full ten year renewal as a unit of the NMSU Las Cruces campus. In 2014 we have already begun to prepare ahead for our future HLC accreditation review.

NMSU Grants is a member of the following organizations: the American Association of Community Colleges (AACC); the Hispanic Association of Colleges and Universities (HACU); the Rural Community College Alliance (RCCA); and the New Mexico Association of Community Colleges (NMACC).

## NMSU Graduation and Retention Rates

These rates may be found on the NMSU Institutional Research web site at <http://oia.nmsu.edu>.

## CATALOG INTENT

The catalog is a summary of information of interest to students. Readers should be aware of the following:

1. This catalog is not a complete statement of all procedures, policies, rules and regulations. See the Schedule of Courses and the Student Code of Conduct for additional information.
2. The university reserves the right to change, without notice, any academic or other requirements, course offerings, course content, programs, procedures, policies, rules, and regulations as published in this catalog.

Special procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students.

Students planning to earn degrees or certificates may elect to fulfill requirements as outlined in the catalog in effect at the date of initial enrollment or as outlined in catalogs published subsequent to their initial enrollment.

## NON-DISCRIMINATION POLICY

It is the policy of NMSU Grants not to discriminate based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status in employment or other college-administered programs. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended by 11375 and Section 504 of the Vocational Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and Title IX of the Educational Amendments of 1972 and subsequent revisions. To report concerns at NMSU Grants, call the Vice President of Student Services at 505-287-6628. To report concerns directly to the NMSU Office of Institutional Equity, call 575-646-3635. You may also visit the website at: [eoo.nmsu.edu/](http://eoo.nmsu.edu/)

## CAMPUS SEXUAL VIOLENCE ELIMINATION ACT

Campus Sexual Violence Elimination Act (Campus SaVE): Part of the Violence Against Women Act reauthorization affords additional rights to college students who are victims of sexual assault, dating violence, domestic violence, and stalking. The Act requires each campus to inform new students of their rights and to conduct continuous education to all students throughout the year related to sexual assault, domestic violence, dating violence, and stalking.

This training is mandatory for all new students and employees. Students will be required to attend the mandatory New Student Orientation as well as complete the online Campus SaVE training prior to completing course registration.

To report incidences, contact the Vice President of Student Services at NMSU Grants, at 505-287-6628. Additional information, visit the Dean of Students' website at [deanofstudents.nmsu.edu](http://deanofstudents.nmsu.edu).

## REGISTRATION CHECKLIST

- Submit the **Admission Application** if you are a new or returning student who has not enrolled for one full year. Apply online at <http://prospective.nmsu.edu>.
- Apply for financial aid every year, after tax time.** (Pell Grant, Loans, and work-study) Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Meet with an adviser in the Student Services Office.
- Activate your NMSU account.** Go to <https://my.nmsu.edu> on the internet. If you have problems setting up your account, see the IT Department or call 287-6666.
- Send for official transcripts.** High school transcript or GED scores and *all* college transcripts must be ordered by the student. Have them sent directly to NMSU Grants. Transcripts must be in the Admissions Office by Census Date (check the semester Schedule of Classes)
- Take the Compass Placement Test.** Pick up a test admission card in Student Services. You will be tested for placement in English and Mathematics course work. If you have adequate ACT scores in Math and/or English, or have transfer credit, you may not have to take the Test.
- See an **academic adviser** to assist you in planning your program of study.
- Obtain your Aggie Student I.D.** Available in Student Services. First card is free; replacements are \$25. All students are expected to present their Aggie ID card.
- Attend the mandatory “New Student Orientation”** – all new students are required to attend the New Student Orientation (see Schedule of Classes for dates).
- Complete the Campus SaVE Act training.**
- Register for classes early.** All students register at <https://my.nmsu.edu>, online registration.
- Tuition/fees Payment:** Provide all third party payment and scholarship information to Student Services and the Business Office. See the current Schedule of Classes for the deferred payment fee and schedule.
- Purchase your books** before classes start or within the first week. **MBSDirect** College Bookstore is an online bookstore. Go to: <http://bookstore.mbsdirect.net> to order your textbooks online or to see what texts are required.
- ALWAYS feel free to ask **questions** of the staff if you are unsure of anything. They are glad to help! Also, check out our website at <http://grants.nmsu.edu>.

- Explore the campus.** Learn about the resources available to help you succeed.

## HELP DIRECTORY

Academic Services .....	287-6641
Adult Basic Education.....	287-6643
Business Services .....	287-6630
Education Resource Center .....	287-6693
Financial Aid .....	287-6621
Library Services .....	287-6637
Native American Serving Non-Tribal Institutions Grant .....	287-6699
Small Business Development Center .....	287-8221
Small Wonders Child Care Center .....	287-3868
Student Services/Academic Advisors .....	287-6678
Student Success Center/Testing Center .....	287-6691
Title V Grant/Title V Co-op Grant .....	287-6674

## PROGRAM MANAGERS

Applied Business (Michael Fields).....	287-6646
Associate of Arts (Dr. William Serban).....	287-6648
Associate of Science (Dr. Sharon Walsh).....	287-6661
Automotive Technology (Paul Garcia).....	287-6635
Building Trades (Earl Prewett).....	287-6678
College Studies (Connie Lyons).....	287-6651
Communications (Dr. Erben).....	287-6651
Computer Technology & Creative Media Technology (Karen Henry).....	287-6656
Corrections Officer (Michael Richer).....	287-6638
Criminal Justice (Megan Stoneking).....	287-6678
Drafting (Richard Gutierrez) .....	287-6645
Early Childhood Education/Education (Kathleen O’Connor).....	287-6693
Robotics and Automation Electronics (Bruce McDowell).....	287-6636
General Engineering (Jonathan Hebert) .....	287-6653
Health Sciences (Neal Gallagher).....	287-6654
Humanities (Dr. William Serban).....	287-6648
Mathematics (Marlene Chavez-Toivanen).....	287-6652
Natural Sciences (Dr. Sharon Walsh) .....	287-6661
Pre-Business (Michael Fields) .....	287-6646
Social Sciences (Megan Stoneking) .....	287-6678
Web Fundamentals (Karen Henry) .....	287-6656
Welding (Richard Gutierrez) .....	287-6645

## **ADMISSIONS**

A student may be accepted for undergraduate admission to NMSU as

- (1) a degree-seeking student or
- (2) a nondegree student under the policies and conditions as set forth in this section.

### **Regular Admission (First time any college)**

Requirements for admission as a regular student include the following:

- Formal application for admission, accompanied by a \$20 nonrefundable application fee.
- An official transcript of the student's high school credits or GED is to be sent directly from the high school to NMSU Grants, 1500 Third St., Grants, NM 87020.

Qualifications for undergraduate admission to NMSU are as follows:

1. 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.\*

2. General Educational Development (GED) score. A student who submits the GED test results must be 16 years of age or older (for further requirements related to the GED, potential students are advised to contact the NMSU Grants GED office at (505) 287-6662 or visit the office in room 120, Martinez Hall).

3. Students enrolled in a home-school program may be accepted to NMSU Grants if they meet the requirements for regular admission. In addition, the home-school educator must submit a transcript or document that lists the courses completed and a grade earned by the student and also indicates 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 Legislative Lottery Scholarship program are required to submit official New Mexico GED test results.

*\*Note: Please be aware that on-line high school diplomas and GED certificates are rarely accredited by a Department of Education entity and will not be sufficient for admission.*

### **Basic Academic Skills and Admission**

In order to succeed at their college studies, entering students are required to have basic skills in mathematics and writing befitting the community college environment. Students are evaluated using Compass test scores (or ACT scores if available) at the time of registration to determine basic academic

competency. Based upon this evaluation, the community college will require entering students to correct deficiencies by completing coursework in English and mathematics before enrolling in courses.

Transfer students who have taken college level Math or English equivalent to MATH 120 or ENGL 111G courses at other accredited institutions with earned grades of C or higher are not required to take the COMPASS. The COMPASS is intended to help place students in classes best suited to their preparation and ability.

### **Dual Credit and Early Admission Programs for High School Students**

The Dual Credit Program is designed to give high school students an opportunity to enroll at NMSU prior to high school graduation. Students must be either a junior or senior in high school and enrolled in a New Mexico public school district. NMSU Grants approves freshmen and sophomores who meet requirements. Under a Dual Credit Master Agreement between NMSU and the school district, students enrolled in approved dual credit courses would be eligible to have the full cost of tuition and general fees waived. Students who wish to enroll in non-approved dual credit courses would be responsible for all costs related to enrollment. High school students not enrolled in a NM public school may be eligible for enrollment as an Early Admission student. Early Admission students are responsible for all costs related to enrollment. Students must complete the Admission Application; provide official high school transcript and official Compass Test Scores to the Admissions Office; and complete the Dual Credit Request form. Requirements to be admitted to the program are high school grade point average (GPA) of 2.0 and substantial progress toward completion of the following high school courses: 4 units of English, 3 units of Math (Algebra I, Algebra II, Geometry), 2 units of Science (beyond General Science), 1 unit of a language other than English or a unit of fine art.

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

following state rules: 5.55.4 NMAC and 6.30.7 NMAC.

For further information, go to <http://www.hed.state.nm.us>.

**Tuition and Cost:** Tuition is waived for all approved courses during any session and time of day. School districts may pay for college textbooks but the student may be required to return the books at the end of the semester. Meet with your high school counselor to verify your eligibility.

Students must pay for their own supplies, any required protective apparel, and for tools sets where applicable by program. To earn an Associate or Certificate from NMSU Grants, students must meet all required program coursework after high school graduation and pay NMSU Grants tuition and fees after they complete high school. Federal financial aid may be available to defray these expenses after students have graduated from high school as well as the New Mexico Legislative Lottery Scholarship.

#### **Admission:**

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

**What Regulations Apply to a Dual Credit Program Students?** NMSU Grants regulations apply to all students, including DCP students in the areas of attendance, discipline, and grades. To continue in the program, DCP students must successfully complete all their NMSU Grants courses during any given semester, and maintain a cumulative GPA of 2.0 or better. They must also successfully complete all courses required by their

respective high school in order to receive their high school diploma.

**Where Are Classes Held?** All classes are offered at the NMSU Grants Campus or pre-arranged locations i.e. high schools.

**EARLY ADMISSION:** Currently enrolled high school students or home-schooled students of superior academic ability may be admitted as students prior to high school graduation.

Requirements include:

- A NMSU application and a \$20 non-refundable application fee.
- Written permission from the high school principal, counselor, and parent/guardian.
- Official high school/home school transcript.
- College Placement Test evaluation
- Interview with Vice President for Student Services who will verify admission status and approve courses.
- Limit to 7 credit hours of academic courses.
- At least 16 years of age or equivalent of a high school student, with appropriate approval

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

#### **Readmission (Degree Seeking)**

Former students of NMSU, or of one of its Community Colleges, who have been out of school for more than two consecutive terms are required to make formal application for readmission. Applications should be submitted to NMSU Grants Admissions at least 30 days before the opening of the semester or summer session for which the student plans to enroll.

A student who has attended other institutions during an absence must have official transcripts forwarded directly to NMSU Grants Admissions by the registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be taken into consideration in determining the student's admission status.

### **NMSU Graduation and Retention Rates**

These rates may be found on the NMSU Office of Institutional Analysis at <http://oia.nmsu.edu>.

### **Transfer Students**

Transfer students from other colleges or universities may be admitted to NMSU Grants as regular students in good standing if their previous college cumulative grade point average is 2.0 or higher. Transfer students with a grade point average below 2.0 may be admitted on probation or may be denied admission. NMSU honors other college and university's suspensions.

**Transcripts** The transfer student must have official transcripts forwarded directly to NMSU Grants by the Registrar of each college or educational institution previously attended. A student who conceals the fact that he or she has attended another college or university, and who has not had the registrar submit a transcript for each institution whether or not credit was earned, will be subject to immediate suspension. Transcripts must be received before the date of registration. Students submitting transcripts from a foreign post-secondary institution are required to have the credentials evaluated by a nationally recognized credentialing service. NMSU requires a "Comprehensive Course by Course Evaluation" be completed for each post-secondary institution attended. Contact the Office of University Admissions at NMSU Las Cruces for approved credentialing organizations.

### **Transfer of Credits at NMSU**

NNMSU Las Cruces evaluates courses from post-secondary institutions that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for coursework completed with a grade of C or better, provided the classes are similar or equivalent to courses offered at NMSU. A transfer student may, on the basis of an evaluation of his/her transcripts, receive credit for courses taken at other institutions in which a grade of D was received. However, NMSU does not accept the transfer of courses with D grades which satisfy basic academic competency (basic skills) in English and mathematics. NMSU will not accept transfer credit for four-credit basic skills courses (such as ENGL 111G and CCDM 114N) when the incoming course carries less than three credit hours.

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

reevaluated when students transfer from one NMSU college to another.

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.

### **Community/Junior College Transfers**

Community/junior college transfer students may be admitted and classified on the basis of acceptable credits earned at a two-year institution. However, transfer students are subject to the same graduation requirements as other NMSU students, including the required minimum number of credits from courses numbered 300 or above and the requirement that the last 30 credits must be earned through this university.

### **Evaluation of Transfer Credits**

Once a student has been admitted to NMSU, an evaluation of credits from accredited institutions only is done on a course-by-course basis to determine general transferability to the university. Credits from non-accredited institutions may be evaluated by the Vice President after the student has completed two semesters in full-time status with satisfactory grades.

### **Transferring Courses to Fulfill the New Mexico General Education Common Core**

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

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site at <http://www.hed.state.nm.us>. Courses are listed by institution, whether university or community college,

under each of the five general education areas. The courses for New Mexico State University are listed in the required courses section of this catalog.

### **Student Responsibility**

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

### **Transfer Credit Appeal Process**

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

### **READMISSION (Degree seeking)**

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

A student who has attended other institutions during an absence must have official transcripts forwarded directly to the Admissions Office by the registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be taken into consideration in determining the student's academic readmission status. Students must follow a current degree checklist upon readmission.

### **NON-DEGREE ADMISSION**

Non-degree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree at this university. Courses taken by non-degree seeking students may not be used to meet university admission requirements. These students are not eligible to receive financial aid or apply for student employment; nor are they eligible to receive benefits from any veterans' program.

Students interested in using non-degree credit for initial teacher certification or recertification in a new field needs 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, non-degree application fee is required. Non-degree 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 dual enrollment program.

Non-degree students are subject to the same university regulations as regular students.

### **CHANGE OF NON-DEGREE STATUS**

A non-degree student in good academic standing at NMSU may apply for change of status from non-degree to regular. Requirements for regular admission must be met.

### **Auditing Courses**

Students who wish to audit courses may do so as non-degree students with the consent of the instructor, provided the facilities are not required for regular students. Regular students may also audit courses, but audited courses are not counted in determining maximum course loads, except for students on probation or graduate students.

### **Application Materials**

All documents submitted as part of the admissions process become property of NMSU and will not be returned to the student. Application materials are retained for one calendar year for students who apply but do not attend.

## **INTERNATIONAL STUDENTS**

The general policies of the university as outlined in this catalog apply to international as well as domestic students. However, some special policies, necessitated by federal laws, are applicable to international students.

An international student is any individual attending NMSU while in the United States on a nonimmigrant student visa. Legal immigrants or refugees must present documentation of their status either to Admissions or to the International Student Services (ISS) Office in Las Cruces. Go to the following website for further information: <http://iss.nmsu.edu>

### **U.S. Citizenship & Immigration Services (USCIS):**

Some of the more important rules as established by the United States Department of Homeland Security for students in non-immigrant status such as F-1 or J-1 visa types 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 ISS Office. 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' schooling and/or submit an official diploma or a completion certificate..
2. Official transcripts showing the classes taken and grades earned for years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted unless received in a sealed envelope.
3. The scholastic average for the last three years of high school must be equivalent to 2.5 GPA on a 4.0

scale. International students are not admitted on a provisional or probationary basis.

4. Graduation from a high school in the United States does not automatically qualify an foreign student for admission to NMSU Grants. The student must also submit official transcripts from his/her foreign secondary school.

#### **Financial Support:**

No financial aid is available from NMSU Grants. The university reserves the right to demand an 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. Each prospective foreign student must submit a current financial support document with her/his application. This document must show that

1. The person providing the financial support has the necessary funds.
2. The funds can be transferred from the student's home country to the United States.

#### **English Language Proficiency:**

NMSU requires a score of 520 paper-based or 68 internet-based or better on the Test of English as a Foreign Language (TOEFL), or a score of 6.0 on the International English Language Testing System (IELTS), for all international students, both nondegree and degree seeking. International students may also demonstrate English proficiency by satisfactorily completing NMSU's Center for Intensive Training in English (CITE) programs. 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 (a) have attended the high school for at least two full semesters and (b) have scored in at least the 75th percentile in English on the ACT.
- 3) Students transferring from a junior 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 using methods accepted by the Office of Admissions.
- 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 website: <http://www.toefl.org>

NMSU Las Cruces conducts an Intensive English Language Program for undergraduates and graduate students pursuing degree programs at NMSU. International students are not admitted to the university for the sole purpose of studying English.

Prior to enrollment, each international student is administered an Academic English Proficiency Test. 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. International students excused from SPCD 111G will be required to take ENGL 111G, including students whose native language is English. 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 it admits, there may be several factors that would prohibit admission even though the potential international student meets all general requirements.

1. The Campus President may refuse to grant admission.
2. There may be a disproportionate number of International students or a disproportionate number of a particular nationality in one program.
3. Academic advisers, especially in the Graduate School, may not be available.
4. International students may be non-degree 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. There are some exceptions such as students admitted to NMSU's Intensive English Programs.
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 material, including the application for admission, letters of recommendation, transcripts or national examination scores and/or transcripts from colleges or universities (with an English translation), test scores including the TOEFL or IELTS, and proof of adequate financial support should be on file in the International Programs Office by the following suggested dates:

March 1 for fall semester

October 1 for spring semester

Contact the academic department for specific deadlines. Contact the Office of Study Abroad for exchange program admission deadlines.

#### **Miscellaneous Regulations:**

1. All International students must have health insurance for themselves and their dependents. Students without insurance will not be allowed to register.
2. All international students are required to purchase the NMSU health insurance. Exceptions for alternate health insurance plans must be pre-approved by the ISS Office. Students without insurance will not be allowed to register.
3. Upon arrival on campus new international students are not permitted to register until all International Program requirements are met, including taking the English screening examination. All International students are required to report to the NMSU Office of Student Services, Martinez Hall, Grants, New Mexico.
3. Undergraduate students are required to carry a minimum of 12 credits per semester.
4. Undergraduate students are required to carry at least 12 credits per semester. Students in non-degree exchange J-1 visa status must be engaged full-time in a prescribed course of study as determined by the NMSU Responsible or Alternate Responsible Officer (RO/ ARO).

#### **TUITION, FEES AND OTHER EXPENSES**

**Tuition/Fees:** Refer to the current Schedule of Classes, published each Summer/Fall and Spring for the current tuition, fees, and course fees. The university reserves the right to change any of the charges without notice.

#### **Tuition/Fees (Summer & Fall 2014; Spring 2015)**

##### **In-District**

Per semester, 12-18 credits **\$948.00**

Per credit hour up to 1-12 and over 18 **\$79**

**Out of District**

Per semester, 12-18 credits **\$1,032.00**

Per credit hour up to 1-12 and over 18 **\$86**

**Non Resident**

Per semester, 12-18 credits **\$1,968.00**

Per credit hour up to 1-12 and over 18 **\$164.00**

Members of the Armed Forces, their spouses and minor children (not otherwise entitled to claim residency) are eligible for tuition payment at the resident student rates upon presentation of certification from their commanding officer of assignment to active duty within New Mexico. Certification is required each time a student registers.

All enrolled members of the Navajo Nation who reside on the Navajo Reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state, out-of-district tuition rates at all times. A tribal certification may be required for out-of state residents.

All students attending summer sessions pay resident tuition.

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

**Application Fee:** A one-time, \$20 application fee and a completed application form must be submitted. This fee is waived for online applications. The fee, which is not refundable, is required of students who have not previously enrolled at New Mexico State University or one of its Community Colleges.

**Graduation Fees:**

- 1. Associate Degree .....\$25
- 2. Certificate Programs .....\$10

**Late Registration Fee:** 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.

**COURSE FEES (fees assessed per course)**

See each terms Registration Guide for lists of courses with additional fees.

**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 that 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 class schedule. Payments can be made by mail, web, telephone, or in person at Student Accounts in our 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. Students utilizing the payment plan for Fall and Spring terms will have the balance due in four equal monthly installments within the term. Summer terms have two installments within the term. A payment plan fee of \$20.00 is assessed to students using the plan for each campus enrolled. All financial aid received must be paid towards balances owed. Additional penalty charges may be assessed for failure to make payments when due. The University 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 class schedule. 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. No tuition adjustments will be made on classes of less than five weeks' duration. **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 option of the university. Should unforeseen circumstances beyond the reasonable control of the university result in curtailing classes, closing residence facilities, 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.

### **ESTIMATING OTHER EXPENSES**

In addition to the direct costs stated above, other expenses per semester may include such items as textbooks and supplies (estimated at \$300) and personal expenses (estimated at \$460).

### **RESIDENT, NONRESIDENT STATUS**

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

Information on the following programs may be obtained from the Office of Admissions:

- American Indian nations, tribes and 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.

- Special provisions consistent with the NMSU Service members Opportunity College and other agreements apply for active military and veterans-

### **FINANCIAL AID**

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

The 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 community. NMSU, the federal government, and the state of New Mexico all contribute to assist students and their families in pursuing higher education.

The financial aid office administers a broad spectrum of loans, grants, jobs, and scholarships in an attempt to meet the financial needs of the university's students.

The Office of Student Financial Aid and Scholarship Services awards financial aid to students according to their individual needs. Parents of students are expected to contribute to their child's education according to their ability, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future income. All information provided to the Office of Student Financial Aid is regarded as confidential.

Students applying for financial aid complete a Free Application of Federal Student Aid (FAFSA) designed to determine, in accordance with state and federal guidelines, the difference between what the student or family is expected to contribute and the cost of attending NMSU. Among the factors that determine the family's expected contribution are

- (1) annual adjusted gross income as reported to the Internal Revenue Service;
- (2) savings, stocks, and/or bonds;
- (3) other assets in the form of a business, farm, or real estate;
- (4) nontaxable income and benefits; and
- (5) student's prior year income and assets.

Students applying for financial aid should complete a FAFSA by visiting <http://fa.nmsu.edu> or <http://www.fafsa.ed.gov/>.

Please refer to the NMSU Financial Aid web site for more information on financial aid available in the financial aid office. A listing of programs and policies is available at <http://fa.nmsu.edu>.

**General Eligibility Requirements:** To receive financial aid you must:

1. Have financial need, except for some loan and work-study positions.
2. Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that are approved by the U.S.

Department of Education, or complete a high school education in a home school setting that is treated as a home school or private school under state law.

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's, bachelors, 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. If you don't have a Social Security number, you can find out more about applying for one at <http://www.ssa.gov>.
6. Make satisfactory academic progress (SAP).
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.

### Sources of Financial Aid

**Grants**—The foundation for the financial aid is the Federal Pell Grant, a federal grant available to undergraduate students with documented financial need. Pell Grants range from \$400 to \$5700, though these figures are subject to change each year. If a Pell Grant is insufficient to pay educational expenses, the student may be eligible to receive other types of aid, including a Federal Supplemental Educational Opportunity Grant (SEOG) or Leveraging Education Assistance Partnership Program (LEAP) Grant, and/or other miscellaneous grants.. These grants are awarded to undergraduate students who show exceptional financial need. Typically, all three types of grants do not have to be repaid.

**Loans**—Available to undergraduate students with financial need, Federal Perkins Loans are long-term, low-interest loans that must be repaid to the university according to federal guidelines. Repayment begins six or nine months after graduation or after enrollment drops below six credits.

Subsidized and unsubsidized Federal Stafford Loans are need-based, long-term loans available to undergraduate students. Students receiving a subsidized or unsubsidized Federal Stafford loan or a

Perkins must complete a debt-management session before NMSU will issue a check. In addition, students must complete an exit interview upon graduation or withdrawal from the university. Repayment of a Stafford loan begins six months after graduation or six months after enrollment drops below 6 credits. The interest rate is variable but will not exceed 8.25%. More information will be available at the time the loan is made.

**Work-study Programs**—The Federal Work-Study Program provides employment opportunities for selected undergraduate students with demonstrated financial need. The New Mexico Work-Study Program also provides employment opportunities for students; however, only New Mexico residents are eligible to participate in the program.

For more information on the U.S. Department of Education student aid programs, go to <http://studentaid.ed.gov/guide> (for financial aid) or see the NMSU Financial Aid website at <http://fa.nmsu.edu>.

### Awards

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

### Scholarships and Other Aid

State, institutional, federal, tribal, local company and agency scholarships may also be available. Amounts, deadlines and eligibility requirements vary. For more information and a complete scholarship list, contact the Office of Student Financial Aid and Scholarship Services, visit the university's scholarship website at <http://fa.nmsu.edu/sch.html>, or visit the Student Services Office which provides current information on local scholarships. Students planning to complete a Bachelor's degree through NMSU Las Cruces are reminded of the **March 1 deadline** for priority scholarship applications. Students will also need to have their status changed from Grants to the College of their choice, i.e. Education, Health & Social Services, etc.

Many students finance part of their education with scholarships, which may be awarded for academic achievement, special skill, talent, or because of the recipient's financial need.

## Major Scholarships for Entering Freshmen

For consideration, students must be admitted (tentative or final) to NMSU by March 1, and meet eligibility criteria at that time. Students must be NM residents and graduate from a New Mexico High School and attend at least one year at a New Mexico High School or be a New Mexico GED recipient. Students must enroll in the first regular semester directly following high school graduation. Recipients must be enrolled in degree-seeking courses at NMSU. Some scholarships may be funded in part by the New Mexico Legislative Lottery Scholarship beginning the second semester. A FAFSA application is or may be required for most scholarships. Scholarships are competitive and number of awards granted is limited. Entering freshman students must accept scholarships offered by July 1<sup>st</sup> (at NMSU Grants).

**President's Scholarship: Tuition and Fees**—High School Requirements: minimum 2.5 GPA. Renewable: 2.5 cumulative GPA and 12 graded credits each semester. High School Seniors and current students are advised to apply early, March 1 for the Fall semester and December 1 for the Spring semester.

**New Mexico Legislative Lottery Scholarship**—Awarded in the second semester of the freshman year for qualified students completing 12 credits with a semester GPA of 2.5. Renewable: 2.5 cumulative GPA and 12 new graded credits each semester at a community college. \*Students at a community college must be classified as Bachelor's seeking by their 5<sup>th</sup> semester on Lottery. Renewable for 7 total semesters at a four year college; 2.75 GPA at a four year college.

## Financial Aid Satisfactory Academic Progress

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure that financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which a student did not receive financial aid. All transfer work is taken into account when satisfactory progress is reviewed.

- **Qualitative Progress:** Undergraduate students must maintain a cumulative GPA of at least 2.0 (a C average). Grade point values are A=4.0, B=3.0, C=2.0, D=1.0, F=0. Grades of I, CR, RR, PR, NC, W, AU are not calculated in the GPA.

- **Completion Rate:** Students must complete a minimum of 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), or no credit (NC) is not considered completed course work. Repeated courses are included in this calculation.
- **Maximum Time Frame:** Student must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer course work are included in the student's maximum time frame calculation.
- Recipients of financial aid grants and loans who drop credits or withdraw may be required to return all or a portion of awarded Title IV funds. Further information regarding the return of Title IV funds is available on the NMSU web site at [http://fa.nmsu.edu/title\\_IV.html](http://fa.nmsu.edu/title_IV.html).

## Financial Aid Suspension

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

## The Appeal Process

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

## RESOURCES FOR STUDENTS

**Academic Advising:** The Student Services Office offers centralized academic advising throughout the academic year to meet the needs of its student population. Academic advising is an ongoing, shared partnership between a student and an adviser that focuses on helping the student identify, plan and achieve academic, career and life goals.

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

In an academic advising session students and advisers engage in:

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

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

### **When to seek advising**

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

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

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

### **WEB REGISTRATION**

After being admitted and receiving academic advising, eligible students may register for classes on

the Web at my.nmsu.edu. For additional information, refer to the current Schedule of Classes. All new students must complete the Campus SaVe Act training prior registration.

Upon completing online registration, a copy of the registration document is emailed to your myNMSUedu email.

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

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

### **ID CARD SERVICES**

The NMSU Aggie I.D. card is the primary source of student identification for the campus. The I.D. card is available in Student Services’ Admission Office. The first card is free; replacement cards are \$25.

### **Student Accessibility Services**

Students Accessibility Services (SAS) coordinates university efforts, to provide access and opportunity to students with disabilities, including students who have disabilities that are apparent and non-apparent. Students wanting to learn more about services or accommodations available to those with a documented disability should contact the SAS office. Advanced notice in planning services is strongly encouraged. NMSU is committed to providing an accessible institution to all individuals. For more information, please visit the Vice President for Student Service’s Office in Martinez Hall or call 287-6628.

**Career Counseling:** Student Services is available to assist students in career planning and assessment. A limited listing of current employment is maintained in our office. Students are encouraged to check the career bulletin board, which is kept current. Assistance with resume writing and interviewing techniques is available through resources in the Adviser’s Office, individually by appointment, or at the Student Success Center, room 125, Martinez Hall.

Professional Career Counseling assessments are also available in Student Services.

**Internships:** Information is available on internship opportunities offered by government, nonprofit organizations, and business/industry. During the summer months and throughout the academic year, interns may arrange for academic credit for internships. Speak with an adviser in Student Services for information.

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

**Cooperative Learning Program:** NMSU Grants Cooperative Learning Program, also known as “Co-op”, provides degree-related work experiences with employers from the surrounding area. The program contributes to the students' total educational experience and realization of career goals by integrating theory and practical application. For more information, students are encouraged to contact the Program Manager and refer to the program of study in the Catalog.

**Adult Basic Education (ABE):** The Adult Basic Education program at NMSU Grants provides instruction to adults (16 and over) in GED test preparation; Pre-GED and basic skills in English, reading, and math. Upon enrollment of the program, learners' skills are assessed and a learning plan is developed based on assessment results. Learners work on skill development through small group classroom instruction, computer-based learning, tutoring, and/or self study. All services are free of charge except the GED tests which carry a fees. Enrollment requires a New Mexico ID and Social Security card. Learners under 18 must have parental and school board permission. Interested adults are encouraged to call the ABE office at 287-6662.

**Bookstore: MBS Direct – Virtual Bookstore**  
NMSU Grants utilizes textbook services through a virtual, online bookstore. MBS Direct is your official source for textbooks required by NMSU Grants.

Refer to the current Schedule of Classes for information and visit: <http://bookstore.mbsdirect.net>.

Barnes and Noble College Bookstore provides texts for all other NMSU campuses and courses.

### **Technology**

#### **Information and Communication Technologies**

Information and Communication Technologies (ICT) supports access and success at NMSU. Through their projects and daily activities, ICT provides resources and services to support the educational, research, and public service missions of the university. ICT provides computer labs throughout the Grants campus that provides PC's and Mac's loaded with computer software to meet the academic needs of NMSU students. Access to other campus resources including wireless zones, account management, equipment checkout, and learning technologies are readily available. Student admissions, registration, financial aid, and grades are accessible on the web for easy student use through myNMSU.edu.

For further information, contact ICT in Las Cruces:  
MSC 3AT, NMSU  
P. O. Box 30001, Las Cruces, NM 88003-8001  
(575) 646-1840 or email [help@nmsu.edu](mailto:help@nmsu.edu).  
ICT's web homepage is located at <http://ict.nmsu.edu>.

For assistance in Grants, go to the IT Office in Martinez Hall or call 505-287-6666.

#### **NMSU Grants Computer Usage Guidelines**

NMSU Grants provides four computer labs for student use only located in Room 122 (Drafting – CAD), Room 121 (Business), Room 307 (Computer Science) and Room 127 (Student Success Center). The Business, Computer Science, and CAD labs are available only during class time or for majors on an individual basis. The computer lab in the Student Success Center (SSC) is an open lab available to all students, but is not available for public use. The hours for the SSC open lab change from semester to semester and are posted on the door.

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

NMSU Grants is a completely wireless campus. Wireless access is available everywhere on campus.

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

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

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

#### Acceptable Use:

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

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

#### General Rules:

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

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

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

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

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

Students may refer to:

<http://ict.nmsu.edu/Guidelines/index.html> for additional NMSU security, policies, and guidelines.

**Distance Education Advising:** Advising is available for transitioning to a Bachelor's degree program

through NMSU Grants' Transfer Advisor and NMSU Distance Education. As a student is nearing completion of an Associate's degree, the student will be referred to the Transfer Advisor, College advisor or NMSU Las Cruces' Transfer Center. The Transfer Advisor is available in Student Services, Martinez Hall. The Transfer Center in Las Cruces is located in the Educational Services Building, room 6. Contact information: 575-646-8011, [transfer@nmsu.edu](mailto:transfer@nmsu.edu).  
Transfercenter.nmsu.edu

Refer to pg. 60 additional information on Bachelor's degrees available through the Distance Education program.

**Education Resource Center (ERC):** The Education Resource Center (McClure Hall, Rm 302) provides educational resources for students entering the teaching profession. In addition to professional development materials, the ERC provides access to subject-level curricula, children's literature and state-of-the-art educational technology.

**Library:** The NMSU Grants Library makes available books, magazines, newspapers, and journals to NMSU students, faculty, and members of the community. Access is provided through the NMSU Library Catalog online and through online article databases. Audio-visual materials are available to faculty for checkout and to students and members of the community to view in the library. Students may check out videos that correspond with their math coursework. Internet access is available at twelve public computer workstations and self-service photocopies are available for a nominal fee per copy. Helpful library staff is on hand to assist anyone with their research needs. The Library houses a collection of New Mexico legal materials as a service to the local community, but no longer maintains a Law Library. The Library's current operating hours are posted outside the library entrance and on the library's website. You may call 287-6637 for the most up-to-date information or visit the Library's website: <http://grants.nmsu.edu/library/>.

## **SMALL BUSINESS DEVELOPMENT CENTER**

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

Development Center Network, SBDC's experienced staff can help you:

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

### **Specialized Consulting**

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

### **Business Education**

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

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

**Student Conduct:** The policies and procedures related to student conduct are published in the NMSU Grants [Student Code of Conduct and related policies Handbook](#) available from Student Services. The Vice President for Student Services serves as the NMSU Grants Discipline Officer for student non-academic misconduct. The Vice President for Academic Affairs serves as the Hearing Officer for academic misconduct.

**Student Government/Student Activities:** The Associated Student Government (ASG) has been established to provide students with a vehicle to provide input to administrators, organize and support student activities, and assist with various campus events. Clubs, based on various student interests and

activities, are established each year. Examples include Phi Theta Kappa, Native American Club, Student Business Club, and others. To find out more about getting involved in student government or the various clubs, go to [grants.nmsu.edu](http://grants.nmsu.edu) or Student Services office at 287-6678.

**Student Success and Testing Center:** Located in Martinez Hall, Room 125, the Student Success Center (SSC) offers registered students a quiet study area, test proctoring, and free one-on-one tutoring in most subjects. There are both student tutors and professional tutors available at no additional cost. The SSC is also the college testing center (room 126), administering the COMPASS test to new students, as well as specific classroom testing. The SSC offers a variety of software for tutoring. The Open Computer Lab (Room 127) is a part of the SSC.

**Children on Campus:** Children should not be left unattended anywhere on campus, including the Cyber Café, Library, Student Lounge, and the TV area. Refer to the Computer Usage Guidelines *on* pages 19-20 for additional information. Occasionally faculty may permit children in the classroom, however the student must discuss this with their instructor prior to class and this would be an exception. NMSU Grants offers childcare opportunities (at cost) to students, faculty and staff. Children ages 2–12 may be enrolled in the campus-based child care facility. For more information on child-care, please phone Small Wonders Child Care Center at 287-8373.

## **MILITARY/VETERANS & FAMILY MEMBERS**

### **MILITARY AND VETERANS PROGRAMS (MVP)**

NMSU is a military-friendly university and an institutional member of the Servicemembers Opportunity Consortium (SOC). NMSU Military and Veterans Programs promote lifelong learning and professional development for veterans, active-duty military and their families; assisting them in their higher educational 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 Veterans Affairs education benefits
- Easily transferable credits that count toward degrees at NMSU
- GoArmyEd participation

- Courses taught online and at locations on and near regional military installations
- Innovative technology and course delivery methods

NMSU 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/Attendance and Satisfactory Progress**

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. VA students are encouraged to apply online for their Educational Benefits at <http://www.gibill.va.gov>. For continued verification students must submit Class Schedule to the NMSU VA Certifying Official(s) in Student Services.

Veterans must notify the Veteran's Programs Office when any of the following occurs:

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

VA educational benefits are payable for regular attendance in courses that are part of the veteran's declared program. VA educational benefits are not payable for the following:

1. Classes not attended regularly
2. Repeat of a course for which a passing grade was received
3. Classes for which credit is received through successful completion of a proficiency test of grade by examination
4. Classes taken on an audit basis
5. Classes which are dropped
6. Classes taken that are not part of the veteran's program (major) curriculum

### **COSTS**

#### **ACTIVE-DUTY**

Active-duty military personnel (Armed Forces), stationed in New Mexico or at Fort Bliss, Texas may complete an "Active Duty Military Waiver" to qualify for in-state tuition. Spouses and minor children of active-duty personnel who are stationed in New Mexico and Fort Bliss, Texas who are not otherwise entitled to claim in-state residency, may apply for in-state tuition by submitting a "Resident

Tuition Application for Active-Duty Military” to the NMSU Registrar’s Office.

Applications are available at the NMSU Registrar’s Office or by contacting the Military Coordinator for Student Success at MSC 3CEL, NMSU, P. O. Box 30001, Las Cruces, NM 88003-8001, or call (575) 646-6216.

### **Veterans**

Veterans receiving U.S. Department of Veterans Affairs education benefits are eligible for in-state tuition through the Veterans In-State Tuition Act by submitting a "Resident Tuition Application for Veterans of the U.S. Armed Forces" waiver. For further information concerning approved programs and application process, eligible persons should contact Military and Veterans Programs at Garcia Annex, room 141, by phone (575) 646-4524, by email at [va@nmsu.edu](mailto:va@nmsu.edu). or online at <http://nmsu.edu/va>.

Veteran students enrolled under the following programs are responsible for their tuition and fees in the same manner as a nonveteran student:

- Montgomery GI Bill-Active Duty (CH30)
- Dependents (CH35)
- Montgomery GI Bill - Selected Reserve (CH1606)
- Reserve Educational Assistance Program (REAP)
- Post 9/11 (CH33)

Tuition and fees of students enrolled under the Vocational Rehabilitation Program (CH31) will be paid by the U.S. Department of Veterans Affairs under contract with the university.

## **RESOURCES FOR STUDENTS**

### **Servicemembers Opportunity Consortium (SOC)**

The NMSU system has been designated a Servicemembers Opportunity Consortium university. As a member of SOC, NMSU 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 SOC coordinator through Military and Veterans Programs at MSC 4740, NMSU, P.O. Box 30001, Las Cruces, NM 88003-8001 or (575) 646-4524.

## **REGULATIONS**

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

### **GoArmyEd**

Soldiers must first be admitted to NMSU before they may enroll in any classes at NMSU. Only enrollments verified through the GoArmyEd portal will be eligible for Tuition Assistance (TA). It is the soldier’s responsibility to process all class withdrawals through both GoArmyEd and NMSU systems in accordance with institutional policies and procedures. For further information, contact the Military Coordinator for Student Success at MSC 3CEL, NMSU, P. O. Box 30001, Las Cruces, NM 88003-8001, or call (575) 646-6216; or in Grants, speak with the VA Certifying Official(s) at (505) 287-6678.

## **CREDIT FOR MILITARY SERVICE**

New Mexico State University 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 Military Occupational Specialties (MOS) must have a recommendation evaluation by ACE (in the ACE Guide) 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 Student Services. The Office of the Registrar in Las Cruces will review the merits of the appeal and render a decision. The decision of the Registrar 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 Associate Dean. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, National Guard and Reservists who are a current student or a student applying for admission to New Mexico State University 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), 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.

**NOTE:** Students submitting military transcripts for credit evaluation must keep in mind the Maximum Time Frame policy. See FINANCIAL AID section; paragraph FINANCIAL

### **Veterans' Attendance and Satisfactory Progress**

The U.S Department of Veterans Affairs requires all veterans receiving VA education benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for over-payments. Satisfactory progress and regular class attendance are expected of such students.

If a veteran receiving benefits is suspended for academic reasons, benefits are terminated and will be restored only after readmission to NMSU.

If the university has liability claims filed against it as a result of a veteran failing to meet compliance requirements of the U.S Department of Veterans Affairs, the university will not release any academic records on the veteran until such time as the veteran

has reimbursed the federal government for funds drawn in violation of those requirements.

A student receiving VA education benefits who is pursuing a degree program offered by New Mexico State University should adhere to the curriculum of that program. Failure to do so will result in the student being certified for less than full-time status or becoming liable for an overpayment.

### **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 Certifying VA Official in Student Services, Martinez Hall. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, last day of class attendance.
- b) NMSU Registrar. All students presenting their orders to the Office of the Registrar, (575) 646-3411, will receive a military withdrawal from classes and a full tuition and fees refund for that semester.
- c) Bookstore. Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders.

## **RECOGNITION FOR ACADEMIC ACHIEVEMENT**

### **Crimson Scholars Program**

Crimson Scholars is a recognition program for academically superior students.

Crimson Scholars receive a number of benefits, including:

- Automatic eligibility for all Honors courses
- Early registration
- Special advising
- Notation on college transcript
- Recognition in the commencement program
- A lapel pin

To be eligible for the Crimson Scholars Program, all students must be degree seeking and enrolled for three or more credits per semester at NMSU. New entering freshmen must have a minimum ACT standard composite score of 26 or better or an ACT score of 24 and a 3.75 High School GPA. Eligibility for currently enrolled students is a minimum cumulative GPA of 3.5 for 12 or more graded credits

at NMSU. Sophomores, Juniors, and Seniors (28 or more credits) must maintain a minimum cumulative GPA of 3.5. Transfer students must have at least a 3.5 cumulative GPA for 12 or more graded credits from their previous institution(s) or complete 12 or more graded credits at NMSU and maintain a 3.5 cumulative GPA for eligibility. Currently enrolled Crimson Scholars whose cumulative GPAs drop below the required 3.5 or the minimum 3 credits/semester will be dropped from the program. A new Crimson Scholar *eligible* computer list will be run every semester on September 15 and February 1.

For additional information, contact the Vice President for Student Services.

**President’s Published Report of Academic Achievement**

Following the close of the semester, the university will publish a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students in the college will be named to the President’s Published Report of Academic Achievement.

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

**Phi Theta Kappa**

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

**REQUIRED COURSES**

**NEW MEXICO HIGHER EDUCATION DEPARTMENT COMMON CORE**

General Education at NMSU 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 General Education 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](http://www.hed.state.nm.us). The current approved NMSU courses are listed below under each of the five general education areas:

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

**English Composition – Level 1**

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

**English Composition – Level 2**

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

**Oral Communication**

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

**AREA II: MATHEMATICS/ALGEBRA (Select 3 credits)**

E ST/STAT 251G, Statistics for Business and Behavioral Sciences.....3  
 HON 210G, The Accidental Mathematician .....3  
 MATH 112G, Fundamentals of Elementary Mathematics II...3  
 MATH 121G, College Algebra .....3  
 MATH 142G, Calculus for the Biological and Management Sciences.....3  
 MATH 190G, Trigonometry and Precalculus.....3  
 MATH 191G/MATH 191GL,, Calculus and Analytic Geometry I .....3  
 MATH 192G/MATH 192GL, Calculus and Analytic Geometry II.....3  
 MATH 210G, Math Appreciation .....3  
 MATH 291G, Calculus and Analytic Geometry III .....3  
 MATH/HON 275G, Spirit and Evolution of Mathematics .....3  
 STAT 271G, Statistics for Psychological Sciences3

**AREA III: LABORATORY SCIENCE (Select 8 credits)**

AGRO/HORT 100G, Introductory Plant Science .4  
 ANTH 130G/ANTH130GL, Human's Place in Nature:  
   Introduction to Biological Anthropology ..... 4  
 ASTR 105G, The Planets ..... 4  
 ASTR 110G, Introduction to Astronomy ..... 4  
 BIOL 101G/101L, Human Biology..... 4  
 BIOL 110G, Contemporary Problems in Biology... 4  
 BIOL 111G/111L, Natural History of Life ..... 4  
 BIOL 211G/211L, Cellular and Organismal Biology ..... 4  
 C S 171G, Introduction to Computer Sciences..... 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  
 GEOG 111G, Geography of the Natural Environment..... 4  
 GEOL 111G, Survey of Geology ..... 4  
 GEOL 212G, The Dynamic Earth..... 4  
 FSTE 164G, Introduction to Food Science Technology ..... 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 120, Introduction to Acoustics ..... 4  
 PHYS 211G/212GL, 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/Laboratory ... 4  
 PHYS 222G, General Physics for Life Sciences  
   II/Laboratory ..... 4

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

AGE 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 Sciences ..... 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, Introduction to Sociology..... 3  
 SOC 201G, Contemporary Social Problems ..... 3  
 S WK 221G Introduction to Social Welfare..... 3  
 W S 201G, Introduction to Women's Studies ..... 3  
 W S 202G, Representing Women ..... 3

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

ART 101G, Orientation in Art..... 3  
 ART 110G, Visual Concepts..... 3  
 ART 295G, Introduction to Art History I..... 3  
 ART 296G, Introduction to Art History II..... 3  
 DANC 101G, Dance Appreciation ..... 3  
 ENGL 115G, Perspectives on Literature ..... 3  
 ENGL 116G, Perspectives on Film..... 3  
 ENGL 220G, Introduction to Creative Writing..... 3  
 ENGL 244G, Literature and Culture..... 3  
 HIST 101G, Roots of Modern Europe..... 3  
 HIST 102G, Modern Europe ..... 3  
 HIST 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, The World Theatre .....	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 124, 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 Theater.....	3

**Alternatives for 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 office of the college associate dean or with college advisers.

**ACADEMIC REGULATIONS**

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

**University Credits:**

The unit of university credit is the semester hour, which is the equivalent of one hour's recitation (lecture) or a minimum of two hours of practice per week for one semester.

**Class Rank (Classification):**

A student's classification depends upon the number of credits completed toward graduation. 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

dean of the student's college. To be eligible to take an overload, the student must have a cumulative grade-point average for the two preceding semesters of 2.5, with no grade less than C. A one-credit course in physical activity may be taken without being included in the calculation for determining an overload. No freshman will be permitted to assume an overload. Students may enroll for non-NMSU courses only upon approval of the dean of their college. Such courses must be counted as part of a student's class load.

**BASIC ACADEMIC SKILLS**

NMSU requires all students to demonstrate basic academic skills in both English and mathematics to ensure that they have the abilities to succeed in upper-division courses numbered 300 or higher. First time students must meet both of these requirements before enrolling in any upper-division courses. Transfer students with 45 or more credits will be allowed to enroll in upper-division courses for one semester. After that point, they must meet both of these requirements before enrolling in upper-division courses. The options for satisfying basic skills in English and mathematics are listed below.

Completion of basic skills requirements will not necessarily satisfy university general education requirements in English and mathematics. Students should consult the "General Education Courses and Requirements" section in this chapter for these requirements.

**English Basic Skill Requirement Options**

- 30 ACT English Score. Students may satisfy basic skills requirements in English by scoring 30 or higher on ACT English exams. However, students must still earn credit for ENGL 111G by one of these options:
- ENGL 111G or ENGL 111H. Students may satisfy English basic skills by passing ENGL 111G with a grade of C or higher.
- CLEP Credit. Students may earn credit for ENGL 111G or ENGL 111H by taking the College Level Examination Program (CLEP) subject exam in freshman college composition with a score of 57 (top quartile) or higher.
- Advanced Placement Credit. Students may receive advanced placement credit for ENGL 111G or ENGL 111H by scoring 3, 4, or 5 on the English Advanced placement Exam.
- Transfer Credits. Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of C or above from another accredited institution.

- *Transfer Credits. Non-accredited Institutions.* Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of C or higher from a non-accredited institution, and by writing a theme which is judged adequate by Department of English.
- *Developmental Courses.* Students who score below 12 on the ACT English exam must pass two developmental English courses (CCDE 105N, CCDE 110N) before enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass one developmental English course (CCDE 110N) before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits earned in developmental courses may not be applied toward degree requirements.

**Mathematics Basic Skills Requirement Options**

- *23 ACT Mathematics Score.* Students may satisfy basic skills requirements in mathematics by scoring 23 or higher on ACT mathematics exams. However, students must still fulfill the general education math requirement.
- *Coursework.* Students scoring below 23 on ACT mathematics exams and below 70 on the Compass Math scores may satisfy basic skills in mathematics by earning a grade of C or higher in one of the following courses or course combinations: (a) CCDM 112n and CCDM 113n; (b) CCDM 114n; (c) MATH 111 and MATH 112G; (b) any mathematics course numbered 120 or above. New students are placed in these courses according to their high school GPAs and their ACT scores in mathematics or COMPASS scores. Any new student may choose to take the COMPASS Math test towards a higher placement. Placement does not earn academic credit, and placement in a mathematics course numbered 120 or highr does not satisfy the basic skills requirement.
- *Advanced Placement Credit.* Students may receive credit for courses which may satisfy basic skills in mathematics by taking the math Advanced Placement Exam, through Las Cruces.
- *Developmental Courses.* Students who score below 23 on the ACT mathematics exam must take the mathematics placement test and will be placed in the appropriate CCDM course or courses before enrolling in university-level mathematics courses.

*Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits in development courses will not count towards degree requirements.*

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

**University Grading System:** Grade reports are not automatically mailed to students. Students can access grades and credits by the web using [my.nmsu.edu](http://my.nmsu.edu). It is the responsibility of the student to provide updated grade addresses to the Office of the Registrar. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The NMSU grading system is expressed in letters, which carry grade points used in calculating the cumulative grade-point average as follows:

Letter grade	Grade points per unit of credit
A+	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	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 grade point average, the total credits in which grades of A, B, C, D, or F have been assigned is divided into the total number of*

*grade points earned. Receiving a plus (+) or minus (-) does not affect the number of points earned.*

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

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

**Co-requisite:** A co-requisite is a course that is required to be taken in conjunction with another course.

**Repeating Courses:** A student may repeat a course in which a D or an F grade has been earned at this university. A computable grade (excluding I, W, RR, AU, CR, S, or U) in a repeated course may be **substituted** in the calculation of the grade point average; **however, the original grade earned also remains on the transcript.** The first occurrence with a C or better grade will count in earned 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:** The grade of "I" (Incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply for removing or changing an I grade:

1. Instructors may assign an "I" only if the student is unable to complete the course due to **circumstances beyond the student's control that develop after the last day to withdraw from the course.** Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, or similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an "I." In no case is an "I" to be used to avoid the assigning of D, F, U, or RR grades for marginal or failing work.

2. To assign an Incomplete, the instructor must complete the Incomplete Grade Information Form. The form must be signed by the student and the instructor and initialed by the Program Manager and the Vice President for Academic Affairs. The form must be turned in with the instructor's grade sheets for the semester. The instructor will state in writing the steps necessary to complete the remaining course work (including the date by which all coursework must be submitted) or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the Incomplete will not be removed). The student will sign this document or a copy of the document will be mailed to the student's official permanent address as recorded in the Registrar's Office.
3. The student is entitled to have the Incomplete removed from his/her transcript only if the work is completed as specified on the Incomplete Information Form, in a manner satisfactory to the instructor. The work must be **completed within 12 months** after the Incomplete is assigned and, prior to the student's graduation, or within a shorter period of time if specified by the instructor on the Incomplete Information Form. If the student fails to complete the coursework, the instructor may change the Incomplete to any appropriate grade (including D, F, or U) providing that the instructor stated that this would occur on the Incomplete Information Form.
4. I grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the Incomplete or prior to the student's graduation, whichever comes first. To remove an Incomplete, the instructor must complete the Change of Grade Form and file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or U. 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 Incomplete was previously earned, but re-taking the course will not result in a removal of the Incomplete from the student's transcript.

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

**RR Grade:** The RR grade applies to designated skill development undergraduate courses approved by the 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-register and successfully complete the course in order to earn credit. **The grade of RR may be received only once in any given course** and it remains on the student's transcript.

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

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

These limitations do not apply to interim, honors, and courses officially designated S/U.

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

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

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

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

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

#### **Adjusted Credit Option:**

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

A \$10 fee is required for submitting an adjusted credit option application. Application forms are available in the Student Services office.

Students applying for the adjusted credit option must:

1. Not hold a baccalaureate;
2. Be currently enrolled as a regular or non-degree student.
3. Have a cumulative grade point average of less than a 2.0 at NMSU;
4. Have successfully accumulated fewer than 60 transfer plus NMSU credits;
5. Exercise the option during the fall or spring semester before the last day to 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 grade point average. The repeat rule for the courses starts anew for students who have taken the adjusted credit option. Credits covered by this option are shown on the transcript with a notation, and all course work attempted is shown. Under no circumstances will a

transcript of this record be issued that does not include all courses attempted at this university. 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 at NMSU after the period of adjustment

### **Transfer Credits**

For the policy on transfer credits see “Transfer of Credits at NMSU” earlier in this chapter.

### **Credit by College Level Examination Program (CLEP)**

Prior to or during a student’s enrollment at NMSU, 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 the student 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.

A current NMSU CLEP policy as well as test schedule information is available through Testing Services DACC East Mesa, room 210. Testing Services may be reached at (575) 528-7294.

### **Advanced Placement**

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5 may 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**

Special provisions consistent with NMSU Senate and Faculty legislation 24-07/08 and the American Council on Education (ACE) - see section Military/Veterans and Family Members.

### **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 is already registered, he may be permitted to challenge the course.

A student desiring to apply for special examination may obtain the necessary forms from the Office of the Registrar. The fee for challenging a course is the same as the approved tuition rate.

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 instructor, provided the facilities are 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 and graduate students. 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. It is the responsibility of the student to initiate official withdrawal from a course.

Forms are available from the academic advisor. Courses may not be added or dropped after the cutoff date indicated in the university calendar. For refund policy, see the “Costs” section of the catalog.

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

- 1) No grade is assigned during the registration period.
- 2) A *W* grade is assigned to any student who officially drops a course during the first half of its duration. A student may not officially withdraw from 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.

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

Any person attending under Veterans Educational Assistance must notify the Office of 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. All such withdrawals will be registered on the student's transcript. It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. On the main campus, withdrawal begins at the Registrar's Office. At all other campuses, withdrawal begins at the Student Services Office. Applicable dates are published in the university calendar for all regular sessions.

#### **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 refunds. On the Las Cruces campus, withdrawal begins at the Registrar's Office. At all other campuses, withdrawal begins at the Student Services Office.

#### **Attendance and Student Performance**

Students are expected to attend regularly all classes for which they are registered. Students making satisfactory progress in their classes will be excused from classes when they are representing NMSU on a university sponsored event (e.g. ASNMSU president representing NMSU at legislative session, student athletes competing in NMSU scheduled athletic event, or students attending educational field trips and conferences). Authorized absences do not relieve the student of their class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Specific class attendance requirements are determined by the instructor of the course.

When the number of absences hinders a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from the class. Based on the recommendation of the instructor and with the concurrence of the course department head and the Vice President for Student Services, a student will be dropped for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision through the Student Academic Grievance Policy.

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

Students not enrolled may visit classes only with the permission of the instructor.

#### **Administrative Withdrawals**

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

#### **Privacy Rights (FERPA)**

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

NMSU Grants will request students sign a release of information for various requests such as scholarship recommendations, information provided to family members, and for the use of student photos in our publications. These release forms are available at the Business Office/Student Services in Martinez Hall.

#### **Social Security Numbers in Student Records**

As required by law, social security numbers are collected from prospective and current students who 1) plan to

seek employment on campus or 2) wish to receive financial aid. In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

### **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. Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a contractual agreement, and at no hearing should either party have a lawyer. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below. Should the alleged grievance not involve a faculty member or course, the student is to appeal directly to the department head or associate dean for academics in whose area or college the alleged grievance occurred.

1. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than 30 days into the fall semester following the summer session in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and department head within ten working days of receipt of the student's written appeal. Should the course under appeal be a library course, the student or faculty member should appeal to the associate dean of the library as the next step.
2. Appeal to the department head: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the department head in which the course in question is taught. This is to be done within ten days of the receipt of the faculty member's written decision. The faculty member, the department head, and the student are to meet to discuss the problem. The department head will send a written response outlining his or her decision to the student and faculty member within ten days of this meeting.
3. Appeals to the Vice President for Academics: If a satisfactory decision cannot be reached among the department head, the faculty member, and the student, the student or the faculty member may submit a written state of appeal to the associate dean for academics of the college in which the course was taught. This is to be done within ten working days after the receipt of the written decision by the department head. The associate dean may request a written recommendation from an Academic Appeals Board. Should this be the case, the Academic Appeals Board will conduct a hearing with the student and faculty member (not necessarily at the same time) to review the merits of the appeal. They may also ask for supporting evidence for or against the appeal. The Academic Appeals Board will submit the written recommendation to the associate dean within five working days following the conclusion of their process. The associate dean may meet with the student, faculty member, and department head to discuss the appeal (not necessarily at the same time). The associate dean will submit a written response outlining his or her decision to the student, faculty member, department head, and dean within ten days of the last meeting.
4. Appeals to the President: The President of NMSU Grants 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 President is the last step in the appeals process and the President's decision cannot be appealed further. Should the President

not choose to review the appeal, the decision of the Vice President for Academics is final.

5. Exceptions to the time involved: The Vice President for Academics 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:**

NMSU Grants has created an Academic Misconduct Appeals Committee (AMAC). Refer to [grants.nmsu.edu/academic\\_misconduct](http://grants.nmsu.edu/academic_misconduct) for current forms and protocol.

#### **Maintenance of Records:**

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

#### **Academic Misconduct**

Students at NMSU are expected to observe and maintain the highest academic, ethical, and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action.

Academic misconduct includes, but is not limited to, the following actions:

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

#### **ACADEMIC STANDING**

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

#### **Academic Warning, Probation and Suspension:**

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

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

#### **While under Academic Warning the following restrictions apply:**

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

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

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the

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

#### **Summer Courses:**

A student may use summer classes to try to get warning or probationary status removed. Under no circumstances may a student on Academic Warning or Academic Probation be allowed to register for an overload. Academic warning status is continued if the student withdraws from the university. Probation or suspension status applies to all subsequent enrollments.

#### **Academic Probation**

There are two stages in Academic Probation.

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

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

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to regular status. Until the latter happens the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a

2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I.

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

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

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

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

#### **Transfer students.**

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

#### **Continuing in probationary status**

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

#### **Removal of Academic Probation**

Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions:(1) a transfer student may not remove probation by summer work alone;(2) if an I grade is removed after the student has enrolled, the new grade's effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled;(3) exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

#### **Academic Suspension**

When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while

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

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

#### **Effect of summer attendance**

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

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

#### **Disciplinary Probation and Suspension**

NMSU expects all students to regard themselves as responsible citizens on campus and in the community. Repeated misconduct and major violations will cause the student to be subject to immediate suspension or expulsion from the university.

The general rules and regulations applicable to students are in the "Student Code of Conduct" of the Student Handbook or can be obtained from the Admissions office.

#### **Student Responsibility**

The ultimate responsibility for planning an academic program in compliance with university, college, and departmental requirements rests with the student. In addition, the student bears ultimate responsibility for understanding all matters of the Undergraduate Catalog.

#### **GRADUATION REQUIREMENTS**

The ultimate responsibility for planning an academic program in compliance with university and departmental/program requirements rests with *the student*. To earn an Associate Degree at NMSU Grants Campus, a student must:

- complete a minimum of 66 (or more, if required by a specific degree) semester credits and have an average of a 2.0 GPA in courses taken at NMSU.
- **The last 15 semester credits for an associate degree must be taken in residence at NMSU Grants or one of the other NMSU campuses. Exceptions to this policy will need to be directed to the Vice President for Academics.**
- Courses with an "N" suffix do not apply to any degree.
- CLEP and course challenge credits cannot be used as part of the student's last 15 semester credits.

**Curricular requirements for a specific degree may be met by completing all of the course requirements for that degree as set forth in the catalog of matriculation provided that the selected catalog is not more than six years old when the requirements for graduation are met. This rule applies only to the course requirements and number of credits as specified for the degree. In all other cases, the current catalog is effective. Catalogs are effective Summer Session I through Spring Semester.**

#### **Filing Notice of Degree Candidacy:**

Degree candidates are required to file an Application for Degree and pay graduation fees for each degree sought. This fee (\$10 for one-year certificates, \$25 for associate or bachelor's, and \$35 for graduate degrees) will be included or session in which the candidate anticipates completing degree requirements. If degree requirements are not completed during the semester or session, the student must reapply and pay the appropriate fees. The Application for Degree form is available online through the MyNMSU website. It must be completed and submitted to the Office of the Registrar by the deadline for the semester/session. A \$25 late fee

applies to applications received after the first day of class, and no applications will be accepted after midterm.

A student must specify choice of catalog as indicated under “Graduation Requirements.”

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

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

**Attendance at Commencement:** The Registrar, through the Vice President for Student Services, certifies eligibility to participate in commencement exercises held at the end of the spring semester. Eligible candidates and degree recipients from the previous Summer, Fall, or Spring semesters may participate in the ceremony. Participation in commencement does not, in itself, mean that a student is considered an NMSU graduate. In order to receive an associate degree, a student must fulfill university requirements. The degree will reflect the date when all requirements were met.

### **Transcripts**

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.

Your name on the transcript will be the same as on your 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.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

**Note:** Curricular requirements for a specific degree may be met by completing all of the course requirements for that degree as set forth in the catalog of matriculation provided that the selected catalog is not more than six years old when the requirements for graduation are met.

### Associate of Arts Degree

This degree represents the completion of the first two years of most bachelor's degree programs in the College of Arts and Sciences. Students following the Associate of Arts degree are advised to select courses that fulfill the General Education requirements for all bachelor's degree programs at New Mexico State University. It is recommended that students plan their elective courses to meet other requirements for their bachelor's degree. Undecided students are advised to follow this degree plan because it provides flexibility while deciding upon a major. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss a specific program of study.

### Associate of Science Degree

This degree represents the completion of the first two years of several bachelor's degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss their program of study.

### Associate in General Studies Degree

Students who would like to design their own two-year program may do so under the Associate in General Studies Degree program. This program requires the student to: complete a total of 66 lower division credit hours (excludes non-credit courses such as any "N" suffix courses), complete ENGL 111G with a grade of C or higher, achieve a 2.0 cumulative grade point average, and complete the last

### Associate Degrees in:

Arts .....	40
Criminal Justice .....	43

Criminal Justice/Corrections .....	44
Early Childhood Education.....	45
Education.....	46
Pre-Business .....	48
Science.....	41
Science in General Engineering.....	42
Social Services.....	49

### Associate of Applied Business:

Business.....	50
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### Associate of Applied Science

#### Degrees in:

Automotive Technology .....	51
Computer Technology .....	52
Creative Media Technology .....	53
Electronic Publishing.....	54
Region 1 Emergency Medical Services Intermediate .....	55
Welding Technology .....	56

#### Certificates in:

Automotive Technology .....	57
Building Trades - Woodworking .....	57
Computer Technology .....	57
Corrections Officer Training .....	57
Criminal Justice/Corrections. ....	57
Drafting and Graphics Technology.....	58
Early Childhood Education.....	58
Health Careers .....	59
Nursing Assistant.....	59
Region 1 Emergency Medical Services Basic .....	60
Robotics and Automation Electronics .....	60
Southwest Heritage Studies .....	60
Web Fundamentals .....	61
Welding Technology .....	61

### Degree and Certificate Requirements

Candidates for Associate degrees and Certificates must have degree-seeking admission status.

To graduate with an Associate degree, a student must complete a minimum of 66 semester credits (excluding "N" suffix courses) and have a cumulative grade point average (GPA) of 2.0 or better in all courses taken at NMSU or one of its branches. However, ENGL 111G and all developmental studies courses in English, math, and reading must be completed with a grade of C or better. Math requirements for some Associate degree and Certificate programs vary; see the specific program requirements. Many courses have prerequisites; see the course description section of this catalog.

The last 15 semester credits for an Associate degree must be taken in residence at NMSU or one of its branches. Degree requirements remain in effect for six years. Credits gained through CLEP or ACT, challenge credit, and/or credit from another college/university or correspondence school may not be used to fulfill this 15 hour requirement.

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms. All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits. Graduation fees must be paid as listed in the section, "Tuition and Fees."

Certificate candidates, in addition to having degree-seeking status, must have at least a 2.0 GPA.

#### **A Note about Occupation Education Courses**

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

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

**All students should take the COMPASS Test** to assist in determining skill levels in English and Mathematics. Some students may benefit by taking developmental coursework in English and/or mathematics to strengthen skill levels in these areas. Although developmental courses do not meet degree requirements, they are certainly of benefit to those enrolled. After completing any developmental courses, new students should take the following courses before taking any other General Education requirements: COLL 101, ENGL 111G, and C S 110.

#### **Certificate Programs**

Students who plan to earn a certificate in one of the Certificate programs are encouraged to schedule an appointment with an Academic Adviser in the Student Services office; the student will be provided with a specific program of study. Additionally, speak

with a Financial Aid adviser to ensure the certificate program is eligible for financial aid.

#### **Additional Programs**

In addition to Associate Degrees and Certificate programs offered by NMSU Grants, the college also offers additional programs of study that prepare students for Bachelor's Degrees and certification in several areas.

Students who want to earn credit in Early Childhood development may enroll in the Early Childhood (ECED) courses for CDA certification. Students are encouraged to contact the appropriate State, Tribal or local agency for specific certification requirements.

#### **Service Learning**

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

**ASSOCIATE OF ARTS DEGREE**  
**66 credits**

Program Manager: Dr. William Serban, 505-287-6648

The Associate of Arts (A.A.) degree represents the completion of the first two years of several bachelor's degree programs. Students following the Associate of Arts degree program are *advised to select courses that fulfill the New Mexico Higher Education Department Common Core Requirements for all programs at NMSU and that transfer to other four-year institutions. General Education courses are designated with "G" following the prefix.* Since approximately half of the requirements for an A.A. degree are met with elective credit, it is recommended that students plan these electives to meet other requirements for their planned baccalaureate degree. Undecided students are encouraged to follow this degree program because it is flexible and will help structure their coursework.

**GENERAL EDUCATION REQUIREMENTS – 36 credits**

Area I Communication 9-10 cr

ENGL 111G  
ENGL 203G, or 211G, or 218G  
COMM 253G or 265G

Area II Math (3 cr)

MATH 210G, MATH 112G, MATH 121G, or higher "G" course

Area III Lab Science (8 cr, 2 different departments from the approved list of NM General Education Common Core courses)

Astronomy  
Biology  
Chemistry  
Introduction to Computer Sciences  
Environmental Science  
Geography OR Geology  
Physics

Area IV Social/Behavioral Sciences (6-9 cr) & Area V Humanities & Fine Arts (6-9 cr). A TOTAL OF 5 COURSES MUST BE SELECTED FROM THE FOLLOWING TWO CATAGORIES \*Students may select from the current approved list of NM General Education Common Core courses

Area IV: SOCIAL/BEHAVIORAL SCIENCES (2 or 3 different departments)

ANTH G; C EP 110G; C J 101G; ECON G;  
GEOG G; GOVT G; PSY 201G; SOC G;

S WK 221G; W S 201G

Area V: HUMANITIES AND FINE ARTS (2 or 3 different departments)

ENGL Literature "G"  
Fine Arts – One from: ART 101G, 110G, MUS 101G, 201G, THTR 101G  
HIST G ; PHIL G

**Other Course Requirements** (6 credits)

COLL 101  
C S 110

**Electives to bring total credits to a minimum 66 credits:**

(No more than 9 "applied" (OE/BOT/CMT/BMGT/UNIV (not including UNIV 150), ART (applied), DANC (applied), MUS and THTR (applied), COLL, CCDL, CCDS credits allowed – see the NMSU Las Cruces 2014 Catalog, College of Arts and Sciences; and no 300-400 level credits without approval)  
Lower division elective course(s).....24 cr

NOTE: Developmental ("N" courses) are not counted as part of graduation requirements; up to 9 credits of English and Mathematics Basic Skills Requirements: Students may satisfy the English Basic Skills by passing ENGL 111G with a C or better. Students must complete the Math Basic Skills Requirement by passing with a C or better MATH 111/112G, MATH 120, or higher level Math. Refer to the NMSU Grants Catalog for Basic Skills Requirement options.

\*Refer to the NM HED Common Core list on page 25 of this catalog.

**ASSOCIATE OF SCIENCE DEGREE**  
**66 credits**

Program Manager: Dr. Sharon Walsh, 505-287-6661

The Associate of Science (A.S.) degree represents the completion of the first two years of several bachelor's degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology or chemistry) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan.

Students are strongly encouraged to meet with an academic advisor for help in planning their studies and should be prepared to select their coursework from the following areas:

**General Education Requirements – 36 credits**

Area I Communications (10 credits)

ENGL 111G Rhetoric and Composition  
ENGL 218G Technical and Scientific Communication  
COMM 265G Principles of Human Communication  
**OR** COMM 253G Public Speaking

Area II: Mathematics (3 credits)

MATH 121G College Algebra or MATH 142G, Calculus for the Biological & Management Sciences, or STAT 251G, Statistics for Business & the Behavioral Sciences

Area III: Science (8 credits, must be from 2 departments\*)

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, BIOL 110G, or BIOL 211G/L  
CHEM 110G; C S 171G  
E S 110G  
GEOG 111G or GEOL 111G  
PHYS 110G

Area IV: Social/Behavioral Sciences (6-9 credits in 2-3 departments\*)

ANTH G; C EP 110G; C J 101GG  
ECON G course; HL S 150G  
JOUR 105G; GEOG G  
GOVT G; LING 200G  
PSY 201G; SOC G; S WK 221G  
W S 201G

Area V: Humanities/Fine Art (6-9 credits in 2-3 departments\*, from the Approved list so that total credits from Areas IV and V are 15)

ART 101G; MUS G; THTR G  
ENGL 115G or 220G  
HIST G; PHIL G

Related Course Requirements (3 credits in addition to Area II above\*)

MATH 121G, College Algebra, or  
MATH 142G, Calculus for the Biological & Management Sciences, or  
MATH 190G, MATH 191G, or MATH 192G  
STAT 251G, Statistics for Business & the Behavioral Sciences

Other Science Requirements (12 credits;

Select lower division courses from “G” courses and non “G” courses; 1 must be a “G” course)  
ASTR; BIOL; CHEM; C S ; GEOG: GEOL; PHYS;  
MATH or lab science

Other Course Requirements (8 credits)

COLL 101, College/Life Success  
CS 110, Computer Literacy  
ENGL 112

Electives (minimum 7 credits; total degree credits are a minimum of 66)

**ASSOCIATE OF SCIENCE  
GENERAL ENGINEERING  
DEGREE  
66-67 credits**

Program Manager: Jonathan Herbert, 505-287-6653

The Associate of Science 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 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.

**General Education Requirements**

Area I Communications (10 credits)

ENGL 111G Rhetoric and Composition  
ENGL 218G Technical and Scientific  
Communication **OR** ENGL 203G Business  
& Professional Communication  
COMM 265G Principles of Human Communication  
**OR** COMM 253G Public Speaking

Area II: Mathematics (8 credits)

MATH 191G Calculus and Analytic Geometry I  
MATH 192G Calculus and Analytic Geometry  
II

Area III: Natural Science ( 8 credits)

CHEM 111G General Chemistry I, w/lab  
PHYS 215G Engineering Physics I  
PHYS 215GL Engineering Physics I Lab

Additional Natural Sciences (select at least 8 credits)

CHEM 112G General Chemistry II, w/lab  
PHYS 216G & PHYS 216GL Engineering Physics  
II & Lab  
GEOL 111G Survey of Geology, w/Lab  
Other approved Lab-Science (4 cr)

Area IV: Social/Behavioral Sciences (9 credits)

Required:

ECON 251G Principles of Macroeconomics

Select 2 more:

ANTH G, ECON G, GOVT G, PSY G, SOC G

Area V: Humanities/Fine Art (6 credits)

ART G, MUS G, THTR G,  
ENGL G, HIST G, PHIL G

**Engineering (select at least 15 credits)**

Group 1 (select at least 9 credits)

ENGR 100 Introduction to Engineering  
CE or ET or DRFT 109 Computer Drafting  
Fundamentals  
**OR** DRFT 114 Intro to Mechanical Drafting/Solid  
Modeling  
ENGR 111 Matlab Programming

Group II (select at least 6 credits)

C E 233 Mechanics-Statics  
E E 280 AC and DC Circuits  
MATH 291G Calculus and Analytic Geometry III  
C E 151 Introduction to Civil Engineering  
**OR** G EN 151 Introduction to Geologic Engineering  
E E 161 Computer Aided Problem Solving

**Electives to bring total credits to minimum 66  
credits:**

**Other Course Requirements** (8 credits)

COLL 101, College/Life Success 1-3 cr

TOTAL 66-67 credits

\*ENGL 112 Rhetoric and Composition II is highly recommended for those students transferring to another university other than NMSU.

**CRIMINAL JUSTICE**  
**Associate Degree**  
**66 credits**

Program Manager: Megan Stoneking, 505-287-6678

The Associate in Criminal Justice introduces students to three areas of the Criminal Justice system: police, courts, and corrections. This degree is interdisciplinary in nature. Studies include the humanities, law, natural, behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

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

**New Mexico Common Core** (36 credits)

**Area I Communications (10 credits)**

ENGL 111G Rhetoric and Composition  
ENGL 203G, 218G, OR ENGL 211G  
COMM 265G Principles of Human Communication  
OR COMM 253G Public Speaking

**Area II: Mathematics (3 credits)**

MATH 210G Math Appreciation or MATH 121G  
or higher MATH

**Area III: Science (8 credits, must be from 2 departments)**

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, or BIOL 110G  
CHEM 110G; C S 171G  
E S 110G  
GEOG 111G or GEOL 111G  
PHYS 110G

**Area IV: Social/Behavioral Sciences (6-9 credits in 2-3 departments)**

ANTH G  
C EP 110G  
ECON G  
GEOG G  
GOVT G  
LING 200G  
PSY 201G;  
SOC 101G or 201G; S WK 221G;  
W S 201G

**Area V: Humanities/Fine Art (6-9 credits in 2-3 departments; Highly recommend 3 courses)**

ART 101G  
ENGL 115G or ENGL 220G  
HIST 101G, 102G, 201G or 202G;  
MUS 101G or 201G

PHIL G course  
THTR 101G

**Criminal Justice Core Courses** (15 Credits)

C J 101G Introduction to Criminal Justice  
C J 205 Criminal Law  
CJ 210 American Law Enforcement  
C J 230 Introduction to Corrections  
C J 250 Courts and the Criminal Justice System

**Related Course Requirements** (8 credits; refer to NMSU Catalog for College of Arts and Sciences second language requirements)

Second Language Requirement: 1) Completion of a second language through  
The 112 level; or 2) completion through the 213 level for native speakers

**Other Course Requirements** (6 credits)

COLL 101, College/Life Success  
C S 110, Computer Literacy

**Approved lower division electives** (to bring total credits to a minimum of 66)  
Elective

**TOTAL 66 credits**

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

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

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

Program Manager: Megan Stoneking 505-287-6678

The Associate in Criminal Justice introduces students to three areas of the Criminal Justice system: police, courts, and corrections. This degree is interdisciplinary in nature. Studies include the humanities, law, natural, behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

This degree plan is designed to incorporate Corrections credit for those students who have completed the Correctional Officer Certificate.

**GENERAL EDUCATION REQUIRMENTS – 32 credits**

Area I Communications (10 credits)

- ENGL 111G Rhetoric and Composition
- ENGL 203G, 218G, OR ENGL 211G
- COMM 265G Principles of Human Communication
- OR** COMM 253G Public Speaking

Area II: Mathematics (3 credits)

- MATH 210G Math Appreciation or MATH 121G or higher MATH

Area III: Science (4 credits)

- ASTR 105G or 110G
- BIOL 111G/L, 101G/L, or BIOL 110G
- CHEM 110G; C S 171G
- E S 110G
- GEOG 111G or GEOL 111G
- PHYS 110G

Area IV: Social/Behavioral Sciences (6-9 credits in 2-3 departments)

- ANTH G
- C EP 110G
- ECON G
- GEOG G
- GOVT G
- LING 200G
- PSY 201G;
- SOC 101G or 201G; S WK 221G;
- W S 201G

Area V: Humanities/Fine Art (6-9 credits in 2-3 departments; Highly recommend 3 courses)

- ART 101G
- ENGL 115G or ENGL 220G
- HIST 101G, 102G, 201G or 202G;

MUS 101G or 201G;PHIL G course  
 THTR 101G

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

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

**Other Course Requirements** (6 credits)

- COLL 101, College/Life Success
- C S 110, Computer Literacy

Lower division electives .....2-3

**TOTAL** ..... 72 credits

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

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

**EARLY CHILDHOOD EDUCATION**  
**Associate Degree**  
**66 credits**

Program Manager: Kathleen O'Connor, 505-287-6693  
Grants Teacher Education Center, 505-287-6693

The Early Childhood Education associate degree program is designed to prepare students to become highly qualified teachers, assistant teachers, or family day care providers in professional child-care for children ages birth through eight years. Students will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs. Students may choose to continue their education at any four-year institution in New Mexico. The NMSU Grants program includes the lower division courses required for entry into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at NMSU Grants, students should contact the four-year institution they have chosen to obtain application information.

Requirements and Limitations:

1. Students in the Early Childhood Education Program are required to complete and pass a security background check in order to take practicum courses and field experiences. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other child care facilities upon graduation.
2. Students must complete all technical requirement courses as well as C EP 110G, ENGL 111G, ENGL 211G, MATH 120, MATH 111, and MATH 112 with a grade of C or better.
3. Students must have a 2.0 GPA to graduate from this program. However, because a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU, it is highly recommended that Grants students complete the Early Childhood Education program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. The student must repeat any course not approved.

5. Completion of all requirements does not guarantee acceptance in the NMSU Teacher Education Program. Please see the NMSU College of Education Advising Center for more information.

**GENERAL EDUCATION REQUIREMENTS – 30 credits**

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 211G, Writing in the Humanities & Social Sciences  
COMM 253G Public Speaking OR COMM 265G Principles of Human Communication

Area II MATH (3 credits)

MATH 112G, Fundamentals of Elementary Mathematics II (*Prerequisites MATH 120 & MATH 111*)

Area III: Science (8 credits)

*Select 2 courses from 2 departments*  
ASTR 105G, The Planets **or**  
ASTR 110G, Introduction to Astronomy;  
BIOL101G/L, Human Biology w/ Lab, **or**  
BIOL110G, Contemporary Problems in Biology, **or** BIOL 111G/L, Natural History of Life w/ Lab  
CHEM 110G, Principles & Applications of Chemistry **or** CHEM 111G, General Chemistry I  
E S 110G, Introductory Environmental Science  
GEOL 111G, Survey of Geology **or**  
GEOG 111G, Geography of the Natural Environment  
PHYS 110G, The Great Ideas of Physics  
OR PHYS 211, General Physics

Area IV: Social/Behavioral Sciences (3 credits)

*Select one course:*  
ANTH 201G, Introduction to Anthropology  
ECON 201G, Intro to Economics,  
**OR** ECON 251G, Principles Macroeconomics I  
**OR** ECON 252G, Principles of Microeconomics II  
GEOG 112G, World Geography  
**OR** GEOG 120, Culture and Environment  
GOVT 100G, American National Government  
**OR** GOVT 110G Introduction to Political Science;  
SOC 101G Introduction to Sociology

Area V: Humanities/Fine Arts (9 credits)

Select one from the following:  
ART 101G; MUS 101G, 201G; THTR 101G

Select 2 courses from the following:

HIST 101G, Roots of Modern Europe **or**  
 HIST 102G, Modern Europe  
 HIST 201G, Introduction to Early American  
 History **or** HIST 202G, Introduction to Recent  
 American History

**EARLY CHILDHOOD CORE – 32 credits**

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

**OTHER COURSE REQUIREMENTS – 1 cr**

COLL 101, College/Life Success (1-3 cr)

**TOTAL..... 66 credits**

Transfer Requirements  
*(See advisor for degree options)*  
 ENGL elective  
 EMD 101 Freshman Orientation  
 HIST 261, New Mexico History  
 MATH 215, Elementary Mathematics III  
 3-6 credits Foreign Language  
 LING 200G, Intro to Language

**EDUCATION  
 Associate Degree  
 66 credits**

Program Manager: Kathleen O'Connor, 505-287-6693  
 Grants Teacher Education Center, 505-287-6693

The Education associate degree program at NMSU Grants is designed to prepare students for transfer into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Alternatively, students may opt to transfer to a similar program at another four-year institution. The NMSU Grants program includes the lower division courses required for entry into the TEP. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at NMSU Grants students should contact the four-year institution they have chosen to obtain application information.

**NOTE:**

It is recommended that students check the requirements for their planned bachelor's degree. Requirements may differ for some bachelor's degrees. See education advisor for course selection information.

**Requirements and Limitations**

1. Students in the Education Program are required to complete and pass a security background check in order to take field-experience courses. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other childcare facilities upon graduation.
2. Students must complete all Technical Requirement courses as well as ENGL 111G, ENGL 211G, MATH 111, MATH 112 and MATH 120 with a grade of C or better.
3. Students must have a 2.0 GPA to graduate from this program. However, a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU. For this reason, it is highly recommended that NMSU Grants students complete the Education Program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges, or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate

department at NMSU. The student must repeat any course not approved.

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 211G, Writing in the Humanities & Social Sciences  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human Communication.

Area II MATH (6 credits)

MATH 111, Fundamentals of Elementary Mathematics I *Prerequisite: MATH 120*  
MATH 112G, Fundamentals of Elementary Mathematics II *Prerequisite: MATH 111*  
OR MATH 121G, 190 & 191G – optional

Area III: Science (12 credits)

*Select 3 courses from 3 departments*

ASTR 105G, The Planets **or**  
ASTR 110G, Introduction to Astronomy  
BIOL 101G/L, Human Biology w/ Lab **or**  
BIOL 110G, Contemporary Problems in Biology, **or** BIOL 111G/L, Natural History of Life w/ Lab  
CHEM 110G, Principles & Applications of Chemistry **or** CHEM 111G, General Chemistry I  
C S 171G, Introduction to Computer Sciences  
E S 110G, Introductory Environmental Science  
GEOL 111G, Survey of Geology **or**  
GEOG 111G, Geography of the Natural Environment  
PHYS 110G, The Great Ideas of Physics **or** PHYS 211G General Physics

Area IV: Social/Behavioral Sciences (6 credits)

Select 2 courses from 2 different areas  
GOVT 100G, American National Government **or**  
GOVT 110G, Introduction to Political Science  
GEOG 112G, World Regional Geography **or**  
GEOG 120G, Culture and Environment  
ECON 201G, Introduction to Economics **or**  
ECON 251 G, Principles of Macroeconomics **or**  
ECON 252G, Principles of Microeconomics  
ANTH 201G, Introduction to Anthropology  
SOC 101G, Introductory Sociology

Area V: Humanities/Fine Arts (15 credits)

*Select 3 courses from the following:*

HIST 101G, Roots of Modern Europe **or**  
HIST 102G, Modern Europe  
HIST 201G, Introduction to Early American History **or** HIST 202G, Introduction to Recent American History

HIST Elective

*Select two from the following:*

ART 101G; MUS 101G, 201G; THTR 101G  
**AND, OR** ART, MUSIC, Theater elective

PROFESSIONAL EDUCATION CORE – 11 credits

EDUC 103, Internship in Bilingual Education/ESL  
EDUC 181, Field Experience I  
EMD 101, Freshman Orientation  
EMD 250, Introduction to Education  
C EP 110G, Human Growth & Behavior  
C EP 210, Educational Psychology

GRANTS Campus Course Requirements – 6 credits

COLL 101, College/Life Success  
C S 110, Computer Literacy

**TOTAL ..... 66 credits**

Recommended Transfer Options:

*(See advisor for degree options)*

HIST 261, New Mexico History  
MATH 215, Elementary Mathematics III  
ENGL 115G, Perspectives on Literature  
3-6 Credits Foreign Language

**PRE-BUSINESS  
Associate Degree  
66 credits**

Program Manager: Michael Fields, 505-287-6646

The Associate degree in Pre-Business provides basics in accounting and economics. Students who earn this degree will have completed the first two years of any four-year business degree offered at NMSU Las Cruces. Students are advised to complete the NM Higher Education Department Common Core Courses to meet NMSU College of Business requirements.

**New Mexico Common Core** (36 credits)

**Area I Communications** (10 credits; requires C or better)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communication  
COMM 265G, Principles of Human Communication  
**OR** COMM 253G, Public Speaking

**Area II: Mathematics** (3 credits)

MATH 121G, College Algebra

**Area III: Science** (8 credits)

*Select two from two departments*

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, or BIOL 110G  
CHEM 110G; C S 171G;  
E S 110G;  
GEOG 111G or GEOL 111G  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (6-9 credits)

*Select from 2-3 departments*

**ECON 251G\*\***, Principles of Macroeconomics  
**ECON 252G\*\***, Principles of Microeconomics  
ANTH G course; C EP 110G; GEOG G course;  
GOVT G course; LING 200G  
**PSY 201G (strongly recommended)**  
SOC 101G or 201G; S WK 221G; W S 201G

**Area V: Humanities/Fine Art** (6-9 credits)

*Select from 2-3 departments, from the approved list so that total credits from Areas IV and V are 15.*

ART 101G; ENGL 115G or ENGL 220G;  
HIST 101G, 102G, 201G or 202G;  
MUS 101G or 201G; PHIL G; THTR 101G

**Pre-Business Core Requirements** (12 credits)

ACCT 221, Financial Accounting  
ACCT 222, Management Accounting  
BUSA 111, Business in a Global Society

C S 110, Computer Literacy

**Related Course Requirements** (9 credits in addition to Area II above)

MATH 120, Intermediate Algebra (a grade of C or better is required)  
MATH 142G, Calculus for the Biological & Management Sciences  
STAT 251G, Statistics for Business & the Behavioral Sciences

**Recommended Electives** (9 credits)

COLL 101, College/Life Success  
BMGT 210, Marketing  
BLAW 230, Business Law

**TOTAL.....66**

\*\*Required Social Science courses by the College of Business at NMSU Las Cruces.

**SOCIAL SERVICES**  
**Associate Degree**  
**66 credits**

Program Manager: Megan Stoneking, 505-287-6678

The Associate degree in Social Services prepares students for entry-level positions in a social services setting. Courses taken for this degree may be used to transfer to NMSU Las Cruces for students wishing to pursue a bachelor's degree in Social Work or Sociology.

**New Mexico Common Core** (39 credits)

**Area I Communications** (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional  
Communication OR ENGL 211G, Writing  
In the Humanities & Social Sciences  
COMM 265G, Principles of Human Communication  
OR COMM 253G, Public Speaking

**Area II: Mathematics** (3 credits)

MATH 210G, Math Appreciation or MATH 121G or  
higher

**Area III: Science** (8 credits)

BIOL 111G/L, Natural History of Life  
OR BIOL 101G/L, Human Biology\*  
OR BIOL 110G, Contemporary Problems in  
Biology  
AND one of the following:  
ASTR 105G, 110G; CHEM 110G; C S 171G;  
E S 110G; GEOG 111G; GEOL 111G;  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (9 credits)

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

**Area V: Humanities/Fine Art** (9 credits)

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

**Social Services Core Courses** (18 Credits)

C EP 110G, Human Growth & Behavior  
PSY 201G, Introduction to Psychology  
PSY 266, Applied Psychology  
OR PSY 290, Psychology of Adjustment  
PSY 274, A Study of Substance Abuse Thru  
Service Learning  
S WK 221G, Introduction to Social Work  
S WK 253, Case Management

**Other Course Requirements** (6 credits)

COLL 101, College/Life Success  
C S 110G, Computer Literacy

**Electives** (minimum 3 credits)

Lower division elective

**TOTAL ..... 66 credits**

A grade of C or better is required on all General  
Education and Social Service courses.

\*recommended BIOL 101G/L course to articulate to  
the BSW and MSW

**BUSINESS**  
**Associate of Applied Business**  
**66 credits**

Program Manager: Michael Fields, 505-287-6646

The Associate degree in Applied Business is designed to prepare students for middle-level entry jobs in business. The general program surveys the fundamentals of business operations giving special consideration to basic accounting practices, basic business law, economics, fundamentals of marketing, and management of human resources.

**GENERAL EDUCATION REQUIREMENTS – 16 credits**

Area I Communications (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communication **OR** ENGL 218G, Technical & Scientific Communication  
COMM 265G, Principles of Human Communication **OR** COMM 253G, Public Speaking

Area IV: Social/Behavioral Sciences (6 credits)

ECON 251G, Principles of Macroeconomics **OR**  
ECON 252G, Principles of Microeconomics **OR**  
ECON 201G, Introduction to Economics

PSY 201G, Introduction to Psychology **OR**  
SOC 101G, Introduction to Sociology

**Applied Business Core Requirements** (30 credits)

ACCT 221, Financial Accounting  
ACCT 222, Management Accounting  
BLAW 230, Business Law  
BMGT 210, Marketing  
BMGT 216, Business MATH (prerequisite CCDM 103n) **OR** MATH 120 **OR** any higher level Math course  
BMGT 221, Cooperative Experience  
BMGT 240, Human Relations  
BUSA 111, Business in a Global Society  
FIN 210, Financial Planning and Investments  
MGT 201, Introduction to Management

**Other Course Requirements** (9 credits)

COLL 101, College/Life Success  
C S 110, Computer Literacy  
OECS 215, Spreadsheets

**Approved lower division electives (11 credits; total degree credits are a minimum of 66; Any Business related course,**

ACCT, ECON, BMGT, MATH 120, OECS, CS..... 11  
**Total Credits** ..... 66

Note: This is a terminal degree and not designed to transfer to a Bachelor's degree program within NMSU. Those students planning to earn a Bachelor's degree will need to complete all 36 credits of general education requirements, including MATH 121G or higher.

**AUTOMOTIVE TECHNOLOGY**  
**Associate of Applied Science**  
**68 credits**

Program Manager: Paul Garcia, 505-287-6635

The Associate of Applied Science in Automotive Technology provides training for employment as an automotive technician or in a related field. The Automotive Technology laboratory and classroom facilities have been equipped with the most current test and training equipment available. Classroom instruction is combined with practical training in the laboratory to provide students with service and repair procedures required for ASE certification. Additional training is available for those technicians seeking to update current practices in the ASE certification areas.

(See also Certificate in Automotive Technology)

**GENERAL EDUCATION REQUIREMENTS –**  
**13 credits**

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area IV: Social/Behavioral Sciences (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**AUTOMOTIVE TECHNOLOGY CORE –**  
**46 credits**

AUTO 105, Welding  
AUTO 112, Basic Gasoline Engines  
AUTO 117, Electronic Analysis & Tune-Up of  
Gasoline Engines  
AUTO 118, Technical Math for Mechanics **or**  
any higher level MATH Course  
AUTO 119, Manual Transmission/Clutch  
AUTO 120, Electrical Systems  
AUTO 125, Brakes  
AUTO 126, Suspension, Steering & Alignment  
AUTO 132, Automotive Air Conditioning &  
Heating Systems **or** AUTO 127, Basic  
Automatic Transmissions  
AUTO 137, Fuel Systems & Emission Controls  
AUTO 221, Cooperative Experience I

**OTHER COURSE REQUIREMENTS –**  
**9 credits**

COLL 101, College/Life Success  
C S 110, Computer Literacy  
AUTO course not included above

**TOTAL ..... 68 credits**

**COMPUTER TECHNOLOGY**  
**Associate of Applied Science**  
**66 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Computer Technology prepares students for entry-level work in the IT field. Skills include PC repair, installing and configuring operating systems, managing network systems and installing and configuring standard business software.

(See also Certificate in Computer Technology)

**General Education Requirements** (17 credits)

**Area I: Communications** (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

**Area III: Science** (4 credits)

ASTR 105G; ASTR 110G  
BIOL 111G/L; BIOL 110G; BIOL 101G/L  
CHEM 110G; C S 171G;  
ES 110G ; GEOG 111G; GEOL 111G;  
PHYS 110G

**Area IV: Social /Behavioral Sciences** (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**COMPUTER TECHNOLOGY CORE –**  
**33 credits**

C S 110, Computer Literacy  
OECS 125, Operating Systems  
OECS 185, PC Maintenance & Selection  
OECS 204, LINUX Operating Systems  
OECS 207, Windows  
OECS 215, Spreadsheet Applications  
OECS 221, Cooperative Experience I  
OECS 230, Data Communication & Networks I  
OECS 231, Data Communication & Networks II  
OECS 260, HTML Programming **or** CMT 130, Web  
Design I  
OECS 280, Desktop Publishing Techniques **or** CMT  
140 Print Media I

**Other course requirements** (6 credits)

MATH 120, Intermediate Algebra **OR**

any higher MATH course

COLL 101, College/Life Success

**Electives** (10 credits)

CS/OECS/CMT Electives

**TOTAL ..... 66 credits**

\*NOTE: Students who plan to seek admission into NMSU's online Bachelor of Information and Communication Technology should take a course in Java Programming (CS187 or OECS195) for their elective and MATH 121G. These students are also advised to consult with the College of Engineering Adviser. Some OECS courses may not apply to the Bachelor's degree, without approval by the College Dean. You will also need to satisfy all General Education requirements.

**CREATIVE MEDIA DESIGN**  
**Associate of Applied Science**  
**66 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Creative Media prepares students for entry-level work in the media industry. Skills include both above and below the line concepts including working with audio and video equipment, editing, acting, directing, and writing. Students also build skills in communications, project management and computers that are transferable to other media related jobs including education, television and gaming.

**General Education Requirements** (17 credits)

**Area I Communications** (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communications **OR** ENGL 218G, Technical and Scientific Communication  
COMM 265G, Principles of Human Communication  
**OR** COMM 253G, Public Speaking

**Area III: Science** (4 credits)

ASTR 105G; ASTR 110G  
BIOL 111G/L; BIOL 110G; BIOL 101G/L  
CHEM 110G; C S 171G;  
ES 110G ; GEOG 111G; GEOL 111G;  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (3 credits)

PSY 201G, Introduction to Psychology **OR**  
SOC 101G, Introductory Sociology

**Creative Media Core Requirements** (33 credits)

CMT 130, Web Design I  
CMT 135, Introduction to 3D Animation  
CMT 140, Print Media I  
CMT 142, Computer Illustration  
CMT 145, Image Processing I  
CMT 150, 2D Animation  
CMT 180, Principles of Media Design  
CMT 190, Digital Video Production I  
CMT 221, Co-op Experience  
CMT 230, Web Design II  
CMT 295, Portfolio Development & Design

**Other course requirements/electives** (9 credits)

MATH 120, Intermediate Algebra or any higher MATH course  
COLL 101, College/Life Success  
C S 110, Computer Literacy

**Electives (7)**

CMT/ CS/ OECS Electives (4)  
ART Electives (3)

**TOTAL CREDITS .....66**

**ELECTRONIC PUBLISHING**  
**Associate of Applied Science**  
**66 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Electronic Publishing will prepare students for positions in advertising and marketing areas. Students will have a working knowledge of design principles for print media, illustrations and images used in marketing products.

**GENERAL EDUCATION REQUIREMENTS –**  
**17 credits**

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area III: Science (4 credits)

ASTR 105G; ASTR 110G;  
BIOL 111G/L; BIOL 110G; BIOL 101G/L;  
CHEM 110G; C S 171G;  
ES 110G ; GEOG 111G; GEOL 111G;  
PHYS 110G

Area IV: Social/Behavioral Sciences (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

Creative Media Core Requirements (24 credits)

CMT 140, Print Media I  
CMT 142, Computer Illustration  
CMT 145, Image Processing I  
CMT 180, Principles of Media Design  
CMT 221, Co-op Experience  
CMT 223, Media Production Services  
CMT 240, Print Media II  
CMT 295, Portfolio Development & Design

Other course requirements (15 credits)

MATH 120, Intermediate Algebra OR any higher  
MATH course  
COLL 101, College/Life Success  
C S 110, Computer Literacy  
BMGT 110, Intro to Business  
BMGT 210, Marketing

Electives (10 credits)

ART elective (3 credits)  
CMT/CS/OECS electives (7 credits)

**TOTAL ..... 66 credits**

**Region I Emergency Medical Services  
(EMS) Intermediate  
Associate of Applied Science  
68 credits**

Program Manager: Neal Gallagher, 505-287-6654

**GENERAL EDUCATION REQUIREMENTS –  
32 credits**

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 218G, Technical & Scientific Communication  
COMM 253G, Public Speaking

Area II Mathematics (6 credits)

MATH 121G, College Algebra **OR** higher MATH  
STAT 251G, Statistics for Business/Behavioral  
Sciences **OR** STAT 271G, Statistics for the  
Psychological Sciences

Area III Lab Sciences (4 credits)

CHEM 110G, Principles and Applications of  
Chemistry **OR** higher CHEM

Area IV: Social/Behavioral Sciences (6 credits)

ANTH 201G, Intro to Anthropology **OR**  
SOC 101G, Introductory Sociology

PSY 201G, Introduction to Psychology

Area V: Humanities and Fine Arts (6 credits)

ART 101G, Orientation to Art

PHIL 101G, The Art of Wondering **OR**  
PHIL 201G, Introduction to Philosophy **OR**  
PHIL 223G, Ethics

**EMS Core Requirements (22 credits) –**

OEEM 101, CPR for Health Care  
OEEM 115, First Responder  
OEEM 120, EMT – Basic  
OEEM 120L, EMT – Basic Lab  
OEEM 121, EMT – Basic Field/Clinical  
OEEM 150, EMT – Intermediate  
OEEM 150L, EMT – Intermediate Lab  
OEEM 151, EMT – Intermediate Field/Clinical

**OTHER REQUIRED COURSE (14 credits)**

COLL 101, College/Life Success  
C S 110, Computer Literacy  
Boil 225, Human Anatomy and Physiology I **OR**  
AHS 153, Intro to Anatomy and Physiology I  
BIOL 226, Human Anatomy and Physiology II **OR**  
AHS 154, Intro to Anatomy and Physiology II

**Note:** This degree is substantially aligned to the UNM Paramedic Bachelor's degree. It is highly recommended that students who plan to transfer to a Bachelor's degree program complete the BIOL 225/226 course sequence and complete ENGL 112 (2 credits). Please consult the most current UNM catalog for program details. A Medical Terminology course is recommended but not required.

**TOTAL ..... 68**

**WELDING TECHNOLOGY**  
**Associate of Applied Science**  
**66 credits**

Program Manager: Richard Gutierrez, 505-287-6645

The Associate of Applied Science in Welding Technology teaches students how to set up and use various types of welding equipment. Students also will learn how to weld pipe and plate in various positions: flat, horizontal, vertical, and overhead.

(See also Welding Technology Certificate)

**GENERAL EDUCATION REQUIREMENTS –**  
**16 credits**

Area I: Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical  
& Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area II: Mathematics (3 credits)

MATH 120, Intermediate Algebra **or**  
WELD 118, Technical Math for Welders

Area IV: Social/Behavioral Science (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**WELDING TECHNOLOGY CORE – 36-37**  
**credits**

WELD 100, Structural Welding I  
WELD 105, Introduction to Welding OR AUTO 105,  
Welding  
WELD 110, Blueprint Reading (Welding)  
WELD 115, Structural Welding II  
WELD 120, Basic Metallurgy  
WELD 125, Introduction to Pipe Welding  
WELD 130, Introduction to GMAW (MIG)  
WELD 140, Introduction to GTAW (TIG)  
WELD 211, Welder Qualification

**OTHER COURSE REQUIREMENTS –**  
**9 credits**

COLL 101, College/Life Success  
C S 110, Computer Literacy  
DRFT 114, Introduction to Mechanical Drafting/  
Solid Modeling OR DRFT, 109, Computer  
Drafting Fundamentals3

**OTHER COURSES ELECTIVES – minimum 4**  
**credits to bring total to 66 credits**

OECS/ CS elective

WELD 221, Cooperative Experience 1-6 cr

**TOTAL .....minimum 66 credits**

**AUTOMOTIVE TECHNOLOGY**

*Certificate*  
33 Credits

Program Manager: Paul Garcia, 505-287-6635

**AUTOMOTIVE REQUIREMENTS**

- AUTO 119, Manual Transmission/Clutch **or**
- AUTO 127, Basic Automatic Transmission .....5/4
- AUTO 125, Brakes .....5
- AUTO 126, Suspension Steering & Alignment.....5
- AUTO 112, Basic Gasoline Engine .....5
- AUTO 117, Electronic Analysis & Tune-up of Gasoline Engines .....5
- AUTO 120, Electrical Systems.....4
- AUTO 137, Fuel System & Emission Control .....4

**TOTAL..... 33 credits**

\*If student takes AUTO 127 for 4 cr, student will need to take other AUTO credits to reach the minimum 33 credits for the Certificate.

**BUILDING TRADES - WOODWORKING**

*Certificate*  
16 Credits minimum

Program Manager: Earl Prewitt, 505-287-6678

The 16 credit hour certificate in Building Trades Woodworking is designed to provide an introduction to the theory and skills necessary for the construction of wood based items such as furniture and cabinets.

**BUILDING TRADES REQUIREMENTS**

- BCT 104, Woodworking Skills I.....3
- BCT 105, Woodworking Skills II.....3
- BCT 106, Woodworking Theory and Practice .....3
- BCT 206, Advanced Cabinet Making.....3
- BCT 255, Special Topics (Furniture Making) .....3
- BCT 290, Special Problems in Building Technology.....1

**TOTAL..... 16 credits**

**COMPUTER TECHNOLOGY**

*Certificate*  
30 credits

Program Manager: Karen Henry, 505-287-6656

Students are given a variety of hands-on experiences to prepare them for computer related careers. There

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

**COMPUTER TECHNOLOGY COURSES**

- C S 110, Computer Literacy .....3
- OECS 125, Operating Systems.....3
- OECS 185, PC Maintenance & Selection I .....3
- OECS 204, Linux Operating System .....3
- OECS 207, Windows.....3
- OECS 215, Spreadsheet Applications .....3
- OECS 230, Data Communication & Networks I.....3
- OECS 231, Data Communications & Networks II ....3
- OECS/CS/CMT Electives.....6

**TOTAL..... 30 credits**

**CORRECTIONS OFFICER TRAINING**

*Certificate*  
16 credits

Program Manager: Michael Richer, 505-287-6638

This intensive 10-week program of the NMSU Grants Corrections Officer Training Academy (COTA) prepares students for entry-level positions as corrections officers. The program is fully certified by the New Mexico Corrections Department (NMCD) and it exceeds national standards. Instruction is provided by NMCD-approved trainers. The demand for certified corrections officers within New Mexico is very high. The four courses that comprise the program are taught concurrently. Prerequisite for all courses is consent of instructor.

**COTA REQUIREMENTS**

- OEPS 150, Corrections Officer Training I .....4
- OEPS 180, Corrections Officer Training II .....4
- OEPS 250, Corrections Officer Training III.....4
- OEPS 280, Corrections Officer Training IV.....4

**TOTAL..... 16 credits**

**CRIMINAL JUSTICE/CORRECTIONS**

*Certificate*  
31 credits

Program Manager/Interim: Megan Stoneking, 505-287-6678

Criminal Justice/Corrections Core

- OEPS 150 Correctional Officer I.....4
- OEPS 180 Correctional Officer II.....4

OEPS 250 Correctional Officer III .....	4
OEPS 280 Correctional Officer IV .....	4
CJ 101 Introduction to Criminal Justice.....	3
CJ 205 Criminal Law I.....	3
CJ 210 American Law Enforcement System .....	3
CJ 230 Introduction to Corrections .....	3
CJ 250 Courts and the Criminal Justice System.....	3
<b>TOTAL .....</b>	<b>31 credits</b>

**DRAFTING AND GRAPHICS TECHNOLOGY**

*Certificate*  
30 credits

Program Manager: Richard Gutierrez, 505-287-6645

This program provides students with the education and experience needed to pursue an entry-level drafting or computer graphics position. The program includes Architectural, Civil, Mechanical and Electronics Drafting. Classes developing 3-D animated graphics used by architects, designers for simulation, lawyers for accident reconstruction, executives for presentations, and business for training videos are included.

**DRAFTING AND GRAPHICS TECHNOLOGY REQUIREMENTS**

DRFT 109, Computer Drafting Fundamentals .....	3
DRFT 114, Introduction to Solid Modeling .....	3
DRFT 118, Geometry for Drafting .....	3
DRFT 135, Electronics Drafting I .....	3
DRFT 143, Civil Drafting Fundamentals .....	3
DRFT 151, Construction Principles & Blueprint Reading .....	3
DRFT 176, Solid Modeling, Rendering and Animation .....	3
DRFT 180, Residential Drafting.....	3
DRFT 181, Commercial Drafting.....	3
DRFT 276, Computer Rendering & Animation I .....	3

**TOTAL .....** 30credits

**EARLY CHILDHOOD EDUCATION**

*Certificate*  
33 credits

Contact: Kathleen O'Connor, 505-287-6693

The requirements for the Certificate in Early Childhood Education at NMSU Grants also meet the requirements of the one-year vocational certificate awarded by the State of New Mexico, Office of Child Development.

Requirements and Limitations:

Students in the Early Childhood Program are required to complete and pass a security background check in order to take practicum courses and field experiences. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other childcare facilities upon graduation.

Students must complete ENGL 111G with a C or better.

Students must have a 2.0 GPA to apply for this certificate. However, because a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU, it is highly recommended that Grants students complete the Early Childhood Education program with a 2.5 cumulative GPA.

Any education course more than seven years old taken at NMSU, NMSU community colleges or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. The student must repeat any course not approved.

Completion of all requirements does not guarantee acceptance in the NMSU Teacher Education Program. Please see the NMSU College of Education Advising Center for more information.

**GENERAL EDUCATION REQUIREMENT – 4 credits**

ENGL 111G, Rhetoric & Composition .....4

**EARLY CHILDHOOD REQUIREMENTS –  
29 credits**

ECED 115, Child Growth/Development & Learning .....	3
ECED 125, Health, Safety, & Nutrition .....	2
ECED 135, Family & Community Collaboration.....	3
ECED 215, Curriculum Development Through Play	3
ECED 220, Early Childhood Education Practicum I.....	2
ECED 225, Curriculum Development & Implementation II.....	3
ECED 230, Early Childhood Education Practicum II.....	2
ECED 235, Introduction to Language, Literacy & Reading .....	3
ECED 245, Professionalism .....	2
ECED 255, Assessment of Children & Evaluation of Programs.....	3
ECED 265, Guiding Young Children .....	3
<b>TOTAL .....</b>	<b>33 credits</b>

**HEALTH CAREERS  
*Certificate*  
30 credits**

Program Manager: Neal Gallagher, 505-287-6654

The Health Careers 30 credit hour certificate is designed to prepare an individual for entry level employment in healthcare services as well as help build a strong foundation that supports additional education and training in more specialized healthcare related fields. Students are strongly encouraged to meet with the Program Manager and/or the advisor representing the college to which the student will be transferring, for help planning their studies.

CORE (24 credits)

HLS 100, Introduction to Health Science .....	1
OEEM 101, CPR for the Health Care Professional ...	1
COLL 101, College/Life Success .....	3
C S 110, Computer Literacy .....	3
AHS 101, Communication for Health Care.....	3
AHS 116, Math for Health Occupations.....	3
AHS 120, Medical Terminology .....	3
AHS 153, Intro to Anatomy/Physiology I .....	4
OR BIOL 101G/L, Human Biology .....	4
OR BIOL 225, Human Anatomy/Physiology I.....	4
HL S 150G, Personal Health and Wellness .....	3

Electives (select a minimum of 6 credits)

HNDS 251, Human Nutrition .....	3
N A 101, Nursing Assistant Theory and Lab.....	6

OR N A 104/105 Certified Nurse Assistant Fundamentals/Clinicals .....	8
OEEM 115, First Responder.....	3
OEEM 120, EMT Basic.....	6
OEEM 120L, EMT Basic Lab .....	2
<b>TOTAL .....</b>	<b>30</b>

**NURSING ASSISTANT  
*Certificate*  
16 credits**

Program Manager: Neal Gallagher, 505-287-6654

Nursing assistants perform basic nursing functions and procedures involving patient care. They work under the supervision of a registered nurse, licensed practical nurse, or physician. Nursing assistants tend to matters relating to personal hygiene, safety, nutrition, exercise, and elimination where maintaining patient comfort is a priority. Nursing assistants may be called upon to lift, move, or observe patients, as well as measure temperatures, pulses, respirations, and blood pressures. They may assist with patient admissions and discharges as well. The scope of their responsibilities, however, varies considerably depending upon the type of organization in which they are employed.

NOTE: Admission to the Nursing Assistant program requires COMPASS scores. Speak with an adviser regarding English and Math requirements and refer to course descriptions in the back of this catalog.

**NURSING ASSISTANT REQUIREMENTS**

AHS 120, Medical Terminology .....	3
AHS 153, Introduction to Anatomy & Physiology.....	4
N A 104, Basic Fundamentals of Personal Care.....	4
N A 105, Certified Nursing Assistant Completion.....	4
OEEM 101, CPR Health Care .....	1
<b>TOTAL .....</b>	<b>16</b>

**REGION 1 EMERGENCY MEDICAL SERVICES (EMS) BASIC**

*Certificate*  
30 Credits

Program Manager: Neal Gallagher, 505-287-6654

**GENERAL EDUCATION REQUIREMENT – 10 credits**

ENGL 111G, Rhetoric & Composition .....	4
COMM 253G, Public Speaking.....	3
MATH 120, Intermediate Algebra, or Higher .....	3

**EMS Core Requirements – 13 credits**

OEEM 101, CPR for Health Care.....	1
OEEM 115, First Responder.....	3
OEEM 120, EMT – Basic.....	6
OEEM 120L, EMT – Basic Lab.....	2
OEEM 121, EMT – Basic Field/Clinical.....	1

**Required Courses – 7 credits**

COLL 101, College & Life Success .....	3
BIOL 225, Human Anatomy and Physiology I, <b>OR</b> AHS 153, Introduction to Anatomy and Physiology I .....	4
<b>TOTAL.....</b>	<b>30</b>

Note: This certificate directly applies to the EMS Intermediate Associate of Applied Science degree. It is highly recommended that students who plan to transfer to a Bachelor's degree program complete the BIOL 225/226 course sequence to maximize the credit transfer. Medical Terminology is recommended but not required.

**ROBOTICS & AUTOMATION ELECTRONICS**

*Certificate*  
32 credits

Program Manager, Bruce McDowell, 505-287-6636

This certificate prepares students for entry-level positions in electromechanical systems, with an emphasis on robotics and automation. Skills in hardware, software, and mechanisms are developed through extensive work with small-scale robots. Theory and laboratory instruction in the electronics classes will make frequent use of robotics and automation examples.

**ROBOTICS & AUTOMATION ELECTRONICS REQUIREMENTS**

C S 110, Computer Literacy .....	3
COLL 101, College/Life Success .....	3
ELT 110, Electronics I.....	4 (3+3P)
ELT 120, Mathematics for Electronics .....	4
ELT 160, Digital Electronics I.....	4 (3+3P)
ELT 205, Semiconductor Devices .....	4 (3+3P)
ELT 265, Special Topics: Robotics Programming I..	2
ELT 265, Special Topics: Robotics Programming II..	2
OECS 185, PC Maintenance and Selection I.....	3
OECS 207, Windows.....	3
<b>TOTAL.....</b>	<b>32</b>

**SOUTHWEST HERITAGE STUDIES**

*Certificate*  
33-37 Credits

Program Manager, Dr. William Serban, 505-287-6648

The Certificate in Southwest Heritage Studies will prepare students for service in local museums, parks, visitor centers, historical centers, and cultural facilities to work as interpreters, tour guides, docents, technicians, or in any other capacity. The certificate also will enhance employment prospects for local students applying to hotel front desks, restaurants, travel agencies, realtors, retail outlets and other businesses with a tourist clientele. The curriculum focuses on New Mexico's rich cultural and natural heritage. Students will gain first-hand knowledge of local culture and tourist attractions which will improve their ability to communicate with a diverse public. The capstone event is either an internship with a local tourist-oriented center or an independent study requiring students to visit at least 10 local tourist sites as well as web sites of other major attractions.

**Area I: Communications** 7 cr.

ENGL 111G, Rhetoric & Composition .....	4
COMM 253G Public Speaking OR COMM 265G Principles of Human Communications.....	3

**Area II: Mathematics** 3 cr.

MATH 120, Intermediate Algebra or higher MATH.3	
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**Area III: Lab Sciences** 7-8 cr.

BIOL 111G/L, Natural History of Life OR BIOL 222, Zoology OR BIOL 250, Special Topics .....	3-4
ASTR 110G, Introduction to Astronomy OR	

GEOL111G, Survey of Geology OR  
 GEOL 212G, The Dynamic Earth .....4

**Area IV: Social Sciences** 6 cr.

ANTH 125G, Introduction to World Cultures OR  
 ANTH 203G, Introduction to Language and  
 Cultural Anthropology.....3  
 GEOG 112G, World Regional Geography OR  
 GEOG 120G, Culture and Environment.....3

**Grants Required Course:** 3 cr.  
 CS 110 Computer Literacy 3 cr.

**Local History Requirements:** 4-6 cr.

HIST 261, New Mexico History 3 cr.  
 HIST 269, Special Topics: Internship in Heritage  
 Interpretation 1-3 cr.

**Electives: 3-4 cr. Minimum (select at least one  
 course from the following list):**

ANTH 116, Native Peoples of the American SW  
 BIOL 250, Special Topics: Take a Hike  
 ENGL 115G/244G, Perspectives on  
 Literature/Literature and Culture  
 GEOL 220, Special Topics  
 LA 101, Laguna/ Acoma Studies  
 NAV 101, Introduction to Navajo Studies  
 NAV 111/112, Elementary Navajo  
 SPAN 111/112, Elementary Spanish  
 SPAN 211/212, Intermediate Spanish

**TOTAL.....33-37**

**WEB FUNDAMENTALS**

*Certificate*  
 30 credits

Program Manager: Karen Henry, 505-287-6656

**WEB FUNDAMENTALS REQUIREMENTS**

C S 110, Computer Literacy .....3  
 CMT 130, Web Design I .....3  
 CMT 142, Computer Illustrations.....3  
 CMT 145, Image Processing I .....3  
 CMT 180, Principles of Media Design .....3  
 CMT 223, Media Production Services .....3  
 CMT 230, Web Design II .....3  
 CMT 295, Portfolio Development  
 CMT Electives ..... 6

**TOTAL..... 30 credits**

**WELDING TECHNOLOGY**

*Certificate*  
 33-34 credits

Program Manager: Richard Gutierrez, 505-287-6645

**WELDING REQUIREMENTS**

WELD 100, Structural Welding I .....6  
 WELD 105, Introduction to Welding **or**  
 AUTO 105, Welding ..... 3-4  
 WELD 110, Blueprint Reading (Welding) .....3  
 WELD 115, Structural Welding II.....6  
 WELD 118, Technical Math for Welders **or**  
 MATH 120, Intermediate Algebra.....3  
 WELD 120, Basic Metallurgy .....3  
 WELD 125, Introduction to Pipe Welding .....3  
 WELD 130, Introduction to GMAW (MIG).....3  
 WELD 140, Introduction to GTAW (TIG).....3

**TOTAL..... 33-34 credits**

## **DISTANCE EDUCATION**

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

### **Distance Education Delivery**

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

### **Bachelor's Degree Completion Programs**

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

### **Technology-Based Programs**

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

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

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

### **Bachelor's Degree Completion Programs**

Bachelor of Arts (BA) in Sociology  
Bachelor of Business Administration (General Business and Marketing)  
Bachelor of Criminal Justice  
Bachelor of Individualized Studies  
Bachelor of Information and Communication Technology  
Bachelor of Science in Hotel, Restaurant, and Tourism Management

### **Off-Site/Extension Programs**

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

### **Bachelor's Degree Completion Programs**

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

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

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

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

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

## COURSE DESCRIPTIONS

Courses are listed with the following format:

ART 260. Painting .....3 cr. (2+4P)

The prefix of the course—ART—indicates the subject or department (in this case Art). The first digit in the course number of ART 260 is 2, which indicates that the course is a sophomore-level course. The next two digits (60) indicate the course sequence. The 3 cr. indicates that the course is a 3-credit course. The (2+4P) means that the class meets for two hours per week for recitation or lecture and also requires 4 hours per week of "practice" (laboratory, field work, or other activities).

Course numbers indicate the class rank:

100–199 are Freshman-level courses

200–299 are Sophomore-level courses

The letter N is added as a suffix to the course number when the course credits are not applicable to the baccalaureate and specified associate degrees.

The letter "G" is added as a suffix to the course number when the course meets General Education common core requirements for transfer to other New Mexico institutions of higher education, as established by the New Mexico Higher Education Department. (Note that some other courses without a "G" also meet transfer requirements.)

### ACCT—Accounting

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

*Offered at Community Colleges only*

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 114, 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 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

### ANTH—Anthropology

ANTH 116. Native Peoples of the American Southwest .....3 cr. Introduction to the early history and culture of native people of the Southwest.

ANTH 125G. Introduction to World Cultures .....3 cr. Introductory survey of anthropological studies of human thought and behavior in different world cultures, covering social, cultural, economic, political, and religious practices and beliefs.

ANTH 201G. Introduction to 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.

ANTH 202G. Introduction to Archaeology and Physical Anthropology .....3 cr. Provides an introduction to the methods, theories, and results of two subfields of anthropology: archaeology and physical anthropology. Archaeology is the study

of past human cultures. Physical anthropology is the study of human biology and evolution.

ANTH 203G. Introduction to Language and Cultural Anthropology.....3 cr.  
Provides an introduction to the methods, theories, and results of two subfields of anthropology: linguistics and cultural anthropology. Linguistics is the study of human language. Cultural anthropology is the study of the organizing principles of human beliefs and practices.

### **ART—Art**

ART 101G. Orientation in Art.....3 cr. (2+3P)  
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

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. Prerequisites: ART 150, or consent of instructor. Restricted to majors.

ART 155. 2-D Fundamentals.....3 cr.  
Introduction to two-dimensional space emphasizing visual design principles as elements and 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 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 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 Drawing.....3 cr. (2+4P)  
Introduction to technical, structural and methodological skills applied to drawing from observation. Subjects include still life and live figure models.

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 and Digital Media.....3 cr. (2+4P)  
Introduction to the principles of visual communication and digital media, letter forms, typography and identity marks..

ART 256. Introduction to Letter Forms and Typographic Design.....3 cr. (2+4P)  
Introduction to letter forms, typography, and identity marks. Projects produced using conventional and digital graphic designer tools. Prerequisite(s): ART 155.

ART 260. Painting I.....3 cr. (2+4P)  
Introduction to basic skills of painting through various exercises that emphasize working from observation. Prerequisite(s): ART 250 or ART 150.

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 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 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. May be repeated up to 6 credits.

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 285. Introduction to Metals and Jewelry 3 cr (2+4P)

Introduction to fundamental processes, design, and conceptual development for metal fabrication of jewelry and functional/non-functional objects.

ART 286. Stained Glass .....3 cr. (2+4P)

Instruction in the fundamental fabrication and design techniques for stained glass. Introduction to visual decision making skills, historical, and critical issues of the medium. Community Colleges only.

ART 294. Special Topics in Studio ..... 1–3 cr.

Specific subjects and credits to be announced in the Schedule of Classes. No more than 9 credits toward a degree. Prerequisite: consent of instructor.

### **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.

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.

### **AUTO—Automotive Technology**

AUTO 105. Welding .....4 cr. (2+4P)

Set-up and adjustment of oxyacetylene and arc welding equipment, identification of metals and rod application. Skill development in laying weld beads and different weld positions.

AUTO 112. Basic Gasoline Engines .....5 cr. (2+6P)

Principles of gasoline engine operation. Identification, design, function of engine components; engine disassembly and reassembly; trouble shooting, and rebuilding heads.

AUTO 117. Electronic Analysis and

Tune-Up of Gasoline Engines .....5 cr. (2+6P)

Theory and operation of ignition and emission control systems and fuel system. Use of troubleshooting equipment and diagnostic equipment. Prerequisite: AUTO 120 or consent of instructor.

AUTO 118. Technical Math for Mechanics .....3 cr. (2+3P)  
Mathematical applications for the automotive trade.

AUTO 119. Manual Transmission/  
Clutch .....5 cr. (2+6P)  
Manual transmission, transfer cases, and clutch operating principles. Students will diagnose problems, remove and replace, disassemble, repair, and assemble units.

AUTO 120. Electrical Systems.....4 cr. (2+4P)  
Troubleshooting and repair of starters, alternators, and associated circuits. Reading electrical diagrams, diagnosis and repair of electrical accessories. Prerequisite: consent of instructor.

AUTO 125. Brakes .....5 cr. (2+6P)  
Theory of operation, diagnosis, repair, and maintenance of disc and drum brakes; safety and use of special tools.

AUTO 126. Suspension, Steering, and Alignment .....5 cr. (2+6P)  
Types of steering systems, suspension maintenance and repair, four- wheel alignment procedures.

AUTO 127. Basic Automatic Transmission.....4 cr. (2+4P)  
Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

AUTO 132. Automotive Air-Conditioning and Heating Systems .....4 cr. (2+4P)  
Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

AUTO 137. Fuel Systems and Emission Controls .....4 cr. (2+4P)  
Covers theory and operation of fuel system and emission control. Troubleshooting, vacuum diagrams, overhaul, repair and adjustment of carburetion and fuel injection. Prerequisites: AUTO 117 or consent of instructor.

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 255. Special Problems in Automotive Technology 1-5 cr. Individual studies in areas directly related to automotive technologies. Prerequisite: consent of instructor. May be repeated for a maximum of 12credits.

AUTO 295. Special Topics 1-6 cr.  
Topics to be announced in the Schedule of Classes.

### **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.

### **BCT—Building Construction Technology**

BCT 100. Building Trades I .....8 cr. (2+12P)  
Equipment and general safety. Human relations, building construction surveying, footings, foundation form work, framing, sheathing, insulation. Basic electrical wiring and plumbing. Classroom instruction, on-the-job training, and problem solving.

BCT 104. Woodworking Skills I .....3 cr. (1+4P)  
Use and care of hand tools and elementary power tools, safety procedures, and supervised project construction.

BCT 105. Woodworking Skills II.....3 cr. (1+4P)  
Advanced woodworking skills to include use of advanced power tools, power tool safety, and supervised construction. Prerequisite: BCT 104 or consent of instructor.

BCT 106. Woodworking Theory and Practice .....3 cr, (2 +2P)  
History of wood manufacturing, industrial techniques, wood characteristics, stains and finishes. Design and construction of minor wood projects.

BCT 110. Blueprint Reading for Building Trades .....4 cr. (2+4P)  
Same as DRFT 151, OEET 101, OEPB 110.

BCT 206. Advanced Cabinetmaking .....3 cr. (1+3P)  
Advanced cabinetmaking skills, to include expert use of hand and power tools, professional construction and finishing techniques. Prerequisites: BCT 105, BCT 106, or consent of instructor.

BCT 221. Cooperative Experience I..... 1–4 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

BCT 255. Special Topics ..... 1–6 cr.  
Topics to be announced in the Schedule of Classes. May be repeated for up to 6 credits. Consent of instructor required. Restricted to Community College campuses only.

BCT 290. Special Problems in Building  
Technology ..... 1–4 cr.  
Individual studies in areas directly related to building technologies. Prerequisite: consent of instructor.

### **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.

BIOL 101L. Human Biology Laboratory ..... 1 cr. (3P)  
Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Prerequisite(s)/Co-requisite: BIOL 101G.

BIOL 110G. Contemporary Problems  
in Biology ..... 4 cr. (3+3P)  
Fundamental concepts of biology will be presented using examples from relevant problems in ecology, medicine and genetics. For non-science majors only. Community Colleges only.

BIOL 111G. Natural History of Life ..... 3 cr.  
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for non-science majors. Must be taken with BIOL 111GL to meet general education requirements.

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. Co-requisite: BIOL 111G.

BIOL 211G. Cellular and Organismal  
Biology ..... 3 cr.  
Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for non-majors with sufficient chemistry. Must be taken with BIOL 211GL to meet general education requirements. Pre/Co-requisite(s): CHEM 110G or CHEM 111G or CHEM 115.

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 211GL. Pre/Co-requisite(s): CHEM 110G or CHEM 111G or CHEM 115.

BIOL 221. Introductory Microbiology ..... 3 cr.  
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112 or consent of instructor. Co-requisite: BIOL 221L. Community Colleges only.

BIOL 221L. 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.

BIOL 222. Zoology ..... 3 cr. (2 + 3P)  
Structure, function, and survey of animals. Prerequisite: BIOL 111G and BIOL 111GL, or BIOL 190, and at least sophomore standing. Community Colleges only.

BIOL 225. Human Anatomy and  
Physiology I ..... 4 cr. (3+3P)  
The first in a two-course sequence that covers the structure and function of the human body, including terminology of the human gross anatomy, chemistry overview, cell structure, cell physiology (including DNA, protein synthesis and cell division). The organization of cells and tissues and their metabolic and homeostatic processes and regulation are also covered. Physical and chemical operation of organs and systems of the human body include the integumentary skeletal muscular and nervous

systems. Pre/Corequisite(s): CHEM 110G or CHEM 111G. Restricted to: Community Colleges only.

**BIOL 226. Human Anatomy and Physiology II** .....4 cr. (3+3P)  
The second in a two-course sequence that covers the structure and function of the human body. Includes the physical and chemical operation of the organs and systems of the human body, including endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproduction system. Concepts of nutrition, metabolism, energy, fluid and electrolyte balance, heredity, pregnancy and human embryonic and fetal development are also covered. Prerequisite: BIOL 225, CHEM 110G or CHEM 111G. Restricted to: Community Colleges only.

**BIOL 250. Special Topics** ..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits. Community Colleges only.

**BLAW—Business Law, Department of Finance**

**BLAW 230. Business Law** .....3 cr.  
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Branch 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 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 201. Work Readiness and Preparation** .....2 cr.  
Instruction in methods of selection, seeking, acquiring, and retaining employment. Addresses work success skills, business etiquette, employer expectation, and workplace norms. Restricted to: Community College campuses only.

**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: 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: CCDM 103N or satisfactory math score on ACT. Restricted to Community College campuses only.

**BMGT 221. Cooperative Experience I** ..... 1–3 cr.  
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to BMGT majors. Graded S/U.

**BMGT 228, Small Business Marketing for Success**, 3 cr.  
This course teaches students the essentials of real world marketing as a means of ensuring the success of their business. Marketing plans, research and customer identification are covered as well as advertising methods that work to create sales. Restricted to: Community colleges.

**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: CCDE 105N or higher, or BOT 105 or higher. Restricted to: Community College campuses only.

**BMGT 274, Small Business Planning and Development**.....3 cr.  
Teaches the skills to effectively conceive, plan and open a business. Initial course in a series aimed at preparing individuals to start and run their own business. Restricted to: Community colleges.

**BMGT 275, Small Business Planning** .....3 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.

BMGT 276, Small Business Advanced Business Plan Development.....3 cr.  
Preparing a detailed business plan as the first step in creating a successful business. Restricted to: Community colleges.

BMGT 280, Introduction to Human Resources ....3 cr.  
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite(s): BMGT 110. Restricted to: Community College campuses only.

### **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 EP—Counseling and Educational Psychology**

C EP 110G. Human Growth and Behavior .....3 cr.  
Introduction to the principles of human growth and development throughout the life span.

C EP 210. Educational Psychology .....3 cr.  
Psychological foundations as they apply to the learner in the classroom setting.

C EP 240, Adolescence in School Settings.....3 cr.  
Survey of psychological development during the adolescence years.

C EP 299. Academic Excellence Classes ..... 1–6cr.  
Academic curriculum of excellence that includes the development of collaborative learning and student success environment, learning diverse learning styles and multiple intelligences, and developing multi-contextual academic communication styles.

### **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.

C J 199. Special Topics in Criminal Justice I..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated under different topics for a maximum of 6 credits.

C J 205. Criminal Law 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.

C J 206. Criminal Law II .....3 cr.  
Legal problems associated with the investigation of crime. Commencement of criminal proceedings, prosecution and defense of charges, sentencing and appeal. Prerequisite: C J 205. Community Colleges only. (Note: students completing C J 206 may not take C J 306.)

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.

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.)

C J 230. Introduction to Corrections.....3 cr.  
Development of correctional philosophy, theory, and practice. Institutional and non-institutional alternatives available in the corrections process.

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.

C J 293. Field Experience in Criminal Justice ..... 3 or 6 cr.  
Field experience in a public criminal justice agency or equivalent private sector organization. Supervised internship experience, conferences, and observations. Prerequisites: C J 101G, prior arrangement and consent of instructor and a GPA or a 2.0 or better in major. Restricted to majors. Community Colleges only.

## **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.

C S 171G. Introduction to Computer Sciences 4 cr. (3+2P)  
Computers are now used widely in all area of modern life. This course provides understanding of the theoretical and practical foundations for how computers work, and provides practical application and programming experience in using computers to solve problems efficiently and effectively. The course covers broad aspects of the hardware, software, and mathematical basis of computers. Weekly labs stress using computers to investigate and report on data-intensive scientific problems. Practical experience in major software applications includes an introduction to programming, word processing, spreadsheets, databases, presentations, and Internet applications.

C S 187. Java Programming .....3 cr. (2+2P)  
Programming in the Java language. Prerequisite: MATH 120 or higher.

C S 209. Special Topics..... 1–3 cr.  
May be repeated for a maximum of 12 credits.

## **CCDE—Community College Developmental English**

CCDE 105N. Effective Communication Skills .....4 cr. (3+2P)  
Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable.

CCDE 110N. General Composition.....4 cr. (3+2P)  
Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable.

## **CCDL—Community College Developmental Language**

CCDL 101N. Basic Skills in English as a Second Language I .....4 cr. (3+2P)  
Developmental studies course for ESL students. Development of basic skills in speaking, listening, reading, and writing English as a second language

with emphasis on speaking and listening. Pronunciation stressed. Course intended for U.S. citizens and residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 103N. Basic Skills in English as a Second Language II .....4 cr. (3+2P)  
Continuation of CCDL 101N for ESL students. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 105N. Intermediate Skills in English as a Second Language I .....4 cr. (3+2P)  
Intermediate level with emphasis on reading and writing. Grammar and syntax stressed. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 107N. Intermediate Skills in English as a Second Language II .....4 cr. (3+2P)  
Continuation of CCDL 105N. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

## **CCDM—Community College Developmental Mathematics**

CCDM 100N. 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.

CCDM 103N. Pre-Algebra .....4 cr. (3+2P)  
Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. Prerequisite: C or better in CCDM 100N or adequate placement in the College Placement Test. RR applicable for individually paced section only.

CCDM 105n, 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.

CCDM 112N. Developmental Algebra I.....4 cr. (3+2P)  
Fundamental algebra operations, variable expressions, solving linear equations, applications of linear equations, polynomials and factoring. 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 adequate placement in the College Placement Test. Restricted to Community Colleges.

CCDM 113N. 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.

CCDM 114N. 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 or adequate placement in the College Placement Test. Restricted to Community Colleges.

### **CCDS—Community College Developmental Studies**

CCDS 104N. Comprehensive Reading Development.....4 cr. (3+2P)  
Integration of basic reading skills, including vocabulary development, text comprehension, and critical reading skills. RR applicable.

CCDS 108N. Effective Reading .....4 cr. (3+2P)  
Instruction and practice of skills and strategies for effective reading at the college level. Designed to incorporate applied skill practice lab activities. RR applicable.

CCDS 109N. Study Skills for Reading ..... 1–3 cr.  
Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.

CCDS 113N. Study Skills for English..... 1–3 cr.

Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.

### **CHEM—Chemistry**

CHEM 100. Basic Chemistry .....3 cr.  
For students whose preparatory science or math training has been deficient. Does not meet the chemistry requirement in any curriculum. Prerequisite: Enhanced ACT composite score of at least 18 or a grade of C or better in CCDM 114N.

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.

CHEM 111G. General Chemistry I .....4 cr. (3+3P)  
Descriptive and theoretical chemistry. Prerequisites: (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/112G is General Education alternative to CHEM 110G.

CHEM 112G. General Chemistry II.....4 cr. (3+3P)  
Descriptive and theoretical chemistry. CHEM 111/112 is General Education alternative to CHEM 111G.

CHEM 210. Chemistry for Allied Health Sciences .....3 cr.  
Discussion and application of the established facts and concepts of general organic chemistry and biochemistry to acquire a molecular understanding of a variety of health related issues, from atmospheric ozone holes to human nutrition. Prerequisite: CHEM 110G or CHEM 111G.

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 112 or CHEM 114.

### **CMT—Creative Media Technology**

CMT 100. Introduction to Visual

Communications.....3 cr.  
Overview of the process of creating a digital product from conception to final implication. Incorporates basic principles of art and design, typography, layout, color, imagery logos and advertising basics.

CMT 110. Introduction to Web Design.....1 cr.  
Basics of creating a web presence for digital portfolios for personal use.

CMT 120. Introduction to Creative Media.....3 cr. (2+2P)  
Exploration and discovery of the creative processes through art, music, theater, narrative, and other avenues.

CMT 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, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.

CMT 140. Print Media I..... 3 cr. (2+2P)  
Creation and design of publications and presentation materials using page layout software. May be repeated for a maximum of 6 credits.

CMT 145. Image Processing I.....3 cr. (2+2P)  
Creation and designing of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.

CMT 150. 2D Animation.....3 cr. (2+2P)  
Concepts and techniques in storyboarding and creating 2D animations for video, web, and multimedia. Prerequisites: CMT 142 or CMT 146.

CMT 151, Evolution of Electronic Games 3 cr. (2+2P)  
Focus on the evolution of video games and how they have shaped mainstream entertainment. May be repeated up to 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 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 180. Principles of Media Design.....3 cr. (2+2P)  
Techniques and theories of design principles, including layout foundations, logo building, type, color, and story-boarding and their applications to print, web, animation, and video. Prerequisites: CMT 142 or 146.

CMT 190. Digital Video Production I.....3 cr. (2+4P)  
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 195. Digital Video Editing I.....3 cr. (2+2P)  
A study of the basic tools and techniques of non-linear digital video editing May be repeated for a maximum of 6 credits.

CMT 200, Critical Game Studies .....3 cr. (2+2P)  
Focus on creating a complete design document utilizing techniques and standards used in the industry today. May be repeated for up to 6 credits. Restricted to Community Colleges campuses only.

CMT 210. Digital Video Production II.....3 cr.  
Advanced techniques of the tools and applications of digital video production. Prerequisite: CMT 190. May be repeated for a maximum of 6 credits.

CMT 215. Digital Video Editing II .....3 cr. (2+2P)  
Advanced features of digital video, audio/music, and titling productions software are covered. Included are color correction, vector scopes, motion effects, and advanced editing techniques used by filmmakers. Prerequisite: CMT 195 or OEGR 210. May be repeated for a maximum of 6 credits.

CMT 221. Cooperative Experience ..... 1-3 cr.

Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours on-the-job work experience. Prerequisite: consent of instructor. Restricted to majors. Graded S/U. May be repeated for a maximum of 9 credits.

CMT 223. 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 228, Level Design Concepts 3 cr. (2+2P)  
Focus on the design and creation of video game levels. Dealing with the challenges and pitfalls of different video game genres. May be repeated for a maximum of 6 credits. Prerequisite: CMT 200

CMT 230. Web Design II 3 cr. (2+2P)  
Creating and managing well-designed, organized web sites using HTML and web development software. Prerequisite: CMT 130. May be repeated for a maximum of 6 credits. Same as OEGR 230. Community Colleges only

CMT 252, Game Tools and Techniques...3 cr. (2+2P)  
Focus on the different engines and gaming technologies that power the games of today. May be repeated for a maximum of 6 credits. Prerequisite: CMT 200.

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+2P)  
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 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.

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

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

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

### **COLL—College Studies**

COLL 101. College/Life Success ..... 1–3 cr.  
Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 103. Managing Your Money ..... 1 cr.  
Principles and strategies for effective money management. Includes financial goal setting, both short and long term. Explores the relationship between career and income learning potential. Explores issues of credit and debt management and prevention of identity theft.

COLL 108. Academic Reading and Study Skills..... 1–4 cr.  
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 112. Academic Skills for General Science..... 1–3 cr.  
Emphasis on study skills; introduction of atoms, molecules, ions, bonding, measurements, calculations, formulas, physical and chemical properties, cell structure, metabolism, fundamental laws, energy relationships, and laboratory techniques which are appropriate for studying any of the sciences. Prerequisite: consent of instructor.

COLL 120. Career Exploration ..... 1 cr.  
Survey of careers possible with community college associate degrees. Information on how to make a career choice.

COLL 122. Introduction to Learning in an Electronic Environment ..... 1–3 cr.  
Extends methods of learning and thinking by using communication technology. Interaction with a wide range of electronic information. Focus on technical and student skills necessary for distance learning.

COLL 155. Special Topics ..... 1–4 cr.  
Covers specific study skills and critical thinking topics. Specific subtitles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.

COLL 185. Prior Learning: Professional Portfolio ..... 1–6 cr.  
Creating a portfolio that outlines professional and educational experiences. Life skills and education learned through workplace training and non-traditional education experiences will be evaluated for consideration of awarding college credit. Students will draft a life history paper, prepare a professional resume, assemble supporting documentation and evidence in support of their petition to receive college credit for prior learning. Culminating activities will include an oral presentation of the portfolio contents. Prerequisite: CCDE 110N or equivalent. Graded S/U.

COLL 201. Critical Thinking Skills ..... 3 cr.  
Introduction to critical thinking processes. Develops higher order thinking necessary to evaluate clearly, logically, and accurately one's academic and life experiences. Practical emphasis on assertive thinking and perspectives. Prerequisite: placement scores for CCDE 110N or higher.

### **COMM—Communication Studies**

COMM 253G. Public Speaking ..... 3 cr.  
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

COMM 265G. Principles of Human Communication ..... 3 cr.  
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction.

### **DANC – Dance**

DANCE 122 ..... 1 cr.  
Introduction to Latin social dance for non dance majors. Students will learn basic Latin dance technique and partnering work. May be repeated for up to 2 credits.

### **DRFT- DRAFTING**

DRFT 105. Technical Drawing for Industry ..... 3 cr. (2+2P)  
Technical sketching, basic CAD, and interpretation of drawings with visualization, speed and accuracy highly emphasized. Areas of focus include various trades such as machine parts, welding, heating and cooling, and general building sketches/plan interpretation.

DRFT 108. Drafting Concepts/Descriptive Geometry ..... 2 cr. (1+2P)  
Basic manual drafting skills, sketching, terminology and visualization. Graphical solutions utilizing applied concepts of space, planar, linear and point analyses. Metric and S.I. units introduced.

DRFT 109. Computer Drafting Fundamentals ..... 3 cr. (2+2P)  
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Crosslisted with: C E 109 and E T 109.

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

DRFT 118. Geometry for Drafting ..... 3 cr.  
Analysis and problem solving of related technical problems using measuring instruments and techniques with geometry and trigonometry. Prerequisite: CCDM 103N or CCDM 104N.

DRFT 130. General Building Codes ..... 3 cr. (2+2P)  
Interpretation of the Building Code, local zoning codes, A.D.A. Standards and the Model Energy Code to study construction and design requirements and perform basic plan checking.

DRFT 135. Electronics Drafting I.....3 cr. (2+2P)  
Drafting as it relates to device symbols; wiring, cabling, harness diagrams and assembly drawings; integrated circuits and printed circuit boards; schematic, flow and logic diagrams; industrial controls and electric power fields. Drawings produced using various CAD software packages. Prerequisites: DRFT 108 and DRFT 109.

DRFT 143. Civil Drafting Fundamentals....3 cr. (2+2P)  
Introduction to drafting in the field of surveying and civil engineering. Drawings, projects, and terminologies related to topographic surveys/ mapping, contour drawings, plan and profiles, improvement plats and street/highway layout. Prerequisite: DRFT 109. Crosslisted with: E T 143.

DRFT 151. Construction Principles and Blueprint Reading.....4 cr. (4+2P)  
Introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable in today's residential, commercial, and public works industry. Instruction by blueprint reading and interpretation, field trips, and actual job-site visits and progress evaluation.

DRFT 160. Construction Take-Offs and Estimating .....3 cr. (2+2P)  
Computing and compiling materials and labor estimates from working drawings using various techniques common in general building construction and in accordance with standard specifications and estimating formats. Use of spreadsheets and estimating software introduced. Prerequisite: DRFT 151.

DRFT 176. Solid Modeling, Rendering and Animation .....3 cr. (2+2P)  
Introduction to three dimensional drafting and solid modeling, rendering and animation for architecture and engineering fields. Material application, mapping, and scene lighting will be introduced. Prerequisite(s): DRFT 109. Restricted to Community Colleges campuses only.

DRFT 180. Residential Drafting 3 cr.(2+2P)  
Basic residential drafting including, floor plans, foundation plans, sections, roof plans, exterior and interior elevations, and site plans. Applicable residential building and zoning codes, construction methods and materials, adaptable residential design, and drawing and sheet layout for architectural drafting will be introduced.

DRFT 181, Commercial Drafting 3 cr. (2+2P)  
Drafting principles, plan coordination, and code analysis applicable in the development of working drawings for commercial, public, and industrial building projects. Students will utilize National Cad Standards, ADA Standards, and will be introduced to modern office practice. Prerequisite(s): DRFT 109. Pre/Corequisite(s): DRFT 180. Restricted to: Community Colleges only.

DRFT 214. Advanced Mechanical Drafting/Solid Modeling.....3 cr. (2+2P)  
Advanced mechanical drafting/solid modeling techniques and topics will be studied using the student's software(s) of choice. Students will use any of the 3-D solid modeling software packages that are available on campus as they develop these skills, as well as develop a thorough working knowledge of the use of GD&T in Mechanical Drafting/Solid Modeling. Detailed class projects will be assigned, and presentations will be required. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 114 or DRFT 176.

DRFT 222. Surveying Fundamentals.....3 cr. (2+2P)  
Elementary surveying and civil drafting theory and techniques for non engineering majors. Includes traverse plotting, site plans, mapping, cross sections, and development of plan and profile drawings. Actual basic field measurement/surveying as well as extensive manual and CAD projects will be assigned. Prerequisites: DRFT 108, DRFT 109, and (DRFT 118 or MATH 180or MATH 190).

DRFT 230. Building Systems Drafting.....3 cr. (2+2P)  
Development of drawings for electrical, plumbing, and HVAC systems, for residential and commercial building. Use of related CAD software. Prerequisite: DRFT 180.

DRFT 240. Structural Systems Drafting/////4 cr. (2+4P)  
Study of foundations, wall systems, floor systems and roof systems in residential, commercial and industrial design/construction. Produce structural drawings including foundation plans, wall and building sections, floor and roof framing plans, shop drawings and details; schedules, materials lists and specifications. Use of various software. Prerequisite: DRFT 180 or DRFT 181..

DRFT 243. Land Development Drafting....3 cr. (2+2P)  
Advanced civil/survey technology and drafting related to land development. Emphasis is on relevant terminology codes/standards, and the production of complex working drawings such as subdivision plats, local utility and drainage plans, construction details roadway P P, etc., according to local development/agency standards. Prerequisite: DRFT 143 and DRFT 153.

DRFT 255. Independent Study.....1-3 cr.  
Instructor-approved projects in drafting or related topics specific to the student's individual areas of interest and relevant to the drafting and graphics technology curriculum. Consent of instructor required. May be repeated for a maximum of 6 credits.

DRFT 270. Architectural Sketching and Rendering  
.....3 cr. (2+2P)  
Use of freehand sketching, shading and shadowing techniques, 3-D models, and 1-point and 2-point perspectives in the development of architectural presentation drawings. Prerequisite: DRFT 108.

DRFT 276. Computer Rendering and Animation I  
.....3 cr. (2+2P)  
Introduction to technical applications of computer generated renderings and animations for the architecture and engineering fields. 3D models, photo-realistic renderings, and basic animation movie files will be produced utilizing industry standard modeling and animation software.

DRFT 278. Advanced CAD Applications....3 cr. (2+2P)  
Introduction to advanced Autodesk AutoCAD applications, usage techniques, user customization, and basic AutoLisp programming. Techniques for interfacing AutoCAD drawings into other software packages and presentations will be explored. Internet based research of alternative CAD software packages and solutions will be performed. Prerequisite: DRFT 109.

DRFT 288. Portfolio Development.....4 cr. (2+4P)  
Production of a portfolio consisting of student produced work related to individualized projects based on degree option. Completed portfolio to include, working and presentation drawings, material take-offs, cost estimates, specifications, 3D models, renderings, and technical animation files as assigned by the instructor. Job search and resume preparation activities will also be required. Consent of instructor required.

DRFT 290. Special Topics.....1-4 cr.  
Topics subtitled in the Schedule of Classes. May be repeated for a maximum of 12 credits.

DRFT 291. Cooperative Experience.....1-6 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student meets with advisor weekly. Prerequisite: consent of instructor. Graded S/U.

## **E E – Electrical and Computer Engineering**

E E 161. Computer Aided Problem Solving 4 cr. (3+3P)  
Introduction to scientific programming. Extensive practice in writing programs to solve engineering problems. Items covered will include: loops, input and output, functions, decision statements, and pointers. Pre/Corequisite(s): MATH 190G.

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.

## **E S—Environmental Science**

E S 110G. Introductory Environmental Science.....4 cr. (3+2P)  
Introduction to environmental science as related to the production, remediation, and sustainability of land, air, water, and food resources. Emphasis on the use of the scientific method and critical thinking skills in understanding environmental issues

## **E T—Engineering Technology**

E T 106. Drafting Concepts/Computer Drafting Fundamentals I.....4 cr. (2+4P)  
Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125, OECS 207, or consent of instructor. Community Colleges only. Same as DRFT 112.

## **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.

ECED 125. Health, Safety, and Nutrition.....2 cr.  
This course provides information related to standards and practices that promote children's physical and mental wellbeing sound nutritional practices, and maintenance of safe learning environments.

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.

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 Reading and Literacy Development .....3 cr.  
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.

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

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.

### **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 103, Internship in Bilingual Education/ESL  
1-4 cr. Supervised experience in bilingual education/ESL elementary or secondary classroom settings for prospective bilingual education/ESL teachers.

EDUC 181. Field Experience I..... 1 cr.  
Introduction to public school teaching, school visits, classroom observations and discussion seminar.

EDUC 195. Individual Topics in Education ..... 1–3 cr.  
Supervised study in a specific area of interest. Each course shall be designated by a qualifying subtitle. May be repeated for a maximum of 9 credits.

EDUC 204. Foundations of Bilingual/ESL  
Education.....3 cr.  
Explore and review the historical, legal, philosophical, theoretical and pedagogical paradigms of bilingual/ESL education.

### **ELT—Electronics Technology**

ELT 110. Electronics I.....4 cr. (3+3P)  
Fundamentals of electronics including: components, schematics, Ohm's law, Thevenin's and Norton's theorems, and series/parallel circuits incorporating passive, active and magnetic elements. Introduction to AC circuits. Pre/Crosslisted with: AERT 123. Restricted to Community Colleges only.

ELT 120. Mathematics for Electronics.....4 cr.  
Includes fundamental mathematics, algebra, sine, cosine, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Minimum math proficiency of CCDM 114 required or math placement into MATH

120 or higher. Restricted to Community Colleges only. Crosslisted with: AERT 124.

ELT 135. Electronics II .....4 cr. (3+3P)  
Analysis of AC circuits, filters, and resonance. Introduction to solid state fundamentals including diodes and rectifier circuits, voltage regulators, various transistors and transistor characteristics, amplification and amplifiers, photoelectric effects, gates and timing circuits. Prerequisite: ELT 110 and ELT 120.

ELT 155. Electronics CAD and PCB  
Design.....3 cr. (2+2P)  
Introduction to and the use of commercially available CAD software covering schematic representation of electronic components and circuits. Printed circuit board layout techniques including proper schematic capture, netlist generation, design rule checking and manual routing covered.

ELT 160. Digital Electronics I.....4 cr. (3+3P)  
Number systems, codes, Boolean algebra, logic gates, Karnaugh maps, combination circuits, flip-flops, and digital troubleshooting techniques. Prerequisite: ELT 110 or consent of instructor.

ELT 175. Soldering Practices .....2 cr. (4P)  
Methods and techniques of hand soldering in the production of high quality and reliable soldering connections.

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: ELT 110 & ELT 135 or Consent of Instructor.

ELT 215. Microprocessor  
Applications I .....4 cr. (3+2P)  
Fundamentals of microprocessor architecture and assembly language with an emphasis on hardware interfacing applications. Co-requisite: ELT 235.

ELT 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.

ELT 225. Computer Applications for  
Technicians.....3 cr. (2+2P)  
An overview of computer hardware, software applications, operating systems, high level programming languages and networking systems.

ELT 235. Digital Electronics II .....3 cr. (2+3P)  
Sequential logic circuits, latches, counters, shift-  
registers, fault analysis and troubleshooting of digital  
IC's, multiplexers, timers, encoders/decoders,  
arithmetic circuits, pulse shaping, and memory  
devices. Prerequisite: ELT 160.

### **EMD—Educational Management and Development**

EMD 101. Freshman Orientation.....1 cr.  
Introduction to the university and to the College of  
Education. Discussion of and planning for  
individualized education program and field  
experience. Graded S/U.

EMD 250. Introduction to Education .....2 cr.  
An overview of the American education system with  
emphasis on organization, governance, law,  
demographics, and professional practice.

### **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.

ENGL 112. Rhetoric and Composition II.....2 cr.  
A continuation of English 111G for those desiring  
more work in composition. Weekly themes based on  
outside reading. Prerequisite: successful completion  
of ENGL 111G or the equivalent.

ENGL 115G. Perspectives on Literature .....3 cr.  
Examines literature by writers from culturally diverse  
backgrounds and from different cultural and  
historical contexts. Explores various strategies of  
critical reading.

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.

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.

ENGL 116G, Perspectives on Film .....3 cr.(3+3P)  
Explores narrative and documentary film and  
examines significant developments in the history of  
cinema. Criticism of film as an art form, technical  
enterprise, business venture, and cultural  
phenomenon.

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.

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.

ENGL 240. Introduction to Literature .....3 cr.  
Intended primarily for non-English majors, course  
will introduce poetry, fiction, and drama from a  
variety of periods. There will be some introduction of  
critical terminology and some attention to writing  
about literary works of art.

ENGL 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.

### **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.

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.

**FIN—Finance**

FIN 210. Financial Planning and Investments .....3 cr.  
Individual financial planning and related financial markets and institutions. Community Colleges only.

**FREN—French**

FREN 111. Elementary French I .....4 cr.  
French language for beginners.

FREN 112. Elementary French II .....4 cr.  
French language for beginners. Prerequisite: C or better in FREN 111.

FREN 211. Intermediate French I.....3 cr.  
Speaking, reading, and writing. Prerequisite: C or better in FREN 112.

FREN 212. Intermediate French II .....3 cr.  
Speaking, reading, and writing. Prerequisite: C or better in FREN 211.

**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.

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.

GEOG 120G. Culture and Environment.....3 cr.  
Study of human-environmental relations: how the earth works and how cultures impact or conserve nature. Introduction to relationships between people

and natural resources, ecosystems, global climate change, pollution, and conservation.

GEOG 257. Introduction to Weather Science.....4 cr. (3+3P)  
An introduction to Earth's atmosphere and the dynamic world of weather as it happens. Working with current meteorological data delivered via the Internet and coordinated with learning investigations keyed to the current weather; and via study of selected archives. Crosslisted with: SOIL 257 and AGRO 257.

GEOG 259. Introduction to Oceanography .....4 cr. (3+3P)  
Introduces the origin and development of the oceans, and marine ecological concepts. Examines physical processes such as waves, tides, and currents, and their impact on shorelines, the ocean floor, and basins. Investigates physical processes as they relate to oceanographic concepts. Includes media via the Internet and laboratory examination of current oceanic data, as an alternative to the actual oceanic experience. Students will gain a basic knowledge and appreciation of the ocean's impact on the world's ecology.

GEOG 281. Map Use: Reading, Analysis and Interpretation .....3 cr. (2+3P)  
Exploration of the cartographic medium. Development of critical map analysis and interpretation skills, and map literacy. Comprised of traditional lecture, labs, and map use projects.

GEOG 291. Special Topics..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

GEOG 295. Introduction to Climate Science 4 cr.(3+3P)  
Examines fundamentals and related issues of Earth's climate system, climate variability, and climate change. Develops solid understandings of Earth's climate system framed in the dynamic, Earth system based approach to the science.

**GEOL—Geology**

GEOL 111G. Survey of Geology .....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.

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.

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.

### **GOVT—Government**

GOVT 100G. American National Government ....3 cr.  
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence.

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.

GOVT 150G. American Political Issues.....3 cr.  
Major contemporary problems of American society and their political implications.

GOVT 160G. International Political Issues .....3 cr.  
Current developments and issues in world politics.

### **HIST—History**

HIST 101G. Roots of Modern Europe .....3 cr.  
Economic, social, political, and cultural development from earliest times to about 1700.

HIST 102G. Modern Europe .....3 cr.  
Economic, social, political, and cultural development from 1700 to the present.

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.

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.

HIST 261. New Mexico.....3 cr.  
Economic, political, and social development from exploration to modern times. Community Colleges only.

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.

### **HLS—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.

HL S 150. 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.

### **HNDS—Human Nutrition and Diet**

HNDS 251. Human Nutrition .....3 cr.  
Principles of normal nutrition. Relation of nutrition to health. Course contains greater amount of chemistry and biology than HFNS 163. Open to non-majors.

### **JOUR—Journalism and Mass Communication**

JOUR 105G. Media and Society .....3 cr.  
Functions and organization of the mass media system in the United States; power of the mass media to affect knowledge, opinions, and social values; and the impact of new technologies.

### **LA—Laguna Acoma Studies**

L A 101. Introduction to Laguna/Acoma Studies .....3 cr.  
Covers geography, demography, institutions of modern Laguna and Acoma pueblos with historical overview.

### **LIB—Library Science**

LIB 101. Introduction to Research ..... 1 cr.

A practical, hands-on, step-by-step introduction to the basics of university-level library research. Topics include the academic method, plagiarism, selection and use of information resources. (8-week course)

### LING—Linguistics

LING 200G. Introduction to 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).

### MATH – Mathematics

The 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 General Information chapter.

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

NOTE: Students without an adequate placement score to enroll in MATH 111, MATH 120 or MATH 210G can gain admission to the course by earning a C or better in CCDM 114N at an NMSU Community College. 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, the results of which will be made available to the student's advisor.

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.

MATH 112G. Fundamentals of Elementary Mathematics 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.

MATH 120. Intermediate Algebra.....3 cr.  
Linear and algebraic functions as they arrive in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically, and numerically. Prerequisite: C or better in CCDM 114n or adequate score on the placement test.

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

MATH 142G. Calculus for the Biological and Management Sciences I .....3 cr. (2+2P)  
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.

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 placement exam or C or better in MATH 121G.

MATH 191G. Calculus and Analytic Geometry I.....4 cr.

Limits and continuity, theory and computation of derivatives, applications of derivatives, extreme values, critical points, derivative tests, L'Hopital's Rule. Prerequisite(s): C or better in MATH 190G.

MATH 192G. Calculus and Analytic Geometry II .....4 cr.  
Riemann sums, the definite integral, antiderivatives, fundamental theorems, techniques of integration, applications of integrals, improper integrals, Taylor polynomials, sequences and series, power series and Taylor series. Prerequisite(s): C or better in MATH 191G.

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 placement exam.

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.

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 279. Introduction to Finite Mathematics .....3 cr.  
Logic; sets, relations, and functions; introduction to mathematical proofs. Applications to computer science. Prerequisite: grade of C or better in MATH 192G or B or better in MATH 235.

MATH 280. Introduction to Linear Algebra.....3 cr.  
Systems of equations, matrices, vector spaces and linear transformations. Applications to Computer Science. Prerequisite(s)/Corequisite(s): grade of C or better in MATH 192G. Prerequisite(s): grade of C or better in MATH 190G.

MATH 291G. Calculus & 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 higher in MATH 192G.

### **MGT—Management**

MGT. Introduction to Management.....3 cr.  
Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

### **MUS—Music**

MUS 101G. An Introduction to 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 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—Nurse Assistant**

NA 101. Nursing Assistant Theory and Lab 6 cr. (5+3P)  
Nurse aide skills with emphasis on a bio-psychosocial-cultural approach to client 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. Prerequisite(s): (Reading Compass score of 81 or greater or CCDR 110N with C or better) and (English Compass score of 76 or greater or CCDE 110N with C or better) and (Math Compass score of 50 or greater or CCDM 103N with C or better). Restricted to Community Colleges campuses only.

NA 104. Certified Nursing Assistant Fundamentals.....4 cr. (3+3P)  
Theory and basic nursing care skills will be taught with an emphasis being placed on the psychosocial-cultural approach to patient care. NA 105 must be completed to be eligible to take the certified Nursing Assistant Examination. Prerequisite(s): (English Compass score of 35 or greater or CCDE 110N) and (reading Compass score of 55 or greater or CCDR 105N). Restricted to Community Colleges campuses only.

N A 105. Certified Nursing Assistant  
Clinicals .....4 cr. (3+3P)  
Extension of basic fundamentals of personal care,  
including theory, skills and clinical experience  
leading to the certified Nursing Assistant  
Examination at the conclusion of the semester.  
Continuation of NA 104. Requires a C or better to  
pass. Prerequisite(s): C or better in NA 104 or  
consent of instructor. Restricted to Community  
Colleges campuses only.

### NAV—Navajo Studies

NAV 101. Introduction to Navajo Studies.....3 cr.  
Covers geography, demography, institutions of  
modern Navajo society with historical overview.  
Restricted to Community Colleges only.

NAV 111. Elementary Navajo I .....4 cr.  
Navajo for beginners with emphasis on speaking  
skills. Prerequisite: not open to Navajo-speaking  
students except by consent of instructor.

NAV 112. Elementary Navajo II .....4 cr.  
Navajo for beginners with emphasis on speaking  
skills. Prerequisite: C or better in NAV 111 or  
consent of instructor.

### OECS— Computer Technology

OECS 101. Computer Basics.....1 cr.  
Hands-on instruction to introduce computer use and  
commonly used software. Graded S/U.

OECS 110. Introduction to PowerPoint.....1 cr.  
An introduction to PowerPoint software to develop  
business presentations. Includes concepts of basic  
presentation methods and graphic design principles.  
Students will create and deliver presentations using  
text, charts, digitized images, and sound.  
Prerequisites: BCS 110, C S 110, or OECS 105.

OECS 125. Operating Systems..... 1–3 cr.  
Installation of current operating systems software,  
and utilities to include systems configuration, file,  
and hardware management. Prerequisite: Either BCS  
110, C S 110, or OECS 105

OECS 185. PC Maintenance and Selection I.... 1–3 cr.  
Selecting, installing, configuring, troubleshooting,  
and maintaining microcomputers and peripheral  
devices. Prerequisites: BCS 110, C S 110, or OECS  
105.

OECS 195. Java Programming I .....1-3 cr.  
Developing of skills in programming business

systems using the computer language Java. Restricted  
to Community Colleges only.

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, BCS 110, or OECS 105.

OECS 204. Linux Operating System ..... 1–3 cr.  
Install and configure the Linux operating system on  
X86 systems. Covers issues involved in maintaining  
operating system, networking, creating and managing  
users, and installing and updating software. General  
procedures for working with operating system  
include maintaining disk space, preserving system  
security, and other related topics. Prerequisite: C S  
110, BCS 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 BCS 110 or CS 110.  
Restricted to Community Colleges only.

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 211. Word Processing Applications ..... 1–3 cr.  
Basic word processing to include composing, editing,  
formatting, and printing of documents. Prerequisite:  
C S 110, BCS 110, or OECS 105. May be repeated  
under different subtitles listed in the Schedule of  
Classes for a maximum of 6 credits.

OECS 213. Image Processing.....1 cr.  
Introduction to digital imaging acquisition and  
editing. Use of digital cameras and computer graphic  
software for business and personal use. Prerequisite:  
C S 110, BCS 110 or OECS 105. Graded S/U.

OECS 215. Spreadsheet Applications ..... 1–3 cr.  
Use of spreadsheets to include graphics and business  
applications. Prerequisite: BCS 110, C S 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 230. Data Communications and Networks I..... 1–3 cr. Definition of data communication; survey of hardware applications and teleprocessor software; examination and design of networks. Prerequisites: OECS 185. May be repeated for a maximum of 6 credits.

OECS 231. Data Communications and Networks II..... 1–3 cr. Installation and application of popular microcomputer network software. Prerequisite: OECS 230. May be repeated for a maximum of 6 credits.

OECS 255. Special Topics ..... 1–4 cr. Topics to be announced in the Schedule of Classes.

OECS 260. Hypertext Markup Language (HTML)..... 1–3 cr. Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110, BCS 110, or OECS 105. May be repeated for a maximum of 3 credits.

OECS 280. Desktop Publishing I ..... 3 cr. Design and production of publication materials to fill the needs of business communities, using a microcomputer. Prerequisite: C S 110, BCS 110, or OECS 105. May be repeated for a maximum of 6 credits. Same as Bot 280.

OECS 290. Computer Technology Capstone... 1-3 cr. Refines skills learned in the OECS program.

Culminates in a review and practice of advanced software applications. Prerequisites: (OECS 125 or OECS 203)AND (OECS 185OR ET 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 circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.

OEEM 115. First Responder—Prehospital Professional ..... 3 cr. (2+3P) Provides training in prehospital medical and traumatic emergencies. Co-requisite: OEEM 101. Requires a C or better to pass. Restricted to majors.

OEEM 120. Emergency Medical Technician Basic 6 cr. Covers EMT-Basic skills instruction to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Co-requisites: OEEM 101, OEEM 120L, and OEEM 121, or consent of instructor. Prerequisite(s)/Corequisite(s): BIOL 154. Restricted to Community Colleges only.

OEEM 120L. Emergency Medical Technician Basic Lab ..... 2 cr. (6P) EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Co-requisites: OEEM 101 or OEEM 120, and OEEM 121, or 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. Co-requisites: OEEM 150L and OEEM 151. Requires a C or better to pass.

OEEM 150L. Emergency Medical Technician—Intermediate Lab..... 2 cr. (6P) EMT-Intermediate skills development with an emphasis on assessment, skills competency, and teamwork in patient care in the prehospital setting. Requires a C or better to pass. Corequisite(s): OEEM 150 & 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. Corequisite(s): OEEM 150 & 150L. Requires a C or better to pass.

### **OEPS—Public Safety**

OEPS 150. Correctional Officer Training I ..... 4 cr. (2+4P)  
Introduction to corrections, departmental policies and procedures, report writing, officer safety, and physical conditioning. Prerequisite: consent of instructor. Restricted to majors.

OEPS 180. Correctional Officer Training II ..... 4 cr. (2+4P)  
Criminal justice system, communications, ethics, correctional law and responsibilities, search procedures, hostage situations, institutional gangs. Prerequisite: consent of instructor. Restricted to majors.

OEPS 250. Correctional Officer Training III ..... 4 cr. (2+4P)  
Use of force, firearms, baton, chemical agents, standard first aid, and CPR. Prerequisite: consent of instructor. Restricted to majors.

OEPS 280. Correctional Officer Training IV ..... 4 cr. (2+4P)  
Stress management, supervision of special needs offender, defensive driving, and preparation for certifying exams. Prerequisite: consent of instructor. Restricted to majors.

### **P E—Physical Education**

P E 127. Cardio-Kickboxing ..... 1 cr.  
Activities that mimic punches, blocks, and kicks which have been modified to serve the purpose of providing a cardiovascular workout.

P E 129. Step Aerobics ..... 1 cr.  
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music and steps.

P E 205. Walking Fitness ..... 1 cr.  
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.

P E 270. Special Topics ..... 1–3 cr.

Specific subjects to be announced in the Schedule of Classes. Each offering will carry appropriate subtitle. May be repeated for a maximum of 4 credits.

### **PHIL—Philosophy**

PHIL 101G. The Art of Wondering ..... 3 cr.  
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others.

PHIL 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.

PHIL 201G. Introduction to Philosophy ..... 3 cr.  
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking.

PHIL 223G. Ethics ..... 3 cr.  
The philosophical explication of morality. Significant ethical systems developed in the history of Western thought.

### **PHYS—Physics**

PHYS 110G. The Great Ideas of Physics ..... 4 cr. (3+3P)  
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quantal structure of nature and the big bang universe.

PHYS 211G. General Physics I ..... 3 cr.  
Non-calculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required.

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. Corequisite: PHYS 211G or PHYS 212G.

PHYS 212G. General Physics II ..... 3 cr.  
Non-calculus treatment of electricity, magnetism, and light. Prerequisite: PHYS 211G or PHYS 222.

PHYS 212GL. General Physics II Laboratory 1 cr. (3P) Laboratory experiments in topics associated with material presented in PHYS 212G or 222G. Students wishing to use 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. Co-requisite: PHYS 212G or PHYS 222.

### **PSY—Psychology**

PSY 201G. Introduction to Psychology.....3 cr. Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.

PSY 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 College campus only.

PSY 270. Special Topics ..... 1–3 cr. Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits. Community College campus only.

PSY 274. A Study of Substance Abuse through Service Learning .....3 cr. Physiological and psychological impact of drug use on human behavior. Emphasizes practical applications of intervention and prevention in the community. Community College campus only.

PSY 290. Psychology of Adjustment .....3 cr. Analyzes the responses people have to conflict, emotional stress, and frustration. It focuses on adapting to these problems and examines both normal and neurotic responses. Community College campus only.

### **S WK—Social Work**

S WK 221G. Introduction to Social Welfare .....3 cr. A broad overview of current social problems and the role of social agencies and community members in addressing these problems.

S WK 251. Women’s Issues in Social Work .....3 cr. Examines gender-specific social problems and their identification and resolution through the use of social agencies and community resources. Community College campus only.

S WK 253. Case Management.....3 cr. Introduction to case management for social- and human-services workers. Overview of typical duties and responsibilities of a case manager, including setting goals, performing assessments, writing progress notes, and linking clients with other resources in the community. Recommended for students considering a career in social work or human services. Prerequisites: PSY 201G and S WK 221G. Community College campus only.

### **SMET—Science, Mathematics, Engineering and Technology**

SMET 101. Introduction to Science, Mathematics, Engineering, and Technology .....3 cr. An introductory course for science, mathematics, engineering, or technology students emphasizing introduction to the disciplines. Development of critical thinking and academic success skills for the technical disciplines, as well as degree planning for the major. Consent of instructor required.

### **SOC—Sociology**

SOC 101G. Introductory Sociology.....3 cr. Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior.

SOC 201G. Contemporary Social Problems.....3 cr. Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse.

SOC 262. Issues in Death and Dying .....3 cr. Major personal and social issues related to the process of dying in our culture. Community College campus only.

SOC 263. Human Sexuality.....3 cr. Introduction to cultural and personal aspects of human intimacy, sexuality and the life cycle, sexual variation, and sexually transmitted diseases. Community College campus only.

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.

### **SPAN—Spanish**

SPAN 111. Elementary Spanish I.....4 cr.  
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.

SPAN 112. Elementary Spanish 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.

SPAN 211. Intermediate Spanish I.....3 cr.  
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 112.

SPAN 212. Intermediate Spanish II.....3 cr.  
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 211.

### **SPED—Special Education**

SPED 201. Topics.....3 cr.  
Offered under various subtitles that indicate the subject matter to be covered. May be repeated 3 times for a maximum of 9 credits.

### **STAT—Statistics**

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. Same as A ST 251G.

STAT 271G. Statistics for Psychological Sciences .....3 cr.  
Techniques for describing and analyzing data; basic concepts of statistical inference; estimation, hypothesis testing, correlation, and analysis of variance. Prerequisite: MATH 120.

### **THTR—Theater Arts**

THTR 101G. The World of Theatre .....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.

### **UNIV—University Studies**

UNIV 101. Tutorial ..... 1–3 cr.  
Development of specific skills required for college courses, such as note-taking, listening, and test-taking. To be taken in conjunction with a regular designated college course. May be repeated for a maximum of 3 credits. Graded S/U.

### **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 105. Introduction to Welding .....3 cr.  
Welding practices, procedures, and terminology. Welding safety, equipment types, electrode types in usage, joint design and testing procedures.

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

WELD 115. Structural Welding II.....6 cr. (3+6P)  
Continuation of WELD 100. Emphasis on AWS entry and advanced level welder skills with SMAW, including all-position welding with mild and stainless steel electrodes. Plasma arc and air-carbon arc cutting, metallurgy, heat treatment, and weld defects. Prerequisite: WELD 100.

WELD 118. Technical Math for Welders.....3 cr. (2+3P)  
Geometry, algebra, and basic arithmetic pertaining to applications in the welding trades.

WELD 120. Basic Metallurgy .....3 cr.  
Properties of ferrous and nonferrous materials. Service conditions and heat treatment of metals related to welding trade. Prerequisites: WELD 100 or consent of instructor.

WELD 125. Introduction to Pipe Welding .....3 cr. (2+2P)  
Pipe fit-up and welding techniques for pipe fittings and pipe weld joint using SMAW, GMAW, GTAW, and FCAW, 2G welding of pipe. Prerequisites: WELD 100, WELD 130, and WELD 140, or consent of instructor. Restricted to Community College campus.

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.

WELD 150. Pipe Welding II .....3 cr. (2+2P)  
Continuation of WELD 125; with fillet and groove welded joints in a horizontal fixed and 45-degree fixed positions (5-F, 5-G, 6-F, 6-G). Prerequisite: WELD 125.

WELD 160. Introduction to SAW and FCAW .....3 cr. (2+2P)  
Submerged arc and flux-cored arc welding. Demonstrations and practice with both hand-held and machine travel submerged arc welding (SAW). Flux-cored arc welding (FCAW) on mild steel plate and pipe. Restricted to Community College campus only.

WELD 170. Welded Fabrication .....3 cr. (1+4P)  
Development of fabrication skills including basic layout, measuring, and utilization of various welding processes including out-of-position welding. Use of common shop tools. Prerequisites: WELD 100, 110, 130, and OETS 104 or 118.

WELD 180. GTAW II .....3 cr. (2+2P)  
Continuation of WELD 140. Development of more advanced GTAW skills. Emphasis on pipe welding with mild steel, stainless steel, and aluminum. Prerequisite: WELD 140 or consent of instructor.

WELD 190. Welded Art .....3 cr. (1+4P)  
Students explore the possibilities of welded art in the form of sculpture, jewelry, furniture and as a framework to support other art media. Offered as an

elective for students who wish to create art using welding. Prerequisite: WELD 102 or consent of instructor.

WELD 200. Structural Welding III .....6 cr. (3+6P)  
Continued application of weld bead patterns and structural welded joints.

WELD 202. Advanced Layout for Welders.....4 cr. (3+2P)  
For welders and pipefitters desiring more layout knowledge and skill.

WELD 211. Welder Qualification .....6 cr. (3+6P)  
Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods. Basics of welding codes. Prerequisite: WELD 100, 110, 120, 130, 140, 160, 180, or OETS 104 or 118, or consent of instructor. Restricted to majors.

WELD 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. Prerequisites: WELD 100 or WELD 101 and consent of instructor. Restricted to majors.

WELD 295. Special Topics .....1–4 cr.  
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

## W S—Women’s Studies

W S 201G. Introduction to Women’s Studies .....3 cr.  
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences.

W S 202G. Representing Women .....3 cr.  
Historical and critical examination of women’s contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements. Crosslisted with: HON 218.

## GOVERNANCE AND PERSONNEL

### Board of Regents

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<b>Cheney, Mike</b>	Chair
<b>Gonzales, Javier</b>	Vice-Chair
<b>Pino, Ike</b>	Secretary/Treasurer; Student Regent
<b>Mitchell, Kari</b>	Member
<b>Banegas, Jordan</b>	Member

### Administration - Las Cruces

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<b>Dr. Garrey Carruthers</b>	President, New Mexico State University
<b>Dr. Dan Howard</b>	Executive Vice-President and Provost, New Mexico State University

### Advisory Board - Grants/Cibola County Public School Board Members

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<b>Estevan, William</b>	President
<b>Sandoval, Dion</b>	Vice-President
<b>Hunt-Dailey, Emily E.</b>	Secretary
<b>Jones, Richard</b>	Member
<b>Stewart, Joel</b>	Member

### Grants Campus Administration

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<b>Casados, Felicia</b>	President-M.A., M.B.A., New Mexico Highlands University
<b>Sheski, Dr. Harry</b>	Vice President for Academic Affairs - Ed.D., University of New Mexico
<b>Armstead, Beth</b>	Vice President for Student Services - M.A., University of Colorado
<b>Yanke, Gaylyn</b>	Vice President for Business & Finance - M.B.A., Ashford University

### Professional Staff

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<b>Aranda, Ambrosia</b> , Dual Credit Coordinator, B.C.J., New Mexico State University
<b>Carlson, Rosemary</b> , Institutional Researcher -M.S., New Mexico State University
<b>Etcitty, Jordan</b> , Teacher
<b>Eversole, Mark</b> , Career Technical Laboratory Technologist- A.A., Albuquerque Technical Vocational Institute; Diploma, NRI Schools, Computer Programming
<b>Gutierrez, Nelia (Janie)</b> , HR Operations Unit Coord, General Assoc., New Mexico State University
<b>Johnson, Brian</b> , Academic Advisor – M.Ed., Western Washington University; M.S., Oregon State University
<b>Larrabee, Sascha</b> , Transfer Advisor, M.A. Azusa Pacific University, Azusa, CA
<b>Lundgren Whitson, Gayle</b> , Program Manager, Title V-Doctor of Science Education, Curtin University of Technology
<b>McGaghie, Thomas</b> , CC Manager, Adult Basic Education- M.A., Western University of Michigan
<b>Ortiz, Geraldine</b> , Small Business Development Center Advisor- M.B.A., New Mexico State University
<b>Rael, Olivia</b> , Testing Coord, B.A., University of California, Riverside, CA
<b>Salcido, Alice</b> , Accountant, Inter, Assoc.-B.B.A., New Mexico State University
<b>Sanchez, Clemente</b> , CC Manager, Small Business Development Center-M.B.A., New Mexico Highlands University
<b>Secatero, Shawn</b> , Program Specialist, Sr., Ph.D.; University of New Mexico
<b>Simpson, Rachelle</b> , Teacher, General – Assoc.; New Mexico State University
<b>Stafford, Cecilia</b> , Director of Library Services-M.L.S., University of Alabama

**Stockdale, Steve**, Systems Analyst, Sr., M.A. University of New Mexico

**Support Staff**

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**Archibeque, David** PC Support, B.S., New Mexico State University  
**Carpenter, Katrina** Administrative Assistant, B.S., University of New Mexico  
**Garcia, Debbie** Registration/Admission Specialist – Assoc., New Mexico State University  
**Gingrich, Rosa** Administrative Assistant  
**Gurule, Gail** Fiscal Assistant, Sr -Assoc., New Mexico State University  
**Jose, Juanita** Fiscal Assistant, Assoc. – Assoc., New Mexico State University  
**Kormick, Nicole** Financial Aide Specialist-Assoc., New Mexico State University  
**Leslie, Margaret** Library Assistant; Certificate, Michigan State University  
**Ratliff, Ronald N** PC Support  
**Reddy, Paul** Administrative Assistant, M.A., Western New Mexico University  
**Simpson, Melody** Administrative Assistant, Assoc. - B.H.C.S., New Mexico State University  
**Whitmore, Lisa** Registration/Admission Specialist; B.B.A.; New Mexico State University

**Plant Maintenance Staff**

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**Chavez, Marcella** Custodial Worker  
**Christmann Danny** Facilities Manager, B.S. (Business Management) Upper Iowa University  
**Valdez, Corley** Structural Maint Tech  
**Farrell, Mike** Custodial Worker Sr.  
**Miller, William** Custodial Worker

**Full-Time Faculty**

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**Chavez-Toivanen, Marlene**, Professor/Program Manager, Mathematics, M.A. (Curriculum & Instruction), New Mexico State University  
**Erben, Joan**, Professor/Program Manager, Communications, D.A. (Doctor of Arts, English), Idaho State University  
**Fields, Michael**, Assistant Professor/Program Manager, Business, M.A. University of Indianapolis, Indianapolis, IN  
**Gallagher, Neal**, Associate Professor/Program Manager, Health Sciences, B.S.N. (Nursing), Western Connecticut State University  
**Garcia, Paul**, Assistant Professor/Program Manager, Automotive Technology, B.S. (Workforce Education & Development), Southern Illinois University, Carbondale; ASE Certified  
**Gutierrez, Richard**, Professor/Program Manager, Welding/Drafting, B.A. (Industrial Engineering), University of Northern Colorado  
**Hebert, Jonathan**, College Assistant Professor/Program Manager, M.S., Colorado School of Mines  
**Henry, Karen**, Assistant Professor/Program Manager Computer Science, M.S., Aspen University, Denver, CO  
**Humphries, Elizabeth**, Assistant Professor, M.A., St. John’s College  
**O’Connor, Kathleen**, Assistant Professor/Program Manager, M.A., Counseling, Prescott College  
**Romero, A. Gene**, Assistant Professor, Humanities, M.F.A., The University of Iowa  
**Serban, William**, College Instructor/Program Manager, Social Science, Ph.D., University of New Orleans  
**Walsh, Sharon**, Assistant Professor/Program Manager, Natural Sciences, Ph.D., University of New Mexico

**Emeritus Faculty**

**Dixon, Tom**, Professor, Mathematics, Ph.D., New Mexico State University  
**Habiger, Betty**, Professor/Program Manager, Business, M.S. (Training & Learning Technologies), University of New Mexico

**Johnson, Elaine**, Professor/Program Manager, Business Office Technology, M.S., University of New Mexico  
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**Ma, Lucy Belle**, Instructor, English, Philosophy, M.R.E., Southwestern Seminary  
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