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NMSU Carlsbad was recently named one of the state's best universities and colleges by the Albuquerque Business First.

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New Mexico State University Carlsbad Catalog 2016-2017



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

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

Catalog effective summer 2016 through spring semester 2022.

ADMINISTRATION

CAMPUS PRESIDENT

Dr. John Gratton, President

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NMSU-Carlsbad Departments

Academics
Chief Academic Officer/Provost
(575) 234-9215

Admissions, Registration and Student Services
(575) 234-9220

Adult Education
(575) 234-9254

Barnes & Noble Bookstore
(575) 234-9240

Business Office
(575) 234-9200

Campus Health Center
(575) 234-9291

Counseling/Student Development Center
(575) 234-9337

Information Systems
(575) 234-9448

Institutional Research Coordinator
(575) 234-9237

Library Services
(575) 234-9330

Learning Technology Center (LTC)
Canvas Support
(575) 234-9261

Manufacturing Sector Development Program/
Apprenticeships/Craft Skills
Training Programs Program Coordinator
(575) 234-9271

Public Relations
(575) 234-9414

Inquiries about New Mexico State University Carlsbad and requests for additional information are welcome.
Write or telephone Office of Student Services
New Mexico State University Carlsbad, 1500 University Drive, Carlsbad, New Mexico 88220
Phone: (575) 234-9200; Toll Free: 1-888-888-2199; Fax, (575) 885-4951
Website: carlsbad.nmsu.edu

Welcome to New Mexico State University Carlsbad



Welcome to the New Mexico State University at Carlsbad campus. I am extremely pleased that you are devoting your time and energy to researching the college's diversified events and programs. All of the NMSU Carlsbad staff is very proud of our college and we would relish the opportunity to have you join the college as a student or as an employee. As you peruse the information in the catalog, please be sure to pay particular attention to the variety and quality of associate degree and certificates offered at the college. NMSU Carlsbad has experienced continuing growth over the past few semesters and the college plans to continue that growth by increasing course offerings and expanding dual credit, academic, and vocational programs.

NMSU Carlsbad was among the first community colleges in New Mexico, established in 1950 as the Carlsbad Instructional Center. In 1953 NMSU Carlsbad became a part of the NMSU system, which was at the time known as the College of Agriculture and Mechanical Arts. Since that date, NMSU Carlsbad has increased in size, currently serving more than 2,000 students throughout Eddy County

and employing approximately 105 full-time and 60 part-time employees.

NMSU Carlsbad is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and was one of the first institutions to be admitted to the HLC's Academic Quality Improvement Program (AQIP) which is a unique accreditation approach focused on continuous quality improvement. Due to our commitment to quality and continuing improvement, NMSU Carlsbad has been recognized on three separate occasions by Quality New Mexico.

NMSU Carlsbad's vision is to become "a diverse and community-centered institution dedicated to excellence and student success through transformative discovery." The college will strive to accomplish this vision by focusing on our mission which is "to provide students the resources necessary for them to fulfill their educational potential so that they may help meet the needs of their community as well-trained, well-educated, and productive citizens."

In order to accomplish this mission, quality must be stressed in all college operations and services. As a comprehensive community college, we strive to meet the needs of all of our service area constituents by providing a broad spectrum of resources including academic and vocational training, dual credit programs of study, non-credit continuing education training, workforce development and contract training, small business development assistance, and online learning programs. The college is committed to providing these opportunities which are vital to the success of Eddy County and southeastern New Mexico.

Thank you for visiting and please feel free to contact our HR Department at (575) 234 – 9212 or one of our Counseling and Student Development staff at (575) 234 – 9337 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "John B. Gratton". The signature is written in a cursive style.

John Gratton

President

History of NMSU Carlsbad

New Mexico State University Carlsbad “NMSU Carlsbad” was established in 1950 as the State’s first community college and was named the Carlsbad Instructional Center ten years later, the Center was renamed as a branch campus of New Mexico State University. In 1980, the campus was relocated to a new building, which was expanded with an additional wing of classrooms in 1987 and was expanded again by the addition of a computer facility wing for occupation in 1996. The newest building, the Allied Health Center was added in 2011.

Throughout its history, the campus has been responsive to the changing academic needs of the region and the immediate Carlsbad Community. It has offered courses which apply directly to the University’s Las Cruces campus for graduation at the baccalaureate level. Some upper division and graduate courses are delivered by the University’s Las Cruces faculty on site at the Carlsbad campus.

Mission of the College

The mission of NMSU Carlsbad is to provide students the resources necessary for them to fulfill their educational potential so that they may help meet the needs of their community as well-trained, well-educated and productive citizens.

Vision Statement

NMSU Carlsbad, a diverse and community-centered institution dedicated to excellence and student success through transformative discovery.

Institutional Values

New Mexico State University Carlsbad is committed to and demonstrates:

- Community Centeredness
- Discovery
- Diversity
- Excellence
- Exploration
- Student Success

Accreditation

NMSU Carlsbad has been accredited fully by the North Central Association of Colleges and Secondary Schools as a degree-granting institution. The associate degree program in nursing offered by NMSU Carlsbad is accredited fully by the Accreditation Commission for Education in Nursing. Both the certificate and associate degree programs in nursing are approved by the State of New Mexico Board of Nursing. All vocational programs offered by NMSU Carlsbad are reviewed and approved by the New Mexico State Department of Education’s Division of Vocational, Technical and Adult Education.

Professional Associations

The college holds membership in the New Mexico Community College Association, the American Association of Community Colleges and the American Association of Higher Education. In addition, courses offered by NMSU Carlsbad have been approved for enrollment by those veterans and dependents that qualify for higher education benefits under the various sections of the Veterans’ Education Assistance Act.

NMSU-C Graduation and Retention Rates

These rates may be found on the NMSU Institutional Research web site at:

<http://nmhedss2.state.nm.us/Dashboard/index.aspx?ID=12>.

Gainful Employment

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

Operating Agreement

The Board of Regents of New Mexico State University, hereafter called “Regents” and the Board of Education of the Carlsbad Municipal Schools District have entered into the following agreement concerning the operation of NMSU Carlsbad.

1. Act in an advisory capacity to the Regents in all matters relating to the conduct of NMSU Carlsbad.
2. Approve an annual budget for NMSU Carlsbad for recommendation to the Regents.
3. Certify to the County commissioners the tax levy.
4. Conduct the election for tax levies for NMSU Carlsbad.

The Regents, through appropriate representatives, shall have full authority in relation to all academic and administrative matters at NMSU Carlsbad, although the Board of Education will serve in an advisory capacity in such matters.

Why Students Choose NMSU Carlsbad

Most students choose to attend NMSU Carlsbad because the campus is close to their homes. In contrast to attendance at larger institutions, students attending NMSU Carlsbad receive more individual attention from faculty and staff to encourage their academic success, and they can earn credit in lower-division courses—equivalent to those offered by NMSU Las Cruces—at a lower cost. Many students also have the opportunity to complete their high school instruction, and to complete their college education at an associate level on the same campus. The

college offers classes at times convenient to full-time as well as part-time students. Academic programs and related services are expanding regularly to meet the demands of the changing student body and local community. Students have access to a multitude of valuable services offered on-campus to meet their educational and career goals. Entertainment and cultural events are sponsored regularly. Students are equipped with the knowledge, competencies and skills to enter the work force immediately or to transfer to baccalaureate-granting institutions anywhere in the country.

Become a Part of the University

NMSU Carlsbad is the principal public institution for associate-level study in Eddy County. Our foremost purpose is to provide quality academic programs, facilities, and resources to accommodate the needs of our richly diverse student body. Here students have the opportunity to learn from a dedicated and diverse group of faculty and college instructors who regard excellence in teaching as their principal goal. The campus' low student-to-faculty ratio encourages the individual attention and personalized instruction often unavailable at larger institutions. The low tuition associated with enrollment at NMSU Carlsbad, compared to costs to attend larger campuses, often permits students to economize the cost of higher education.

Students who need to complete their high-school equivalency requirements can attend special courses at NMSU Carlsbad through the Adult Education "AE" and General Educational Development "GED" preparation programs. Students who are still enrolled in high school can take college courses at NMSU Carlsbad through special articulation and advanced placement programs. Students who are working either full-time or part-time can still attend NMSU Carlsbad because classes are offered fourteen hours per day, Monday through Friday, and additional classes are offered on Saturdays as well as online. Students may also pursue their post-secondary education and job training through special courses contracted with industries and businesses in the regions.

A variety of resources and services are made available to students who attend NMSU Carlsbad. These include the assessment of academic preparation for college-level instruction, placement in courses intended to address academic weaknesses, tutorial assistance, financial assistance, career guidance and wellness programs.

Most academic credit courses offered at NMSU-Carlsbad duplicate those offered at NMSU Las Cruces, and may be used for the total credit requirements for baccalaureate graduation. Academic programs at NMSU Carlsbad are expanding continually in response to the needs of our students and in reflection of the changing world in which our graduates will live, work and contribute to global welfare. The campus' excellent certificate and associate programs and faculty are supported by state-of-the-art technology, including computer-assisted instruction in

specific liberal arts and vocational-technical courses, as well as access to the Internet. Students benefit by gaining access to these technologies as well as to the campus library, which serves as a hub to connect students to global and local resources in digital and print formats.

NMSU Carlsbad also provides excellent fine arts facilities for instruction and accommodates several entertainment and cultural events annually. Drama students enroll at NMSU Carlsbad participate in Carlsbad's community theatre. Students who have recently moved to the region will find numerous recreational activities and facilities associated with the Pecos River and park system. In addition, Carlsbad hosts a number of art galleries, the Carlsbad Museum and Art Center and the Living Desert Zoo and Gardens State Park. The city has a regional airport and is located ten miles from the entrance to the *world's eighth wonder*, the Carlsbad Caverns National Park. Residents are also within driving distance of a number of other national parks and sightseeing areas, which are accessible nearly all year due to the region's mild and pleasant winters and its warm and dry summers.

Placement of our graduates in meaningful careers is important to the economic stability of the region. Our Counseling and Student Development Center announces opportunities for Students to engage in cooperative education and internship experiences; it also provides job information and related services to students who seek help defining and choosing their careers.

Essential Information for Students

ADMISSIONS

A student may be accepted for undergraduate admission to NMSU Carlsbad as:

1. A degree-seeking student or
2. A non-degree student under the policies and conditions as set forth in this section.

Demonstration of Academic Competencies upon Entrance to NMSU Carlsbad

All entering students must complete required basic skills placement exams to determine their competency levels in Math, English and Reading prior to receiving course advisement or registering for classes. Based upon these scores and other relevant information (i.e. recent ACT scores, H.S. records), students are advised into the appropriate courses needed or required to address any academic skill weaknesses directly and as soon as possible after a student is admitted. All degree or certificate-seeking students are required to prove or establish basic skills competency before any official program degree or certificate may be awarded. Therefore, students who place into any developmental course upon completion of entry testing are encouraged to take and complete any required basic skills courses during their first year of enrollment at NMSU Carlsbad. Note that developmental educational courses are designated with the letter N and are calculated as part of a student's academic grade point, but though required, developmental courses may not be counted for credit toward an official degree or certificate plan.

New student orientation

At the New Student Orientation events students will attend information sessions, meet with an academic advisor and register for classes. Students will also learn more about college life and campus resources. For information, please contact the Counseling/Student Development Center (575) 234-9337.

How to apply as a first time student

Qualifications for undergraduate admission to NMSU Carlsbad include the following:

Graduation from any U.S. high school or academy that is accredited by a regional accrediting association or approved by a state department of education or state universities.

Students who pass the GED test after January 1, 2002, need a score of 450 or higher. Students who passed the GED test between January 1, 1997 and January 1, 2002, need a score of 45 or higher. Students who passed the GED test prior to January 1, 1997, need a score of 40 or higher.

Students are required to submit applications for admission prior to registration. If transcripts are not received by the completion of registration, students must sign a "Non-Degree Conditional Agreement" to allow additional time for transcripts to be received. If transcripts are not received by the date set for conditional enrollment, the student will remain in non-degree status.

Students are encouraged to apply for admission to NMSU. When reviewing the admissibility of students, we consider many factors, including: High school GPA, test scores, dual credit coursework, leadership experience, community involvement, and other accomplishments. Applicants may be asked for additional information, including academic letters of recommendation, in support of their application. Students graduating high school in 2016 or later. Minimum high school requirements:

English	4 units*
Science	2 units beyond general science
Mathematics	4 units**
Foreign Language or fine arts	1 units

*Must include at least 2 units of writing-intensive courses one of which must be a junior or senior level course.

**Completion of Algebra 1, Geometry, Algebra 2, and one additional math course.

How to apply as GED or HiSet student

A student who is 16 years of age and has satisfactorily passed the GED is eligible for admission to NMSU Carlsbad. The student must provide an original transcript of the GED scores and go through the regular admission process.

How to apply as a Home-School Students

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

How to apply for the Aggie Pathway Program

Student Applicants who do not meet NMSU-Las Cruces admission requirements may apply to participate in the Aggie Pathway to the baccalaureate program at any of the NMSUY community colleges. Aggie Pathway students may transition to the NMSU-Las Cruces campus after successful completion of any required developmental education courses and 24 degree credits with a 2.5 cumulative college GPA. Each student will follow an individualized study plan developed in partnership with an academic advisor that typically includes study skills

courses, developmental education courses, and/or general education courses. For more information, go to <http://aggiepathways.nmsu.edu>, or call 575-646-8011.

How to apply as a Non-degree seeking student

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 in this status may not be used to meet university admission requirements. Students interested in using a non-degree credit for initial teacher certification or recertification in a new field need to contact the College of Education. Also students who wish to take a course without a graded credit may choose to audit courses with the consent of the instructor, provided the facilities are not required for regular students.

Students on non-degree status are ineligible to receive financial aid or student employment; nor are they eligible to participate in student government or intercollegiate athletics. They are also ineligible to receive benefits from any veteran's program.

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 nonrefundable, non-degree application fee is required. Non-degree students are subject to the same university regulations as regular students.

How to apply to the nursing program

Entrance and enrollments to the nursing programs are limited. Special applications are required and may be obtained from the offices of the Nursing Program. In addition to meeting regular undergraduate admissions requirements, students must be selected into these programs. Nursing students are also required to take the HESI A2 and successfully complete a certified nursing assistant program to be eligible for entry into the program. Nursing majors must earn satisfactory grades and must make satisfactory progress in their theory courses prior to advancing to and enrolling in nursing clinicals.

Changing from Non-Degree Status

A non-degree student in good academic standing at NMSU must submit a formal application for a change of status from non-degree to degree seeking. Requirements to regular admission must be met. 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 concurrent enrollment program.

How to apply for readmission

Former students of NMSU, who have been out of school for more than two consecutive terms are required to make a formal application for readmission. Applications should be submitted to the Admissions Office 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 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 admission status.

Opportunities for High School Students

How to apply as a dual credit high school student

The dual credit program is designed to give high school students an opportunity to earn both high school and college credit through NMSU Carlsbad. Under the Dual Credit Master Agreement between NMSU Carlsbad and the local school districts, student's enrolled in approved dual credit courses are eligible to have the full cost of tuition waived. Dual Credit participants do not have to pay for tuition or textbooks; however students are responsible for any course-specific fees, such as lab or online fees. They may take a college level, career-technical course that will simultaneously count toward high school graduation and a certificate or associate degree.

To qualify for dual credit, students must be enrolled at Artesia, Carlsbad, Jefferson Montessori Academy or Loving High School at least half time. Students must have a minimum high school GPA of a 2.0. Sophomores and students with lower GPAs may be considered on a case by case basis.

To enroll students must submit a dual credit packet during the college registration period that consists of an NMSU Carlsbad admission application (required only for students who have not attended in a semester or more), dual credit form with course request and all necessary signatures and submit a high school transcript.

For additional information on dual credit please contact the dual credit coordinator at 575-234-9276.

Early College High School

The Early College High School Initiative is designed to allow students to simultaneously earn a high school diploma while earning up to two years (60 hours) of college credit, which might result in a college certificate or associate degree by the time they graduate from high school. The facilities usually located on a college or university campus makes higher education more accessible and also helps students become more comfortable in a higher education environment.

For further information on the admission requirements for early college high school contact the Carlsbad Early College High School directly (575) 234-9415.

Early Admission

The early admit program gives student the opportunity to take college courses that are non-approved dual credit courses. Students must meet the same eligibility requirements as dual credit students. However, students will be required to pay course specific fees and purchase the book for the class. Students who are at or below freshman standing in the high school may not take academic courses at NMSU Carlsbad.

Admission Application Materials

All documents submitted as part of the admission 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.

Admission Application Deadlines

The deadline for application to the Nursing Program is February 1st for the fall semester and September 1st for the Spring semester.

Out-of-State Student 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 or state court in New Mexico.

Admissions Office Contact Information

For more information, contact the University Admissions Office, Room 111; New Mexico State University; 1500 University Drive, Carlsbad, NM 88220.

TRANSFER STUDENTS

Transfer students from other colleges or universities may be accepted for undergraduate studies if they have completed at least 36 credit hours with a cumulative GPA of at least 2.0. Students who have earned 35 or fewer college credits must fulfill the freshman admission requirements and have at least a 2.5 overall grade point average in college.

In applying for admission to NMSU Carlsbad, new and transfer students are advised to follow these procedures.

1. Apply for admission. Forms are available in the Student Services Office or online at <https://app.applyyourself.com/?id=nmsu-u>
2. Request official transcripts of high school or GED and all previous college course work. All Official transcripts should be mailed directly by the school or college registrar to NMSU Carlsbad, ATTN: Admissions Office, 1500 University Drive, Carlsbad, NM 88220.
3. Take placement tests in certain Math, English and Reading. The test may be waived for students who have taken the ACT within the last

year; are transferring in Math, Reading or English courses or pursuing certain vocational program.

4. Meet with an advisor in the Counseling and Student Development Center before registering to receive assistance with choice or major, course information, degree plans and proper course selection.

Enter registration information by web

(<https://my.nmsu.edu>) and pay, or make arrangements to pay, applicable tuition and fees in the Business Office.

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 all NMSU-Las Cruces campus baccalaureate seeking students. This includes the required minimum number of 48 upper division credits from courses numbered 300 or above and the requirement that the last 30 credits must be earned through this university.

NOTE: Students currently enrolled at a NMSU Community College (Alamogordo, Dona Ana, Carlsbad or Grants) are not considered transfer students. If a student wants to change campuses they must submit a [Change of Campus](#) form.

Transcripts

The transfer student must have official transcripts forwarded directly to the University Admissions Office 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. NMSU will uphold academic and judicial suspensions from other colleges and universities.

Transfer of Credits at NMSU

NMSU evaluates courses from postsecondary institutions that are regionally accredited or are candidates for regional accreditation. Provided the classes are similar or equivalent to courses offered at NMSU, credits will be matched for coursework completed with a grade of D or better. However, departments may choose to accept only courses graded C- or higher within their programs. Each college determines which transferred courses are applicable toward a degree or a minor. Grades earned in courses taken at other institutions are not included in the calculation of the NMSU GPA, except for grades earned by approved National Student Exchange students.

Transcripts may need to be re-evaluated when students transfer from one NMSU college to another.

Evaluation of Transfer Credits

Once a student has been admitted to NMSU, an evaluation of credits on a course-by-course basis is submitted to the college (by the University Registrar's Office) to which the student is admitted. The student's academic dean approves those transfer courses that are acceptable toward a degree or a minor.

Credits from non-accredited institutions may be evaluated by the student's academic dean after the student has completed two semesters in full-time status with satisfactory grades. Currently enrolled students must obtain prior approval from their academic dean before work taken at another institution may apply toward meeting graduation requirements.

Transferring Courses to Fulfill the New Mexico General Education Common Core

During the 205 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore 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: www.hed.state.nm.us. Courses are listed by institution, whether university or community college, under each of the five general education areas. The courses for New Mexico State University are listed in the required courses section of this catalog.

Transferring Courses within Degree Programs

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

Transfer Credit Appeal Process

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

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 coursework will meet the requirements of the desired degree.

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 are required by federal laws applicable only to international students.

An international student is any individual attending NMSU while present in the United States on a non-immigrant student visa. Legal immigrants or refugees must present documentation of their status either to University Admissions or to the International Student & Scholar Services (ISSS) Office.

U.S. Citizenship and Immigration Services (USCIS)

The United States Department of Homeland Security has established rules for students in non-immigrant status, such as those with F-1 or J-1 visa types. Some of these rules include:

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 ISSS 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
 - 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

Regular Undergraduate Admission and English Requirements

After regular and full admission to an NMSU degree program, each international undergraduate student is administered an English Language Proficiency Test (ELPT). Based on the results, the student is either assigned to SPCD 110 (a bridge course designed to ensure success in ENGL 111M), or allowed to enroll directly into ENGL 111M. 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. Equivalencies for SPCD 110 is determined by CELP, and equivalencies for ENGL 111M and ENGL 111G are determined by the English department.

Students who fail to achieve an adequate score on the ELPT may be denied admission into their program of study and will not be allowed to continue their study in a degree program at New Mexico State University. The Center for English Language Programs (CELP) and the English Department reserve the right to require additional testing for any student completing the ELPT for verification of language proficiency. Students required to complete additional testing will be handled on a case-by-case basis. All additional testing will be completed via Institutional TOEFL (pBT).

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 English Language Programs (CELP) 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 Undergraduate Admissions Office.
5. Students enrolling in certain programs where English language proficiency is not required.
6. Students completing coursework in CELP. Satisfactory completion requires a final grade of no less than 70% in all courses. Visit <http://celp.nmsu.edu/> for full details.

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

Conditional CELP Admission and English Requirements

NMSU, via CELP, conducts an Intensive English Language Program (IELP) for undergraduate and graduate students prior to pursuing their degree programs at NMSU. Subject to all other admission requirements, international students in this program are admitted to the university for the sole purpose of studying English, with a guarantee of full admission to the university upon completion of the CELP program. Only undergraduate students who are conditionally admitted and complete the full sequence of IELP courses will be admitted directly into ENGL 111M. Placing out of levels by retaking the TOEFL is not allowable once conditional admission status has been granted. Visit <http://celp.nmsu.edu/> for full details.

Financial Support

No financial aid is available from NMSU for international students. The university reserves the right to require 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 international student must submit a current financial support document with his/her 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.

Admission Restrictions

International student admission may be prohibited based on one of the following conditions:

1. The dean of a chosen college and the department head of a chosen major or the President of a Community College campus may refuse to grant admission.
2. There may be a disproportionate number of international students or a disproportionate number of

a particular nationality in one department, college or community college.

3. Academic advisors may not be available.
4. International students may be nondegree if admitted as exchange students, or as part of a special program, or as holders of visas that allow incidental studies related to their current non-immigrant status. (e.g., J-2 or H-1B).
5. Non-native speakers of English are not normally admitted, or allowed to begin studies, in the summer sessions. There are some exceptions such as students admitted to NMSU's Center for English Language Programs (CELP).
6. University Community College campuses reserve the right to refuse admission to international students if the necessary immigration and English-language support services are not available.

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, should be sent to the University Admissions Office by the following recommended dates. Proof of adequate financial support should be sent directly to International Student & Scholar Services.

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 are required to have coverage at the Student Health Center except when the Las Cruces campus Student Health Center is not available to them.
2. All international students are required to purchase health insurance at the Student Health Center. Exceptions for alternate health insurance plans must be pre-approved by the ISSS Office. Students without insurance will not be allowed to register.
3. New international students are not permitted to register until all ISSS requirements are met, including attending orientation and taking the English Language Placement Test. All international students, are therefore, required to report to the office to which they were admitted. The following are the offices that a student may need to report to:
 - Las Cruces campus: International Student & Scholar Services, Garcia Annex, room 246 (exchange students need to report to the Office of Study Abroad)
 - Doña Ana Community College: International Student & Scholar Services, Garcia Annex, room

246 (exchange students need to report to the Office of Study Abroad)

- Alamogordo Community College: Office of Student Services, Student Services Building, second floor
 - Carlsbad Community College: Office of Student Services, 150 University Drive, Room 111
 - Grants Community College: Office of Student Services, Walter Martinez Building, Main Office Complex
4. Undergraduate students are required to carry at least 12 credits per semester. Students in nondegree 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

All costs are given for one term. The university reserves the right to change any of the charges without notice.

Campus Tuition Rates

For a full listing of all tuition rates from the NMSU System please see the University Accounts Receivable website.

Undergraduate Tuition and Required Fees

All Terms	Resident-In District	Resident-Out District	Non-Resident
9-11 credits	\$378.00	\$657.00	\$657.00
Part Time Rate – Per credit 1 to 8 and greater than 11	\$42.00	\$73.00	\$73.00

Additional Fees

Admission application fee	\$20.00
Course Delivery (per credit)	\$35.00
ASNMSU fee	\$33.50
Certificate degree fee	\$25.00
Degree application late filing fee	\$25.00
Late Registration Fee Base Cost	\$25.00

Course Fees (Fees assessed per course)

Courses in computer science, physical education, manufacturing and craft skills, nursing, science, welding and other courses, may require students to pay fees to acquire special supplies. Some music courses also require additional fees. These fees are approved by the NMSU

Board of Regents and are listed each semester in the Schedule of Classes published by NMSU Carlsbad. See each term's 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 all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523 (a) (8). Terms and Conditions of Course Registration are posted on the NMSU website and available in each term's registration guide. Payments can be made by mail, web, telephone, or in person at the NMSU-C Business Office. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan options visit the NMSU website. Fees vary based on the plan. 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 canceled if payment arrangements for past due dates are not completed by the deadlines as outlined in a term's registration guide. Academic credits, transcripts and diplomas will be withheld until all financial obligations are paid. Students are prohibited from registering for a term until all previous debts are due to the University are paid in full.

Tuition Adjustments, Refunds and Forfeitures

Students official withdrawing or dropping courses during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online. Go to <http://registration.nmsu.edu>, click on the drop-down menu for the appropriate semester or term, and select "Important Dates and Deadlines." Students withdrawing from courses after that deadline will not be eligible for a refund and will remain liable for full tuition and fee charges. Non-attendance does not constitute an official course drop or withdrawal. All charges due to NMSU-C must be paid before refunds or adjustments will be permitted.

In case of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the condition of the suspension and will be entirely at the option of the institution. Should unforeseen circumstances beyond the reasonable control of New Mexico State University Carlsbad result in curtailing classes or otherwise withdrawing services that are a normal function of the institution, refunds of any nature will be at the discretion of the college/university administration.

Delinquent and Prior-Term Balances

NMSU reserves the right to cancel the registration of any student who fails to pay, when due, any indebtedness to the institution. Academic credits, transcripts and diplomas will be withheld until all financial obligations are paid.

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.

Late Registration Fee

A late registration fee of \$25 is imposed if registration has not been completed before the late-registration period begins. Failure to make scheduled payments with the Carlsbad Business Office or University Accounts Receivable on due dates may result in additional liability.

Estimating Other Expenses

In addition to the direct costs stated above, other expenses per semester may include such items as textbooks, supplies and personal expenses.

Cooperative Education

Students participating in the Cooperative Education Program who receive academic credit pay the same tuition fees as regularly enrolled students. Work phase students who are assigned to campus or a nearby off-campus workstation may pay for the student wellness/fitness as if they were a part-time student enrolled in 1-5 credits.

Ways to qualify for lower tuition rates

Resident or nonresident status is determined in accordance to a uniform definition established for all New Mexico institutions by the Higher Education Department, State of New Mexico. The NMSU Registrar's Office administers residency. Information on the following programs may be obtained from the University Admissions, the University Financial Aid and Scholarship Services, the NM Administrative Code (NMAC) 5.7.18.

- American Indian Agreement
- Colorado-Arizona Reciprocal Agreement
- Dual Credit
- Fire Fighter and Peach Officer Survivor Scholarship
- Foreign Military Dependent
- Foreign Military Spouse
- Foreign Military Stationed in New Mexico
- Immigrant Student (NM HS GRAD)
- Military Dependent
- Military Spouse
- Military Stationed in New Mexico
- NM Competitive Scholarship
- Part-time Students
- Senior Citizen Waiver
- Summer Session
- Texas 135

- Veteran Waiver
- Western Undergraduate Exchange
- WICHE

Reduced Tuition Rates for Senior Citizens

Senior citizens (persons aged sixty-five years or older) who are New Mexico residents are eligible for reduced tuition under the Senior Citizens Reduced Tuition Act. The cost will be \$5.00 in tuition per semester credit, plus a \$3.00 administrative fee for a total of \$8.00. There may be additional required fees such as course or lab fees. Senior citizens may register for a maximum of 6 semester credits at the reduced rate, on a space available basis.

Contact Information

For more information, contact University Accounts Receivable, MSC 4570; New Mexico State University; P O Box 30001; Las Cruces, NM 88003-8001; (575) 646-4911; <http://uar.nmsu.edu>.

FINANCIAL AID & SCHOLARSHIP SERVICES FOR THE NMSU SYSTEM

University Financial Aid and Scholarship Services administers a broad spectrum of loans, grants, scholarships and work-study funding in an attempt to meet the financial need of the university's students.

University 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 University Financial Aid and Scholarship Services is regarded as confidential.

Students applying for financial aid must complete a Free Application for 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 Family Contribution (EFC) 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) non-taxable income and benefits; and
- (5) student's prior year income and assets.

Students applying for financial aid should complete a FAFSA by visiting www.fafsa.ed.gov.

Please refer to the NMSU Financial Aid and Scholarship Services website for more information on available

financial aid. A complete listing of programs and policies are available at <http://fa.nmsu.edu>.

GENERAL ELIGIBILITY REQUIREMENTS

To receive financial aid you must demonstrate the following:

- That you are qualified to obtain education by:
 - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
 - Completing a high school education in a home-school setting approved under state law.

If you were enrolled in college in an eligible program or career school prior to July 2, 2012, you may show you are qualified to obtain a higher education by:

- Passing an approved ability-to-benefit (if you don't have a diploma or GED, a college can administer a test to determine whether you can benefit from the education offered at that school);
- Completing six credit hours or equivalent course work toward a degree or certificate (you may not receive aid while earning the six credit hours)
- 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 a part of an associate's or bachelor's degree program.)
- Be a U.S. citizen or eligible non-citizen (state funded scholarships are available to undocumented students).
- 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 www.ssa.gov.
- Must be meeting satisfactory academic progress (SAP).
- Sign a statement on the FAFSA certifying that you will use Federal student aid only for education purposes.
- 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.
- Register with the Selective Service, if required.

FINANCIAL AID 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, application of graduation, 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.

Federal Direct Subsidized Loans

A loan program for eligible undergraduate students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is enrolled in school at least half-time.

Federal Direct Unsubsidized Loans

Loans that are made to eligible undergraduate students that do not demonstrate financial need. Unlike other federal loans, interest accrues while the student is attending school.

Repayment of a Federal Direct loan begins six months after graduation or six months after enrollment drops below 6 credits or less than half time for undergraduate students. Students receiving a subsidized or unsubsidized Federal Direct Loan, must complete an online entrance counseling session before NMSU will issue the funds. In addition, students must complete an exit interview upon graduation or withdrawal from the university.

Federal Perkins Loan

A school-based loan program for undergraduate and graduate students with exceptional financial need. Under this program the school is the lender. A Perkins Loan must be repaid according to Federal Guidelines. Repayment begins nine months after graduation or nine months after enrollment drops below 6 credits for undergraduate students.

Grants

The Federal Pell Grant is a federal grant available to undergraduate students with documented financial need. Pell Grants range from \$577 to \$5,775, 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 Grant (LEAP), and/or other miscellaneous grants. These grants are awarded to undergraduate students who show exceptional financial need. For more information, contact University Financial Aid and Scholarship Services or visit the university's financial aid website at:

<http://fa.nmsu.edu/>. Generally, grants do not have to be repaid.

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 New Mexico resident students.

For more information on the U.S. Department of Education student aid programs, go to

<http://studentaid.ed.gov/> or see the NMSU Financial Aid website at <http://fa.nmsu.edu>.

New Mexico Workforce Connection

The New Mexico Workforce Connection administers the Workforce Investment Act "WIA", a federally funded program to assist students. The WIA offers three levels of services, classroom training and on the job training.

For more information, contact the WIA office located at 323 S. Halagueno Ave., Carlsbad, NM 88220, (575) 887-1174.

Scholarships and Other Aid

Many students finance part of their education with scholarships, which may be awarded for academic achievement, special skills, talent and/or because of the recipient's financial need. NMSU has a variety of scholarships that are offered to incoming freshman, transfer, continuing and graduate students. State, institutional and private scholarships may also be available but amounts, deadlines and eligibility requirements vary. For more information, contact University Financial Aid and Scholarship Services or visit the university's scholarship website at

<http://fa.nmsu.edu/scholarships/>

To be considered for most scholarships at NMSU for which you may be eligible you are required to apply online through Scholar Dollar\$, at

<http://scholarships.nmsu.edu/>. One scholarship application serves all NMSU students regardless of campus.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRAMS

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 the student did not receive financial aid. All transfer credit hours are taken into account when satisfactory progress is reviewed. The Financial Aid SAP standards are not the same as NMSU's Academic Standards of Progress criteria.

Elements of Financial Aid Satisfactory Academic Progress:

- Qualitative Progress: Undergraduate students must maintain a cumulative GPA of at least 2.0 (a C- average). Grade point values are: A+/A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C/C-=2.0, D+/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 coursework

(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 coursework. Repeated courses are included in the calculation.

- Maximum Time Frame: Undergraduate students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Limited developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer coursework 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 website at <http://fa.nmsu.edu/resources/return-of-title-iv-funds/>

FINANCIAL AID WARNING

"Warning" is a status assigned to a student who fails to make satisfactory academic progress at a school that evaluates satisfactory academic progress at the end of each payment period and/or term, and chooses to allow students who fail its progress standards to continue to receive aid. If the student has not returned to satisfactory standing after this additional semester, he or she will be suspended from further financial assistance until the satisfactory progress standards are met.

FINANCIAL AND SUSPENSION

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

THE APPEALS PROCESS

Students suspended from financial aid may appeal the suspension if there are mitigating circumstances affecting their progress. Students who would like to appeal the suspension must submit an appeal form, available at <http://fa.nmsu.edu>, and all required documentation to University Financial Aid and Scholarship Services. A committee will review the appeal and may grant reinstatement of financial aid based on mitigating circumstances that directly contributed to deficient academic performance. Appeals are evaluated on a term-by-term basis. All appeals, including relevant documentation, must be submitted by the semester deadline based on the current semester of enrollment.

Office of Financial Aid and Scholarship Services

Contact Information

For more information, contact the Financial Aid Office at 1500 University Drive, Room 111, Carlsbad, NM, 88220; (575) 234-9200; <http://fa.nmsu.edu/>.

REGISTRATION

Registration

Ongoing registration for Fall semester is scheduled April through August, prior to the first day of instruction and registration for Spring semester is scheduled November through January, again prior to the first day of instruction.

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 or in the Carlsbad Office of Student Services. Courses may not be added or dropped after the cutoff date indicated in the university calendar, with the exception of petitions for retroactive withdrawal processed in accordance with Policy 6.92. For refund policy, see <http://uar.nmsu.edu/withdrawals/>.

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 Carlsbad Office of Student Services if dropping or adding courses changes enrollment status for benefits.

Prerequisite/Corequisite

A prerequisite is an enforceable entry requirement for a particular course. Students must have completed the prerequisite before enrolling in the subsequent course. A Corequisite 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 F grade has been earned. A computable grade (excluding I, W,

RR, AU, CR, S or U) in a repeated course may be submitted in the calculation of the grade point average, though the original grade also remains on the transcript. The first occurrence with a C- or better grade will count in earned/passed hours. Future attempts will not count in earned/passed hours. If a student repeats a course eligible for grade substitution in which he has earned a D and fails the course, the second grade of F may 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. Repeat options applies only to eligible courses that were completed prior to the time a student was awarded a degree at NMSU.

Undergraduate Enrollment in Graduate Courses

Undergraduates who wish to enroll in a graduate-level course numbered 450 or higher for undergraduate credit must secure prior written permission from the instructor and course dean. Enrollment is by petition only and is limited to outstanding juniors and seniors.

University Credits

The unit of university credits is the semester hour, which is the equivalent of one hour of recitation/lecture or a minimum of two hours of practice per week for one semester.

WITHDRAWALS

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 Carlsbad Office of Student Services, whichever is sooner.

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:

1. Military and Veterans Programs: VA student ordered to Active Duty must provide a copy of orders to the Carlsbad Office of Student Services. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, the last day of class attendance.
2. Carlsbad Office of Student Services: All students presenting their orders to the Carlsbad Office of Student Services will receive a military withdrawal from classes and a full tuition and fees refund for that semester.
3. 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.

Student Medical Withdrawal

A medical withdrawal applied to a student who becomes seriously ill, injured or hospitalized and is therefore unable to complete an academic term for which they are enrolled. The attending physician must provide a letter on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. This letter must be submitted within the semester or not later than one academic year after the end of that term for which the withdrawal is being requested.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.

Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw because of a medical condition of an immediate family member will need to submit a letter from the family member's attending physician on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care and confirm that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

For purposes of this policy, "immediate family member" includes spouse, a domestic partner as defined in the NMSU Policy Manual 7.04 Domestic Partnership, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings); other relationships can be considered on a case-by-case basis.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.

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 Las Cruces campus, withdrawal begins at the Registrar's Office. At all other campuses, withdrawal begins at the Student Services Office. Applicable dates are published on the approved university academic calendar or under important dates at: <http://registration.nmsu.edu>.

Students who withdraw from all courses for the semester should do so in person through the Carlsbad Office of Student Services. Students who are unable to come in person may submit an email using their NMSU email to registra@nmsu.edu.

A student who withdraws from all classes for the semester will retain access to their NMSU account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals>. Financial Aid Recipients should contact University Financial Aid and Scholarship Services before withdrawing. Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

STUDENT RESOURCES

Advising

Individual academic advising is available to all current and potential students. Advisors help individuals understand and utilize placement test results, set and reach academic goals, decide upon a major course of study, select appropriate courses and facilitate successful transfer to a four-year institution. To make an appointment, call 575-234-9337 or visit the Counseling & Student Development Center in Room 107 of the main building.

Campus Health Center

Mission: To provide outpatient, on campus medical support for students and employees of NMSU-C.

Medical Services Provided:

- Routine care for illness (acute & urgent)
- Family Planning
- Physical and Women's Health Exams
- STD Testing
- Referral Assistance
- Health Education
- Immunizations
- Smoking Cessation, Blood Pressure and Vision Screenings.
- Mental Health Consultations by Appointment

Counseling and Student Development

The Counseling and Student Development Center (CSDC) located in Room 107 coordinates services for students. See section Counseling and Student Development Center for details.

DISTANCE EDUCATION

The Office of Distance Education extends New Mexico State University's reach beyond traditional programs to provide opportunities for students to meet their academic, professional and personal learning goals. Distance Education courses from NMSU are delivered using the most innovative technology and methods available, including web-based technologies, ITV (Interactive Television), faculty exchanges and off-site classes.

Distance Education (DE) programs are designed to serve students who live a significant distance away from the campus or have scheduling conflicts due to family or work obligations and often find distance education as the best solution to educational advancement. 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. Distance education degree programs at NMSU are delivered using both a variety of formats including 100% online, or combination of ITV, online and face-to-face instruction at the Las Cruces campus or off-site locations such as NMSU community college campuses. Visit <http://distance.nmsu.edu/degrees/index.cmf> for a complete listing of programs.

Bachelor's Degree Completion Programs

All undergraduate degree programs offered through NMSU 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. Bachelor degree completions programs normally require two years of 300 and 400 level upper-division coursework to finish. The undergraduate degree completion programs vary in delivery format. Some are 100% online; some use web-based delivery and online;

and some use online combined with face-to-face or ITV instruction at off-site locations such as NMSU community college campuses. Visit <http://distance.nmsu.edu/degrees/index.cfm> for a complete listing of programs.

Degree Audit

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

Off-site/Extension Programs

Distance education programs listed under this category are delivered primarily face-to-face 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 through the state. Several degree programs are available at one or more off-site/extension locations. Visit <http://distance.nmsu.edu/degrees/index.cmf> for a complete listing of programs.

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 Las Cruces campus for orientation, assessment, or other activities. Technologies used to deliver distance learning education at include:

- Instructor Canvas – the learning management system, enables instructors to utilize the Internet in the delivery of a course
- Adobe Connect – the web-conferencing system, offers a synchronous Web delivery solution for conducting virtual or live classroom events through the Web
- Instructional Media Services – provides course delivery through a variety of synchronous and asynchronous technologies. Courses may use what is known as a “blended approach” to instruction by integrating two or more types of technologies shown above to promote engaging and effective learning.

ID Card Services

The NMSU Aggie ID Card is the primary source of student identification for the campus. The Aggie ID Card serves as a membership card for meals, Aggie Cash, as a key in some residential buildings, carries proof of eligibility for access to athletic events and allows for other student services. This information is added to your card after registration for classes and financial arrangements have been completed. Please visit idcard.nmsu.edu for more information.

Aggie Cash is a pre-paid account that allows you to use your Aggie ID Card to make purchases at locations all over campus. The NMSU Enhanced Aggie ID Card allows your student card to also be your Wells Fargo debit card. The Business Office has the information you will need. For more information please contact us at (575) 234-9200.

Information and Communication Technologies

Information and Communication Technologies (ICT) provides the university community with the computing resources and services that support the educational, research, and public service missions of the university. The resources include NMSU’s central computing systems, the network that supports the systems and the wired and wireless functionality through which the internet is accessed. ICT also provides support for NMSU technology users through its Help Desk. For further information, contact ICT at (575)234-9448.

Student Accessibility Services

For a complete listing of services offered, please see section in Academic Support Services, Costs, Campus Resources, Student Activities.

Student Life and Government

Although NMSU Carlsbad does not maintain dormitories, the Student Services Office can be instrumental in helping students locate suitable housing.

Academic programs and student activities at NMSU Carlsbad are available to all students without regard to race, ethnic origin, creed, religion, gender, sexual orientation, disability or national origin. Students who possess a disability that impacts a major life activity may request and receive academic accommodation assistance as appropriate.

To begin the process of securing academic accommodations, students must first self-identify with the Special Needs Services Office in Counseling and Student Development Center in Room 107 or call 234-9321 to make an appointment.

The provisions of this catalog are not regarded as a contract between the students and NMSU Carlsbad. The college reserves the right to alter, amend or revoke any rule or regulation and to otherwise change any provision or requirements when such action will serve the interests of the student or the college. Our policy is to give advance notice of such changes whenever feasible. Unless the change in a rule or regulation specifies otherwise, it shall become effective immediately. Without limiting the extent of its powers to alter, amend or revoke rules and regulations associated with its delivery of instruction and academic support services, NMSU Carlsbad reserves the right to make changes in degree requirements in agreement with NMSU-Las Cruces, by:

Altering the number of credits and/or courses required in a specific certificate or associated degree program;

Delete courses;

Amending courses by increasing or decreasing the credits of specific courses or varying the content of specific courses;

Offering substitute courses in the same or cognate field; and/or

Adding, altering or deleting academic programs, related offerings and support services.

Whenever curricular changes alter an enrolled students' program and academic progress toward graduation, NMSU Carlsbad will make every reasonable effort to help that student complete his or her studies in a timely manner. Faculty and academic advisors may assist any enrolled student in planning a program of study. The final responsibility for meeting the requirements for graduation, however, remains with the student.

Testing Services

The Test Center is located in Room 221 in the Main Building on the second floor. The Testing Services Office is located in Room 2J in the Main Building also on the second floor. The office hours are Monday, Tuesday and Thursday from 9:30 am – 6:30 pm and Wednesday and Friday from 8:00 am – 5:00 pm. Summer Session hours are Monday through Thursday 7:00 am – 6:00 pm. The office phone number is 575-234-9322. The office provides testing for High School equivalency HISET Paper/Pencil option and the Pearson Vue GED Computer based option. The office also provides testing for the NMSU Carlsbad Pre-Nursing program HESI A2 and College Placement testing for Dual Credit students and for incoming College freshman. The office also provides WORKKEYS Certification exams for College students earning one year certificates. CAAP Testing is also provided for College students earning two year associate's degrees. Testing for other colleges is also provided for \$30.00 an hour.

MILITARY AND VETERANS PROGRAMS (MVP)

NMSU is a veteran and military friendly university which strives to provide the best possible service to our current and former servicemembers as they pursue their educational goals. NMSU Military and Veterans Programs promotes lifelong learning and professional development for veterans, active-duty military and their families, assisting them in their higher education goals by offering:

- Affordable, in-state tuition rates for active-duty military personnel and dependents living at a regional military installations
- Affordable, in-state tuition rates for veterans receiving U.S. Department of Veterans Affairs education benefits
- Easily transferable credits that count toward degrees at NMSU-C
- Facilitation of all Department of Defense Tuition Assistance (TA) Benefits

- Courses taught online and at locations on and near regional military installations
- Innovative technology and course delivery methods
- Internships for veterans
- Student advocacy at every level, from admissions to graduation
- Resource materials from a variety of veteran and military service organizations
- Priority registration for all military and veteran students
- Veterans on Campus Training by Kognito, training faculty and staff on our student veterans and the unique value they bring to campus
- Salute Honor Society for student veterans
- Connect with student organizations
- A tradition of quality education.

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. For further information, contact the Military and Veterans Program by contacting the Carlsbad Student Services Office.

COSTS

Active-Duty

Active-duty military personnel (Armed Forces), stationed in New Mexico or at Fort Bliss, Texas may complete a Resident Tuition Application for 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 waiver to the Military and Veterans Programs office. Applications are available through the Registrar's Office, online at <http://mvp.nmsu.edu> or by contacting the Carlsbad Student Services Office.

Dependents Receiving VA Educational Benefits

Per NM 2015 HB 427:

A spouse or child of a veteran of the armed forces is entitled to pay tuition and fees at the rate provided for New Mexico residents; provided that the spouse or child is eligible for benefits pursuant to the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for a veteran and the dependents of a veteran. Applications are available by contacting the Carlsbad Student Services Office.

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 Non-Residency Tuition Application for Veterans of the U.S.

Armed Forces waiver. For further information concerning approved programs and application process, eligible persons should contact the Carlsbad Student Services Office.

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) 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.

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.

The Veterans' Administration (VA) has approved NMSU Carlsbad courses for study by veterans and others who qualify for veteran's educational assistance. Processing of applications and certifications takes from 4 to 6 weeks and should, therefore, be initiated well in advance of course registration. Veterans must bring their course schedule to the NMSU Carlsbad Student Services Office each semester for continued certification. The Veterans' Administration toll free number is 1-888-442-4551.

Veterans must maintain satisfactory attendance, conduct and progress. If the veteran does not meet the standards set by NMSU Carlsbad, the certifying official must notify the VA, at which time the VA will discontinue benefits.

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

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 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 CAO/Provost. The CAO/Provost will review the merits of the appeal and render a decision. The decision of the CAO/Provost 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 CAO/Provost. 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 current students or students applying for admission to New Mexico State University may be granted academic credit on a case-by-case basis upon evaluation of military transcripts – the Joint Service Transcript (jst.doded.mil) and the Community College of the Air Force transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by college 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.

Tuition Assistance

Tuition Assistance (TA) is a benefit paid to eligible active duty members of the Air Force, Army, Coast Guard, Marines and Navy. The Department of Defense (DoD) has given each service the ability to pay up to \$250 per semester credit hour of the actual cost of tuition (no fees) during the fiscal year (Oct. 1 - Sept. 30). TA will pay for up to 13- semester hours of a bachelor's degree and up to 39 semester hours of a master's degree. TA must be requested and approved prior to the start date of the course.

Service members must first be admitted to NMSU before they may enroll in any classes at NMSU.

Please be aware of our admission and registration process:

1. Service members must apply online to be admitted,
2. login to my.NMSU.edu to register for classes, and
3. create an account and Request TA through their service online portal. Each service has its own criteria for eligibility, application process and restrictions. Refer to our website for service login information: <http://mvp.nmsu.edu/tuition-assistance>

It is important to request TA for the same class and section number as enrolled in NMSU for tuition and grading purposes. Only enrollments requested and approved through their service online portal will be eligible for TA. Refer to our website for further information at <http://mvp.nmsu.edu/tuition-assistance> or

contact the Military Programs Coordinator for assistance at mvp@nmsu.edu or (575) 646-4524.

Military/Veteran Graduate Student Status

Veteran benefits are determined by the number of graded graduate credits of enrollment for a given semester or summer session. Listed below are the credit hours that determine student status for military veterans.

Fall and Spring semester: full-time enrollment includes 9 or more graded credit hours. Students are considered three-fourths time if they are enrolled in 7 to 8 credit hours. Half time enrollment is 5 hours. Veterans enrolled in less than 5 credit hours are reimbursed for tuition and allowable fees only.

There are several sessions within the summer term. For the 10 week summer session, full-time enrollment is 6 credit hours and half time enrollment is 3 credit hours. During the five week sessions, full-time enrollment is 4 graded credit hours.

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 their classes:

1. Military and Veterans Programs: VA student ordered to Active Duty must provide a copy of orders to the Carlsbad Office of Student Services. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, the last day of class attendance.
2. Carlsbad Office of Student Services: All students presenting their orders to the Carlsbad Office of Student Services will receive a military withdrawal from classes and a full tuition and fees refund for that semester.
3. 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.

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.

RESOURCES FOR STUDENTS

Responsibility of Veteran Students

Students must be pursuing a degree in a specific program to be eligible for benefits. Admission procedures for veterans and other eligible persons are the same as for all students. Academic advisors must submit degree plans to the Carlsbad Office of Student Services prior to certification. For continued certification, students must submit a Concise Student Schedule to the Carlsbad Office of Student Services every semester.

Veterans must notify the Carlsbad Office of Student Services when any of the following occurs:

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

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

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

GENERAL EDUCATION COURSES

The New Mexico Common Core Requirements

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 includes designated general education courses guaranteed to transfer to any New Mexico public college or

university. A complete list of approved courses can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us. The current approved NMSU courses are listed below under each of the five general education areas.

In accordance to state law (Chapter 21, Article 1B NMSA 1978), the New Mexico Higher Education Department has established policies to guarantee successful transfer of completed core courses between New Mexico postsecondary public institutions.

Lower Division General Education Course Transfer Curriculum

The NMSU Prefix and Course Number will be listed first, the New Mexico Transfer Curriculum number will then be listed in parenthesis' following by the course title and credit hours.

Area I: Communications (Select 9-10 credits, one from each sub group)**English Composition – Level 1**

ENGL 111G	(ENGL 1114)	Rhetoric and Composition	4
ENGL 111GH	(ENGL 1114)	Rhetoric and Composition, Honors	4
SPCD 111G	(ENGL 1114)	Advanced ESL Composition	4

English Composition – Level 2

ENGL 203G	(ENGL 2113)	Business and Professional Communication	3
ENGL 211G	(ENGL 2113)	Writing in the Humanities and Social Sciences	3
ENGL 218G	(ENGL 2113)	Technical and Scientific Communication	3
ENGL 311G	(ENGL 2113)	Advanced Composition	3
ENGL 318G	(ENGL 2113)	Advanced Technical and Professional Communication	3

Oral Communication

AXED 201G	(COMM 1213)	Effective Leadership and Communication in Agricultural Organizations	3
COMM 253G	(COMM 1213)	Public Speaking	3
COMM 265G	(COMM 1213)	Principles of Human Communication	3
HON 265G	(COMM 1213)	Principles of Human Communication – Honors	3

Area II: Mathematics/Algebra (Select 3 credits)

A ST 251G/STAT 251G	(MATH 2123)	Statistics for Business and Behavioral Sciences	3
MATH 112G		Fundamentals of Elementary Mathematics II	3
MATH 121G	(MATH 1113)	College Algebra	3
MATH 142G		Calculus for the Biological and Management Sciences	3
MATH 190G		Trigonometry and Precalculus	4
MATH 191G		Calculus and Analytical Geometry I	4
MATH 192G		Calculus and Analytical Geometry II	4
MATH 192GH		Calculus and Analytical Geometry II Honors	4
MATH 120G		Math Appreciation	4
MATH 275G/HON 275G		Spirit and Evolution of Mathematics	3
MATH 291G		Calculus and Analytical Geometry III	3
STAT 271G	(MATH 2133)	Statistics for Psychological Sciences	3

Area III: Laboratory Science (Select 8 credits)

AGRO 100/HORT 100G		Introduction to Plant Science	4
ANTH 130G/ANTH 130GL		Human's Place in Nature: Introduction to Biological Anthropology	4
ASTR 105G		The Planets	4
ASTR 110G		Introduction to Astronomy	4
BIOL 101G/BIOL 101GL	(BIOL 1113/BIOL 1111)	Human Biology	4
BIOL 110G		Contemporary Problems in Biology	4
BIOL 111G/BIOL 111GL	(BIOL 1213/BIOL 1211)	Natural History of Life	4
BIOL 211G/BIOL 211GL	(BIOL 1223/BIOL 1221)	Cellular and Organismal Biology	4
C S 171G		Introduction to Computer Science	4
CHEM 110G	(CHEM 1114)	Principles and Applications of Chemistry	4
CHEM 111G	(CHEM 1114)	General Chemistry I	4

	1213)		
CHEM 112G	(CHEM 1223)	General Chemistry II	4
E S 110G	(ENVS 1114)	Introductory to Environmental Science	4
FSTE 164G		Introduction to Food Science Technology	4
FSTE 263G		Food Science I	4
GEOG 111G		Geography of the Natural Environment	4
GEOL 111G		Survey of Geology	4
GEOL 212G	(GEOL 1114)	The Dynamic Earth	4
HON 205G		Life, Energy and Evolution	4
HON 219G		Earth, Time and Life	4
PHYS 110G		Great Ideas of Physics	4
PHYS 120G		Introduction to Acoustics	4
PHYS 211G/PHYS 211GL	(PHYS 1113/PHYS 1111)	General Physics I	4
PHYS 212G/PHYS 212GL	(PHYS 1123/PHYS 1121)	General Physics II	4
PHYS 215G/PHYS 212GL	(PHYS 1213/PHYS 1211)	Engineering Physics I	4
PHYS 216G/PHYS 216GL	(PHYS 1223/PHYS 1221)	Engineering Physics II	4
PHYS 221G/PHYS 221GL		General Physics for Life Sciences	3
Phys 222G/PHYS 222GL		General Physics for Life Sciences II	3

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

AG E 210G/FSTE 210G		Survey of Food and Agriculture Issues	3
ANTH 120G		Human Ancestors	3
ANTH 125G	(ANTH 2113)	Introductions to World Cultures	3
ANTH 201G	(ANTH 1113)	Introduction to Anthropology	3
ANTH 202G	(ANTH 2213)	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	(CRJI 1113)	Introduction to Criminal Justice	3
ECON 201G		Introduction to Economics	3
ECON 251G	(ECON 2113)	Principles of Macroeconomics	3
ECON 252G	(ECON 2123)	Principles of Microeconomics	3
GEOG 112G		World Regional Geography	3
GEOG 120G		Culture and Environment	3
GOVT 100G	(POLS 1123)	American National Government	3
GOVT 110G	(POLS 1113)	Introduction to Political Sciences	3
GOVT 150G		American Political Issues	3

GOVT 160G		International Political Issues	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
PHLS 150G		Personal Health and Wellness	3
PSY 201G	(PSYC 1113)	Introduction to Psychology	3
S WK 221G		Introduction to Social Welfare	3
SOC 101G	(SOC 1113)	Introduction to Sociology	3
SOC 201G	(SOC 2113)	Contemporary Social Problems	3
W S 201G		Introduction to Women's Studies	3
W S 202G		Representing Women Across Cultures	3

Area V: Humanities and Fine Arts (Select 6-9 credits)

ART 101G	(ARTS 1113)	Orientation in Art	3
ART 110G	(ARTS 1013)	Visual Concepts	3
ART 295G	(ARTS 2113)	Introduction to Art History I	3
ART 296G	(ARTS 2123)	Introduction to Art History II	3
DANC 101G	(DANC 1113)	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	(HIST 1053)	Roots of Modern Europe	3
HIST 102G	(HIST 1063)	Modern Europe	3
HIST 110G		Making History	3
HIST 111G		Global History to 1500	3
HIST 112G		Global History Since 1500	3
HIST 201G	(HIST 1113)	Introduction to Early American History	3
HIST 202G	(HIST 1213)	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 in Art	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 229G		The New Testament as Literature	3
HON 230G		Bamboo and Silk: The Fabric of Chinese Literature	3
HON 243G		The Worlds of Arthur	3
HON 239G		Medieval Understandings: Literature and Culture in the Middle Ages	3
HON 241G		Telling American Stories: Society and Culture in Early America	3
HON 242G		Claiming an American Past	3
HON 244G		Masterpieces of World Literature	3
HON 270G		Theatre: Beginnings to Broadway	3
MUS 101G	(MUSI 1013)	Introduction to Music	3
MUS 201G	(MUSI 1413)	History of Jazz in Popular Music: A Blending of Cultures	3
PHIL 100G		Philosophy, Law and Ethics	3
PHIL 101G		The Art of Wondering	3
PHIL 124G		Philosophy of Music	3
PHIL 136G	(RELI 1113)	The Quest for God	3
PHIL 201G	(PHIL 1113)	Introduction to Philosophy	3
PHIL 211G	(PHIL 1213)	Informal Logic	3
PHIL 223G	(PHIL 1213)	Ethics	3
THTR 101G	(THTR 1013)	Introduction to Theatre	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 college associate dean or with college advisors.

GRADUATION REQUIREMENTS

For the baccalaureate degree each student must complete a minimum of 120 credits including at least 48 credits numbered 300 or above. However, to satisfy the requirements of accreditation, licensure, program depth or rigor, or other needs, some majors require coursework in excess of the 120 credit hour minimum.

Each college has its own requirements for graduation listed under its curricula. However, there are certain graduation requirements common to all undergraduate colleges:

A student must have a cumulative GPA of 2.0 in all courses taken at NMSU.

The student will be required to show proficiency in written English in all class work at the University. Any instructor may remand a student to the English remedial laboratory for further training in written English. In each case, the student must complete the remedial laboratory work prior to submitting the application to graduate.

Each student must complete at NMSU at least 30 of the last 36 credits necessary for the baccalaureate degree. Of these 36 credits, 21 credits must be upper division and at least 12 of these upper division credits must be in the major. Colleges or Departments may require that more than 12 of the upper division credits be from the major, and they may direct that certain of these credits be course specific.

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. The catalog is effective Summer Session I through Spring Semester.

Special provisions consistent with the NMSU Servicemembers Opportunity College (SOC) and other agreements apply for active military and veterans- see section Military/Veterans and Family Members.

Upon completion of all requirements, multiple majors for a single degree (e.g., B.A.) will be noted on the academic record. Multiple bachelor's degrees (e.g., B.A. and B.S.) may be granted if all requirements for the degrees have been completed. Multiple degrees may be granted at one commencement if all requirements have been met. Graduation fees must be paid for each degree.

Both designated and undesignated associate degree residency requirements vary with the college awarding the degree. Requirements for the two-year associate degree and for the certificate are found in the section(s) concerning these degrees.

- Arts and Sciences, Business Administration, Education, and Health and Social Services require that at least 15 credits be completed at NMSU or one of its Community College campuses.
- College of Agricultural, Consumer and Environmental Sciences requires that the last 30 credits be completed at NMSU or one of its Community College campuses.

To Graduate with a Certificate

Graduates in certificate programs must demonstrate proficiency in reading, math and English as evidenced by sufficient scores on Workkeys® assessment. Additional remediation may be required.

To Graduate with an Associate Degree

For each of the two-year associate degrees offered at NMSU Carlsbad, the student must complete at least 60 credits (excluding "N" suffix courses), complete English 111G with a grade of C or better, complete a basic skills course in mathematics and reading (if needed) with a grade of C or better, and have an average of two grade points per credit in all courses taken at NMSU. In addition, the last 15 credits of the degree must be completed at an NMSU campus and all degree requirements must be met. (Service personnel enrolled under the two-year Servicemembers Opportunity College Program may be exempt from this requirement.)

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 are evaluated using ACT or SAT test scores or diagnostic testing at the time of registration to determine basic academic competency. Based upon this evaluation, the university will require entering students to correct deficiencies by completing coursework in English and mathematics before enrolling in courses numbered 300 and above. 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 Course

Requirements section in this chapter for these requirements.

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

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 111GH. Students may satisfy English basic skills by passing ENGL 111 or ENGL 111H with a grade of C- or higher.
- ✓ CLEP Credit. Students may earn credit for ENGL 111G or ENGL 111GH by taking the College Level Examination Program subject exam in freshman college composition with a score of 57 (top quartile) or higher. See Credit by College Level Placement Examination for details.
- ✓ Advanced Placement Credit. Students may receive advanced placement credit for ENGL 111G or ENGL 111GH by scoring 3, 4, or 5 on the English Advanced Placement Exam. See “Advanced Placement” for details.
- ✓ 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. International students may be required to satisfy the requirement under “SPCD 111G” below.
- ✓ 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 the Department of English.
- ✓ SPCD 111G. International students who took the TOEFL examination must complete SPCD 111G with a satisfactory grade.
- ✓ Developmental Courses. Students who score below 12 on the ACT English exam must pass two developmental English courses (CCDE 105N and 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 included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

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 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; (d) any mathematics course numbered 120 or above, which includes A ST 251G, STAT 251G and STAT 271. New students are placed in these courses according to their high school GPAs and their ACT scores in mathematics. However, new engineering students must take the mathematics place exam (MPE) and any new student may choose to take the MPE to test towards a higher placement. Placement does not earn academic credits, and placement in a mathematics course numbered 120 or higher does not satisfy the basic skills requirement.
- ✓ Basic Skills Exam. Students may take the Basic Skills Exam, which is offered twice a semester by the Department of Mathematical Sciences. A passing score will meet the basic skills requirement, although it will not appear as credit on the student’s transcript.
- ✓ Advanced Placement Credit. Students may receive credit for courses which may satisfy basic skills in mathematics by taking the math Advanced Placement Exam. See “Advanced Placement” later in this chapter for details.

Developmental Courses

Students who score below 23 on the ACT mathematics exam and whose score on the math placement exam, if taken, does not qualify them for placement into university-level mathematics courses will be placed into the appropriate development mathematics course or courses (CCDM) Placement into CCDM course(s) is dependent upon the student’s ACT score and high school GPA. Students must pass the CCDM course or courses before enrolling in university-level mathematics courses. Developmental courses are included on the transcript and will be included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

Graduate Outcomes

All students admitted to NMSU Carlsbad will be assessed for the abilities to demonstrate academic achievement and specific competencies and skills as they progress through their programs of study. Every course a student takes will provide instruction that teaches, emphasizes or reinforces one or more of the graduate outcomes.

Upon graduation, students of NMSU Carlsbad will be able to satisfactorily demonstrate:

1. Effective communications skills in reading, writing, listening and speaking.
2. Basic critical thinking skills.
3. The fundamental concepts of mathematics and science.
4. Appropriate technological literacy and skills for personal and professional use.
5. The fundamental concepts for analyzing significant primary texts and/or works of art, including fine arts, literature, music, theatre and film.

CAAP Test Requirement

To evaluate its graduate outcomes, NMSU Carlsbad has chosen the Collegiate Assessment of Academic Proficiency Exam “CAAP”. This exam measures students’ proficiencies in reading, writing, mathematics, science and critical thinking. **All students who are graduating with an associate degree must take this exam in the last semester of their program.** Students will be given information about the exam site and date at the time that they apply for graduation.

How to apply for a degree/certificate

Degree candidates are required to file an Application for Degree and pay graduation fees for each degree sought. This fee (\$25 for certificates and \$25 for associate) will be included in the total cost for the semester 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 by the designated deadline for that semester. A \$25 late fee applies to applications received after the application deadline, and no applications will be accepted after the posted deadline date.

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

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.

RECOGNITION OF DEGREES AND CERTIFICATES

Degrees and Certificates earned are recorded on the student’s academic record.

Attendance at Commencement

The Vice President for Student Services (“VPSS”) will confirm eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates (registered for final degree requirements, as certified by the VPSS) and degree recipients from the

previous summer and fall sessions will participate in the spring ceremony.

Commencement is a symbolic ceremony. Participation in commencement does not, in itself, mean that a student is considered a NMSU graduate. In order to be awarded a degree, a student must fulfill university requirements as determined by academic colleges. The degree will reflect the graduation date from the application for degree in which all degree requirements were determined by the academic colleges.

Diploma

Diplomas will be mailed to graduates approximately eight weeks after final grades have been processed by the Registrar’s office, concluding a final degree audit by the individual colleges. The diploma will be mailed to the address specified on the degree application, unless an address change has been requested before the end of the semester.

The name on the diploma will reflect the student’s current official NMSU records. Name changes are processed only for currently admitted students. The degree title and major(s) will be printed on the diplomas in accordance to the degree application award, determined by the academic colleges. Academic honors will also be printed on the diplomas below the degree and major(s).

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

Applying for One-Year Certificate or Two-Year Associate Degree

Eligible students are required to submit an application for a certificate or associate degree by the deadline and pay applicable fees as published in the Schedule of Classes for the semester. The certificate application forms are available in the Student Services Office and information regarding the online degree application process is available at <http://nmsu.edu/~registra/degree-app/index.html>. It is recommended that students print a certificate or degree audit through their my.nmsu.edu account and have it reviewed by an academic advisor in Counseling and Student Development Center at least one semester prior to registration for their last semester and also give a copy of the audit to Student Services Office staff for the student file. If certificate or degree requirements are not completed during the semester for which the student applied, the student must reapply and pay applicable fees.

The earliest catalog you may select is the catalog in effect the first semester you attended college, or any subsequent catalog, provided it is not more than six years old when requirements are met.

RECOGNITION OF ACADEMIC ACHIEVEMENT

NMSU has a number of university-wide programs that recognize academic achievement. These include the Honors College, the Crimson Scholars Program, the dean's report of academic achievement and graduation with honors. In addition, many colleges and departments have their own programs and awards that recognize the academic achievement of their students.

Crimson Scholar Programs

Crimson Scholars is a recognition program for academically superior students. Crimson Scholars receive a number of benefits, including:

You do not need to apply to be Crimson Scholar. At the beginning of each semester that you qualify as a Crimson Scholar, you will receive an email message confirming your status.

Privileges – You become automatically eligible for all Honors classes; Early Registration allows you to have the first choice of classes; Library Privileges include being able to check books out for an extended period; You may have the opportunity for independent study, research projects and other meaningful work, guided by NMSU faculty; Eligible Crimson Scholars receive a lapel pin (Crimson Status for 24 credits), recognition on the commencement program (Crimson Scholar status for 75 credits) and notation on their transcript as a Crimson Scholar Graduate (Crimson Scholar status for 90 credits).

Qualifications – **Degree seeking undergraduates**, enrolled for three or more credits per semester at NMSU (main campus or one of the branch campuses); **New Freshman** (27 credits or less) with an ACT composite score of 26 or better (or an equivalent SAT score), or an ACT score of 24-25 (or an equivalent SAT score) and a 3.75 or higher High School GPA are eligible. These students must maintain a 3.5 minimum cumulative GPA to continue in the program; **Transfer Students** must have a 3.5 minimum cumulative GPA at their previous institution(s) to be eligible and must maintain a 3.5 cumulative GPA to continue in the program; **Sophomores, Juniors and Seniors** must have a 3.5 minimum cumulative GPA to continue in the program; **Currently enrolled** Crimson Scholars whose cumulative GPA drops below the required 3.5 will be dropped from the program. If the student's cumulative GPA again meets minimum requirements the following semester, the student will automatically be reinstated.

Dean's Report of Academic Achievement

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

Graduation with Honors

To be eligible for a four-year degree with honors, a student must have earned at least 60 semester credits in computable grades while in residence at New Mexico State. The number of students at graduation receiving degrees with honors in any one year shall not exceed 15 percent. To receive high honors, a student must be in the top 1.5 percent of the graduating class by college. One person from each college will receive highest honors. In case of a tie, the student with the greatest numbers of credits earned at NMSU with computable grades will be awarded highest honors for each college. Of the students receiving highest honors from the fall and spring commencements, the student with the highest grade-point average and the greatest number of credits earned at NMSU with computable grades will be awarded the Class of 1919 Scholarship Plaque.

ACADEMIC PROGRAMS

ASSOCIATE DEGREE PROGRAMS

NMSU awards both designated and undesignated associate degrees following completion of at least 60 semester credits (excluding "N" suffix courses). The last 15 to 30 credits, depending on the requirements of the department in which the degree is pursued, must be completed at New Mexico State University Carlsbad. (Service personnel enrolled under the two-year Servicemembers Opportunity College program may be exempt from this requirement.)

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. See Fields of Study section for a listing of certificates and degrees offered.

Community Colleges

Many of the associate degrees offered on Las Cruces campus, as well as other programs, are available at NMSU's four community college campuses. For more information on community college campus offerings, refer to the "Community Colleges" chapter in this catalog and to their respective catalogs or admissions offices. Please see the Community College Catalogs for more information about the Associate Degree Programs.

Alamogordo Catalog

Dona Ana Catalog

Carlsbad Catalog

Grants Catalog

THE NMSU SYSTEM REGULATIONS AND PROCEDURES

These regulations are effective with the publication of this catalog and apply to all campuses within the NMSU systems.

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:

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 quotes, 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 filing out applications or other university records in, or for, academic departments or colleges

Disciplinary Probations 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 rule and regulations applicable to students in the Student Code of Conduct of the Student Handbook or can be obtained from the Carlsbad Office of Student Services.

Academic Appeals Board

Within each college of the university, an academic appeals board will be appointed by the Chief Academic Officer and Provost to hear student appeals. The appeals board will consist of three faculty members and two students.

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 number or course, the student is to appeal directly to the department head in whose area the alleged grievance occurred.

1. **Appeal to the faculty member.** The student is to submit a written appeal to the faculty member within thirty (30) days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than thirty (30) days into the fall semester following the summer session in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and department head within ten (10) working days of receiving the student's written appeal.
2. **Appeal to the department heads:** 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 (10) 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 the faculty member within ten (10) days of this meeting.
3. **Appeals to the Chief Academic Officer (CAO):** 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 statement of appeal to the CAO. This is to be done within ten (10) working days after the receipt of the written decision by the department head. The CAO 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 CAO within five (5) working days following the conclusion of their process. The CAO may meet with the student, faculty member and department head to discuss the appeal (not necessarily at the same time). The CAO will submit a written response outlining his or her decision to the student, faculty member, and department head within ten (10) days of the last meeting.

4. **Appeals to the Campus President:** The Campus President may, at his or her discretion, review the appeal upon the written request of the student or faculty member and render a final decision. An appeal to the Campus President is the last step in the appeals process and the Campus President's decision cannot be appealed further. Should the Campus President not choose to review the appeal, the decision of the CAO is final.
5. **Exceptions to the time involved:** The CAO may waive the normal time frames 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 STANDING

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 only once, the first time a student's cumulative GPA falls below a 2.0 while in good academic standing. The relevant Associate Dean for Academics or Campus Academic Officer (CAO) 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. A student on Academic Warning remains eligible for all extracurricular activities as governed by the rules of the specific activity.

While under Academic Warning the following restrictions apply:

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

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

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to good academic standing.

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 Chief Academic Officer (CAO) as soon as possible to try to implement corrective measures.

2. The student will enter into a contract or individualized education plan with the student's advisor and approved by the CAO that place further stipulations on Academic Probation I. The CAO 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 Veteran's Administration must obtain counseling from the Carlsbad Office of Student Services.
4. Students admitted under special provisions whose transcripts indicate less than a 2.0 GPA are admitted on Academic Probation I.

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to good academic standing. Until the latter happens, the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I. A student on Academic Probation I remains eligible for all extracurricular activities as governed by the rules of the specific activity.

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 CAO, the student will be required to enter into a contract with their student's advisor, and approved by the CAO, to place further stipulations on Academic Probation II.

The CAO may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

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

extracurricular activities as governed by the specific activity.

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, the student is 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 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, the student will enter into a contract approved by the Provost and the student's academic advisor setting stipulations to have the suspension removed. Failure to adhere to the contract will return the student to Academic Suspension.

Under certain conditions, a student may be re-admitted at NMSU under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university. Credits earned at another university or college while under Academic Suspension from NMSU or another university or college will be accepted by 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

A student may use summer classes to try to get warning or probationary status removed. Students suspended at the

close of the spring semester may have their Academic Suspension rescinded if they summer sessions at NMSU or one of its Community College colleges. Such attendance must raise the combined spring semester and summer GPA to 2.0 or better. 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 and probation or suspension status applies to all subsequent enrollments.

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

OFFICIAL UNIVERSITY RECORDS

Privacy Rights

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL98-380), "The Family Educational Rights and Privacy Act of 1974": Student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Other information regarding disclosure of student data is posted at the Registrar's Office in compliance with the ACT.

Requests for withholding directory information must be filed in writing with the Registrar's Office.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who plan to seek employment on campus or 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.

Transcripts

An official transcript, the University's certified statement of your complete NMSU academic record in chronological order by semester and year, includes coursework, grades and degrees earned. Credit hours earned through transfer work are not listed in detail, but do appear as cumulative totals. Transcripts are available as digitally signed PDFs or printed copies. Transcripts can be ordered online at <http://mytranscript.nmsu.edu>. A fee is charged. The name on the transcript will be the same as on the official NMSU records. Name changes are

processed only for current students. No transcript will be released if the student is in debt to the university.

Transcript evaluation, student records and determination of residency:

Office of the Registrar, MSC 3AR, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-3411;

<http://registrar.nmsu.edu>.

GRADING AND CREDIT OPTIONS

Grading 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.

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.

Incomplete Grade

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 to removing or changing an I grade:

1. Instructors may assign I grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illnesses, documented death or crises in the student's immediate family and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no case is an I grade to be used to avoid the assigning of D, F, U or RR grades for marginal or failing work.
2. To assign an I grade, the instructor must complete the I Grade Information Form and have the form delivered to the CAO/Provost. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document or the Carlsbad Office of Student Services will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.
3. The student is entitled to have the I grade removed from their transcript only if they complete the remaining coursework as specified on the I Grade Information Form, in a manner

satisfactory to the instructor. The work must be completed within 12 months after the I grade assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the I Grade Information Form. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F or U) provided that the instructor stated that this would occur on the I Grade Information Form.

4. I grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the I grade or prior to the student's graduation, whichever comes first. To remove an I grade, the instructor must complete a Change of Grade Form and file the form with the 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 I grade was previously received, but retaking the course will not result in a removal of the I grade from the student's transcript.

The effect of removing an I grade on a student's academic standing (scholastic warning, probation or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the 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 only to designated skill-development (CCDE, CCDM and CCDR) courses and indicate 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.

S/U Option

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

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

These limitations do not apply to honors 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 Student Services and certified by the student. The course must be taken outside the major. If the student changes majors, the new major department may require a traditional grade for a course previously passed with an S grade. The traditional grade 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 the above requirements may take courses under the S/U option. However, these courses may not be applied toward an undergraduate degree at NMSU.

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

University Grading System

Grade reports are not automatically mailed to students. Students can access grades and credits by the web using my.nmsu.edu. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The NMSU system of grading is expressed in letters, which carry grade points using in calculating the cumulative grade point average:

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+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, OR F have been assigned is divided into the total number of grade points earned.

A course for which only CR, but no letter grade, is given and a course in which an S or PR grade is earned will be included in earned hours but is not computed in the grade point average.

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 S, CR, C- or better earned prior to the grading period in which the student requires 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 fee of \$10 is required for the submission of an adjusted credit option application. Application forms are available in the Carlsbad office of Student Services. Students applying for this option must.

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

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

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

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

Students are eligible for university honor if the criteria for university honors are met for all courses taken at NMSU after the period of adjusted credit.

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 faculty at NMSU Carlsbad or the appropriate head of the NMSU Las Cruces 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 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 credit 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, Rm. 210. For local information, call Joe Olivares at 575-234-9322.

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 whereby 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 Student Services Office. 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.

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 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 CAO/Provost. The CAO/Provost will review the merits of the appeal and render a decision. The decision of the CAO/Provost 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 CAO/Provost. 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 current students or students applying for admission to New Mexico State University may be granted academic credit on a case-by-case basis upon evaluation of military transcripts – the Joint Service Transcript (jst.doded.mil) and the Community College of the Air Force transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by college 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.

ENROLLMENT

Attendance and Student Performance

Students are expected to regularly attend 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 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 hinder 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 CAO at NMSU Carlsbad, or the appropriate academic dean at NMSU Las Cruces, 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 audit, are permitted to attend classes. A student who has official 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 permission of the instructor.

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 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.

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 in summer school is the same number of credits as there are weeks in the session. Written permission for the student to register for an overload must be obtained from the Vice President for Student Services at NMSU Carlsbad or the dean of the student's college at NMSU Las Cruces. 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 a 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 CAO. Such courses must be counted as part of a student's class load.

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, 60 credits; senior rank, 90 credits.

Independent Studies

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

Numbering of Courses

University courses numbered 100 through 299 are considered lower division and are for undergraduate credit only, these courses will not be applied toward a graduate degree at any time. Courses numbered 300 through 499 are considered upper division and are intended for the undergraduate level, but in some cases graduate credit may be obtained. Courses numbered 450 through 499 are designed for seniors and graduates; 500 through 599 are primarily for graduate students working on a master's degree and 600 through 700 are principally for students working on a doctoral degree.

In some cases, graduate credit may be obtained in courses numbered 300 through 449, to secure such credit, a written request must be filed with the dean of the Graduate School at the time of registration. However, these courses cannot be deficiencies, and no more than 4 credits will be granted toward a degree can be granted for courses numbered below 400. The total of courses numbered 300 through 449 cannot exceed 8 credits.

Outcomes Assessment – Evaluating Your Academic Progress

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 in the program improvements implemented as a result of assessment.

Satisfactory Progress

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

Student Conduct

The policies and procedures related to student conduct are published in the NMSU Carlsbad campus Student Handbook available from the Office of Student Services. The Vice President for Student Services serves as the NMSU Carlsbad Campus Discipline Officer for student misconduct. The Vice President for Academic Affairs serves as the Hearing Officer for academic misconduct. The Student Handbook can also be located on the website carlsbad.nmsu.edu.

Student Responsibility

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

Academics Support Services, Costs, Campus Resources, Student Activities

Adult Education and GED Preparation

The Adult Education (AE) Division offers adults the opportunity to begin and/or complete a basic education through the twelfth grade. AE also provides a variety of educational programs and students support services that can help individuals achieve their goals and transition to college. A complete education improves one's opportunity for obtaining or retaining employment and/or going to college and can provide a person with a sense of accomplishment. AE instructional programs and classes include basic literacy, English as a second language (at various levels), EL/Civics, GED®, (high school equivalency diploma), college preparation, U.S. citizenship, computer literacy and work readiness. Practical living skills, employment and training and student success principles are also emphasized throughout the AE curriculum. Student support services include basic skills assessments, student orientations, self-paced studies, advising and referral services, student success skills, tutoring on an individual and small-group basis and assistance with college transition. For more information about the AE programs, visit us at the AE Office at New Mexico State University Carlsbad; room 207; call (575) 234-9254 or email us at bjasso@nmsu.edu; ttemplet@nmsu.edu; or zues@nmsu.edu.

Community Education

NMSU Carlsbad Community Education offers lifelong learning to individuals of all ages seeking educational options for the purpose of personal enrichment and self-improvement. Personal enrichment courses offered are in topics such as art, music, cooking, pottery, computer skills, yoga and welding. Course instructors range from retired professionals, NMSU faculty members to business owners. Most of the courses are affordable and can be taken in several hours to several weeks on our campus. Additionally, taking classes with NMSU Community Education allows the student to meet other people with the interest or hobby she would like to pass on. If someone is interested in teaching a class with Community Education, that person should call (575) 234-9247 or (575) 234-9248 or visit the Community Education Office on campus in Office 1A or 1B.

Service Learning Opportunities

A variety of NMSU Carlsbad courses may include Service Learning options. Service learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community. Service Learning is a teaching and learning strategy that connects meaningful community service with instruction and reflection to enrich the learning

experience, teach civic responsibility and strengthen communities. Participants in Service Learning master important curriculum content by making connections between what they are studying in the NMSU classroom and its many applications. The four pillars of Service Learning are the academic focus in the NMSU classroom, the service that meets a community need, reflecting on the experience, and strengthened civic responsibility. For more information on Service Learning Opportunities at NMSU Carlsbad call (575) 234-9247 or (575) 234-9248 or visit the Community Education Office on campus in office 1A or 1B.

Learning Assistance Center

The Learning Assistance Center (L.A.C.) provides instructional support for students at NMSU Carlsbad. The goals of the L.A.C. include tutoring students for a wide variety of developmental and college level courses, helping students improve their study and learning skills, and connecting students to the network of support available at the university and within the community.

The L.A.C. oversees the following:

Coursework:

Individualized coursework: Curriculum for specific learning needs through UNIV 110, UNIV 111 and COLL 155.

Tutoring for credit: Students may be eligible for math and/or English tutoring credit through CCDS, Developmental Skills courses.

Services:

Individual and Group Tutoring: Scheduled academic course assistance by qualified tutors for a wide variety of courses. Visit the L.A.C. for more information.

Math tutoring for all CCDM and MATH courses through MATH 121G.

- Learning and Study Skills: Assistance with a variety of needs from learning style assessment to time management. Visit the L.A.C. for more information.
- Test Prep: Tutoring, books and online preparation for COMPASS and ACT.

Dragon Naturally Speaking: Computer program that translates verbal speech into typed text. Available for use by appointment with priority given to students receiving ADA accommodations.

All services are offered free of charge to qualify NMSU Carlsbad students. Courses are offered for credit and adhere to the university tuition schedule. Students must be admitted to NMSU Carlsbad to access all services and courses. Students may receive credit for L.A.C. services through the following courses titles: UNIV 110, Personal Learning Skills I, UNIV 111, Personal Learning Skills II, COLL 155, Tutoring for Math/English or CCDS, Developmental Skills courses (tutorial support for math, English and/or reading). Students registering for any of these courses must follow their regular course registration process and pay for each course at the applicable college tuition rate. All registered students must meet with a tutor within the first week of classes. These classes are graded on an S/U basis.

For more information about these services or its offerings, call (575) 234-9317, visit the L.A.C. in Room 253 or 254 or visit our website at carlsbad.nmsu.edu. The L.A.C. is open from 8 a.m. to 6 p.m. Monday through Thursday during the Fall and Spring semesters. Summer hours are determined at the end of the spring semester.

Developmental Programs and Services

The mission of the Developmental Education Program at NMSU Carlsbad is to help students cultivate the knowledge, skills and attitudes necessary for success in college level curriculum by providing quality instruction and academic support that encourages students to be active participants in the learning process.

New students are placed into developmental education courses based on their ACT and/or COMPASS placement testing scores. The course placement level is determined based on system wide standardized “cut-off” scores. The university strongly recommends that all required developmental education coursework be started during the first year of enrollment.

Students must pass all developmental coursework with a grade of “C” or higher, in order to move on to the next course in the sequence. Students who earn less than a “C” in a course will be required to repeat that course and must obtain the required minimum grade before moving to the next course in the sequence. Please note that credit earned in developmental coursework is not applied toward any degree or certificate at NMSU Carlsbad, but completion of developmental coursework may be a requirement for any degree or certificate. Credit for developmental coursework is included in the credit calculations for financial aid. Most developmental courses are offered for 4 credits, which includes 3 credits of instruction and 1 credit of laboratory time to practice skills taught during instruction. A variety of course instructional formats may be offered. Please refer to the semester course schedule or visit the L.A.C. for more information regarding specifics for each course section.

Developmental Courses and Course Sequence Developmental Reading

CCDR 105N, Fndmntls of Academic Reading.....3 cr.
CCDS 109N, Study Skills for Reading.....1 cr.
CCDR 110N, Effective College Reading.....3 cr.

Developmental English Sequence

CCDE 105N, Effctv Comm Skills.....4 cr.
CCDE 110N, General Composition.....4 cr.

Developmental Math Sequence

CCDM 100N, Math Prep/Coll Success.....4 cr.
CCDM 103N, Pre-Algebra.....4 cr.
CCDM 105N, Math Prep/Pre-Algebra.....5 cr.
CCDM 112N, Dvlpmntl Algebra I.....4 cr.
CCDM 113N, Dvlpmntl Algebra II.....4 cr.
CCDM 114N, Algebra Skills.....4 cr.

CCDM 105N, an accelerated mathematics preparation and pre-algebra review sequence, which can be taken by those students who have recently had math.

*CCDM 112N/113N, a slower paced (two semester) basic algebra review sequence, which should be taken by those students who have not had math for at least a year, received a “C” in high school Algebra or received a “C” in CCDM 103N (Pre-Algebra).

***COLL 155, Tutoring for Math/English.....2 cr.
***May be taken concurrently with MATH 120 and MATH 121G and any college level English. Graded on an S/U scale, based on the number of tutoring hours required. Students must contact the Tutor Coordinator in the L.A.C. prior to the start of the semester to receive additional information and sign a contract agreement that stipulates the number of required tutoring hours. Students may only enroll for a total of 2 credits of COLL 155 per semester and the course may be repeated in subsequent semesters for a maximum of 8 credits.

****UNIV 110, Personal Learning Skls I.....1 cr.
****UNIV 111, Personal Learning Skls II.....1 cr.
****Requires the student to design a curriculum of study to meet individualized learning goals. Graded on an S/U scale, based on the number of hours completed and amount of progress made during the semester. Students must contact the Tutor Coordinator in the L.A.C. prior to the start of the semester to receive additional information and sign a contract agreement that stipulates the number of required hours and dictates the curriculum to be followed. This course may be repeated in subsequent semesters for a maximum of 3 credits.

College Level English Courses

ENGL 111G, Rhetoric and Composition4 cr.
This course is required for all degree programs. Also, this course should be taken only by those who either initially “placed” into the course (by placement testing) or by those who have first successfully completed CCDE 110N prior to enrollment in the course.

Course Level Math Courses

MATH 111, Fndmntls Elem Math I.....	3 cr. (2+2P)
MATH 112G, Fndmntls Elem Math II.....	3 cr. (2+2P)
MATH 120, Intermediate Algebra.....	3 cr.
MATH 121G, College Algebra.....	3 cr.
MATH 142G, Calc/Biol/Mgmt Sci I.....	3 cr.
MATH 190G, Trig and Precalculus.....	4 cr.
MATH 191G, Calculus/Analytic Geom I.....	4 cr.
MATH 192G, Calculus/Analytic Geom II.....	4 cr.
MATH 210G, Math Appreciation.....	3 cr.
MATH 230, Matrices/Linear Program.....	3 cr.
STAT 251G, Stats for Bus/Behavioral Sci.....	3 cr.

Before students enroll for any college level course listed above, they should have satisfied the following requirements: (a) have taken and passed any stated prerequisite course with a grade of “C” or better, or (b) have taken the placement examination earlier, the result of which must affirm a student’s placement at a college course level. Courses beyond the developmental level may or may not be degree required (check the degree plan first).

Library and Media Center

A center of academic activity, the Library and Media Center is the first choice for information for students at NMSU Carlsbad. The campus library supports learning and instruction with online and traditional learning resources. The library ensures equal access to learners across the spectrums of educational level, physical ability and location. General and discipline based instruction is available for classes, individual students and faculty by appointment.

Through active collaboration with faculty, the library offers academic and vocational resources relevant to student achievement and success. Information literacy training is embedded into the physical and on-line learning environments to ensure technological readiness vital to personal and professional achievement in today’s global economy.

The library is an open, vibrant and student centered environment that encourages discovery and academic advancement through active learning. A welcoming space for individual and collaborative interaction, the library is open six days a week, 10 hours each weekday and 4 hours on Saturday during the fall and spring semesters. Remote access to selected online resources is available to current students, faculty and staff.

The library also serves as a public gateway for the Carlsbad and Eddy county communities by providing access to both print and specific online resources delivered through the State Library of New Mexico.

Library Hours

Monday – Thursday 8:00 am to 8:00 pm
Friday – 8:00 am to 5:00 pm

Saturday – 10:00 am to 2:00 pm

The library follows the NMSU Carlsbad calendar and is closed whenever the campus is closed.

Learning Technology Center

The Learning Technology Center (LTC) located in Room 211 of the Main Building, is open Monday through Thursday, 8am to 6pm and Friday 8am to 5pm. The office phone number is 575-234-9263. The LTC provides technology support for faculty, staff and students at New Mexico State University Carlsbad. The goals of the LTC include teaching faculty and students on the learning management system (LMS) and other web technologies, providing professional development for faculty and staff, helping faculty improve course design and development of online learning and assisting students with technology issues.

For students, the LTC provides training in the following topics:

- Google Docs
- Learning Management System
- Mobile learning devices basics (iPhone/iPad), Android, etc.)
- NMSU E-mail
- NMSU Skydrive

Computer Center

The Computer Center at NMSU Carlsbad operates four instructional computer classrooms and general use computer labs in the Library, Learning Technology Center and the Learning Assistance Center. All computers are networked and provide access to the Internet. The Center maintains a staff of full time and student employees to provide users with technical support. The ICT general Help Desk phone number is (575)234-9448.

Student Computer Accounts

All students enrolled for credit courses are given a computer account that allows them access to the Internet during the semester(s) in which they are enrolled. This account also allows a student access to server based storage for homework. If you are experiencing trouble with Canvas or Banner access, please call the LTC at (575) 234-9263 and speak with Luz Moreno or (575) 234-9259 to speak with Louriz Soto.

Video Conferencing and ITV

Video conferencing services, including two way interactive televisions, are also provided for staff and community organizations through the Help Desk in the Business Office. To schedule a computer classroom or a video conferencing room contact the Help Desk at (575)234-9406.

Counseling and Student Development Center

The Counseling and Student Development Center (CSDC) located in Room 107 coordinates services for students in the following areas:

Academic Advising

The Counseling and Student Development Center advisors help students interpret placement test scores, select and schedule classes, explore majors, develop a degree plan and evaluate progress towards degree completion. Students are assigned to an advisor based on the last two digits of their Aggie ID#; please contact the CSDC for more information.

Career and Job Placement Services

The CSDC offers various resources to help students evaluate and choose potential career options including Choices, a web-based career guidance software program and various workshops. We provide assistance with general job search strategies and guidance regarding how to write effective cover letters and resumes. The Counseling and Student Development Center coordinates work-study positions for eligible students as well as cooperative and internship opportunities.

Student Government (ASNMSU Carlsbad)

We coordinate campus activities through Associated Students of NMSU Carlsbad, the campus student government association, and host events on student development issues such as drug and alcohol abuse prevention, suicide prevention, mental and physical wellness, leadership and cultural diversity.

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 the 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 SAS office in the Counseling and Student Development.

Students may request services by completing these steps in order:

1. Make an appointment with the SAS Coordinator to self-identify as a student with a disability.
2. Submit a "Petition for Accommodation: and proper documentation to the SNS Office.
3. Finalize accommodations for the semester with the SAS Coordinator.
4. Take faculty notification letters listing approved accommodations to each instructor and return to the SNS office within five working days.
5. Submit a "Petition for Continuation of Services" each semester.

Grievance Procedure for Students with Disabilities

NMSU Carlsbad has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section

504) or of the Americans with Disabilities Act of 1990 (ADA), which prohibit discrimination on the basis of disability.

Students are encouraged to attempt to resolve any problems or complaints they might have at the local college level first, when possible. Students should initially contact the NMSU Carlsbad Student Accessibility Services Coordinator (575) 234-9321 in an effort to resolve problems related to the need for or provision of special accommodations, as well as those that are related to access needs or the equalization of learning opportunity. While students are encouraged to resolve concerns at the college level, any student may contact the EEO/ADA and Employee Relations Director at (575) 646-3333 or (575) 646-7802 (TDD) at New Mexico State University's main campus at any time.

Informal Complaint Procedure

The student may wish or choose to resolve the complaint on an informal basis (such may include mediation, a letter to the professor, a telephone call or some other resolution amenable to the student). A written confidential record of the final outcome or resolution will be retained with the Student Accessibility Services Coordinator.

Formal Grievance Procedures

If the student wishes to formalize a grievance, completion of the New Mexico State University, EEO Grievance Form is required by the EEO/ADA and Employee Relations Office (575) 646-3333 within ten (10) working days of the occurrence. (Note: The 10-day filing period may be extended by written request to the EEO/ADA and Employee Relations Office with consent of the student). In order to expedite the filing process, formal New Mexico State University, EEO Grievance Forms are available in the Student Accessibility Services, Room 107.

The foregoing procedures are implemented to:

Protect the substantive due process rights of students with disabilities;

Assure that NMSU Community College at Carlsbad complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

For further information, contact the Student Accessibility Services Coordinator, the Director of Counseling and Student Development, the Vice President for Student Services; or NMSU's EEO/ADA and Employee Relations Director.

Barnes & Noble Bookstore

The Barnes & Noble Bookstore is a full service operation intended to meet the needs of the students, faculty and staff of NMSU Carlsbad and is located on the lower level. The bookstore sells required course textbooks, both new and used. The bookstore also has school supplies and

NMSU Carlsbad insignia clothing items. Students may receive a full refund if books are returned during the first week of classes with a receipt. With a proof of schedule change and a receipt, a full refund will be given during the first 30 days of classes. The textbook refund period for summer and mini-sessions is one week only from the start of classes. Additionally, the bookstore buys back books year-round. The bookstore is open during posted hours. For any additional information, please visit us at www.nmsubookstore.com.

Refund of Tuition

NMSU Carlsbad has a tuition refund policy. The percent of refund is dependent upon the date a student drops a class or classes. Students are advised to refer to the policy on refunds as printed each semester in the Schedule of Classes.

Small Business Development Center

NMSU Carlsbad's Small Business Development Center (SBDC) is located in downtown Carlsbad at 221 S. Canyon Street in the heart of the local business district. The SBDC offers free, quality counseling and guidance for business owners and prospective owners.

The SBDC is designed with you in mind. Whether you have been in business for some time or just starting out, we can help you address the multitude of issues and problems you encounter each day.

Our experienced staff can help you.

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

Business Education

If needed, special arrangements can be made for SBDC staff to come to your business site to discuss strategies. Seminars and workshops are available to improve your business and management skills. Classes are scheduled through the SBDC by contacting (575) 885-9531.

Center for Resource Information

The SBDC has a resource library that can benefit you in retrieving business information. Why work alone? SBDC will help you find a competitive advantage through professional business publications. Internet access is available at the center for clients. Let the Small Business Development Center help you and your business reach full potential. Call us today to discuss your needs at (575) 885-9531.

Citizen's Professional Advisory Councils

The Citizen's Professional Advisory Councils "CPAC" represents individual community stakeholder groups primarily aligned with workforce and academic instructional areas of the college. CPAC gives community stakeholders a chance to influence the college's role in the community and communicate the needs of individual organizations and business as they relate to the college. Advisory Councils are comprised of local employers and organizational representatives and involve valued constituencies in NMSU Carlsbad's planning for the educational needs of its students. Again, CPAC events allow the college and its community stakeholders to gather together to communicate external stakeholder wants and needs. CPAC members come from the business community, public education, law enforcement, research laboratories, government agencies, private industry, media, etc. CPAC events take place once or more a semester and involve dinner, breakout sessions, focus groups, etc.

Student Organizations & Activities Associated Students

The Associated Students of NMSU Carlsbad represents the student body. The Associated Students is composed of members who are elected, at the close of each semester, to serve during the next regular academic semesters (summer sessions excluded).

Any student enrolled for a minimum of 6 semester credits, possessing a 2.0 grade point average or higher and is in good standing is eligible for election to Associated Students. Responsibility of the Associated Students include identifying qualifications for the recognition of student organizations and related funding, student social activities, student activity budgets student publications, student elections, students' academic freedoms, and the use of facilities dedicated for student's social, cultural, recreational and service activities. Associated Students is open to all students meeting qualifications. Students are encouraged to join and actively participate in the student government. For more information, call (575) 234-9335.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two year colleges. To be eligible, students must have a 3.5 GPA, have completed 12 credit hours of non-developmental course work, be of good character and be recommended by faculty. Members are invited to membership once per semester. Members are eligible for special conferences, workshops and scholarships. For more information, contact the Counseling/Student Development Center.

Beta Alpha Delta

NMSU Carlsbad supports the Beta Alpha Delta Chapter of the American Criminal Justice Association/Lambda Alpha Epsilon. The Association is a National Criminal Justice professional type fraternity. The college has a very active chapter that raises funds to attend regional and national conferences/competitions, perform community service projects, campus service projects and have fun.

Membership in the association gives the student an opportunity to improve their CJ skills and knowledge, network with people from all over the United States and further criminal justice professionalism. Membership is open to anyone who has an interest in Criminal Justice. There are three levels of participation for competition purposes: lower division academic, upper division academic and professional. For further information, please call (575) 234-9354.

Student Nurses Association

The NMSU Carlsbad Student Nurses Association is an organization for nursing students designed to contribute to nursing education, to provide programs representative of the fundamental interests and concerns of nursing students and to aid nursing students in the development of the whole person, and to promote and encourage collaborative relationships with nursing and health related organizations. Membership is open to pre and current nursing students. For more information, call (575) 234-9300.

WorkKeys® scores for vocational
certificates 2016-2017 catalog

Certificate	Reading for Information Level	Locating Information Level	Applied Mathematics Level
Accounting	Dev. Ed.	Dev. Ed.	Dev. Ed.
Banking	Dev. Ed.	Dev. Ed.	Dev. Ed.
Business Office Tech – Medical Transcription option	4	4	4
Business Office Tech - Office Assistant option	4	4	4
Building Trades			
Building Trades	4	4	4
Drafting and Graphics Technology – Architectural	4	4	3
Drafting and Graphics Technology – General Drafting	4	4	3
Electrical Trades	3	4	3
Heating, Air Conditioning & Refrigeration	4	5	5
Industrial Maintenance Technician – Electrical option	3	4	3
Industrial Maintenance Technician – Mechanical option	3	4	3
Welding Technology	4	4	4
Automotive Technology			
Auto Refinishing	4	4	4
Structural Collision Repair	4	4	4
Non Structural Collision Repair	4	4	4
Automotive Technology	4	4	4
Digital Media Production			
Digital Animation	5	4	5
Digital Graphics	5	4	5
Digital Storytelling	5	4	5
Digital Video Game Animation	5	4	5
Digital Video Media Production	5	4	5
Digital Video	5	4	5
Microcomputer Applications	5	4	5
Health Information Technology			
Health Information Technology	Dev. Ed.	Dev. Ed.	Dev. Ed.
Practical Nursing	Dev. Ed.	Dev. Ed.	Dev. Ed.
Early Childhood Administrative			
Early Childhood Administrative	4	4	4
Heritage Interpretation	Dev. Ed.	Dev. Ed.	Dev. Ed.

Fields of Study

NMSU Carlsbad offers 100-200 level courses which, when taken in specified sequences with additional academic requirements, normally lead to a certificate or an associate degree.

A certificate represents a sequence of specified courses which offer instruction in specific knowledge, competencies and skills to meet certain predetermined qualifications specified and/or required by a given vocation or profession. The certificate normally represents approximately one year of full time college study or its equivalence in the depth and quality of related learning experiences, and is intended to train and otherwise prepare graduates for entry into the workforce immediately upon completion of their studies. Consequently, the emphasis of a certain curriculum is to provide graduates with the knowledge, competencies and skills to succeed in a specific vocation or profession, without immediate need for additional academic preparation.

An associate degree is a 100-200 level undergraduate degree and is awarded to graduates of prescribed lower division curricula normally representing approximately two years of full time college study (60 or more semester credits) or its equivalent in the depth and quality of related learning experiences. The Associate of Arts degree normally implies a liberal education orientation and the Associate of Applied Science degree normally implies a more applied orientation in a given discipline; which may align with a specific vocational or professional field. NMSU Carlsbad also awards an Associate Degree in General Studies. Although graduates awarded the Associate of Applied Science degree intend to enter the workplace immediately, most graduates of the Associate of Arts degree intend to continue their academic preparation towards the completion of a baccalaureate degree and should be mindful of what courses may transfer easily toward their major area of study at the receiving institution.

Prerequisites to Associate Degrees

Students must demonstrate sufficient proficiency of their basic skills in math, English and reading to qualify for enrollment in ENGL 111G, Freshman Composition I (4 credits); MATH 120, Intermediate Algebra (3 credits); and COLL 108, Academic Reading and Study Skills (1-4 credits). All entering students are required to take specific placement tests in the areas of English, math and reading to determine their eligibility for entrance to college level courses.

Prerequisites to Certificates

Graduates in certificate programs must demonstrate proficiency in reading, math and English as evidenced by sufficient scores on the Workkeys® assessment. Additional remediation may be required to attain these scores.

Requirements Specific to Associate Degrees

The following requirements apply to students seeking to graduate with an associate degree from NMSU Carlsbad:

1. Students must maintain a cumulative grade point average of 2.0 or higher.
2. Students must take their last 15 semester credits through NMSU Carlsbad or any NMSU campus (cannot include CLEP, challenge exams, or transfer credits).
3. Students must complete a minimum of 60 approved semester credits.
4. Student must complete ENGL 111G with a grade a C or better.

Preparation for Transfer to Baccalaureate Study

Students planning to attend a baccalaureate granting institution, at either NMSU Las Cruces or elsewhere are encouraged to contact the institution they intend to attend and secure all application materials and information pertaining to their intended programs of study.

Requirements for baccalaureate degrees awarded through the NMSU- Las Cruces includes specific general education courses and requirements that are listed in the undergraduate catalog published annually by NMSU Las Cruces. Students planning to complete the course requirements for an Associate of Arts degree, with the intention of later attending NMSU Las Cruces to complete an undergraduate degree are encouraged to consult with the advisor(s) at NMSU Carlsbad or with the appropriate dean at NMSU Las Cruces, to identify specific program requirements.

NMSU Carlsbad offers courses up the first two years of study to prepare students for a variety of Bachelor degree programs. NMSU Carlsbad offers associate degrees and certificates in a variety of fields.

Associate Degree Programs

Associate of Arts
Associate of Arts in Heritage Interpretation
Associate of Science
Associate of Science in Engineering
Business Office Technology
 Accounting
 Medical Transcription and Records
 Word Processing
Criminal Justice
Education
Early Childhood Education
General Studies
New Mexico General Education Common Core
Nursing
Pre-Business
Social Services

Associate of Applied Science

Agriculture (not available 2016-2017)
Automotive Body Collision Repair
Automotive Technology
Building Technology
Business Management
Computer and Information Technology
 IT Specialist
 Networking
 Programming
Digital Media Technology
 Digital Animation
 Digital Graphics
 Digital Signage (not available 2016-2017)
 Digital Storytelling
 Digital Video
 Digital Video Game Animation
 Digital Video Media Production (Film Industry)
Drafting and Graphics Technology
 Architectural Technology
 General Drafting
Electronics Technology
Emergency Medical Technician Paramedic
Facilities Maintenance Technology (not available 2016-2017)
Fire Science Technology (not available 2016-2017)
Hazardous Material
Health Information Technology
Health Physics (not available (2016-2017)
Heating, AC, and Refrig. (Not available 2016-2017)
Hospitality and Tourism
 Lodging & Tourism
 Food & Beverage
Industrial Maintenance Technician
 Electrical
 Mechanical

Manufacturing Technology
 Electronic Assembly
 Manufacturing Process
Surgical Technology
Welding Technology

Certificate Programs

Accounting
Automotive Body Collision Repair
 Automotive Refinishing
 Non-Structural Collision Repair
 Structural Collision Repair
Automotive Technology
Banking
Building Trades
Business Office Technology
 Medical Transcription and Records
 Office Assistant
Computer and Information Technology
Microcomputer Applications
Digital Media Technology
Digital Animation
Digital Graphics
Digital Signage (not available 2016-2017)
Digital Storytelling
Digital Video
Digital Video Game Animation
Digital Video Media Production (Film Industry)
Drafting and Graphics Technology
 Architectural Drafting
 General Drafting
Early Childhood Education Provisional Administration (not available 2016-2017)
Electrical Trades
Emergency Medical Technician
 Basic
 Intermediate
Facilities Maintenance Technology (not available 2016-2017)
Fire Science (not available 2016-2017)
New Mexico General Education (Common Core)
Hazardous/Radioactive Material Technology (not available 2016-2017)
Health Information Technology
Heating, Air Conditioning and Refrigeration (not available 2016-2017)
Heritage Interpretation
Industrial Maintenance Technician
 Electrical
 Mechanical
Microcomputer Applications
Practical Nursing
Security Guard Level One (not available 2016-17)
Solar-Wind Energy (not available 2016-2017)
Surgical Technology
Welding Technology

Agriculture, Consumer, and Environmental Science	Arts and Sciences	Business	Computer Science and Engineering
Agriculture Hospitality and Tourism	Arts Digital Media General Studies Heritage Interpretation Science	Accounting Banking Business Management Business Office Technology Pre-Business	Computer Science Engineering
Education	Health and Social Services	Manufacturing Sector Development	
Education Early Childhood Education	Emergency Medical Services Health Information Tech. Nursing Surgical Technology	Auto Body Collision Repair Automotive Technology Building Trades Drafting & Graphics Technology Electrical Trades Electronics Technology Heating, Air Conditioning and Refrigeration Industrial Mine Maintenance Welding	

Associate of Arts and General Studies

The **New Mexico General Education Common Core Certificate** is an academic credential that recognizes accomplishment of the New Mexico Common Core and serves as an intermediate step towards completion of an associate degree for students who plan to transfer to a four-year college or university.

The **Associate Degree in General Studies** equips students with the freedom to design their own two-year program by selecting classes that meet their needs governed only by departmental prerequisites. **Note:** A student who has previously earned an associate degree from NMSU or from any other institution is ineligible to receive an Associate Degree in General Studies.

The **Associate of Arts Degree** allows students to complete general education requirements for most bachelor degree programs. Students should choose electives to meet other requirements for their planned baccalaureate degree such as foreign language requirements or specific requirements within the major.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

New Mexico General Education Common Core Certificate

General Education Common Core 36

Area I: English & Communication 10

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

ENGL 203G, Business/Prof Communication or

ENGL 211G, Writing in Hum/Soc. Sciences or

ENGL 218G, Technical/Prof. Communication..... 3

COMM 253G, Public Speaking or

COMM 265G, Principles of Human Communication..... 3

Area II: Mathematics 3

Complete 1 “G” course from MATH or STAT

Area III: Laboratory Science 8

Complete 2 Science “G” courses with a lab from ASTR, BIOL, CHEM, ES, GEOG (must be GEOG 111G if selected), GEOL, or PHYS

Area IV & V: Social/Behav. Sci. & Hum/Fine Arts..... 15

Complete 2-3 Social/Behavioral Science “G” courses from ANTH, CJ, CEP, ECON, GEOG (must be GEOG 112G or 120G if selected), GOVT, PHLS, LING, PSY, SOC, or SWK

Complete 2-3 Humanities/Fine Arts “G” courses from ART, ENGL, HIST, MUS, or THTR

TOTAL CREDITS 36

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Fall	Cr.	Spring	Cr.
ENGL 111G	4	ENGL 203G/211G/218G	3
Area II	3	COMM 253G or 265G	3
Area III	4	Area III	4
Area IV/V	3	Area IV/V	3
Area IV/V	3	Area IV/V	3
	17		16
		Summer	Cr.
		Area IV/V	3

Associate of Arts Degree

NM General Education Common Core Certificate 36

Branch Requirement 3

COLL 101, College/Life Success 3

Electives 27

No more than 9 credits may be from any combination of: BOT, CMT, COLL, NURS, RDG, OE, UNIV (excluding UNIV 150), or applied ART/MUS/THTR. Also, no more than 9 credits of PE may apply.

TOTAL CREDITS 66

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	Area II	3
ENGL 111G	4	ENGL 203G/211G/218G	3
Area III	4	Area III	4
Area IV/V	3	Area IV/V	3
Elective	3	Elective	3
	17		17

2nd year

Fall	Cr.	Spring	Cr.
COMM 253G/265G	3	Area IV/V	3
Area IV/V	3	Area IV/V	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	4	Elective	4
	16		16

Associate Degree in General Studies

Branch and Gen. Ed Common Core Requirements 7

COLL 101, College/Life Success 3

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

Electives 59

TOTAL CREDITS 66

Note: According to the requirements outlined in the desired bachelor’s degree, it is recommended to utilize elective credit to complete any required second language courses.

Agriculture

The **Associate of Applied Science in Agriculture** focuses on the general principles and practice of agricultural research and production and prepares individuals to apply this knowledge to the solution of practical agricultural problems. The curriculum includes instruction in basic animal, plant, and soil science as well as agricultural business.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Applied Science in Agriculture

Branch Requirement	3
COLL 101, College/Life Success	3
General Education Core Requirements	13
ENGL 111G, Rhetoric & Composition	4
ENGL 203G, Business & Professional Communication	3
COMM 253G, Public Speaking or COMM 265G, Princ. of Human Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3
Core Curriculum Requirements	32
AGE 100, Intro to Agricultural Economics & Business	3
AGE 210G Survey of Food & Agricultural Issues	3
AGE 236, Agribusiness Management Principles	3
AGRO 100G, Introductory Plant Science	4
AGRO 250, Plant Propagation	3
ANSC 100, Introductory Animal Science	3
ANSC 100L, Introductory Animal Science Lab	1
ANSC 200, Introduction to Meat Animal Production	3
AXED 105, Techniques in Agric. Mechanization	3
AXED 201G, Effective Leadership/Comm. Ag. Orgs.	3
WELD 105, Introduction to Welding	3

Related Requirements	19
CS 110, Computer Literacy	3
BIOL 111G/GL, Natural History of Life and Lab	3
ECON 251G, Principles of Macroeconomics or ECON 252G, Principles of Microeconomics	3
MATH 120, Intermediate Algebra	3
GOVT 100G, American National Government	3
Humanities elective	3
Complete 1 class from ART 101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, MUS 201G, or THTR 101G	

TOTAL CREDITS67

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ANSC 100 & 100L	4	ANSC 200	3
AGRO 100G	4	AGE 210G	3
COLL 101	3	AXED 201G	3
ENGL 111G	4	ENGL 203G	3
CS 110	3	MATH 120	3
		WELD 105	3
	18		18

2nd year

Fall	Cr.	Spring	Cr.
AGE 100	3	AGE 236	3
AXED 105	3	AGRO 250	3
COMM 253G or 265G	3	PSY 201G or SOC 101G	3
ECON 251G or 252G	3	GOVT 100G	3
BIOL 111G & lab	4	Humanities elective	3
	16		15

Accounting and Banking

The **Certificate in Accounting** prepares students for work within the managerial field of accounting. In addition to accounting principles, practices, and software, the curriculum focuses on business law, management, and operation of the microcomputer and common computer applications.

The **Certificate in Banking** prepares students for work in the banking industry. The curriculum focuses on accounting, banking principles, business law, communications, management, marketing, spreadsheets, and operation of the microcomputer and common computer applications.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Accounting

Core Curriculum Requirements	33
ACCT 200, A Survey of Accounting	3
ACCT 221, Financial Accounting	3
ACCT 222, Management Accounting	3
BUSA 111, Business in a Global Society.....	3
BLAW 230, Business Law	3
BMGT 150, Income Taxation	3
MGT 201, Introduction to Management	3
OECS 200, Accounting on Microcomputers	3
OECS 211, Word Processing Applications	3
OECS 215, Spreadsheet Applications	3
OECS 220, Database Applications & Design	3

TOTAL CREDITS **33**

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ACCT 200	3	MGT 201	3
BUSA 111	3	BLAW 230	3
OECS 211	3	OECS 215	3
	9		9

2nd year

Fall	Cr.	Spring	Cr.
ACCT 221	3	ACCT 222	3
OECS 220	3	OECS 200	3
		BMGT 150	3
	6		9

Certificate in Banking

Core Curriculum Requirements	33
ACCT 251, Management Accounting	3
ACCT 252, Financial Accounting	3
BCIS 110, Intro to Computerized Info Systems.....	3
BLAW 230, Business Law	3
BMGT 112, Principles of Banking.....	3
BMGT 211, Marketing for Bankers.....	3
BMGT 225, Introduction to Commercial Lending or BMGT 213, Consumer Lending.....	3
ECON 251G, Principles of Macroeconomics	3
ENGL 203G, Business & Professional Communications	3
MGT 201, Introduction to Management	3
OECS 215, Spreadsheet Applications	3

TOTAL CREDITS **33**

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ACCT 221	3	ACCT 222	3
BCIS 110	3	BMGT 211	3
BMGT 112	3	BLAW 230	3
	9		9

2nd year

Fall	Cr.	Spring	Cr.
OECS 215	3	ECON 251G	3
BMGT 225 or 213	3	MGT 201	3
ENGL 203G	3		
	9		6

Automotive Technology

The **Automotive Technology** program teaches individuals the technical knowledge and skills needed to repair, service, and maintain all types of automobiles. Students study brake systems, electrical systems, engine performance and repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. The program is competency-based as required by the National Automotive Foundation (NAFEEF).

Graduation Requirements

Certificate in Automotive Technology: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Automotive Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Automotive Technology

Core Curriculum Requirements	37
AUTO 112, Basic Gasoline Engines	5
AUTO 117, Electronic Analysis/Tune-up of Gas Engines.....	5
AUTO 119, Manual Transmission/Clutch.....	5
AUTO 120, Electrical Systems	4
AUTO 125, Brakes	5
AUTO 126, Suspension, Steering & Alignment	5
AUTO 127, Basic Automatic Transmission or AUTO 132, Automotive A/C and Heating Systems.....	4
AUTO 137, Fuel Systems & Emission Controls	4
Related Program Requirements	6
OETS 102, Career Readiness Certification Prep	1
AUTO 118, Mathematics for Mechanics or OETS 118, Mathematics for Technicians	3
DRFT 190, Finding & Maintaining Employment	2
TOTAL CREDITS	43

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
AUTO 112	5	AUTO 117	5
AUTO 120	4	AUTO 125	5
AUTO 126	5	AUTO 137	4
	14		14

2nd year

Fall	Cr.	Spring	Cr.
AUTO 119	5	AUTO 127 or 132	4
AUTO or OETS 118	3	DRFT 190	2
		OETS 102	1
	8		7

Associate of Applied Science in

Automotive Technology

Branch Requirement	3
COLL 101, College/Life Success	3
General Education Common Core Requirements	13
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communications.....	3
ENGL 111G, Rhetoric and Composition	4
ENGL 203G, Business & Professional Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3
Core Curriculum Requirements	43
AUTO 112, Basic Gasoline Engines	5
AUTO 117, Electronic Analysis & Tune-up of Gas Engines	5
AUTO 118, Mathematics for Mechanics or OETS 118, Mathematics for Technicians.....	3
AUTO 119, Manual Transmission/Clutch.....	5
AUTO 120, Electrical Systems	4
AUTO 125, Brakes	5
AUTO 126, Suspension, Steering & Alignment	5
AUTO 127, Basic Automatic Transmission or AUTO 132, Automotive A/C and Heating Systems	4
AUTO 137, Fuel Systems & Emission Controls	4
AUTO 221, Cooperative Experience I.....	3
Related Requirements	9
BMGT approved elective	3
DRFT 190, Finding and Maintaining Employment	2
OETS 105, Introduction to Microcomputer Technology or OETS 227, Computer Applications for Technicians.....	3
OETS 102, Career Readiness Certification Prep	1
Approved Elective.....	3
TOTAL CREDITS	71

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
AUTO 112	5	AUTO 117	5
AUTO 120	4	AUTO 125	5
AUTO 126	5	AUTO 137	4
COLL 101	3	COMM 253G or 265G	3
	17		17
Summer			Cr.
ENGL 111G			4
Elective			3
			7

2nd year

Fall	Cr.	Spring	Cr.
AUTO 119	5	AUTO 127 or 132	4
AUTO or OETS 118	3	AUTO 221	3
ENGL 203G	3	DRFT 190	2
OETS 105 or 227	3	OETS 102	1
		BMGT elective	3
		PSY 201G or SOC 101G	3
	14		16

Auto Body Collision and Repair

The **Auto Body Collision and Repair** program prepares individuals for employment in the auto body repair industry in positions such as Automotive Refinish Technician, Auto Body Painter, Collision Technician, and Automotive Body Technician.

Students in Automotive Refinishing learn surface preparation, paint safety, refinishing fundamentals; application of acrylic enamel and base coat/clear coat refinishing systems as well as how to match paint type and color; color theory, evaluation, matching, multiple panel paint blending techniques.

The Collision Repair curriculum has two certificates: Structural Repair and Non-Structural Repair. Structural repair students learn how to diagnose and repair various types of damage, identify structural components, separate spot welds, position and weld new body panels in place. Non-Structural Repair students learn how to repair heavy collision damage using current I-CAR repair standards and procedures.

Graduation Requirements

Certificate in Automotive Refinishing, Structural Repair, and Non-Structural Repair: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Auto Body Collision and Repair: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits completed at NMSU.

Certificate in Automotive Refinishing

Core Curriculum Requirements	25
AUTO 118, Math for Mechanics	3
AUTO 145, Shop Management.....	3
AUTO 172, Intro to Automotive Refinishing	4
AUTO 174, Intermediate Automotive Refinishing.....	4
AUTO 176, Automotive Color Adjustment/Blending.....	4
AUTO 178, Automotive Overall Refinishing	4
AUTO 221, Cooperative Experience I.....	3
TOTAL CREDITS	25

Roadmap

Visit with an advisor for help with creating a customized plan.

Fall	Cr.	Spring	Cr.
AUTO 118	3	AUTO 174	4
AUTO 145	3	AUTO 178	4
AUTO 172	4	AUTO 221	3
AUTO 176	4		
	14		11

Certificate in Non-Structural Collision Repair

Core Curriculum Requirements	26
AUTO 118, Math for Mechanics	3
AUTO 161, Non-Structural Repair.....	4
AUTO 162, Advanced Non-Structural Repair I.....	4
AUTO 163, Advanced Non-Structural Repair II	4
AUTO 164, Auto Industry Collision Repair I.....	4
AUTO 165, Auto Industry Collision Repair II.....	4
AUTO 190, Sheet Metal Welding	3
TOTAL CREDITS	26

Roadmap

Visit with an advisor for help with creating a customized plan.

Fall	Cr.	Spring	Cr.
AUTO 161	4	AUTO 118	3
AUTO 162	4	AUTO 163	4
AUTO 164	4	AUTO 165	4
AUTO 190	3		
	15		11

Certificate in Structural Collision Repair

Core Curriculum Requirements	26
AUTO 118, Math for Mechanics	3
AUTO 161, Non-Structural Repair.....	4
AUTO 162, Advanced Non-Structural Repair I.....	4
AUTO 163, Advanced Non-Structural Repair II	4
AUTO 181, Frame and Structural Repair	4
AUTO 182, Structural Panel Replacement.....	4
AUTO 190, Sheet Metal Welding	3
TOTAL CREDITS	26

Roadmap

Visit with an advisor for help with creating a customized plan.

Fall	Cr.	Spring	Cr.
AUTO 118	3	AUTO 162	4
AUTO 161	4	AUTO 163	4
AUTO 181	4	AUTO 182	4
AUTO 190	3		
	14		12

**Associate of Applied Science in
Auto Body Collision Repair**

Branch Requirement 3
 COLL 101, College/Life Success3

General Education Common Core Requirements13
 COMM 253G, Public Speaking or
 COMM 265G, Principles of Human Communications3
 ENGL 111G, Rhetoric and Composition4
 ENGL 203G, Business & Professional Communication3
 PSY 201G, Introduction to Psychology or
 SOC 101G, Introductory Sociology3

Core Curriculum Requirements60
 AUTO 118, Math for Mechanics 3
 AUTO 120, Electrical Systems4
 AUTO 145, Shop Management3
 AUTO 221, Cooperative Experience I.....3
 AUTO 161, Non-Structural Repair.....4
 AUTO 162, Advanced Non-Structural Repair I.....4
 AUTO 163, Advanced Non-Structural Repair II4
 AUTO 164, Auto Industry Collision Repair I.....4
 AUTO 165, Auto Industry Collision Repair II4
 AUTO 172, Intro to Automotive Refinishing4
 AUTO 174, Intermediate Automotive Refinishing.....4
 AUTO 176, Automotive Color Adjustment/Blending.....4
 AUTO 178, Automotive Overall Refinishing4
 AUTO 181, Frame and Structural Repair4
 AUTO 182, Structural Panel Replacement.....4
 AUTO 190, Sheet Metal Welding 3

TOTAL CREDITS73

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
AUTO 118	3	AUTO 120	4
AUTO 145	3	AUTO 161	4
AUTO 172	4	AUTO 174	4
AUTO 190	3	AUTO 221	3
	13		15

2nd year

Fall	Cr.	Spring	Cr.
AUTO 162	4	AUTO 163	4
AUTO 176	4	AUTO 178	4
COLL 101	3	ENGL 111G	4
	11		12

3rd year

Fall	Cr.	Spring	Cr.
AUTO 164	4	AUTO 181	4
AUTO 165	4	AUTO 182	4
COMM 253G or COMM 265G	3	PSY 201G or SOC 101G	3
	11		11

Building Technology

The **Building Technology** offers hands-on instruction that prepares students for an entry level job in the construction industry. The curriculum covers how to design projects, study blueprints, measure and arrange materials, safely use power tools, and understanding national and local building codes. Students enrolled in this program may specialize in certain construction tasks or prepare to be a general contractor for residential construction.

Graduation Requirements

Certificate in Building Trades: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Building Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Building Trades

Core Curriculum Requirements	28-36
BCT 100, Building Trades I	8
BCT 104, Woodworking Skills I.....	3
BCT 105, Woodworking Skills II	3
BCT 110, Blueprint Reading for Building Trades.....	4
BCT 200, Building Trades II.....	8
BCT 255, Special Topics.....	1-6
BCT 290, Special Problems in Building Technology	1-4
TOTAL CREDITS	28-36

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
BCT 100	8	BCT 200	8
BCT 104	3	BCT 105	3
	11		11

2nd year

Fall	Cr.	Spring	Cr.
BCT 110	4	BCT 290	1-4
BCT 255	1-6		
	5-10		1-4

Associate of Applied Science in Building Technology

Branch Requirement	3
COLL 101, College/Life Success	3
Common Core Requirements.....	13
COMM 265G, Principles of Human Communication	3
ENGL 111G, Rhetoric & Composition.....	4
ENGL 218G, Tech/Scientific Communication or ENGL 203G, Business/Professional Communication.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3
Related Requirements	12
DRFT 105, Technical Drawing for Industry.....	3
DRFT 130, General Building Codes.....	3
DRFT 160, Construction Take-Off/Estimating	3
BCT 118, Math for Building Trades	3
Core Curriculum Requirements	36
BCT 100, Building Trades I	8
BCT 104, Woodworking Skills I.....	3
BCT 105, Woodworking Skills II	3
BCT 110, Blueprint Reading for Building Trades.....	4
BCT 200, Building Trades II.....	8
BCT 221, Cooperative Experience I.....	3
BCT 255, Special Topics.....	4
BCT 290, Special Problems in Building Technology	3
Electives.....	3
TOTAL CREDITS	67

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
BCT 100	8	BCT 200	8
BCT 104	3	BCT 105	3
DRFT 130	3	DRFT 160	3
COLL 101	3	ENGL 111G	4
	17		18

2nd year

Fall	Cr.	Spring	Cr.
BCT 110	4	BCT 290	3
BCT 255	4	BCT 221	3
BCT 118	3	COMM 265G	3
DRFT 105	3	PSY 201G or SOC 101G	3
ENGL 203G or 218G	3	Elective (SPAN 111)	3
	17		15

Business Management

The **Associate of Applied Science in Business Management** prepares students for managerial and supervisory positions in a variety of businesses and industry. The curriculum emphasizes accounting, economics, finance, data analysis, marketing, business communication, and human resources. Students will apply their knowledge and skills through a capstone course as well as a cooperative experience.

Graduation requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Applied Science in Business Management

Branch Course Requirement 3
 COLL 101, College & Life Success..... 3

General Education Requirements 19
 ENGL 111G, Rhetoric & Composition..... 4
 ENGL 203G, Business & Professional Communication or
 ENGL 218G, Tech/Scientific Communication or
 BOT 209, Business/Technical Communication 3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3
 BOT 106, Business Math or
 MATH 120, Intermediate Algebra..... 3
 CS 110, Computer Literacy or
 OECS 105, Intro to Microcomputer Technology 3
 PSY 201G, Introduction to Psychology or
 SOC 101G, Introductory Sociology..... 3

Related Requirements 21
 ACCT 221, Financial Accounting or
 BOT 120, Accounting Procedures..... 3
 ECON 201G, Introduction to Economics or
 ECON 251G, Principles of Macroeconomics or
 ECON 252G, Principles of Microeconomics 3
 OECS 215, Spreadsheet Applications or
 OECS 220, Database Applications & Design or
 BOT 211, Information Processing or
 BOT 217, PowerPoint Presentations..... 3
 BMGT 110, Introduction to Business or
 BUSA 111, Business in a Global Society..... 3
 BMGT 140, Principles of Supervision I or
 MGT 201, Introduction to Management 3
 BMGT 175, Introduction to Business Finance or
 FIN 206, Introduction to Finance..... 3
 BMGT 210, Marketing or
 MKTG 203, Introduction to Marketing..... 3

Technical Requirements 29
 BMGT 201, Work Readiness & Preparation..... 2
 BMGT 221, Cooperative Experience I 3
 BMGT 231, Legal Issues in Business or
 BLAW 316, Legal Environment of Business 3
 BMGT 240, Human Relations..... 3
 BMGT 290, Applied Business Capstone..... 3
 General Management Courses 15
Choose 5 courses from the following:
 BMGT 212, Supervisory/Leadership Trends 3
 BMGT 248, Intro to Quality Management 3
 BMGT 250, Diversity in the Workplace..... 3
 BMGT 277, Small Business Management..... 3
 BMGT 280, Intro to Human Resources..... 3
 BMGT 282, Intro to International Business Mgt. 3
 BMGT 285, Intro to Manufacturing Operations 3
 BMGT 286, Intro to Logistics 3
 BMGT 287, Intro to Export/Import..... 3

TOTAL CREDITS 72

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	COMM 253G or 265G	3
ENGL 111G	4	BOT 209 or ENGL 203G or 218G	3
BOT 106 or MATH 120	3	PSY 201G or SOC 101G	3
CS 110 or OECS 105	3	BMGT 140 or MGT 201	3
ACCT 221 or BOT 120	3	OECS 215, OECS 220, BOT 211 or BOT 217	3
BMGT 201	2	General Mgmt. course	3
	18		18

2nd year

Fall	Cr.	Spring	Cr.
ECON 201G, 251G or 252G	3	BMGT 221	3
BMGT 175 or FIN 206	3	BMGT 210 or MKTG 203	3
BMGT 240	3	BMGT 290	3
BMGT 231 or BLAW 316	3	General Mgmt. course	3
BMGT 110 or BUSA 111	3	General Mgmt. course	3
General Mgmt. course	3	General Mgmt. course	3
	18		18

Business Office Technology

The **Business Office Technology** program is for students interested in acquiring or updating skills for employment in an office environment. The curriculum covers basic computer skills as well as software programs such as word processing and spreadsheet applications, record keeping, filing, or database management. At the certificate level, students may complete either the office assistant or medical records and transcription option. The Associate degree offers options in accounting, medical transcription and records, and word processing.

Graduation Requirements

Certificate in Business Office Technology: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate in Business Office Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Business Office Technology

Core Curriculum Requirements	18
BOT 102, Keyboarding: Document Formatting	3
BOT 105, Business English.....	3
ENGL 203G, Business & Professional Communication	3
BOT 239, Personal Development.....	3
OECS 211, Word Processing Applications	3
OECS 215, Spreadsheet Applications	3

Program Options (choose one) 15-16

<u>Medical Transcription & Records</u>	16
BIOL 225, Human Anatomy/Physiology I.....	4
BOT 150, Medical Terminology.....	3
BOT 208, Medical Office Procedures	3
BOT 223, Medical Transcription I.....	3
OECS 220, Database Application and Design.....	3

<u>Office Assistant</u>	15
BOT 106, Business Math.....	3
BOT 110, Records Management.....	3
BOT 202, Keyboarding: Document Production	3
BOT 203, Office Equipment & Procedures I.....	3
BOT 207, Machine Transcription	3

TOTAL CREDITS33-34

Roadmaps

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	BOT 105	3
BOT 102	3	BOT 239	3
OECS 211	3	ENGL 203G	3
BOT 150 (Med Trns)	3	BIOL 225 (Med Trns)	4
BOT 110 (Office)	3	BOT 202 (Office)	3
	(12)		(12-13)

2nd year

Fall	Cr.	Spring	Cr.
OECS 215	3	BOT 208 (Med Trns)	3
BOT 223 (Med Trns)	(3)	OECS 220 (Med Trns)	3
BOT 203 (Office)	(3)	BOT 106 (Office)	3
		BOT 207 (Office)	3
	(6)		(6)

Associate in Business Office Technology

Branch Requirement	3
COLL 101, College/Life Success	3

Common Core Requirements.....	13
COMM 265G, Principles of Human Communication	3
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business/Prof. Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3

Core Curriculum Requirements	39
<u>Business-Related Courses</u>	12
ACCT 200, Survey of Accounting.....	3
BLAW 230, Business Law	3
BUSA 111, Business in a Global Society.....	3
MGT 201, Introduction to Management	3

<u>Business Office Technology Courses</u>	15
BOT 105, Business English.....	3
BOT 106, Business Math.....	3
BOT 110, Records Management	3
BOT 203, Office Equipment & Procedures I.....	3
BOT 239, Personal Development.....	3

<u>Applied Computer Science Courses</u>	12
OECS 211, Word Processing Applications	3
OECS 215, Spreadsheet Applications	3
OECS 220, Database Application and Design.....	3
OECS 260, Hypertext Markup Language (HTML) or OECS 280, Desktop Publishing I.....	3

Program Options (choose one) 12-13

<u>Accounting</u>	12
ACCT 221, Financial Accounting	3
ACCT 222, Management Accounting	3
BOT 240, Introduction to Individual Taxation	3
OECS 200, Accounting on Microcomputers	3

<u>Medical Transcription</u>	13
BIOL 225, Human Anatomy & Physiology I.....	4
BOT/NURS 150, Medical Terminology.....	3
BOT 208, Medical Office Procedures	3
BOT 223, Medical Transcription I.....	3

<u>Word Processing</u>	12
ACCT 252, Financial Accounting	3
BOT 102, Keyboarding: Document Formatting	3
BOT 202, Keyboarding: Document Production	3
BOT 207, Machine Transcription	3

TOTAL CREDITS67-68

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ACCT 200	3	BUSA 111	3
BOT 110	3	OECS 211	3
COLL 101	3	OECS 215	3
ENGL 111G	4	ENGL 203G	3
ACCT 221 (Acct.)	3	ACCT 222 (Acct.)	3
		PSY 20G or SOC 101G	3
	16		18

2nd year

Fall	Cr.	Spring	Cr.
MGT 201	3	BLAW 230	3
BOT 203	3	BOT 105	3
BOT 239	3	BOT 106	3
COMM 265G	3	OECS 260 or 280	3
OECS 220 (Acct.)	3	BOT 240 (Acct.)	3
OECS 200 (Acct.)	3		
	18		15

1st year

Fall	Cr.	Spring	Cr.
ACCT 200	3	BUSA 111	3
BOT 110	3	OECS 211	3
COLL 101	3	OECS 215	3
ENGL 111G	4	ENGL 203G	3
BOT 150 (Med Trns)	3	BIOL 225+L (Med Trns)	4
		PSY 20G or SOC 101G	3
	16		19

2nd year

Fall	Cr.	Spring	Cr.
MGT 201	3	BLAW 230	3
BOT 203	3	BOT 105	3
BOT 239	3	BOT 106	3
COMM 265G	3	OECS 260 or 280	3
BOT 223 (Med Trns)	3	BOT 208 (Med Trns)	3
BOT 220	3		
	18		15

1st year

Fall	Cr.	Spring	Cr.
ACCT 200	3	BUSA 111	3
BOT 110	3	OECS 211	3
COLL 101	3	OECS 215	3
ENGL 111G	4	ENGL 203G	3
BOT 102 (Word Proc)	3	BOT 202 (Word Proc)	3
		PSY 20G or SOC 101G	3
	16		18

2nd year

Fall	Cr.	Spring	Cr.
MGT 201	3	BLAW 230	3
BOT 203	3	BOT 105	3
BOT 239	3	BOT 106	3
COMM 265G	3	OECS 260 or 280	3
ACCT 221 (Word Proc.)	3	BOT 207 (Word Proc)	3
OECS 220	3		
	18		15

Computer and Information Technology

The **Certificate in Microcomputer Applications** is designed for students interested in microcomputer operations and systems. Upon completion, students are prepared to take the Microsoft Office Specialist certification exams in Word and Excel.

The **Associate of Applied Science Degree in Computer and Information Technology** equips students for employment which involves the analysis and design of computerized information and management decision systems. Graduates of the program are prepared to take the CompTIA A+ certification exam which demonstrates competency in the maintenance of PCs, mobile devices, operating systems and printers.

Graduation Requirements

Certificate in Microcomputer Applications: WorkKeys® scores of level 5 in Reading for Information, level 4 in Locating Information, and level 5 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Computer and Information Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Microcomputer Applications

Core Curriculum Requirements	32
C S 110, Computer Literacy	3
COMM 265G, Principles of Human Communications.....	3
OECS 110, Introduction to PowerPoint.....	1
OECS 255, Special Topics.....	1
OECS 125, Operating Systems.....	3
OECS 200, Accounting on Microcomputers	3
OECS 209, Computer Graphic Arts.....	3
OECS 211, Word Processing Applications	3
OECS 215, Spreadsheet Applications	3
OECS 220, Database Application & Design.....	3
OECS 260, Hypertext Markup Language (HTML).....	3
OECS 280, Desktop Publishing I	3

TOTAL CREDITS **32**

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
CS 110	3	COMM 265G	3
OECS 125	3	OECS 110	1
OECS 211	3	OECS 209	3
OECS 255	1	OECS 215	3
	10		10

2nd year

Fall	Cr.	Spring	Cr.
OECS 200	3	OECS 220	3
OECS 260	3	OECS 280	3
	6		6

Associate of Applied Science in Computer and Information Technology

Branch Requirement **3**
COLL 101, College/Life Success

Common Core Requirements..... **16**
 COMM 265G, Public Speaking or
 COMM 265G, Principles of Human Communication.....3
 ECON 251G, Principles of Macroeconomics or
 ECON 252G, Principles of Microeconomics

Related Requirements **21**
 BCIS 110, Intro to Computerized Info Systems or
 CS 110, Computer Literacy or
 ET 120, Computation & Presentation Software.....3
 MATH 120, Intermediate Algebra or
 Approved technology-related math course.....3
 OECS 220, Database Application & Design.....3
 OECS 221, Cooperative Experience I.....3
 Business/Computer electives.....6
 Choose 2 courses from: ACCT 222, BCIS 110, BUSA 111,
 CS 110, ET 120, FIN 206, MGT 201, MKTG 203
 Approved programming-related course

Technical Requirements **30-31**
 OECS 128, Operating Systems-Linux/Unix

Program Option (choose one)..... **15**

IT Specialist Option..... **15**
 Approved computer-related courses

Networking **15**
 Choose from: E T 253, 277, 278, 279; OECS 230, 231, 232, 233,
 234, 235, 236, 262, 263, 264, 269

Programming **15**
 Computer-related approved electives

TOTAL CREDITS **70-71**

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	ECON 251G or 252G	3
ENGL 111G	4	ENGL 203G or 218G	3
MATH 120 or alternate	3	OECS 128	3
BCIS 110, CS 110 or ET 120	3	OECS 207	3
Program option class	3	Program option class	3
		Programming course	3
	16		18

2nd year

Fall	Cr.	Spring	Cr.
OECS 220	3	COMM 253G or 265G	3
OECS 185, 227 or ET 283	3	PSY 201G or SOC 101G	3
OECS 261, ET 153 or ET 155	3-4	OECS 250 or 290	3
Program option class	3	OECS 221	3
Bus./Comp. elective	3	Program option class	3
Bus./Comp. elective	3	Program option class	3
	18-19		18

Criminal Justice

The **Associate in Criminal Justice** is designed for students who are seeking employment in the law enforcement field or wish to transfer to complete a bachelor's degree in criminal justice. The program is broadly interdisciplinary in nature, embracing the study of the humanities, law and the behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

Graduates from this two-year program are prepared for careers in criminal justice and related fields of industrial and institutional security. The curriculum prepares students to transfer into NMSU Las Cruces' Bachelor Degree in Criminal Justice at the junior level. Students are advised to choose electives to meet other requirements for their planned baccalaureate degree.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate in Criminal Justice

Branch Requirement 3
 COLL 101, College/Life Success 3

Common Core Requirements.....36

Area I: English & Communications.....10
 ENGL 111G, Rhetoric & Composition.....4
 ENGL 203G, Business & Professional Communication or
 ENGL 211G, Writing in Humanities/Social Sciences or
 ENGL 218G, Technical & Scientific Communications3
 COMM 253G, Public Speaking or
 COMM 265G, Principles of Human Communication.....3

Area II: Mathematics 3
 Complete 1 "G" course from MATH or STAT

Area III: Laboratory Science 8
 Complete 2 Science "G" courses with a lab from ASTR, BIOL,
 CHEM, ES, GEOG (must be GEOG 111G if selected), GEOL,
 or PHYS

Area IV & V: Social/Behav. Sci. & Hum/Fine Arts..... 15
 Complete 2-3 Social/Behavioral Science "G" courses from ANTH
 C J, CEP, ECON, GEOG (must be GEOG 112G or 120G if selected),
 GOVT, PHLS, LING, PSY, SOC, or SWK

Complete 2-3 Humanities/Fine Arts "G" courses from ART,
 ENGL, HIST, MUS, or THTR

College of Arts & Sciences 2nd Language..... 3-8
Must complete through the 112/212 level based on placement.

SPAN 111, Beginning Spanish I.....4
 SPAN 112, Beginning Spanish II4
 SPAN 211, Intermediate Spanish I3
 SPAN 212, Intermediate Spanish II.....3

Criminal Justice Departmental Requirements 15
All CJ courses must be completed with a C or higher

C J 101G, Introduction to Criminal Justice3
 C J 205, Criminal Law I.....3
 C J 210, American Law Enforcement System3
 C J 230, Introduction to Corrections3
 C J 250, Courts & the Criminal Justice System3

Electives..... 4-9
C J 293, Field Experience in Criminal Justice (3 credits) is recommended.

TOTAL CREDITS 66

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
C J 101G	3	C J 230	3
COLL 101	3	ENGL 203G/211G/218G	3
ENGL 111G	4	Area II	3
Area III	4	Area III	4
Area IV/V	3	Area IV/V	3
	17		17

2nd year

Fall	Cr.	Spring	Cr.
C J 205	3	C J 250	3
C J 210	3	Elective**	3
COMM 253G or 265G	3	Area IV/V	3
Area IV/V	3	Area IV/V	3
Spanish	3-4	Spanish*	3-4
	16-17		16-17

*Take elective if SPAN 112/212 is completed prior to this term

** C J 293 is strongly recommended but not required.

Digital Media Technology

The **Digital Media Technology** program offers instruction and hands-on learning in in graphic design, digital video production, gaming, animation, simulation, and web design. Students may choose from several certificates which also apply towards the Associate of Applied Science degree in Digital Media Technology. Those include:

- **Digital Animation:** three-dimensional computer graphic animation
- **Digital Graphics:** the creation, publication and management of digital graphics for online distribution
- **Digital Signage:** the design of digital content for digital media
- **Digital Storytelling:** the creation, implementation and distribution of digital storytelling
- **Digital Video:** video production techniques for digital media
- **Digital Video Game Animation:** video game design and development for entertainment
- **Digital Video Media Production:** the design and development of projects that combine narrative and music with digital imagery and sound

Graduation Requirements

Digital Media Certificates (all): WorkKeys® scores of level 5 in Reading for Information, level 4 in Locating Information, and level 5 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Digital Media Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Digital Animation Certificate

Core Curriculum Requirements	24
CMT 142, Computer Illustration.....	3
CMT 145, Image Processing I.....	3
CMT 150, 2D Animation.....	3
CMT 160, Modeling and Animation.....	3
CMT 175, 3-D Character Design.....	3
CMT 227, Advanced Character Animation.....	3
CMT 290, Advanced 3D Animation Workshop A.....	3
CMT 291, Advanced 3D Animation Workshop B.....	3
TOTAL CREDITS	24

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 142	3	CMT 150	3
	CMT 145	3	CMT 160	3
		6		6
2	CMT 175	3	CMT 290	3
	CMT 227	3	CMT 291	3
		6		6

Digital Graphics Certificate

Core Curriculum Requirements	24
CMT 140, Print Media I.....	3
CMT 142, Computer Illustration.....	3
CMT 145, Image Processing I.....	3
CMT 180, Principles of Media Design.....	3
CMT 230, Web Design II.....	3
CMT 240, Print Media II.....	3
Approved CMT Electives.....	6

TOTAL CREDITS24

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 140	3	CMT 142	3
	CMT 145	3	CMT 240	3
		6		6
2	CMT 180	3	Elective	3
	CMT 230	3	Elective	3
		6		6

Digital Signage Certificate

Core Curriculum Requirements	24
CMT 140, Print Media I.....	3
CMT 142, Computer Illustration.....	3
CMT 145, Image Processing I.....	3
CMT 180, Principles of Media Design.....	3
CMT 190, Digital Video Production I.....	3
CMT 195, Digital Video Editing I.....	3
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
OEGR 221, Cooperative Experience I.....	3
Approved electives.....	6

Choose 2 courses from the following:

CMT 148, Digital Signage Systems.....	3
CMT 191, Digital Content Integration.....	3
CMT 238, Digital Signage Content Mgmt.....	3
CMT 239, Digital Content Mgt. for Mobile Devices.....	3
CMT 293, Adv. Digital Signage Content Mgmt.....	3
Any approved CS course.....	3

TOTAL CREDITS30

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 140	3	CMT 142	3
	CMT 145	3	ENGL 203G or 218G	3
			Elective	3
		6		9
2	CMT 180	3	OEGR 221	3
	CMT 190	3	CMT 195	3
			Elective	3
		6		9

Digital Storytelling Certificate

Core Curriculum Requirements	27
CMT 145, Image Processing I	3
CMT 190, Digital Video Production I.....	3
CMT 195, Digital Video Editing I.....	3
CMT 206, Sound Design	3
CMT 292, Creative Media Studio	3
CMT 295, Professional Portfolio Design/Development	3
ENGL 220G, Introduction to Creative Writing.....	3
Approved electives.....	6
TOTAL CREDITS	27

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 145	3	CMT 206	3
	CMT 190	3	CMT 292	3
	CMT 195	3		
		9		6
2	ENGL 220G	3	CMT 295	3
	Approved elective	3	Approved elective	3
		6		6

Digital Video Certificate

Core Curriculum Requirements	24
CMT 145, Image Processing I	3
CMT 170, History of Film: A Global Perspective.....	3
CMT 190, Digital Video Production I.....	3
CMT 195, Digital Video Editing I.....	3
CMT 205, Cinematography	3
CMT 210, Digital Video Production II	3
CMT 215, Digital Video Editing II	3
CMT 295, Professional Portfolio Design/Development	3
TOTAL CREDITS	24

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 145	3	CMT 210	3
	CMT 170	3	CMT 215	3
		6		6
2	CMT 190	3	CMT 205	3
	CMT 195	3	CMT 295	3
		6		6

Digital Video Game Animation Certificate

Core Curriculum Requirements	33
CMT 142, Computer Illustration.....	3
CMT 145, Image Processing I	3
CMT 150, 2D Animation.....	3
CMT 160, Modeling and Animation.....	3
CMT 175, 3-D Character Design	3
CMT 227, Advanced Character Animation	3
CMT 270, Digital Video Game Theory & Animation I	3

CMT 271, Digital Video Game Theory & Animation II.....	3
CMT 280, Interactive Design.....	3
CMT 290, Advanced 3D Animation Workshop A.....	3
CMT 291, Advanced 3D Animation Workshop B.....	3

TOTAL CREDITS33

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 142	3	CMT 150	3
	CMT 145	3	CMT 160	3
			CMT 270	3
		6		9
2	CMT 175	3	CMT 280	3
	CMT 227	3	CMT 290	3
	CMT 271	3	CMT 291	3
		9		9

Digital Video Media Production Certificate

Core Curriculum Requirements	33
CMT 126, Film Crew Training	9
CMT 145, Image Processing I	3
CMT 170, History of Film: A Global Perspective.....	3
CMT 190, Digital Video Production I.....	3
CMT 195, Digital Video Editing I.....	3
CMT 205, Cinematography	3
CMT 210, Digital Video Production II	3
CMT 215, Digital Video Editing II	3
CMT 295, Professional Portfolio Design/Development	3

TOTAL CREDITS33

Roadmap

Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	CMT 145	3	CMT 190	3
	CMT 170	3	CMT 195	3
		6		6
2	CMT 126	9	CMT 205	3
	CMT 210	3	CMT 295	3
	CMT 215	3		
		15		6

**Associate of Applied Science in
Digital Media Technology**

Branch Requirement3
 COLL 101, College/Life Success 3

Common Core & Related Requirements34
 ART 101G, Orientation in Art 3
 ART 150, Drawing I 3
 ART 155, 2-D Fundamentals 3
 BUSA 111, Business in a Global Society 3
 COMM 265G, Principles of Human Communication 3
 ENGL 111G, Rhetoric & Composition 4
 ENGL 116G, Perspectives on Film 3
 ENGL 235, Principles of Story Across the Media 3
 MATH 120, Intermediate Algebra or higher or
 MATH 210G, Mathematics Appreciation 3
 PSY 201G, Introduction to Psychology 3
 OEGR 221, Coop Experience or Approved Elective 3

Program Option (Choose one)30-33
For electives, choose from ART, CMT, CMI, OCAN, OEGR, or OEPT.

1. Digital Animation Certificate and 6 credits of electives
2. Digital Graphics Certificate and 6 credits of electives
3. Digital Signage Certificate
4. Digital Storytelling Certificate and 3 credits of electives
5. Digital Video Certificate and 6 credits of electives
6. Digital Video Game Animation Certificate
7. Digital Video Media Production Certificate

TOTAL CREDITS67-70

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

Yr.	Fall	Cr.	Spring	Cr.
1	COLL 101	3	ART 150	3
	ENGL 111G	4	ART 155	3
	ART 101G	3	PSY 201G	3
	Program option	6-9	Program option	6-9
		16-19		15-18
2	ENGL 116G	3	ENGL 235	3
	MATH 120 or 210G	3	BUSA 111	3
	COMM 265G	3	OEGR 221 or elective	3
	Program option	6-9	Program option	6-9
			15-18	

Drafting and Graphics Technology

The **Drafting and Graphics Technology** program provides students with the education and experience for entry-level drafting positions with industrial companies, architectural firms, and government agencies. Students will learn how to develop working drawings and electronic simulations for architectural and related construction projects, basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural blueprint interpretation, and basic structural wiring diagramming.

Graduation Requirements

Certificate in Drafting and Graphics Technology: WorkKeys® scores of level 4 in Reading for Information, level 4 in Locating Information, and level 4 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Drafting and Graphics Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Drafting and Graphics Technology: Architectural Drafting

Technical Requirements	26
DRFT 101, Intro to Drafting and Design Technologies.....	1
DRFT 108, Drafting Concepts/Descriptive Geometry	2
DRFT 109, Computer Drafting Fundamentals.....	3
DRFT 112, Drafting Concepts/Comp Draft Fund I	4
DRFT 113, Drafting Concepts/Comp Draft Fund II.....	4
DRFT 114, Intro to Solid Modeling	3
DRFT 130, General Building Codes.....	3
DRFT 160, Construction Take-offs & Estimating.....	3
DRFT 180, Residential Drafting	3

TOTAL CREDITS26

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Fall	Cr.	Spring	Cr.
DRFT 101	1	DRFT 108	2
DRFT 112	4	DRFT 113	4
DRFT 130	3	DRFT 160	3
DRFT elective	2	DRFT 180	3
DRFT 109	3	DRFT 114	4
	13		16

Certificate in Drafting and Graphics Technology: General Drafting

Technical Requirements	25
DRFT 101, Intro to Drafting and Design Technologies.....	1
DRFT 108, Drafting Concepts/Descriptive Geometry	2
DRFT 109, Computer Drafting Fundamentals.....	3
DRFT 112, Drafting Concepts/Comp Draft Fund I	4
DRFT 113, Drafting Concepts/Comp Draft Fund II.....	4
DRFT 130, General Building Codes.....	3
DRFT 151, Construction Principles and Print Reading.....	3

DRFT 160, Construction Take-offs & Estimating.....	3
DRFT 176, Computer Drafting in 3D	3
DRFT 180, Residential Drafting	3

TOTAL CREDITS25

Fall	Cr.	Spring	Cr.
DRFT 101	1	DRFT 151	3
DRFT 108	2	DRFT 109	3
DRFT 112	4	DRFT 160	3
DRFT 130	3	DRFT 180	3
DRFT 176	3		
	13		12

Associate of Applied Science in Drafting and Graphics Technology

Branch Requirement	3
COLL 101, College/Life Success	3

Common Core Requirements	13
COMM 253G, Public Speaking or	
COMM 265G, Princ. of Human Communication	3
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business & Professional Communication or	
ENGL 218G, Technical & Scientific Communication	3
PSY 201G, Introduction to Psychology or	
SOC 101G, Introductory Sociology	3

Core Curriculum Requirements	33
DRFT 112, Drafting Concepts/Comp Draft Fund I	4
DRFT 113, Drafting Concepts/Comp Draft Fund II.....	4
DRFT 118, Geometry for Drafting	3
DRFT 130, General Building Codes.....	3
DRFT 143, Civil Drafting Fundamentals	3
DRFT 176, Solid Modeling, Rendering and Animation	3
DRFT 177, Computer Rendering and Animation I	3
DRFT 180, Residential Drafting	3
DRFT 181, Commercial Drafting.....	3
DRFT 288, Portfolio Development.....	3

Program Options (Choose One).....15

Architectural Technology	15
DRFT 160, Construction Take-Offs & Estimating	3
DRFT 230, Building Systems Drafting.....	3
DRFT 240, Structural Systems Drafting	4
DRFT 270, Architectural Sketching/Rendering	3
Approved DRFT Elective	2

General Drafting	15
DRFT 151, Construction Principles and Print Reading	3
DRFT 276, Computer Rendering & Animation I	3
DRFT 277, Computer Rendering & Animation II.....	3
Approved DRFT Elective	5

TOTAL CREDITS63

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Architectural Drafting

1st year

Fall	Cr.	Spring	Cr.
DRFT 112	4	DRFT 113	4
DRFT 130	3	DRFT 160	3
DRFT elective	3	DRFT 177	3
ENGL 111G	4	ENGL 218G	3
COLL 101	3	PSY 201G or SOC 101G	3
	17		16

2nd year

Fall	Cr.	Spring	Cr.
DRFT 118	3	DRFT 176	3
DRFT 143	3	DRFT 240	3
DRFT 180	3	DRFT 270	3
DRFT 230	3	DRFT 288	3
COMM 253G or 265G	3	DRFT 181	3
	15		15

General Drafting

1st year

Fall	Cr.	Spring	Cr.
DRFT 112	4	DRFT 113	4
DRFT 130	3	DRFT 177	3
DRFT elective	3	DRFT 276	3
ENGL 111G	4	ENGL 218G	3
COLL 101	3	PSY 201G or SOC 101G	3
	17		16

2nd year

Fall	Cr.	Spring	Cr.
DRFT 118	3	DRFT 151	3
DRFT 143	3	DRFT 176	3
DRFT 180	3	DRFT 181	3
DRFT 277	3	DRFT 288	3
COMM 253G or 265G	3	Elective	3
	15		15

Early Childhood Education

The **Early Childhood Education** program prepares students to become highly qualified teachers, assistant teachers, family daycare providers, or administrators of early education programs for children ages birth through age eight. Students will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs.

Students who complete the **Early Childhood Administrative Certificate** are eligible to apply for an early childhood administrative specialist certificate with the New Mexico Office of Child Development; the permanent certificate is granted upon completion of the Associate Degree in Early Childhood Education.

The **Associate Degree in Early Childhood Education** includes lower-division courses required for entry into the Teacher Education Program (TEP) at NMSU Las Cruces. Please note that students are required to pass a security background check to take practicum courses. 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.

Graduation Requirements

Early Childhood Administrative Certificate: WorkKeys® scores of level 4 in Reading for Information, level 4 in Locating Information, and level 4 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate Degree in Early Childhood Education: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Early Childhood Administrative Certificate

Core Courses	11
ECED 115, Child Growth, Development & Learning.....	3
ECED 125, Health, Safety & Nutrition.....	2
ECED 135, Family & Community Collaboration.....	3
ECED 255, Assessment of Young Children & Program Eval.....	3
Administrative Courses	13
ECED 270, Program Management.....	3
ECED 275, Curriculum for Diverse Learners & Families.....	3
ECED 276, Effective Program Dev. for Diverse Learners.....	2
ECED 280, Professional Relationships.....	3
ECED 281, Professional Relationships Practicum.....	2
TOTAL CREDITS	24

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ECED 115	3	ECED 125	2
ECED 255	3	ECED 235	3
ECED 275	3	ECED 270	3
	9		8

2nd year

Fall	Cr.	Spring	Cr.
ECED 276	2	Not applicable	
ECED 280	3		
ECED 281	2		
	7		

Associate Degree in Early Childhood Education

Branch Requirement	3
COLL 101, College Life/Success.....	3
Common Core Requirements	36
Area I: English & Communications	10
ENGL 111G, Rhetoric & Composition.....	4
ENGL 211G, Writing in the Humanities & Soc. Sciences.....	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication.....	3
Area II: Mathematics	6
MATH 111, Fundamentals of Elementary Math I.....	3
MATH 112G, Fundamentals of Elementary Math II.....	3
Area III: Laboratory Science	8
<i>Complete 2 courses from two different areas.</i>	
ASTR 105G, The Planets or ASTR 110G, Intro to Astronomy.....	4
BIOL 101G, Human Biology or BIOL 111G/GL, Natural History of Life or BIOL 211G/GL, Cellular & Organismal Biology.....	4
CHEM 110G, Principals & Applications of Chemistry or CHEM 111G, General Chemistry I or CHEM 112G, General Chemistry II.....	4
ES 110G, Introductory Environmental Science.....	4
GEOG 111G, Geography of Natural Environment.....	4
GEOL 111G, Survey of Geology or GEOL 212G, The Dynamic Earth.....	4
PHYS 110G, Great Ideas of Physics or PHYS 211G/GL, General Physics I and Lab.....	4
Area IV: Social/Behavioral Sciences	3
<i>Complete 1 course from:</i>	
ANTH 201G, Intro to Anthropology.....	3
ECON 201G, Introduction to Economics or ECON 251G, Principles of Macroeconomics or ECON 252G, Principles of Microeconomics.....	3
GEOG 112G, World Regional Geography or GEOG 120G, Culture and Environment.....	3
GOVT 100G, American National Government GOVT 110G, Intro to Political Science.....	3
SOC 101G, Intro to Sociology.....	3
Area V: Humanities/Fine Arts	9
HIST 101G, Roots of Modern Europe or HIST 102G, Modern Europe.....	3
HIST 201G, Early American History or HIST 202G, Recent American History.....	3
ART 101G, Orientation in Art or MUS 101G, Introduction to Music or THTR 101G, Introduction to Theatre.....	3

Professional Education Courses.....32

Cumulative GPA of 2.5 and a "C" or better required in these courses. CEP and ECED courses taken more than 7 years prior to graduation must be repeated.

CEP 110G, Human Growth & Behavior.....3
 ECED 115, Child Growth, Development & Learning.....3
 ECED 125, Health, Safety & Nutrition2
 ECED 135, Family & Community Collaboration3
 ECED 215, Curriculum Dev. & Implementation I.....3
 ECED 220, Practicum I.....2
 ECED 225, Curriculum Dev & Implementation II3
 ECED 230, Practicum II.....2
 ECED 235, Intro to Language, Literacy and Reading3
 ECED 245, Professionalism2
 ECED 255, Assessment of Young Children & Program Eval.....3
 ECED 265, Guiding Young Children3

TOTAL CREDITS 71

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ECED 115	3	ECED 125	2
ECED 255	3	ECED 235	3
COLL 101	3	CEP 110G	3
ENGL 111G	4	ENGL 211G	3
COMM 253G or 265	3	Area IV	3
		Area V	3
	16		17
		Summer	Cr.
		ECED 135	3
		ECED 245	2
		ECED 265	3
			8

2nd year

Fall	Cr.	Spring	Cr.
ECED 215	3	ECED 225	3
ECED 220	2	ECED 230	2
MATH 111	3	MATH 112G	3
Area III	4	Area III	4
Area V	3	Area V	3
	15		15

Education

The **Associate Degree in Education** prepares students for work as a teacher's aide, substitute teacher or other paraprofessional in elementary or secondary schools. The curriculum is designed for maximum transfer of credits to the Teacher Education Program (TEP) at NMSU for those students planning to complete the Bachelor's Degree in Education. Note: Completion of the Associate degree in Education does not guarantee admission into the TEP.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate Degree in Education

Branch Requirement 3
 COLL 101, College/Life Success3

Common Core & Related Requirements46

Area I: English & Communication10
 ENGL 111G, Rhetoric & Composition..... 4
 ENGL 211G, Writing in Humanities/Soc. Sciences 3
 COMM 253G, Public Speaking or
 COMM 265G, Principles of Human Communication3

Area II: Mathematics6

Elementary Education majors:
 MATH 111, Fund. of Elementary Math I.....3
 MATH 112G, Fund. of Elementary Math II3

Secondary Education majors:
 MATH 120, Intermediate Algebra3
 MATH 210G, Mathematics Appreciation3

Area III: Laboratory Sciences12
Select 3 courses from 3 different areas. Must include lab.

ASTR 105G, The Planets or
 ASTR 110G, Introduction to Astronomy4
 BIOL 101G, Human Biology or
 BIOL 111G/GL, Natural History of Life or
 BIOL 211G/GL, Cellular & Organismal Biology4
 CHEM 110G, Principles/Applications of Chemistry or
 CHEM 111G, General Chemistry I4
 ES 110G, Introductory Environmental Science4
 GEOG 111G, Geography of Natural Environment4
 GEOL 111G, Survey of Geology or
 GEOL 212G, The Dynamic Earth4
 PHYS 110G, The Great Ideas of Physics or
 PHYS 211G/GL, General Physics I and Lab4

Area IV: Social & Behavioral Sciences6
Select 2 classes from 2 different areas.

ANTH 201G, Introduction to Anthropology3
 ECON 201G, Introduction to Economics or
 ECON 251G, Principles of Macroeconomics or
 ECON 252G, Principles of Microeconomics3

GEOG 112G, World Regional Geography or
 GEOG 120G, Culture & Environment.....3
 GOVT 100G, American National Government or
 GOVT 110G, Introduction to Political Science3
 SOC 101G, Introductory Sociology.....3

Area V: Humanities & Fine Arts12
 HIST 101G, Roots of Modern Europe or
 HIST 102G, Modern Europe3
 HIST 201G, Intro to Early American History or
 HIST 202G, Intro to Recent American History3
 ART 101G, Orientation in Art or
 MUS 101G, Introduction to Music or
 THTR 101G, Introduction to Theatre3
 Fine Arts elective (any ART/MUS/THTR course)3

Professional Education Courses.....10
Cumulative GPA of 2.5 and a "C" or better required in these courses. CEP, EDUC & ELA courses taken more than 7 years prior to graduation must be repeated.

CEP 110G, Human Growth & Behavior.....3
 CEP 210, Educational Psychology3
 EDUC 181, Field Experience I1
 ELA 101, Freshman Orientation.....1
 ELA 250, Introduction to Education2

Electives.....6
Suggested courses: HIST 261, MATH 215, SPAN 111, SPAN 112

TOTAL CREDITS 65

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	ENGL 211G	3
ENGL 111G	4	Area V	3
CEP 110G	3	CEP 210	3
ELA 101	1	Area III	4
Area IV	3	Area IV	3
	14		16

2nd year

Fall	Cr.	Spring	Cr.
COMM 253G or 265G	3	ELA 250	2
Area V	3	EDUC 181	1
Area II	3	Area V	3
Area III	4	Area II	3
Area V	3	Area III	4
Elective	3	Elective	3
	19		16

Note: Math 111 & Math 112G or Math 120 & Math 210G must be completed together. SPAN 111 is recommended as an elective.

Emergency Medical Technician

The **Emergency Medical Technician** program prepares students for employment as Emergency Medical Technicians (EMT) in fire departments, private ambulance services, and hospital-based systems. The curriculum focuses on study anatomy and physiology, the pathophysiology of diseases, traumatic injuries, pharmacology, and cardiac care. Students will develop their knowledge and skill through both laboratory and clinical field experiences.

Graduation Requirements

Certificate in Emergency Medical Technician – Basic, Intermediate, and Paramedic: WorkKeys® scores of level 5 in Reading for Information, level 5 in Locating Information, and level 4 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Emergency Medical Services: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Program Entrance Requirements

For all EMT programs, students must be able to lift at least 120 pounds and work in adverse weather conditions.

- EMT Basic: No pre-requisites
- EMT Intermediate
 - Successful completion of EMT Basic coursework
 - TB skin test done within the last year
 - EMT-Basic license in hand by the end of the sixth week of EMT-Intermediate classes
- EMT Paramedic
 - EMT Basic or EMT Intermediate license
 - Written, oral, and practical assessment at the EMT Basic or EMT Intermediate level depending on current licensure
 - HOBET exam
 - Copy of current health care provider CPR card
 - Completed departmental application including resume, letter of intent, and recommendation letters
 - TB skin test done within the last year

Certificate in Emergency Medical Technician Basic

General Education and Common Core Requirements 10
 ENGL 111G, Rhetoric & Composition..... 4
 BOT/NURS 150, Medical Terminology..... 3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3

Program Requirements 10
Courses must be taken concurrently. OEEM 120, 120L and 121 must be completed with a C or higher.

OEEM 101, CPR for the Health Care Provider 1
 OEEM 120, EMT Basic 6
 OEEM 120L, EMT Basic Lab..... 2
 OEEM 121, EMT Basic Field/Clinical..... 1

TOTAL CREDITS 20

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ENGL 111G	4	OEEM 101	1
BOT/NURS 150	3	OEEM 120	6
COMM 253G or 265G	3	OEEM 120L	2
		OEEM 121	1
	10		10

Certificate in Emergency Medical Technician Intermediate

All courses must be completed with a C or higher.

General Education and Common Core Requirements 21
 ENGL 111G, Rhetoric & Composition..... 4
 BOT/NURS 150, Medical Terminology..... 3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3
 MATH 120, Intermediate Algebra 3
 BIOL 225, Human Anatomy and Physiology I..... 4
 BIOL 226, Human Anatomy and Physiology II..... 4

Program Requirements 9

Students must enroll in these courses concurrently and score at least 80% on all departmental exams.

OEEM 150, EMT Intermediate..... 5
 OEEM 150L, EMT Intermediate Lab..... 2
 OEEM 151, EMT Intermediate Field/Clinical..... 2

TOTAL CREDITS 30

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ENGL 111G	4	COMM 253G or 265G	3
BOT/NURS 150	3	MATH 120	3
BIOL 225	4	BIOL 226	4
	11		10

2nd year

Fall	Cr.	Spring	Cr.
OEEM 150	5	Not applicable	
OEEM 150L	2		
OEEM 151	2		
	9		

Certificate in Emergency Medical Technician Paramedic

All courses must be completed with a C or higher

Supplemental Requirements9-15

Complete as needed according to program director

OEEM 150, EMT Intermediate.....	5
OEEM 150L, EMT Intermediate Lab.....	2
OEEM 151, EMT Intermediate Field/Clinical.....	2
OEEM 235, EMT Paramedic Clinical Experience III.....	1-3
OEEM 245, EMT Paramedic Field Internship III.....	1-3

Program Requirements 47

OEEM 201, Human Pathophysiology.....	3
OEEM 202, EMT Paramedic Respiratory Emergencies.....	3
OEEM 203, EMT Paramedic Trauma Emergencies.....	3
OEEM 206, Intro to Advanced Prehospital Care.....	3
OEEM 207, Introduction to Pharmacology.....	3
OEEM 210, Cardiac Rhythm Interpretation.....	3
OEEM 212, EMT Paramedic IV Cardiovascular Emerg.....	3
OEEM 213, EMT Paramedic Med. I Emergencies I.....	3
OEEM 214, EMT Paramedic Med. Environmental Emer. II.....	3
OEEM 216, EMT Paramedic Reproductive/Childhood Emer...3	
OEEM 230, EMT Paramedic Clinical Experience I.....	3
OEEM 231, EMT Paramedic Clinical Experience II.....	3
OEEM 240, EMT Paramedic Field Experience I.....	3
OEEM 241, EMT Paramedic Field Experience II.....	3
OEEM 242, EMT Paramedic Field Internship II.....	3
OEEM 243, EMT Paramedic Preparation for Practice.....	2

TOTAL CREDITS 56-62

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
OEEM 150	5	OEEM 201	3
OEEM 150L	2	OEEM 202	3
OEEM 151	2	OEEM 207	3
	9		9

2nd year

Fall	Cr.	Spring	Cr.
OEEM 203	3	OEEM 235 if needed	(Var.)
OEEM 210	3	OEEM 245 if needed	(Var.)
OEEM 216	3	OEEM 230	3
		OEEM 240	3
	9		6-12

3rd year

Fall	Cr.	Spring	Cr.
OEEM 212	3	OEEM 213	3
OEEM 231	3	OEEM 241	3
OEEM 242	3	OEEM 242	3
	9		

4th year

Fall	Cr.	Spring	Cr.
OEEM 214	3	Not applicable	
OEEM 243	2		
	5		

Associate of Applied Science in Emergency Medical Technician Paramedic

All courses must be completed with a C or higher

Branch Requirement3

COLL 101, College Life/Success..... 3

General Education and Common Core Requirements 27

ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Technical & Scientific Communication.....	3
BOT/NURS 150, Medical Terminology.....	3
COMM 253G, Public Speaking or COMM 265G, Princ. of Human Communication.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3
BIOL 225, Human Anatomy and Physiology I.....	4
BIOL 226, Human Anatomy and Physiology II.....	4
MATH 120, Intermediate Algebra.....	3

Supplemental Requirements9-15

Complete as needed according to program director.

OEEM 150, EMT Intermediate.....	5
OEEM 150L, EMT Intermediate Lab.....	2
OEEM 151, EMT Intermediate Field/Clinical.....	2
OEEM 235, EMT Paramedic Clinical Experience III.....	1-3
OEEM 245, EMT Paramedic Field Internship III.....	1-3

Program Requirements 47

OEEM 201, Human Pathophysiology.....	3
OEEM 202, EMT Paramedic Respiratory Emergencies.....	3
OEEM 203, EMT Paramedic Trauma Emergencies.....	3
OEEM 206, Intro to Advanced Prehospital Care.....	3
OEEM 207, Introduction to Pharmacology.....	3
OEEM 210, Cardiac Rhythm Interpretation.....	3
OEEM 212, EMT Paramedic IV Cardiovascular Emerg.....	3
OEEM 213, EMT Paramedic Med. I Emergencies I.....	3
OEEM 214, EMT Paramedic Med. Environmental Emer. II.....	3
OEEM 216, EMT Paramedic Reproductive/Childhood Emer...3	
OEEM 230, EMT Paramedic Clinical Experience I.....	3
OEEM 231, EMT Paramedic Clinical Experience II.....	3
OEEM 240, EMT Paramedic Field Experience I.....	3
OEEM 241, EMT Paramedic Field Experience II.....	3
OEEM 242, EMT Paramedic Field Internship II.....	3
OEEM 243, EMT Paramedic Preparation for Practice.....	2

TOTAL CREDITS 86-92

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ENGL 111G	4	COMM 253G or 265G	3
BOT/NURS 150	3	MATH 120	3
BIOL 225	4	BIOL 226	4
COLL 101	3	ENGL 203G or 218G	3
	14		13

2nd year

Fall	Cr.	Spring	Cr.
OEEM 150	5	OEEM 201	3
OEEM 150L	2	OEEM 202	3
OEEM 151	2	OEEM 207	3
OEEM 206	3		
	12		9

3rd year

Fall	Cr.	Spring	Cr.
OEEM 203	3	OEEM 235 if needed	(Var.)
OEEM 210	3	OEEM 245 if needed	(Var.)
OEEM 216	3	OEEM 230	3
		OEEM 240	3
	9		6-12

4th year

Fall	Cr.	Spring	Cr.
OEEM 212	3	OEEM 213	3
OEEM 231	3	OEEM 242	3
OEEM 241	3	PSY 201G or SOC 101G	3
	9		9

5th year

Fall	Cr.	Spring	Cr.
OEEM 214	3	Not applicable	
OEEM 243	2		
	5		

Electrical Trades and Electronics Technology

The **Electrical Trades** and **Electronic Technology** programs prepare students for entry-level employment as electronic technicians or electrical tradesmen in a wide range of industries, including consumer electronics, industrial controls, avionics, manufacturing, construction, and computers.

The Electrical Trades certificate is designed for students who intend to enter the industrial workforce as maintenance persons, linemen, or building construction workers. Students will learn electricity theory, AC/DC circuits, maintenance and safety operation of industrial equipment, the use and care of common measuring instrumentation, and National Electric Code branch circuits.

The AAS in Electronics Technology curriculum emphasizes how to fabricate, operate, test, troubleshoot and maintain existing electronic equipment and systems. Graduates will be prepared to work with hardware and gain basic knowledge of software.

Graduation Requirements

Certificate in Electrical Trades: WorkKeys® scores of level 3 in Reading for Information, level 4 in Locating Information, and level 3 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Electronics Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Electrical Trades

Core Curriculum Requirements	30
HVAC 102, Fundamentals of Electricity	4
HVAC 103, Electrical and Mechanical Controls I.....	4
MAT 110, Machine Operation & Safety	3
MAT 102, Print Reading for Industry	3
MAT 130, Applied Industrial Electricity I.....	4
OEET 115, Wiring Methods and Materials.....	5
OEET 205, National Electric Code.....	3
OEMN 210, Electrical Systems Troubleshooting/Repair	4
TOTAL CREDITS	30

Roadmap

Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
HVAC 102	4	HVAC 103	4
OEET 115	5	OEET 205	3
MAT 110	3	OEMN 210	4
MAT 130	4	MAT 102	3
	16		14

Associate of Applied Science in Electronics Technology

A grade of "C" or better is required in all English, ET, math and science courses. Students who place out of MATH 120 must complete three credits of electives.

Branch Requirement	3
COLL 101, College/Life Success	3

Common Core Requirements.....	24
ENGL 111G, Rhetoric & Composition.....	4
ENGL 218G, Technical & Scientific Communication.....	3
COMM 265G, Principles of Human Communication or COMM 253G, Public Speaking.....	3
MATH 120, Intermediate Algebra	3
MATH 121G, College Algebra	3
PHYS 211G/GL, General Physics I/Lab	4
PHYS 212G/GL, General Physics II/Lab.....	4

Core Curriculum Requirements	45
E T 104, Soldering Techniques.....	1
E T 120, Computation & Presentation Software.....	2
E T 153, Introduction to Computer Networks.....	3
E T 182, Digital Logic	3
E T 183/L, Applied DC Circuits/Lab	4
E T 184/L, Applied AC Circuits/Lab.....	4
E T 246, Electronic Devices I.....	4
E T 262, Software Technology I	3
E T 272, Electronic Devices II.....	4
E T 273, Fundamentals of Networking Communications I.....	3
E T 276, Electronic Communications	4
E T 282, Digital Electronics.....	4
E T 283, Hardware PC Maintenance	3
E T 284, Software PC Maintenance.....	3

TOTAL CREDITS	72
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Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ET 120	2	ET 104	1
ET 183 & Lab	4	ET 184 & Lab	4
MATH 120	3	ET 282	4
ENGL 111G	4	ET 283	3
COLL 101	3	ET 182	3
		MATH 121G	3
	16		18
		Summer	Cr.
		COMM 253G or 265G	3
		ENGL 218G	3
			6

2nd year

Fall	Cr.	Spring	Cr.
ET 153	3	ET 272	4
ET 246	4	ET 276	4
ET 262	3	ET 284	3
ET 273	3	PHYS 212G & Lab	4
PHYS 211 & Lab	4		
	17		15

Engineering

The **Associate of Science in Engineering** degree prepares the graduate for an entry-level position in the engineering industry. Students may apply the associates degree coursework to a Bachelor of Science Degree in Engineering in one of several fields including Chemical Engineering, Civil Engineering, Electrical & Computer Engineering, Engineering Physics, Engineering Technology & Surveying Engineering, Industrial Engineering, or Mechanical & Aerospace Engineering offered at one of the New Mexico four-year institutions.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Science in Engineering

All courses must be completed with a C or higher.

Branch Requirement 3
 COLL 101, College/Life Success 3

Common Core & Related Requirements 41

Area I: English & Communication 10
 ENGL 111G, Rhetoric & Composition 4
 ENGL 218G, Technical & Scientific Communication 3
 COMM 253G, Public Speaking or
 COMM 265G, Principles of Human Communication 3

Area II: Mathematics 8
 MATH 191G, Calculus & Analytic Geometry I 4
 MATH 192G, Calculus & Analytic Geometry II 4

Area III: Laboratory Sciences 8
 CHEM 111G, General Chemistry I 4
 PHYS 215G+GL, Engineering Physics I & Lab 4

Area IV: Social/Behavioral Science 9
 ECON 251G, Principles of Macroeconomics 3
 Social/Behavioral Science electives 6
 Complete 2 "G" courses from ANTH, GOVT, PSY, or SOC

Area V: Humanities/Fine Arts 6
 Complete 2-3 Humanities/Fine Arts "G" courses from ART, HIST, ENGL (must be ENGL 244G if selected), MUS, or THTR

Related Requirements 8
 Complete 2 classes from:
 CHEM 112G, General Chemistry II 4
 GEOL 111G, Survey of Geology 4
 PHYS 216G & GL, Engineering Physics II & lab 4

Other approved laboratory science 4

Engineering Core Requirements 15
 Complete 9 credits from Group I and 6 credits from Group II

Group I 9
 ENGR 100, Introduction to Engineering 3
 DRFT 109, Computer Drafting Fundamentals or
 DRFT 114, Intro to Mech. Drafting/Solid Modeling 3
 ENGR 111, Math for Engineering Appls 3

Group II (choose 2 courses from below) 18
 CE 151, Intro to Civil Engineering 3
 CE 233, Mechanics-Statics 3
 EE 161, Computer Aided Problem Solving 4
 EE 162, Digital Circuit Design 4
 EE 210, Engineering Analysis I 4
 EE 280, DC and AC Circuits 4
 MATH 291G, Calculus and Analytic Geometry III 3

TOTAL CREDITS 79

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	ENGL 111G	4
ENGR 100	3	E E 161	4
MATH 191G	4	MATH 192G	4
CHEM 111G	4	CHEM 112G	4
Area IV	3		
	17		16
Summer			Cr.
		Area IV/V	6
		COMM 253G or 265G	3
		ENGL 218G	3
			12

2nd year

Fall	Cr.	Spring	Cr.
MATH 291	3	Area IV/V	3
PHYS 215G/GL	4	DRFT 109	3
E E 162	4	PHYS 216G/GL	4
Area IV/V	3	E E 280	4
C E 233	3	M E 234	3
	17		17

Facilities Maintenance Technology

The **Facilities Maintenance Technology** program equips students with the technical and management skills necessary to maintain, repair, troubleshoot, and manage modern maintenance programs in industrial plants, warehouses, hospitals, schools, and government buildings. Two options are available: Facilities Maintenance and Industrial maintenance.

Graduation Requirements

Certificate in Facilities Maintenance Technology: WorkKeys® scores of level 4 in Reading for Information, level 4 in Locating Information, and level 3 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Facilities and Maintenance Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Facilities Maintenance Technology

Core Curriculum requirements	19
OEMN 105, Intro to Building Trades & Maintenance	4
OEMN 110, Small Equipment Maintenance & Repair	4
OEMN 209, Basic Electricity for Maintenance	3
OEMN 210, Electrical Systems Troubleshooting/Repair	4
OEMN 230, Facilities Maintenance Management.....	4
 Program Options (choose one)	 12
<u>Facilities Maintenance Option</u>	
OEMN 100, Interior Building Maintenance.....	4
OEMN 120, Painting & Finishing Techniques.....	4
OEMN 130, Carpentry Repair Techniques.....	4
<u>Industrial Maintenance Option</u>	
OEMN 111, Basic Hydraulics	3
OEMN 112, Basic Pneumatics	3
OEMN 115, Blueprint Reading	3
OEMN 116, Basic Machining.....	3
 TOTAL CREDITS	 31

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.

2nd year

Fall	Cr.	Spring	Cr.

Associate of Applied Science in Facilities Maintenance Technology

Branch Requirement	3
COLL 101, College/Life Success	3
 Common Core & Related Requirements	 16
ENGL 111G, Rhetoric & Composition.....	4
ENGL 218G, Technical & Scientific Communication.....	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication	3
BCIS 110, Intro to Computerized Info Systems.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3
 Technical Requirements	 29
HVAC 101, Fundamentals of Refrigeration	4
HVAC 118, Tech Math for HACR Technicians	3
OEMN 105, Intro to Building Trades & Maintenance	4
OEMN 110, Small Equipment Maintenance & Repair	4
OEMN 209, Basic Electricity for Maintenance	3
OEMN 210, Electrical Systems Troubleshooting/Repair	4
OEMN 230, Facilities Maintenance Management.....	4
WELD 101, Fundamentals of Welding.....	3
 Program options (choose one)	 23
<u>Facilities Maintenance Option</u>	
OEMN 100, Interior Building Maintenance.....	4
OEMN 120, Painting & Finishing Techniques.....	4
OEMN 130, Carpentry Repair Techniques.....	4
OEMN 200, Exterior Building Maintenance	4
OEMN 220, Plumbing/Climate System Maintenance	4
OEMN 260, Landscape Management/ Maintenance I	3
<u>Industrial Maintenance Option</u>	
OEMN 111, Basic Hydraulics	3
OEMN 112, Basic Pneumatics	3
OEMN 115, Blueprint Reading.....	3
OEMN 116, Basic Machining.....	3
OEMN 250, Mechanical Maintenance I	3
OEMN 251, Mechanical Maintenance II	3
OEMN 252, Alignment	3
Approved elective	2
 TOTAL CREDITS	 71

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

Fire Science

The **Associate of Applied Science (AAS) degree in Fire Science** curriculum equips students with the knowledge base necessary for entry-level firefighters and includes a course equivalent to the Academy's "Firefighter I." Courses completed through the Certificate in Fire Science apply to the associate degree.

Graduation Requirements

Certificate in Fire Science: WorkKeys® scores of level 5 in Reading for Information, level 5 in Locating Information, and level 4 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Fire Science: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Fire Science

Core Curriculum Requirements	26
FIRE 114, Fire Behavior and Combustion.....	3
FIRE 126, Fire Prevention	3
FIRE 127, Rescue Operations	3
FIRE 128, Apparatus and Equipment.....	3
FIRE 200, Special Topics: Live Burn Laboratory.....	2
FIRE 203, Fire & Emergency Services Administration.....	3
FIRE 210, Building Construction for Fire Prevention	3
FIRE 223, Fire Investigations I	3
FIRE 224, Strategy and Tactics	3
Electives (Complete 2 from list)	6
FIRE 112, Principles of Emergency Services.....	3
FIRE 202, Wildland Fire Control I.....	3
FIRE 222, Aircraft Fire Control.....	3
FIRE 225, Fire Protection Systems.....	3
FIRE 230, Fire Service Instructor.....	3
ET 297, Emergency Response to Haz. Mat. Incidents.....	3
TOTAL CREDITS	32

Roadmap

Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
FIRE 114	3	FIRE 127	3
FIRE 126	3	FIRE 200	2
FIRE 128	3	FIRE 203	3
	9		8

2nd year

Fall	Cr.	Spring	Cr.
FIRE 210	3	FIRE 224	3
FIRE 223	3	Elective	3
Elective	3		
	9		6

Associate of Applied Science in Fire Science

Branch Requirement	3
COLL 101, College/Life Success	3

General Course Requirements	20
ENGL 111G, Rhetoric & Composition.....	4
ENGL 218G, Technical & Scientific Communication.....	3
CHEM 110G, Principles and Appl. of Chemistry or CHEM 111G, General Chemistry I.....	4
MATH 120, Intermediate Algebra.....	3
MGT 201, Introduction to Management	3
SOC 101G, Introductory Sociology or SOC 201G, Contemporary Social Problems.....	3

Core Curriculum Requirements	26
FIRE 114, Fire Behavior and Combustion.....	3
FIRE 126, Fire Prevention	3
FIRE 127, Rescue Operations	3
FIRE 128, Apparatus and Equipment.....	3
FIRE 200, Special Topics: Live Burn Laboratory.....	2
FIRE 203, Fire & Emergency Services Administration.....	3
FIRE 210, Building Construction for Fire Prevention	3
FIRE 223, Fire Investigations I	3
FIRE 224, Strategy and Tactics	3

Fire Science Electives (Complete 3 from list)	9
FIRE 112, Principles of Emergency Services.....	3
FIRE 202, Wildland Fire Control I.....	3
FIRE 222, Aircraft Fire Control.....	3
FIRE 225, Fire Protection Systems.....	3
FIRE 230, Fire Service Instructor.....	3
ET 297, Emergency Response to Haz. Mat. Incidents.....	3

Electives (Complete 3 from list)	8
BCS 110, CS 110, BLAW 230, CEP 110G, CJ (any), COMM 265G, ET 115, ET 121, ET 215, ET 225, ET 275, ET 298, GOVT 100G, GOVT 150G, HIST 202G, HIST 261, BOT/NURS 150, PSY 201G	

TOTAL CREDITS	66
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Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	MATH 120	3
ENGL 111G	4	ENGL 218G	3
FIRE 114	3	FIRE 127	3
FIRE 126	3	FIRE 200	2
FIRE 128	3	FIRE 203	3
		Fire Science Elective	3
	16		17

2nd year

Fall	Cr.	Spring	Cr.
CHEM 110G or 111G	4	MGT 201	3
FIRE 210	3	SOC 101G or 201G	3
FIRE 223	3	Fire Science Elective	3
FIRE 224	3	Fire Science Elective	3
Elective	3	Elective	3
		Elective	2
	16		17

Hazardous Material Technology

The **Hazardous Materials** program is designed to prepare students for entry-level employment as technicians in hazardous materials emergency response, waste management, environmental protection, water and waste water treatment, and state and federal regulatory agencies.

Graduation Requirements

Certificate in Hazardous Materials: WorkKeys® scores of level 4 in Reading for Information, level 4 in Locating Information, and level 4 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Hazardous Materials Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Hazardous Material Technology

Core Curriculum Requirements	32
CHEM 111G, General Chemistry I.....	4
ET 115, Intro to Environmental Technology.....	3
ET 121, Applied Radiation Technology.....	3
ET 215, Chemistry of Hazardous Materials.....	3
ET 225, Applied Industrial Hygiene and Safety.....	3
ET 248, Basic Hydrogeology	3
ET 261, Environmental Laws and Regulations.....	3
ET 275, Environmental Monitoring.....	4
ET 297, Emergency Response to HazMaz Incidents	3

TOTAL CREDITS 32

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.

2nd year

Fall	Cr.	Spring	Cr.

Associate of Applied Science in Hazardous Material Technology

Branch Course Requirement	3
COLL 101, College/Life Success	3

Common Core & Related Requirements	19
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Tech & Scientific Communication.....	3
COMM 265G, Principles of Human Communication	3
CS 110, Computer Literacy	3
MATH 120, Intermediate Algebra	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3

Core Course Requirements.....	48
BIOL 111G/GL, Natural History of Life w/lab or BIOL 221/L, Microbiology w/lab or PHYS 211G/GL, General Physics I or PHYS 212G/GL, General Physics II.....	4
CHEM 111G, General Chemistry I.....	4
CHEM 112G, General Chemistry II	4
CHEM 211, Organic Chemistry.....	4
ET 115, Intro to Environmental Technology.....	3
ET 121, Applied Radiation Technology.....	3
ET 200, Special Topics	1
ET 215, Chemistry of Hazardous Materials	3
ET 225, Applied Industrial Hygiene and Safety.....	3
ET 248, Basic Hydrogeology	3
ET 261, Environmental Laws and Regulations.....	3
ET 275, Environmental Monitoring.....	4
ET 297, Emergency Response to HazMaz Incidents	3
ET 298, Radioactive/Hazardous Materials Waste Mgmt.	3
MATH 121G, College Algebra or STAT 251G, Statistics for Business & Behav. Sciences	3

TOTAL CREDITS 70

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.

2nd year

Fall	Cr.	Spring	Cr.

Health Physics

The **Health Physics** program is designed to prepare students for entry-level employment as technicians in hazardous materials emergency response, waste management, environmental protection, water and waste water treatment, and state and federal regulatory agencies.

Graduation Requirements

AAS in Health Physics: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Applied Science in Health Physics

Branch Course Requirement	3
COLL 101, College/Life Success	3
Common Core & Related Requirements	19
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business & Professional Communication or ENGL 218G, Tech & Scientific Communication.....	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication.....	3
CS 110, Computer Literacy	3
MATH 120, Intermediate Algebra.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3
Core Course Requirements	48
BIOL 111G/GL, Natural History of Life w/lab or BIOL 221/L, Microbiology w/lab or PHYS 211G/GL, General Physics I or PHYS 212G/GL, General Physics II.....	4
CHEM 111G, General Chemistry I.....	4
CHEM 112G, General Chemistry II	4
CHEM 211, Organic Chemistry.....	4
ET 115, Intro to Environmental Technology	3
ET 121, Applied Radiation Technology.....	3
ET 211, Applied Radiation Detection	4
ET 215, Chemistry of Hazardous Materials	3
ET 220, Internship.....	1
ET 221, Applied Radiation Biology	3
ET 248, Basic Hydrogeology	3
ET 261, Environmental Laws and Regulations.....	3
ET 271, Applied Radiation Protection	3
ET 275, Environmental Monitoring	4
ET 297, Emergency Response to HazMaz Incidents	3
ET 298, Radioactive/Hazardous Materials Waste Mgmt.....	3
MATH 121G, College Algebra or STAT 251G, Statistics for Business & Behav. Sciences	3
TOTAL CREDITS	70

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.

2nd year

Fall	Cr.	Spring	Cr.

Hospitality and Tourism

The **Associate of Applied Science in Hospitality and Tourism** prepares the graduate for an entry-level position in the tourism. There are two options available – Food and Beverage/Culinary Arts and Lodging and Tourism. Training is offered in supervision, communication, marketing, finance, and operations. This program is designed for those entering the field as well as individuals already employed in the industry who want to upgrade their skills.

The majority of credits earned in this degree may be applied towards a Bachelor's degree in Hospitality, Restaurant and Tourism Management at NMSU Las Cruces.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Applied Science in Hospitality and Tourism

Branch Course Requirement 3
 COLL 101, College & Life Success..... 3

General Education Common Core Requirements 16
 COMM 265G, Principles of Human Communication 3
 ECON 251G, Principles of Macroeconomics or
 ECON 252G, Principles of Microeconomics 3
 ENGL 111G, Rhetoric & Composition..... 4
 MATH 120, Intermediate Algebra or
 BOT 106, Business Math 3
 PSY 201G, Introduction to Psychology or
 SOC 101G, Introductory Sociology 3

Related Requirements 17
 BOT 120, Accounting Procedures I 3
 BOT 209, Business & Tech. Communications or
 ENGL 203G, Business & Prof. Communication or
 ENGL 218G, Tech. & Scientific Communication..... 3
 BMGT 201, Work Readiness and Preparation..... 2
 BMGT 231, Legal Issues in Business 3
 OECS 105, Intro to Microcomputer Technology or
 CS 110, Computer Literacy 3
 OECS 215, Spreadsheet Applications 3

Technical Requirements 21
 HOST 201, Intro to the Hospitality Industry..... 3
 HOST 203, Food & Beverage Operations 3
 HOST 207, Customer Services for Hospitality 3
 HOST 208, Hospitality Supervision 3
 HOST 209, Managerial Accounting for Hospitality..... 3
 HOST 219, Safety, Security & Sanitation..... 3
 HOST 221, Cooperative Experience I 3

Electives..... 15
Select 5 classes from one or both tracks, below.

Lodging & Tourism

HOST 202, Front Office Operations 3
 HOST 204, Promotion of Hospitality Services..... 3
 HOST 205, Housekeeping, Maintenance & Security 3
 HOST 206, Travel & Tourism Operations..... 3
 HOST 216, Event, Conference/Convention Operations 3
 HOST 220, Experiential Travel 3
 HOST 223, Travel Agency Principles..... 3
 HOST 224, Travel Agency Booking & Operations 3
 HOST 230, Wedding Events Management 3

Food & Beverage

CHEF 211, Food Production Management I 3
 CHEF 212, Food Production Management II..... 3
 CHEF 213, Bakery Management I..... 3
 CHEF 214, Bakery Management II 3
 HOST 210, Banquet Operations 3
 HOST 218, Advanced Baking Techniques 3

TOTAL CREDITS 72

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
HOST 201	3	HOST 203	3
OECS 105 or CS 110	3	OECS 215	3
COLL 101	3	BOT 106 or MATH 120	3
ENGL 111G	4	BOT 209, ENGL 203G or ENGL 218G	3
Elective	3	BMGT 231	3
		Elective	3
	16		18
		Summer	Cr.
		COMM 265G	3
		ECON 251G or 252G	3
			6

2nd year

Fall	Cr.	Spring	Cr.
HOST 207	3	HOST 209	3
HOST 208	3	HOST 221	3
HOST 219	3	BMGT 201	2
BOT 120	3	PSY 201G or SOC 101G	3
Elective	3	Elective	3
		Elective	3
	15		17

Heating, Air Conditioning, and Refrigeration

The **Heating, Air Conditioning, and Refrigeration (HACR)** program prepares students for entry-level positions in the HACR industry. Every new home, hospital, institutional building, shopping mall, and office complex requires trained and certified technicians to install and maintain HACR systems. New Mexico's climate creates an additional demand for technicians skilled in both heating and cooling technology. Among the program offerings is an EPA certification short course needed by all persons who work with refrigerants.

Graduation Requirements

Certificate in Heating, Air Conditioning, and Refrigeration: WorkKeys® scores of level 4 in Reading for Information, level 5 in Locating Information, and level 5 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Heating, Air Conditioning, and Refrigeration: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate

Core Curriculum Requirements	27
HVAC 101, Fundamentals of Refrigeration	4
HVAC 102, Fundamentals of Electricity	4
HVAC 103, Electrical & Mechanical Controls I.....	4
HVAC 104, Domestic Refrigeration.....	4
HVAC 207, Residential Air Conditioning Systems	4
HVAC 209, Residential Heating Systems	4
BCT 104, Woodworking Skills I.....	3
TOTAL CREDITS	27

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
HVAC 101	4	HVAC 103	4
HVAC 102	4	HVAC 104	4
	8		8

2nd year

Fall	Cr.	Spring	Cr.
HVAC 207	4	BCT 104	3
HVAC 209	4		
	8		3

Associate of Applied Science in Heating, Air Conditioning and Refrigeration

Branch Course Requirement	3
COLL 101, College/Life Success	3
Common Core & Related Requirements	16
ENGL 111G, Rhetoric & Composition.....	4
ENGL 218G, Tech & Scientific Communication	3
BCIS 110, Intro to Computerized Info Systems.....	3
COMM 253G, Public Speaking or COMM 265G, Principles of Human Communication.....	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3

Technical Requirements	42
BCT 104, Woodworking Skills I.....	3
HVAC 101, Fundamentals of Refrigeration	4
HVAC 102, Fundamentals of Electricity	4
HVAC 103, Electrical & Mechanical Controls I.....	4
HVAC 104, Domestic Refrigeration.....	4
HVAC 118, Technical Math for HACR Technicians	3
HVAC 205, Commercial Refrigeration Systems	4
HVAC 207, Residential Air Conditioning Systems	4
HVAC 209, Residential Heating Systems	4
HVAC 210, Commercial AC & Heating Systems.....	4
HVAC 291, Field Experience	4

Approved Electives	8
<i>Complete 2 classes in consultation with an advisor. HVAC 220, Intro to Sheet Metal Fabrication is recommended as one of the two courses.</i>	

TOTAL CREDITS	69
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Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
HVAC 101	4	HVAC 103	4
HVAC 102	4	HVAC 104	4
COLL 101	3	BCT 104	3
ENGL 111G	4	ENGL 218G	3
		Elective	4
	15		18

2nd year

Fall	Cr.	Spring	Cr.
HVAC 118	3	HVAC 207	4
HVAC 205	4	HVAC 209	4
HVAC 210	4	HVAC 291	4
Approved elective	4	BCIS 110	3
COMM 253G or 265G	3		
PSY 201G or SOC 101G	3		
	21		15

Health Information Technology

Health Information Technology is the comprehensive management of health information across computerized systems and its secure exchange between health care consumers and providers. The curriculum emphasizes medical billing and coding, anatomy and physiology, medical billing, records management, and pharmacology. Associate degree students must complete a cooperative experience. Because this is done in a healthcare setting, students may be required to pass a security background check.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Health Information Technology

All courses must be completed with a C or higher

Core Curriculum Requirements	14
ENGL 111G, Rhetoric & Composition.....	4
COMM 265G, Principles of Human Communication	3
MATH 120, Intermediate Algebra	3
Related Requirements	15
BOT 110, Records Managements	3
BOT 239, Personal Development.....	3
CS 110, Computer Literacy	3
HIT/NURS 150, Medical Terminology	3
HIT/NURS 158, Advanced Medical Terminology	3
Program Requirements	13
AHS 140, Essentials of Anatomy & Physiology	4
AHS 202, Legal and Ethical Issues in Health Care	3
BOT/HIT 203, Medical Office Procedures	3
BOT/HIT 228, Medical Insurance Billing.....	3
TOTAL CREDITS	38

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
BOT 110	3	AHS 202	3
HIT/NURS 150	3	HIT/NURS 158	3
BOT/HIT 208	3	CS 110	3
AHS 140	4	HIT 228	3
BOT 239	3	MATH 120	3
	16		15
		Summer	Cr.
		ENGL 111G	4
		COMM 265G	3
			7

Associate of Applied Science in Health Information Technology

All courses must be completed with a C or higher

Common Core & Related Requirements	13
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Business & Prof. Communication	3

COMM 265G, Principles of Human Communication	3
MATH 120, Intermediate Algebra	3

Related Requirements	21
BOT 110, Records Management	3
BOT 239, Personal Development.....	3
CS 110, Computer Literacy	3
HIT/NURS 150, Medical Terminology	3
HIT/NURS 158, Advanced Medical Terminology	3
MGT 201, Introduction to Management	3
STAT 251G, Statistics for Business & Behavioral Sciences.....	3

Technical Requirements	37
AHS 140, Essentials of Anatomy & Physiology	4
AHS 202, Legal and Ethical Issues in Health Care	3
BOT/HIT 208, Medical Office Procedures	3
BOT/HIT 228, Medical Insurance Billing.....	3
HIT 120, Health Information Intro to Pharmacology.....	3
HIT 140, Health Information Intro to Pathophysiology	3
HIT 221, Cooperative Experience I	3
HIT 222, Cooperative Experience II.....	3
HIT 240, Health Information Quality Management	3
HIT 248, Medical Coding I	3
HIT 258, Medical Coding II.....	3
HIT 268, Health Information Systems.....	3

TOTAL CREDITS

71

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
BOT 110	3	MGT 201	3
HIT/NURS 150	3	HIT/NURS 158	3
BOT/HIT 208	3	AHS 202	3
AHS 140	4	ENGL 111G	4
BOT 239	3	HIT 228	3
	16		16
		Summer	Cr.
		STAT 251G	3
		C S 110	3
			6

2nd year

Fall	Cr.	Spring	Cr.
HIT 140	3	HIT 240	3
HIT 248	3	HIT 258	3
HIT 268	3	MATH 120	3
HIT 120	3	COMM 265G	3
ENGL 203G	3	HIT 221	3
	15		15

Heritage Interpretation

The **Heritage Interpretation** program at NMSU Carlsbad emphasizes New Mexico’s rich history, natural setting, and unique cultural blend. Students will study a variety of subjects that will broaden their knowledge of the Southwest’s heritage and improve their ability to communicate with a diverse public. Two program options are available – the certificate in Heritage Interpretation and the Associate of Arts Degree in Heritage Interpretation.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Heritage Interpretation

Core Curriculum Requirements 14

Area I: English and Communication 7
 ENGL 111G, Rhetoric & Composition..... 4
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3

Area II: Mathematics 3
 Complete 1 “G” course from MATH or STAT

Area III: Laboratory Science 4
 Complete 1 Science “G” course with a lab from ASTR, BIOL, CHEM, ES, GEOG (must be GEOG 111G if selected), GEOL, or PHYS

Department of History Requirements..... 15
 ANTH 118, Historic Preservation 3
 ANTH 201G, Introduction to Anthropology..... 3
 HIST 101G, Roots of Modern Europe or
 HIST 102G, Modern Europe 3
 HIST 201G, Intro to Early American History or
 HIST 202G, Intro to Recent American History..... 3
 HIST 261, New Mexico History..... 3

Electives..... 4
Choose from ANTH, GOVT, HIST, MATH or SPAN

TOTAL CREDITS 33

Roadmap

Additional classes may be needed based on placement test results and/ or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ANTH 201G	3	ANTH 118	3
ENGL 111G	4	COMM 253G or 265G	3
HIST 101G or 102G	3	HIST 201G or 202G	3
HIST 261	3	Area II	3
Elective	4	Area III	4
	17		16

Associate of Arts in Heritage Interpretation

Branch Course Requirement 3
 COLL 101, College & Life Success..... 3
General Education Requirements 36

Area I: English and Communication 10
 ENGL 111G, Rhetoric & Composition..... 4
 ENGL 203G, Business & Prof. Communication or
 ENGL 211G, Writing in the Hum/Soc. Sci. or
 ENGL 218G, Tech. & Scientific Communication..... 3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3

Area II: Mathematics 3
 Complete 1 “G” course from MATH or STAT

Area III: Laboratory Science 8
 Complete 2 Science “G” courses with a lab from ASTR, BIOL, CHEM, ES, GEOG (must be GEOG 111G), GEOL, or PHYS

Area IV & V: Social/Behav. Sci. & Hum/Fine Arts..... 15
 Complete 2-3 Social/Behavioral Science “G” courses from ANTH CJ, CEP, ECON, GEOG (must be GEOG 112G or 120G if selected), GOVT, PHLS, LING, PSY, SOC, or SWK

Complete 2-3 Humanities/Fine Arts “G” courses from ART, ENGL, HIST, MUS, or THTR

Department of History Requirements..... 24
 ANTH 118, Historic Preservation 3
 ANTH 201G, Introduction to Anthropology..... 3
 HIST 101G, Roots of Modern Europe..... 3
 HIST 102G, Modern Europe..... 3
 HIST 201G, Early American History 3
 HIST 202G, Recent American History 3
 HIST 261, New Mexico History..... 3
 HIST 269, Internship in Heritage Interpretation..... 3

Electives..... 5
Choose from ANTH, GOVT, HIST, MATH or SPAN

TOTAL CREDITS 68

Roadmap

Additional classes may be needed based on placement test results and/ or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
HIST 101G	3	HIST 201G	3
ANTH 201G	3	ANTH 118	3
COLL 101	3	Area II	3
ENGL 111G	4	ENGL 203G, 211G or 218G	3
Area III	4	Area V	3
		Elective	3
	17		18

2nd year

Fall	Cr.	Spring	Cr.
HIST 201G	3	HIST 202G	3

HIST 261	3	HIST 269	3
COMM 253G or 265G	3	Elective	3
Area III	4	Elective	3

Elective	3	Elective	5
	16		17

Industrial Maintenance Technician

The **Industrial Maintenance Technician** program prepares students with the education and experience necessary to begin employment within the Potash mining industry. Students receive training on state-of-the-art equipment which simulates the actual work performed both above and below ground potash mines. Additional exposure to the industry is provided through field experiences. Specializations offered within the curriculum include electrical and mechanical options.

Graduation Requirements

Certificate in Industrial Maintenance Technician: WorkKeys® scores of level 3 in Reading for Information, level 4 in Locating Information, and level 3 in Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Industrial Maintenance Technician: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Industrial Maintenance Technician

Core Curriculum Requirements	24
INMT 133, Process Technology & Systems.....	4
INMT 134, Maintenance Principles.....	4
INMT 165, Equipment Processes.....	4
MAT 110, Machine Operations & Safety.....	3
MAT 145, Electromechanical Systems for non-majors	4
OETS 100, Industrial Safety	2
OETS 118, Mathematics for Technicians.....	3
Program Option (choose one)	30
<u>Electrical</u>	30
INMT 223, Electrical Repairs	4
INMT 205, Programmable Logic Controllers & Applications.....	2
MAT 130, Applied Industrial Electricity I.....	4
MAT 135, Applied Industrial Electricity II	4
MAT 234, Industrial Electricity Maintenance	3
OEET 110, Basic Electricity & Electronics	4
OEET 120, Basic Motor Controls	5
OEET 205, National Electric Code.....	3
OEET 295, Special Topics: Independent Project	1
<u>Mechanical</u>	30
INMT 235, Mechanical Drives I	4
INMT 236, Lubrication Processes	3
INMT 237, Hydraulics I	2
INMT 261, Pump Operations I.....	4
INMT 262, Piping Systems	2
INMT 263, Mechanical Drives II.....	4
INMT 264, Rigging.....	2
INMT 265, Hydraulics II.....	2
INMT 267, Pump Operations II.....	2
MAT 265, Sp. Topics in Automation & Manuf.: Ind. Project.....	2
WELD 105, Introduction to Welding	3
TOTAL CREDITS	54

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
INMT 133	4	INMT 134	4
OETS 100	2	INMT 165	4
OETS 118	3	MAT 145	4
MAT 110	3		
	12		12

2nd year

Electrical

Fall	Cr.	Spring	Cr.
INMT 223	4	INMT 205	2
MAT 130	4	MAT 135	4
MAT 234	3	OEET 120	5
OEET 110	4	OEET 205	3
		OEET 295	1
	15		15

Mechanical

Fall	Cr.	Spring	Cr.
INMT 235	4	INMT 233	4
INMT 236	3	INMT 234	2
INMT 237	2	INMT 235	2
INMT 261	4	INMT 237	2
INMT 262	2	MAT 265	2
		WELD 105	3
	15		15

Associate of Applied Science in Industrial Maintenance Technician

Branch Requirement	3
COLL 101, College/Life Success	3

General Education Requirements	10
ENGL 111G, Rhetoric & Composition.....	4
COMM 253, Public Speaking or COMM 265G, Principles of Human Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology	3

Core Curriculum Requirements	24
INMT 133, Process Technology & Systems.....	4
INMT 134, Maintenance Principles.....	4
INMT 165, Equipment Processes.....	4
MAT 110, Machine Operations & Safety.....	3
MAT 145, Electromechanical Systems for non-majors	4
OETS 100, Industrial Safety	2
OETS 118, Mathematics for Technicians.....	3

Program Option (choose one)	30
<u>Electrical</u>	30
INMT 223, Electrical Repairs	4
INMT 205, Programmable Logic Controllers & Appl.	2
MAT 130, Applied Industrial Electricity I.....	4

MAT 135, Applied Industrial Electricity II	4
MAT 234, Industrial Electricity Maintenance	3
OEEET 110, Basic Electricity & Electronics	4
OEEET 120, Basic Motor Controls	5
OEEET 205, National Electric Code.....	3
OEEET 295, Special Topics: Independent Project	1
Mechanical.....	30
INMT 235, Mechanical Drives I	4
INMT 236, Lubrication Processes	3
INMT 237, Hydraulics I	2
INMT 261, Pump Operations I.....	4
INMT 262, Piping Systems	2
INMT 263, Mechanical Drives II.....	4
INMT 264, Rigging.....	2
INMT 265, Hydraulics II.....	2
INMT 267, Pump Operations II.....	2
MAT 265, Sp. Topics in Automation & Manuf.: Ind. Project.....	2
WELD 105, Introduction to Welding	3
TOTAL CREDITS	64

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
INMT 133	4	INMT 134	4
OETS 100	2	INMT 165	4
OETS 118	3	MAT 145	4
MAT 110	3	ENGL 111G	4
COMM 253G or 265G	3		
	15		16

2nd year

Electrical

Fall	Cr.	Spring	Cr.
INMT 223	4	INMT 205	2
MAT 130	4	MAT 135	4
MAT 234	3	OEEET 120	5
OEEET 110	4	OEEET 205	3
PSY 201G or SOC 101G	3	OEEET 295	1
	18		15

Mechanical

Fall	Cr.	Spring	Cr.
INMT 235	4	INMT 263	4
INMT 236	3	INMT 264	2
INMT 237	2	INMT 265	2
INMT 261	4	INMT 267	2
INMT 262	2	MAT 265	2
PSY 201G or SOC 101G	3	WELD 105	3
	18		15

Manufacturing Technology

The **Manufacturing Technology** program prepares students for entry-level technician positions in the construction, mining, and manufacturing industries.

The program contains two options sharing a common core curriculum. The Electronic Assembly option stresses computer, drafting, electrical, and mechanical skills, while the Manufacturing Processes option stresses application of those skills to computer-aided drafting (CAD), computer-aided manufacturing (CAM), and computer numerically controlled (CNC) machining systems. Training is conducted in a conventional machining laboratory, a state-of-the-art CAM and robotics laboratory, and modern CAD labs. Experienced manufacturing professionals provide the highest quality instruction in a “hands on” environment.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Applied Science in Manufacturing Technology

Branch Requirement 3
 COLL 101, College/Life Success3

Common Core & Related Requirements19
 COMM 265G, Principles of Human Communication or
 COMM 253G, Public Speaking.....3
 ENGL 111G, Rhetoric & Composition.....4
 ENGL 218G, Technical & Scientific Communication.....3
 MATH 121G, College Algebra.....3
 MATH 175, Trigonometry.....3
 PSY 201G, Introduction to Psychology or
 SOC 101G, Introductory Sociology3

Technical Requirements24
 BUSA 111, Business in a Global Society or
 ACCT 222, Managerial Accounting.....3
 ET 106, Drafting Concepts/Computer Fundamentals I.....4
 ET 107, Intro to Materials Management.....3
 ET 120, Computation & Presentation Software.....2
 ET 183, Applied DC Circuits.....3
 ET 183L, Applied DC Circuits lab.....1
 ET 184, Applied AC Circuits.....3
 ET 184L, Applied Ac Circuits lab.....1
 ET 216, Drafting Concepts/Computer Fundamentals II4

Program Options (Choose one).....24

Electronics Assembly

ET 182, Digital Logic.....3
 ET 202, Introduction to Instrumentation.....3
 ET 204, Quality Assurance & Metrology Lab.....3
 ET 246, Electronic Devices I.....4
 ET 200, Special Topics3
 ET 272, Electronic Devices II.....4
 ET 282, Digital Electronics.....4

Manufacturing Processes

ET 116, Industrial Processes.....2
 ET 117, Introduction to Materials2
 ET 204, Quality Assurance & Metrology Lab.....3
 ET 217, Manufacturing Processes.....2
 ET 217L, Manufacturing Processes lab.....1
 ET 224, Project Planning, Implementation & Control.....4
 ET 234, Shop Floor Control Systems.....4
 ET 200, Special Topics3
 Approved Elective3

TOTAL CREDITS 70-71

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ET 106	4	ET 204	3
ET 120	2	ET 216	4
ET 183 & 183L	4	ET 184 & 184L	4
COLL 101	3	MATH 121G	3
ENGL 111G	4	ENGL 218G	3
	17		17
Summer			Cr.
COMM 253G or 265G			3
			3

2nd year

Electrics Assembly

Fall	Cr.	Spring	Cr.
ET 107	3	ET 202	3
ET 246	4	ET 272	4
ET 200	3	ET 282	4
ET 182	3	BUSA 111 or ACCT 222	3
MATH 175	3	PSY 201G or SOC 101G	3
	16		17

Manufacturing Processes

Fall	Cr.	Spring	Cr.
ET 107	3	ET 117	2
ET 116	2	ET 224	4
ET 200	3	ET 234	4
ET 217 & 217L	4	BUSA 111 or ACCT 222	3
MATH 175	3	PSY 201G or SOC 101G	3
Elective	3		
	18		16

Nursing

The nursing curriculum of NMSU Carlsbad prepares students for beginning nursing practice in a variety of health care settings. The program is approved by the State Board of Nursing, and the Associate Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). Questions regarding accreditation should be directed to ACEN at (800) 669-1656 or (212) 363-5555; 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Upon completion of the **Certificate for Practical Nursing**, graduates are eligible to write the National Council Licensure Exam (NCLEX-RN) which leads to licensure as a Practical Nurse. Upon completion of the **Associate Degree in Nursing**, graduates are eligible to write the National Council Licensure Exam that leads to licensure as a Registered Nurse.

Please note that certain felonious convictions may prohibit graduates from writing the NCLEX-RN in New Mexico. Students considering application to the nursing program who have any prior felony convictions should contact the appropriate Board of Nursing through which they intend to seek licensure prior to making application to this program. Graduates licensed as registered nurses in New Mexico do not meet licensure requirements in North Dakota.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Program Entrance Requirements

- BIOL 225, Human Anatomy & Physiology I
- CHEM 110G, Principles & Applications of Chemistry or one semester of high school chemistry with a C or higher. Chemistry should be taken within 5 years of application to the nursing program for student success.
- COLL 101, College & Life Success
- NA 101, Nursing Assistant Theory & Lab
- Completion of developmental studies English, math and reading as indicated by the student's placement test results if needed
- Cumulative GPA of 2.75 or higher in courses applicable to the nursing curriculum
- HESI A2 composite score of 75% and 75% in each subject area: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, Chemistry, Biology, and Anatomy & Physiology
- Submission of a program application packet by **May 15**. Packets are available in the Nursing Administration Office in the Allied Health Building and online at carlsbad.nmsu.edu. Applications include a mandatory criminal background check.
- All students selected for admission to the nursing program must attend a mandatory orientation.

Students who have completed one year of anatomy with a C or higher at a New Mexico high school with an articulation agreement with NMSU may meet entrance requirements and should seek advisement from the nursing program. Science courses repeated more than twice will not be considered for admission requirements. Courses from other nursing programs are evaluated by the Nursing Program Director; call (575) 234-9300 to inquire. Evaluation of non-nursing credits are processed by the registrar's office at NMSU Las Cruces.

Curriculum Notes

- All courses that are part of the nursing curriculum must be completed with a C or higher.
- Students must be formally accepted into the nursing program to enroll in courses listed under "Nursing Program Requirements."
- CHEM 110G may not be used to fulfill elective credit. Note that CHEM 110G is required for the BSN degree at NMSU Las Cruces.
- BIOL 226, CEP 110G, ENGL 111G, PSY 201G, and SOC 101G must be completed by the second year of nursing.
- Students must also complete some work in the Learning Assistance Center (LAC) prior to beginning the nursing program. Visit with a nursing faculty advisor for more information.
- NURS 210 is not required for the LPN option. However, if this course is not taken and the student decides not to exit at the LPN level and wants to continue in the associate degree, the student must take NURS 210 (offered only in the spring) before progressing to the second year of nursing.
- Some out of state travel is required for certain clinical experiences.

Certificate in Practical Nursing

Core Curriculum Requirements	18
BIOL 225, Human Anatomy & Physiology I.....	4
BIOL 226, Human Anatomy & Physiology II.....	4
CEP 110G, Human Growth & Behavior.....	3
ENGL 111G, Rhetoric & Composition.....	4
PSY 201G, Introduction to Psychology.....	3

Nursing Program Requirements	23
NURS 146, Common Health Deviations/Lab.....	6
NURS 153, Medication and Dosage Calculation.....	1
NURS 154, Physical Assessment.....	2
NURS 156, Basic Nursing Theory and Practice/Lab	6
NURS 157, Maternal/Child Health Deviations/Lab.....	8

TOTAL CREDITS **41**

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Note: BIOL 225 and NA 101 must be completed prior to entering the nursing program.

Fall	Cr.	Spring	Cr.
NURS 153	1	NURS 157	8
NURS 154	2	CEP 110G	3
NURS 156	6	ENGL 111G	4
BIOL 226	4	(NURS 210 if continuing	(1)
PSY 201G	3	with Assoc. in Nursing)	
	16		15
		Summer	Cr.
		NURS 146	6
			6

Associate Degree in Nursing

Branch Requirement	3
COLL 101, College/Life Success	3
Common Core & Related Requirements	25
<u>English & Social Sciences</u>	<u>13</u>
ENGL 111G, Rhetoric & Composition.....	4
CEP 110G, Human Growth & Behavior.....	3
SOC 101G, Introductory Sociology.....	3
PSY 201G, Introduction to Psychology	3
<u>Biology with lab.....</u>	<u>12</u>
BIOL 221/L, Microbiology w/lab	4
BIOL 225, Human Anatomy & Physiology I.....	4
BIOL 226, Human Anatomy & Physiology II	4
Nursing Program Requirements	40
<u>Freshman Year Courses</u>	<u>18</u>
NURS 153, Medication & Dosage Calculation	1
NURS 154, Physical Assessment.....	2
NURS 156, Basic Nursing Theory/Lab	6
NURS 157, Maternal/Child Health Deviations/Lab	8
NURS 210, Pharm Req-Childbearing Family	1
<u>Sophomore Nursing Courses</u>	<u>22</u>
NURS 211, Pharm Req-Simple Health Deviations	1
NURS 246, Health Deviations I/Lab.....	7
NURS 258, Psychosocial Reqs: A Deficit Approach	3
NURS 212, Pharm Req-Complex Hlth Deviations.....	1
NURS 256, Health Deviations II/Lab	8
NURS 260, Mgmnt of Patients w/Hlth Deviations/Lab.....	2
Electives.....	2
TOTAL CREDITS	70

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Note: BIOL 225 and NA 101 must be completed prior to entering the nursing program.

Fall	Cr.	Spring	Cr.
NURS 153	1	NURS 157	8
NURS 154	2	NURS 210	1
NURS 156	6	C EP 110G	3
BIOL 226	4	ENGL 111G	4
PSY 201G	3	SOC 101G	3
	16		19

2nd year

Fall	Cr.	Spring	Cr.
NURS 211	1	NURS 212	1
NURS 246	7	NURS 256	8
NURS 258	3	NURS 260	2
BIOL 221 & lab	4	Elective	2
	15		13

Essential Eligibility Requirements

The following essential requirements and examples of necessary activities (not all inclusive) should be used to assist each applicant in determining whether accommodations or modifications are necessary.

Essential Function	Example of Necessary Activities
Critical thinking abilities sufficient for clinical judgment.	Identify cause/effect relationships in clinical situation; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/families and colleagues.
Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients' rooms, work spaces, and treatment areas, and administer cardio-pulmonary procedures.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.
Ability to operate under stressful situations.	Perform within a crisis situation providing care to meet physical, emotional, or psychosocial needs of the patient/client.

ADA Guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modification to rules, policies, or practices, and with the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in the programs or activities provided by a public entity **and** who can perform the "essential functions" of the position. Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the appropriate program chair as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician.

Pre-Business

The **Associate Degree in Pre-Business** is a generalized two-year curriculum that provides students with the necessary general education and lower division courses that constitute a solid base for a bachelor's degree in one of the many areas of business concentration. These areas include accounting, finance, management, marketing, international business, and economics.

The program also provides entry level management skills for those students who decide to pursue employment rather than furthering their education, and fulfills the requirements needed before a major field may be declared in the College of Business Administration and Economics on the NMSU Las Cruces campus.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Pre-Business Degree

Branch Requirement 3
 COLL 101, College/Life Success 3

General Education Common Core 36

Area I: English & Communications.....10
Must be completed with a C- or higher.

ENGL 111G, Rhetoric & Composition.....4
 ENGL 203G, Bus/Professional Communication3
 COMM 253G, Public Speaking or
 COMM 265G, Principles of Human Communication.....3

Area II: Mathematics 3
 Complete 1 "G" course from MATH or STAT

Area III: Laboratory Science 8
 Complete 2 Science "G" courses with a lab from ASTR, BIOL, CHEM, ES, GEOG (must be GEOG 111G), GEOL, or PHYS

Area IV & V: Social/Behav. Sci. & Hum/Fine Arts..... 15
PSY 201G is strongly recommended.

Complete 2-3 Social/Behavioral Science "G" courses from ANTH CJ, CEP, ECON, GEOG (must be GEOG 112G or 120G), GOVT, PHLS, LING, PSY, SOC, or SWK

Complete 2-3 Humanities/Fine Arts "G" courses from ART, ENGL, HIST, MUS, or THTR

College of Business Math Requirements12
Students who place out of MATH 120 must complete 3 additional credits of electives outside the College of Business. MATH 120, MATH 121G, and STAT 251G must be completed with a C- or higher.

MATH 120, Intermediate Algebra3
 MATH 121G, College Algebra3
 MATH 142G, Calculus for Business/Management3
 STAT 251G, Statistics for Business/Behavioral Sciences3

Business Core, Lower Division 18
Must complete with a C- or higher.

ACCT 221, Financial Accounting3
 ACCT 222, Management Accounting3
 BCIS 110, Intro to Computerized Info Systems or
 C S 110, Computer Literacy..... 3
 BUSA 111, Business in a Global Society.....3
 ECON 251G, Principles of Macroeconomics3
 ECON 252G, Principles of Microeconomics 3

Electives.....6

TOTAL CREDITS 66

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
COLL 101	3	BUSA 111	3
ENGL 111G	4	ENGL 203G	3
BCIS/CS 110	3	Area III	4
MATH 120 or higher	3	MATH 121G	3
Area V	3	Area V	3
	16		16

2nd year

Fall	Cr.	Spring	Cr.
ACCT 221	3	ACCT 222	3
ECON 251G	3	ECON 252G	3
COMM 253G or 265G	3	STAT 251G	3
MATH 142G	3	Area III	4
Area IV/V	3	Area IV/V	3
Elective	3		
	18		16

Science

The **Associate of Science degree** is designed for the student interested in completing a Bachelor's of Science degree with a variety of majors and minors. This degree differs from the Associate of Arts degree in the heavy concentration of math and science course required of most Bachelor of Science degrees.

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

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate of Science Degree

Branch Requirement 3
 COLL 101, College Life/Success 3

Common Core Requirements.....36

Area I: English & Communication10
 ENGL 111G, Rhetoric & Composition.....4
 ENGL 203G, Business/Profess Communication or
 ENGL 211G, Writing in Humanities/Social Sciences or
 ENGL 218G, Technical/Profess. Communications.....3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication.....3

Area II: Mathematics3
 Complete 1 "G" course from MATH (excluding MATH 121G) or STAT

Area III: Laboratory Sciences8
 Complete 2 Science "G" courses with a lab from ASTR, BIOL, CHEM, ES, GEOG (must be GEOG 111G if selected), GEOL, or PHYS

Area IV/V: Social/Behav. Sci. and Hum/Fine Arts..... 15
 Complete 2-3 Social/Behavioral courses from:
 ANTH 120G, Human Ancestors or
 ANTH 125G, Introduction to World Cultures or
 ANTH 201G, Introduction to Anthropology.....3
 ECON 251G, Macroeconomics or
 ECON 252G, Microeconomics3
 GOVT 100G, American National Government or
 GOVT 110G, Introduction to Political Science or
 GOVT 150G, American Political Issues or
 GOVT 160G, International Political Issues.....3
 PSY 201G, Introduction to Psychology3
 SOC 101G, Introductory Sociology or
 SOC 201G, Contemporary Social Problems.....3

Complete 2-3 Humanities/Fine Arts "G" courses from:
 ART 101G, Orientation in Art3
 ENGL 244G, Literature and Culture3
 HIST 101G, Roots of Modern Europe or
 HIST 102G, Modern Europe or
 HIST 201G, Intro to Early American History or
 HIST 202G, Intro to Recent American History.....3
 MUS 101G, Music Appreciation3
 THTR 101G, The World of Theatre3

Core Curriculum Requirements12-13

Students who place above MATH 121G must take an additional 3 credits of higher-level MATH or science electives.

C S 110, Computer Literacy3
 MATH 120, Intermediate Algebra.....3
 MATH 121G, College Algebra.....3
 CHIN 111, Beginning Chinese or
 SPAN 111, Elementary Spanish I or
 SPAN 112, Elementary Spanish II or
 SPAN 211, Intermediate Spanish I or
 SPAN 212, Intermediate Spanish II..... 3-4

Electives to bring total credits to 6614-15

Choose science or math courses from ASTR, BCIS, BIOL, CS, CHEM, ES, ET, ENGR, GEOG (must be GEOG 111G if selected), GEOL, MATH, PHYS, or STAT

TOTAL CREDITS 66

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
CS 110	3	Area IV/V	3
COLL 101	3	Elective	3
ENGL 111G	4	ENGL 203G/211G/ 218G	3
MATH 120	3	MATH 121G	3
Area III	4	Area III	4
	17		16

2nd year

Fall	Cr.	Spring	Cr.
COMM 253G/265G	3	Area IV/V	3
Area II	3	Area IV/V	3
Area IV/V	3	Area IV/V	3
Elective	4	CHIN or SPAN	3
Elective	4	Elective	4
	17		16

Security Guard Level One

The **Security Guard Level One Certificate** is designed to prepare students for entry-level employment as a security guard in office buildings, department stores, small businesses, colleges and universities. Graduates will be able to demonstrate mastery of state requirements for the minimum level of security entry, know and understand their role in security operations, administer basic first aid and CPR, and function effectively on teams.

Graduation Requirements

WorkKeys® scores of level 3 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Security Guard Level One Certificate

Technical Requirements	15
OEPS 104, Role of Security Guard.....	3
OEPS 105, Interview Skills, Evidence, Assets	3
OEPS 106, Chain of Command	3
OEPS 107, Courtroom Ethics and Demeanor	3
OEPS 108, CPR First Aid	3
TOTAL CREDITS	15

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
OEPS 104	3	OEPS 106	3
OEPS 105	3	OEPS 107	3
OEPS 108	3		
	9		6

Social Services

The **Associate Degree in Social Services** is designed to prepare students for careers in social service or community health agencies as paraprofessionals. In addition, because of the large general education component the degree also prepares the student for successful transition into a variety of baccalaureate degree majors including a Bachelor of Social Work (BSW) at NMSU Las Cruces. Note: Students interested in the BSW must have a minimum cumulative GPA of 2.5.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate Degree in Social Services

Branch Course Requirement3
 COLL 101, College & Life Success..... 3

General Education Requirements 36

Area I: English and Communication10
 ENGL 111G, Rhetoric & Composition.....4
 ENGL 203G, Business & Prof. Communication or
 ENGL 211G, Writing in the Hum/Soc. Sci. or
 ENGL 218G, Tech. & Scientific Communication..... 3
 COMM 253G, Public Speaking or
 COMM 265G, Princ. of Human Communication 3

Area II: Mathematics3
 Complete 1 "G" course from MATH or STAT

Area III: Laboratory Science 8
 Complete 2 "G" courses from ASTR, BIOL, CHEM, ES, GEOG
 (must be GEOG 111G if selected), GEOL, or PHYS

Area IV & V: Social/Behav. Sci. & Hum/Fine Arts.....15
PSY 201G is recommended as it is a pre-requisite for SWK 253.

Complete 2-3 Social/Behavioral Science "G" courses from ANTH
 CJ, CEP, ECON, GEOG (must be GEOG 112G or 120G if se-
 lected), GOVT, PHLS, LING, PSY, SOC, or SWK

Complete 2-3 Humanities/Fine Arts "G" courses from ART,
 ENGL, HIST, MUS, or THTR

Social Service Requirements 15
 PHLS 150G, Personal Health & Wellness 3
 PSY 266, Applied Psychology..... 3
 SWK 221G, Introduction to Social Welfare..... 3
 SWK 253, Case Management..... 3
 STAT 251G, Statistics for Business/Behavioral Sciences..... 3

Foreign Language Requirement3-8
Complete Spanish through the 112 or 212 level based on placement

Electives to bring total credits to 664-9

TOTAL CREDITS 66

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ENGL 111G	4	ENGL 203G, 211G or 218G	3
COLL 101	3	Area II	3
Area III	4	Area III	4
PHLS 150G	3	Area IV/V	3
SWK 221G	3	S WK 253	3
	17		16

*PSY 201G is recommended as it is a pre-req. for SWK 253

2nd year

Fall	Cr.	Spring	Cr.
COMM 253G or 265G	3	Area IV/V	3
Area IV/V	3	Area IV/V	3
STAT 251G	3	Area IV/V	3
Elective	3	PSY 266	3
Elective	3	Spanish*	3-4
Spanish	3-4		
	18-19		15-16

*Take elective if SPAN 112/212 is completed prior to this term

Surgical Technology

The Associate of Applied Science in Surgical Technology teaches students the skills and concepts for performing the duties of a surgical technologist, a healthcare professional who prepares operating rooms, arranges equipment, and assists doctor and nurses during surgeries.

Graduation Requirements

ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Program Entrance Requirements

- Successful completion of developmental studies courses in English, math and reading as indicated by the student's placement test results
- Cumulative GPA of 2.0 or higher in courses applicable to the Surgical Technology curriculum
- HESI A2 composite score of 70% or higher
- Submission of a program application packet by **October 15**. Packets are available in the Allied Health Building.

Note: Science and technology courses may not be taken more than twice with a D or F; this could affect the student's eligibility for acceptance into the program.

Associate of Applied Science in Surgical Technology

All courses must be completed with a C or higher.

Branch Requirement 3
 COLL 101, College/Life Success 3

Common Core & Related Requirements 14
Students who are waived from CHEM 110G must take an additional 4 credits of approved electives.

ENGL 111G, Rhetoric & Composition..... 4
 CHEM 110G, Principles & Applications of Chemistry..... 4
 MATH 120, Intermediate Algebra..... 3
 PSY 201G, Introduction to Psychology or
 SOC 101G, Introductory Sociology 3

Prerequisite Requirements 15
 HIT 150, Introduction to Medical Terminology..... 3
 BIOL 221, Microbiology..... 3
 BIOL 221L, Microbiology Lab..... 1
 BIOL 225, Anatomy & Physiology I 4
 BIOL 226, Anatomy & Physiology II..... 4

Technical Requirements 39

Students must complete all Common Core & Related Requirement as well as Prerequisite Requirements to be accepted into the Surgical Technology program and enroll in SURG courses.

SURG 140, Introduction to Surgical Technology 4
 SURG 145, Fund/Perioperative Concepts & Techniques 5
 SURG 120, Surgical Technology Clinical I 4
 SURG 155, Pharmacology for the Surgical Tech. 3
 SURG 150, Surgical Procedures I 5
 SURG 260, Surgical Technology Clinical II 4
 SURG 160, Surgical Procedures II..... 4
 SURG 265, Surgical Technology Clinical III..... 7
 SURG 230, Professional Readiness..... 3

TOTAL CREDITS 68

Roadmap

Additional classes may be needed based on placement test results and/or course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
ENGL 111G	4	PSY 201G or SOC 101G	3
CHEM 110G or elective	4	MATH 120	3
BIOL 225	4	BIOL 226	4
HIT 150	3		
	15		10

2nd year

Fall	Cr.	Spring	Cr.
BIOL 221+Lab	4	SURG 140	4
		SURG 145	5
		SURG 120	4
		SURG 155	3
	4		16
		Summer	Cr.
		SURG 150	5
		SURG 260	4
			9

3rd year

Fall	Cr.	Spring	Cr.
SURG 160	4	Not applicable	
SURG 265	7		
SURG 230	3		
	14		

Welding Technology

The **Welding Technology** program provides specialized training to prepare students for entry-level positions as welder. All aspects of welding are covered including oxy-acetylene welding and cutting, braze welding, arc welding, gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), and pipe welding.

Graduation Requirements

Certificate in Welding Technology: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

AAS in Welding Technology: ENGL 111G with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Certificate in Welding

Core Curriculum Requirements	30
WELD 100, Structural Welding I.....	6
WELD 105, Introduction to Welding	3
WELD 110, Blueprint Reading (Welding).....	3
WELD 115, Structural Welding II	6
WELD 125, Introduction to Pipe Welding	3
WELD 130, Introduction to GMAW (MIG).....	3
WELD 140, Introduction to GTAW (TIG).....	3
WELD 150, Pipe Welding II.....	3
TOTAL CREDITS	30

Roadmap

Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
WELD 100	6	WELD 115	6
WELD 125	3	WELD 150	3
WELD 130	3	WELD 105	3
	12		12

2nd year

Fall	Cr.	Spring	Cr.
WELD 110	3	Not applicable	
WELD 140	3		
	6		

Associate of Applied Science in Welding

Branch Requirement	3
COLL 101, College/Life Success	3
Common Core Requirements.....	13
ENGL 111G, Rhetoric & Composition.....	4
ENGL 203G, Bus/Professional Communication or ENGL 218G, Technical & Scientific Communication	3
COMM 265G, Principles of Human Communication	3
PSY 201G, Introduction to Psychology or SOC 101G, Introductory Sociology.....	3
Core Curriculum Requirements	48
DRFT 118, Geometry for Drafting	3
WELD 100, Structural Welding I.....	6
WELD 105, Introduction to Welding	3
WELD 110, Blueprint Reading (Welding).....	3
WELD 115, Structural Welding II	6
WELD 125, Introduction to Pipe Welding	3
WELD 126, Industrial Pipe Welding I.....	3
WELD 130, Introduction to GMAW (MIG).....	3
WELD 140, Introduction to GTAW (TIG).....	3
WELD 150, Pipe Welding II.....	3
WELD 151, Industrial Pipe Welding II	3
WELD 170, Welded Fabrication.....	3
WELD 211, Welder Qualification.....	6
Electives.....	2
TOTAL CREDITS	66

Roadmap

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

1st year

Fall	Cr.	Spring	Cr.
WELD 100	6	WELD 115	6
WELD 125	3	WELD 150	3
WELD 130	3	WELD 105	3
WELD 140	3	COLL 101	3
	15		15
		Summer	Cr.
		WELD 170	3
		PSY 201G or SOC 101G	3
			6

2nd year

Fall	Cr.	Spring	Cr.
WELD 110	3	WELD 211	6
WELD 126	3	WELD 151	3
DRFT 118	3	COMM 265G	3
ENGL 111G	4	ENGL 203G OR 218G	3
Elective	2		
	15		15

Course Descriptions

COURSE TITLES

Courses are titled in the following style:
ASTR 110G. Introduction to Astronomy (4 cr.) (3+3P). Course number, 110, indicates the course is a Freshman course. Suffix G indicates a New Mexico Common Course. Credits – The unit of university credit is the semester hour, which is the equivalent of one hour's recitation or a minimum of two hours of practice per week for one semester. The (3+3P) means that the class meets for 150 minutes per week for lecture and also requires 150 minutes per week of "laboratory" (practice, field work, or recitation).

Course Number Designation

100-199 – Freshman courses 200-299 – Sophomore courses. The letter N will be added as a suffix to the course number when the course credits are not applicable to the baccalaureate and specific associate degrees, or certificates.

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. Required. Restricted to: Community Colleges only.

AG E – AGRICULTURAL ECONOMICS

AG E 100. Intro Agricultural Economics and Business (3 cr.)

Orientation to agricultural supply businesses, farm and ranch production, food markets, food processing and distribution, and food consumption. Microeconomic principles for managers.

AG E 210G. Survey of Food & Agricultural Issues (3 cr.)

Survey of food and agricultural issues, including: geography of food production and consumption; human-agricultural-natural resource relations; agriculture in the United States and abroad; modern agribusiness; food safety; food, agriculture, and natural resources policy; ethical questions; role and impact of technology. Same as HNFS 210G.

AG E 236. Agribusiness Management Principles (3 cr.)

Description and application of management and financial principles, market planning, and organization theory in small business situations.

AGRO - AGRONOMY

AGRO 100G. Introductory Plant Science (4 cr.) (3+2P)

Introduction to the physical, biological, and chemical principles underlying plant growth and development in managed ecosystems. In the laboratory portion of the class, students perform experiments demonstrating the principles covered in lecture. The course uses economic plants and agriculturally relevant ecosystems to demonstrate basic principles. Appropriate for non-science majors. Same as HORT 100G.

AGRO 250. Plant Propagation (3 cr.) (2+2P)

Practical methods of propagating horticultural plants by seed, cuttings, layering, grafting, division and tissue culture. Examination of relevant physiological processes involved with successful plant propagation techniques. Crosslisted with HORT 250.

AHS – ALLIED HEALTH SCIENCE

AHS 140. Essentials of Anatomy and Physiology (4 cr.) (3+3P)

Essentials of anatomy and physiology for those considering a career in health as well as those interested in understanding their own body and the basics of health.

AHS 202. Legal and Ethical Issues in Health Care (3 cr.)

Consideration of legal and ethical issues in modern health care delivery.

ANSC - ANIMAL SCIENCE

ANSC 100. Introductory Animal Science (3 cr.)

Orientation and survey of livestock industry in the United States; introduction to feeding, breeding, and management practices for producing farm animals and select companion animals.

ANSC 100L. Intro Animal Science Lab (1 cr.) (2P)

Students will observe and participate in activities related to farm animal management and will include areas of livestock selection, nutrition, reproductive physiology, animal ID and animal health. This lab is required for animal science majors.

Pre/Corequisite(s): ANSC 100.

ANSC 200. Introduction to Meat Animal Production (3 cr.) (2+2P)

Production and utilization of beef cattle, sheep and swine; emphasis on feeding, breeding, management problems and marketing; selection of animals for breeding and market.

ANTH - ANTHROPOLOGY

ANTH 115. Native Peoples of North America (3 cr.)

General survey of the ethnology of selected Native American groups.

ANTH 118. Introduction to Historic Preservation (3 cr.)

Introduction to historic preservation, its history, goals, methods, legal basis, and economic importance. Explores public role in decision-making. Community Colleges only.

ANTH 120G. Human Ancestors (3 cr.)

Evolutionary history of the human species from its origin in the primate order, with primary emphasis on the evolution of humankind during the past three million years. Examination of the social lives of apes and consideration of similarities to and differences from them. Biological foundations of human behavior, emphasizing thought, movement, and interaction.

ANTH 125G. Introduction to World Cultures (3 cr.)

Examine cross-cultural diversity and human universals through the lens of anthropological inquiry. Explore human thought and behavior in contemporary world cultures, covering kinship, economic patterns, power structures, and religious practices and beliefs. The impact of culture's influence on everyday life is emphasized.

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 297. Elementary Special Topics (1-4 cr.)

Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

ART - ART

ART 101G. Orientation in Art (3 cr.) (2+3P)

A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

ART 150. Drawing I (3 cr.) (2+4P)

Introduction to the skill of seeing through exercises that emphasize careful drawing from the still life and utilize a range of drawing materials and techniques. Outside assignments required.

ART 151. Drawing II (3 cr.) (2+4P)

Continued emphasis on drawing from observation by focusing on still life and other subject matter. Covers a range of materials, techniques and concepts. Outside assignments. Prerequisite(s): ART 150. Restricted to ART and CMI majors.

ART 155. 2-D Fundamentals (3 cr.)

Introduction to two-dimensional space emphasizing visual elements and design principles as they apply to composition. A variety of materials are used in the studio projects and sketchbook exercises. Developing knowledge in vocabulary, color theory and skill in translating ideas into design are encouraged. Restricted to Community Colleges campuses only.

ART 157. Color Theory (3 cr.) (2+4P)

Various color theories as they relate to compositional organization. Required for art education majors.

ART 250. Introduction to Drawing (3 cr.) (2+4P)

Introduction to drawing with a focus on technical, structural and methodological skills. 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 260. Introduction to Painting (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 & Appls. (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 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 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. Elec. Analysis/Tune-Up Gas 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 AC 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 145. Shop Management (3 cr.)

Covers principles of shop safety, regulations, layout, and operation management.

AUTO 161. Non-Structural Repair (4 cr.) (2+4P)

This basic auto body course is designed to develop the students understanding of general shop safety using hand tools, pneumatic tools and power tools. This course will also cover straightening fundamentals, plastic and composite repair, panel replacement, and adjustments. Prerequisite(s): AUTO 190.

AUTO 162. Advanced Non-Structural Repair I (4 cr.) (2+4P)

This course will involve the students in all phases of minor non- structural collision damage repairs. It will encompass sheet metal repair, advanced panel replacement and alignment. Prerequisite(s): AUTO 161.

AUTO 163. Advanced Non-Structural Repair II (4 cr.) (2+4P)

This course is a continuation of AUTO 162 with emphasis in all phases of minor non-structural damage repair. The student will be instructed in sheet metal repair and panel alignment as well as the RI of automotive glass and related components. Prerequisite(s): AUTO 162.

AUTO 164. Automotive Industry Collision Repair I (4 cr.) (2+4P)

This advanced course is a continuation of AUTO 161, 162, and 163. This course will incorporate all areas of major non-structural collision damage repair. Through practical application the student will learn how to effectively repair all heavy collision damage using current I-CAR repair standards and procedures. Prerequisite(s): AUTO 163.

AUTO 165. Automotive Industry Collision Repair II (4 cr.) (2+4P)

This advanced course is a continuation of AUTO 164 with emphasis on time efficiency. This course will involve the student in all areas of major collision damage repair. The student will be exposed to all applicable I-CAR industry procedures and standards involved in sheet metal and composite panel repair. Prerequisite(s): AUTO 164.

AUTO 172. Introduction to Automotive Refinishing (4 cr.) (2+4P)

This course is designed to incorporate all aspects of surface preparation, paint safety, refinishing materials, and refinishing fundamentals. Students will receive instructions for the application of acrylic enamel and base coat/clear coat refinishing systems.

AUTO 174. Intermediate Automotive Refinishing (4 cr.) (2+4P)

This course encompasses all areas of surface preparation, damage repair and refinishing

procedures that are necessary for achieving a proper spot repair. Students will also be exposed to safe work habits in the refinishing area and correct automotive detailing procedures. Prerequisite(s): AUTO 172.

AUTO 176. Automotive Color Adjustment & Blend (4 cr.) (2+4P)

This course will help develop the skills needed to match any type of paint. It will expose the student to color theory, color evaluation, color matching, and other color adjustment factors. The student will be instructed in multiple panel paint blending techniques as well. Prerequisite(s): AUTO 174.

AUTO 178. Automotive Overall Refinishing (4 cr.) (2+4P)

This course encompasses all areas of automotive refinishing. This advanced course is a continuation of AUTO 176 with emphasis in achieving industry refinishing times and standards consistent with that of I-CAR. The student will be exposed to surface preparation and refinishing techniques involved with overall coat/clear coat refinishing system. Prerequisite(s): AUTO 176.

AUTO 181. Frame and Structural Repair (4 cr.) (2+4P)

This course will involve the student in all areas of frame and structural damage repairs. Through theory and practical application, the student will learn how to diagnose and repair various types of damage include: mash, twist, sag, and side sway. This course will expose the students to safe work habits while using measuring and straightening equipment. Prerequisite(s): AUTO 165.

AUTO 182. Structural Panel Replacement (4 cr.) (2+4P)

This course is a continuation of AUTO 181 with infancies in structural panel replacement. The student will be exposed to frame and unibody measuring equipment and their proper use in sectioning procedures. Through theory and practical application the student will learn how to ID structural components, properly separate spot welds, position and weld new body panels in place. Prerequisite(s): AUTO 181.

AUTO 190. Sheet Metal Welding (3 cr.) (2+2P)

This course is designed to introduce students to MIG welding procedures, set up and terminology used in sheet metal welding. The students will be exposed to all areas of MIG, oxy oxcetalean, and plasma torch industry safety. This course will provide the students with the basic knowledge and hands on experience to successfully demonstrate proper sheet metal welds in a variety of joints and welding positions.

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.

AXED – AGRICULTURAL AND EXTENSION EDUCATION

AXED 105. Tech. in Agricultural Mechanization (3 cr.) (2+2P)

Development of competencies in agricultural mechanics including safety, tool identification, operation and maintenance of hand and power tools, cold metal, drafting, and plumbing procedures. Designed for any major wishing to improve mechanical skills needed in agriculturally related occupations in education and industry.

AXED 201G. Eff. Ldrship/Comm. in Agricultural Org. (3 cr.) (2+2P)

Theory and practice in leadership and communication for professionals who must work effectively in leadership and supervisory roles with people in agricultural business, industry, government agencies, and education. Course focuses on contemporary leadership theories. Oral communication skills in informative and persuasive speaking, parliamentary procedure, and for small groups are developed.

BCIS - BUSINESS COMPUTER INFORMATION SYSTEMS

BCIS 110. Intro. to Computerized Info Systems (3 cr.)

Computerized information systems, their economic, and social implications. Introduction to microcomputer hardware, personal productivity software, and communications.

BCIS 122. Intro. to Info Systems Programming (3 cr.)

Includes basic computer algorithms in current programming environments and the Java programming language. Prerequisite(s): C or better in BCIS 110 or C S 110; and MATH 120.

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 103. Introduction to Construction Laboratory (3 cr.)

Provides students the opportunity to practice skills they have acquired in BCT 101 and BCT 102. It includes task-oriented projects in which students can apply many of the skills and knowledge that have been presented throughout the National Center for Construction and Education Research (NCCER) Carpentry Program. Corequisite(s): BCT 101 or BCT 102. Restricted to: Community Colleges only.

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 110. Blueprint Reading for Building Trades (4 cr.) (2+4P)

Same as DRFT 151, OEET 101, OEPB 110.

BCT 118. Math for Building Trades. (3 cr.)

Geometry, algebra, arithmetic, and basic trigonometry pertaining to mathematical applications in the building trades' field. Prerequisite: CCDM 103N. Same as OEET 118, DRFT 118, OEPB 118.

BCT 200. Building Trades II (8 cr.) (2+12P)

Continuation of BCT 100: roofing; exterior and interior finish; masonry; door, window, and cabinet installation.

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 up to 6 credits. Consent of Instructor required. Restricted to: Community Colleges only.

BCT 290. Spec. 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 101GL. Human Biology Laboratory (1 cr.) (3P)

Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Prerequisite(s)/Corequisite(s): BIOL 101G.

BIOL 111G. Natural History of Life (3 cr.)

Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for nonscience majors. Must be taken with BIOL 111L to meet general education requirements.

BIOL 111GL. Natural History of Life Laboratory (1 cr.) (3P)

Laboratory experiments, demonstrations and exercises on interrelationships among organisms, biodiversity, processes of evolution, and interaction of organisms and their environment. Prerequisite(s)/Corequisite(s): BIOL 111G.

BIOL 211G. Cellular and Organismal Biology (3 cr.)

Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for nonmajors with sufficient chemistry. Must be taken with BIOL 211L to meet general education requirements. Pre/Corequisite(s): CHEM 110G or CHEM 111 or CHEM 115.

BIOL 211GL. Cellular and Organismal Biol. Lab. (1 cr.) (3P)

Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211L. Pre/Corequisite(s): CHEM 110 or CHEM 111 or CHEM 115.

BIOL 221 L. Intro. 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 221. Introductory Microbiology (3 cr.) (3P)

Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112G, equivalent or consent of instructor. Corequisite: BIOL 221L. Community Colleges only.

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 intergumentary, 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(s): 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

BLAW 230. Business Law (3 cr.)

Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Community College. Credit may not be earned in both BLAW 230 and BLAW 317.

BLAW 316 Legal Environment of Business (3 cr.)

Survey of business law including: the legal system (court systems, sources and types of law, litigation and dispute resolution), ethics and corporate social responsibility, administrative law, tort law, contract law, agency and employment law, business structure and governance, securities regulations and international law.

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 Colleges only.

BMGT 112. Principles of Banking (3 cr.)

Banking in today's economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments. Restricted to: Community Colleges only.

BMTG 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 Colleges only.

BMGT 150. Income Taxation (3 cr.)

Federal income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates with particular reference to CLU, life insurance and annuities. Restricted to: Community Colleges only.

BMGT 160. Self-Presentation and Etiquette (3 cr.)

Introduction to business etiquette based on tradition, social expectations, and professional behavior standards. Restricted to: Community Colleges only.

BMGT 175. Introduction to Business Finance (3 cr.)

Understanding financial systems and the methods businesses use to acquire and use resources is an important tool for the managers. This course provides an overview of the financial inner workings of businesses and corporations. Restricted to: Community Colleges 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 Colleges 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(s): BMGT 110. Restricted to: Community Colleges only.

BMGT 211. Marketing for Bankers (3 cr.)

Concepts and philosophies of marketing; information, research, target, the marketing mix, and market

planning. Prerequisite(s): BMGT 112. Restricted to: Community Colleges only.

BMGT 212. Supervisory and Leadership Trends (3 cr.)

Current trends in marketing, merchandising, sales promotion and management; in manufacturing, merchandising and service types of businesses. Extensive use of practical student project. Prerequisite(s): BMGT 110 or BUSA 111. Restricted to Community Colleges only.

BMGT 213. Consumer Lending (3 cr.)

Principles of credit evaluation, types of credit, marketing, collections, legal aspects, installment lending, leasing management, insurance, and rate structure and yields. Prerequisite(s): BMGT 112. Restricted to: Community Colleges only.

BMGT 221. Internship I (1-3 cr.)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: BMGT majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

BMGT 225. Introduction to Commercial Lending (3 cr.)

Commercial lending overview, the lending process, portfolio management, and regulation and business development. Prerequisite(s): BMGT 112. Restricted Community Colleges only.

BMGT 231. Legal Issues in Business (3 cr.)

Application of fundamental legal principles to business transactions. Sources, functions, and objectives of law, including federal and New Mexico court systems and procedures, criminal law, torts, contracts, and sales, and Uniform Commercial Code. Restricted to: Community Colleges only.

BMGT 240. Human Relations (3 cr.)

Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. Prerequisite(s): CCDE 105N or higher or BOT 105 or higher. Restricted to: Community Colleges only.

BMGT 248. Introduction to Quality Management (3 cr.)

Introductory practices of total quality management practices aimed at all levels of an organization to continually improve performance to include competitiveness in today's business world. Restricted to: Community Colleges only.

BMGT 250. Diversity in the Workplace (3 cr.)
Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Prerequisite(s): BMGT 110. Restricted to: Community Colleges only.

BMGT 277. Small Business Management (3 cr.)
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion. Prerequisite(s): BMGT 110. Restricted to: Community Colleges only.

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 Colleges only.

BMGT 282. Intro to International Business Mgmt. (3 cr.)
Overview of the social, economic and cultural environment of international business transactions. Prerequisite(s): BMGT 110 or BUSA 111. Restricted to Community Colleges only.

BMGT 285. Intro to Manufacturing Operations (3 cr.)
Introduction to issues related to manufacturing, including an overview of the production function, product design and development, location, layout, forecasting, planning, purchasing, materials/inventory, and quality management. Prerequisite(s): BMGT 110 and BMGT 140. Restricted to: Community Colleges only.

BMGT 286. Introduction to Logistics (3 cr.)
Overview on the planning, organizing, and controlling of transportation, inventory maintenance, order processing, purchasing, warehousing, materials, handling, packaging, customer service standards, and product scheduling. Restricted to: Community Colleges only.

BMGT 287. Introduction to Export/Import (3 cr.)
Procedures and documentation for exporting and importing products. Emphasis on NAFTA regulations and other U.S. border operations crossings. Prerequisite(s): BMGT 110 or BUSA 111. Restricted to Community Colleges only.

BMGT 290. Applied Business Capstone (3 cr.)
Refines skills and validates courses taken in BMGT program. Business simulations, case studies and projects used to test and improve business practices. Student must be within 25 credits of graduation. Prerequisite(s): BMGT 110, BMGT 140, and BMGT 240. Restricted to: Community Colleges only.

BOT - BUSINESS OFFICE TECHNOLOGY

BOT 101. Keyboarding Basics (3 cr.) (2+2P)
Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.

BOT 102. Keyboarding: Document Formatting (3 cr.) (2+2P)
Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.

BOT 105. Business English I (3 cr.)
Training and application of the fundamentals of basic grammar, capitalization and sentence structure (syntax).

BOT 106. Business Mathematics (3 cr.) (2+2P)
Mathematical applications for business, including training in the touch method of the 10-key calculator. Prerequisite: CCDM 103N or adequate score on math placement exam.

BOT 110. Records Management (3 cr.)
Principles, methods and procedures for the selection, operation and control of manual and automated records systems.

BOT 120. Accounting Procedures I (3 cr.) (2+2P)
Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

BOT 150. Medical Terminology (3 cr.)
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as NURS 150 and OEHO 120.

BOT 202. Keyboarding Document Production (3 cr.) (2+2P)
Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. Prerequisites: BOT 102 and BOT 109, or consent of instructor.

BOT 203. Office Equipment and Procedures I (3 cr.) (2+2P)
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110G or consent of instructor.

BOT 207. Machine Transcription (3 cr.) (2+2P)
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar.

Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures (3 cr.) (2+2P)

Records and procedures as applicable to medical offices. Prerequisites: BOT 109, BOT 211, and AHS 120.

BOT 209. Business and Tech. Communications (3 cr.)

Effective written communication skills and techniques for career success in the work place. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions. Prerequisites: ENGL 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I (3 cr.) (2+2P)

Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Prerequisite(s): BOT 101 or consent of instructor. Restricted to Community Colleges only.

BOT 217. PowerPoint Presentation (3 cr.)

Comprehensive, hands-on approach to learning and applying basic and advanced features of PowerPoint. These include text enhancements, objects, fills, colors, animation, charts, sound, video, and hyperlinks. Students demonstrate appropriate audience and communication tools to deliver presentations. Prerequisites: BOT 211 or ability to demonstrate keyboarding and Windows proficiency.

BOT 221. Internship (1-3 cr.)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor required. Restricted to BOT HIT majors. S/U Grading (S/U, Audit). Restricted to: Community Colleges only.

BOT 223. Medical Transcription I (3 cr.) (2+2P)

Introductory machine transcription for the medical office using medical terminology. Prerequisite(s): (BOT 150 or HIT 150 or AHS 120) and (BIOL 101 G/L or AHS 100). Restricted to: Community Colleges only.

BOT 228. Medical Insurance Billing (3 cr.)

Overview of the insurance specialists' role and responsibilities. Emphasis on diagnostic and procedural coding and the claims processing cycle. Prerequisite: NURS 150 or OEHO 120 or

BOT 150 and OEHO 100 or BIOL 101G/L and BOT 208 or consent of instructor. May be repeated for a maximum of 6 credits.

BOT 239. Personal Development (3 cr.)

Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BOT 240. Intro to Individual Taxation (3 cr.)

Overview of Individual Federal Taxation; awareness of tax problems pitfalls and planning opportunities; focus on individual personal financial concerns and tax planning. One semester of accounting principles/procedures is recommended.

BOT 255. Special Topics (1-4 cr.)

Specific subjects to be announced in the Schedule of Classes.

BOT 268. Health Information Systems (3 cr.) (2+2P)

Applications of systems and policies to health information systems, functions and health care data requests such as administrative, patient registration, personal health record (PHR), lab, radiology, pharmacy, etc. Prerequisite(s): OECS 105 or C S 110; AND BOT 208. Restricted to: Community Colleges 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 E - CIVIL ENGINEERING

C E 109. Computer Drafting Fundamentals (3 cr.) (2+2P)

Same as DRFT 109, E T 109, SUR 109.

C E 151. Intro to Civil Engineering (3 cr.)

Problem solving and use of computer software for civil and geological engineering applications. Corequisite(s) MATH 191G.

C E 233. Mechanics-Statics (3 cr.)

Engineering mechanics using vector methods. Prerequisites: MATH 192G and cumulative GPA of 2.0. Corequisite: PHYS 215G.

C EP - COUNSELING & EDUCATIONAL PSYCHOLOGY

C EP 110G. Human Growth and Behavior (3 cr.)

Introduction to the principles of human growth and development throughout the life span.

C EP 210. Educational Psychology (3 cr.)

Psychological foundations as they apply to the learner in the class room setting.

CJ - 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 (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 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 230. Introduction to Corrections (3 cr.)

Development of correctional philosophy, theory, and practice. Instructional 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 (3-6 cr.)

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

CS - COMPUTER SCIENCE

C S 110. Computer Literacy (3 cr.)

This course provides a broad introduction to computing, including computer and information technology concepts, economic and social implications of technology, database management, spreadsheet, word processing, and presentation applications.

C S 177. C++ Programming (3 cr.) (2+2P)

Introduction to object-oriented programming in the C++ language. Prerequisite(s): MATH 120 or higher.

C S 209. Special Topics. 1-3 cr.)

May be repeated for a maximum of 12 credits.

CCDE - DEVELOPMENTAL ENGLISH

CCDE 105 N. Effective Communication Skills (4 cr.) (3+2P)

Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable.

CCDE 110 N. General Composition (4 cr.) (3+2P)

Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable.

CCDM - DEVELOPMENTAL MATHEMATICS

CCDM 100 N. Math Prep 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 103 N. Pre-Algebra (4 cr.) (3+2P)

Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. RR applicable.

CCDM 105 N. Mathematics Prep 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 only.

CCDM 112 N. Developmental Algebra I (4 cr.) (3+2P)

Fundamental algebra operations, algebraic expressions, solving linear equations, systems of

equations and application of linear equations. Introduction to exponents and polynomials. Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of C or better in CCDM 103N or equivalent. Restricted to: Community Colleges only.

CCDM 113 N. Developmental Algebra II (4 cr.) (3+2P)

Fundamental algebra operations, polynomials, factoring, solving quadratics by factoring, rational expressions, exponents and radical expressions (continuation of CCDM 112N). Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of C or better in CCDM 112N or consent of instructor. Restricted to: Community Colleges only.

CCDM 114 N. Algebra Skills (4 cr.) (3+2P)

Fundamental algebra operations: algebraic expressions, solving linear and quadratic equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Completion of CCDM 114N meets basic skills requirement. Graded: Traditional with RR. Prerequisite(s): C or better in CCDM 103N. Restricted to: Community Colleges only.

CCDR DEVELOPMENTAL READING

CCDR 101 N. Introduction to Basic Reading (4 cr.) (3+2P)

Provides basic reading skills through comprehension and vocabulary development. Emphasis on oral language literacy and reading fluency. Course earns institutional credit but will not count toward degree requirements. Prerequisite: COMPASS score of below 42 on Reading section.

CCDR 103 N. Comp Reading Development (4 cr.) (3+2P)

Provides integration of basic reading skills, including vocabulary development, text comprehension, and critical reading skills. Course earns institutional credit but will not count towards degree requirements. Prerequisite: COMPASS score of 43 to 59 on reading section.

CCDR 105 N. Fundamentals of Academic Reading (3 cr.) (2+2P)

Fundamentals of academic reading skills. Emphasis on vocabulary development and text comprehension through literature based instruction. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 60 on reading section. Restricted to: Community Colleges only.

CCDR 110 N. Effective College Reading (3 cr.) (2+2P)

Provides a variety of strategies for effective reading and studying at the college level. Emphasis on reading across disciplines. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 64 on reading section. Restricted to: Community Colleges only.

CCDS - DEVELOPMENTAL SKILLS

CCDS 109 N. Study Skills for Reading (1-3 cr.)

Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.

CCDS 111 N. Study Skills for Math (1-3 cr.)

Individualized study skill strategies necessary for success in the math classroom. May be repeated for a maximum of 3 credits.

CCDS 113 N. Study Skills for English (1-3 cr.)

Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.

CHEF – CULINARY ARTS

CHEF 211. Food Production Management I (3 cr.) (2+2P)

Introduction to kitchen design, workflow, and commercial equipment. Techniques, methods, and application of basic food production principles. Practical experience in cooking processes from a managerial viewpoint. Crosslisted with: HOST 211. Restricted to Community Colleges only.

CHEF 214. Bakery Management II (3 cr.) (2+2P)

Advanced techniques and management of bakery operations are explored. Students learn classical forms and techniques. Modern methods of preparing traditional pastry and baked goods are introduced. Crosslisted with: HOST 218. Prerequisite(s): CHEF 211 or consent of instructor. Restricted to Community Colleges only.

CHEF 234. Culinary Arts Fundamentals II (4 cr.) (1+9P)

Continuation of introductory course focusing on meat cookery, daughter sauces, cold food preparation, poultry and seafood. Safe use of equipment is emphasized while experiencing differing methods of preparation and cooking. Preparation and production of food products integral to service of guests is incorporated in this course. Prerequisite(s): CHEF 233. Restricted to:

CHEF & HOST majors. Restricted to Community Colleges only.

CHEF 240. Baking Fundamentals I (4 cr.) (1+9P)

Introduction to baking techniques, measurement and use of ingredients; equipment use and chemical reactions inherent in the baking process. Production of simple desserts and baked goods. Introduction to working with bread dough. Prerequisite(s): CHEF 234. Restricted to: CHEF & HOST majors. Community Colleges only.

CHEM - CHEMISTRY

CHEM 110G. Principles and Applications of Chem (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. Prerequisite: (1) grade of C or better in MATH 120 or a Mathematics Placement Exam Score adequate to enroll in mathematics courses beyond MATH 120; and (2) one of the following: B or better in a second semester high school chemistry course, or grade of at least C in CHEM 100, or an enhanced ACT score of at least 22. CHEM 111G/112 are General Education alternative to CHEM 110G.

CHEM 112G. General Chemistry II (4 cr.) (3+3P)

Descriptive and theoretical chemistry. CHEM 111G/112G are General Education alternative to CHEM 110G. Prerequisite(s): 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 112G or CHEM 114.

CHEM 251. Special Topics in Chemistry (1-6 cr.)

Specific subjects in Chemistry. These subjects will be announced in the 'Schedule of Classes'. It may be repeated under different topics for a maximum of 12 credits.

CHIN – CHINESE

CHIN 111. Elementary Chinese I (4 cr.)

Mandarin Chinese for beginners.

CHIN 112. Elementary Chinese II (4 cr.)

Mandarin Chinese for beginners. Prerequisite: C or better in CHIN 111.

CMT - CREATIVE MEDIA TECHNOLOGY

CMT 115. Digital Photography and Imaging I (3 cr.) (2+2P)

Principles and techniques of photography using digital equipment with an emphasis on lighting, focus, and composition.

CMT 126. Film Crew Training I (9 cr.)

This course was designed in collaboration with the NM IATSE Local 480 union and the NM Film Office and focuses on providing hands-on training for students wishing to work on film crews. The course will offer an overview of the primary below-the-line craft areas of film production. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

CMT 135. Introduction to 3D Computer Animation (3 cr.) (2+4P)

Learning to work in a 3D environment. Introduction to the basics of modeling, animation, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.

CMT 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 max 6 credits.

CMT 142. Computer Illustration (3 cr.) (2+2P)

Preparation of digital graphics with a vector or draw program for use in print, web, video, animations, and multimedia. May be repeated for a maximum of 6 credits.

CMT 145. Image Processing I (3 cr.) (2+2P)

Design and creation of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.

CMT 148. Digital Signage Systems (3 cr.) (2+2P)

A compare and contrast of different digital signage systems and the selection as needed for environment, lighting, and purpose. Topics cover resolution and network considerations, as well as the computer

system and digital storage media for digital signage systems.

CMT 150. 2D Animation (3 cr.) (2+2P)

Concepts and techniques in storyboarding and creating interactive 2D animations for web, multimedia and video. Prerequisites: CMT 142 or CMT 146.

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 only.

CMT 170. History of Film: A Global Perspective (3 cr.)

Explores the history of cinema from the earliest 19th century developments to the present digital video revolution. Offers students a broader base of understanding of the tools and methodologies used in the craft.

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. Design Principles (3 cr.) (2+2P)

Techniques and theories of design principles, including layout foundations, logo building, type, color, and story-boarding and their application to print, web, animation and video. Prerequisite(s): CMT 142 or CMT 146. Restricted to: Community Colleges only.

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 191. Digital Content Integration (3 cr.) (2+2P)

An overview of available prepackaged content for digital signage applications. Topics address the use of RSS feeds, widgets, and other pre-produced content in digital signage displays. Topics will also include file format conversion, both free and commercial.

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 205. Cinematography (3 cr.) (2+2P)

Theory and techniques of visual design in cinematography and the aesthetics of lighting. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 180 and CMT 190. Restricted to: Community Colleges only.

CMT 206. Principles of Sound (3 cr.) (2+2P)

Study of soundtrack design theory, and the use of audio editing software that is compatible with media editing software to create soundtracks for different visual media. Pre/Corequisite(s): CMT 195. Restricted to: Community Colleges only.

CMT 210. Digital Video Production II (3 cr.) (2+2P)

Advanced techniques of the tools and application of professional film making. 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 production software. 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. Same as OEGR 215.

CMT 216. Digital Photography and Imaging II (3 cr.) (2+2P)

Provide understanding and skills needed for advanced digital capture, editing, optimizing and manipulating photographic images for print, web and multimedia applications. The course will prepare students to make more advanced technical and more refined aesthetic decisions relative to specific photographic applications. Prerequisite(s): CMT 115. Restricted to: Alamogordo campus, Carlsbad campus, Dona Ana campus.

CMT 220. Environmental Scene Design (3 cr.) (2+4P)

Modeling design techniques used to create environments and scenes for use in animated films and games. Investigation of both natural and architectural environments to be recreated in the virtual world. Prerequisite: CMT 135 or CMT 160.

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 associates 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 226. Film Crew Cooperative Experience (3-6 cr.)

Industry production experience in specific craft areas for film crew technicians who have successfully completed two semesters of FTTP. Prerequisite(s): CMT 156. Restricted to: Dona Ana campus, Carlsbad campus.

CMT 227. Advanced Character Animation (3 cr.) (2+2P)

Focus on complex rigging techniques as well as utilizing advanced animation functions to blend multiple animations into complex animations. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 160. Restricted to: Community Colleges only.

CMT 230. Web Design II (3 cr.) (2+2P)

Creating and managing well-designed, organized web sites using HTML and web development software. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 130. Restricted to: Community Colleges only. Cross-listed: OEGR 230

CMT 236. Digital Audio Fundamentals (3 cr.) (2+2P)

Advanced digital audio post production and recording techniques using current entertainment industry-standard software and hardware. Restricted to: Community Colleges only.

CMT 238. Digital Signage Content Management (3 cr.) (2+2P)

An overview of PC-based digital signage software for content management. Topics include proper selection of software based on client needs; software installation and management; digital content playlists and scheduling.

CMT 239. Digital Content Mgmt. for Mobile Devices (3 cr.) (2+2P)

This course will cover mobile device content management such as uploading and scheduling for personal content delivery. Topics include the selection of content management software for mobile devices and the installation and hardware requirements for use, accepted practices for distribution of content on mobile devices.

CMT 240. Print Media II (3 cr.) (2+2P)

Refining of technical design skills using advanced features of page layout software in preparing a variety of business-related documents. Prerequisite: CMT 140 or OEGR 140. May be repeated for a maximum of 6 credits.

CMT 242. Advanced Computer Illustration (3 cr.) (2+2P)

Advanced techniques in 2D vector drawing and fundamentals of 3D illustration for use in print,

web, and multimedia applications. Prerequisite: CMT 142. May be repeated for a maximum of 6 credits. Same as OEGR 270.

CMT 260. 3D Special Effects (3 cr.) (2+4P)

Creating advanced virtual special effects for both rigid and soft bodies. Using MEL, dynamic principles, mixing nodes, and advanced particle systems. How to drive particles over surfaces, add texture to flow, create surface tensions, and use collision events to drive texture. Study of integrating computer-generated images with real-life video and audio. Prerequisite: CMT 160 or CMT 225.

CMT 270. Digital Video Game Theory/Animation I (3 cr.)

Prepares students for creating 3-D animated graphics in gaming modalities. Provides foundation of skills in gaming development, branching and alternate scenarios. Extensive use of rendering and advanced software packages. Prerequisites: CMT 135 and CMT 142.

CMT 271. Digital Video Game Theory/Animation II (3 cr.)

Continuation of CMT 270. Prerequisite: CMT 270.

CMT 280. Interactive Design (3 cr.) (2+2P)

Design and development of interactive multimedia projects such as gaming incorporating graphics, video, sound and animation. Prerequisites: CMT 150 or CMT 160. May be repeated for a maximum of 6 credits.

CMT 290. Advanced 3d Animation Workshop A (3 cr.) (2+4P)

Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 291. May be repeated for a maximum of 9 credits.

CMT 291. Advanced 3d Animation Workshop B (3 cr.) (2+4P)

Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 290. May be repeated for a maximum of 9 credits.

CMT 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 293. Advanced Digital Signage Content Mgmt (3 cr.) (2+2P)

An overview of proprietary industry software used to manage digital content and perform content upload, playlist creation, and scheduling. Topics include proper selection of a commercial digital content management system based on client needs; installation and management; digital content playlists and scheduling.

CMT 295. Prof. Portfolio Design and Dev (1-3 cr.)

Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Same as OEGR 280.

COLL - COLLEGE STUDIES

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

Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 155. Special Topics (1-4 cr.)

Covers specific study skills and critical thinking topics. Specific sub- titles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.

COMM - COMMUNICATION STUDIES

COMM 253G. Public Speaking (3 cr.)

Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

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.

DRFT- DRAFTING

DRFT 101. Intro. to Drafting & Design Technologies (1 cr.)

Professional and student organizations associated with the Drafting and Design Technologies program, degree requirements, employment skills and work

habits, and university and college policies and procedures will be explored. Students will be introduced to the current learning management system and career-readiness certification. Restricted to Community Colleges only.

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 112. Draft Concepts/Computer Draft Fund. I (4 cr.) (2+4P)

Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisites: OECS 207, OECS 125 or consent of instructor. Same as E T 106.

DRFT 113. Draft Concepts/Computer Draft Fund. II (4 cr.) (2+4P)

Drafting for mechanical/industrial applications; machine part detailing, assemblies in orthographic, isometric, auxiliary, oblique, and sectional views. Two-dimensional AutoCAD with introduction to 3-D AutoCAD. Prerequisite: DRFT 112. Same as E T 216. Restricted to: Community Colleges only.

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. Restricted to Community Colleges only.

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. Restricted to: Community Colleges only.

DRFT 143. Civil Drafting Fundamentals (3 cr.) (2+2P)

Introduction to drafting in the field of Civil Engineering. Drawings, projects, and terminologies related to topographic, contour drawings, plan and profiles, and street/highway layout. Crosslisted with: ET 143. Prerequisite(s): DRFT 109. Restricted to Community Colleges only.

DRFT 151. Construction Principles and Print Reading (3 cr.) (2+2P)

Introduction to construction materials, methods, and basic cost estimating and print reading applicable in today's residential, commercial, and public works industry. Instruction by print reading and interpretation, field trips, and actual job-site visits and progress evaluation.

DRFT 154. GIS Technology (3 cr.) (2+2P)

Introduction to GIS and related data collecting and mapping techniques. National standards emphasized utilizing computer and web-based systems and peripherals. Prerequisite(s): DRFT 109. Restricted to: Community Colleges only.

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 & 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 only.

DRFT 177. 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 Autodesk VIZ and Google

SketchUp software. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 109.

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 190. Finding and Maintaining Employment (2 cr.)

Techniques in self-evaluations, resume writing, application completion, job interviewing, and job retention. Exposure to work ethics, employee attitudes, and employer expectations.

DRFT 214. Advanced 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 GDT 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(s): DRT 114 or DRFT 176. Restricted to: Community Colleges only.

DRFT 230. Building Systems Drafting (3 cr.) (2+2P)

Development of working drawings for electrical, plumbing, and HVAC systems, for residential and commercial building through the applications of both 2D Drafting and 3D Building Information Modeling (BIM) techniques. Basics of project setup, National CAD Standards, ADA Standards, modern office practice, code analysis, as well as Sustainability and LEED for new construction. Prerequisite(s): DRFT 180 or DRFT 181. Restricted to: Community Colleges only.

DRFT 240. Structural Systems Drafting (3 cr.) (2+2P)

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(s): DRFT 180 or DRFT 181. Restricted to: Community Colleges only.

DRFT 270 Architect Sketching and Render (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 fields will be produced utilizing industry standard modeling and animation software.

DRFT 277. Computer Rendering and Animation II (3 cr.)(2+2P)

Continuation of DRFT 276. Covers advanced modeling and animation techniques using 3-D animation software. Prerequisite: DRFT 276.

DRFT 288. Portfolio Development (0-3 cr.) (2+4P)

Production of a portfolio consisting of previously produced student work related to the student's individualized degree option. Process shall include the compilation and organization of working and presentation drawings, construction documents, BIM Models, and renderings/animations. Students will learn the basics of design layout and online portfolio documentation. Job search and resume preparation activities will also be required. Production of new material and content may also be required. This course is designed as a last semester course in the Drafting & Design curricula. Crosslisted with: ARCT 288.
Restricted to: Community Colleges only.

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 162. Digital Circuit Design (4 cr.) (3+3P)

Design of combinational logic circuits based on Boolean algebra. Introduction to state machine design. Implementation of digital projects with hardware description language. Prerequisite(s): C or better in E E 161 and Math 190.

E E 210. Engineering Analysis I (4 cr.) (3+3P)

The application of linear algebra and matrices, probability, random variables and random processes to solve problems in electrical engineering. Applications to be covered include probabilistic modeling of electrical/electronic systems and an introduction to Matlab. Prerequisite(s): C or better in E E 161 and MATH 192G.

E E 260. Embedded Systems (4 cr.)

Applications of microcontrollers, FPGAs, interfaces and sensors. Introduction to Assembly language programming. Prerequisite(s): C or better in E E 162.

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.

ES-ENVIRONMENTAL SCIENCE

E S 110G. Introductory Environmental Science (4 cr.) (3+2P)

Introduction to environmental science as related to the protection, remediation, and sustainability of land, air, water, and food resources. Emphasis on the use of the scientific method and critical thinking skills in understanding environmental issues.

ET-ENGINEERING TECHNOLOGY

E T 104. Soldering Techniques (1 cr.) (3P)

Fundamentals of soldering, desoldering, and quality inspection of printed circuit boards.

E T 106. Draft Concepts/Computer Draft Fund I (4 cr.) (2+4P)

Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125,

OECS 207, or consent of instructor. Community Colleges only. Same as DRFT 112.

E T 107. Intro to Materials Management (3 cr.)

The basics of production and inventory control, with overviews of forecasting, purchasing, physical inventory, inventory and warehouse management, and the elements of distribution including transportation, packaging and materials handling. Community Colleges only.

E T 109. Computer Drafting Fundamentals (3 cr.) (3+2P)

Crosslisted with: DRFT 109, C E 109 and SUR 109

E T 115. Introduction to Environmental Tech (3 cr.)

Provides an introduction to the fields of environmental science and environmental engineering. Includes engineering aspects of current environmental issues and the effects of pollution on local, state, national and worldwide scales. Required for all advanced hazardous materials courses. Corequisite: either MATH 120 or high school chemistry, or CHEM 110G.

E T 116. Industrial Processes (2 cr.)

Manufacturing processes with projects in welding, foundry and sheet metal. Corequisites: E T 106 and MATH 120.

E T 120. Computation Software (2 cr.)

The use of spreadsheet software in the field of engineering technology.

E T 121. Applied Radiation Technology (3 cr.)

Introduction to atomic and nuclear structure, radioactivity, radiation effects, and detection and measurement techniques. Required for all advanced radioactive materials courses. Prerequisite: MATH 120. Corequisite: PHYS 211G.

E T 125. Introduction to Renewable Energy (3 cr.)

Renewable energy systems, including topics in thermal-solar photovoltaic, wind, geothermal systems, and other current topics. Theory, practical applications, safety considerations and the economics of alternative renewable energy systems compared to conventional systems.

E T 126. Fundamentals of Solar Energy (3 cr.)

Solar energy technologies, including topics in passive, solar thermal and photovoltaic systems. Theory, practical applications, safety considerations and the economics of solar renewable energy systems compared to conventional systems.

E T 127. Fundamentals of Wind Energy (3 cr.)

Wind energy technologies, including wind thermal systems. Theory, practical applications, safety considerations, and the economics of wind renewable

energy systems. Students will be introduced to hands-on trainers. Restricted to: Carlsbad campus only.

E T 142. Energy Auditor Techniques (4 cr.)

Hands-on course that will teach you how to conduct a detailed home energy audit. You will learn to identify the common energy wasting areas of a residence. You will also learn more in-depth energy conservation techniques.

E T 153. Introduction to Computer Networks (3 cr.)

Introduction to basic computer network fundamentals including International Open Systems Interconnect (OSI), the seven-layer model, and various networking hardware devices. Community Colleges only.

E T 155. Network Operating Systems I (3 cr.) (3+1P)

Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 120 or E T 122. Restricted to: Community Colleges only.

E T 182. Digital Logic (3 cr.)

The use of truth tables, Boolean equations, and diagrams to define, simplify, and implement logic-valued functions.

E T 183 L. Applied DC Circuits Lab (1 cr.) (2P)

Laboratory to accompany E T 183. Corequisite: E T 183.

E T 183. Applied DC Circuits (3 cr.) (2+2P)

Application of Ohm's law, Kirchhoff's laws, Thevenin's, and Norton's theorems to the analysis of DC passive circuits. Corequisite(s): MATH 120G.

E T 184 L. Applied AC Circuits Lab (1 cr.) (2P)

Laboratory to accompany E T 184. Corequisite: E T 184.

E T 184. Applied AC Circuits (3 cr.) (2+2P)

Application of circuit laws and theorems to analysis of AC passive circuits. Resonant circuit, polyphase circuit and magnetic circuit topics are introduced. Corequisite(s): MATH 121G. Prerequisite(s): E T 183.

E T 190. Applied Circuits (3 cr.)

Application of Ohm's law, Kirchhoff's laws, and Thevenin's theorems to the analysis of AC and DC passive circuits. Electronic circuit topics are introduced. Pre/Corequisite(s): MATH 190G. Application of Ohm's law, Kirchhoff's law, and Thevenin's theorems to the analysis of AC and DC passive circuits. Electronic circuit topics are introduced. Pre/Corequisite(s): MATH 190G

E T 191. Applied Circuits Laboratory (1 cr.) (2P)

Laboratory to accompany E T 190.

E T 200. Special Topics (1-3 cr.)

Directed study or project. Prerequisite: consent of department head. May be repeated for a maximum of 6 credits.

E T 202. Introduction to Instrumentation (3 cr.)

Introduction to sensors and transducers, signal conditioning and transmission for measurement and process control systems.

Prerequisite: E T 183. Corequisite: E T 184.

Community Colleges only.

E T 204. Quality Assur & Metrology Lab (3 cr.)

Introduction to the importance of quality in products and services based on the criteria specified by ISO9000. Familiarization with the metrology laboratory equipment and applications including defining terms and explaining concepts. Hands-on learning of techniques for data collection, presentation, analysis and interpretation of statistical process control information. Prerequisites: MATH 121G. Community Colleges only.

E T 211. Applied Radiation Detection (4 cr.)

Principles and methods used in the detection and measurement of ionizing radiation, gross detectional methods as well as radionuclide spectroscopy, statistics of counting. Prerequisite: E T 121.

E T 215. Chemistry of Hazardous Materials (3 cr.)

Fundamental concepts of chemistry and its application to hazardous materials found in the workplace. Includes nature of matter and energy, inorganic and organic chemistry, physical and chemical properties of matter, acids, bases, and chemistry of toxic substances and flammables. Prerequisite: High school chemistry or C or better in CHEM 110. Corequisite: E T 115 and CHEM 111G.

E T 216. Draft Conc./Comp Draft Fund II (4 cr.)

Drafting for mechanical/industrial applications, machine part detailing, and assemblies in orthographic, isometric, auxiliary, oblique and sectional views. Two-dimensional AutoCAD with introduction to 3-D AutoCAD. Prerequisite: E T 106. Community Colleges only. Same as DRFT 113.

E T 217 L. Manufacturing Processes Lab (1 cr.) (3P)

Laboratory to accompany E T 217. Corequisite: E T 217. Same as I E 217L.

E T 217. Manufacturing Processes (3 cr.)

Manufacturing methods and industrial processes which include casting, forming and machining.

Introduction to the composition, fabrication, characteristics, and applications of industrial materials. Prerequisite: E T 110 and MATH 185.

Corequisite: E T 217L. Same as I E 217.

E T 220. Internship (1-6 cr.)

Internship requiring an approved number of hours of varied and progressive experience in the field of study. The scope and other requirements of the internship are stated in an individualized syllabus and through a memorandum of understanding between the faculty mentor and the industry partner.

Prerequisite; Consent of instructor. May be repeated for a maximum of 6 credits.

E T 221. Applied Radiation Biology (2 cr.)

Cell biology and effects of ionizing radiation on biological systems; acute, chronic and genetic effects of ionizing radiation on humans. Prerequisite: E T 121.

E T 224. Project Plan, Implement & Control (4 cr.)

Integration of the production planning and control systems with production applications on the factory training floor, including continuous improvement techniques using the concepts of agility, lean manufacturing, focused factory, CNC, cells and flow manufacturing. Prerequisites: MATH 121G, ENGL 218G, ET 107, and ET 214. Community Colleges only.

E T 225. Applied Industrial Hygiene and Safety (3 cr.)

Chemical, physical, biological and ergonomic stresses of humans associated with the industrial environment, noise, air quality, person-machine interaction, sampling methods and proper control methods. Safety related laws and regulations.

E T 234. Shop Floor Control Systems (4 cr.)

Inventory management techniques, plans, item level planning and control, physical inventory storage and handling, finished goods distribution, production order release, data collection and floor control, flow systems, JIT production, interfaces and implementation. Prerequisites: MATH 180 and MATH 121G. Community Colleges only.

E T 246. Electronic Devices I (4 cr.) (3+3P)

Solid-state devices including diodes, bipolar-transistors, and field effect transistors. Use of these devices in rectifier circuits, small signal and power amplifiers. Prerequisite(s): (E T 190 and E T 191) or E T 184.

E T 248. Basic Hydrogeology (3 cr.)

Provides an overview of groundwater, its occurrence, distribution, movement and chemistry. Techniques used in evaluating hydrologic parameters such as hydraulic conductivity, storativity, and porosity.

Prerequisite: MATH 120.

E T 253. Networking Operating Systems II (3 cr.) (3+1P)

Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 155. Restricted to Community Colleges campuses only.

E T 261. Environmental Laws and regulations (3 cr.)

Survey of federal and state regulations in waste management, workplace safety, and environmental protection. Students apply for regulations to simulated work conditions to gain a better understanding of regulations. Prerequisites: ET 115 and ENGL 111.

E T 262. Software Technology I (3 cr.) (2+2P)

An introduction to computer programming concepts as applied to engineering technology. Includes basic logic design, algorithm development, debugging and documentation. History and use of computers and their impact on society. Satisfies general education computer science requirement. Prerequisite(s): E T 120 or E T 122.

E T 271. Applied Radiation Protection (3 cr.)

Protection of human beings from the effects of ionizing radiation, dose determinations, regulations, engineering designs, environmental monitoring, and bioassay techniques. Prerequisites: E T 121.

E T 272. Electronic Devices II (4 cr.) (3+3P)

Differential amplifiers, operational amplifiers, positive and negative feedback, and computer-aided circuit analysis. Prerequisite(s): E T 246 and MATH 235.

E T 273. Fund. of Networking Comm. I (4 cr.) (2+4P)

Introduction to networking basics, including computer hardware and software, electricity, networking terminology, protocols, LANs, WANs, OSI model, IP addressing, and design and documentation of basic network and structure cabling. Community Colleges only. Restricted to Community Colleges campuses only.

E T 275. Environmental Monitoring (4 cr.)

Environmental instrumentation and analytical techniques are explored in a hands-on introduction to the care and use of laboratory and field-portable instruments. Practice in the field in measuring environmental control parameters. Prerequisite: CHEM 110G.

E T 276. Electronic Communications (3 cr.) (2+2P)

Antennas, transmission devices, A-M and F-M transmission and detection, pulse systems, microwave systems. Prerequisite(s): E T 246.

E T 277. Computer Networking I for IET (3 cr.) (2+2P)

Computer network design and applications for LAN to WAN, protocols, switches, bridges, routers, NT server, TCP/IP networks, network diagnostics, voice over IP, wireless networks, and the OSI layers from physical to transport. Prerequisite(s): E T 182 and MATH 190G. Restricted to: IET majors. Restricted to Las Cruces campus only.

E T 278. Fund. of Networking Communication III (3 cr.)

Introduction to switching and intermediate routing, including VLANs, spanning tree protocol, routing and routing protocols, security, and troubleshooting. Prerequisites: E T 277. Community Colleges only.

E T 279. Fund. of Networking Communication IV (3 cr.)

Introduction to WAN technology basics, including WAN devices; encapsulation formats; PPP components; session establishment; authentication; ISDN uses, services, and configuration; and frame-relay technology and configuration. Prerequisites: E T 278. Community Colleges only.

E T 282. Digital Electronics (4 cr.) (3+3P)

Applications of digital integrated circuits, multiplexers, counters, arithmetic circuits, and microprocessors. Prerequisite(s): E T 182. Pre/ Corequisite(s): E T 190 or E T 184.

E T 283. Hardware PC Maintenance (3 cr.) (3+1P)

Installing, configuring, troubleshooting, and maintaining personal computer hardware components. Prerequisite(s): E T 120 or E T 122.

E T 284. Software PC Maintenance (3 cr.) (3+1P)

Installing, configuring, troubleshooting, and maintaining personal computer operating systems. Prerequisite(s): E T 120 or E T 122.

E T 297. Emergency Response to Haz Mat Incident (3 cr.)

EPA approved Environmental Response Training Program Course 165.15. Intended for the members of hazardous materials response teams. Normally should be taken during last year of study.

E T 298. Radioactive and Hazardous Waste Management (3 cr.)

Radioactive and hazardous waste management technologies such as elimination of waste streams, waste reduction, and waste recycling, treatment and disposal. Prerequisites: E T 115 and E T 121.

ECED - EARLY CHILDHOOD EDUCATION

ECED 115. Child Growth, Dev. & 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 Dev. 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. Practicum for Curriculum Dev (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. Curr. Dev. & Implement (PreK-3rd Grade) (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. Practicum for Curr. Dev & Impl. (PreK-3rd) (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. Intro. 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. Assess of Children & Eval. 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.

ECED 270. Program Management (3 cr.)

Technical knowledge necessary to develop and maintain a quality early care and education program. The course will focus on sound financial management and vision, laws and legal issues that affect programs and state and national standards including accreditation requirements. Prerequisite: consent of instructor.

ECED 275. Curr. for Diverse Learners and Their Families (3 cr.)

Implementation of family-centered programming that includes developmentally appropriate and culturally responsive curriculum. The course will also cover the establishment and maintenance of healthy and safe learning environments. Consent of instructor required.

ECED 276. Eff. Prog. Dev. Diverse Learners & Their Fam. (2 cr.)

Practical experience in observing and carrying out the role of the director/administrator in the implementation of family-centered programming that includes individually appropriate and culturally responsive curriculum in a healthy and safe learning environment. Consent of instructor required. Corequisite(s): ECED 275. Restricted to ECED majors.

ECED 280. Professional Relationships (3 cr.)

Development of staff relationships that will foster strong professional relationships with and among families, communities and advisory boards. Issues of staff recruitment, retention, support and supervision will lay a foundation for positive personnel management. Working effectively with board, advisory groups and community members and agencies will be addressed. Consent of instructor required. Corequisite(s): ECED 281.

ECED 281. Professional Relationships Practicum (2 cr.)

Practical experience in the development of staff relationship that will foster professional relationships with families, communities and boards. Issues of staff recruitment, retention, support and supervision will lay a foundation for positive personnel management. Consent of instructor required. Corequisite(s): ECED 280. Restricted to ECED majors.

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 168. Educational Uses of Computers (2 cr.)

Word processing, databases, spread sheets, telecommunication and curricular applications.

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.

ELA – EDUCATIONAL LEADERSHIP & ADMINISTRATION

ELA 101. Freshman Orientation (1 cr.)

Introduction to the university and to the College of Education. Discussion of planning for individualized education program and field experience. Graded S/U.

ELA 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

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 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 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 203G. Bus. & Prof. 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 Soc. Sci (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 218G. Technical and Scientific Comm (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 235. Narrative: Princ. of Story Across the Media (3 cr.)

Examines the various strategies of written and visual storytelling, narrative structure and its principal components (plot, theme, character, imagery, symbolism, point of view) with an attempt to connect them to elements of contemporary forms of media expression, including screenwriting, playwriting, writing for documentaries and animation, etc. Crosslisted with: CMI 235

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.

ENGL 299. Special Topics (1-3 cr.)

Emphasis on a literary and/or writing subject chosen for the semester. Repeatable for an unlimited credit under different subtitles.

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. Math for Engineering Applications (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.

ENGR 198. Special Topics in Engineering (1-3 cr.)

Directed individual study of topics in engineering. Written reports covering work required. Prerequisite: consent of academic dean. May be repeated for a maximum of 6 credits. Restricted to engineering majors. Graded S/U.

FIN - FINANCE

FIN 206. Introduction to Finance (3 cr.)

Theory and techniques of financial management for business firms. Includes application of financial analysis tools and techniques needed for business financial administration and decision making. Prerequisites: either ACCT 202 and ECON 251, or ECON 252 and MATH 120G, or consent of instructor. Community Colleges only.

FIRE – FIRE INVESTIGATION

FIRE 112 Principles of Emergency Services (3 cr.)

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. Restricted to: Community colleges only.

FIRE 114 Fire Behavior and Combustion (3 cr.)

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Restricted to: Community colleges only.

FIRE 126 Fire Prevention (3 cr.)

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review, fire inspection; fire and life safety education; and fire investigation. Restricted to: Community colleges only.

FIRE 127 Rescue Operations (3 cr.)

A course designed to acquaint the student with the equipment and procedures employed in search and rescue operations to safely remove persons from burning structures, automobile accidents, and natural disasters. Prerequisite: consent of instructor. Restricted to majors.

FIRE 128 Apparatus and Equipment (3 cr.)

Fire apparatus specifications design, construction features, performance factors, and field hydraulics as related to operation and maintenance. Prerequisite: MATH 115 or consent of instructor.

FIRE 200 Special Topics (1-3 cr.)

Specific subjects to be announced in the Schedule of Classes. Course may be repeated for credit as topics change.

FIRE 202 Wildland Fire Control (1-3 cr.)

Focuses on factors affecting wildland fire control and prevention, fire behavior, control techniques, command structure and other operations including Standards for Survival I-100, S-130 and S-190 Meets or exceeds NWCG Training Curriculum and NFPA 1051 standards. Restricted to: Community Colleges Only.

FIRE 203 Fire and Emergency Services Administration (3 cr.)

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. Restricted to: Community colleges only.

FIRE 210 Building Construction for Fire Protection (3 cr.)

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Restricted to: Community colleges only.

FIRE 222 Aircraft Fire Control (3 cr.)

Provides a broad understanding of airport operations required to effectively perform aircraft firefighting and other emergencies. Meets or exceeds NFPA 402, 403, 405 standards. Restricted to: Community Colleges only.

FIRE 223 Fire Investigations I (3 cr.)

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretation, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. Restricted to: Community colleges only.

FIRE 224 Strategy and Tactics (3 cr.)

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Restricted to: Community colleges only.

FIRE 225 Fire Protection Systems (3 cr.)

This course provides information relating to the features and design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Restricted to: Community colleges only.

FIRE 230 Fire Service Instructor (3 cr.)

Provides the instructor candidate with methods and techniques of instruction including oral communications, preparing lesson plans, writing performance objectives, use of audio and other training aids, and the selection, evaluation and preparation of performance tests. Meets and exceeds NFPA 1041 Level I standards. Restricted to: 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 Envir (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 relationships: 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 259. Introduction to Oceanography (4 cr.) (3+3P)

Introduces the origin and development of the ocean 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 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)

Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

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.

GOVT - GOVERNMENT

GOVT 100G. American National Government (3 cr.)

Class critically explores political institutions and processes including the U.S. constitutional system, legislative, executive and judicial processes, political parties, elections, media, policy making, civic participation, 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.

GOVT 201. Special Topics (3 cr.)

Special topics to be announced in Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits.

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. Intro. 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. Intro. 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 History (3 cr.)

Economic, political, and social development of New Mexico 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 max of 12 credits.

HIT–HEALTH INFORMATION TECHNOLOGY

HIT 120. Health Info. Intro. to Pharmacology (3 cr.)

Introduction to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs and categories of drugs to treat multiple and specific body systems.

HIT 130. Health Info. Tech. Anatomy & Physiology (3 cr.)

An introductory course in the basics of human structure and function. Body systems are examined as to how they relate to proper code selection and as part of the functioning of the body as a whole. Restricted to: HIT majors. Community Colleges only.

HIT 140. Health Info. Intro. to Pathophysiology (3 cr.)

Introduction to the nature of disease and its effect on body systems.
Disease processes affecting the human body via an integrated approach to specific disease entities will be presented including a review of normal functions of the appropriate body systems. Diseases will be studied in relation to their etiology, pathology, physical signs and symptoms, diagnostic procedures, complications, treatment modalities and prognosis.

HIT 150. Introduction to Medical Terminology (3 cr.)

The study and understanding of medical terminology as it relates to diseases, their causes and effects, and the terminology used in various medical specialties. Emphasis will be placed on learning the basic elements of medical words, appropriate spelling and use of medical terms, and use of medical abbreviations. Restricted to: Community Colleges only.

HIT 158. Advanced Medical Terminology (3 cr.)

Builds upon the concepts covered in Introduction to Medical Terminology providing greater

understanding of how to properly use and apply medical terminology used in various health fields. Emphasis will be on terminology used in medical records and procedures, medical billing and coding, and medical transcription. Terminology associated with the 11 body system's anatomy and physiology, pathology, diagnostic and therapeutic procedures, pharmacology, and abbreviations will also be introduced. Prerequisite(s): HIT 150. Restricted to: Community Colleges only.

HIT 221. Internship I (1-3 cr.)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor is required. Restricted to HIT and BOT majors. S/U Grading (S/U, Audit).

HIT 222. Internship II (1-3 cr.)

Continuation of HIT 221. Restricted to HIT and BOT majors. Graded S/U.

HIT 228. Medical Insurance Billing (3 cr.)

Comprehensive overview of the insurance specialist's roll and responsibilities. Concepts and applications that will assist the student in understanding the steps necessary for successfully completing the insurance claim filing and reimbursement processes for various insurance carriers, both private and government, will be emphasized. Prerequisite(s): HIT/NURS 150 Introduction to Medical Terminology; BOT 208 Medical Office Procedures. Restricted to Carlsbad campus only.

HIT 240. Health Information Quality Mgmt (3 cr.)

Introduction to basic concepts of quality improvement and performance improvement as they apply to health record systems and the health care industry. Quality assessment and improvement standards and requirements of licensing, accrediting fiscal and other regulatory agencies will be presented.

HIT 248. Medical Coding I (3 cr.) (2+2P)

Comprehensive overview of the fundamentals, coding conventions, and principles of selecting the most appropriate ICD-9-CM and future ICD-10-CM diagnostic and procedure codes. The most recent version of ICD-9-CM and an in depth study of the current Official Coding Guidelines for coding and reporting will be emphasized. Prerequisite(s): BOT 228. Restricted to: Community Colleges only.

HIT 258. Medical Coding II (3 cr.) (2+2P)

Continuation of Medical Coding I. Comprehensive overview of the coding and reporting guidelines, fundamentals, coding conventions, and principles of selecting the most appropriate CPT and HCPCS procedural codes for all medical specialties. The most recent version of CPT and a continued study of the ICD-9-CM coding conventions and principles will be emphasized. Designed as a medical coding capstone course. Prerequisite(s): HIT 248. Restricted to: Community Colleges only.

HIT 268. Health Information Systems (3 cr.)

Overview of health data management, work planning, and organization principles; an introduction to health care information systems; and review of the fundamentals of information systems for managerial, clinical support, and information systems.

HNDS - HUMAN NUTRITION AND DIET

HNDS 251. Human Nutrition (3 cr.)

Principles of normal nutrition. Relation of nutrition to health. Course contains greater amounts of chemistry and biology than HNDS 163. Open to nonmajors.

HOST – HOSPITALITY AND TOURISM

HOST 204- Promotion of Hospitality Service (3 cr.)

Organization of hotel marketing functions; developing a marketing plan to sell the varied services of the hotel/motel property. Restricted to: Community College campus only.

HOST 205- Housekeeping Maint. & Security (3 cr.)

Function of housekeeping departments, including personnel, sanitation, maintenance, and materials. A survey of security procedures to include guest protection and internal security of hotel/motel assets. Restricted to: Community College campus only.

HOST 206- Travel and Tourism Operations (3 cr.)

Transportation, wholesale and retail operations, attractions, the traveler, tourism development, and operational characteristics of tourism business. Restricted to: Community College campus only.

HOST 207. Customer Serv. for Hospitality Industry (3 cr.)

Concepts of service and the customer, integrating the need for service quality, and the continuing efforts to maximize returns for the operation. Classic service styles as well as more modern service techniques are covered. Students gain in-

depth managerial knowledge, planning skills, and hands-on techniques for consistently delivering quality and service in a variety of operations. Community College campuses only.

HOST 208. Hospitality Supervision (3 cr.)

Strategies for directing, leading, managing change and resolving conflict. Prepares students to meet expectations of management, guests, employees, and governmental agencies. Community College campuses only.

HOST 209. Managerial Accounting for Hospitality (3 cr.)

Prepares students to make effective business decisions based on financial report information; forecasting, budgeting, cost analysis. Prerequisite(s): BOT 120 or ACCT 252. Community College campuses only.

HOST 210. Catering and Banquet Operations (3 cr.)

Teaches the basics of catering and banquet operations, including computer coordination, planning, setup, service, and completion. Restricted to Community Colleges campuses only.

HOST 214. Purchasing and Kitchen Management (3 cr.)

Technical purchasing concepts, product selection, and specifications. Safety and sanitation as they relate to food service establishments. Prepares student for work with HACCP programs. Restricted to Community Colleges campuses only.

HOST 216. Event, Conference and Convention Ops (3 cr.)

The ability to successfully plan, organize, arrange, and execute special events is critical to the success of many hospitality organizations. This course gives the student a grounding in the skills necessary to achieve success in this area. A variety of events are discussed and the similarities and differences with conferences and conventions are explored. Students are taught to organize and plan events of varying type and durations. Sales, logistics and organizing skills are emphasized. Restricted to: Community College campuses only.

HOST 219. Safety/Security/Sanitation in Hosp. Ops (3 cr.)

It is the responsibility of the manager to provide appropriate security, sanitation, and safety precautions in hospitality operations. Preparation for internal and external disasters is an important task for the Hospitality Manager. This course uses the National Restaurant Association ServSafe® training material. Restricted to: Community College campuses only.

HOST 220. Experiential Travel (3 cr.)

Course provides an opportunity for students to plan, prepare for and experience travel to destinations they might not otherwise have visited. Students experience local culture and peoples. May be repeated up to 9 credits. Prerequisite(s): HOST 201 or consent of instructor. Restricted to Community Colleges campuses only.

HOST 221. Internship I (1-3 cr.)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: OEHS, HOST majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

HOST 222. Cooperative Experience II (3 cr.)

Continuation of HOST 221. Restricted to majors. Graded: S/U. Prerequisite(s): HOST 221. Restricted to: Community College campuses only. Restricted to HOST majors.

HOST 223. Travel Agency Principles (3 cr.)

Travel agents are called upon to exhibit broad knowledge about many different tourism products. This course prepares students to undertake the challenging job of an agent in a travel agency. Restricted to: Dona Ana campus, Carlsbad campus.

HOST 224. Travel Agency Booking & Operations (3 cr.)

Course trains students to use the common electronic booking software that is found in travel agencies. Familiarization with operational procedures of travel agencies. Prerequisite(s): HOST 223. Restricted to: Community College campuses only.

HOST 230. Wedding Events Management (3 cr.)

This course will address various issues that could potentially arise in the preparation and management of a wedding or related event. All aspects of planning and attention to details that will ensure that students are prepared to provide services as a professional wedding planner. Restricted to: Community College campuses only.

HVAC-HEATING, AC, REFRIGERATION

HVAC 101. Fundamentals of Refrigeration (4 cr.) (3+2P)

Refrigeration cycle and the various mechanical components. Use of special tools, equipment, and safety precautions.

HVAC 102. Fundamentals of Electricity (4 cr.) (3+2P)

Introduction to electricity theory, OHM's Law, circuits, AC/DC, and practical applications.

HVAC 103. Electrical and Mechanical Controls I (4 cr.) (3+2P)

Applications of basic electrical and mechanical controls. Reading and drawing diagrams of simple refrigerating equipment. Safe use of testing equipment. Prerequisites: HVAC 101 and HVAC 102, or consent of instructor.

HVAC 104. Domestic Refrigeration (4 cr.) (3+2P)

Installation and maintenance of refrigeration systems. Prerequisites: HVAC 101, and HVAC 102, or consent of instructor.

HVAC 118. Tech Math for Heat/Air/Refrig Tech (3 cr.) (2+2P)

Geometry, algebra and basic arithmetic pertaining to mathematical applications in the heating, air conditioning and refrigeration trades.

HVAC 205. Commercial Refrigeration Systems (4 cr.) (3+2P)

Service and maintenance of commercial refrigeration equipment to include evacuation and charging procedures, electrical diagrams, and compressors and accessories. Prerequisites: HVAC 103 or consent of instructor.

HVAC 207. Residential Air Conditioning Systems (4 cr.) (3+2P)

Applications and types of equipment used in comfort cooling. Preventive maintenance, service, and repairs common to evaporative coolers and refrigerated air conditioning systems. Air properties and psychometrics. Prerequisite: HVAC 103 or consent of instructor.

HVAC 209. Residential Heating Systems (4 cr.) (3+2P)

Gas and electric systems used in comfort heating. Maintenance procedures, safety, troubleshooting, and servicing malfunctions in equipment. Prerequisite: HVAC 103 or consent of instructor.

HVAC 210. Commercial AC and Heating Systems (4 cr.) (3+3P)

Covers troubleshooting mechanical and electrical problems associated with HVAC equipment in commercial buildings. Includes gas, electric, and heat pump systems. Prerequisite: HVAC 103 or consent of instructor.

HVAC 213. Practicum (3 cr.)

Working in the field with journeymen service technicians. Develop and apply job skills. Consent of instructor required. Prerequisite(s): Consent of instructor. Restricted to: Community colleges only.

HVAC 220. Intro. to Sheet Metal Fabrication (4 cr.) (3+2P)

Introduction to sheet metal fabrication to include hands-on practical laboratory applications, cutting and forming procedures, identifying types and gauges. Design and layout techniques. Prerequisite: OETS 118 or equivalent math or consent of instructor.

HVAC 291. Field Experience (1-6 cr.)

Supervised on-the-job training/field experience at an approved work site. Student is supervised and evaluated by the sponsor and instructor. Student will meet with the regularly scheduled class. Prerequisite: consent of instructor.

INMT – INDUSTRIAL MAINTENANCE

INMT 133. Process Technology and Systems (4 cr.)

Provides instruction in the use of common process equipment. Students will use appropriate terminology and identify process equipment components such as piping and tubing, valves, pumps, compressors, turbines, motors, engines, heat exchangers, heaters, furnaces, boilers, filters dryers and other miscellaneous vessels. Included are the basic functions, scientific principles and symbols. Students will identify components on typical Process Flow Diagrams and Process and Instrument Diagrams. Restricted to Carlsbad campus only.

INMT 134. Maintenance Principles (4 cr.)

The course is an introduction to the maintenance of equipment utilizing mechanical, electrical and instrumentation concepts. Topics include: hand tools, bearing fundamentals, equipment lubrication, material handling, electrical safety, battery systems, diagrams, electrical production and distribution, transformers, breakers, switches, AC and DC motors, motor controllers and operations, and introduction to automation and instrumentation control. Restricted to Carlsbad campus only.

INMT 165. Equipment Processes (4 cr.)

This course introduces power transmission equipment and machinery components, including belt/chain driven equipment, speed reducers, variable speed drives, couplings, clutches, and conveying equipment. Students will learn the operation, maintenance, and troubleshooting for these types of equipment. The course also includes Overhead Crane Certification and Safety. Restricted to Carlsbad campus only.

INMT 205. Programmable Logic Controllers & Appls (4 cr.)

Students learn about programmable logic controllers; architecture; programming, interfacing, and applications. Hands-on experience on modern commercial PLC units is the main component. Prerequisite(s): Computer Literacy (CS 110). Restricted to Carlsbad campus only.

INMT 223. Electrical Repairs (4 cr.)

This course outlines for students the types of problems that occur in electrical machinery and systems. The course covers trouble-shooting and diagnosis, preventative maintenance, and how to make necessary repairs. Restricted to Carlsbad campus only.

INMT 235. Mechanical Drives I (4 cr.)

This course teaches the fundamentals of mechanical transmission systems used in industrial, agricultural, and mobile applications. Students will learn industrial relevant skills including how to: operate, install and analyze performance, and design basic transmission systems using chains, feed-belts, spur gears, bearings, and couplings. Vibration analysis will be used to determine when to perform maintenance of power transmission components. The course also covers power transmission safety, and introduction to belt and chain drives (applications, installations, and tensioning), and introduction to gear drives, coupling, and bearing, basic troubleshooting, blueprint and print reading, learning the basics of electrical drives and PDM and PM. Restricted to Carlsbad campus only.

INMT 236. Lubrication Process (3 cr.)

This course teaches the technical skills needed to operate, install, tune, maintain and troubleshoot automatic lubrication systems. Lubrication concepts, setup and tuning, pneumatic pumps, series-progressive valve systems and microprocessor based lubrication controllers will be covered. The course covers the principles of and importance of lubrication, oils and grease types and applications, lube management (storage, handling, and purity), and PDM and PM. Restricted to Carlsbad campus only.

INMT 237. Hydraulics I (2 cr.)

This course teaches fundamentals of hydraulic systems used in industry mobile application. Students learn the basic theory of application of hydraulic and electricity as it applies to hydraulics. Covered in the course are basic systems, principles of flow, pressure, viscosity, filtration, and colling. Also covered are basic components such as motor, pumps, cylinders, piping and control and relief valves. Troubleshooting strategies are discussed, along with blueprint and print reading, and PDM and PM. Industry, relevant skills including how to operate, install, analyze performance, and design basic hydraulic systems, reviewing intermediate hydraulic components and

system applications. Restricted to Carlsbad campus only.

INMT 261. Pump Operations I (4 cr.)

This course teaches how to select, operate, install, maintain and repair the many types of pumps used by industry. Students learn the theory and practical application of all types of processed pumps and pipe systems. It covers types, components, and systems operation. It also covers troubleshooting for flow loss and cavitation. Students learn how to select, operate, install, maintain and repair the many types of pumps used by industry. Other topics covered include: Net Positive Suction Head, pump flow/head measurement, pressure head conversion, pressure flow characteristics, cavitation, series/parallel pump operation, mechanical seal/stuffing box maintenance, multi stage operation and construction, positive displacement pumps, turbine, diaphragm, peristaltic, piston, gear, and magnetic pump systems. Restricted to Carlsbad campus only.

INMT 262. Piping Systems (2 cr.)

This course teaches students how to install, maintain and troubleshoot fluid systems such as how to select, size, identify, and install a variety of types of piping, fittings, and valves. Measurement techniques from basic to precision measurement, gauging, including the fundamentals of demotioning and tolerancing will be taught. Restricted to Carlsbad campus only.

INMT 263. Mechanical Drives II (4 cr.)

This course teaches the bearings and gears used in heavy duty mechanical transmission systems. This course will emphasize linear access drives, clutches, and brakes. In addition, this course teaches how to set up, operate and apply laser shaft alignment to a variety of industrial applications. This course is a study of the basic concepts and procedures for the maintenance and operations of pumps, turbines, seals, bearings, and compressors. The course will provide the student with the knowledge and skills necessary to perform proper maintenance, repair, replacement and selection of pumps, turbines, seals, bearings and compressors. Also covered are advanced gearbox, coupling and bearings, precision alignment (shaft, flange, and sheave), as well as basic vibration analysis and thermography as troubleshooting and RCA aids. Restricted to Carlsbad campus only.

INMT 264. Rigging (2 cr.)

This course teaches how to safely move loads of different shapes and sizes using a variety of different methods. Students will lift loads and demonstrate how to move it. Students will use

hoists, slings, ropes and fittings to learn how to safely lift a wide variety of loads. Included are weight estimation, lifting rules, load ratings (sling, wire, ropes and hoists). Restricted to Carlsbad campus only.

INMT 265. Hydraulics II (2 cr.)

This course teaches advanced hydraulics systems. The student will learn operation of advanced hydraulic systems applications, equipment installation, performance analysis of motors and pumps, accumulators, control, relief and check valve, equipment maintenance, and system design. The course covers accumulators, sequence valves, pilot circuits and unloader valves. Students learn more troubleshooting, hydraulic drives and other applications. Restricted to Carlsbad campus only.

INMT 267. Pump Operations II (2 cr.)

This course teaches the student the disassembly, inspection and reassembly of centrifugal and positive displacement pumps. This course allows the student to identify and replace worn or broken components of pumps, and learn predictive and preventive maintenance principles. Lockout of the pump will be performed in addition to measurements and alignment. Restricted to Carlsbad campus only.

JOUR – JOURNALISM

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.

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).

ME – MECHANICAL ENGINEERING

ME 234. Mechanics-Dynamics (3 cr.)

Kinematics and dynamic behavior of solid bodies utilizing vector methods. Prerequisites: MATH 192G, C E 233.

MAT - AUTOMATION & MANUFACTURING

MAT 102. Print Reading for Industry (3 cr.) (2+2P)

Reading, interpretation, and revisions of industrial technical drawings common to manufacturing, Aerospace,

machine parts, electrical, hydraulic, and Pneumatic drawings. Interpretation of engineering drawings and related shop calculations. Introduction Crosslisted with: AERT 113. Restricted to: Community Colleges only.

MAT 105. Introduction to Manufacturing (3 cr.) (2+2P)

Introduction to manufacturing evolution from basic assembly process to modern automated processes. Covers history, employability, soft skills, quality measurements, teamwork concept, production requirements, and considerations in plan layout and design. Minimum math proficiency of CCDM 114 required or math placement into MATH 120 or higher. Restricted to: Community Colleges only. Crosslisted with: AERT 112

MAT 106. Applied Manufacturing Practices (3 cr.) (2+2P)

Course will illustrate how various products are manufactured along with associated process. Mechanical behavior such as bending, cold worked, strained, work hardened, and heat transfer will be emphasized as well. In lab, students will learn how to make selected products starting from prints to complete projects including quality control. Crosslisted with: AERT114. Restricted to: Community Colleges only.

MAT 108. Metrology, Safety/Qual. Ctrl. Manufacturing (3 cr.) (2+2P)

Use of measuring tools in manufacturing process and quality control. These tools include: vernier and digital micrometers, calipers, height gauges, hole gauges, pin gauges, electrical pressure/flow, temperature measuring, stress/strain measurements, and non-destructive testing (eddy currents, magnetic particle, ultrasonic, bubble emission, x-ray, Gamma ray, radiography, visual inspection, ring test, tapping & Zygo). Instruction to use of coordinate machine while covering the safety issues that pertains to these types of tools and equipment. Restricted to: Community Colleges only.

MAT 110. Machine Operation and Safety (3 cr.)(2+2P)

Introduction to the operation and safety aspects of various types of machinery and equipment, including both mechanical and electrical machines, Rigid Tubing, and Flexible Lines. Maintenance and safety operation of industrial equipment will also be covered. Restricted to: Community Colleges only. Crosslisted with: AERT 115

MAT 130. Applied Industrial Electricity I (4 cr.) (3+2P)

Electrical safety, AC and DC circuits, use and care of common measuring instrumentation, schematic and wiring diagrams, electromagnetism, National Electric Code branch circuits. Prerequisite(s):

MATH 120 or ELT 120 or OETS 118. Restricted to: Community Colleges only.

MAT 135. Applied Industrial Electricity II (4 cr.) (3+2P)

Relationship between motor power, speed, and torque, basic application of relay circuits, motor control circuits, inductance and capacitance factors, transformers, solid state devices circuits and applications. Prerequisite(s): MAT 130. Community Colleges only.

MAT 145. Electromechanical Systems for Non-Majors (4 cr.) (3+3P)

Electromechanical system interfacing. Principles and applications of preventive and corrective maintenance procedures on automated industrial production machines using system technical and maintenance manuals to develop troubleshooting procedures using systems block and schematic diagrams. Prerequisite: consent of instructor.

MAT 234. Industrial Electricity Maintenance (3 cr.) (2+2P)

Introduction into electrical systems, theory and uses for the different types of motors used in the industry and related industrial safety practices. DC, AC stepper and servo motors, motor speed and torque, motor performance, and efficiency, motor control fundamentals using variable frequency drives, vector controls, servo and stepper drives. Restricted to: Community Colleges only.

MAT 265. Special Topics (1-6 cr.)

Course subtitled in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

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" section of this Catalog.

A student may not receive credit for a lower division mathematics course if it serves as a prerequisite to a lower-division math course that the student had previously passed with a grade of C or better.

NOTE: Students without an adequate placement score to enroll in MATH 111, MATH 120 or MATH 210G can gain admission to the course by earning a grade of C- or better in CCDM 114N at an NMSU branch campus. Students wishing to enroll in MATH 121G, 142G, 180, 191, 230, 235, 279, 280

or STAT 251G 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 adviser. A student who has not satisfied one of these requirements before registering may enroll temporarily in UNIV 000, then drop/add to an appropriate course at the beginning of the semester after taking the MPE and being advised.

MATH 111. Fund. 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. Restricted to EDUC, EPAR, E ED, ECED majors.

MATH 112G. Fund. Of Elementary Math II (3 cr.)

Geometry and measurement. Multiple approaches to solving problems and understanding concepts in geometry. Analyzing and constructing two- and three-dimensional shapes. Measurable attributes, including angle, length, area, and volume. Understanding and applying units and unit conversions. Transformations, congruence, and symmetry. Scale factor and similarity. Coordinate geometry and connections with algebra. Reasoning and communicating about geometric concepts. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 111.

MATH 120. Intermediate Algebra (3 cr.)

Linear and algebraic functions as they arise in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically and numerically. Prerequisite: adequate score on the Mathematics Placement Examination (see note above.)

MATH 121G. College Algebra (3 cr.)

Fundamental concepts of functions, including algebraic and graphical properties. Fitting functions to data. Finding zeroes and extreme values. Solving systems of equations. Prerequisites: Adequate math placement score or C or better in MATH 120.

MATH 142G. Calculus for the Biol. & Mgmt. Sci. (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 175. Trigonometry (3 cr.)

Trigonometric functions, graphs, identities, inverse functions, polar coordinates and applications. Complex numbers, curve fitting, roots of polynomials, exponential and logarithmic functions, conics, systems of equations and matrices. May not be taken for credit by students having credit for MATH 136. Prerequisite: C or better in MATH 121G. Restricted to Community Colleges only.

MATH 190G. Trigonometry and Precalculus (4 cr.) (3+2P)

Elementary functions used in the sciences with emphasis on trigonometric functions and their inverses. Polar coordinates. Complex numbers and Euler's formula. Analytic geometry and vectors. Prerequisite: adequate score on Mathematics placement exam or a C or better in MATH 121G (see note at beginning of this section).

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 Mathematics Placement Examination.

MATH 215. Fundamentals of Elem. 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 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.

MATH 291G. Calculus and Analytic Geometry III (3 cr.)

Vector algebra, directional derivatives, approximation, max-min problems, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of C or better in MATH 192G.

MGT - MANAGEMENT

MGT 201. Introduction to Management (3 cr.)

Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

MKTG - MARKETING

MKTG 203. Introduction to Marketing (3 cr.)

Covers processes, functions and principles in the current marketing system. Includes role of marketing in the economy, types of markets, product development, distribution channels, pricing and promotion strategies, market research and management of the processes. Community Colleges only.

MUS - MUSIC

MUS 101G. An Introduction to Music (3 cr.)

An introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world's great music from the past to the present.

MUS 161. Concert Choir (1 cr.)

Campus choir composed of both music and non-music majors. Emphasis on vocal techniques, sight-singing, and basics of choral musicianship. May be taken for unlimited credit.

MUS 201G. Hist. of Jazz in Pop. Mus.:

Blend/Cultures (3 cr.)

Jazz in popular music as it relates to music history and the development of world cultures.

MUS 260. Special Topics I (1-3 cr.)

Emphasis on special areas of music; designed for highly motivated students. May be taken for unlimited credit.

NA - NURSING ASSISTANT

NA 101. Nursing Assistant Theory and Lab (6 cr.) (5+3P)

Nurse aide skills with emphasis on a bio-psychosocial-cultural approach to 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 Prometric certification examination. Prerequisite(s): (Reading Compass score of 81 or greater or CCDD 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 CCDD 103N with C or better). Restricted to: Community Colleges only.

NA 109. Phlebotomist Basic (4 cr.) (2+4P)

Basic theory and skills of phlebotomy following OSHA and Center for Disease Control guidelines. Prepares students for employment as a phlebotomist in licensed settings. Requires a C or better to pass.

NURS - NURSING

The following courses are open to nursing students only

NURS 120. Introduction to Pharmacology (3 cr.)

General principles of pharmacology including methods of administration, effect on the body, interactions with other drugs, and classification of drugs. Focus on the health care provider's role in safe pharmacologic intervention. Restricted to Allied Health majors. Restricted to: Community Colleges only.

NURS 140. Pathophysiology for Allied Health Prof (3 cr.)

Introduction to the nature of disease and its effect on body systems. Deals with the disease processes affecting the human body via an integrated approach to specific disease entities. Includes a review of normal functions of the appropriate body systems. Diseases are studied in relationship to their etiology, pathology, physical signs and symptoms, diagnostic procedures, complication,

treatment modalities, and prognosis. Prerequisite: a grade of C or better in OEHO 140. Restricted to Allied Health and Health Information Technology majors. Restricted to: Community Colleges only.

NURS 146. Common Health Deviations (6 cr.) (4+6P)

Common health deviations and the manner by which they alter various body functions are explored. The role of the licensed practical nurse in assisting clients with common health deviations is presented. Ethical and legal implications and the role of the practical nurse are also considered. The licensed practical nursing student will utilize the application of knowledge to a client care situation both in the sub-acute care and acute care settings. The nursing process is presented as a guide for coordinating client care with in a chosen nursing system, each phase of the nursing process is utilized as a method of coordinating client care. Grade of C or better required. Prerequisite(s): NURS153, NURS 156, NURS 154, NURS 157, and NURS 210 or consent of program director. Restricted to: Carlsbad campus only.

NURS 150. Medical Terminology (3 cr.)

Understanding of the basic elements of medical words. Use of medical abbreviations. Same as OEHO 120 and BOT 150.

NURS 153. Medication and Dosage Calculation (1 cr.)

Techniques of dosage calculation for medication and fluid administration. RR applicable. Prerequisite(s): Meet NMSU basic skills requirement in mathematics or consent of program director. Corequisite(s): NURS156 and NURS154.

NURS 154. Physical Assessment (2 cr.)

Beginning techniques of physical assessment by systems will be presented by using the nursing process as a guide for identifying self-care requisites throughout the life span. Grade of C or better required. Prerequisite(s): BIOL 154 or BIOL 225 or consent of program director. Corequisite(s): NURS 153 & NURS 156. Community Colleges only.

NURS 155. Special Topics (1-4 cr.)

Specific subjects to be announced in the Schedule of Classes.

NURS 156. Basic Nursing Theory and Practice (6 cr.) (4+6P)

Introduction to the nursing profession and the beginning skills of nursing practice as it relates to normalcy. Embracing the theory of Dorothea Orem, the nursing process is presented as a means of guiding the student in promoting self-care. Ethical and legal aspects of nursing practice are also included. Basic clinical nursing skills will be presented and practiced in the nursing lab. The student will perform these skills with clients in an

actual health care setting. Prerequisite(s): Consent of Program Director. Corequisite(s): NURS 153 and NURS 154. Restricted to: Carlsbad campus only.

NURS 157. Maternal/Child Health Deviations (8 cr.) (6+6P)

The concepts and principles of nursing care of the family from conception to adolescence. Utilizing the nursing process, the student focuses on the supportive-educative nursing system to assist members of the family in meeting self-care requisites. Theoretical instruction applied to client care situation. Students assist clients in meeting universal and developmental self-care requisites. Experiences may occur in any of the regional health care facilities. Grade of C or better required. Prerequisite(s): NURS 156, NURS 153, and NURS 154 or consent of program director. Corequisite(s): NURS 210. Restricted to: Carlsbad campus only.

NURS 210. Pharmacological Reqs. of Childbearing Family (1 cr.)

Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care will be discussed focusing on medications commonly utilized with the childbearing family. Medication classes to be discussed include labor and delivery, analgesic, vitamins, respiratory, gynecological, endocrine, and anti-microbial/anti-infective drugs. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of instructor and NURS 153, NURS 154 and NURS 156. Corequisite(s): NURS 157. Restricted to: Carlsbad campus only.

NURS 211. Pharmacological Reqs. Simple Health Devia. (1 cr.)

Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care are addressed focusing on medications related to the psychiatric, gastrointestinal, musculoskeletal, gynecological, hematological, and anti-neoplastic client. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of instructor and NURS 153, NURS 154, NURS 156, NURS 157 and NURS 210. Corequisite(s): NURS 246 and NURS 258. Restricted to: Carlsbad campus only.

NURS 212. Pharmacological Reqs. Complex Health Devia (1 cr.)

Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care is examined focusing on medications related to complex health deviations. Drug classes to be discussed include cardiovascular, renal, endocrine, and neurological. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of

instructor, and NURS 153, NURS 154, NURS 156, NURS 157, NURS 246, NURS 258, NURS 210 and NURS 211. Corequisite(s): NURS 256 and NURS 260. Restricted to: Carlsbad campus only.

NURS 246. Health Deviations I (7 cr.) (4+9P)

Introduction to medical/surgical clients whose self-care needs are routine and predictable. Focus is on simple health deviations, including concepts relative to health promotion and maintenance. Pharmacological therapies are included. Focus on the care of individuals with simple health deviations. Nursing process utilized to assist patients with meeting self-care needs. Student expected to apply all nursing systems while providing care for a group of two or three clients. Grade of C or better required. Prerequisite(s): NURS 153, NURS 156, NURS 154, NURS 157 and NURS 210 or consent of program director. Corequisite(s): NURS 211 and NURS 258. Restricted to: Carlsbad campus only.

NURS 256. Health Deviations II (8 cr.) (4+12P)

Concepts and principles applied to clients with complex health deviations. Focus will be on acutely ill clients that require the nurse to function in all three nursing systems. Building upon knowledge gained in NURS 246, the student focuses on individuals with complex health deviations. The nursing process continues to serve as a guide in assisting clients to meet self-care needs. The student assists the health care team in all aspects of client care. Preceptorship experience in which the student makes application of all knowledge gained throughout the nursing program. Student experiences the role of the staff nurse under the guidance and direction of their preceptor and nursing instructor. Grade of C or better required. Prerequisite(s): NURS 153, 154, 156, 157, 210, 211, 246, and 258 or consent of program director. Corequisite(s): NURS 260 and NURS 212. Restricted to: Carlsbad campus only.

NURS 258. Psychosocial Requisites: A Deficit Approach (3 cr.) (2+3P)

Nursing theory and practice as it relates to the care of the client experiencing psychosocial health deviations. The role of the nurse is discussed along with the ethical and legal aspects of caring for the client with psychosocial disorders. Building upon the communication skills of listening and responding, the student develops the therapeutic skills of interpersonal relationships. All nursing systems will be utilized as the student makes application to the care of clients experiencing psychosocial deviations. Grade of C or better required. Prerequisite(s): NURS 153, 154, 156, 157, 210, 246, and 258 or consent of program director.

Corequisite(s): NURS 211 and NURS 246. Restricted to: Carlsbad campus only.

NURS 260. Mgmt. of Patients with Health Deviations (2 cr.)

A capstone experience to the nursing program in which principles in management and delegation to less prepared personnel is explored. Includes the development of delegation skills while directing client activities in a work setting, and the development of the beginnings of nursing leadership roles. During this experience, the student makes application of all knowledge gained throughout the nursing curriculum. A review of leadership roles, legal issues and scope of practice with preparation for the NCLEX is included. Grade 'C' or better required. Lab fee included to cover cost of NCLEX review. Prerequisite(s): NURS 153, 154, 156, 157, 210, 211, 246, and 258 or consent of program director. Corequisite(s): NURS 212 and NURS 256. Restricted to: Carlsbad campus only.

NURS 290. Pathophysiology I (1-3 cr.)

An introduction to pathophysiologic concepts using a body systems approach. Prerequisite: BIOL 226 or BIOL 254. Restricted to: Community Colleges only.

NURS 291. Pathophysiology II (1-3 cr.)

A continuation of materials presented in NURS 290, Pathophysiology I, covering the remaining body systems. Prerequisite(s): BIOL 226 or 254 and NURS 290 or consent of program director. Restricted to: Community Colleges only.

OECS - COMPUTER TECHNOLOGY

Occupational Education Courses

Students enrolling in any of the OE prefix courses are advised that these courses are not intended to replace or substitute for any approved courses which are part of baccalaureate degree programs at New Mexico State University, without approval of the appropriate dean, and that any request for substitution may be denied. Requests for substitution must be considered on an individual basis by the dean of the college if a student elects to pursue a bachelor's degree.

OECS 105. Introduction to Information Technology (3 cr.)

Introduction and application of basic information technology skills using personal computers including operating systems, common office application software, and the impact of technology on the economy and society. Restricted to: Community Colleges only.

OECS 110. Introduction to Power Point (1 cr.)

An introduction to Power Point software to develop business presentations. Includes concepts of basic presentation methods and graphic design principles. Students will create and deliver presentations using text, charts, digitized images, and sound. Prerequisites: BCIS 110, C S 110, or OECS 105.

OECS 125. Operating Systems (1-3 cr.)

Installation, configuration and optimization of current operating systems. Restricted to: Community Colleges only.

OECS 128. Operating Systems Linux/Unix (3 cr.)

Installation, configuration, and use of Linux/Unix operating system software and utilities including hardware management, file management, use of command line, and scripting. Community Colleges only.

OECS 140. Intro. to Game Production Industry (3 cr.)

Students explore the business behind game production, understanding how game companies are organized and funded, positions within the game industry, and what skills game producers need. Prerequisites: Either BCIS 110, C S 110, or OECS 105.

OECS 141. Intro. to Interactive Game Programming (3 cr.)

This introductory programming class reviews the basics of programming, including the object-oriented approach. Students will de-construct existing games, develop their own code, and gain an appreciation for coding strategies. May be repeated for a maximum of 6 credits. Restricted to: Community Colleges Only. Prerequisites: C S 110, BCIS 110, or OECS 105.

OECS 150. Intro. to Programming Using Visual Basic (4 cr.)

Introduction to algorithmic problem-solving concepts, structured programming design-oriented application programming interface development. Solutions to problems are implemented using the Visual Basic programming language in the Windows environment, with connection to Access databases as applicable. Prerequisite(s): CS 110, OECS 220, and MATH 120. Restricted to: Community Colleges only.

OECS 155. Spec. Topics – Intro. Computer Tech (.5 to 4 cr.)

Topics to be announced in the Schedule of Classes. May be repeated up to 8 credits.

OECS 185. PC Maintenance and Selection I (1-3 cr.)

Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCIS 110, C S 110 or OECS 105.

OECS 192. C++ Programming I (3 cr.)

Development of skills in programming using the C++ programming language. Restricted to: Community Colleges only.

OECS 193. C++ Programming II (3 cr.)

Continuation of OECS 192. Prerequisite: OECS 192.

OECS 195. Java Programming I (1-3 cr.)

Developing of skills in programming using the Java programming language. Restricted to: Community Colleges only.

OECS 196. Java Programming II (1-3 cr.)

Continuation of OECS 195. Prerequisite: OECS 195. May be repeated for a maximum of 9 credits.

OECS 200. Accounting on Microcomputers (3 cr.)

Fundamental accounting principles using popular microcomputer software to include G/L, A/R, A/P, purchase order, billing, inventory, and forecasting modules. Prerequisite: ACCT 252 or BOT 121.

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 110G or CS 110G or consent of instructor. Restricted to: Community Colleges only.

OECS 208. Internet Applications (1-3 cr.)

Survey of the Internet to include e-mail, file transfer, current search techniques, the World Wide Web and basic Web page development. Prerequisite: C S 110G, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.

OECS 209. Computer Graphic Arts (1-3 cr.)

Basic graphics composition using computer programs to include editing and manipulating graphic images, clip-art, and printing of pictures. Prerequisite: OECS 105, C S 110, or OECS 101. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

OECS 211. Word Processing Applications (1-3 cr.)

Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated under different subtitles listed in the Schedule of Classes for a maximum of 6 credits.

OECS 214. Creating a Web Page (1 cr.)

Introduction to creating Web pages for business and personal use. Prerequisites: C S 110, BCIS 110 or OECS 105. Graded S/U.

OECS 215. Spreadsheet Applications (1-3 cr.)

Use of spreadsheets to include graphics and business applications. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.

OECS 216. Programming for the Web (3 cr.)

Designing web-based applications using appropriate programming language(s) such as, but not limited to HTML, PHP, MySQL, SQL, Java, Perl, C or C++. May be repeated up to 6 credits. Prerequisite(s): One semester of any programming course. Restricted to: Community Colleges only.

OECS 218. Web Page Programming Support (3 cr.)

Languages that support Web page development including HTML, Active X and Java Script. Implementation of forms and style sheets in Web pages also presented. Prerequisites: C S 110, BCIS 110 or OECS 105.

OECS 220. Database Application and Design (1-3 cr.)

Creating, sorting, and searching of single and multitable 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. Internship I (1-3 cr.)

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 3 credits. Consent of Instructor required. Prerequisite(s): Consent of Instructor. Restricted to: OESC majors. S/U grading (S/U, Audit). Restricted to Community College campuses only.

OECS 227. Computer Applications for Technicians (3 cr.)

Computer applications for service technicians in various disciplines. Hardware and software applications explored. Includes operating systems, high level programming, and networking hardware and software.

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. Prerequisite: 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 232. Implementing and Supporting Networks I (3 cr.)

Knowledge and skills relating to post-installation and day-to-day administration tasks in a single-domain or multiple-domain network. Prerequisite: OECS 230 or OECS 261.

OECS 233. Implementing and Supporting Networks II (1-3 cr.)

Implementation, administration, and troubleshooting networks in an enterprise computing environment to include multiple servers, domain and sophisticated server applications. Prerequisite: OECS 232.

OECS 235. Structured Query Language (SQL) (1-3 cr.)

Installation, configuration, administration, and troubleshooting of SQL client/server database management system. Prerequisite: OECS 185, OECS 207, OECS 230 or OECS 261.

OECS 236. Network Management (1-3 cr.)

Administration and troubleshooting Systems Management Server (SMS). Prerequisite: OECS 234. May be repeated for a maximum of 6 credits.

OECS 245. Game Programming I (3 cr.)

Development of programming skills for games and animation using current programming languages and tools. May be repeated for a maximum of 6 credits. Prerequisite: consent of instructor.

OECS 246. Game Programming II (3 cr.)

Continuation of OECS 245. May be repeated for a maximum of 6 credits. Prerequisite: OECS 245.

OECS 250. Systems Analysis and Design I (3 cr.)

Analysis, configuration, design and testing of organizations' work flow as it relates to hardware, software, data, procedures and personnel. Systems Life Cycle approach matching end users' needs to feasible financial, technical and operational solutions. Prerequisite(s): OECS 220. Restricted to Community Colleges campuses only.

OECS 255. Special Topics (1-4 cr.)

Topics to be announced in the Schedule of Classes.

OECS 260. Hypertext Markup Language (HTML) (1-3 cr.)

Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum of 3 credits.

OECS 261. Introduction to Networks (4 cr.)

Introduction to networking principles including the practical and conceptual skills for understanding basic networking, planning and designing networks, implementing IP addressing schemes, examining the OSI and TCP/IP layers, and performing basic configurations for routers and switches. Aligns to the first course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): C S 110G, BCIS 110, OECS 105 or E T 120. Restricted to: Community Colleges only.

OECS 262. Essentials of Routing and Switching (4 cr.)

Examination of the architecture, components, and operations of routers and switches in a small network. Student will learn how to configure, verify and troubleshoot: routers and switches, static routing, default routing, VLANs, and ACLs. Aligns to the second course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 261. Restricted to: Community Colleges only.

OECS 263. Network Fundamentals (4 cr.)

Fundamentals of networking architecture, components, and operations including practical and conceptual skills using routers and switches. Student will learn how to configure, verify and troubleshoot static routing, default routing, VLANs, and ACLs. This course aligns to the third course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 262. Restricted to: Community Colleges only.

OECS 264. Network Routing Protocols (4 cr.)

Fundamentals of routing protocols for troubleshooting advanced network operations. Covers common networking issues such as RIP, OSPF, and EIGRP for IPv4 and IPv6 networks. This course aligns to the fourth course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 263. Restricted to: Community Colleges only.

OECS 269. Network Security (3 cr.)

Fundamentals of design and implementation of network security solutions that will reduce the risk of system vulnerability. Prerequisite(s): OECS 207 or OECS 261 or consent of instructor. Restricted to: Community Colleges only.

OECS 280. Desktop Publishing I (3 cr.)

Design and production of publication materials to fill the needs of business communities, using a

microcomputer. Prerequisites: either BCIS 100G, C S 110, 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. Restricted to majors.

Prerequisite(s): (OECS 125, OECS 128, OECS 207, or OECS 203) AND (OECS 185 OR E T 283). Restricted to: Community Colleges only.

OEEM - PARAMEDIC

OEEM 101. CPR for the Health Care Professional (1 cr.)

Students learn identification and response to airway and circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.

OEEM 115. First Responder Prehospital Professional (3 cr.) (2+3P)

Provides training in prehospital medical and traumatic emergencies. Prerequisite: Consent of instructor. Corequisite: OEEM 101. Requires a C or better to pass. Restricted to majors.

OEEM 120. Emergency Medical Technician Basic (6 cr.)

Covers EMT-Basic skills to include care of soft tissue and muscular/ skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Requires a C or better to pass. Corequisite(s): OEEM 101 and OEEM 120L and OEEM 121, or consent of instructor. Prerequisite(s)/ Corequisite(s): BIOL 154. Restricted to: Community Colleges only.

OEEM 120L. Emerg Medical Tech-Basic Lab (2 cr.) (6P)

EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a "C" or better to pass.

OEEM 121. EMT Basic Field/ Clinical (1 cr.) (3P)

Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a C or better to pass.

OEEM 122. EMT Basic Advanced Field/Internship (2 cr.) (6P)

Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisite: current EMT-basic license and consent of instructor. Requires a C or better to pass.

OEEM 150 L. EMT Intermediate Lab (2 cr.) (6P)

EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Requires a C or better to pass. Corequisite(s): OEEM 150 and OEEM 151. Restricted to: Community Colleges only.

OEEM 150. EMT Intermediate (5 cr.)

Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental, behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a C or better to pass.

OEEM 151. EMT. Intermediate Field/Clinical (2 cr.) (6P)

Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: Consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a C or better to pass.

OEEM 201. Human Pathophysiology (3 cr.) (2+3P)

Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only.

OEEM 202. EMT – Paramedic I Respiratory Emerg (3 cr.) (2+3P)

Review anatomy, physiology and pathophysiology of the respiratory system. Assessment and management of respiratory emergencies and acute respiratory failure in the prehospital setting. Prerequisites: consent of instructor. Restricted to major. Requires a C or better to pass.

OEEM 203. EMT – Paramedic II Trauma Emerg (3 cr.) (2+3P)

Study of the effects of trauma on the human body. Assessment and management of trauma patients and scenes, including vehicular extractions. Prerequisites: OEEM 202 and consent of instructor. Restricted to major. Requires a C or better to pass.

OEEM 206. Introduction to Advanced Prehospital Care (3 cr.) (2+3P)

Overview of prehospital care including roles and responsibilities of EMT-P, EMS systems, medical, legal, ethical issues, stress management, medical terminology, medical report writing and communication. Includes ride-along with ambulance and dispatch observation. Requires a C or better to pass. Restricted to majors. Consent of instructor required. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only. Restricted to OEEM majors.

OEEM 207. Introduction to Pharmacology (3 cr.) (2+3P)

Drug actions, factors modifying drugs and dosages: characteristics of drug effects and drug history and dosages. Prehospital protocol, transport, and common patient prescription medications. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 120. Restricted to: Community Colleges only. Restricted to OEEM majors.

OEEM 210. Cardiac Rhythm Interpretation (3 cr.) (2+3P)

Cardiac conduction system: electrophysiology electrocardiogram, monitor, atrial, sinus, ventricular and junctional dysrhythmias, multiple lead EKG and 12 lead EKG interpretation. Prerequisite(s): OEEM 203, OEEM 230, and OEEM 240. Requires a C or better to pass.

OEEM 212. EMT – Paramedic Cardiovascular Emerg (3 cr.) (2+3P)

Review anatomy, physiology, and pathophysiology of cardiovascular system. Assessment and management of cardiovascular emergencies in the prehospital setting. Prerequisite(s): second semester standing in EMS program and consent of instructor. Requires a C or better to pass.

OEEM 213. EMT - Paramedic Medical Emergencies I (3 cr.) (2+3P)

Study of the disease process; assessment and management of neurological, endocrine, gastrointestinal, renal emergencies and infectious disease. Prerequisites: OEEM 212, OEEM 230 and OEEM 240. Requires a C or better to pass.

OEEM 214 EMT- Paramedic: Medical Envir. Emerg. II (3 cr.) (2+3P)

Study of disease process, assessment, and management of poisoning, drug and alcohol abuse, environmental, behavioral and geriatric emergencies. Prerequisites: OEEM 213, OEEM 230 and OEEM 240. Requires a C or better to pass.

OEEM 216 EMT- Paramedic: Reproductive & Childhood Emerg (3 cr.) (2+3P)

Covers anatomy, physiology, disease processes, assessment and management of male and female reproductive system emergencies, childhood emergencies and growth and development. Restricted to majors. Requires a C or better to pass. Prerequisite(s): OEEM 214 and consent of instructor. Restricted to: Community Colleges only.

OEEM 230 EMT-Paramedic Clinical Experience I (3 cr.) (9P)

Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 231 EMT-Paramedic Clinical Experience II (3 cr.) (9P)

Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisites: OEEM 230 and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 235. EMT Paramedic Clinical Experience III (1-3 cr.) (9P)

Continuation of OEEM 231. Prerequisites: second semester standing in EMS program, OEEM 231, and consent of instructor. May be repeated for a maximum of 3 credits. Restricted to majors. Requires a C or better to pass.

OEEM 241 EMT-Paramedic Field Internship I (3 cr.) (9P)

Continued focus on advanced prehospital skills and knowledge, with increasing responsibility for patient care. Successful completion includes meeting at least the minimum required hours and course objectives. Prerequisites: OEEM 240 and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 243 EMT-Paramedic Preparation for Practice (2 cr.)

Comprehensive final program testing to prepare for licensing examination. Prerequisites: OEEM 216 and OEEM 242. Restricted to majors. Requires a C or better to pass.

OEEM 245, EMT Paramedic Field Internship III (1-3 cr.)

Continuation of OEEM 242. Prerequisites: OEEM 242 and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEET - ELECTRICAL TRADES

OEET 110. Basic Electricity and Electronics (4 cr.) (3+3P)

An introduction to electricity theory and practice, including electron theory, Ohm's law, construction of electrical circuits, direct and alternating currents, magnetism, transformers, and practical applications. Same as HVAC 102, ELT 105, OEPB 102.

OEET 115. Wiring Methods and Materials (5 cr.) (2+6P)

Application of electrical code in selection of wiring materials; proper methods of installation. Corequisite: OEET 110 or consent of instructor.

OEET 120. Basic Motor Controls (5 cr.) (2+6P)

Developing schematics and wiring simple manual and electromechanical control devices. Prerequisite: OEET 110 or consent of instructor.

OEET 130. Intro. to Electrical Power Systems (2 cr.)

An overview of electrical power systems, equipment, safety practices, first aid and CPR. Prerequisite: acceptance into the electrical lineworker program. Corequisite: OEET 110 and OEET 131. Restricted to majors.

OEET 205. National Electric Code (3 cr.)

Interpretation and application of the National Electric Code. Prerequisite: OEET 110.

OEET 295. Special Topics (1-6 cr.)

Topics to be announced in the Schedule of Classes.

OEGR - DIGITAL GRAPHICS

OEGR 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 majors. Graded S/U.

OEMN- FACILITY MAINTENANCE TECHNOLOGY

OEMN 100. Interior Building Maint (4 cr.) (2+4P)

Skills and technical information about materials, processes, construction, maintenance, and repair for walls, ceilings, floors, doors, windows, locks, closures, and furniture. Interior coatings, basic electrical and plumbing repairs, and hand/power tools.

OEMN 105. Intro to Bldg Trades & Maint (4 cr.) (4+1P)

Basic safety; introduction to construction math, hand tools, power tools, and blueprints; basic rigging; and soft skills for the construction and maintenance industry. Same as OEAR 105.

OEMN 110. Small Equip Maint & Repair (4 cr.) (3+2P)

Covers small engine theory, troubleshooting and repair, auto maintenance, hydraulic theory and repair lubricants, batteries and scheduled tool maintenance.

OEMN 111. Basic Hydraulics (3 cr.) (2+2P)

Hydraulic system safety and basic principles of hydraulics, including Pascal's law and Bernoulli's principle. Explains the function of fluids, parts, pumps, and motors. Prerequisite: OEMN 105 or consent of instructor.

OEMN 112. Basic Pneumatics (3 cr.) (2+2P)

Pneumatic safety, characteristics of gases and how they are compressed, pneumatic transmission of energy, and compressor operation. Prerequisite: OEMN 105 or consent of instructor.

OEMN 115. Blueprint Reading (3 cr.) (2+2P)

Reading, interpretation, and revisions of industrial technical drawings common to manufacturing. Integration of engineering and related shop calculations. Introduction to computer-aided drawing of schematic diagrams. Prerequisite: OEMN 118 or consent of instructor.

OEMN 116. Basic Machining (3 cr.) (2+2P)

Basic manufacturing processes. Familiarization with operation and maintenance of lathes, saws, drill presses, and milling machines. Prerequisite: OEMN 115.

OEMN 120. Painting and Finishing Tech (4 cr.) (2+4P)

Types and application of paints and clear coatings. Use of fasteners, adhesives, caulks, and sealants.

OEMN 130. Carpentry Repair Techniques (4 cr.) (3+2P)

Tool safety, use, and maintenance. Wood and related products, joinery, framing and blocking, jigs and fixtures, etc. Student will gain knowledge and skills for entry-level carpentry repair as a facilities maintenance technician.

OEMN 150. Landscape Irrigation Systems (4 cr.) (3+2P)

Covers the installation and repair of sprinkler and drip irrigation systems, with xeriscape (landscape water conservation) principles emphasized. Includes the study of fittings, piping, valves, backflow preventers, controllers, sprinklers and emitters, and automatic timing devices.

OEMN 160. Landscape Const Practices I (3 cr.) (1+4P)

Establishing a finished landscape from the printed plan. Includes elementary surveying and grade interpretation, blueprint reading, landscape layout, selection and use of tools and power equipment, hardscape construction, and the installation of irrigation systems, drainage systems and plant materials.

OEMN 200. Exterior Building Maint (4 cr.) (2+4P)

Construction and repair of exterior walls, roofs, masonry, and signs. Concrete, asphalt and exterior paint repair considerations included.

OEMN 209. Basic Electricity for Maint (3 cr.) (2+2P)

Basic practical electrical safety. Introduction to VOM, power generation, distribution and application. Ohm's law with specific applications. DC, AC single phase and AC polyphase characteristics, power sources and supply applications.

OEMN 210. Elect Sys Troubleshoot/Repair (4 cr.) (3+2P)

Hands-on experience in electrical systems maintenance and repair. Use of V.O.M., electrical safety, codes and standards; motors, cable and wire types, and grounding. Prerequisite: OEAR 102 or consent of instructor.

OEMN 220. Plumbing & Climate Sys Maint (4 cr.) (3+2P)

Covers selection, types, repair, and maintenance of heating and cooling systems, piping, ducting, valves, controls, swimming pools, and fountains.

OEMN 221. Co-op Experience (1-3 cr.)

Supervised cooperative work program. Student is employed in an approved facilities maintenance operation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Prerequisite: consent of instructor. Graded S/U.

OEMN 230. Facilities Maintenance Management (4 cr.)

Study of ethics, codes, regulations, scheduling, policy, procedures and resume preparation. Employee supervision and effective communication techniques as related to facilities maintenance and landscape technologies.

OEMN 250. Mechanical Maintenance I (3 cr.) (2+2P)

Introduction to bearings, installation, removal and troubleshooting bearings; installing couplings and coupling removal procedures; belt and chain drives; function and installation of mechanical seals, gaskets, and packing. Prerequisite: OEMN 105 or consent of instructor.

OEMN 251. Mechanical Maintenance II (3 cr.) (2+2P)

Installing dynamic and static seals; pumps; troubleshooting and repair of gearboxes. Prerequisite: OEMN 105 or consent of instructor.

OEMN 252. Alignment (3 cr.) (2+2P)

Conventional and reverse alignment; types of misalignment, aligning couplings using a straightedge and feeler gauge; adjusting face and OD alignment using a dial indicator; eliminating coupling stress. Use of reverse dial indicator. Prerequisite: OEMN 105 or consent of instructor.

OEMN 255. Special Probl in Facilities Maint (1-4 cr.)

Individualized study relative to special topics of interest within the program. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OEMN 260. Landscape Mgmt/Maint I (3 cr.) (2+2P)

Aspects of plant care from plant identification to scheduling fertilizer and water applications. Includes greenhouse management, landscaping, and use of related tools and equipment.

OEMN 270. Landscape Mgmt/Maint II (3 cr.) (22P) Continuation of OEMN 260 with emphasis on advanced landscape management techniques in an applied setting. Prerequisite: consent of instructor.

OEMN 280. Professional Dev/Leadership (1-3 cr.)
As members and/or officers of student professional organizations or students of building construction, facilities maintenance, and landscape technologies, students gain experience in leadership, team building, and community services. May be repeated for a maximum of 6 credits.

OEMN 290. Special Topics in Facilities Maint (1-5 cr.)
Topics to be announced in the Schedule of Classes. Prerequisite: consent of instructor.

OETS – TECHNICAL STUDIES

OETS 100. Industrial/Construction Safety (2 cr.)
Covers safety issues such as PPE, BBP, ladder safety, RTK, HazCom, MSDS and information about safety organizations such as OSHA, NIOSH, NFPA, National Safety Council. Community Colleges only. Restricted to Dona Ana and Carlsbad campuses.

OETS 102. Career Readiness Certification Prep (1 cr.)
This course is designed to prepare students to successfully obtain Career Readiness Certifications in all areas and at the appropriate levels for their program of study. Graded: S/U. Restricted to: Community Colleges only.

OETS 118. Mathematics for Technicians (3 cr.) (2+2P)
Analysis and problem solving of technical problems using measuring instruments and techniques of arithmetic, algebra, geometry, and trigonometry. Prerequisite(s): OETS 104 or CCDM 103N or appropriate placement test score. Restricted to: Community Colleges only.

OETS 255. Special Topics Technical Studies (1-6 cr.)
Topics to be announced in the Schedule of Classes. Prerequisite(s): Consent of instructor. Restricted to: Community Colleges only.

PE-PHYSICALEDUCATION, RECREATION, AND DANCE

P E 103. Beginning Weight Training for Women (1 cr.)
Introduction to basic principles and techniques of weight training as related to women.

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 128. Aerobic Dance (1 cr.)
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music.

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 145. Beginning Bowling (1 cr.)
Basic skills and methods in bowling.

P E 150. Beginning Golf (1 cr.)
This is a beginning golf class. You will be taught the basic fundamentals of the golf swing, how to putt and chip, basic rules knowledge, how to play a round, and keep score.

P E 173. Running Fitness (1 cr.)
Basic fitness knowledge techniques and training methods of fitness running are practiced and refined.

P E 199. Yoga (1 cr.)
A holistic approach to exercise benefiting the body, mind, and spirit. Practices focus on alignment, strength, breath relaxation, and restoration.

P E 204. Cross Training (1 cr.)
Intensive training program that incorporates both aerobic and resistive overload approaches to training.

P E 205. Walking Fitness (1 cr.)
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.

P E 206. Beginning Physical Fitness (1 cr.)
Progressive exposure to steady state exercise tailored to individual needs for the purpose of determining, improving, and maintaining physical fitness.

P E 215. Intermediate Walking (1 cr.)
A continuation of basic fitness knowledge techniques and training methods of fitness walking are practiced and refined. Prerequisite: P E 205 or consent of department head.

P E 216. Advanced Walking (1 cr.)
Advanced walking fitness and training techniques are presented, practiced, and refined.

P E 228. Intermediate Aerobic Dance (1 cr.)

Aerobic dance at a high intensity level with a more in-depth study of the body's physiological response to exercise. Prerequisite: P E 128 or consent of department head.

P E 229. Intermediate Step Aerobics (1 cr.)

Step aerobic dance at a high intensity level with a more in-depth study of the body's physiological response to exercise. Prerequisite: PE 129 or consent of department head.

P E 263. Outdoor Recreation Skills (1 cr.)

Selected outdoor activities. Appropriate subtitles, such as hiking and backpacking, camping and survival, hunting and gun safety, casting and angling skills. May be repeated for maximum of 4 credits.

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.

P E 299. Intermediate Yoga (1 cr.)

Continuation of introductory course focusing on meat cookery, Intermediate training and skill techniques in Yoga. Prerequisite(s): PE 199 or consent of instructor.

PHLS – PERSONAL HEALTH SCIENCE

PHL S 150G. Personal Health and Wellness (3 cr.)

A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others.

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. Prerequisite(s)/Corequisite(s): PHYS 211G or PHYS 221G.

PHYS 212G. General Physics II (3 cr.)

Non-calculus treatment of electricity, magnetism, and light. Prerequisite(s): PHYS 211G or PHYS 221G.

PHYS 212GL. General Physics II Laboratory (1 cr.) (2P)

Laboratory experiments in topics associated with material presented in PHYS 212G or PHYS 222G. Students wishing to use the PHYS 211G-212G or PHYS 221G-222G sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211GL or PHYS 212GL. Pre/Corequisite(s): PHYS 212 or PHYS 222.

PHYS 215G. Engineering Physics I (3 cr.)

Calculus-level treatment of kinematics, work and energy, particle dynamics, conservation principles, simple harmonic motion. Prerequisite(s): MATH 191G.

PHYS 215GL. Engineering Physics I Laboratory (1 cr.) (3P)

Laboratory experiments associated with the material presented in PHYS 215G. Corequisite: PHYS 215G. Students wishing to use the PHYS 215G-216G sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or PHYS 216GL.

PHYS 216G. Engineering Physics II (3 cr.)

A calculus-level treatment of topics in electricity, magnetism, and optics. Prerequisite(s): PHYS 213 or PHYS 215G and MATH 192G.

PHYS 216GL. Engineering Physics II Laboratory (1 cr.) (3P)

Laboratory experiments associated with the material presented in PHYS 216G. Prerequisite: a C or better in PHYS 213L or PHYS 215GL. Corequisite: PHYS 216G. Students wishing to use the PHYS 215G-216G sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or PHYS 216GL.

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 Colleges 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.

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 Colleges 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 Colleges only.

**SMET - SCIENCES,
MATHEMATICS, ENGINEERING
AND TECHNOLOGY**

SMET 101. Intro. to Science, Math, Engineering, & Tech (1 cr.)

An introductory course for science, mathematics, engineering, or technology students, emphasizing introduction to their disciplines. Development of critical thinking and academic success skills for 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 248. Special Topics (1-3 cr.)

Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

SOC 258. Current Issues in Marriage and Family (3 cr.)

Examination of contemporary American family life, including courtship, marriage, divorce, and child rearing. Community Colleges only.

SOC 262. Issues in Death and Dying (3 cr.)

Major personal and social issues related to the process of dying in our culture. Community Colleges only.

SPAN-SPANISH

A language assessment is required for all students entering the Spanish program, including native speakers. To learn when and where to take the language assessment, see the Spanish listing in each semester's Schedule of Classes. Students may not receive credit for a lower level course which is a prerequisite to a higher level course for which credit has been received or which is being taken for credit. Exceptions must have prior approval by the Vice President for Student Services at NMSU Carlsbad.

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 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.

STAT - STATISTICS

Students wishing to enroll in STAT 251G must satisfy one of the following: (a) have passed MATH 120 with a grade of C or better, or (b) have earned an adequate score on the Mathematics Placement Examination. (See the paragraph under MATHEMATICS course listings for further information about this exam.)

STAT 251G. Statistics for Bus. and the Behavioral Sci (3 cr.)

Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 120 (see note above.) Same as A ST 251G.

SURG – SURGICAL TECHNOLOGY

SURG 120. Surgical Technology Clinical I (4 cr.) (6P)

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This course is designed to prepare the student to enter the surgical environment. This course provides an introduction to the operating room, observation of surgical procedures, direct participation in the preoperative (pre-op, intra-op, post-op) preparation of individual cases and professional roles and responsibilities of individual members of the surgical team. Direct supervision is provided by the clinical professional.

SURG 140. Introduction to Surgical Technology (4 cr.)

This is an orientation to surgical technology theory, surgical pharmacology and anesthesia, technology sciences and patient care concepts and is designed to prepare the student to enter the surgical environment with entry-level knowledge necessary to understand patient responses to disease, illness, hospitalization, surgical procedures, commonly used pharmacologic and anesthetic agents, and legal, moral, and ethical issues that could be encountered in the surgical environment.

SURG 145, Fundam/Perioperative Concepts & Tech (5 cr.) (3+3P)

This is an in-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field. This course is designed to prepare the student to enter the surgical environment with entry-level knowledge of aseptic technique principles and practices, the creation and maintenance of the sterile field including equipment, supplies, and instrumentation, and basic case preparation and procedures. An introduction to diseases and disease processes that may be displayed by the surgical patient and the patient's bodily responses to disease are also included.

SURG 150. Surgical Procedures I (5 cr.) (3+3P)

This course is an introduction to surgical procedures and its related pathologies. Emphasis on surgical procedures related to the general, obstetrics/gynecology, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment. It is designed to prepare the student to function actively in the surgical environment with entry-level knowledge of surgical procedures. This course expands the basic foundation principles and combines the study of common surgical procedures to include anatomy, physiology and pathophysiology. Specific patient care concepts, medications, instrumentation, equipment, supplies and complications related to selected surgical procedures will be discussed.

SURG 155 Pharmacology for the Surgical Tech (3 cr.)

This is an introduction to surgical pharmacology and anesthesia and is designed to prepare the student to enter the surgical environment with knowledge necessary to categorize the classification of drugs, calculate drug dosages and identify the therapeutic use, routes of administration, indications, contraindications and adverse effects of pharmacologic agents used in the perioperative setting. This course is the foundation for the acquisition of program specific competencies as identified by the AST Core Curriculum. Restricted to Carlsbad campus only.

SURG 160, Surgical Procedures II (4 cr.)

This is an introduction to surgical procedures and related pathologies. Emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac and neurological surgical specialties incorporating instruments. The course is designed to prepare the student to continue to function actively in the surgical environment with entry-level knowledge of more complex surgical procedures. This course expands the basic foundation principles and combines the study of complex surgical procedures to include anatomy, physiology, and pathophysiology. Specific patient care concepts, medications, instrumentation, equipment, supplies, and complications related to specific surgical procedures will be discussed. Realities of clinical practice and concepts of death and dying will also be discussed.

SURG 230. Professional Readiness (3 cr.)

This course transitions the student into professional readiness for employment, professional readiness for attaining certification and professional readiness for maintaining certification status.

SURG 260, Surgical Technology Clinical II (4 cr.) (12P)

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course is designed to provide the student the opportunity to function actively in the role as a surgical

technologist and health care team member in a clinical setting under the direct supervision of faculty and health care staff. Application of basic principles and practices combined with a supervised clinical experience participating in common surgical procedures is the focus.

SURG 265, Surgical Technology Clinical III (7 cr.) (9P)

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This course is designed to provide the student the opportunity to function actively in the role of a surgical technologist and health care team member in a clinical setting under the direct supervision of faculty and health care staff. Refinement and application of basic principles and practices combined with entry-level employment competency expectations is the focus. Preparation for the National Certification Examination for Surgical Technologists is also included.

THTR - Theater Arts

THTR 101G. The World of Theater (3 cr.)

An appreciation class introducing the non-major to all aspects of theatre, including its history, literature and professionals. Students attend and report on stage productions.

THTR 105. Acting for Non-Majors (3 cr.)

An introduction to basic performance techniques for non-majors.

THTR 110. Acting I (3 cr.)

Basic understanding of self-expression through a variety of physical exercises, improvisation, and character study, culminating in scene or monologue work. Restricted to THTR 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.

UNIV 110. Personal Learning Skills I (1-3 cr.)

Individualized programs for self-improvement in skill areas necessary for academic success in the university environment. Each course to bear an appropriate subtitle. May be repeated up to 3 credits. Graded S/U.

UNIV 111. Personal Learning Skills II (1-3 cr.)

Individualized programs for self-improvement in skill areas necessary for academic success in the university environment. Each course to bear an appropriate subtitle. Prerequisite: UNIV 110. May

be repeated for a maximum of 3 credits. Graded S/U.

UNIV 112. Academic and Personal Effectiveness (2 cr.)

Learn academic self-analysis skills through the application of study and learning techniques to current course demands. Exposure to a variety of topics which enhance university and life-long learning.

WELD - Welding Technology

WELD 100. Structural Welding I (6 cr.) (3+6P)

Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

WELD 101. Fundamentals of Welding (3 cr.)

Set-up and adjustment of ARC and oxyacetylene equipment. Welding safety procedures and terminology. Skill development in laying weld beads with various patterns, positions, and processes.

WELD 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 125. Introduction to Pipe Welding (3 cr.) (2+2P)

Pipe fit-up and welding techniques for pipe fitting and pipe weld joint using SMAW, GMAW, GTAW, and FCAW, 2G welding of pipe. Prerequisite(s): WELD 100, WELD 130, and WELD 140, or consent of instructor. Restricted to: Community Colleges only.

WELD 126. Industrial Pipe Welding (3 cr.)

Enhancement of WELD 125. Development of more advanced pipe welding skills. Prerequisites: WELD 110, WELD 130 and WELD 140. Corequisite: WELD 125.

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 295. Special Topics (1-4 cr.)

Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits

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 151. Industrial Pipe Welding II (3 cr.)

Enhancement of WELD 150. Development of more advanced pipe welding skills. Emphasis on industry driven test. Prerequisites: WELD 125 and WELD 126. Corequisite: WELD 150.

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, WELD 110, WELD 130, and OEST 140 or OETS 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 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. Prerequisites: OETS 104 or OETS 118; and WELD 100, WELD 110, WELD 120, WELD 130, WELD 140, WELD 160 and WELD 180 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.

Personnel

Campus Executive Administrators

Gratton, Dr. John – Campus President, Ed.D., East Texas State University
Nwanne, Dr. Andrew – CAO/Provost; Ph.D., University of North Texas
Baca, Jeannie M. – Vice President Student Services, MA, University of Phoenix
Yanke, Gaylyn – Vice President Business and Finance, MBA, Ashford University

Professional Staff

- Armendariz, Tracie – Tutor Coordinator, Learning Assistance Center, B.I.S., New Mexico State University
- Bingham, Tonya – Director Surgical Tech; A.A., Torrent County College
- Campos, Diana – CC Director, Financial Aid; M.A., New Mexico State University
- Carnathan, Janice – Administration Assistant, Special/Executive, President's Office, A.A., New Mexico State University
- Carrasco, Mario – Student Career Resources Coordinator, Counseling and Student Dev. Center, M.A., New Mexico State University
- Davis, Valerie – Business Manager, Business Office; M.B.A., New Mexico State University
- DeBlasis, Shelley – Director/Assoc. Prof. Developmental Education; Ph.D., Illinois State University
- Estrada, Claudia – Professor/Director of Nursing; M.S.N., University of Phoenix
- Eubank, Corey – Manager, Systems Administration, M.B.A., New Mexico State University
- Finley, William – Director, Institutional Analysis, M.S., Lehigh University
- Fraser, Ida – Nurse Practitioner/Clinical Manager, Health Clinic, M.S., Texas Tech University
- Ghadiali, Khushroo – CC Director, Marketing & Publications, M.A., New Mexico State University
- Gomez, Bertha – Dual Credit Coordinator, M.A., New Mexico State University
- Hernandez, Ashley – Tutor Coordinator, Title V; M.S., Eastern New Mexico University
- Hernandez, Suzanna – CC Director, Community Ed., MA, University of Illinois
- Jasso, Bertha – CC Manager, Adult Education, M.A., New Mexico State University
- Jones, Haley – Student Accessibility Services Coordinator, Counseling and Student Dev. Center, MA, Kansas State University
- Mahaffey, Lisa – Administrative Assistant, Sr., Business Office
- Moreno, Luz – Multi- Media Specialist, Learning Technology Center, B.B.A., New Mexico State University
- Neal, Jeff – Manager Facilities Services, B.S.B.A., New Mexico State University
- Olivares, Joe – Testing Coordinator, Assessment Services, B.S., University of Texas-El Paso
- Ramirez, Jade – Academic Advisor, Counseling and Student Dev. Center, B.S.C.J., New Mexico State University
- Roper, Susan, Financial Aid Advisor, VA Certifying Official, Financial Aid, B.B.A., Texas State University
- Sapien, Michelle – Administrative Assistant, Sr., Student Services Office
- Shield, Janice – Staff Nurse, Health Clinic; A.N., New Mexico State University
- Silva, Rebecca – HR Operations Unit Coordinator, President's Office; B.B.A., New Mexico Highlands University
- Theragood, Merdia – Administrative Assistant, Sr., Campus Academic/Provost Office
- Thompson, Karla – CC Director, Counseling and Student Dev. Center; M.S., College of the Southwest

Full Time Faculty

- Al-Noman, Jamil – Assistant Professor, Engineering, Ph.D., New Mexico State University
- Aryal, Pradip – Assistant Professor, Mathematics, Ph.D., New Mexico State University
- Bickerstaff, Lynda – Professor, Nursing, M.S., University of Texas-El Paso
- Biebelle, Patricia – Assistant Professor, English, M.F.A., University of Oregon
- Blankenship, Richard – Instructor/MSDP Program Manager, B.S., Herzing University
- Buckholz, Mark – Professor, English/Communication Arts; Ed.D., New Mexico State University, MFA, Yale University
- Chappa, Eduardo – Associate Professor, Mathematics/Developmental Mathematics; Ph.D., University of Washington
- Cordova, Sarah – Instructor, Nursing M.A., New Mexico State University
- de la Peña, Susana – Assistant Professor, English; Ph.D., University of Arizona
- Dodson, Teri – College Instructor, Title V; M.S.N., New Mexico State University
- Girmus, Ronald – Professor, Biology/Physics; Ph.D., University of Arizona
- Hamed, Jalal – Associate Professor, Psychology/Sociology; Ed.D., Tennessee State University
- Hardin, Dianne – Instructor, Nursing, M.S.N., University of New Mexico
- Hartsock, Iris – College Assistant Professor, Nursing, M.S.N., University of Phoenix
- Harris, Monty – Assistant Professor, Anatomy & Physiology, Doctor of Chiropractic, Sherman College of Chiropractic
- Hayes, Robyn – Professor, Chemistry; M.S., University of Nebraska- Lincoln
- Jaco, Mary Ellen – Associate Professor, Nursing, M.A., University of New Mexico
- Josselet, Kenda – Associate Professor, Government/History; M.A., West Texas A & M University
- Lee, Chang – Associate Professor, Spanish; Ph.D., University of California, Los Angeles (UCLA)
- Medina, George, College Instructor, Welding
- Nosakhere, Akilah – Director/Associate Professor, Library Services, M.L.S., Atlanta University
- Packer, Debra – Professor, Mathematics, M.A., Central Michigan University
- Pascal, Tiffany – Assistant Professor, Multi-Media Technology, M.F.A., University of North Dakota
- Quintana, David – College Instructor, Automotive Technology, B.E.E.D., New Mexico State University
- Rayroux, Carolyn – Professor, Nursing, M.S.N. University of Phoenix
- Redford, David – Associate Professor, Criminal Justice; M.A., University of Illinois at Springfield
- Roper, Shannon – Associate Professor, Nursing, M.S.N., University of Phoenix
- Spencer, Philip – College Instructor, Welding, A.G.S., New Mexico State University – Carlsbad
- Stallings, Thresa – Assistant Professor, Developmental English/Reading, Ed.D., University of Houston
- Strahan, Jon – Assistant Professor, Business, M.S., Arizona State University
- Titus, Pamela – Assistant Professor, Public Health, M.S.N., New Mexico State University
- Vacca, John – Assistant Professor, Criminal Justice/Psychology, Ph.D., Union Institute & University
- Wiedenmann, Richard – Professor, Biology; M.S., Baylor University
- Zhao, Yaxi – Assistant Professor, Mathematics; Ph.D., University of Kentucky
- Zuniga, Debra – College Instructor, Nursing, B.S.N., New Mexico State University
- Zuniga, Gina – Associate Professor, Nursing, B.S.N., New Mexico State University

Support Staff

- Barnes, Terry – Tutor, Learning Assistant Center
- Bernal, Lupe – Library Specialist, Library, A.G.S., New Mexico State University
- Biscaino, Rochelle – Administrative Assistant, General, Counseling & Student Development
- Blatsvich, Robert, Custodial Worker Sr., Physical Plant
- Bradshaw, Betsy – Administrative Assistant, Intermediate, Learning Assistance Center
- Brown, Michelle – Administrative Assistant Associate, Student Services Office
- Byers, Lori – Help Desk Rep., Intermediate, Associate, Information Systems
- Cassels, Donald – Electrician, Physical Plant
- Cox, Judith - Administrative Assistant, Associate, President's Office
- Dahal, Sipra – Administrative Assistant, Associate, SBDC, A.A., Panjab University
- Evanoff, Nathan, Custodial Worker Sr., Physical Plant
- Garcia, Annette – Financial Aid Specialist, Financial Aid
- Gonzalez, Maria Elena – Inventory Control Clerk, B.B.A., New Mexico State University
- Gonzalez, Michael – Facilities Technician, Sr., Physical Plant
- Gonzalez, Tamara, Fiscal Assistant, Intermediate, Business Office
- Hamel, Hollyann – Administrative Assistant, Associate, Nursing
- Illingworth, Suzanne – Facilities Technician, Sr., Physical Plant
- King, Keri – Technology Support Technician, Information Systems
- Lactaen, Robert – Custodial Worker, Sr., Physical Plant
- Logan, Melissa – Fiscal Assistant, Intermediate, Business Office
- Longoria, Linda – Administrative Assistant, Adult Education
- Martinez, Rosalinda – Library Assistant, Library
- Mata, Delma, Custodial Worker Sr., Physical Plant
- Mathis, Mandy – Administrative Assistant, General, Business Office, A.A., New Mexico State University
- Mendez, Cheryl – Administrative Assistant, General, Library
- Mendez, Sabrina – Supervisor, Custodian, Physical Plant
- Moralez, Isaac – PC Support, Sr., Information Systems
- Nichols, Jeannie – Financial Aid Specialist, Financial Aid
- Rios, Lorina – Administrative Assistant, Associate, MSDP
- Soto, Louriz – Classroom/Media Tech, Learning Technology Center, B.A., Texas State University
- Soules, Kathleen, Customer Service Assistant, Health Clinic
- Sutton, Krista, Administrative Assistant, Associate, Community Education
- Teets, Glenn C., Facilities Technician, Physical Plant
- Templeton, Tanya J., Administrative Assistant, Associate, Adult Education
- Weston, Robert, Structural Maintenance Technician