

**New Mexico State University Alamogordo**

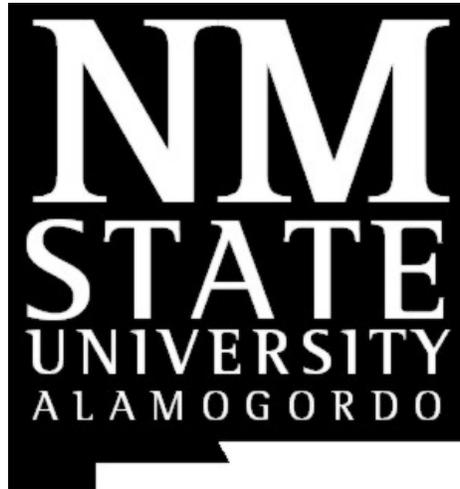
# **Course Catalog**

## **2016-2017**

**(Effective Summer 2016 through Spring 2022)**

**ONLINE**

[nmsua.edu](http://nmsua.edu)



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

**New Mexico State University Alamogordo ofrece programas educativos, actividades, materiales sin discriminación basada en edad, color, discapacidad, identidad or expresión de identidad sexual, origen national, raza, religion, sexo, orientación sexual, o estado de veterano.**

**ASD, Title IX, and 504 Coordinator Offices: 575-439-3600**

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





# From The President

Welcome to New Mexico State University Alamogordo. We are pleased that you have chosen NMSU-A to begin your college career. We take pride in the success of our students and are thrilled to be your community college. The mission of New Mexico State University Alamogordo is to help all students develop skills that will lead to a lifelong career and love of learning.

The number one goal within our mission is to help you complete a degree or certificate that will allow you to either continue your education or leave our campus and obtain a well-paying job. We are dedicated to your success and will help you to the best of our ability along the way. NMSU-A is a friendly campus with caring staff and faculty who promise to provide you opportunities and experiences that will help you complete your education.

Starting college at NMSU-A was a wise decision. This choice will provide you a cost savings in the thousands of dollars over the course of your college education. Furthermore, we have a wide variety of degree and certificate offerings, excellent state of the art facilities, a wonderful library, and convenient contemporary computer access. Our Student Success Center can help you with Financial Aid and will assist you in choosing classes that best fit your goals.

We are proud to point out that our online courses are Quality Matters certified which means NMSU-A online courses are rigorous and will prepare you for success and an equal understanding of any subject matter as the face-to-face courses.

Lastly, know that our responsibility is to help you complete the degree or certificate that you wish to pursue. Our focus is on your success through understanding, patience, and a real desire for you to accomplish your educational and career goals.

Please feel free to contact us if you need anything related to your college experience at NMSU-A. Good luck in this next chapter of your education and again, let us know how we may be of help.

Dr. Ken Van Winkle

President, New Mexico State University Alamogordo

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# GENERAL INFORMATION

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## NMSU CAMPUSES

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

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

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## HISTORY OF NMSU ALAMOGORDO

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

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

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

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

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## MISSION OF THE COLLEGE

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

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## VISION STATEMENT

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New Mexico State University at Alamogordo provides support, inspiration, and intellectual challenge for the students in the diverse communities we serve. We prepare students to be critical and creative thinkers, effective communicators, goal-oriented, socially conscious, prepared for academic and career success, and lifelong learners.

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## CORE VALUES

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We Value Excellence in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.

We Value Integrity in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.

We Value Innovation as it applies to meeting the individual and changing needs of students, faculty, staff, and community.

We Value Diversity and Globalization in education to prepare learners to be effective in a global society.

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## ACCREDITATION

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

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## ACADEMIC PROGRAMS

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

**Note:** The degree plans in this catalog are effective Summer, 2016 and are in effect through the spring semester 2022.

### ASSOCIATE DEGREE PROGRAMS

- Allied Health
- Arts
- Criminal Justice
- Early Childhood
- Education
- Fine Arts
- General Engineering
- General Studies
- Prebusiness

Science  
Social Services

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Automotive and Hybrid Technology  
Biomedical Equipment Technology  
Business Management  
Business Office Technology  
Computing  
Construction Technologies Electrical Option  
Electronics Technology  
Emergency Medical Services, Intermediate  
Graphic Design  
Information Technology  
Paralegal Studies  
Renewable Energy Systems Technology

## CERTIFICATE PROGRAMS

Advanced Photo Voltaic Installation  
Automotive Diagnostic Specialist  
Automotive Heavy Line Specialist  
Automotive Maintenance and Light Repair Specialist  
Basic Computer Skills  
Business Applications Specialist  
Business Office Technology  
Electrical Apprenticeship  
EMT-Basic College Certificate  
Graphic Design  
Leadership Skills  
Legal Assistant  
Network Specialist  
NM General Education Common Core  
Photographic Technology  
Photo Voltaic Entry Level Grid-Tie  
Web Design  
Web Mastery

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

**Course Completion Certificates:** NMSU-A offers course completion certificates in Nursing Assistant and Phlebotomy. Course completion certificates indicate that the student has successfully completed requirements of the course and is eligible to take a national certification exam. Course completion certificates are not recorded on transcripts, do not become part of a student's permanent academic record, and are not eligible for federal financial aid.

**Abitur Program:** Family members of German military stationed at HAFB can complete the Associate of Arts and the Abitur requirements concurrently at NMSU-A. The Abitur program was jointly designed by NMSU-A and the German

Air Force to bridge the differences between the German and American educational systems. It was initially approved in 1997 and was formally approved by the German Ministry of Education in October 2002. For further information regarding admissions requirements, contact the Vice President for Student Success located in the Student Services Building. Once admitted to the university, visit with an Academic Advisor for degree and course information.

## ADMISSIONS

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

**New Student Orientation:** New Student Orientations are held onsite prior to the spring and fall semester of each academic year. The online New Student Orientation is available to students at any given time with permission from the Office of Admissions. The New Student Orientation is mandatory for all new incoming Freshman, transfer students with 24 credit hours or less and/or admitting on an academic appeal with a GPA of less than a 2.0. New Student Orientation onsite and online allows students the opportunity to learn about NMSU-A's services, resources, academic expectations, strategies for success, and student organizations.

## HOW TO APPLY AS A FIRST-TIME STUDENT (REGULAR STUDENT)

**Requirements for admission as a regular student include the following:**

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

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

Students who attended a college or university while in high school must request to have official transcripts forwarded directly to the Admissions Office by the Registrar of each college or educational institution previously attended.

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

**Qualifications for admission to New Mexico State University Alamogordo include:**

- Graduation from any state high school or academy in the United States accredited by a regional accrediting

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association or approved by a state department of education or state universities, or

- A minimum of a GED or HISET diploma (in English; minimum score 450).

### HOME SCHOOL STUDENTS

Students enrolled in a home school program may be accepted to NMSU Alamogordo if they meet the requirements for regular admission. In addition, the home school educator must submit a 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 (in English) test results.

### AGGIE PATHWAYS PROGRAM

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 NMSU 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. Then he/she 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://aggiepathway.nmsu.edu>, or call 575-646-8011.

### HOW TO APPLY AS A NONDEGREE SEEKING STUDENT

Nondegree 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 on nondegree status are not eligible to receive financial aid or student employment; nor are they eligible to participate in student government or intercollegiate athletics; nor are they eligible to receive benefits from any veterans' program.

Students interested in using nondegree credit for initial teacher certification or recertification in a new field need to contact the College of Education. Transcripts from previous institutions, high school, and/or results of college entrance exams may be required to assure readiness for university-level courses. A \$20 non-refundable, non-degree application fee is required. Nondegree students may not transfer more than 30 credits from this status to any undergraduate degree program with the exception of students participating in a high school concurrent enrollment program.

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

**Changing From Nondegree Status:** A nondegree student in good academic standing (2.0 GPA or above) at NMSU must submit a formal application for a change of status

from nondegree to degree seeking. Requirements for regular admission must be met.

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

### HOW TO APPLY FOR READMISSION

Former students of NMSU or one of its community colleges who have not attended an NMSU campus for more than two consecutive terms are required to make formal application for readmission. Applications must be submitted to the Admission & Records Office at least five working days prior to registration. Readmission does not require an additional admission fee.

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

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

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

### OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

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

High school students who wish to take college courses at NMSU-A must meet the following requirements: Sophomores with a 3.75 or better GPA for academic courses; 2.5 GPA or higher for technical/vocational courses. Juniors and Seniors

with a 3.0 GPA or higher for academic courses; 2.0 GPA or higher for technical/vocational courses. The course a student is allowed to take is based on their GPA, placement assessment results, and the courses authorized by their high school.

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

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

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

## APPLICATION MATERIALS

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

## OUT-OF-STATE STUDENTS AND LEGAL JURISDICTION

By applying for admission/enrollment, both the student and parents agree that New Mexico law prevails and all litigation will be in federal or state court in New Mexico.

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# TRANSFER STUDENTS

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Transfer students from other colleges or universities may be admitted to NMSU-A if they have at least a 2.0 cumulative grade point average (GPA) and are eligible to return to the college or university last attended.

**Requirements for admission as a transfer student include the following:**

- Formal application for admission. A \$20 non-refundable admission fee payable upon application.

- Transfer students from other colleges or universities must submit a degree (regular) application, an official transcript from all colleges previously attended (**this includes Community College of the Air Force**), and an official copy of their high school or GED transcript.
- High school transcripts and GED scores will be waived when a student has completed 30 academic semester hours at a previously attended regionally accredited college/university. However, these transcripts may be required for Financial Aid.

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

## TRANSCRIPTS

A transfer student must have official transcripts forwarded directly to the NMSU-A Admissions & Records Office by the Registrar of each college or educational institution previously attended. A student who conceals the fact that he/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 taken are similar or equivalent to courses offered at NMSU, credits will be matched for coursework completed with a grade of D or better. However, colleges or 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.

Any lower-division course from another institution receiving transfer credit from NMSU at the 300 or above level will be evaluated on a case-by-case basis. Transcripts may need to be reevaluated when students transfer from one NMSU college to another.

Currently enrolled students who do not receive a passing grade for a class taken at NMSU can receive transfer credit for the course taken at an outside institution. However, the student may not receive the credit for the equivalent NMSU course.

## EVALUATION OF TRANSFER CREDITS

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

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

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

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

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

### **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 made up 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.

For information on the transferable discipline module for Business, see the Las Cruces catalog College of Business chapter. For information on the transferable discipline module for Early Childhood Education, see the College of Education chapter. Information on all available statewide transfer modules can be found on the New Mexico Higher Education Department web site at [www.hed.state.nm.us](http://www.hed.state.nm.us).

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

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## **INTERNATIONAL STUDENT ADMISSION**

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

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

Some admission and tuition exceptions have been developed for international military and their family members stationed in New Mexico. Contact the NMSU-A Admissions Coordinator for details.

### **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

### Scholastic Ability:

1. Prospective undergraduates must have completed a minimum of 12 years of schooling and/or submit official diploma or completion certificate.
2. Official transcripts showing the classes taken and grades earned for the school years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted, unless received in a sealed envelope.
3. The scholastic average for the last three years of high school must be equivalent to 2.75 on a 4.0 scale. International students are not admitted on a probationary basis.
4. Graduation from a high school in the United States does not automatically qualify an international student for admission to NMSU. The student must also submit official transcripts from his/her foreign secondary school.

## 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](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 normally are not admitted, or allowed to begin studies in the summer sessions.
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, and proof of adequate financial support must be submitted to the NMSU-A Office of Admissions & Records by the following recommended dates:

March 1 for Fall semester

October 1 for Spring semester.

## MISCELLANEOUS REGULATIONS

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

## TUITION, FEES, AND OTHER EXPENSES

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

## TUITION AND FEES

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

Full-time enrollment (12-18 credits) per semester **\$984.00**  
(\$78.00 Tuition per credit plus \$4.00 Student Fee per credit)  
Total cost per credit \$82.00

Each credit over 18 credits - **\$82.00 per credit**

Part-time enrollment (1-11 credits) - per credit **\$82.00**  
(\$78.00 Tuition per credit plus \$4.00 Student Fee per credit)

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

Full-time enrollment (12-18 credits) per semester **\$1164.00**  
(\$93.00 Tuition per credit plus \$4.00 Student Fee per credit)  
Total cost per credit - \$97.00

Each credit over 18 credits - **\$97.00 per credit**

Part-time enrollment (1-11 credits) per credit - **\$97.00**  
(\$93.00 Tuition per credit plus \$4.00 Student Fee per credit)

### NON-RESIDENTS\*

Full-time enrollment (12-18 credits) per semester **\$2640.00**  
(\$216.00 Tuition per credit plus \$4.00 Student Fee per credit)  
Each credit over 18 credits - **\$220.00 per credit**

Part-time enrollment (7-11 credits) per credit - **\$220.00**  
(\$216.00 Tuition per credit plus \$4.00 Student Fee per credit)

Part-time enrollment (1-6 credits\*) per credit - **\$97.00**  
(\$93.00 Tuition per credit plus \$4.00 Student Fee per credit)

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

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

**Senior Citizens:** New Mexico residents, 65 or older, who register on the first day of class after degree seeking students have registered for required courses, will be assessed the reduced tuition rate of \$5.00 per credit hour with no university approved required fees. Senior citizen students will still be responsible for any applicable course fees. Per state law, senior citizens who take more than 6 credits must pay full price for all credits based on in-district or out-of-district residency.

Senior citizen students may register prior to the first day of class, based on the designated registration time noted in the semester registration guide, but they will be assessed the full

NMSU tuition plus university approved required fees and will be responsible for any applicable course fees.

Contact the NMSU-A Admissions & Records Office for more information.

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

### **ADDITIONAL FEES**

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

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

#### **Matriculation Fee:**

\$20 first time NMSU students (non-refundable)

\$50 first time international students (non-refundable)

#### **Late Registration Fee:**

\$25 assessed for late registration (non-refundable)

#### **Late Degree Application Fee:**

*(if applying for degree/certificate past the posted initial deadline)*

\$25 for each associate degree

\$10 for each certificate

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

**Online Course Fee:** Each credit of an online course has an additional \$25.00 fee.

**Student Printer Usage Fee:** A special general student printer usage fee will be assessed at the rate of \$0.10 black & white per page, \$0.25 color per page. At the beginning of each semester, (excluding summer), every NMSU-A student receives \$5.00 (50 pages) free. Additional printing may be purchased at the Business Office. All printing accounts will be terminated at the end of summer with no reimbursement of unused funds. These printer access and printing fees apply to general printing carried out in the computer lab, library, and academic support center. Printing, as a requirement in the classroom, will be covered under applicable class fees rather than general fees.

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

**Payment of Charges:** By enrolling in classes at NMSU, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and all proceeds of this agreement will be used for education purposes and constitutes an education loan pursuant to 11 U.S.C. § 523(a) (8). Terms and Conditions of Course Registration are posted on the NMSU website and available

in each term's registration guide. Payments can be made by mail, web, telephone, or in person at the Business Office. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan options, go to <http://uar.nmsu.edu/payment-options/payment-plans/>. Fees vary based on the plan. All financial aid received must be paid toward balances owed. Additional penalty charges may be assessed for failure to make payments when due. **NMSU-A reserves the right to deny a payment plan to any student who has a poor credit rating or who has been negligent in making payments to the University for previous debts.** Course reservations may be cancelled if payment arrangements for past due dates are not completed by the deadlines as outlined in the Important Dates listing in a term's registration guide. Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid. Students are prohibited from registering for a term until all previous debts due to the University are paid in full.

### **Tuition Adjustments, Refund, and Forfeitures:**

Students officially withdrawing from all courses or dropping a course(s) during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online as outlined on the Important Dates for each term. Students withdrawing from a course(s) after that deadline will not be eligible for a refund and will remain liable for payment of full tuition and fee charges. **Non-attendance does not constitute an official course drop or withdrawal.** It is the student's responsibility to withdraw from the university and/or drop a course if the student decides to not attend once enrollment has taken place. All charges due to NMSU must be paid before refunds or adjustments will be permitted.

In cases of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the conditions of the suspension and will be entirely at the discretion of the institution. Should unforeseen circumstances beyond the reasonable control of New Mexico State University 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.

### **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.

**Resident, Non-Resident Status:** 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

## 14 General Information

- Dual Credit
- 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
- Summer Session
- Veteran Waiver

## FINANCIAL AID & SCHOLARSHIP SERVICES

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

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

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 and/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. nontaxable 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/](http://www.fafsa.ed.gov/).

### GENERAL ELIGIBILITY REQUIREMENTS

To receive financial aid you must demonstrate 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 test (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.
- Be a U.S. citizen or eligible noncitizen (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](http://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 educational 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/or 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.

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

**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 based on the applicants financial need.

NMSU-A has a variety of scholarships that are offered to incoming freshman, transfer, and continuing students. State, institutional and private scholarships may also be available but amounts, deadlines and eligibility requirements vary. For more information, contact the Financial Aid Office or visit the scholarship web site at <http://nmsua.edu/student-services/financial-aid/scholarships/>.

To be considered for most scholarships at NMSU you are required to apply online through Scholar Dollar\$, at <https://scholarships.nmsu.edu/>. One scholarship application serves all NMSU students regardless of campus.

**Note:** *Financial Aid will be paid in two disbursements during the semester. Aid will not be paid for any courses added after the census date. Students will be billed for courses they drop or do not attend if a change of enrollment status results.*

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure that financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which 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/ 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 published length 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 web site 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 Aid Suspension:** Students are suspended from receiving financial aid if they do not meet satisfactory academic progress standards. Students on financial aid suspension will not receive any form of federal or state financial aid (grants, loans, work-study). Financial aid eligibility is reinstated when all standards of satisfactory progress are met.

**The Appeals Process:** Students suspended from financial aid may appeal the suspension if there are mitigating circumstances affecting their progress. Students who would like to appeal the suspension must submit an appeal form, available at: <http://fa.nmsu.edu>. They must also submit 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. A student may *appeal the termination of eligibility only twice during his or her career* at New Mexico State University.

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## RESOURCES FOR STUDENTS

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**Academic Advising:** NMSU-A offers centralized academic advising on a drop-in basis or by appointment. Advisors provide academic advising services to all students and prospective students for programs offered at NMSU-A as well as advising information for students transferring to the Las Cruces campus. Academic Advisors provide pre-enrollment information, course selection assistance, degree plan requirements, and college transfer information. The Advisors also provide course approval verification to students enrolled in financial assistance programs such as Veterans Programs and other state and federally funded programs. Individuals may also contact Advisor-on-Line at [advisingnmsua@nmsu.edu](mailto:advisingnmsua@nmsu.edu).

**Academic Support Center:** The Academic Support Center offers free assistance in writing, accounting, reading, various sciences, and mathematics. Tutors are available to assist students with problems or concerns that they may have in any of these subject areas. The Academic Support Center

has day, evening, and weekend hours. The writing center also provides an online writing center service to students.

**Accessibility Services Department (ASD):** This department assists individuals with documented disabilities to obtain appropriate academic accommodations. Students with sensory, mobility, learning, or other recognized impairments are encouraged to apply for services through this office. Students who seek assistance are encouraged to contact the NMSU-A Accessibility Services Coordinator at (575) 439-3600 **prior** to enrollment in classes to obtain the “Petition for Accommodation” form. **Services may include:** assistance in obtaining textbooks in e-format, alternative testing accommodations, and assistance in locating tutors, readers, note takers, and American Sign Language interpreters.

Available adaptive equipment includes computers with speech synthesizers, windows eye, movie caption, large print software, portable enhanced vision machines, talking calculator, MP3 recorders, Braille printer, FM assistive listening device, and a microscope for the visually impaired. Additional information is available on our web page at: <http://nmsua.edu/asd/>.

#### **NMSU-A Complaint Procedure Regarding Accessibility**

**Issues:** NMSU-A has adopted an internal procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 USCS § 691 2993, Section 504) or of the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability.

Students are encouraged to attempt to resolve any problems or complaints they might have at the local college level first. Students should initially contact the NMSU-A Accessibility Services Coordinator, (575) 439-3600, in an effort to resolve problems related to the need for, or provision of, special accommodations, as well as those that are related to access needs or the equalization of learning opportunity. The next level of appeal is the Vice President for Student Success.

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

For further information, contact:

Accessibility Services Coordinator (575) 439-3600  
or

Vice President for Student Success (575) 439-3600

**Formal Grievance Procedure:** All discrimination complaints made to a person in a position of authority must be reported to the Director of the Office of Institutional Equity/EEO at the O’Loughlin House, 1130 East University Avenue, Las Cruces, immediately, regardless of whether or not permission was given by the party subjected to the discrimination. Completion of the EEO Grievance Form is required within 15 working days after the occurrence or within 5 working days following the informal complaint process (unless extenuating circumstances

warrant exception). The grievance will be accepted or denied in writing by the Director of the Office of Institutional Equity/EEO (or designee). If denied, the complainant may appeal in writing to the Executive Vice President and provost (or designee) within 5 working days of the receipt of written denial letter. If accepted, the party charged will be provided with a copy of the complaint documents and will be extended 10 working days to respond. The complainant will be provided a copy of the response, and may amend the initial grievance within 2 working days to provide any additional documentation. The Director of the Office of Institutional Equity/EEO (or designee) will investigate relevant issues, secure appropriate statements, and prepare a report for administrative review. All employees and students should be aware that the university is prepared to take action in a timely manner to prevent and remedy such behavior and those individuals who engage in such behavior are subject to disciplinary action. All individuals are required to cooperate with any investigation in response to an allegation of unlawful harassment. Refusal to cooperate in an investigation may result in disciplinary action in accordance with university policy. Any disciplinary action may be appealed through the appropriate procedure.

Complete Appeals/Grievance document can be found at:

<https://eoo.nmsu.edu/policy-statements/>.

The Internal Discrimination Complaint Form can be downloaded from the website <https://eoo.nmsu.edu/policy-statements/> or picked up at the NMSU-A Accessibilities Department, Student Services Building, room 206 and sent to the OIE (Office of Institutional Equality) address listed below:

Office of Institutional Equity/EEO

1130 E. University

MSC 3515 P.O. Box 30001

Las Cruces, NM 88003

Office: (575) 646-3635

Fax: (575) 646-2182

TTY : 575-646-7802

email:equity@nmsu.edu

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

**Adult Education:** The Adult Education (AE) program of NMSU-A provides services and instruction to adults in GED, English as a Second Language (ESL), basic reading, math, English, work place skills, vocabulary development, basic

computer skills, and citizenship in group classes or on an individual basis. Assessments and GED pretests are given at the AE Office on an individual basis. The Literacy Volunteers of America, Otero County Literacy Council, Inc., in partnership with AE Advisory Board (sponsored by the AE program), can provide volunteer tutors to work one-to-one with adult non-readers and non-English speaking adults. All these services are provided free of charge to adults. Adult Education is located in the Tays Center (575) 439-3812.

**Bookstore:** NMSU Alamogordo utilizes a virtual bookstore with Barnes & Noble located on the Las Cruces campus. Student are able to order textbooks online through the mynmsu portal using the registration tab. Textbook options include new and used purchases, rental and digital options. The direct link to the bookstore is [www.nmsu-lascruces.bncollege.com](http://www.nmsu-lascruces.bncollege.com). For more information or questions, contact the NMSU Main Campus Bookstore at 575.646.4431.

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

**Career Planning/Job Search Assistance:** The Career Center provides career assessment, career planning advisement, occupational information, career and job search workshops, and job search support and assistance (i.e., resumes, cover letters, job search tips). To support this effort, Career Services' AggieCAREER Manager database system can be utilized when searching for jobs related to one's academic major, or for temporary, seasonal work and community jobs, while being an NMSU student. In addition, CareerBeam is a free service computer program provided by the Career Center designed to create resumes based on your major and career goals. All students may use the Career Center resources which include occupational and job skills videos, a collection of career and job hunting books, catalogs, periodicals, and assessment inventories such as the Choices360 Interest Profiler. The Job Board includes job listings from local, regional and national companies seeking student employees. Visit the Career Center web site at <http://nmsua.edu/career> or call (575) 439-3600 for more information.

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

**Computer Centers:** NMSU-A has four computer labs located in the Science Center, the Professional Technical Building, the Academic Support Center, and the Library. The labs are open to all registered students. Computer labs are open at varying times so check for posted hours in each location.

Printer access and printing fee information can be found in the Tuition and Fees section of this catalog. All computer labs are equipped with computers to assist visually impaired students. Any student needing special computer needs must go through the campus Accessibilities Services Coordinator. The Computer Center web page is <http://nmsua.edu/its>.

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

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

**GED/HISET and Test Proxy:** The Student Services Office serves as the GED Center for Alamogordo and the surrounding community service area. GED tests are given regularly on the NMSU-A campus.

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

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

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

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

**Library:** The David H. Townsend Library provides information services and research assistance to NMSU-A students, faculty, and staff, as well as to community residents. The library has over 40 PCs and laptops available and also checks out laptops to students which can be taken anywhere

in the library building. The library provides access to about 20,000 ebooks and tens of thousands of online journals and magazines. In addition, the library has available in print format approximately 35,000 books, 90 journal and magazine subscriptions, and over 3,500 videos. The library also provides study space and group study rooms. Research assistance is available on a “drop in” basis, as well as through tours and class sessions. For hours and additional information please see the library web site at <http://nmsua.edu/library>.

### **Online Classes and Distance Learning Education:**

For students wanting to earn college credits but whose busy lifestyle doesn't permit them to take all classes in a face-to-face setting, NMSU Alamogordo offers a wide variety of online classes. See the class schedule for online course offerings. Information can also be obtained from Academic Advisors at (575) 439-3600.

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

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

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

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

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

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

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

**Retention and Student Success:** The Office of Retention and Student Success offers the following programs and service designed to promote student success: New Student Orientation, attendance/early alert support, academic-

related skills assessment and support (problem solving, success planning) and student programing. This office is also responsible for facilitating and coordinating student retention planning efforts and probationary student advising.

**Small Business Development Center:** “Building New Mexico’s Economy One Business at a Time.” The Small Business Development Center (SBDC) located at NMSU-A provides free, confidential counseling to small business owners and prospective entrepreneurs in the areas of business planning, evaluation, marketing, management, financial analysis and loan package preparation. The SBDC assists with all aspects of starting and managing a business, as well as finding solutions to challenges faced by existing business owners and entrepreneurs. The Alamogordo SBDC is part of the New Mexico SBDC Network, consisting of 19 centers throughout the state. Free and low-cost training and workshops are also available. Through a vast network of local, state and federal resource partners, the Alamogordo SBDC is able to provide clients and students with access to numerous business resources. For more information on small business counseling and training opportunities, please call the SBDC at (575) 439-3660 or visit online at [www.nmsbdc.org](http://www.nmsbdc.org).

**Student Center:** The Student Center serves as a central recreational and leisure area for the NMSU-A student population. It houses a TV room, Veterans lounge, a recreation room with game tables, a quiet study room, and work areas for student organizations. A conference room is available for student meetings and must be scheduled through the Student Government President.

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

**Student Holds - Academic Advisor's Hold:** All students who are new to the NMSU-A campus and all students classified as freshmen (including transfer students) must see an Advisor to have their *New or Freshman Student Hold* lifted. This is to assure that beginning students have selected appropriate classes that meet their placement assessment results, have met prerequisites, and are aware of the services available to them. This hold is for two semesters and will come off at the end of the second semester. Holds are lifted in the Office of Advising & Career Services. Students may contact an Advisor by phone (439-3600), by email at [advisingnmsua@nmsu.edu](mailto:advisingnmsua@nmsu.edu), or in person in the Advising Office in Student Services.

**Student Safety:** NMSU-A strives to provide a safe campus for students. There are three security officers who alternate day, evening, and weekend shifts. They maintain an office in the Physical Plant. Upon request, campus security officers will

escort students, faculty, and/or staff to their automobiles during evening hours.

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

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

**Western Interstate Commission For Higher Education (WICHE):** NMSU collaborates with the Western Interstate Commission for Higher Education (WICHE) in recommending graduates of the university for programs in dentistry, graduate library studies, occupational therapy, optometry, osteopathy, podiatry, public health, and veterinary medicine in universities of other western states. The State of New Mexico subsidizes the education of New Mexico residents when approved for training in these fields in other states. This subsidy is a loan-for-service program which permits New Mexico residents to attend state-supported institutions at in-state tuition rates and private institutions at approximately one-third the standard tuition cost if they practice in New Mexico for an equal number of years after graduation. This program is contingent upon funding by the state legislature. For further information write the Certifying Officer for New Mexico: WICHE's Student Exchange Program, New Mexico Higher Education Department, 2048 Galisteo St., Santa Fe, NM 87505-2100.

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## STUDENT ORGANIZATIONS & ACTIVITIES

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

**Accessibilities Fellowship Association (AFA)** - AFA was chartered in 2016. The purpose of the association is to promote Disability Awareness, Self-advocacy/Activism, and Social Inclusion. AFA is open to all NMSU-A students interested in ADA issues. AFA students will demonstrate that both disabled and non-disabled students profit by working together, while bringing disability awareness to campus with social and cultural events and helping students to learn to advocate for themselves and for others.

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

**Alpha Nu Beta Chapter of Phi Theta Kappa (PTK)** - PTK was chartered in 1986 and is a growing academic honorary

organization on the NMSU-A campus. Students who meet the minimum eligibility criteria may be invited to become members. To be eligible for membership, a student must carry a GPA of 3.5 or above, must be currently enrolled at NMSU-A, and must demonstrate leadership qualities.

**Art Society** - This organization was chartered in 2012 to provide multimedia (Animation, Film, Web Design, Graphic Design, Photography, Fine Arts, and Theater) students within NMSU-A the opportunity for experience before graduation.

**Campus Christian Fellowship (CCF)** - CCF is open to all students, faculty, and staff who desire to share their faith and beliefs in Jesus Christ. T.

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

**National Society of Leadership and success (NSLS)** - NSLS was chartered in 2015. The mission of the organization is "building leaders who make a better world." The "Society" was founded upon the core beliefs that dreams can be achieved with proper support and dedicated action. Student members will have the opportunity to attend interactive video training sessions to identify goals and overcome obstacles; attend live-stream events with leaders, celebrities, and best-selling authors; work in Success Networking Teams (SNT's) to set goals for future success with fellow students. All steps lead students to induction to honor their achievement and lifetime membership in the Society.

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

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

**Social Science Club (SSC)** - The SSC was founded in 1998 and invites all students interested in the social sciences to become members. Along with discussions about how the social sciences can work for everyone, field trips are taken each semester to places of interest, local group meetings, and occasionally to places just to have fun. This club is interested in environmental and social concerns.

**NMSU-A Student Government (NMSU-ASG) -** The NMSU-A Student Government is the recognized student governing organization. It is comprised of senators elected by chartered student organizations and by At-Large Senators elected by NMSU-A students. Student Government Senators play an important role on this campus. The At-Large Senators and Student Organization Senators jointly allocate funding to student organizations, decide on major purchases to benefit the student body, represent the student body at major campus events, serve on campus-wide committees, and serve in an advisory capacity to the campus administrators.

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## RECOGNITION OF ACADEMIC ACHIEVEMENT

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

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

- Entering freshmen must have either: a minimum ACT standard composite score of 26 or a minimum SAT score of 1170 or a 3.75 or better high school GPA.
- Currently enrolled students must have a minimum cumulative GPA of 3.5 for 3 or more credits\* at NMSU.
- Transfer students must have a 3.5 cumulative GPA from their previous institution(s) or complete 3 or more credits\* at NMSU for eligibility.

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

To maintain Crimson Scholar status:

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

For an Associate Degree: To be designated in the commencement program as a Crimson Scholar graduate, a student must complete a minimum of 38 credit hours\* as a Crimson Scholar and must have a minimum cumulative GPA of 3.5 or above. Students who complete 24 credit hours\* as Crimson Scholars and have a minimum GPA of 3.5 receive a lapel pin. Students who complete 45 credit hours\* as Crimson Scholars and have a minimum GPA of 3.5 or above at the end of their last semester will have "Crimson Scholar Graduate" printed on their final transcript.

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

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

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

### **President's Report of Academic Achievement:**

Following the close of the semester, each college dean or community college president 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 President's Honor List.

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

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## GENERAL EDUCATION COURSES

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### **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](http://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.

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

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

**English Composition - Level 1**

ENGL 111G, Rhetoric and Composition .....	4
ENGL 111GH, Rhetoric and Composition, Honors.....	4
ENGL 111M, Rhetoric and Composition for International and Multilingual Studies.....	4

**English Composition - Level 2**

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

**Oral Communication**

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

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

A ST/STAT 251G, Statistics for Business and Behavioral Sciences.....	3
MATH 112G, Fundamentals of Elementary Math II .....	3
MATH 121G, College Algebra .....	3
MATH 142G, Calculus for the Biological and Management Sciences .....	3
MATH 190G, Trigonometry and Precalculus .....	4
MATH 191G, Calculus and Analytic Geometry I.....	4
MATH 192G, Calculus and Analytic Geometry II .....	4
MATH 210G, Mathematics Appreciation.....	3
MATH/HON 275G, Spirit and Evolution of Mathematics ...	3
MATH 291G, Calculus and Analytic Geometry III .....	3
STAT 271G, Statistics for Psychological Sciences .....	3

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

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

CHEM 112G, General Chemistry II .....	4
E S 110G, Introduction to Environmental Science .....	4
FSTE 164G, Introduction to Food Science Technology .....	4
FSTE 263G, Food Science I .....	4
GEOG 111G, Geography of the Natural Environment.....	4
GEOL 111G, Survey of Geology.....	4
GEOL 212G, 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/211GL, General Physics I.....	4
PHYS 212G/212GL, General Physics II .....	4
PHYS 215G/215GL, Engineering Physics I.....	4
PHYS 216G/216GL, Engineering Physics II.....	4
PHYS 221G, General Physics for Life Sciences .....	3
PHYS 222G, General Physics for Life Sciences II .....	3

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

AG E 210G/FSTE 210G, Survey of Food and Agriculture Issues .....	3
ANTH 120G, Human Ancestors .....	3
ANTH 125G, Introductions to World Cultures.....	3
ANTH 201G, Introduction to Anthropology .....	3
ANTH 202G, Introduction to Archaeology and Physical Anthropology .....	3
ANTH 203G, Introduction to Language and Cultural Anthropology .....	3
C EP 110G, Human Growth and Behavior .....	3
C J 101G, Introduction to Criminal Justice .....	3
ECON 201G, Introduction to Economics .....	3
ECON 251G, Principles of Macroeconomics.....	3
ECON 252G, Principles of Macroeconomics.....	3
GEOG 112G, World Regional Geography .....	3
GEOG 120G, Culture and Environment .....	3
GOVT 100G, American National Government .....	3
GOVT 110G, Introduction to Political Science .....	3
GOVT 150G, American Political Issues.....	3
GOVT 160G, International Political Issues.....	3
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, Introduction to Psychology.....	3
S WK 221G, Introduction to Social Welfare .....	3
SOC 101G, Introductory Sociology.....	3
SOC 201G, 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, Orientation in Art.....	3
ART 110G, Visual Concepts .....	3
ART 295G, Introduction to Art History I.....	3
ART 296G, Introduction to Art History II .....	3
DANC 101G, Dance Appreciation .....	3
ENGL 115G, Perspectives on Literature .....	3
ENGL 116G, Perspectives on Film .....	3
ENGL 220G, Introduction to Creative Writing .....	3
ENGL 244G, Literature and Culture.....	3
HIST 101G, Roots of Modern Europe.....	3
HIST 102G, Modern Europe.....	3
HIST 110G, Making History .....	3
HIST 111G, Global History to 1500 .....	3
HIST 112G, Global History Since 1500 .....	3
HIST 201G, Introduction to Early American History.....	3
HIST 202G, Introduction to Recent American History .....	3
HIST 211G, East Asia to 1600 .....	3
HIST 212G, East Asia Since 1600 .....	3
HIST 221G, Islamic Civilizations to 1800.....	3
HIST 222G, Islamic Civilizations Since 1800.....	3
HON 208G, Music in Time and Space .....	3
HON 216G, Encounters with Art .....	3
HON 222G, Foundations of Western Culture .....	3
HON 225G, History of Ethics .....	3
HON 226G, Puzzles, Paradoxes, and Truth .....	3
HON 227G, Plato and the Discovery of Philosophy .....	3
HON 228G, Religion and the State .....	3
HON 229G, The New Testament as Literature .....	3
HON 230G, Bamboo and Silk: The Fabric of Chinese Literature .....	3
HON 234G, The Worlds of Arthur .....	3
HON 239G, Medieval Understandings: Literature and Culture in the Middle Ages .....	3
HON 241G, Telling American Stories: Society and Culture in Early America .....	3
HON 242G, Claiming an American Past .....	3
HON 244G, Masterpieces of World Literature .....	3
HON 270G, Theatre: Beginnings to Broadway .....	3
MUS 101G, Introduction to Music.....	3
MUS 201G, History of Jazz in Popular Music: A Blending of Cultures.....	3
PHIL 100G, Philosophy, Law and Ethics .....	3
PHIL 101G, The Art of Wondering.....	3
PHIL 124G, Philosophy of Music.....	3
PHIL 136G, The Quest for God.....	3
PHIL 201G, Introduction to Philosophy.....	3
PHIL 211G, Informal Logic.....	3
PHIL 223G, Ethics .....	3
THTR 101G, Introduction to Theatre .....	3

**Alternatives to Meeting General Education Requirements:**

Students taking nine or more credits in a specific subject area, even though the courses are not designated as general education courses, will have met the general education requirements for that subject area. For example, a student

may complete ART 150, 155 and 156 (9 hours) and thereby satisfy one course from the Area V: Humanities and Fine Arts category, even though none of those courses carries a G suffix. Please check with the advising office.

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## MILITARY AND VETERANS PROGRAMS (MVP)

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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 using federal education benefits
- Affordable, in-state tuition rates for veterans and dependents receiving U.S. Department of Veterans Affairs education benefits
- Easily transferable credits that count toward degrees at NMSU
- Facilitation of all Department of Defense Tuition Assistance (TA) Benefits
- Courses taught online and at locations on or 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
- Connection with student organizations
- A tradition of quality education

NMSU degree programs are approved by the New Mexico Department of Veterans' Services. Eligible veterans and dependents may receive education benefits from the U.S. Department of Veterans' Affairs.

For further information, contact Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu) or (575) 439-3600

**Veterans Priority Registration:** Veterans Priority Registration will go into effect after proof of service has been shown to the Veterans Programs Office. Acceptable proof of service is:

- DD214

- Veterans Affairs ID
- NM Driver License indicating Veteran Status.

New Students are not eligible for Veterans Priority Registration until proof of service has been provided.

## 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, Veterans, and Dependents of the US Armed Forces” waiver to the Military and Veterans Programs office. Applications are available by contacting Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, (575) 439-3600 or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu).

## 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 Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, (575) 439-3600, or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu).

**Veterans:** Veterans receiving U.S. Department of Veterans Affairs education benefits are eligible for in-state tuition through the Veterans In-State Tuition Act by submitting a “Resident Tuition Application for Active Military, Veterans, and Dependents of the US Armed Forces” waiver. For further information concerning approved programs and application process, eligible persons should contact Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, (575) 439-3600, or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu).

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)

Post 9/11 students will have the following tuition based scholarships reduced from the amount of tuition reported to the U.S. Department of Veterans Affairs: New Mexico Lottery Scholarship, Bridge Scholarship, NMSU-A Continuing Education Scholarship, and any other tuition based scholarships.

Post 9/11 student tuition and fees will be reported to the Department of Veterans Affairs after census date.

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.

**Veterans Lounge:** The Veterans lounge is open to all student veterans and their dependents. The lounge is a quiet place to decompress and regain your focus. To request a key, please speak with the Veterans Programs office, or fill out the online request form at <http://nmsua.edu/student-services/veterans-programs/>. You will need to provide proof of veteran or dependent status.

For further assistance, contact the NMSU-A Veterans Programs at (575) 439-3600 or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu)

**Air Force Portal:** Airmen can request information from the Education Office on base by calling 575-572-3971.

## 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.*

**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 Dean of the College to which the student has applied. The Dean will review the merits of the appeal and render a decision. The decision of the Dean is final.

Only Primary MOS (s) are eligible for academic credit in the initial review and evaluation. Credit for Duty and /or Secondary MOS may be eligible for academic credit if the student petitions the college’s Associate Dean. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, National Guard and Reservists who are 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](http://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 colleges and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or

as elective credit. The number of credit hours awarded will be determined by the college and/or academic department.

*Note: Students submitting military transcripts for credit evaluation must remember it can affect the Maximum Time Frame- Pace of Progression policy. Please review the Financial Aid Section for more information.*

**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 Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, (575) 439-3600, or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu).

**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. Veterans Programs. VA students ordered to Active Duty must provide a copy of orders to the Veterans Programs Office to assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, last day of class attendance.
2. NMSU-A Office of Admissions and Records. All students presenting their orders to the Office of Admissions and Records, (575) 439-3600, 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. (575) 646-4701 or (575) 646-4020 or you can email [jaynaw@nmsu.edu](mailto:jaynaw@nmsu.edu) or [tm688@bncollege.com](mailto:tm688@bncollege.com).

*Note: The NMSU-Las Cruces Military and Veterans Program processes all Military Withdrawal and will use the documentation submitted to determine eligibility*

### **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.

**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. Students must submit a signed degree plan from their Academic advisors to the Veterans Programs prior to certification. For continued certification, students must submit a "Class Schedule and Statement of Account" to the Veterans' Programs office every semester.

Veterans must notify the Veterans' Program office when any of the following occurs:

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

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

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

For further information, contact Veterans Programs at 2400 N. Scenic Drive Alamogordo, NM 88310, (575) 439-3600, or email [veteransNMSUA@nmsu.edu](mailto:veteransNMSUA@nmsu.edu).

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## REGULATIONS & POLICIES

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

### Academic Appeals

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

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

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

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

#### Procedure for Initiating Grievance Complaints:

This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by the university

or its employees, disputes with faculty and/or alleged unfair treatment. Usually this method is used to appeal a grade the student feels was not justified.

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

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

The following are the steps and procedures for initiating a Grievance Complaint:

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

the conclusion of their process. The Vice President for Academic Affairs may meet with the student, faculty member, and Division Head to discuss the appeal (not necessarily at the same time). The Vice President for Academic Affairs will submit a written response outlining his or her decision to the student, faculty member, Division Head, and campus President within ten (10) days of the last meeting.

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

**Academic Standing:** When a student does not maintain adequate academic standing, he/she is placed in Academic Warning. If the student's academic standing does not improve, the placement progresses to Academic Probation I. Continued unimproved academic standing moves a student into Academic Probation II, then finally, 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 Vice President for Academic Affairs (VPAA) 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-hour special study skills/time management course specifically designed for students on Academic Warning for the first time, or an equivalent approved by the Vice President for Academic Affairs.
2. Students will be required to enter into a contract with their Advisor, approved by the Vice President for Academic Affairs, that places further stipulations on Academic Warning. The contract may include, but is not limited to, the following:
  - The student may be required to take at least one repeat course to try to improve their GPA.
  - Except for the special study skills/time management course, the student's coursework may be restricted to required courses for the degree.
  - The student may be required to get tutoring help.
  - The student may be required to see an Academic Advisor on a specified time schedule.
  - The number of hours for which a student may register may be restricted (due to extenuating circumstances such as the student's workload commitments).

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

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester, 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 their Academic Advisor as soon as possible to try to implement corrective measures.
2. The student will enter into a contract or individualized education plan with their advisor and approved by the Vice President for Academic Affairs, that places further stipulations on Academic Probation I. The Vice President for Academic Affairs may place the student on Academic Probation II or Academic Suspension should the student not adhere to the stipulations of the contract.

3. Students on Academic Probation I receiving educational benefits from the Veterans' Administration must obtain counseling from the Office of Veterans' Programs.
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 he/she is 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:** Academic Probation II is issued in two ways. The first is when a student falls below a semester 2.0 GPA and the cumulative GPA remains below a 2.0 while on Academic Probation I. The second is when a student maintains a semester GPA greater than 2.0 while on Academic Probation II but the cumulative GPA is still less than 2.0.

The following restrictions are in place for student's in Academic Probation II:

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

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

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

**Academic Suspension:** When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II, the student is placed on Academic Suspension. Students under Academic Suspension are not allowed to take NMSU-A courses while under suspension. Students under Academic Suspension must sit out a minimum of one (1) semester and then petition the Vice President for Academic Affairs to be removed from Academic Suspension. At this time, the suspension status will be evaluated for possible removal. Should the suspension be lifted, the student is placed on Academic Probation II until

such time that the cumulative GPA equals or exceeds a 2.0. At the discretion of the Vice President for Academic Affairs, the student will enter into a contract approved by the Vice President for Academic Affairs and the student's Academic Advisor setting stipulations to have the suspension removed. Failure to adhere to the contract will return the student to Academic Suspension.

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

**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. If they withdraw from the university while on Academic Probation, they continue on that same level of Academic Probation.

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

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

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

**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 attend summer session 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 the 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.

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

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

## General Academic

### Attendance, Student Performance, and

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

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

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

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

Instructors also notify Academic Advising of attendance and academic issues that affect a student's opportunity for success through the use of the QuickConnect system. There are two major reasons 1) to help the student succeed in classes and 2) to meet Federal and State laws which require that universities report non-attendance to the Financial Aid Office and other funding agencies. Instructors will submit an online QuickConnect referral and indicate the specific concern about the student's academic progress. Students will be encouraged to monitor their academic progress and take appropriate steps to be successful in their course work. Academic Advising will contact the student to discuss the instructors' concern and identify options to be successful in their course work.

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

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 Courses and Requirements section for these requirements.

### English Basic Skill Requirement Options

- 30 ACT English Score - Students may satisfy basic skills requirements in English by scoring 30 or higher on ACT English exams. However, students must still earn credit for ENGL 111G by one of these options:
- ENGL 111G or ENGL 111GH - Students may satisfy English basic skills by passing ENGL 111G or ENGL 111GH 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 accredited institutions. International students may be required to satisfy the requirements under ENGL 111M below.
- Transfer Credits from Nonaccredited 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 nonaccredited institution, and by writing a theme which is judged adequate by the Department of English.
- ENGL 111M - International students who took the TOEFL examination must complete ENGL111M with a satisfactory grade.
- Developmental Courses - Students who score 12 or below on the ACT English exam must pass two developmental English courses (CCDE 105N, CCDE 110N) before

enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass one developmental English course (CCDE 110N) before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be 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 271G.

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 placement exam (MPE), and any new student may choose to take the MPE to test towards a higher placement. Placement does not earn academic credit, 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.

### 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 while at NMSU.

For assessment to be effective, students must be actively aware of and engaged in assessment activities. Faculty and staff at NMSU will communicate to students the value and implications of assessment. For their part, students will provide feedback on personal, professional and academic development. Students are expected to participate in all types of assessment when asked to do so. Types of assessment activities include class assignments, course projects, exams, exit interviews, standardized tests, surveys, focus groups, etc. Data gathered through these assessments will be published only in aggregate form. Efforts will be made to inform students of assessment results and the program improvements implemented as a result of assessment.

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

Students can prohibit the release of directory information to the public by bringing a photo ID to the Office of Admissions & Records located in the Student Services Building and by submitting a written request. Such requests must be made by the end of late registration for any semester. It will NOT prohibit the release of directory information to entities of the university which have a "need to know" to accomplish their required official tasks. It will NOT prohibit a university department from including the student's name on mailing lists for distribution of materials that are essential to his/her enrollment at the University. Students who are also University employees should be aware that filing this restriction will result in suppression of both employee and student information.

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

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

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

Students have the right to:

1. Inspect and review the student's education records within 45 days from the day the University receives a request for access. Students should submit to the Director of

Admissions & Records and the Vice President for Student Success, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. Request an amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

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

4. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

**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.

Academic degree-seeking students who place into developmental courses in Math, English, and Reading must complete the required developmental coursework with a grade of C- or better before the completion of 24 credits. If a student is not eligible to enroll in Area I and II college level classes after accumulating 24 credits, the student will have a hold put on his or her record and must meet with an academic advisor before registration can take place.

**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.

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

**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://registrar.nmsu.edu/transcripts/> and a fee will be charged. The name on the transcript will match the name on the student's official NMSU record. Name changes are only processed for current students. No transcripts will be released if the student is in debt to the university.

Transcript evaluation, student records and determination of residency is available at the Registrar's Office at: MSC 3AR, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-3411; <http://registrar.nmsu.edu/>.

## Registration and Grading

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

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

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

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

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

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

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

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

**Audits:** A regularly enrolled student may register for any course prior to the last day of registration as an auditor without

credit with the consent of NMSU-A Admissions & Records Office, provided the space is not required for regular students. The tuition and fees are the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation.

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

**Changes in Registration:** Registration changes may be processed only in accordance with university regulations and with appropriate signatures. It is the responsibility of the student to initiate official withdrawal from a course.

Forms are available from the NMSU-A Admissions & Records Office. 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 rules for applying a W grade are 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 or Financial Aid should notify the Office of Financial Aid and Veterans Programs if dropping or adding courses changes enrollment status for benefits.

**Class Load:** The normal load in a regular semester (fall or spring) for a main campus student is 12-18 credits. A normal load for a summer term is 6 credits per session for a total of 12 credit hours. Some scholarships may require a 15 credit class load as a minimum requirement to be eligible for that scholarship.

An overload is more than 18 credits for a regular semester and more than 12 credits for the summer term. Written permission must be obtained from the Vice President for Student Success and is required for a student to register for an overload. A one-credit course in physical education may be taken without being included in the calculation for determining an overload. To be eligible to take an overload the student must have no grades less than a C- and a cumulative grade-point average of a 2.5 or higher for the last two semesters. No freshman will be permitted to assume an overload.

Students may only enroll in non-NMSU courses with approval from the Vice President for Student Success and these courses will still 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.

### Credit by College Level Examination Program

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

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

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

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

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

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

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

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

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

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:** See section Military and Veterans Programs.

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

**Incomplete Grade:** The grade of *I* is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations are ways an *I* grade is assigned, removed or changed:

1. Instructors may assign *I* grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an *I* grade. In no case is an *I* grade to be used to avoid the assigning of *D*, *F*, *U*, or *RR* grades for marginal or failing work.
2. To assign an *I* grade, the instructor must complete the *I* Grade Information Form. The form must be signed by the student and the instructor. The form must be delivered to the Admissions & Records Office. The instructor will state in writing on the *I* Grade Information Form the steps necessary to complete the remaining coursework, or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the *I* grade will not be removed). The student will sign this document, and the Admission's Office will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.
3. The student is entitled to have the *I* grade removed from their transcript only if the student completes the remaining coursework as specified on the *I* Grade Information Form, in a manner satisfactory to the instructor. The work must be completed either within 12 months after the *I* grade is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the *I* Grade Information Form. If the student fails to complete the coursework, the instructor may change the *I* grade to any appropriate grade (including *D*, *F*, or *U*) provided that the instructor stated that this would occur on the *I* Grade Information Form.
4. *I* grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the *I* grade or prior to the student's graduation, whichever comes first. To remove an *I* grade, the instructor must complete a Change of Grade Form and file the form with the Admissions & Records Office. The

instructor may assign whatever grade is appropriate for the entire course. This may include grades of **D**, **F**, or **U**. The correct form must be signed by the instructor and the Division Head. An **I** grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an **I** grade thereafter.

5. A student may re-enroll and receive credit for any course for which an **I** grade was previously received; however, retaking the course will not result in a removal of the **I** grade from the student's transcript and the student must pay regular tuition for the course.

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

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

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

Neither credits nor grade points may be earned by repeating a course for which a grade of **C-** or higher has already been received. Repeat option applies only to eligible courses that were completed prior to the time a student was awarded a degree at NMSU.

**RR Grade (Required Repeat):** The **RR** grade applies only to designated skill development undergraduate courses (CCDE, CCDL, CCDM & CCCR) approved by the University Curriculum Committee and indicates the student has made

substantial progress toward completing the requirements of the course. It carries neither penalty nor credit. The student must re-enroll and successfully complete the course in order to earn credit. The grade of **RR** may be received only once in any given course, and it remains on the student's transcript.

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

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

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

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

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

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

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

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

**University Grading System:** Grade reports are not automatically mailed to students. Students can access grades and credits on the web by accessing their mynmsu account at [my.nmsu.edu](http://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 used in calculating the cumulative GPA:

Letter Grade	Grade points per unit of Credit
A+ .....	4.0
A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3

C	.....	2.0
C-	.....	2.0
D+, D, D-	.....	1.0
F	.....	0
W	Withdrawal.....	0
N	Grade not submitted.....	0
CR	Credit authorized, but not letter grade.....	0
IP	In progress.....	0
RR	Progress in undergraduate course (Required Repeat)0	
S*	Satisfactory work.....	0
U	Unsatisfactory work.....	0
I	Incomplete.....	0
AU	Audit.....	0

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

In computing the overall 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** grade is earned will be included in earned hours but is not computed in the grade-point average.

## Withdrawals

**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 Admissions's Office. Students who are unable to come in person may submit an e-mail using their NMSU e-mail account to [admissnmsua@nmsu.edu](mailto:admissnmsua@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 the Financial Aid Office 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.

**Withdrawals, Administrative:** 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 dean's office, whichever is sooner.

**Withdrawal, Military:** See Military and Veterans Programs section of catalog.

**Withdrawal, Student Medical:** A medical withdrawal applies to a student who becomes seriously ill, injured, or hospitalized and is therefore unable to complete an academic term for which they are enrolled. 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 no 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 Administrative Rules and Procedures of NMSU, 7.04 Domestic Partnerships, 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.

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## GRADUATION REQUIREMENTS

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

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

Note: The degree plans in this catalog are effective summer, 2016, and are in effect through the spring semester 2022.

### ASSOCIATE DEGREE

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

- Have regular degree-seeking admission status.
- Complete a minimum of 60 credits hours or more as specified in each degree. (Courses with an "N" suffix do not apply to any degree.)
- Have a cumulative GPA of 2.0 in all courses taken at NMSU.
- The last 15 credit hours must be taken through NMSU-A or any NMSU campus. College Level Examination Program (CLEP), DANTES, USAFI, transfer credit, or course challenge credits cannot be used as part of the student's last 15 semester credits.

### CERTIFICATE

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

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

### Deadline for Course Substitutions and Waivers:

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

**Filing Notice of Degree Candidacy:** Degree candidates are required to file an Application for Degree or Application for Certificate for each degree or certificate sought. There is no application fee for certificates. For associate degrees there is no application fee if submitted by the initial deadline noted in the Important dates calendar. Any degree application submitted after the initial deadline but before the final deadline will be assessed a late fee of \$25 for each associate degree. This fee will be included in the total cost for the semester or session in which the candidate anticipates completing degree requirements. If degree/certificate requirements are not completed during the semester or session, the degree/certificate will be denied and the student must reapply. The Application for Degree form is available online through the MyNMSU website. No applications will be accepted after the posted final 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.

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

**Diplomas:** 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.

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

**Transcript of Credits:** An official transcript, the University's certified statement of the student's 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://registrar.nmsu.edu/transcripts/>. A fee is charged.

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

# DEGREES & CERTIFICATES

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## ACADEMIC PROGRAMS

The following degrees and certificates are offered at NMSU Alamogordo.

**Note:** The degree plans in this catalog are effective Summer, 2016 and are in effect through the spring semester 2022.

### ASSOCIATE DEGREE PROGRAMS

- Allied Health
- Arts
- Criminal Justice
- Early Childhood
- Education
- Fine Arts
- General Engineering
- General Studies
- Prebusiness
- Science
- Social Services

### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

- Automotive and Hybrid Technology
- Biomedical Equipment Technology
- Business Management
- Business Office Technology
- Computing
- Construction Technologies Electrical Option
- Electronics Technology
- Emergency Medical Services, Intermediate
- Graphic Design
- Information Technology
- Paralegal Studies
- Renewable Energy Systems Technology

### CERTIFICATE PROGRAMS

- Advanced Photo Voltaic Installation
- Automotive Diagnostic Specialist
- Automotive Heavy Line Specialist
- Automotive Maintenance and Light Repair Specialist
- Basic Computer Skills
- Business Applications Specialist
- Business Office Technology
- Electrical Apprenticeship
- EMT-Basic College Certificate
- Graphic Design
- Leadership Skills
- Legal Assistant
- Network Specialist
- NM General Education Common Core
- Photographic Technology
- Photo Voltaic Entry Level Grid-Tie
- Web Design
- Web Mastery

## ALLIED HEALTH Associate of Science Degree

The Associate of Science Degree in Allied Health (ASAH) follows the New Mexico Nursing Education Consortium (NMNEC) common curriculum for transfer into a 4 year Bachelor of Nursing (BSN) program. Upon successful completion of core degree requirements and either Option 1 or 2 courses, the ASAH degree can be awarded.

Option 1 is designed for students interested in alternative health care career paths in the fields of Nursing Assistant and EKG or Phlebotomy Technician. Option 1 also provides associate degree completion for individuals awaiting acceptance into a BSN level program and for registered nurses or individuals with non-nursing degrees who may need to complete required courses before applying to a master program in nursing.

Option 2 is designed for ASAH students who have applied and been accepted into the NMSU Las Cruces BSN program delivered at the Alamogordo campus. Check with the Allied Health Department about requirements and the application process for the NMSU BSN program.

**A grade of C or better is required in all “G” courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 64 CREDITS (OPTION 1); 68 CREDITS (OPTION 2)**

### Communication (10 Credits)

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

### Mathematics (6 Credits)

- MATH 121G College Algebra (3 cr.)  
 STAT 251G Statistics for Business and the Behavioral Sciences (3 cr.)

### Laboratory Science (20 credits)

- BIOL 211G/GL Cellular and Organismal Biology & Lab (4 cr.)  
 BIOL 221/221L Introductory Microbiology & Lab (4 cr.)  
 BIOL 225 Human Anatomy and Physiology I (4 cr.)  
 BIOL 226 Human Anatomy and Physiology II (4 cr.)  
 CHEM 110G Principles and Applications of Chemistry (4 cr.)

### Social/Behavioral Science (9 credits)

- C EP 110G Human Growth and Behavior (3 cr.)  
 PSY 201G Introduction to Psychology (3 cr.)  
 SOC 101G Introductory Sociology (3 cr.)

### Humanities/Fine Art (6 credits)

Choose from the Area V “G” courses in the NM Common Core list found in the General Information section of this catalog.)

### Option 1 (15 credits)

- HNDS 251 Human Nutrition (3 cr.)  
 NA 101 Nursing Assistant Theory and Lab (6 cr.)  
 NA 115 Phlebotomy Technician (6 cr.)  
**OR** NA 110 Electrocardiogram Tech Basic (4 cr.)

### Option 2 (17 credits)

- HNDS 251 Human Nutrition (3 cr.)  
 NURS 293 Introduction to Nursing Concepts (3 cr.)  
 NURS 294 Principles of Nursing Practice (4 cr.)  
 NURS 328 Pathophysiology (4 cr.)  
**OR** BIOL 262 (3 cr.) **AND** BIOL 263 (3 cr.)  
 NURS 362 Evidence Based Practice (3 cr.)

## ARTS Associate Degree

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

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

**A grade of C- or better is required in each course that fulfills the New Mexico Common Core Requirements.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

### NM Common Core/General Education Requirements (36 credits)

*(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

#### Area I: Communications (10 Credits)

ENGL 111G Rhetoric and Composition (4 cr.)

ENGL 203G Business and Professional Communication (3 cr.)

**OR** ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)

**OR** ENGL 218G Technical and Scientific Communication (3 cr.)

COMM 253G Public Speaking (3 cr.)

**OR** COMM 265G Principles of Human Communication (3 cr.)

#### Area II: Mathematics (3-4 Credits)

Any MATH or STAT 100-200 G course listed in the NM Common Core list.

*(Note: Student's subsequent transfer degree major should guide the selection of the math course.)*

#### Area III: Laboratory Sciences (8 Credits)

Any two Lab Science 100-200 G courses listed in the NM Common Core list.

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

#### Area IV: Social/Behavioral Sciences (6-9 Credits)

Any two to three Social/Behavioral Sciences 100-200 G courses from two to three different disciplines in the NM Common Core list.

#### Area V: Humanities/Fine Art (6-9 Credits)

Any two to three Humanities/Fine Arts 100-200 G courses from two to three different disciplines in the NM Common Core list.

### Recommended Second Language Elective (8 credits)

Any 111-112 Second Language sequence offered at NMSU campuses\*\*

### Additional Requirements (4 credits)

COLL 101 College Success (1 cr.)

C S 110 Computer Literacy (3 cr.)

### Electives: To bring total credits to 60

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

*\*\*See your advisor for exact number of second language credits your selected major may require. Almost all College of Arts and Sciences majors required at least two semesters of a language; some require four semesters. New Mexico State University recommends that students take their language requirements as soon as possible and in sequence. See your advisor or the NMSU catalog for exceptions to the language requirements.*

# AUTOMOTIVE AND HYBRID TECHNOLOGY

## Associate of Applied Science Degree and Certificates

The Associate of Applied Science degree in Automotive and Hybrid Technology is designed for students who intend to enter the automotive workforce, establish a commercial business in the automotive field, and/or to prepare for the Automotive Service Excellence (ASE) Certification.

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

### TOTAL CREDITS REQUIRED FOR DEGREE: 66

AUTO 113	Automotive Electricity and Electronics Part I (4 cr.)
AUTO 114	Automotive Electricity and Electronics Part II (4 cr.)
AUTO 115	Automotive Engine Repair (5 cr.)
AUTO 122	Automotive Brakes (4 cr.)
AUTO 124	Automotive Heating and Air Conditioning (4 cr.)
AUTO 129	Automotive Steering and Suspension (4 cr.)
AUTO 201	Engine Performance I (4 cr.)
AUTO 203	Engine Performance II (4 cr.)
AUTO 204	Engine Performance III (4 cr.)
AUTO 205	Manual Drive Train and Axles (4 cr.)
AUTO 206	Automatic Transmissions (5 cr.)
AUTO 221	Cooperative Experience (3 cr.)
Automotive Elective (3 cr.) Choose One:	
AUTO 208 Introduction to Alternative Fueled Vehicles	
AUTO 209 Hybrid Vehicle Service Techniques	
COLL 101	College/Life Success (3 cr.)
E T 120	Computation Software (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
<b>OR</b> OETS 117 Writing for Technicians (3 cr.)	
OETS 104	Basic Mathematics for Technicians (4 cr.)

### Certificate for Automotive Maintenance and Light Repair Specialist

Designed for students who intend to become efficient in the maintenance and repair associated with the several critical aspects of the automotive industry.

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 33

AUTO 111	Automotive Mechanics Basics (4 cr.)
AUTO 113	Automotive Electricity and Electronics Part I (4 cr.)
AUTO 114	Automotive Electricity and Electronics Part II (4 cr.)
AUTO 115	Automotive Engine Repair (5 cr.)
AUTO 122	Automotive Brakes (4 cr.)
AUTO 124	Automotive Heating and Air Conditioning (4 cr.)
AUTO 129	Automotive Steering and Suspension (4 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)

### Certificate for Automotive Heavy Line Specialist

Designed for students who intend to become efficient in the installation, diagnosis, and repair associated with heavy line portions of the automotive industry.

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 34

AUTO 111	Automotive Mechanics Basics (4 cr.)
AUTO 113	Automotive Electricity and Electronics Part I (4 cr.)
AUTO 114	Automotive Electricity and Electronics Part II (4 cr.)
AUTO 115	Automotive Engine Repair (5 cr.)
AUTO 205	Manual Drive Train and Axles (4 cr.)
AUTO 206	Automatic Transmissions (5 cr.)
AUTO 207	Power Train Removal and Replacement (4 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)

### Certificate for Automotive Diagnostic Specialist

Designed for students who intend to become efficient in the advanced diagnosis of automotive systems to include electrical, engine, drivability, and vehicle computer network control systems.

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 33

AUTO 111	Automotive Mechanics Basics (4 cr.)
AUTO 113	Automotive Electricity and Electronics Part I (4 cr.)
AUTO 114	Automotive Electricity and Electronics Part II (4 cr.)
AUTO 115	Automotive Engine Repair (5 cr.)
AUTO 201	Engine Performance I (4 cr.)
AUTO 203	Engine Performance II (4 cr.)
AUTO 204	Engine Performance III (4 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)

# BIOMEDICAL EQUIPMENT TECHNOLOGY

## Associate of Applied Science Degree

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

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

**Grades of C- or better are required in ET, OEEM, MATH and Science courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 68**

COLL 101	College Success (1 cr.)
ET 104	Soldering Techniques (1 cr.)
ET 120	Computation Software (3 cr.)
ET 153	Introduction to Computer Networks (3 cr.)
ET 182	Digital Logic (3 cr.)
ET 183	Applied DC Circuits (3 cr.)
ET 184	Applied AC Circuits (3 cr.)
ET 246	Electronic Devices I (4 cr.)
ET 273	Fundamentals of Networking Communications I (4 cr.)
ET 283	Hardware PC Maintenance (3 cr.)
ET 290	Networking Wireless Communication (3 cr.)
ELT 103	Math Study Skills for Electronics (1 cr.) <i>(Taken twice for a total of 2 cr. ELT 103 is mandatory to be taken along with ET 183 and ET 184.)</i>
ENGL 111G	Rhetoric and Composition (4 cr.)
ENGL 218G	Technical & Scientific Communication (3 cr.)
MATH 120	Intermediate Algebra (3 cr.) <i>MATH 120 waived for students who have taken the mathematics placement examination with recommendation for MATH 121. When a 3 credit math course is waived, three additional credits of approved electives are required.</i>
MATH 121G	College Algebra (3 cr.)
OEEM 140	Applied Human Biology for Biomedical Technology (3 cr.)
OEEM 141	Medical Electronics & Safety in Health Care (3 cr.)
OEEM 200	Biomedical Internship (3 cr.) <i>(Taken 3 times for a total of 9 cr. OEEM 200 requires special registration procedures.)</i>
OEEM 211	CBET Exam Preparation (1 cr.)
OEEM 240	Medical Imaging Systems (3 cr.)
OEEM 241	Advanced Medical Electronics (3 cr.)

## BUSINESS MANAGEMENT

### Associate of Applied Science Degree

The Associate of Applied Science degree in Business Management is designed to prepare students for entry-level supervisory or management positions or entrepreneurship opportunities. A broad-based business foundation in accounting/bookkeeping and general management along with practical application, technology and general education courses, prepares students for a wide range of careers.

**A grade of C- or better required in all courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

ACCT 221 Financial Accounting (3 cr.)  
 BLAW 230 Business Law (3 cr.)  
 BMGT 140 Principles of Supervision I (3 cr.)  
     **OR** MGT 201 Introduction to Management (3 cr.)  
 BMGT 205 Customer Service in Business (3 cr.)  
 BMGT 210 Marketing (3 cr.)  
     **OR** MKTG 203 Introduction to Marketing (3 cr.)  
 BMGT 221 Internship (2 cr.)  
 BMGT 240 Human Relations (3 cr.)  
 BOT 106 Business Mathematics (3 cr.)  
     **OR** BMGT 216 Business Math (3 cr.)  
     **OR** MATH 120 Intermediate Algebra (3 cr.)  
 BOT 239 Personal Development (3 cr.)  
 BUSA 111 Business in a Global Society (3 cr.)  
     **OR** BMGT 110 Introduction to Business (3 cr.)  
 C S 110 Computer Literacy (3 cr.)  
     **OR** OECS 105 Introduction to Information Technology (3 cr.)  
 COMM 265G Principles of Human Communication (3 cr.)  
     **OR** COMM 253G Public Speaking (3 cr.)  
 ECON 201G Introduction to Economics (3 cr.)  
     **OR** ECON 251G Principles of Macroeconomics (3 cr.)  
     **OR** ECON 252G Principles of Microeconomics (3 cr.)  
 ENGL 111G Rhetoric and Composition (4 cr.)  
 ENGL 203G Business and Professional Communication (3 cr.)  
 FIN 206 Introduction to Finance (3 cr.)  
 OECS 215 Spreadsheet Applications (3 cr.)  
     **OR** OECS 220 Database Application and Design (3 cr.)

#### Concentration Area (9 credits)

Choose either Accounting/Bookkeeping concentration **OR** General Management concentration

#### Accounting/Bookkeeping Concentration

BOT 140 Payroll Accounting (3 cr.)  
 BOT 205 Microcomputer Accounting I (3 cr.)  
 BOT 241 Auditing and Business Issues (3 cr.)

#### General Management Concentration

BMGT 250 Diversity in the Workplace (3 cr.)  
 BMGT 275 Small Business Planning (3 cr.)  
 BMGT 280 Introduction to Human Resources (3 cr.)

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### Certificate in Leadership Skills

The Leadership Skills Certificate prepares students in leadership roles in the workplace or in community organizations.

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 16**

ENGL 111G Rhetoric and Composition (4 cr.)  
 COMM 253G Public Speaking (3 cr.)  
 ECON 201G Introduction to Economics (3 cr.)  
     **OR** GOVT 100G American National Government (3 cr.)  
     **OR** PSY 201G Introduction to Psychology (3 cr.)  
     **OR** SOC 101G Introductory Sociology (3 cr.)  
 MGT 201 Introduction to Management (3 cr.)  
 BMGT 140 Principles of Supervision I (3 cr.)  
     **OR** BMGT 240 Human Relations (3 cr.)

## BUSINESS OFFICE TECHNOLOGY

### Associate of Applied Science Degree and Certificate

The Associate of Applied Science degree in Business Office Technology is designed for students interesting in acquiring or updating skills in preparation for employment in a business office environment. The smooth functioning of today's automated office depends on the support of well-trained administrative assistants.

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

#### TOTAL CREDITS REQUIRED FOR DEGREE: 60

BMGT 110 Introduction to Business (3 cr.)  
 BMGT 140 Principles of Supervision (3 cr.)  
**OR** MGT 201 Introduction to Management (3 cr.)  
 BMGT 205 Customer Service in Business (3 cr.)  
 BMGT 240 Human Relations (3 cr.)  
 BOT 101 Keyboarding Basics (3 cr.)  
 BOT 106 Business Mathematics (3 cr.)  
**OR** BMGT 216 Business Math (3 cr.)  
 BOT 110 Records Management (3 cr.)  
 BOT 203 Office Equipment and Procedures I (3 cr.)  
 BOT 213 Word Processing I (3 cr.)  
**OR** OECS 211 Word Processing Applications (3 cr.)  
 BOT 220 Internship in Business Office Technology (2 cr.)  
*(Taken twice for a total of 4 cr.)*  
 BOT 239 Personal Development (3 cr.)  
 C S 110 Computer Literacy (3 cr.)  
**OR** OECS 105 Introduction to Information Technology (3 cr.)  
 COMM 265G Principles of Human Communication (3 cr.)  
**OR** COMM 253G Public Speaking (3 cr.)  
 ENGL 111G Rhetoric and Composition (4 cr.)  
 ENGL 203G Business and Professional Communication (3 cr.)  
 OECS 110 Introduction to Power Point (1 cr.)  
 OECS 215 Spreadsheet Applications (3 cr.)

#### Concentration Area (9 credits)

Choose either Administrative Assistant concentration **OR** Bookkeeping Assistant concentration

#### Administrative Assistant Concentration

BOT 102 Keyboarding: Document Formatting (3 cr.)  
 BOT 105 Business English I (3 cr.)  
 BOT 214 Word Processing II (3 cr.)  
**OR** OECS 209 Computer Graphic Arts (3 cr.)

#### Bookkeeping Assistant Concentration

ACCT 221 Financial Accounting (3 cr.)  
**OR** ACCT 200 A Survey of Accounting (3 cr.)  
 BOT 140 Payroll Accounting (3 cr.)  
 BOT 205 Microcomputer Accounting I (3 cr.)

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### Certificate in Business Office Technology

The Business Office Technology certificate prepares students for entry-level office positions. Instruction includes fundamental business knowledge and emphasizes technology skills. Students may use this certificate as a building block to the AAS in Business Office Technology or as a step toward promotion in a current employment situation. Students pursuing other degrees may find this certificate a valuable addition to their resume when applying for employment.

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 30

ACCT 200 A Survey of Accounting (3 cr.) **OR** ACCT 221 Financial Accounting (3 cr.)  
 BOT 101 Keyboarding Basics (3 cr.)  
 BOT 102 Keyboarding: Document Formatting (3 cr.)  
 BOT 105 Business English I (3 cr.)  
 BOT 106 Business Mathematics (3 cr.) **OR** BMGT 216 Business Math (3 cr.)  
 BOT 110 Records Management (3 cr.)  
 BOT 205 Microcomputer Accounting I (3 cr.)  
 BOT 213 Word Processing I (3 cr.) **OR** OECS 211 Word Processing Applications (3 cr.)  
 BOT 220 Internship in Business Office Technology (2 cr.)  
 C S 110 Computer Literacy (3 cr.) **OR** OECS 105 Introduction to Information Technology (3 cr.)  
 OECS 110 Introduction to Power Point (1 cr.)

# COMPUTING

## Associate of Applied Science Degree and Certificates

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

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

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

### Concentration Area (41 Credits)

Choose either Business Applications Specialist concentration **OR** Web Mastery concentration

#### BUSINESS APPLICATIONS SPECIALIST CONCENTRATION

ACCT 200	A Survey of Accounting (3 cr.)	<b>OR</b>	ACCT 221	Financial Accounting (3 cr.)
BMG T 216	Business Math (3 cr.)	<b>OR</b>	BOT 106	Business Mathematics (3 cr.)
BOT 205	Microcomputer Accounting I (3 cr.)			
E T 153	Introduction to Computer Networks (3 cr.)			
OECS 125	Operating Systems (3 cr.)			
OECS 185	PC Maintenance and Selection I (1 cr.)			
OECS 207	Windows (1 cr.)			
OECS 211	Word Processing Applications (3 cr.)	<b>OR</b>	BOT 213	Word Processing I (3 cr.)
OECS 215	Spreadsheet Applications (3 cr.)			
OECS 220	Database Application and Design (3 cr.)			
OECS 221	Internship I (3 cr.)			
OECS 252	Project Management (3 cr.)			
<i>Choose any of the following to equal 9 credits:</i>				
ART 163	Digital Graphics (3 cr.)	<b>OR</b>	CMT 140	Print Media I (3 cr.)
OECS 203	UNIX Operating System (1 cr.)			
OECS 208	Internet Applications (1 cr.)			
OECS 214	Creating a Web Page (1 cr.)			
OECS 210	Survey of Current Microcomputer Software (3 cr.)			
OECS 222	Internship II (1-3 cr.)			
OECS 255	Special Topics (1-3 cr.)			

#### WEB MASTERY CONCENTRATION

ART 101G	Orientation in Art (3 cr.)			
CMT 130	Introduction to Web Design (3 cr.)	<b>OR</b>	ART 165	Web Page Design (3 cr.)
CMT 190	Digital Video Production I (3 cr.)			
CMT 221	Internship (3 cr.)			
CMT 230	Web Design II (Java Script) (3 cr.)			
CMT 275	Advanced Web Techniques (3 cr.)			
E T 120	Computation Software (3 cr.)			
E T 153	Introduction to Computer Networks (3 cr.)			
E T 155	Network Operating Systems I (3 cr.)			
E T 253	Network Operating Systems II (3 cr.)			
E T 256	Network Operating Systems III (3 cr.)			
E T 283	Hardware PC Maintenance (3 cr.)			
MATH 121G	College Algebra (3 cr.)			
<i>Choose any of the following to meet a minimum of 2 credits:</i>				
E T 273	Fundamentals of Networking Communication I (4 cr.)			
OECS 203	UNIX Operating System (1 cr.)			
OECS 208	Internet Applications (1 cr.)			
OECS 209	Computer Graphic Arts (3 cr.)			
OECS 221	Internship I (3 cr.)			

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

## Certificate in Business Applications Specialist

The Business Applications Specialist certificate prepares a student for entry-level positions requiring the use of popular business software applications; for example, entry-level positions in the fields of software support, software consulting, and software training.

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 30**

ACCT 200	A Survey of Accounting (3 cr.)
	<b>OR</b> ACCT 221 Financial Accounting (3 cr.)
ART 161	Digital Imaging I (3 cr.)
	<b>OR</b> CMT 145 Digital Imaging I (3 cr.)
BMGT 216	Business Math (3 cr.)
	<b>OR</b> BOT 106 Business Mathematics (3 cr.)
BOT 205	Microcomputer Accounting I (3 cr.)
C S 110	Computer Literacy (3 cr.)
	<b>OR</b> OECS 105 Introduction to Information Technology (3 cr.)
OECS 125	Operating Systems (3 cr.)
OECS 211	Word Processing Applications (3 cr.)
	<b>OR</b> BOT 213 Word Processing I (3 cr.)
OECS 215	Spreadsheet Applications (3 cr.)
OECS 220	Database Application and Design (3 cr.)
OECS 252	Project Management (3 cr.)

## Certificate in Web Design

The Web Design certificate prepares students to design web sites and intranets for clients, create engaging web pages, and design ecommerce sites.

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 31**

ART 101G	Orientation in Art (3 cr.)
ART 165	Web Page Design (3 cr.)
	<b>OR</b> CMT 130 Introduction to Web Design (3 cr.)
BUSA 111	Business in a Global Society (3 cr.)
C S 110	Computer Literacy (3 cr.)
	<b>OR</b> OECS 105 Introduction to Information Technology (3 cr.)
CMT 145	Image Processing I (3 cr.)
	<b>OR</b> ART 161 Digital Imaging I (3 cr.)
CMT 190	Digital Video Production I (3 cr.)
CMT 230	Web Design II (Java Script) (3 cr.)
E T 120	Computation Software (3 cr.)
E T 153	Introduction to Computer Networks (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)

## Certificate in Basic Computer Skills

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 16**

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

## Certificate in Web Mastery

The Web Mastery certificate prepares students to design web sites and intranets for clients, create engaging web pages, design ecommerce sites, install and maintain web servers, create and manage web databases, and more.

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 42**

ART 165	Web Page Design (3 cr.)
C S 110	Computer Literacy (3 cr.)
	<b>OR</b> OECS 105 Introduction to Information Technology (3 cr.)
CMT 130	Introduction to Web Design (3 cr.)
CMT 145	Image Processing I (3 cr.)
	<b>OR</b> ART 161 Digital Imaging I (3 cr.)
CMT 190	Digital Video Production I (3 cr.)
CMT 230	Web Design II (Java Script) (3 cr.)
CMT 255	Special Topics (Silver Light) (3 cr.)
CMT 275	Advanced Web Techniques (3 cr.)
COLL 101	College Success (1 cr.)
E T 120	Computation Software (2 cr.)
E T 153	Introduction to Computer Networks (3 cr.)
E T 155	Network Operating Systems I (3 cr.)
E T 253	Network Operating Systems II (3 cr.)
E T 256	Network Operating Systems III (3 cr.)
E T 283	Hardware PC Maintenance (3 cr.)

# CRIMINAL JUSTICE

## Associate Degree

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

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

**A grade of C- or better is required in all Criminal Justice courses and any courses filling the NM Common Core/General Education Requirements.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 68**

### General Education/NM Common Core Requirements (33 credits)

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

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

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

MATH 210G (3 cr.)  
**OR** approved math alternative (3-4 cr.)  
*(Students should consult an advisor regarding Math alternatives that can be used to fulfill requirements.)*

#### Area III: Laboratory Science (8 credits)

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

#### Area IV: Humanities/Fine Art (6 credits)

HIST 101G **OR** 102G **OR** 201G **OR** 202G **OR** 211G **OR** 212G  
ENGL 244G  
PHIL 101G **OR** 201G **OR** 211G  
ART 101G **OR** ART 110G **OR** MUS 101G **OR** MUS 201G **OR**  
THTR 101G

#### Area V: Social/Behavioral Science (6 credits)

ANTH 120G **OR** 125G **OR** 201G  
C EP 110G  
PSY 201G  
ECON 201G **OR** 251G **OR** 252G  
GOVT 100G **OR** 110G **OR** 150G **OR** 160G  
SOC 101G **OR** 201G  
WS 201G **OR** 202G

### Criminal Justice Core Requirements (15 credits)

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

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

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

### Additional Requirements (4 credits)

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

### Electives (to bring total to 68)

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

## EARLY CHILDHOOD Associate Degree

The Associate degree in Early Childhood is designed to prepare highly qualified students to become teachers, assistant teachers, or family day care providers in professional child care for children ages birth through eight years. Students may choose to continue their education at any four year institution in New Mexico. Students in the Early Childhood Education program will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs. This degree will also fill the criteria for the most highly qualified professional in an early childhood position under No Child Left Behind. This degree transfers into a Bachelor's Degree in Early Childhood from the College of Education. Note: A GPA of 2.5 is required for application to the NMSU Teacher Education program.

*Note: Any education course more than seven years old taken at NMSU or at another institution will not be counted toward the student's undergraduate program. A student may ask for a review of this time limit by the appropriate department. The department head and/or faculty may recommend accepting a course that is seven years old with approval from the Dean's office. Any course not approved must be repeated by the student.*

Courses marked with an (\*\*) are available online from NMSU Grants. Check with Advisor.

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 69**

### General Education/NM Common Core Requirements (36 credits)

#### Area I: Communication (10 credits)

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

#### Area II: Mathematics (6 credits)

- MATH 111 Fundamentals of Elementary Mathematics I (3 cr.)  
*(Note: Prerequisite for MATH 111 is MATH 120 and ENGL 111G)*  
 MATH 112G Fundamentals of Elementary Mathematics II (3 cr.)

#### Area III: Laboratory Science (8 credits)

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

#### Area IV: Social/Behavioral Science (3 credits)

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

#### Area V: Humanities and Fine Art (9 credits)

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

#### Early Childhood Core Requirements (32 credits)

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

#### Additional Requirement (1 cr)

- COLL 101 College Success (1 cr.) *(Alamogordo Only)*

## EDUCATION

### Associate Degree

The Associate degree in Education is designed to prepare the student for work as a teacher's aide, substitute teacher, or other paraprofessional in elementary or secondary schools. The curriculum is also designed for maximum application of credits to the Teacher Education Program (TEP) at NMSU for those students planning to complete the Bachelor's Degree in Education. Students pursuing a Bachelor's Degree in Education must apply to the Teacher Education Program (TEP). Admission is competitive: NMTA Basic Skills test score and a cumulative GPA of 2.5 or higher.

*Note: Any education course more than seven years old taken at NMSU or at another institution will not be counted toward the student's undergraduate program. A student may ask for a review of this time limit by the appropriate department. The department head and/or faculty may recommend accepting a course that is seven years old with approval from the Dean's office. Any course not approved must be repeated by the student.*

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

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

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 68**

#### General Education/NM Common Core Requirements (49 credits)

##### Area I: Communication (10 credits)

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

##### Area II: Mathematics (6 credits) (Elementary - 6 credits)

MATH 111\* Fundamentals of Elementary Mathematics I (3 cr.)  
*(Note: Prerequisite for MATH 111 is MATH 120 and ENGL 111G)*

**AND**

MATH 112G Fundamentals of Elementary Mathematics II (3 cr.)  
**OR** MATH 121G, MATH 190G & MATH 191G-option

**OR**

##### (Secondary, if secondary license pursued - 6 credits)

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

**AND**

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

##### Area III: Laboratory Science (12 credits)

##### Choose one from any three subject areas-

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

**OR** PHYS 215G/GL Engineering Physics I (4 cr.)

##### Area IV: Social/Behavioral Science (6 credits)

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

##### Area V: Humanities and Fine Art (15 credits)

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

##### Related Requirements: (3 cr)

Literature elective or LING 200G (3 cr)

##### Education Core Requirements: (10 credits)

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

##### Additional Requirements (6 credit)

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

## ELECTRONICS TECHNOLOGY

### Associate of Applied Science

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

**A grade of C- or better is required in all E T and math courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 66**

- COLL 101 College Success (1 cr.)
- COMM 265G Principles of Human Communication (3 cr.)
- OR** COMM 253G Public Speaking (3 cr.)
- E T 104 Soldering Techniques (1 cr.)
- E T 120 Computation Software (3 cr.)
- E T 153 Introduction to Computer Networks (3 cr.)
- E T 182 Digital Logic (3 cr.)
- E T 183 Applied DC Circuits (3 cr.)
- E T 184 Applied AC Circuits (3 cr.)
- E T 220 Internship (2 cr.)
- E T 230 Introduction to Servo Systems (1 cr.)
- E T 246 Electronic Devices I (4 cr.)
- E T 262 Software Technology I (3 cr.)
- E T 273 Fundamentals of Networking Communications I  
4 cr.)
- E T 276 Electronic Communications (3 cr.)
- E T 282 Digital Electronics (4 cr.)
- E T 283 Hardware PC Maintenance (3 cr.)
- E T 284 Software PC Maintenance (3 cr.)
- ELT 103 Math Study Skills for Electronics (1 cr.)  
*(Taken twice for a total of 2 cr. ELT 103 is mandatory to be taken along with ET 183 and ET 184.)*
- ELT 205 Semiconductor Devices (4 cr.)
- ENGL 111G Rhetoric and Composition (4 cr.)
- ENGL 218G Technical and Scientific Communication (3 cr.)
- MATH 120 Intermediate Algebra (3 cr.)  
*Math 120 is waived for students who have taken the mathematics placement test with a recommendation for MATH 121G. When a 3-credit math course is waived, three additional credits of approved electives are required.*
- MATH 121G College Algebra (3 cr.)

## Emergency Medical Services (EMS) Intermediate Associate of Applied Science

Emergency Medical Services (EMS) professionals such as Emergency Medical Technicians (EMT) provide pre-hospital emergency care to individuals who experience a sudden illness, injury, or trauma. They work under protocols approved by a physician medical director to recognize, assess, and manage medical emergencies and transport critically ill or injured patients to acute health care facilities such as hospitals. They are employed by hospitals, ambulance services, fire departments, police departments, and other agencies that have a public safety component as their missions. The EMS curriculum (OEEM) follows national standards and the New Mexico Joint Organization of Education (JOE) requirements.

**Emergency Medical Services Licensure:** After successful completion of the EMT Basic course, students who are 18 years old are eligible to take the New Mexico State EMT Basic licensing and/or National Registry written examination.

*For specific prerequisite and co-requisite requirements contact the EMS Department in the Career Technical Division at 439-3873.*

### TOTAL CREDITS REQUIRED FOR DEGREE: 66

BIOL 225	Human Anatomy and Physiology I (4 cr.)	STAT 251G	Statistics for Business/Behavioral Sciences (3 cr.)
	<b>OR</b> AHS 153 Intro to Anatomy and Physiology I (4 cr.)		<b>OR</b> STAT 271G Statistics for the Psychological Sciences (3 cr.)
BIOL 226	Human Anatomy and Physiology II (4 cr.)		
	<b>OR</b> AHS 154 Intro to Anatomy and Physiology II (4 cr.)		SOCIAL/BEHAVIORIAL SCIENCE (6 cr) Choose from:
C S 110	Computer Literacy (3 cr.)		SOC 101G Intro to Sociology (3 cr.)
CHEM 110G	Principles and Applications of Chemistry (4 cr.)		PSY 201G Intro to Psychology (3 cr.)
	<b>OR</b> higher level CHEM		ANTH 201G Intro to Anthropology (3 cr.)
COLL 101	College/Life Success (1 cr.)		
COMM 253G	Public Speaking (3 cr.)		HUMANITIES AND FINE ARTS (6 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)		Choose any two 3 credit courses from the NM Common Core/ General Education Area V, Humanities/Fine Arts list, page 19.)
ENGL 218G	Technical and Scientific Communication (3 cr.)		
MATH 121G	College Algebra (3 cr.)		
	<b>OR</b> higher level MATH		
OEEM 101	CPR for the Health Care Professional (1 cr.)		
OEEM 115	First Responder Pre-hospital (3 cr.)		
OEEM 120	Emergency Medical Technician-Basic (6 cr.)		
OEEM 120L	Emergency Medical Technician-Basic Lab (2 cr.)		
OEEM 121	Emergency Medical Technician-Basic Field/Clinical (1 cr.)		
OEEM 150	Emergency Medical Technician Intermediate (5 cr.)		
OEEM 150L	Emergency Medical Technician Intermediate Lab (2 cr.)		
OEEM 151	Emergency Medical Technician Intermediate Field/Clinical (2 cr.)		

### EMT-Basic College Certificate

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 33-35

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

#### Plus Option 1 or Option 2 (10 or 12 credits)

#### Option 1 - (10 credits)

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

#### OR

#### Option 2 - (12 credits)

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

## FINE ARTS Associate Degree

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

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

It is recommended that students take Fine Arts core requirements, specifically ART 150, 155, 156, and begin pathway requirements in their first year.

**A grade of C- or better is required in the NM Common Core/General Education requirements and Art courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

### General Education/NM Common Core Requirements (36 credits)

*(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

#### Area I: Communication (10 Credits)

ENGL 111G Rhetoric and Composition (4 cr.)

ENGL 203G Business & Professional Communication (3 cr.)

**OR** ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)

**OR** ENGL 218G Technical and Scientific Communication (3 cr.)

COMM 265G Principles of Human Communication (3 cr.)

**OR** COMM 253G Public Speaking (3 cr.)

#### Area II: Mathematics (3 Credits)

MATH 210G Mathematics Appreciation (3 cr.)

**OR** MATH 121G College Algebra (3 cr.)

#### Area III: Laboratory Science (8 credits)

Any two Lab Science 100-200 G courses listed in the NM Common Core list.

#### Area IV: Social/Behavioral Science (6 credits)

Any two Social/Behavioral Sciences 100-200 G courses in the NM Common Core list.

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

ART 295G Introduction to Art History I (3 cr.)

ART 296G Introduction to Art History II (3 cr.)

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

Any additional three credits Humanities/Fine Arts G course in the NM Common Core list.

### Fine Arts Degree Requirements (15 credits)

ART 150 Drawing I (3 cr.)

ART 155 2-D Fundamentals (3 cr.)

ART 156 3-D Design and Process (3 cr.)

ART 260 Introduction to Painting (3 cr.)

ART 275 Introduction to Ceramics (3 cr.)

### Concentration Area (9 credits)

Choose either Ceramics/Sculpture concentration **OR** Drawing/Painting concentration

#### Ceramics/Sculpture Concentration

ART 151 Drawing II (3 cr.)

ART 265 Introduction to Sculpture (3 cr.)

ART 276 Ceramics IB (3 cr.)

#### Drawing/Painting Concentration

ART 151 Drawing II (3 cr.)

ART 261 Painting Methods, Techniques and applications (3 cr.)

ART 262 Aspects of Painting (3 cr.)

## GENERAL ENGINEERING

### Associate of Science Degree

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

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

#### General Education/NM Common Core

##### Requirements

*(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

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

ENGL 111G Rhetoric and Composition (4 cr.)

ENGL 218G Technical and Scientific Communication (3 cr.)

**OR** ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)

COMM 253G Principles of Human Communication (3 cr.)

**OR** COMM 265G Public Speaking (3 cr.)

##### Area II: Mathematics (8 credits)

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

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

##### Area III: Laboratory Sciences (8 credits)

CHEM 111G General Chemistry I (4 cr.)

PHYS 215G Engineering Physics I (3 cr.)

PHYS 215GL Engineering Physics I Lab (1 cr.)

##### Area IV: Social/Behavioral Science (9 credits)

ECON 251G Principles of Macroeconomics (3 cr.)

Any two additional Social/Behavioral Science 100-200 G courses in the NM Common Core list.

##### Area V: Humanities/Fine Arts (6 credits)

Any two Humanities/Fine Art 100-200 G courses in the NM Common Core list.

#### Engineering Core Requirements (13 credits)

CHEM 112G General Chemistry II (4 cr.)

**OR** GEOL 111G Survey of Geology (4 cr.)

DRFT 109 Computer Drafting Fundamentals (3 cr.)

ENGR 100 Introduction to Engineering (3 cr.)

ENGR 111 Mathematics for Engineering Applications (3 cr.)

#### Electives: Choose two (6-8 credits)

C E 233 Mechanics-Statics (3 cr.)

CHEM 112G General Chemistry II (4 cr.)

GEOL 111G Survey of Geology (4 cr.)

MATH 291G Calculus and Analytic Geometry III (3 cr.)

PHYS 216G & 216L Engineering Physics II & Laboratory (4 cr.)

## GENERAL STUDIES

### Associate Degree

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

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

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 66**

Requirements for this degree are:

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

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

Achieve a 2.0 cumulative GPA;

and

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

## GRAPHIC DESIGN

### Associate of Applied Science and Certificate

The Associate of Applied Science degree in Graphic Design emphasizes the use of computers in a creative, art-centered, technologically challenging, conceptually-based framework. The degree is designed to prepare students for immediate entry into the job market or for transfer to colleges with similar degree plans and Graphic Design programs.

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 61**

ART 101G	Orientation in Art (3 cr.)	CMT 223	Media Production Services (3 cr.)
ART 150	Drawing I (3 cr.)	COMM 265G	Principles of Human Communication (3 cr.)
ART 155	2-D Fundamentals (3 cr.)	ENGL 111G	Rhetoric and Composition (4 cr.)
ART 160	Computer-Based Illustration (3 cr.)	PSY 201G	Introduction to Psychology (3 cr.)
	<b>OR</b> CMT 142 Computer Illustration (3 cr.)		
ART 161	Digital Imaging I (3 cr.)		
	<b>OR</b> CMT 145 Image Processing I (3 cr.)		
ART 163	Digital Graphics (3 cr.)		
	<b>OR</b> CMT 140 Print Media I (3 cr.)		
ART 165	Web Page Design (3 cr.)		
	<b>OR</b> CMT 130 Introduction to Web Design (3 cr.)		
ART 267	Art Portfolio Preparation (3 cr.)		
ART 269	Advanced Computer-Based Illustration (3 cr.)		
ART 272	Digital Imaging II (3 cr.)		
BMGT 110	Introduction to Business (3 cr.)		
	<b>OR</b> BUSA 111 Business in a Global Society (3 cr.)		
BMGT 210	Marketing (3 cr.)		
	<b>OR</b> MKTG 203 Introduction to Marketing (3 cr.)		
BMGT 275	Small Business Planning (3 cr.)		
C S 110	Computer Literacy (3 cr.)		
CMT 115	Digital Photography and Imaging I (3 cr.)		
CMT 190	Digital Video Production I (3 cr.)		

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### Certificate in Graphic Design

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 31**

ART 101G	Orientation in Art (3 cr.)
ART 150	Drawing I (3 cr.)
ART 155	2-D Fundamentals (3 cr.)
ART 160	Computer-Based Illustration (3 cr.) <b>OR</b> CMT 142 Computer Illustration (3 cr.)
ART 161	Digital Imaging I (3 cr.) <b>OR</b> CMT 145 Image Processing I (3 cr.)
ART 163	Digital Graphics (3 cr.) <b>OR</b> CMT 140 Print Media I (3 cr.)
ART 165	Web Page Design (3 cr.) <b>OR</b> CMT 130 Introduction to Web Design (3 cr.)
CMT 190	Digital Video Production I (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
ELECTIVE (3 cr.)	<i>(Recommended electives: ART 269, 272, 273; CMT 223)</i>

# INFORMATION TECHNOLOGY

## Associate of Applied Science and Certificate

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

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

Students may apply the associate's degree coursework to a bachelor's degree in Information and Communication Technology (ICT) offered at the Las Cruces campus. The Bachelor of Information and Communication Technology is available through the College of Distance Education from the Las Cruces campus. Most of the coursework can be completed through electronic classes with few visits to the Las Cruces campus. More information is available in the Advising Office.

**Grades of C- or better are required in ET, OECS, and Math courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 67**

COLL 101	College Success (3 cr.)
COMM 265G	Principles of Human Communications (3 cr.)
	<b>OR</b> COMM 253G Public Speaking (3 cr.)
E T 120	Computation Software (3 cr.)
E T 153	Introduction to Computer Networks (3 cr.)
E T 155	Network Operating Systems I (3 cr.)
E T 182	Digital Logic (3 cr.)
E T 220	Internship (2 cr.)
E T 253	Networking Operating System II (3 cr.)
E T 262	Software Technology I (3 cr.)
E T 273	Fundamentals of Networking Communications I (4 cr.)
E T 283	Hardware PC Maintenance (3 cr.)
E T 284	Software PC Maintenance (3 cr.)
E T 290	Networking Wireless Communication (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
ENGL 218G	Technical and Scientific Communication (3 cr.)
MATH 120	Intermediate Algebra (3 cr.)
OECS 125	Operating Systems (3 cr.)
OECS 220	Database Application and Design (3 cr.)

### Option Choice (12 credits)

*Choose either Security or Network*

#### Security Option

E T 256	Networking Operating System III (3 cr.)
E T 285	Principles of Security (3 cr.)
E T 286	Fundamentals of Security (3 cr.)
E T 291	PC Forensics and Investigation (3 cr.)

#### Network Option

E T 292	Network Explorer 1&2 (4 cr.)
E T 293	Network Explorer 3 (4 cr.)
E T 294	Network Explorer 4 (4 cr.)

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## Certificate in Network Specialist

The Network Specialist certificate prepares students for entry level positions in the computer networking support industry.

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 32**

**Grades of C- or better are required in ET, OECS, and Math courses.**

COLL 101	College Success (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)
E T 120	Computation Software (3 cr.)
E T 153	Introduction to Computer Networks (3 cr.)
E T 273	Fundamentals of Networking Communications I (4 cr.)
E T 292	Network Explorer 1&2 (4 cr.)
E T 293	Network Explorer 3 (4 cr.)
E T 294	Network Explorer 4 (4 cr.)
OECS 125	Operating Systems (3 cr.)

## PARALEGAL STUDIES

### Associate of Applied Science Degree and Certificate

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

*PL S courses, even with the same title, will not replace or substitute for Criminal Justice courses on the Criminal Justice degree plan. Note:* A maximum of 6 credits of PL S 221 and 222 may be applied toward a degree.

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 67-69**

ACCT 221	Financial Accounting (3 cr.)	PL S 200	Legal Ethics for the Paralegal (3 cr.)
	<b>OR</b> BOT 120 Accounting Procedures (3 cr.)	PL S 221	Internship I (2-4 cr.)
	<b>OR</b> ACCT 200 A Survey of Accounting (3 cr.)	PL S 231	Law of Commerce for the Paralegal (3 cr.)
BOT 211	Information Processing I (3 cr.)	PL S 274	Legal Research and Writing for the Paralegal I (3 cr.)
	<b>OR</b> BOT 213 Word Processing I (3 cr.)	PL S 275	Tort and Insurance Law for the Paralegal (3 cr.)
COLL 101	College Success (1 cr.)		<b>OR</b> PL S 276 Wills, Trusts, and Probate for the Paralegal (3 cr.)
	<i>(DACC requires BMGT 201 or BMGT 202)</i>	PL S 278	Litigation for the Paralegal (3 cr.)
ENGL 111G	Rhetoric and Composition (4 cr.)	PL S 279	Legal Research and Writing for the Paralegal II (3 cr.)
ENGL 203G	Business and Professional Communication (3 cr.)		
	<b>OR</b> ENGL 211G Writing in the Humanities and Social Sciences (3 cr.)		
	<b>OR</b> BOT 209 Technical and Scientific Communication (3 cr.)		
	<i>(DACC Only)</i>		
COMM 265G	Principles of Human Communication (3 cr.)		
	<b>OR</b> COMM 253G Public Speaking (3 cr.)		
GOVT 100G	American National Government (3 cr.)		
	<i>(GOVT 100G strongly recommended before PL S 180.)</i>		
MATH 120	Intermediate Algebra (3 cr.)		
	<b>OR</b> MATH 121G College Algebra (3 cr.)		
	<b>OR</b> BOT 106 Business Mathematics		
PSY 201G	Introduction to Psychology (3 cr.)		
	<b>OR</b> BMGT 240 Human Relations (3 cr.)		
	<b>OR</b> SOC 101G Introductory Sociology (3 cr.)		
PHIL 201G	Introduction to Philosophy (3 cr.)		
	<b>OR</b> PHIL 211G Informal Logic (3 cr.)		
PL S 160	Legal System for the Paralegal (3 cr.)		
PL S 190	Criminal Law for the Paralegal (3 cr.)		
	<b>OR</b> C J 205 Criminal Law I (3 cr.)		
		PL S 203	Immigration Law (3 cr.)
		PL S 222	Internship II (1-3 cr.)
		PL S 255	Special Topics (1-4 cr.)
		PL S 272	Bankruptcy Law for the Paralegal (3 cr.) <i>(DACC Only)</i>
		PL S 277	Family Law for the Paralegal (3 cr.)
		PL S 280	Interviewing & Investigation for the Paralegal (3 cr.) <i>(Alamogordo only)</i>
		PL S 298	Independent Study (3 cr.) <i>(DACC only)</i>

#### Paralegal Electives (12 credits)

Choose four courses from the following:

C J 250	Courts & the Criminal Justice System (3 cr.)
	<i>(Alamogordo Only)</i>
PL S 161	Legal Terminology (3 cr.) <i>(DACC Only)</i>
PL S 162	Virtual Law Office (3 cr.) <i>(DACC Only)</i>
PL S 180	Constitutional Law for the Paralegal (3 cr.)
	<i>(Alamogordo only)</i>
PL S 203	Immigration Law (3 cr.)
PL S 222	Internship II (1-3 cr.)
PL S 255	Special Topics (1-4 cr.)
PL S 272	Bankruptcy Law for the Paralegal (3 cr.) <i>(DACC Only)</i>
PL S 277	Family Law for the Paralegal (3 cr.)
PL S 280	Interviewing & Investigation for the Paralegal (3 cr.)
	<i>(Alamogordo only)</i>
PL S 298	Independent Study (3 cr.)
	<i>(DACC only)</i>

### Certificate in Legal Assistant

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 32**

BOT 106	Business Mathematics (3 cr.)	PL S 160	Legal System for the Paralegal (3 cr.)
	<b>OR</b> MATH 120 Intermediate Algebra (3 cr.)	PL S 190	Criminal Law for the Paralegal
	<b>OR</b> MATH 121G College Algebra (3 cr.)		<b>OR</b> C J 205 Criminal Law I (3 cr.)
ACCT 221	Financial Accounting (3 cr.)	PL S 200	Legal Ethics for the Paralegal (3 cr.)
	<b>OR</b> ACCT 200 A Survey of Accounting (3 cr.)	PL S 274	Legal Research and Writing for the Paralegal I (3 cr.)
BOT 213	Word Processing I (3 cr.)	PL S ELECTIVE (3 Credits)	
COLL 101	College Success (1 cr.)		<i>Choose from: PLS 180, 203, 221, 231, 275, 276, 277, 278, 279, or 280.</i>
COMM 265G	Principles of Human Communication (3 cr.)		
	<b>OR</b> COMM 253G Public Speaking (3 cr.)		
ENGL 111G	Rhetoric and Composition (4 cr.)		

## PREBUSINESS Associate Degree

Students who earn this degree will have completed the first two years of any four-year business degree offered at the NMSU Las Cruces campus. This program provides the basics in accounting and economics. Students should see an Academic Advisor for bachelor's degree requirements. Students must meet the basic skills requirement in English and math and have sophomore status prior to admission to junior-level courses on the Las Cruces campus. Transfer students may take one semester upper division courses if they have 45 or more transfer credits. After that they must meet the basic skills requirements.

A Bachelor of Business Administration in General Business is available through the College of Distance Education from the Las Cruces campus. Some courses require a visit to the Las Cruces campus; however, most of the classes use electronic means for delivery. Check with an advisor for more information. *Note: Business course credits completed more than ten years prior to the degree application may be reviewed at the student's request by the course department head and dean (or a designee) to determine their continued suitability to satisfy current degree, major and minor requirements and learning objectives.*

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

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

### General Education/NM Common Core Requirements (42 credits)

*(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

#### Area I: Communication (10 Credits)

COMM 265G Principles of Human Communication (3 cr.)

**OR** COMM 253G Public Speaking (3 cr.)

ENGL 111G Rhetoric and Composition (4 cr.)

ENGL 203G Business and Professional Communication (3 cr.)

#### Area II: Mathematics (12 Credits)

MATH 120 Intermediate Algebra (3 cr.)

*(Students who place out of MATH 120 must take an additional 3 credits of general elective outside the College of Business Administration and Economics.)*

MATH 121G College Algebra (3 cr.)

**OR** MATH 230 Matrices and Linear Programming (3 cr.)

MATH 142G Calculus for the Biological and Management Sciences I (3 cr.)

STAT 251G Statistics for Business and the Behavioral Sciences (3 cr.)

#### Area III: Laboratory Sciences

**(Select two courses, 8 Credits)**

ASTR 105G, 110G; BIOL 101G/GL, 111G/GL, 211G/GL;

CHEM 110G; GEOG 111G; GEOL 111G; PHYS 110G

#### Area IV: Social/Behavioral Science (6 credits)

Each course three credits

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

#### Area V: Humanities/Fine Art (6 credits)

HIST 101G, 102G, 201G, 202G

ENGL 244G

ART 101G, 110G; THTR 101G; MUS 101G, 201G

PHIL 101G, 136G, 201G, 211G, 223G

### PreBusiness Core Requirements (18 credits)

ACCT 221 Financial Accounting (3 cr.)

ACCT 222 Management Accounting (3 cr.)

*(ACCT recommended for Sophomore year)*

C S 110 Computer Literacy (3 cr.)

**OR** BCIS 110 Introduction to Computerized Information Systems (3 cr.)

BUSA 111 Business in a Global Society (3 cr.)

ECON 251G Principles of Macroeconomics (3 cr.)

ECON 252G Principles of Microeconomics (3 cr.)

*(ECON should not be taken by beginning freshmen or students without algebra skills.)*

### Additional Requirement (1 credit)

COLL 101 College Success (1 cr.)

### Electives to total 60

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

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

# RENEWABLE ENERGY SYSTEMS TECHNOLOGY

## Associate of Applied Science Degree and Certificates

The Associate of Applied Science degree in Renewable Energy Systems Technology is designed for students who intend to enter the alternative energy career field.

NOTE: Students must complete OETS 104 or receive appropriate Compass test score before entering the program.

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 66**

COLL 101	College Success (1 cr.)	TCEN 225	Electrical Installation Fundamentals II (4 cr.)
ET 104	Soldering Techniques (1 cr.)	TCEN 231	Wind Turbine Maintenance I (3 cr.)
ET 125	Introduction to Renewable Energy (3 cr.)	TCEN 232	Wind Turbine Maintenance 2 (4 cr.)
OEEM 101	CPR for the Health Care Professional (1 cr.)	TCEN 241	Solar Thermal Principles/Installation and Maintenance (3 cr.)
OETS 117	Writing for Technicians (3 cr.)	TCEN 245	Building Weatherization Fundamentals (3 cr.)
PHYS 110G	The Great Ideas of Physics (4 cr.)	TCEN 246	Building Auditor Fundamentals (3 cr.)
TCEN 111	Photo Voltaic Basic Electrical Principles (4 cr.)	TCEN 250	Photo Voltaic System Integrator Fundamentals (3 cr.)
TCEN 112	PV Power Generation Design Fundamentals (3 cr.)	TCEN 251	Advanced Photo Voltaic On/Off Grid Installation (3 cr.)
TCEN 113	OSHA 10 Hour Construction Hazard Identifications (1 cr.)	TCEN 252	NABCEP Entry-Level Exam Review (1 cr.)
TCEN 115	Wind Power Generation Design Fundamentals (3 cr.)	TCEN 253	Photo Voltaic System Troubleshooting and Maintenance (3 cr.)
TCEN 121	Electrical Installation Fundamentals I (4 cr.)	TCEN 254	Renewable Energy Internship (2 cr.)
TCEN 221	Roofing Materials and Methods (3 cr.)		<b>OR TCEN 255 Renewable Energy Contracting Fundamentals (2 cr.)</b>
TCEN 222	Photo Voltaic Grid Tie Installation (2 cr.)		
TCEN 223	Photo Voltaic National Electrical Code Principles (2 cr.)		

### Certificate in Photo Voltaic Entry Level Grid-Tie

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 29**

ET 104	Soldering Techniques (1 cr.)
ET 125	Introduction to Renewable Energy (3 cr.)
OEEM 101	CPR for the Health Care Professional (1 cr.)
OEEM 106	Advanced First Aid (2 cr.)
OETS 104	Basic Mathematics for Technicians (4 cr.) <i>(OETS 104 must be taken as a co-requisite for TCEN 111.)</i>
TCEN 111	Photo Voltaic Basic Electrical Principles (4 cr.)
TCEN 112	PV Power Generation Design Fundamentals (3 cr.)
TCEN 113	OSHA 10 Hour Construction Hazard Identifications (1 cr.)
TCEN 221	Roofing Materials and Methods (3 cr.)
TCEN 222	Photo Voltaic Grid Tie Installation (2 cr.)
TCEN 223	PV National Electrical Code Principles (2 cr.)
TCEN 250	Photo Voltaic System Integrator Fundamentals (3 cr.)

### Certificate in Advanced Photo Voltaic Installation

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE: 36**

ET 104	Soldering Techniques (1 cr.)
ET 125	Introduction to Renewable Energy (3 cr.)
OEEM 101	CPR for the Health Care Professional (1 cr.)
OEEM 106	Advanced First Aid (2 cr.)
OETS 104	Basic Mathematics for Technicians (4 cr.) <i>(OETS 104 must be taken as a co-requisite for TCEN 111.)</i>
TCEN 111	Photo Voltaic Basic Electrical Principles (4 cr.)
TCEN 112	PV Power Generation Design Fundamentals (3 cr.)
TCEN 113	OSHA 10 Hour Construction Hazard Identifications (1 cr.)
TCEN 221	Roofing Materials and Methods (3 cr.)
TCEN 222	Photo Voltaic Grid Tie Installation (2 cr.)
TCEN 223	PV National Electrical Code Principles (2 cr.)
TCEN 250	Photo Voltaic System Integrator Fundamentals (3 cr.)
TCEN 251	Advanced PV On/Off Grid Installation (3 cr.)
TCEN 252	NABCEP Entry-Level Exam Review (1 cr.)
TCEN 253	Photo Voltaic System Troubleshooting and Maintenance (3 cr.)

## SCIENCE Associate Degree

The Associate of Science degree offers the choice of four different **optional** concentrations, which allow for an easier transition into a baccalaureate science major depending on the student's choice of major. This degree differs from the Associate of Arts degree in that there is a heavy emphasis in science and mathematics, a requirement for any Bachelor of Science degree. In order to earn an Associate of Science degree, the student must earn at least 16 credits in laboratory sciences including at least one two-semester course sequence. This degree meets all the New Mexico Common Core requirements necessary to complete a bachelor degree. **Note: Some classes are only offered in a particular semester and may have pre-requisites.**

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

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

### Communications (10 Credits)

ENGL 111G Rhetoric and Composition (4 cr.)

ENGL 218G Technical and Scientific Communication (3 cr.) **OR** ENGL 211G Writing in the Humanities and Social Services (3 cr.)

COMM 265G Principles of Human Communication (3 cr.) **OR** COMM 253G Public Speaking (3 cr.)

### Mathematics (3-4 Credits)

MATH 121G College Algebra (3 cr.) **OR** MATH 190G Trigonometry and Precalculus (4 cr.) **OR** MATH 191G Calculus and Analytic Geometry I (4 cr.)

### Social/Behavioral Sciences (9 credits)

ECON 251G Principles of Macroeconomics (3 cr.)

Choose any two additional Social/Behavioral Sciences "G" courses (Area IV) in the NM Common Core list found in the General Information section of this catalog.

### Humanities/Fine Art (6 credits)

Choose any two Humanities/Fine Art "G" courses (Area V) in the NM Common Core list found in the General Information section of this catalog.

### Laboratory Sciences (16 credits)

CHEM 111G General Chemistry I (4 cr.)

12 additional credits Lab Science (8 credits must be "G" courses and at least one 2-semester sequence required.)

*It is strongly recommended to choose a concentration below. Additional approved lab science classes can be found in Area III of the New Mexico Common Core list in the General Information section of this catalog. Any lab science class choices not listed below or from the NM Common Core list must be approved through a sub/waiver request process in consultation with an advisor.*

#### Biology Concentration

BIOL 111G & 111GL (4 cr.)

BIOL 211G & 211GL (4 cr.)

CHEM 112G (4 cr.)

#### Environmental Concentration

E S 110G (4 cr.)

BIOL 111G & 111GL (4 cr.)

CHEM 112G (4 cr.)

#### Geology Concentration

GEOL 111G (4 cr.)

BIOL 111G & 111GL (4 cr.)

PHYS 211G & 211GL (4 cr.)

#### Wildlife Science Concentration

FWCE 110 (3 cr.)

FWCE 255 (3 cr.)

BIOL 111G & 111GL (4 cr.)

BIOL 211G & 211GL (4 cr.)

BIOL 221 & 221L (4 cr.)

### Electives (To bring total degree credits to 60)

Choose from the NM Common Core list in Mathematics (Area II), Lab Science (Area III), or Engineering electives. Work with advisor to select appropriate courses to support the chosen bachelor program.

Recommended electives for concentration areas are noted below.

#### Biology Concentration

MATH 191G (4 cr.)

MATH 192G (4 cr.)

PHYS 211G & 211GL (4 cr.)

PHYS 212G & 212GL (4 cr.)

#### Environmental Concentration

BIOL 211G & 211GL (4 cr.)

CHEM 211 (4 cr.)

GEOL 111G (4 cr.)

GEOL 295 (3 cr.)

MATH 191G (4 cr.)

MATH 192G (4 cr.)

PHYS 215G & 215GL (4 cr.)

#### Geology Concentration

CHEM 112G (4 cr.)

GEOG 120G (3 cr.)

GEOL 295 (3 cr.)

MATH 191G (4 cr.)

MATH 192G (4 cr.)

PHYS 212G & 212GL (4 cr.)

#### Wildlife Science Concentration

CHEM 112G (4 cr.)

PHYS 110G (4 cr.)

**OR** PHYS 211G & 211GL (4 cr.)

GEOL 111G (4 cr.)

MATH 142G (3 cr.)

**OR** MATH 191G (4 cr.)

ECON 252G (3 cr.)

## SOCIAL SERVICES

### Associate Degree

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 New Mexico Common Core component, the degree also helps prepare the student for a successful transition into a bachelor's program in Social Work or other majors.

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

Students interested in the Las Cruces campus Bachelor Degree in Social Work program may also be interested in the Associate in Social Services. Students planning to pursue a Bachelor's Degree in Social Work must apply for the Social Work Program. Students (particularly transfer students) should contact the Social Work Advisor in Las Cruces for advising and for the application packets.

**Students must earn a grade of C or better in all General Education/NM Common Core and Social Service courses.**

**TOTAL CREDITS REQUIRED FOR DEGREE: 66**

#### General Education/NM Common Core Requirements (39 credits)

*(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

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

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

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

- STAT 251G Statistics for Business and Behavioral Sciences (3 cr.)  
**OR** MATH 210G Mathematics Appreciation (3 cr.)

##### Area III: Laboratory Science (8 credits)

- BIOL 101G/GL Human Biology (4 cr.)  
 Any additional 4 credit Lab Science G course in the NM Common Core list.

##### Area IV: Social/Behavioral Sciences (12 credits)

- C EP 110G Human Growth and Behavior (3 cr.)  
 PSY 201G Introduction to Psychology (3 cr.)  
 SOC 101G Introductory Sociology (3 cr.)  
**OR** SOC 201G Contemporary Social Problems (3 cr.)  
 S WK 221G Introduction to Social Welfare (3 cr.)

##### Area V: Humanities/Fine Art (6 credits)

Any two Humanities/Fine Arts 100-200 G courses in the NM Common Core list.

##### Second Language (8 credits)

- SPAN 111 Elementary Spanish I (4 cr.)  
 SPAN 112 Elementary Spanish II (4 cr.)  
**OR** two semesters of a second language

#### Related Requirements (13 credits)

- C S 110 Computer Literacy (3 cr.)  
 COLL 101 College Success (3 cr.)  
 PSY 266 Applied Psychology (3 cr.)  
**OR** PSY 290 Psychology of Adjustment (3 cr.)  
 S WK 253 Case Management (3 cr.)  
 ELECTIVE (1 cr.)

#### Option Area (6 credits)

*Choose either Paraprofessional or Social Work*

##### Paraprofessional Option

- Select two of the following courses from two different disciplines.  
 ANTH 201G Introduction to Anthropology (3 cr.)  
**OR** ANTH 203G Intro to Language and Cultural Anthropology (3 cr.)  
 GOVT 100G American National Government (3 cr.)  
**OR** GOVT 110G Introduction to Political Science (3 cr.)  
 C J 250 Courts and the Criminal Justice System (3 cr.)  
 HL S 150G Personal Health and Wellness (3 cr.)  
 W S 201G Introduction to Women's Studies (3 cr.)  
**OR** W S 202G Representing Women Across Cultures (3 cr.)

#### NMSU School of Social Work Option

- SPAN 211 Intermediate Spanish I (3 cr.)  
 SPAN 212 Intermediate Spanish II (3 cr.)

## CERTIFICATES, CERTIFICATIONS, OR CAREER PREPARATION

### New Mexico General Education Common Core Requirement Certificate of Completion

The State of New Mexico General Education Common Core Requirement Certificate represents the completion of the basic course requirements that transfer to any bachelor program at state four-year colleges or universities. It also satisfies most of the requirements in the Associate of Art degrees offered at NMSU-A. *(A full list of NM Common Core Classes can be found in the General Information section of this catalog)*

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 37

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

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

#### Area II: Mathematics (3-4 credits)

- Any MATH 100-200 G course listed in the NM Common Core list.  
     **OR** STAT 251G Statistics for Business and Behavioral Sciences (3 cr.)

#### Area III: Laboratory Sciences (8 credits)

Any two Lab Science 100-200 G courses from two different departments listed in the NM Common Core list.

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

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

Any two to three Social/Behavioral Sciences 100-200 G courses in the NM Common Core list.

#### Area V: Humanities/Fine Arts (6-9 credits)

Any two to three Humanities/Fine Arts 100-200 G courses in the NM Common Core list.

#### Additional Requirement (1 Credit)

- COLL 101 College Success (1 cr.)

### Certificate in Photographic Technology

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

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 28

- |           |  |
|-----------|--|
| ART 101G  | Orientation in Art (3 cr.)                 |
| ART 161   | Digital Imaging I (3 cr.)                  |
| ART 272   | Digital Imaging II (3 cr.)                 |
| CMT 115   | Digital Photography and Imaging I (3 cr.)  |
| CMT 216   | Digital Photography and Imaging II (3 cr.) |
| COLL 101  | College Success (1 cr.)                    |
| ENGL 111G | Rhetoric and Composition (4 cr.)           |
| OEPT 100  | Photographics I (3 cr.)                    |
| OEPT 120  | Photo Finishing and Presentation (2 cr.)   |
| OEPT 155  | Portraiture (3 cr.)                        |

#### Camera Requirements:

A digital SLR camera of at least 10 mp and a 35mm SLR film camera with manual controls are required for this certificate. Other miscellaneous accessories and materials are required. A list is available from the photography instructor upon request.

### Course Completion Certificates

Course completion certificates indicate that the student has successfully completed requirements of the course and is eligible to take a national certification exam. Although credit is given for the course, no certificate designation appears on the transcript and the certificate does not become part of a student's permanent academic record. Course completion certificates are not eligible for federal financial aid.

**Nursing Assistant Course Completion Certificate:** This certificate requires successful completion of NA 101, Nursing Assistant Theory and Lab (6 credits)

**Phlebotomist Technician Course Completion Certificate:** This certificate requires successful completion of NA 115, Phlebotomist Technician (6 credits)

## APPRENTICESHIP PROGRAMS

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

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

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

#### Special Admissions Requirements:

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

#### TOTAL CREDITS REQUIRED FOR DEGREE: 67

COLL 101	College Success (1 cr.)
E T 120	Computation Software (3 cr.)
E T 153	Introduction to Computer Networks (3 cr.)
COMM 253G	Public Speaking (3 cr.)
	<b>OR</b> COMM 265G Principles of Human Communication (3 cr.)
OEET 112	Math Study Skills for Electrical (1 cr.) <i>(Taken twice for 2 credits total. Must be taken as a co-requisite with OEET 151 and OEET 152.)</i>
OEET 151	Apprenticeship I (6 cr.)
OEET 152	Apprenticeship II (6 cr.)
OEET 153	Apprenticeship III (6 cr.)
OEET 154	Apprenticeship VI (6 cr.)
OEET 251	Apprenticeship V (6 cr.)
OEET 252	Apprenticeship VI (6 cr.)
OEET 253	Apprenticeship VII (6 cr.)
OEET 254	Apprenticeship VIII (6 cr.)
OETS 104	Basic Mathematics for Technicians (4 cr.)
OETS 117	Writing for Technicians (3 cr.)

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#### Certificate of Completion

#### TOTAL CREDITS REQUIRED FOR CERTIFICATE: 48

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

# COURSE DESCRIPTIONS

## COURSE PREFIX TABLE

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

Accounting . . . . .	ACCT	Paramedic . . . . .	OEEM
Allied Health Science . . . . .	AHS	Personal Health & Wellness . . . . .	PHLS
Anthropology . . . . .	ANTH	Philosophy . . . . .	PHIL
Art . . . . .	ART	Photographic Trades . . . . .	OEPT
Astronomy . . . . .	ASTR	Physical Education . . . . .	P E
Automotive Technology . . . . .	AUTO	Physics . . . . .	PHYS
Biology . . . . .	BIOL	Psychology . . . . .	PSY
Biomedical Technology . . . . .	OEBM	Social Work . . . . .	S WK
Business Administration . . . . .	B A	Sociology . . . . .	SOC
Business Administration and Economics . . . . .	BUSA	Spanish . . . . .	SPAN
Business Law . . . . .	BLAW	Statistics . . . . .	STAT
Business Management . . . . .	BMGT	Technical Studies . . . . .	OETS
Business Office Technology . . . . .	BOT	Welding Technology . . . . .	WELD
Chemistry . . . . .	CHEM	Women's Studies . . . . .	W S
Civil Engineering . . . . .	C E		
College Studies . . . . .	COLL		
Communication Studies . . . . .	COMM		
Computer Technology . . . . .	OECS		
Computer Science . . . . .	C S		
Counseling & Educational Psychology . . . . .	C EP		
Creative Media Technology . . . . .	CMT		
Criminal Justice . . . . .	C J		
Developmental English . . . . .	CCDE		
Developmental Mathematics . . . . .	CCDM		
Developmental Reading . . . . .	CCDR		
Developmental Skills . . . . .	CCDS		
Drafting . . . . .	DRFT		
Early Childhood Education . . . . .	ECED		
Economics . . . . .	ECON		
Education . . . . .	EDUC		
Educational Leadership and Administration . . . . .	ELA		
Electrical & Computer Engineering . . . . .	E E		
Electrical Trades . . . . .	OEET		
Electronics Technology . . . . .	ELT		
Engineering . . . . .	ENGR		
Engineering Technology . . . . .	E T		
English . . . . .	ENGL		
Environmental and Energy Technology . . . . .	TCEN		
Environmental Science . . . . .	E S		
Finance . . . . .	FIN		
Fishery, Wildlife & Conservation Ecology . . . . .	FWCE		
Geographic Information Systems . . . . .	OEGS		
Geography . . . . .	GEOG		
Geology . . . . .	GEOL		
German . . . . .	GER		
Government . . . . .	GOVT		
History . . . . .	HIST		
Human Nutrition and Diet . . . . .	HNDS		
Journalism and Mass Communication . . . . .	JOUR		
Linguistics . . . . .	LING		
Management . . . . .	MGT		
Marketing . . . . .	MKTG		
Mathematics . . . . .	MATH		
Mechanical Engineering . . . . .	M E		
Music . . . . .	MUS		
Natural Science . . . . .	NSC		
Nursing Assistant . . . . .	NA		
Paralegal Studies . . . . .	PL S		

**HOW TO READ THE COURSE LISTINGS**

Courses are titled in the following style:

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

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

**Course Number Designation:**

100-199 – Freshman courses

200-299 – Sophomore courses

**Additional Notes:**

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

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

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

**A ST - APPLIED STATISTICS**

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

**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.

**AERT - AEROSPACE TECHNOLOGY**

AERT 255. Special Topics 1-4 cr.  
Specific topics to be announced in the Schedule of Classes. Restricted to: Community Colleges only.

**AHS - ALLIED HEALTH SCIENCE**

AHS 108. Disabilities Support Services 4 cr. (3+2P)  
Beginning level preservice preparation for providing in-home care for individuals with disabilities. Restricted to: Community Colleges only. Crosslisted with: NA 108

AHS 115. Dietary Guidelines & Meal Planning 4 cr.  
A combination of the science of nutrition and the current Dietary Guidelines for Americans with practical application to meal planning and preparation. Strategies and techniques used to plan and prepare healthful and appetizing meals are explored. Evidenced-based dietary guidelines are provided to meet the needs of individuals and groups with chronic diseases. Menu development, modification and analysis are reviewed. Restricted to Community Colleges campuses only.

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

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

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

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

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

AHS 165. Foundations to Allied Health Science 3 cr. (1+4P) .  
A foundational course which will cover a multidisciplinary focus on success in the Allied Health care environment. Topics included, but not limited to: the health care system, personal and professional qualities of a health care worker, legal and ethical responsibilities, cultural diversity, nutrition and diets, medical math, infection control, preparing for the world of work, core measures and quality assurance, the prospective payment system, customer service, current trends in health care and communication, and promotion of safety. Laboratory time will cover library and library resource use, promotion of safety, vital sign, CPR & AED use, job interviewing practice, and 16 hours of job shadowing participation located in a healthcare facility. Open to all students seeking to pursue an Allied Health or Healthcare career pathway. Restricted to Community Colleges campuses only.

AHS 202. Legal and Ethical Issues in Health Care 3 cr.  
Consideration of legal and ethical issues in modern health care delivery.

**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 “cultural” 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.
- 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 156. 3-D Fundamentals 3 cr.  
Compositional organization of three-dimensional space explored through a broad range of visual exercises. Resourceful and creative problem solving encouraged. Restricted to Community Colleges campuses only.
- ART 160. Computer-Based Illustration 3 cr. (2+4P)  
Introduction to the principles of computerized drawing and design. Using the basic concepts, drawing tools, and vocabulary of Adobe Illustrator. Prerequisite: ART 150, ART 155, or consent of instructor.
- ART 161. Digital Imaging I 3 cr. (2+4P)  
Work with basic concepts, tools, and vocabulary of Adobe Photoshop to create effective visual communication. Includes selection tools, cloning, copying and pasting, color correction, image restoration, filters, and special effects. Community Colleges only.
- ART 163. Digital Graphics 3 cr. (2+4P)  
Importing and exporting images and text into various desktop publishing formats. Exploring imaging, drawing, and page layout applications. Introduction to typography. Prerequisite: ART 161.
- ART 165. Web Page Design 3 cr. (2+4P)  
Introduction to the creation of well-designed and organized Web sites. Emphasis on building creative but functional user-friendly sites. Introduction to HTML, Flash, Java Script, and Web-authoring software. Prerequisite: ART 161. Community Colleges only. Same as OEPT 165.
- ART 250. Introduction to 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 255. Introduction to Graphic Design 3 cr. (2+4P)  
Introduction to the principles of visual communication and digital media, letterforms, typography and identity marks. Projects produced using conventional and digital tools.
- 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 and Applications 3 cr. (2+4P)  
The investigation of formal aspects of painting, an examination of painting techniques, and an exploration of various methodologies regarding form and content as applied to critical thinking skills through medium of paint. Prerequisite(s): ART 150, ART 260.
- ART 262. Aspects of Painting 2-3 cr.  
Varied painting media: continued development of painting skills. Prerequisites: ART 150, ART 155 (for art majors), ART 260, or consent of instructor.
- ART 265. Introduction to Sculpture 3 cr. (2+4P)  
Beginning sculpture students “explore space” while learning new processes and skills, including mold making, welding and woodworking.
- ART 267. Art Portfolio Preparation 3 cr. (2+4P)  
Refine general marketing strategies, personal portfolio and resumes. Define, target, and penetrate personal target markets. Students develop individual promotional packages. Prerequisites: ART 163, ART 269, and ART 272, or consent of instructor.
- ART 269. Advanced Computer-Based Illustration 3 cr. (2+4P)  
Design custom graphics and create special effects with filtering, special effects on type, graphing, technical illustrations, and three-dimensional drawing using Adobe Illustrator. Prerequisites: ART 157, ART 160, and ART 161, or consent of instructor.
- ART 270. Introduction to Photography 3 cr. (2+4P)  
Introduction to photography with digital cameras with emphasis on basic camera operation, picture composition, image processing and digital workflow. A DSLR Camera and laptop are required.
- ART 271. Introduction to Film and Darkroom 3 cr. (2+4P)  
Introduction to silver based photographic materials, film development, enlargement printing and darkroom work. Students will work with a range of cameras including: medium format, toy and pinhole. Emphasis on understanding the syntax of silver halide photographic materials. Development of conceptual vocabulary and the creation of images with thematic unity. May be repeated for a maximum of 6 credits. Prerequisite(s): ART 270.
- ART 272. Digital Imaging II 3 cr. (2+4P)  
Refining of individual creative styles and technical skills using Adobe Photoshop. Emphasis on input and output predictability, and working with large file productions. Community colleges only. Prerequisite(s): ART 161. Restricted to: Community Colleges only.
- ART 275. Introduction to Ceramics 3 cr. (2+4P)  
Introduction to the technical processes and conceptual concerns of working with the ceramic material. Students will explore various methods of forming with earthenware to make both functional and expressive works out of clay.
- ART 276. Ceramics I, B 3 cr. (2+4P)  
Beginning ceramics, complementary half to ART 275. (ART 275 and ART 276 do not need to be taken consecutively.) Basic building techniques of coil, slab, and throwing are introduced. High-fire and low-fire clays are used.

- ART 294. Special Topics in Studio 1-3 cr.  
Specific subjects and credits to be announced in the Schedule of Classes. No more than 9 credits toward a degree. Prerequisite: consent of instructor.
- ART 295G. Introduction to Art History I 3 cr.  
An introduction to the principles of art history within a chronological framework of the art of the Western World. All media will be discussed. From prehistoric times to the fourteenth century.
- ART 296G. Introduction to Art History II 3 cr.  
Continuation of ART 295, Art of the Western World from Late Gothic to the present. Prerequisite(s): ART 295.

**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 103. Auto Mechanics Fundamentals 4 cr. (2+4P)  
Theory and operation of all areas of auto mechanics. Basic repair and maintenance operations.
- AUTO 111. Automotive Mechanics Basics 4 cr.  
Basic maintenance procedures of the major components of the automobile using service repair manuals, hand and power tools, precision measurement equipment, fasteners and chemicals. Restricted to: Community Colleges only.
- AUTO 113. Automotive Electricity and Electronics PT I 4 cr. (2+4P)  
Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Restricted to Community Colleges only.
- AUTO 114. Automotive Electricity and Electronics PT II 4 cr. (2+4P)  
Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Restricted to Community Colleges only.
- AUTO 115. Automotive Engine Repair 5 cr. (2+6P)  
Principles of gasoline engine operation. Identification of engine parts, operation, and function. Disassembly and reassembly. Engine problem diagnoses (cooling system, lubrication system, engine noises). Restricted to Community Colleges only.
- AUTO 122. Automotive Brakes 4 cr. (2+4P)  
Focus is on theory, diagnosis, and service of drum, disc, and anti-lock braking systems, brake component machining, hydraulic component reconditioning, friction and hardware replacement. Restricted to Community Colleges only.
- AUTO 124. Automotive Heating and Air Conditioning 4 cr. (2+4P)  
R12 and R134A air conditioning systems maintenance diagnosis and repair. R12 to R134A conversion procedures. Troubleshooting automatic temperature controls and leak detection. Restricted to Community Colleges only.
- AUTO 129. Automotive Steering and Suspension 4 cr. (2+4P)  
Diagnosis/service of suspension components including shocks, springs, ball joints, manual and power steering systems and four wheel alignment are some areas covered. Restricted to Community Colleges only.
- AUTO 201. Engine Performance I 4 cr. (2+4P)  
Theory, function, service and analysis of engine related subsystems including ignition, fuel, starting, and charging systems. Emphasis is placed on diagnosis and operation of electronic engine control management systems. Restricted to Community Colleges only.
- AUTO 203. Engine Performance II 4 cr. (2+4P)  
Study of engine management systems and emission control systems, their function and relationship to vehicle performance and air pollution. Emphasis is placed on the analysis and repair of non-compliant vehicles. Restricted to Community Colleges only.
- AUTO 204. Engine Performance III 4 cr. (2+4P)  
Study of advanced level diagnostic test procedures and the equipment used to analyze OBD-II emission and drivability concerns. Use of Digital Storage Oscilloscopes, current ramping, Scan Tool analysis of 4 and 5 gas analyzers is mastered. Hybrid vehicles and the latest engine control systems are introduced. Restricted to Community Colleges only.
- AUTO 205. Manual Drive Train and Axles 4 cr. (2+4P)  
Operation, diagnosis, maintenance, repair or replacement of manual transmissions, clutch assemblies, differentials, drivelines, axles, and manual transaxles. Restricted to Community Colleges only.
- AUTO 206. Automatic Transmissions 5 cr. (2+6P)  
Operation, diagnosis, maintenance, and repair of automatic transmissions including rear wheel drive, front wheel drive, and electronically controlled transmissions and transaxles. Restricted to Community Colleges only.
- AUTO 207. Power Train Removal and Replacement 4 cr.  
Course reviews the removal and installation of major automotive components including the engine assembly, transmission assembly, differential and four wheel drive units. Restricted to: Community Colleges only.
- AUTO 208. Introduction to Alternative Fueled Vehicles 3 cr.  
Course will familiarize student with conditions that are resulting in the alternative fueled vehicle movement as well as the design and safety precautions unique to each alternative fuel. Propulsion systems covered include electric vehicles, bio-fueled vehicles, hybrid-electric vehicles and hydrogen powered vehicles, along with other emerging technologies as appropriate. Prerequisite(s): AUTO 113 and AUTO 114. Restricted to: Community Colleges only.
- AUTO 209. Hybrid Vehicle Service Techniques 3 cr.  
Designed for experienced automotive technicians, this course will cover safety procedures, design, operational overview and service techniques as well as minor diagnosis and repair of all classifications of hybrid-electric vehicles. Each student must possess legal Class '0' high voltage gloves and liners to attend this class. Prerequisite(s): AUTO 113 and AUTO 114. Restricted to: Community Colleges only.
- AUTO 221. Cooperative Experience I 1-6 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

**BA - BUSINESS ADMINISTRATION**

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

**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 110G. Contemporary Problems in Biology** 4 cr. (3+3P)  
Fundamental concepts of biology will be presented using examples from relevant problems in ecology, medicine and genetics. For nonscience majors only. Community Colleges only.
- BIOL 111G. Natural History of Life** 3 cr.  
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for 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 Biology Laboratory** 1 cr. (3P)  
Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211L. Pre/Corequisite(s): CHEM 110 or CHEM 111 or CHEM 115.
- 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 221 L. Introductory Microbiology Laboratory** 1 cr. (3P)  
A laboratory course to accompany BIOL 221 or BIOL 219. Prerequisite: BIOL 221 or BIOL 219 or concurrent enrollment.
- 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 intergovernmentary, 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.
- BIOL 262. Human Pathophysiology I** 3 cr.  
The first in a two-course sequence that covers changes in body physiology that result from disease or injury. Includes a general introduction to pathophysiology as well as an overview of altered cellular and tissue biology, injury, inflammation, and neoplasia. Students will also explore deviation from fluid, hemodynamic, and endocrinologic balance. Topics related to the science of pathophysiology, including pathology, pathogenesis, etiology, epidemiology, and clinical manifestations, are also discussed throughout the course where relevant. Prerequisite(s): Grade of C or higher in BIOL 225 and BIOL 226. Grade of C or higher in microbiology is recommended. Restricted to Community Colleges campuses only.
- BIOL 263. Pathophysiology II** 3 cr.  
The second in a two-course sequence that covers changes in body physiology that result from disease or injury. This course focuses on the pathophysiology of the nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Topics related to the science of pathophysiology, including pathology, pathogenesis, etiology, epidemiology, and clinical manifestations, are also discussed throughout the course where relevant. Prerequisite(s): Grade of C or higher in BIOL 225, BIOL 226, and BIOL 262. Grade of C or higher in microbiology is recommended. Restricted to Community Colleges campuses only.

**BLAW - BUSINESS LAW**

- BLAW 230. Business Law** 3 cr.  
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Community College. Credit may not be earned in both BLAW 230 and BLAW 317.

**BMGT - BUSINESS MANAGEMENT**

- BMGT 110. Introduction to Business** 3 cr.  
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society. Restricted to: Community 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.
- BMGT 140. Principles of Supervision I** 3 cr.  
Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies. Restricted to: Community 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 205. Customer Service in Business** 3 cr.  
Establishes concepts of service quality in relationship to business success and maximization of returns to the organization. Explores techniques for delivering quality and service in a variety of business settings. Restricted to: Community Colleges 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 216. Business Math** 3 cr.  
Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Prerequisite(s): CCDM 103N or satisfactory math score on ACT. Restricted to: Community 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 232. Personal Finance** 3 cr.  
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust. Restricted to: Community 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 245. Bank Investments** 3 cr.  
Covers nature of bank investments, relationship of investment management to other functional areas of the bank, and factors that affect investment strategies and decisions. Prerequisite(s): BMGT 112 or consent of instructor. Restricted to: Community 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 or BUSA 111. Restricted to Community Colleges campuses only.
- BMGT 275. Small Business Planning** 3-4 cr.  
How to start a small business based on a formal business plan. Includes feasibility study and legal requirements. Restricted to: Community 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 or BUSA 111 or BA 104. Restricted to Community Colleges campuses only.
- BOT - BUSINESS OFFICE TECHNOLOGY**
- BOT 101. Keyboarding Basics** 3 cr. (2+2P)  
Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.
- BOT 102. Keyboarding: Document Formatting** 3 cr. (2+2P)  
Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.
- BOT 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 140. Payroll Accounting** 3 cr. (2+2P)  
Payroll procedures including payroll tax forms and deposits. Prerequisite(s): ACCT 221 or BOT 120 or consent of instructor. Restricted to Community Colleges campuses only.
- BOT 202. Keyboarding Document Production** 3 cr. (2+2P)  
Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. Prerequisites: BOT 102 and BOT 109, or consent of instructor.
- BOT 203. Office Equipment and Procedures I** 3 cr. (2+2P)  
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110G or consent of instructor.
- BOT 205. Microcomputer Accounting I** 3 cr. (2+2P)  
Introduction to automated accounting systems on microcomputers. Prerequisite: working knowledge of computers and accounting or consent of instructor.
- BOT 207. Machine Transcription** 3 cr. (2+2P)  
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar. Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.
- BOT 213. Word Processing I** 3 cr. (2+2P)  
Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes. Prerequisite: BOT 101 or keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent.
- BOT 214. Word Processing II** 3 cr. (2+2P)  
Advanced operation and functions of a word processor. Specific equipment to be announced in the Schedule of Classes. Prerequisite: BOT 213 or consent of instructor.
- BOT 220. Internship in Business Office Technology** 2 cr.  
Experience in a supervised office position. Student must work at least eight hours per week. Prerequisites: sophomore standing and consent of instructor. May be repeated for a maximum of 4 credits.
- BOT 239. Personal Development** 3 cr.  
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.
- BOT 241. Auditing and Business Issues** 3 cr.  
Introduction to basic auditing concepts, the purpose for the auditing process, and requirements of persons assisting with the audit process. The course will also deal with issues of business law including contracts, sales, torts, strict liability, and business ethics. Prerequisite(s): BOT 120 or ACCT 221. Restricted to Community Colleges campuses only.
- BUSA - BUSINESS ADMINISTRATION**
- BUSA 111. Business in a Global Society** 3 cr.  
Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity.
- C E - CIVIL ENGINEERING**
- C E 233. Mechanics-Statics** 3 cr.  
Engineering mechanics using vector methods. Prerequisites: MATH 192G and cumulative GPA of 2.0. Corequisite: PHYS 215G.
- C E 256. Environmental Engineering and Science** 3 cr.  
Principles in environmental engineering and science: physical chemical systems and biological processes as applied to pollution control. Prerequisite(s): CHEM 111 and MATH 191G. Crosslisted with: E S 256
- C E 256 L. Environmental Science Laboratory** 1 cr. (1P)  
Laboratory experiments associated with the material presented in C E 256. Corequisite: C E 256. Same as E S 256L.

**C EP - COUNSELING & EDUC PSY**

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

**C J - CRIMINAL JUSTICE**

- C J 199. Special Topics in Criminal Justice I 1-3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated under different topics for a maximum of 6 credits.
- C J 205. Criminal Law I 3 cr.  
Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law.
- C J 210. The American Law Enforcement System 3 cr.  
Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies.
- C J 221. Fundamentals of Criminal Investigation 3 cr.  
Investigation procedures from crime scene searches, collection of evidence, and case preparation. Community Colleges only. (Note: students completing C J 221 may not take C J 321.)
- C J 230. Introduction to Corrections 3 cr.  
Development of correctional philosophy, theory, and practice. 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.
- 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 S - 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.

**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. Mathematics Preparation for College Success 1-4 cr.  
Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. RR applicable.
- CCDM 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 Preparation and Pre-Algebra 5 cr. (4+2P)  
A total immersion course that combines CCDM 100N and CCDM 103N using tutorials, manipulatives, and classroom instruction. Completion of this class is equivalent to the completion of CCDM 100N and CCDM 103N. Prerequisite(s): Math Placement Exam. Restricted to: Community Colleges only.
- CCDM 112 N. Developmental Algebra I 4 cr. (3+2P)  
Fundamental algebra operations, algebraic expressions, solving linear equations, systems of equations and applications 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 CCDM 105N or adequate placement score. Traditional Grading with RR. Restricted to Community Colleges campuses 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 or CCDM 105N or adequate placement score. Traditional Grading with RR. Restricted to Community Colleges campuses only.

**CCDR - DEVELOPMENTAL READING**

- CCDR 105 N. Fundamentals of Academic Reading. 3 cr. (2+2P)  
Fundamentals of academic reading skills. Emphasis on vocabulary development and text comprehension through literature based instruction. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 60 on reading section. Restricted to: Community Colleges only.
- 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.

### CHEM - CHEMISTRY

CHEM 110G. Principles and Applications of Chemistry 4 cr. (3+3P)  
A survey of the properties and uses of the elements and their compounds. In addition to classical chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CCDM 114N.

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/112G 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.

### CHIN - CHINESE

CHIN 111. Elementary Chinese I 4 cr.  
Mandarin Chinese for beginners.

### CMT - CREATIVE MEDIA TECHNOLOGY

CMT 115. Digital Photography and Imaging I 3 cr. (2+2P)  
Principles and techniques of photography using digital equipment with an emphasis on lighting, focus, and composition.

CMT 130. Introduction to Web Design 3 cr. (2+2P)  
Introduction to web development techniques, theory, and design. Incorporates HTML and industry-standard web editing software in developing various web sites. Restricted to: Community Colleges only.

CMT 140. Print Media I 3 cr. (2+2P)  
Creation and design of publications and presentation materials using page layout software. May be repeated for a maximum of 6 credits.

CMT 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 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 190. Digital Video Production I 3 cr. (2+4P)  
A hands-on study of the tools and techniques used to produce the independent video. Through the production of various short projects, the student explores how the ideas of the writer/director are translated into a visual story. May be repeated for a maximum of 6 credits.

CMT 216. Digital Photography and Imaging II 3 cr. (2+2P)  
Provide understanding and skills needed for advanced digital capture, editing, optimizing and manipulating photographic images for print, web and multimedia applications. The course will prepare students to make more advanced technical and more refined aesthetic decisions relative to specific photographic applications. Prerequisite(s): CMT 115. Restricted to: Alamogordo campus, Carlsbad campus, Dona Ana campus.

CMT 221. 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 9 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

CMT 223. Media Production Services 1-3 cr.  
A design studio environment in which students obtain real-world experience while providing service to college and non-profit associations with faculty supervision using a variety of media. Can be used with permission to fulfill cooperative requirement. Prerequisite: CMT 180 or ART 163. May be repeated for a maximum of 6 credits.

CMT 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 255. Special Topics 1-4 cr.  
Specific topics to be announced in the Schedule of Classes. May be repeated for a maximum of 18 credits.

CMT 275. Advanced Web Techniques 3 cr. (2+2P)  
Creating and managing complex web sites using advanced techniques and tools. Prerequisites: CMT 145 and CMT 230. May be repeated for a maximum of 6 credits. Restricted to: Community Colleges only.

### COLL - COLLEGE

COLL 101. College/Life Success 1-3 cr.  
Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 103. Managing Your Money 1 cr.  
Principles and strategies for effective money management. Includes financial goal setting, both short and long term. Explores the relationship between career and income earning potential. Explores issues of credit and debt management and prevention of identity theft.

COLL 108. Academic Reading and Study Skills 1-4 cr.  
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 111. Academic Skills for Mathematics 1-3 cr.  
Emphasis on study skills for success in math, up to the calculus level, tailored to meet individual student needs. Topics include test preparation strategies, efficient time management and practice methods, and introduction to and practice with learning software. Consent of instructor required.

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**

- 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.
- COMM 285. Survey of Communication Theory 3 cr.  
Exploration of major theories, concepts and methods of research in the study of human communication. Primarily for majors.
- COMM 291. Special Topics 1-3 cr.  
Specific subjects and credits to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

**DRFT - DRAFTING**

- DRFT 109. Computer Drafting Fundamentals 3 cr. (2+2P)  
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Crosslisted with: C E 109 and E T 109

**E E - ELECTRICAL ENGINEERING**

- E E 280. DC and AC Circuits 4 cr. (3+3P)  
Electric component descriptions and equations; Kirchhoff's voltage and current laws; formulation and solution of network equations for dc circuits; ideal op-amp circuits. Complete solutions of RLC circuits; steady-state analysis of ac circuits, ac power; introduction to frequency response techniques. Prerequisite(s): C or better in MATH 192G and PHYS 216G.

**E S - 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.
- E S 256. Environmental Engineering and Science 3 cr.  
Principles in environmental engineering and science: physical chemical systems and biological processes as applied to pollution control. Prerequisite(s): CHEM 111G and MATH 191G. Restricted to: Main campus, Alamogordo campus, Grants campus, Carlsbad campus. Crosslisted with: C E 256
- E S 256 L. Environmental Science Laboratory 1 cr.  
Laboratory experiments associated with the material presented in E S 256. Corequisite: E S 256. Same as C E 256L.

**E T - ENGINEERING TECHNOLOGY**

- E T 104. Soldering Techniques 1 cr. (3P)  
Fundamentals of soldering, desoldering, and quality inspection of printed circuit boards.
- E T 120. Computation Software 2-3 cr.  
The use of spreadsheet software in the field of engineering technology.
- E T 125. Introduction to Renewable Energy 3 cr.  
Renewable energy systems, including topics in thermal-solar photovoltaic, wind, geothermal systems, and other current topics. Theory, practical applications, safety considerations and the economics of alternative renewable energy systems compared to conventional systems.

- E T 153. Introduction to Computer Networks 3 cr.  
Introduction to basic computer network fundamentals including International Open Systems Interconnect (OSI), the seven-layer model, and various networking hardware devices. Community Colleges only.
- E T 155. Network Operating Systems I 3 cr. (3+1P)  
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 120 or E T 122. Restricted to: Community Colleges only.
- E T 182. Digital Logic 3 cr.  
The use of truth tables, Boolean equations, and diagrams to define, simplify, and implement logic-valued functions.
- E T 183. Applied DC Circuits 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. Prerequisite(s)/Corequisite(s): MATH 121G.
- 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. Prerequisite(s)/Corequisite(s): MATH 190G. Prerequisite(s): E T 183.
- E T 200. Special Topics 1-3 cr.  
Directed study or project. Prerequisite: consent of department head. May be repeated for a maximum of 6 credits.
- E T 220. Internship 1-6 cr.  
Internship requiring an approved number of hours of varied and progressive experience in the field of study. The scope and other requirements of the internship are stated in an individualized syllabus and through a memorandum of understanding between the faculty mentor and the industry partner. Prerequisite: Consent of instructor. May be repeated for a maximum of 6 credits.
- E T 230. Introduction to Servo Systems 1 cr. (2P)  
Introduction to Servo Systems. Topics include uses of servos in the industry, servo types, loop gains and frequency response, software control systems, damping, feedback, encoders, synchros and resolvers. Prerequisite(s): E T 246. Restricted to Community Colleges campuses 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 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 256. Networking Operating Systems III 3 cr. (3+1P)  
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 253. Restricted to Community Colleges campuses only.
- E T 262. Software Technology I 3 cr. (2+2P)  
An introduction to computer programming concepts as applied to engineering technology. Includes basic logic design, algorithm development, debugging and documentation. History and use of computers and their impact on society. Prerequisite(s)/Corequisite(s): E T 182.
- E T 273. Fundamentals of Networking Communications I 4 cr. (2+4P)  
Introduction to networking basics, including computer hardware and software, electricity, networking terminology, protocols, LANs, WANs, OSI model, IP addressing, and design and documentation of basic network and structure cabling. Community Colleges only. Restricted to Community Colleges campuses only.

- E T 276. Electronic Communications 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 282. Digital Electronics 4 cr. (3+3P)  
Applications of digital integrated circuits, multiplexers, counters, arithmetic circuits, and microprocessors. Prerequisite(s)/ Corequisite(s): (E T 190 and E T 191) or (E T 184 and E T 184L) or (E T 184 201440) or (E T 190 201640). Prerequisite(s): E T 182.
- E T 283. Hardware PC Maintenance 3 cr. (3+1P)  
Installing, configuring, troubleshooting, and maintaining personal computer hardware components. Prerequisite(s): E T 120 or E T 122.
- E T 284. Software PC Maintenance 3 cr. (3+1P)  
Installing, configuring, troubleshooting, and maintaining personal computer operating systems. Prerequisite(s): E T 120 or E T 122.
- E T 285. Principles of Security 3 cr.  
Examines the field of information security within a real-world context of issues faced by today's IT professionals. Prerequisite(s): E T 283 or consent of instructor.
- E T 286. Fundamentals of Security 3 cr.  
An overview of general security concepts for information technology systems. Prerequisite(s): E T 283 or consent of instructor.
- E T 290. Networking Wireless Communication 3 cr. (3+1P)  
This course provides an introduction to wireless networking and communications. Some of the topics covered are protocols, transmission methods, and IEEE 802.11 standards. Wireless LAN (WLAN) fundamentals, devices, and security, cellular telephony, broadband, and satellite communications. Prerequisite: E T 273.
- E T 291. PC Forensics and Investigation 3 cr.  
Introduction to computer forensics and investigative fundamentals. Topics include understanding computer forensic and investigation law and requirements, processing crime and incident scenes, and the extraction, preservation, analysis and presentation of computer-related evidence. Prerequisite(s): E T 120 or E T 122.
- E T 292. Network Explorer 1 & 2 4 cr. (2+4P)  
Introduction to routers and routing, including router-user interfaces, components and configuration, IOS versions, naming, software backups, TCP/IP protocol suite, IP addressing and subnetting, RIP and IGRP. Consent of Instructor required. Restricted to Alamogordo campus only.
- E T 293. Network Explorer 3 4 cr. (2+4P)  
Introduction to switching and intermediate routing, including VLANs, spanning tree protocol, routing and routing protocols, security, and troubleshooting. Consent of Instructor required. Restricted to Alamogordo campus only.
- E T 294. Network Explorer 4 4 cr. (2+4P)  
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. Consent of Instructor required. Restricted to Alamogordo campus only.
- ECED - EARLY CHILDHOOD EDUCATION**
- ECED 115. Child Growth, Development, and Learning 3 cr.  
This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals.
- ECED 125. Health, Safety, and Nutrition 2 cr.  
This course provides information related to standards and practices that promote children's physical and mental well being sound nutritional practices, and maintenance of safe learning environments.
- ECED 135. Family and Community Collaboration 3 cr.  
This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Prerequisite(s): ECED 115 and ENGL 111G.
- ECED 215. Curriculum Development Through Play 3 cr.  
The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four and developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with diverse abilities and the development of IFSP's and IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 220.
- ECED 220. Early Childhood Education Practicum I 2 cr.  
The beginning practicum course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 215.
- ECED 225. Curriculum Development and Implementation II 3 cr.  
The second curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with diverse abilities and the development of IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 230.
- ECED 230. Early Childhood Education Practicum II 2 cr.  
The second field-based curriculum course focuses on practicing developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G,. Corequisite(s): ECED 225.
- ECED 235. Introduction to Language, Literacy and Reading 3 cr.  
This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. Prerequisite(s): ECED 115 and ENGL 111G.
- ECED 245. Professionalism 2 cr.  
This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.
- ECED 255. Assessment of Children and Evaluation of Programs 3 cr.  
This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. Prerequisite(s): ECED 115 and ENGL 111G. Crosslisted with: SPED 255
- ECED 265. Guiding Young Children 3 cr.  
This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented.

**ECON - ECONOMICS**

- ECON 201G. Introduction to Economics 3 cr.  
Economic institutions and current issues with special emphasis on the American economy.
- ECON 251G. Principles of Macroeconomics 3 cr.  
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, economic growth, and international payment problems. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.
- ECON 252G. Principles of Microeconomics 3 cr.  
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

**EDUC - EDUCATION**

- EDUC 181. Field Experience I 1 cr.  
Introduction to public school teaching, school visits, classroom observations and discussion seminar.
- EDUC 195. Individual Topics in Education 1-3 cr.  
Supervised study in a specific area of interest. Each course shall be designated by a qualifying subtitle. May be repeated for a maximum of 9 credits.
- EDUC 219. Pre-Teacher Preparation 3 cr.  
Assists students in developing the necessary competencies needed for acceptance to the Teacher Education Program. Course content includes basic skill development, test taking skills, and completion of teacher preparation packet. Maybe repeated for a maximum of 6 credits. Graded S/U. Community Colleges only.

**ELA - EDUC LEADERSHIP & ADMIN**

- 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.

**ELT - ELECTRONICS TECHNOLOGY**

- ELT 103. Math Study Skills for Electronics 1 cr.  
Covers specific math study skills and critical thinking processes to reinforce practical applications of math and its use with electronics. The student will be introduced to electronic mathematical formulas during the problem-solving steps required for circuit analysis. May be repeated up to 4 credits. Prerequisite(s)/Corequisite(s): E T 183 OR E T 184. Restricted to Community Colleges only.
- ELT 205. Semiconductor Devices 4 cr. (3+3P)  
Analysis and trouble shooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite(s): ELT 110 and ELT 135. Restricted to: Community Colleges only.

**ENGL - ENGLISH**

**Credit for ENGL 111G is a prerequisite for every English course numbered 200 or above.**

- ENGL 111G. Rhetoric and Composition 4 cr.  
Skills and methods used in writing university-level essays. Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13-15 in English on the ACT or 35-75 on the Compass, successful completion of a developmental writing course; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of two developmental writing courses.

- ENGL 203G. Business and Professional Communication 3 cr.  
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style.
- ENGL 211G. Writing in the Humanities and Social Sciences 3 cr.  
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subtitled in the Schedule of Classes.
- ENGL 218G. Technical and Scientific Communication 3 cr.  
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences. Prerequisite(s): ENGL 111G
- 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. Prerequisite: ENGL 111G.
- 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 a 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. Prerequisite(s)/Corequisite(s): MATH 121G.
- ENGR 111. Mathematics for Engineering Applications 3 cr.  
An introduction to engineering mathematics and basic programming skills needed to perform elementary data manipulation and analysis. Consent of Instructor required. Prerequisite(s)/Corequisite(s): MATH 190G. Prerequisite(s): MATH 121G.
- 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. Prerequisite(s): BOT 106 or higher; BOT 120 or ACCT 221; ECON 201 or ECON 251. Restricted to Community Colleges campuses only.
- FIN 210. Financial Planning and Investments 3 cr.  
Individual financial planning and related financial markets and institutions. Community Colleges only.

**FWCE - FISH,WILDLF,CONSERV ECOL**

FWCE 110. Introduction to Natural Resources Management 3 cr.  
Introduction to managing natural resources with an emphasis on historical and current issues affecting the management of renewable natural resources.

**GEOG - GEOGRAPHY**

GEOG 111G. Geography of the Natural Environment 4 cr. (3+3P)  
Introduction to the physical processes that shape the human environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development.

GEOG 112G. World Regional Geography 3 cr.  
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world's major regions. Students will also examine current events at a variety of geographic scales.

GEOG 281. Map Use: Reading, Analysis and Interpretation 4 cr. (2+3P)  
Exploration of the cartographic medium. Development of critical map analysis and interpretation skills, and map literacy. Comprised of traditional lecture, labs, and map use projects.

GEOG 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.

**GEOLOG - GEOLOGY**

GEOLOG 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.

GEOLOG 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.

**GER - GERMAN**

GER 111. Elementary German I 4 cr.  
German for beginners. Stress on speaking skills.

GER 112. Elementary German II 4 cr.  
German for beginners and students with one year of high school German. Stress on speaking skills. Prerequisite: C or better in GER 111.

GER 211. Intermediate German I 3 cr.  
Speaking, reading and writing. Prerequisite: C or better in GER 112.

GER 212. Intermediate German II 3 cr.  
Speaking, reading and writing. Prerequisite: C or better in GER 211.

**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.

**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 110G. Making History 3 cr.  
General introduction to history: how historians carry out research and develop interpretations about the past.

HIST 201G. Introduction to Early American History 3 cr.  
History of the United States to 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 202G. Introduction to Recent American History 3 cr.  
History of the United States since 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 261. New Mexico 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 maximum of 12 credits.

**HNDS - HUMAN NUTRITION & 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.

**LING - LINGUISTICS**

LING 200G. Introduction to Language 3 cr.  
Traditional fields of language study (sound, grammar, meaning) and newer ones (language as social behavior, language and cognition, language variation, animal communication).

**MATH - MATHEMATICS**

**The basic skills requirement in mathematics may be met by earning a grade of C- or higher in both MATH 111 and MATH 112, or in any lower-division mathematics course numbered 120 or above. For other options, see Basic Academic Skills in the General Information chapter.**

**A student may not receive credit for a lower-division mathematics course if it serves as a prerequisite to a lower-division math course that the student had previously passed with a grade of C- or better.**

MATH 101. General Supplemental Instruction I 1 cr. (1+2P)  
Collaborative workshop for students enrolled in Intermediate Algebra. Corequisite(s): MATH 120. S/U Grading (S/U, Audit).

MATH 102. General Supplemental Instruction II 1 cr. (1+2P)  
Collaborative workshop for students enrolled in College Algebra. Corequisite(s): MATH 121G. S/U Grading (S/U, Audit).

MATH 107. Topics in Mathematics 1-3 cr.  
Topics to be announced in the Schedule of Classes. Maximum of 3 credits per semester. Total credit not to exceed 6 credits. Prerequisite: consent of instructor. Community Colleges only.

- MATH 111. Fundamentals of Elementary Mathematics I** 3 cr.  
Numbers and the four operations of arithmetic. Understanding and comparing multiple representations of numbers and operations, in particular how these representations build from whole numbers to integers to fractions and decimals. Applying properties of numbers and operations in contextual situations. 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, EED,ECED majors.
- MATH 112G. Fundamentals of Elementary Math II** 3 cr.  
Geometry and measurement. Multiple approaches to solving problems and understanding concepts in geometry. Analyzing and constructing two- and three-dimensional shapes. Measurable attributes, including angle, length, area, and volume. Understanding and applying units and unit conversions. Transformations, congruence, and symmetry. Scale factor and similarity. Coordinate geometry and connections with algebra. Reasoning and communicating about geometric concepts. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 111.
- 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 Biological and Management Sciences** 3 cr. (2+2P)  
Review of functions. Derivatives, exponential and logarithmic functions, antiderivatives and indefinite integrals, basic ordinary differential equations and growth models, with an emphasis on applications. Includes a significant writing component. Prerequisite(s): C or better in MATH 121G.
- 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 Elementary Mathematics III** 3 cr.  
Probability, statistics, ratios, and proportional relationships. Experimental and theoretical probability. Collecting, analyzing, and displaying data, including measurement data. Multiple approaches to solving problems involving proportional relationships, with connections to number and operation, geometry and measurement, and algebra. Understanding data in professional contexts of teaching. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 112.
- MATH 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 110. Fundamentals of Music** 2 cr.  
Sight singing, ear training, beginning harmony. For students with little or no theory background. May be taken for a maximum of 4 cr.
- MUS 130. Applied Music** 1-2 cr.  
Private or group instruction for non-music majors, secondary instruments, and music majors preparing for 200-level applied music. May be taken for unlimited credit.
- MUS 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.

### **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 NACES certification examination. Prerequisite(s): (Reading Compass score of 81 or greater or CDDR 110N with C or better) and (English Compass score of 76 or greater or CCDE 110N with C or better) and (Math Compass score of 50 or greater or CCDM 103N with C or better). Restricted to: Community Colleges only.

- NA 110. Electrocardiogram Technician Basic 4 cr. (3+3P)  
Prepares students for employment as an Electrocardiogram Technician. Includes basic theory of the cardiovascular system, cardiac rhythm interpretation, 12 lead ECG lead placement, and ECG equipment trouble shooting. The course includes an advanced skills laboratory for hands-on practice and 16 hours of supervised clinical in the work environment assisting with ECG testing. Attendance is mandatory. Course requires a grade of C or better to pass. Upon successful completion of course, student has the opportunity to test for National Healthcareer Certification. Prerequisite(s): BIOL 154 OR BIOL 225 & BIOL 226. Restricted to Community Colleges campuses only.
- NA 111. Alzheimer/Dementia Care Focus 3 cr.  
Students will learn respectful care of Alzheimer/Dementia persons while ensuring their dignity, maximizing safe independence focusing on strengths and abilities. Pre/ Prerequisite(s)/Corequisite(s): NA 104 or NA 101. Restricted to: Community Colleges only.
- NA 112. Patient Care Assistant 4 cr. (2+4P)  
This course prepares students to become patient care assistants (certified nursing assistant [CNA]). The course prepares students in the areas of critical thinking, collaboration with healthcare team members and performance of Certified Nursing Assistant skills within acute care units including: out-patient care unit (pre-operative), medical-surgical unit, orthopedic unit, mother-baby (obstetrics) and the mental health inpatient unit. Lab and clinical time will include learning skills in a practice setting with mannequins and in a hospital for acute care skill learning and application. Must pass this course with a C- or better. Corequisite(s): Current Basic Life Support (BLS) for the Health Care Provider (American Heart Association) (BLS certification must remain current through end of course). Prerequisite(s): NA-101 or current State of New Mexico Certified Nursing Assistant (CNA) certificate (CNA certification must remain current through end of course).
- NA 115. Phlebotomist Technician 6 cr. (3+6P)  
Basic theory and skills of phlebotomy following OSHA and Center for Disease Control guidelines. Prepares students for the requirements of testing for the ASCP certification exam and employment in a healthcare organization as a phlebotomist in licensed settings. Laboratory hours include infection control skills & practice, patient assessment & teaching, and practice in venipuncture. Clinical time includes clinical laboratory processes and operations, patient assessment, venipuncture, and exposure to clinical policies and procedures. Upon successful completion students are workforce ready. Prerequisite(s)/Corequisite(s): OEEM 101. Restricted to Community Colleges campuses only.

### OEEM - BIOMEDICAL TECHNOLOGY

- OEEM 140. Applied Human Biology for Biomedical Technology 3 cr.  
Essential human biology, anatomy, physiology and medical terminology for biomedical equipment technicians. Focus on the vocabulary necessary for effective communication in the hospital environment as part of the health care team. Restricted to: Community Colleges only.
- OEEM 141. Medical Electronics and Safety in Healthcare 3 cr.  
Introduction to the biomedical equipment technology field. Operation of common biomedical equipment to include pressure and temperature systems, infusion devices, patient monitors, and other physiologic and patient systems. Hospital safety and health regulations explained. Prerequisite(s): OEEM 140. Restricted to Community Colleges campuses only.
- OEEM 200. Biomedical Internship 3 cr. (9P)  
Practice working in industry as a biomedical electronics technologist. Students work on a variety of medical equipment and job tasks. An employer evaluation, student report, and a minimum of 100 work hours are required. May be repeated up to 9 credits. Consent of Instructor required. Prerequisite(s): OEEM 140 and OEEM 141. Restricted to Alamogordo campus only.

- OEEM 211. CBET Exam Preparation 1 cr.  
An overview of the Certified Biomedical Equipment Technician exam. Topics include anatomy and physiology, electronics principles, safety issues, equipment operation, and equipment troubleshooting. Prerequisite(s)/Corequisite(s): OEEM 241 AND OEEM 240. Restricted to Community Colleges campuses only.
- OEEM 240. Medical Imaging Systems 3 cr.  
The fundamentals of diagnostic radiography equipment will be explored. Principles of an x-ray system will be explained including the x-ray generation, image formation and film processing. Focus will be on both safety and quality. Prerequisite(s): OEEM 140. Restricted to Community Colleges campuses only.
- OEEM 241. Advanced Medical Electronics 3 cr. (3+1P)  
Advanced study in biomedical equipment to include cardiovascular, pulmonary, telemetry and other critical life support systems. Prerequisite(s): OEEM 141. Restricted to Community Colleges campuses only.

### OECS - COMPUTER TECHNOLOGY

- OECS 101. Computer Basics 1 cr.  
Hands-on instruction to introduce computer use and commonly used software. Graded S/U.
- OECS 105. Introduction to 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 185. PC Maintenance and Selection I 1-3 cr.  
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCIS 110, C S 110 or OECS 105.
- OECS 203. UNIX Operating System 1-3 cr.  
Introduction to the UNIX operating system using Telnet to access a remote UNIX system. Basic UNIX commands and file system concepts. Prerequisite: C S 110, B CS 110G or OECS 105.
- OECS 207. Windows .5-3 cr.  
Installation, configuration, and maintenance of Windows. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes. May be repeated up to 6 credits. Prerequisite(s): OECS 105 or 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.

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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 220. Database Application and Design 1-3 cr.  
Creating, sorting, and searching of single and multifile databases to include report generation and programming database commands. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes. Prerequisite(s): C S 110 OR BCIS 110 OR E T 120 OR E T 122 OR OECS 105. Restricted to: Community Colleges only.

OECS 221. 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: OECS majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

OECS 222. Internship II 1-3 cr.  
Continuation of OECS 221. Each credit requires specified number of hours of on-the-job work experience. May be repeated up to 3 credits. Consent of Instructor required. Prerequisite(s): OECS 221 and consent of instructor. Restricted to: OECS majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

OECS 252. Project Management 3 cr.  
Utilization of project management software to establish, control and coordinate timelines, budgets, and work teams. Introduction to methods and principles of oriented project management emphasizing team-based performance.

OECS 255. Special Topics 1-4 cr.  
Topics to be announced in the Schedule of Classes.

### 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.  
EMT-Basic skills to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory emergencies. Requires a C or better to pass. Corequisite(s): OEEM 101, OEEM 120L, OEEM 121 or consent of instructor. Prerequisite(s)/Corequisite(s): BIOL 154. Restricted to Community Colleges campuses only.

OEEM 120 L. Emergency Medical Technician Basic Lab 2 cr. (6P)  
EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a C or better to pass.

OEEM 121. Emergency Medical Technician Basic Field/Clinical 1 cr. (3P)  
Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a C or better to pass.

OEEM 150. Emergency Medical Technician Intermediate 5 cr.  
Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental, behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a C or better to pass.

OEEM 150 L. Emergency Medical Technician Intermediate Lab 2 cr. (6P)  
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Requires a C or better to pass. Corequisite(s): OEEM 150 and OEEM 151. Restricted to: Community Colleges only.

OEEM 151. Emergency Medical Technician Intermediate Field/Clinical 2 cr. (6P)  
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a C or better to pass.

OEEM 155. Special Topics 1-6 cr.  
Specific topics to be listed in Schedule of Classes. May be repeated for a maximum of 10 credits.

OEEM 218. Pediatric Advance Life Support for the Healthcare Professional 1 cr.  
Identify and respond to life threatening pediatric emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded S/U.

OEEM 219. Advance Cardiac Life Support for the Healthcare Provider 1 cr.  
Identify and respond to life threatening cardiac emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded S/U.

### OEET - ELECTRICAL TRADES

OEET 112. Math Study Skills for Electrical 1 cr.  
Covers specific math study skills and critical thinking processes to reinforce practical uses of math relating to electrical apprenticeship applications. The student will be introduced to electrical mathematical formulas during the problem-solving steps required for electrical circuit design and analysis. May be repeated up to 4 credits. Prerequisite(s)/Corequisite(s): OEET 151 OR OEET 152. Restricted to: Community Colleges only.

OEET 151. Electrical Apprenticeship I 6 cr.  
Apprenticeship responsibilities and benefits as well as first aid and CPR will be covered. Hand tools, electrical theory, and the regulations imposed by national codes and OSHA. Students will apply theory taught in their jobs. Prerequisite: consent of instructor.

OEET 152. Electrical Apprenticeship II 6 cr.  
OHM's law circuit sizing and service panel sizing will be covered in detail. Other topics include low voltage systems, heating and air conditioning circuits, alarm systems and smoke detectors. Prerequisites: OEET 151 and consent of instructor.

OEET 153. Electrical Apprenticeship III 6 cr.  
Various electrical measuring devices will be covered in detail. Inductance, transformers, capacitance, and simple motors will be studied. Prerequisites: OEET 152 and consent of instructor.

- OEET 154. Electrical Apprenticeship IV 6 cr.  
Theory and application of three-phase transformers and autotransformers. Electrical distribution using switchboards, panelboards, and circuit breakers. Prerequisites: OEET 153 and consent of instructor.
- OEET 251. Electrical Apprenticeship V 6 cr.  
Commercial/industrial applications for electricians. Blueprint interpretation, commercial construction types and processes, wiring methods, wiring materials, and motor controls. Prerequisites: OEET 154 and consent of instructor.
- OEET 252. Electrical Apprenticeship VI 6 cr.  
In-depth commercial applications to include commercial/industrial service calculations, mobile home parks, multi-family dwellings, and commercial fire/security systems. Prerequisites: OEET 251 and consent of instructor.
- OEET 253. Electrical Apprenticeship VII 6 cr.  
Control devices in commercial/industrial applications; emphasis on logic in-line diagrams, time delay starters, reversing starters, and manual/magnetic solenoids. Prerequisites: OEET 252 and consent of instructor.
- OEET 254. Electrical Apprenticeship VIII 6 cr.  
Miscellaneous topics for the journeyman electrician to include power distribution/transmission, solid state controls and relays, photoelectric and proximity controls and programmable controllers. Prerequisites: OEET 253 and consent of instructor.

**OEGS - GEOGRAPHIC INFO SYS**

- OEGS 181. Principles of Geographic Information Systems 4 cr. (3+3P)  
Introduction to GIS using ArcView software. Application of GIS to environmental assessment, analysis of natural hazards, site analysis, resource management, land use planning, and other practical applications. Prerequisite(s)/Corequisite(s): C S 110. Restricted to Community Colleges campuses only.
- OEGS 187. GIS Data Acquisition and Management 4 cr. (3+3P)  
An introduction to defining data needs and evaluating whether a given dataset matches those needs. Students will explore some common geographic data formats used in ArcGIS and learn about sources of data and maps that can be incorporated into a GIS project. The student will learn the advanced functionality and versatility of using geodatabases. The student will demonstrate how to design and build a geodatabase, migrate existing data to a geodatabase and edit data stored in a geodatabase. Methods for georeferencing scanned maps, aerial photos and computer aided drafting files will be explored and discussed. Prerequisite(s): OEGS 181. Restricted to Community Colleges campuses only.
- OEGS 231. Introduction to GIS Spatial Analysis 3 cr. (2+3P)  
This course aims to provide students with the knowledge and skills necessary to investigate the spatial patterns which result from social and physical processes operating on or near the Earth's surface. Essential theoretical concepts of quantitative geography are examined, including measures of geographical distribution (including point and areal pattern analysis) and spatial autocorrelation, interpolation and network connectivity. Students will also be introduced to ArcView (online GIS) and the open source programs such as QGIS and GRASS. Prerequisite(s): OEGS 187. Restricted to Community Colleges campuses only.

**OEPT - PHOTOGRAPHIC TRADES**

- OEPT 100. Photographics I 3 cr. (2+2P)  
Covers basic black and white photographic techniques. Emphasizes black and white film and paper handling, film processing, proof printing, projection print, and print finishing. Adjustable camera required. Same as ART 270.

- OEPT 120. Photo Finishing and Presentation 2 cr. (1+2P)  
Use of visual language for personal expression. Freelance photography; care of original photos; preparation of portfolios, photographic markets, exhibitions and judging, galleries and copyrights. Students will prepare a photographic portfolio. Prerequisite(s): CMT 115. Restricted to: Community Colleges only.
- OEPT 155. Portraiture 3 cr. (2+2P)  
Hands-on study of professional photography involving people. Studio and environmental portraits, fashion/glamour, and wedding photography. Studio and exterior lighting techniques, selecting lighting equipment, film and supplies. Prerequisite(s): ART 270 or CMT 115. Restricted to: Community Colleges only.

**OETS - TECHNICAL STUDIES**

- OETS 104. Basic Mathematics for Technicians 4 cr.  
Fundamental mathematical concepts and computations including measurement, ratio and proportions, and pre-algebra as it relates to technical programs. Prerequisite: appropriate placement test score.
- OETS 117. Writing for Technicians 3 cr.  
Instruction in the skills for developing clear, written descriptions of processes and procedures used by technicians in various fields. Emphasis on correct grammar, logical organization, and receiving audience. Focuses on clarity, structure, and concise writing methods. Does not substitute for ENGL 111G. Restricted to: Community Colleges only.

**P E - PHYSICAL EDUCATION**

- P E 102. Beginning Weight Training 1 cr.  
Introduction to basic principles and techniques of weight training.
- P E 112. Beginning Volleyball for Men 1 cr.
- P E 113. Beginning Volleyball for Women 1 cr.
- 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 130. Beginning Swimming 1 cr.
- P E 131. Aqua Aerobics 1 cr.  
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance through exercise in water.
- P E 173. Running Fitness 1 cr.  
Basic fitness knowledge techniques and training methods of fitness running are practiced and refined.
- P E 202. Intermediate Weight Training 1 cr.  
Intermediate training and skill techniques in weight lifting. Prerequisites: P E 102 or consent of department head.
- P E 205. Walking Fitness 1 cr.  
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.
- P E 212. Intermediate Volleyball-Men 1 cr.  
Prerequisite: P E 112 or consent of department head.
- P E 213. Intermediate Volleyball-Women 1 cr.  
Prerequisite: P E 113 or consent of department head.
- 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 276. Intermediate Aqua Aerobics 1 cr.  
A continuation of basic fitness to increase knowledge of the human body's responses to exercise, enhance the level of muscular development and cardiovascular endurance through exercise in water.

### PHIL - PHILOSOPHY

PHIL 101G. The Art of Wondering 3 cr.  
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others.

PHIL 136G. The Quest for God 3 cr.  
An effort to understand the religious life; a consideration of some of the traditional approaches to God and what it means to be religious.

PHIL 201G. Introduction to Philosophy 3 cr.  
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking.

PHIL 211G. Informal Logic 3 cr.  
Logical analysis of ordinary language, construction of definitions, argumentation, analysis of fallacious modes of thought and basic rhetorical considerations.

### PHLS - PUBLIC HEALTH SCIENCES

PHLS 100. Introduction to Health Science 1 cr.  
An overview of professional career opportunities in the realm of health science as well as the functional roles of practice, education, administration, and research. Some field trips will be required.

PHLS 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. Prerequisite(s)/Corequisite(s): PHYS 211G.

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.  
Laboratory experiments in topics associated with material presented in PHYS 212G. Prerequisite(s)/Corequisite(s): PHYS 212G.

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(s)/Corequisite(s): PHYS 216G. Prerequisite(s): A C- or better in PHYS 213L or PHYS 215GL.

### PL S - PARALEGAL SERVICES

PL S 160. Legal System for the Paralegal 3 cr.  
Introduction to the court system, administrative agencies, functions of law offices, and professional conduct and legal ethics. 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 ACT or 35-75 on Compass, successful complete of CCDE 105N or CCDE 110N; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of CCDE 105N & CCDE 110N. Restricted to: Community Colleges only.

PL S 180. Constitutional Law for the Paralegal 3 cr.  
Case standing of the law of the Constitution and Bill of Rights with regard to day-to-day applications in the law practice. Documents dealing with constitutional problems in both civil and criminal areas of law will be drafted and discussed. Prerequisite: PL S 160.

PL S 190. Criminal Law for the Paralegal 3 cr.  
Introduction to federal and state criminal law; criminal proceedings, prosecution and defense, sentencing and appeal. Prerequisite: PL S 160.

PL S 200. Legal Ethics for the Paralegal 3 cr.  
Introduction to ethical dilemmas faced in the workforce and the rules of ethics developed by the American Bar Association, various national paralegal organizations, and the Supreme Court of New Mexico. Prerequisite(s): PL S 160. Restricted to: Community Colleges only.

PL S 203. Immigration Law 3 cr.  
Survey of the basics of immigration law including the rights and obligations of citizenship and the naturalization process. Prerequisite: PL S 160.

PL S 221. Internship I 2-4 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 can be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. Prerequisite(s): PL S 274. Restricted to Community Colleges campuses only.

PL S 222. Internship II 1-3 cr.  
Continuation of PL S 221. Each credit requires specified number of hours of on-the-job work experience. Prerequisite(s): PL S 221. Restricted to Community Colleges campuses only.

PL S 231. The Law of Commerce for the Paralegal 3 cr.  
Law of contracts, negotiable instruments, bank transfers, secured transactions, debtor-creditor relations, agency, and business types and their formation. Students will study the relevant statutes as well as draft documents associated with these types of legal practice. Prerequisite(s): PL S 160. Restricted to: Community Colleges only.

PL S 274. Legal Research and Writing for the Paralegal I 3 cr.  
Legal memoranda, briefs, and pleadings will be prepared and written based on the student's original research. Research materials and techniques will be identified and studied; introduction of computer usage in legal research. Prerequisite: PL S 160 and ENGL 111G.

PL S 275. Tort and Insurance for the Paralegal 3 cr.  
Primary legal principles of tort and insurance law and means of establishing insurance plans, types of torts and insurance, as well as use of specific forms and procedures relating to these areas. Prerequisite: PL S 160.

- PL S 276. Wills, Trusts, and Probate for the Paralegal 3 cr.  
Cases and statutes dealing with wills, trusts, and probate. Emphasis on preparation and drafting of documents and the application of the law and documents to the client's problems. Prerequisite: PL S 160.
- PL S 277. Family Law for the Paralegal 3 cr.  
Methods of conducting client interviews and drafting of pleadings and research relative to families. Laws relating to marriage, divorce, custody, support, adoption, name change, guardianship, and paternity. Prerequisite: PL S 160.
- PL S 278. Litigation for the Paralegal 3 cr.  
The law of procedure and evidence will be considered through rules and cases. Case situations will be used to identify and solve problems. Prerequisite: PL S 160.
- PL S 279. Legal Research and Writing for the Paralegal II 3 cr.  
Continuation of PL S 274. Advanced training in legal research problems with a focus on analysis, writing, and preparation of sophisticated legal memoranda and documents. Prerequisite: PL S 274.
- PL S 280. Interviewing and Investigation for the Paralegal 3 cr.  
Techniques of legal interviewing and investigation with emphasis on development of human relations and communication skills. Prerequisite: PL S 160.

### PSY - PSYCHOLOGY

- PSY 201G. Introduction to Psychology 3 cr.  
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.
- 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.

### 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.

### SOC - SOCIOLOGY

- SOC 101G. Introductory Sociology 3 cr.  
Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior.
- SOC 201G. Contemporary Social Problems 3 cr.  
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse.
- SOC 262. Issues in Death and Dying 3 cr.  
Major personal and social issues related to the process of dying in our culture. Community Colleges only.
- SOC 263. Human Sexuality 3 cr.  
Introduction to cultural and personal aspects of human intimacy, sexuality and the life cycle, sexual variation, and sexually transmitted diseases. Community Colleges only.
- SOC 273. Sex and Gender 3 cr.  
Analysis of changes, behaviors, and stereotypes of women and men in contemporary Western societies. Same as W S 273.

### SPAN - SPANISH

- SPAN 101. Beginning Spanish Conversation 3 cr.  
Beginning conversation and intensive oral practice for non-degree seeking students, and SPAN 111 and SPAN 112 students who desire additional conversational practice. This course does not count toward the NMSU second language requirement and is not open to native Spanish speakers without permission of instructor. Restricted to: Community colleges.
- SPAN 111. Elementary Spanish I 4 cr.  
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.
- SPAN 112. Elementary Spanish II 4 cr.  
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 111.
- SPAN 211. Intermediate Spanish I 3 cr.  
Speaking, reading and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 112.
- SPAN 212. Intermediate Spanish II 3 cr.  
Speaking, reading and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 211.

### STAT - STATISTICS

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

### TCEN - ENVIRONMENTAL/ENERGY TECH

- TCEN 111. Photo Voltaic Basic Electrical Principles 4 cr. (3+2P)  
Focuses on resistance, current, voltage, and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment as applied to renewable energy systems. Prerequisite(s)/Corequisite(s): OETS 104. Restricted to Community Colleges campuses only.
- TCEN 112. PV Power Generation Design Fundamentals 3 cr. (2+2P)  
A study of photo voltaic design basics, photo voltaic (PV) Cells, modules, and system components; electrical circuits; grid-tied/ grid-interactive PV system design and sizing for use on homes; solar electric products and applications; and understanding energy conversion from sunlight to electricity, and working with solar conversion equipment. Pre/ Corequisite(s): TCEN 111. Restricted to Community Colleges campuses only.
- TCEN 113. OSHA 10 Hour Construction Hazard Identifications 1 cr.  
Intended for entry-level participants to provide instruction on a variety of construction safety and health standards. Topics include Introduction to OSHA, Electrical, Ladder, Excavation, Scaffold, and Forklift Hazards, Fall Protection, Materials Handling, Personnel Protective Equipment and Confined Space Entry Hazards. Meets OSHA 10-Hour Requirements.
- TCEN 115. Wind Power Generation Design Fundamentals 3 cr. (2+2P)  
Course covers wind turbine module descriptions and functions and wind system installation, operation, and troubleshooting. Additional topics include wind energy harvesting and the conversion process from the generator system to electricity. Restricted to: Community Colleges only.

- TCEN 121. Electrical Installation Fundamentals I 4 cr. (3+2P)  
Covers electrical safety with an introduction to electrical circuits, devices, equipment, best practices, and theory relating to the National Electrical Code (2011). No electrical background required. Prerequisite(s)/Corequisite(s): TCEN 113. Restricted to: Community Colleges only.
- TCEN 221. Roofing Materials and Methods 3 cr. (2+2P)  
Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing. Presents roof penetration, roof loading issues, and energy system installation requirements for mounting photo voltaic or solar thermal systems. Prerequisite(s): TCEN 112.
- TCEN 222. Photo Voltaic Grid Tie Installation 2 cr. (2+1P)  
Concentrates on providing the student photo voltaic installation information necessary to tie into the electrical grid system. In addition, teaches the student how to layout an installation for maximum performance using standard industry tools such as a Solar Path Finder. Conduit bending, wiring, roof penetrations are also part of the course. Prerequisite(s): TCEN 112.
- TCEN 223. Photo Voltaic National Electrical Code Principles 2 cr. (2+1P)  
Focuses on all sections of the National Electrical Code and local code requirements applicable to photo voltaic electrical installation. A partial list of areas covered is chapters one through four and section 690, Solar Photovoltaic Systems of the National Electrical Code. Prerequisite(s): TCEN 112. Pre/Corequisite(s): TCEN 222.
- TCEN 225. Electrical Installation Fundamentals II 4 cr. (3+2P)  
Covers electrical load calculations, feeders and circuits, transformers and electrical motors, commercial services, basic electronic theory, and fundamentals of crew leadership. Prerequisite(s): TCEN 121. Restricted to: Community Colleges only.
- TCEN 231. Wind Turbine Maintenance I 3 cr. (2+2P)  
Course includes an introduction to wind energy to include turbine safety, wind tower climbing, and electrical wiring specific to wind energy systems. Prerequisite(s): TCEN 121 and TCEN 111. Restricted to: Community Colleges only.
- TCEN 232. Wind Turbine Maintenance 2 4 cr. (3+2P)  
Course covers alternating current (AC) and three-phase systems applied to wind systems. Topics include circuit breakers, fuses, switching devices, wind power distribution systems, and an introduction to bearings and hydraulic system maintenance. Prerequisite(s): TCEN 231. Restricted to: Community Colleges only.
- TCEN 241. Solar Thermal Principles/ Installation and Maintenance 3 cr. (2+2P)  
Course presents the theory, installation, operation, and maintenance of solar hot water (SHW) systems. Topics include the types of systems to choose, the costs associated with SHW installation and operation, and system sizing requirements. Prerequisite(s): TCEN 225. Restricted to: Community Colleges only.
- TCEN 245. Building Weatherization Fundamentals 3 cr. (2+2P)  
Provides an overview of the materials and techniques used to reduce building thermal loss. A basic knowledge of HVAC ducting and piping systems is also introduced. The knowledge and techniques learned from the course provide the skills necessary to perform building weatherization installations. Prerequisite(s): TCEN 113, TCEN 221, and TCEN 246. Restricted to: Community Colleges only.
- TCEN 246. Building Auditor Fundamentals 3 cr. (2+2P)  
Course provides information on how to locate air leaks and identify heat losses or gains through specific testing. Students will learn how to inspect and evaluate building envelopes, mechanical systems, and ventilation systems to determine the safety and energy consumption for each system. Corequisite(s): TCEN 221. Prerequisite(s): TCEN 113. Restricted to: Community Colleges only.
- TCEN 250. Photo Voltaic System Integrator Fundamentals 3 cr.  
Teaches the student project management fundamentals for working with homeowners, businesses, government, contractors, and manufacturers to design, build, and install complete alternative energy systems. Covers photovoltaic, small wind, and micro-hydro system designing, permitting, budgeting, and cost estimating requirements. Prerequisite(s): E T 125. Pre/Corequisite(s): TCEN 222.
- TCEN 251. Advanced Photo Voltaic On/Off Grid Installation 3 cr. (2+2P)  
Photo Voltaic advanced topics to include panel racking and installation, battery storage, charge controllers, mechanical integration of arrays on buildings, and key elements involved in choosing a mounting system. Prerequisite(s): TCEN 222.
- TCEN 252. NABCEP Entry-Level Exam Review 1 cr.  
Course presents knowledge, key terms, and concepts of photovoltaic systems and solar hot water systems as related to the NABCEP Entry-level exam. This exam is for those wanting to enter the workforce in either solar thermal or solar PV. Scheduling and taking the exam is the responsibility of the student. Consent of Instructor required. Restricted to: Community Colleges only.
- TCEN 253. Photo Voltaic System Troubleshooting and Maintenance 3 cr. (2+2P)  
Covers photo voltaic system troubleshooting and maintenance topics to include equipment, electrical, and installation problem areas. Prerequisite(s): TCEN 222. Pre/Corerequisite(s): TCEN 251.
- TCEN 254. Renewable Energy Internship 2 cr.  
Student will receive industry-related renewable energy experiences at an approved industry location. Typical areas of hands-on practices will be installing solar PV, solar hot-water systems, or wind energy systems. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: Community Colleges only.
- TCEN 255. Renewable Energy Contracting Fundamentals 2 cr.  
Covers gathering of customer site specific information to include the analysis, needs, and energy usage for the purpose of advising the customer with the most appropriate renewable energy solutions. Topics include site analysis, conceptual design, financial costs, and proposal preparation. Corequisite(s): TCEN 222. Restricted to Community Colleges campuses only.

## THTR - THEATRE

- THTR 101G. The World of Theatre 3 cr.  
An appreciation class introducing the non-major to all aspects of theatre, including its history, literature and professionals. Students attend and report on stage productions.
- THTR 105. Acting for Non-Majors 3 cr.  
An introduction to basic performance techniques for non-majors.
- THTR 141. Introduction to Stagecraft 3 cr.  
Basic techniques used in the construction of scenery, props, and sound. Lab required. Pre/Corequisite(s): THTR 141L.
- THTR 141 L. Stagecraft Laboratory 1 cr.  
Class members will assist with construction for productions in a studio environment. Pre/Corequisite(s): THTR 141.
- THTR 149. Running Crew I 2 cr. (1+2P)  
Students learn about backstage and front of house production positions and work on a technical aspect of a production in a rehearsal and performance environment.
- THTR 249. Running Crew II 1 cr.  
Students work on a technical aspect of a production in a rehearsal and performance environment.

**W S - WOMEN'S STUDIES**

- W S 201G. Introduction to Women s Studies 3 cr.  
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences.
- W S 202G. Representing Women Across Cultures 3 cr.  
Historical and critical examination of women's contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements. Crosslisted with: HON 218

**WELD - WELDING TECHNOLOGY**

- WELD 102. Welding Fundamentals 3 cr. (2+2P)  
Survey of welding and cutting processes for nonmajors. Classroom instruction and laboratory work with OFC/OFW, SMAW, GMAW, FCAW, and plasma arc cutting.
- WELD 130. Introduction to GMAW MIG) 3 cr. (2+2P)  
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/purge gases, and modes of metal transfer.
- WELD 140. Introduction to GTAW TIG) 3 cr. (2+2P)  
Development for basic skills with gas tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.



# PERSONNEL

# PERSONNEL

## President

**Van Winkle, Kenneth** President, NMSU-A; D.M.A., University of Oregon

## Administration

**Cal, Mark P.** Interim Vice President for Academic Affairs; Ph.D., University of Illinois at Urbana-Champaign

**McKenzie, Vandeen,** Interim Vice President for Student Success; Ed.D., University of South Florida

**Salinas, Antonio,** Vice President for Business and Finance; B.A., New Mexico State University

## Exempt Staff

**Ackall, Viviane,** Accessibility Services Coordinator; M.A., Jones International University

**Aragon, Paul,** Financial Aid Advisor; B.A., New Mexico State University

**Aranda, Elizabeth,** Administrative Assistant, Senior

**Bacon, Jeffrey,** Program Operations Director; M.S., New Mexico State University

**Barnes, John,** Academic Advisor, Lead; M.C.J., New Mexico State University

**Beavers, Linda,** Curriculum Services Coordinator; B.A., University of New Mexico

**Bond, Gary,** Instructional Consultant, Intermediate; M.A., New Mexico State University

**Cerra, Sarah,** Manager, Lab Instruction; M.S., Iowa State University

**Cook, Donna,** Associate Vice President of Extended Programs; M.A., Sul Ross State University

**Fechner, Mary,** Administrative Assistant, Special/Executive; A.A., New Mexico State University

**Garcia, Brenda,** Human Resources Operations Unit Coordinator; A.A., New Mexico State University

**García, Juan,** Director, Public Relations, Development & Events; Ed.D., University of Texas - Austin

**Garcia, Judy,** Administrative Assistant, Senior; A.Pre-Bus., New Mexico State University

**Gonzalez, Maria,** Academic Success Support Center Coordinator; B.S., New Mexico State University

**Harms-Van Duyn, Paula,** I-BEST Instructor; M.S., University of the Southwest

**Hernandez, Elma,** Admissions Advisor; B.A., New Mexico State University

**Hernandez, Veronica,** Adult Education Program Coordinator. A.Pre-Bus., New Mexico State University

**Hille, David,** Web Developer, Associate; M.A., New Mexico State University

**Hillis, Gregory,** Institutional Researcher, Lead; M.S., Salve Regina University

**Jaskolowski, Russell,** Multi-Media Specialist

**Jenkins, Sharon,** Director, Library Services; Ph.D., University of North Texas

**Kinney, Lee,** Buyer, Senior; B.B.A., New Mexico State University

**Kommer, Richard,** Assistant Manager, Facilities Service

**Livingston, Patricia,** Manager, Small Business Development Center; M.B.A., Eastern New Mexico University - Portales

**Martin, Jasmine,** Multi-Media Specialist; B.I.S., New Mexico State University

**McDonald, Barbara E.,** Academic Support Center Coordinator HAFB; M.Ed., University of Oklahoma

**Patton, Daron,** SUN PATH Project Manager; M.P.H., Eastern Kentucky University

**Pena Rose,** Director, Admissions; M.S.C.P., Troy State University

**Ross, Becky,** Director, Allied Health; M.S.N., New Mexico State University

**Saenz, Maria,** Director, Adult Basic Education/Academic Skills Center; M.A., New Mexico State University

**Sanders, David,** Systems Analyst, Intermediate; B.A., New Mexico State University

**Strawderman, Judith,** Teacher, Intermediate; M.Ed., Grand Canyon University

**Viscarra, Miguel**, Tutor, Senior; B.A., New Mexico State University  
**Wheeler, Timothy**, Academic Advisor; B.S., West Texas A & M University  
**Wilkson, Nancy A.**, Manager, Facilities Service; M.S., Troy State University  
**Wilson, Hazel**, Academic Advisor; M.Ed., New Mexico State University

### Academic Division Heads

**Aguilar-Morgan, Catherine A.**, Career & Technical Division; M.S., NM Institute of Mining and Tech  
**Yancey, Bryan**, Arts & Sciences Division, Fine Arts; M.F.A., Claremont Graduate School

### Regular Faculty

**Adams, John B.**, College Professor of Graphic Arts; B.F.A., Academy of Art College  
**Allred, Tanya**, Professor of English; M.A. New Mexico State University  
**Baca, Ernestine**, Professor of Physical Education; Ed.D., New Mexico State University  
**Baldwin, Carrie**, Professor of Economics; M.A., Syracuse University  
**Boje, Carmen**, Assistant Professor of Mathematics; M.S., University of Turin  
**Breding, Connie J.**, Associate Professor of Theater Arts; M.A., University of North Dakota  
**Cook, Susan**, College Professor of Business and Business Office Technology; M.A. Troy State University  
**De Vargas, Sonja**, College Associate Professor of German; M.A., University of New Mexico  
**Delgado, Janet**, College Assistant Professor of Mathematics; M.S., New Mexico Highlands University  
**Edwards, James**, Assistant Professor of Mathematics & Engineering; M.S., U.S. Naval Postgraduate School  
**Eisele, Rita L.**, Associate Professor of Mathematics; Ph.D., Indiana State University  
**Eydenberg, Francis M.**, Professor of Physics; M.S., University of Southern California  
**Gallagher, James D.**, Professor of Communication; Ph.D., University of Washington  
**Gonzalez-Gonzalez, Jose**, Professor of Spanish; M.A., New Mexico State University  
**Grundhoffer, Elizabeth**, Assistant Professor of English; M.A., New Mexico State University  
**Haley, John D.**, Professor of History; M.A., New Mexico State University  
**Hill, Joyce A.**, Director, Curriculum & Assessment; Professor of Education; Ph.D., New Mexico State University  
**Irving, Sara**, College Professor of Art; M.F.A., New Mexico State University  
**Klinger, Robert J.**, Associate Professor of Astronomy; M.S. University of Illinois at Urbana-Champaign  
**Lombraña, Vicente**, Professor of Biology; Ph.D., New Mexico State University  
**Lopez-Gallagher, Kim T.**, Professor of History and Government; M.A., St. John's College  
**McGowan, Wayne**, Professor of Chemistry; M.S., University of Denver  
**O'Leary, Robynn**, Assistant Professor of Physical Sciences; M.S., Texas A & M  
**O'Neill-Armendarez, Erin**, Associate Professor of Developmental Writing; Ph.D., University of Louisiana-Lafayette  
**Placencio, Matthew A.**, Associate Professor of Engineering Technology; B.I.C.T., New Mexico State University  
**Reid, Karen**, Associate Professor of Psychology/Counseling and Education Psychology; Ph.D., University of Nevada  
**Ricksecker, Anne**, Director, Institutional Effectiveness; Assistant Professor of Education; M.A. Ed., Austin Peay State University  
**Roark-Diehl, Kathy L.**, Professor of English; M.A., New Mexico State University  
**Rupe, Jarrold C.**, Professor of Computer Science; M.B.A., University of Texas-El Paso  
**Sadler, Edmund**, Assistant Professor of Mathematics, Engineering, & Physics; M.S. New Mexico State University  
**Sadowski, Karen Armstong**, Associate Professor of Nursing; M.S.N., Western Governors University  
**Smith, Jennifer**, College Associate Professor of Biology; Ph.D., New Mexico State University  
**Taylor, Brian**, Assistant Professor of Art; M.F.A., University of Memphis

**Trapp, Christine L.**, College Associate Professor of Biology; Ph.D., University of California-Davis

**Villaverde, Gloria A.**, Associate Professor of Biology; Ph.D., University of Texas-El Paso

**Walker, Sylvia**, Assistant Professor of Mathematics; M.A., New Mexico State University

**Webb, P. Frank**, College Associate Professor of Philosophy; M.A., California State University-Fresno

**Wheeler, Sherrell**, Director, Online Quality Assurance; Associate Professor of Business; M.A., West Texas A&M University

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