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**CATALOG**  
2018-2019



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# Academic Calendar

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## Fall 2018

Instruction begins	August 21, Monday
Fall enrollment cancellation due to lack of financial commitment	September 1, Friday
Registration ends - last day to add courses or change sections	
16-week term.....	September 1, Friday
First 8-week term .....	August 25, Friday
Second 8-week term .....	October 20, Friday
Labor Day, Holiday, Campus Closed	September 4, Monday
Last day to drop a course with 100% refund	
16-week term (end of third week) .....	September 8, Friday
First 8-week term (end of second week of course).....	September 1, Friday
Second 8-week term (end of second week of course) .....	October 27, Friday
Last day to change grading options (in person)	
16-week term (end of fourth week) .....	December 8, Friday
First 8-week term (end of second week of course).....	October 13, Friday
Second 8-week term (end of second week of course) .....	December 8, Friday
Mid-Semester (eight week)	October 14, Saturday
Columbus Day (no lower division classes) Campus open	October 9, Monday
Fall Break (upper division and graduate only) Campus open	October 12-13, Thursday–Friday
Last day to withdraw without approval of Student Services	
16-week term (end of twelfth week) .....	November 10, Friday
Veteran’s Day (no classes, Campus open)	November 10, Friday
Thanksgiving (no classes, Campus closed)	November 23 - 26, Friday
Last day of instruction	
16-week term.....	December 9, Saturday
First 8-week term .....	October 14, Saturday
Second 8-week term .....	December 9, Saturday
Final examination period	December 9-16, Saturday-Saturday
Last day to report removal of incomplete grade	
16-week term.....	December 15, Friday
Semester ends	
16-week term.....	December 16, Saturday
First 8-week term .....	October 14 Saturday
Second 8-week term .....	December 16, Saturday
University Holiday (Winter Break, campus closed)	December 22, 2017–January 2, 2018, Friday–Tuesday

# Spring 2019

Registration for Spring 2019 opens	November 12, Monday
Instruction begins	January 21, Monday
Martin Luther King Jr. Holiday	January 14, Monday
Enrollment Cancellation Due to Lack of Financial Commitment	January 25, Friday
Registration ends - last day to add courses or change sections	
16-week term.....	January 25, Friday
First 8-week term .....	January 18, Friday
Second 8-week term .....	March 22, Friday
Last day to drop a course with 100% Refund	
16-week term (end of third week) .....	February 1, Friday
First 8-week term (end of second week of course).....	January 25, Friday
Second 8-week term (end of second week of course) .....	March 29, Friday
Mid-semester (eighth week)	March 9, Saturday
Last day to change grading options	
16-week term (end of fourth week) .....	February 8, Friday
First 8-week term (end of second week of course).....	January 25, Friday
Second 8-week term (end of second week of course) .....	March 29, Friday
Spring Recess (Campus Open)	March 10-17
Last day to withdraw without approval of Student Services	
16-week term (end of twelfth week) .....	April 12, Friday
First 8-week term (end of second week of course).....	January 25, Friday
Second 8-week term (end of second week of course) .....	March 29, Friday
Registration for Summer and Fall 2019 opens	April 22, Monday
Last day to withdraw from a course with approval of Student Services	
16-week term.....	May 3, Friday
First 8-week term .....	March 1, Friday
Second 8-week term .....	May 3, Friday
Last day of instruction	
16-week term.....	May 3, Saturday
First 8-week term .....	March 8, Saturday
Second 8-week term .....	May 3, Saturday
Final examination period (Saturday–Saturday)	May 6-11
Last day to report removal of incomplete grade	
16-week term.....	May 10, Friday
Semester ends	
16-week term.....	May 11, Saturday
UNM Commencement (subject to change)	May 11, Saturday
Memorial Day Holiday (campus closed)	May 27, Monday

# Summer 2019

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## Instruction begins

8-week term.....June 3, Monday  
First 4-week term .....June 3, Monday

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## Registration ends - last day to add courses or change sections

8-week term..... June7, Friday  
First 4-week term ..... June 4, Tuesday

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## Last day to change grading options

8-week term..... June 7, Friday  
First 4-week term ..... June 4, Tuesday

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## Last day to drop a course without a grade

8-week term.....June 14, Friday  
First 4-week term ..... June 7, Friday

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## Last day to withdraw without approval of Student Services

8-week term..... July 14, Friday  
First 4-week term .....June 21, Friday

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## Independence Day, holiday—Campus Closed

July 4, Thursday

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## Session ends

8-week term..... July 27, Saturday  
First 4-week term .....June 29, Saturday  
Second 4-week term ..... July 27, Saturday

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## Tentative start date Fall 2019

August 19, 2019

*\*All dates for the summer term are subject to change.*





# Policies

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## Applicability

These policies apply to outreach, admission, extracurricular activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, and employment.

## Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers and harassment of students based on race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, medical condition, or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment.

## Equal Education Policy

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment based on race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunities include admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services, and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

## ADA Compliance and Reasonable Accommodation

The University of New Mexico - Los Alamos is committed to providing equal access to educational opportunities for qualified students with disabilities in compliance with the Americans with Disabilities Act of 1990 (ADA). The University provides reasonable academic adjustments to qualified students with disabilities. Students with disabilities are required to adhere to all University policies including conduct and performance. Qualified students with disabilities should contact Student Services for information regarding accommodations in the academic and/or employment setting. If you require an auxiliary aide and/or service, please contact Student Services at 505-662-5919.

## Non-Discrimination

If you believe you have been discriminated against and/or harassed on the basis of your race, religion, color, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition, you should contact the Academic Student Success Manager who serves as the Coordinator for the Americans with Disabilities Act of 1990 (prohibiting discrimination on the basis of disability) and Title IX of the Education Amendments Act of 1972 (prohibiting discrimination on the basis of sex in federally funded programs). The manager can be reached at (505) 662-5919. You can also access information on the OEO website at <http://oeodm.od.nih.gov/>.



# General Information

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## Role and Function of UNM Branch Colleges

The University of New Mexico has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality education throughout the state for students in different locations pursuing postsecondary education. Branch colleges respond specifically to the unique needs and multicultural backgrounds of the citizens in the respective communities they serve by offering transfer programs that prepare students for upper-division entry into colleges and universities. In addition, the branches offer associate degree and certificate programs. Branch colleges use resources in the community as well as make educational resources available. Therefore, they also function as an integral part of the community.

The five-member elected UNM–Los Alamos Advisory Board serves as an advisory body to the College and to the University of New Mexico Board of Regents. It approves the annual budget and can call for elections. UNM–Los Alamos continues to benefit from a strong, supportive, and dedicated Advisory Board which is well informed, responsible, and committed to the College and its future. The branch colleges of the University of New Mexico are considered fully integrated component colleges. They are committed to serving the needs of their respective communities as comprehensive community colleges offering a variety of preparatory academic, career, and community service programs. The branch colleges pledge themselves to protect the quality and integrity of all academic curricula. UNM Albuquerque campus pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches. The Provost/Vice President for Academic Affairs at the University of New Mexico has responsibility for the operation of the branch colleges. From a clear understanding of its role and function, UNM–Los Alamos has developed the following mission statement.

## Mission, Vision, Values, and Strategic Goals

### Mission

#### **The mission of the University of New Mexico - Los Alamos is:**

*Preparation for Transfer...Pathways for Careers... Passion for Lifelong Learning!*

UNM–LA is an innovative, rigorous, and affordable comprehensive branch community college that provides foundations for transfer, leading-edge career programs, and lifelong learning opportunities. We strive to prepare students who are capable, competent, and successful through high-quality instruction and personalized attention.

### Vision

UNM–LA is recognized as a premier education provider for Los Alamos and the region by offering unique forward-looking learning opportunities, spanning the sciences and the arts, and building on unique local and regional assets.

We aspire to a future in which we are known for the following:

#### **Commitment to Excellence**

We are respected for excellence in all academic endeavors, offering traditional and innovative programs.

#### **Success through Collaboration**

We are seen as a committed partner supporting education and regional development.

#### **Engagement with Community**

We build on the history, geography, and cultures of our region for an improved quality of life for all.

## Values

The values that guide UNM–LA are Excellence, Integrity, Diversity, Respect, Collaboration, Innovation, Creativity, Accessibility.

## Strategic Goals

The UNM–LA strategic plan is centered on the following six goals:

Goal 1. Develop and maintain strong ties with constituents and stakeholders, leading to greater participation in higher education within our region and resulting in economic development.

Goal 2. Communicate and demonstrate how our mission, vision, and values are ensuring excellence in UNM–LA programs, services, and opportunities to underscore our position as a premier educational institution.

Goal 3. Staff UNM–LA sufficiently to sustain high instructional standards, enable realistic workloads in providing support services, and create an environment that encourages excellence.

Goal 4. Increase enrollment for the purpose of creating a vibrant campus community and sustainable programs and services.

Goal 5. Create and manage new revenue streams to complement state funding, stabilize support for recurring costs, and enable investments in our educational infrastructure.

Goal 6. Review and revise the strategic and implementation plans each quarter to ensure they serve as the framework for decision-making and continue to serve the UNM–LA community.

## Educational Programs

The University of New Mexico - Los Alamos offers a range of educational programs as defined in the Mission Statement and institutional goals. These programs constitute the heart of the institution. Academic transfer programs for credit provide

the first two years of high quality university education. UNM–Los Alamos is authorized to offer any freshman or sophomore course that appears in the UNM Albuquerque campus catalog for which an appropriate instructor and facilities can be obtained. In addition, UNM–Los Alamos may design courses that respond to the needs of its students. Most of these courses carry full UNM residence credit as though they were taken in Albuquerque. Thus students enrolled in academic transfer courses may complete most of and, in many cases, all of the first two years of a baccalaureate degree at UNM–Los Alamos before continuing their studies at UNM or other four-year institutions.

## Associate Degrees

Associate of Arts and Associate of Science degrees are offered in the following fields: Computer Science, Emergency Medical Services, Environmental Science, Liberal Arts, Pre-Business Administration, Pre-Professional Elementary Education, Pre-Engineering, Pre-Professional Health Sciences, Science, and Art Studio. These programs are considered transfer programs because most, or all, of the courses required transfer to other four-year colleges and universities.

Occupational and technical programs are offered for academic credit. Associate of Applied Science Degrees are available in Accounting, Applied Technology with concentrations in Electro-Mechanical Technology and Solar Technology, Business with concentrations in Marketing and Management, Environmental Technology, Fire Science with concentrations in Fire Science and Emergency Medical Services, General Studies, Information Technology with Cybersecurity, Office Communications and Technology, Public Safety, and Robotics. The Associate Degree in General Studies provides students the opportunity to develop programs of study not available through other UNM–Los Alamos programs. The courses selected may reflect either specialized or broad patterns of educational experience.

## Academic Certificates

Academic Certificates are offered in Accounting, Business with Marketing and Management concentrations, Certified

Nursing Assistant, Electro-Mechanical Technology, Office Communications and Technology, Personal Care Attendant, Pre-Professional Elementary Education, Pre-Professional Health Sciences, Solar Technology, and Art Studio.

### Bachelor's and Graduate Online Programs

UNM offers bachelor and graduate level degree completion programs via online format for students who cannot relocate to UNM's main campus in Albuquerque, making it convenient for students to complete a degree from their home community. For a listing of degree completion programs and general information about taking Online classes, visit <http://online.unm.edu>.

### First Year Experience Program

The First Year Experience Program is rooted in the On Course principle that the most effective learners are empowered learners who are characterized by self-responsibility, self-motivation, self-management, interdependence, self-awareness, lifelong learning, emotional intelligence, and a strong sense of self. UNM - LA's FYE program, in conjunction with the Academic Support Center, the UNM - LA Library, and Student Services, is dedicated to empowering learners by expanding educational opportunities for all students, including those who by traditional measures are not expected to succeed in higher education. The program offers students course placement evaluation, Introductory and University Studies courses, and a well-designed educational experience, so students have the opportunity for deep, transformational learning and success - academic, personal, and professional.

### Adult Basic Education

The Adult Learning Center provides adult basic education (ABE) services to adults who wish to obtain their New Mexico High School Equivalency Credential (HSE), brush up on basic literacy skills, improve workplace skills, or learn English as a Second Language (ESL).

### The Academic Support Center

The Academic Support Center (ASC) offers a range of services to supplement UNM - LA's academic programs. ASC organizes and hosts homework/study groups, review sessions, and workshops, while offering additional course resources and various types of extra help and tutoring (drop-in, by appointment, and online). Services cover a wide range of academic subjects, and special arrangements can be made for those subjects not currently covered. The ASC is located next to the Student Center, on the top floor of Building 2. For more information, tutor schedules, and access to online tutoring, visit the ASC homepage at <http://asc.unm.edu>.

### Employability Certificates

UNM-LA offers three Employability Certificates that provide students the option to gain expertise in a focused, marketable skill set. These skill sets represent areas of employment where statistics from the Federal Department of Labor and New Mexico State Labor project growing needs over the coming years.

### Operating Agreement and Funding

UNM-Los Alamos was established under the provisions of the Branch College Act, New Mexico Statutes of 1978, implemented in an operating agreement between the Los Alamos School Board and the Regents of the University of New Mexico. The UNM-Los Alamos Advisory Board serves as the advisory board to the UNM Board of Regents. This Advisory Board approves an annual budget for UNM-Los Alamos and calls elections for local tax levies and capital outlay general obligation bonds for UNM-Los Alamos. The University of New Mexico retains administrative and academic oversight of UNM-Los Alamos, and the Chief

Executive Officer of UNM–Los Alamos reports to the Provost of the University. Funding for UNM–Los Alamos comes directly from state appropriations, local tax levies, grants, and tuition and fees paid by students.

## Accreditation

As a Branch College of the University of New Mexico, UNM–Los Alamos is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

## Student Outcomes Assessment

Student Outcomes Assessment is an essential measure of the institution’s effectiveness in achieving its goals as outlined in the UNM–Los Alamos Mission Statement. It is an ongoing process intended to measure student academic achievement and adjust and adopt courses and programs as needed. Faculty have the primary ownership and responsibility for the development, implementation, and monitoring as part of the College Assessment Review Committee (CARC). Specific competencies at the course/program level and the assessment tools used to measure identified competencies are continuously being developed and continuously being implemented. See the current report at <http://losalamos.unm.edu/instruction/assessment/>

## History of UNM–Los Alamos

The University of New Mexico began its presence in Los Alamos in 1956 with the establishment of the UNM Los Alamos Center for Graduate Studies. It has a distinguished history of offering graduate degrees in scientific, engineering, management, and health-related fields. The first significant UNM undergraduate offering in Los Alamos began with the establishment of the University of New Mexico Residence Center in Los Alamos in the fall of 1970. In 1973, the University of New Mexico Northern New Mexico Branch College came into existence, with Los Alamos as one of its campuses. In 1977, as a result of legislative action, the UNM Northern Branch College was

absorbed into Northern New Mexico Community College (NNMCC).

In 1980, after a local referendum and Board of Educational Finance and legislative approval, the Los Alamos Branch Community College Campus of the University of New Mexico was founded. It began operations on July 1, 1980, in the Little Valley School on Orange Street. The new Director assumed his duties at that time, and several key NNMCC employees were transferred to the UNM–Los Alamos Branch College, which subsequently assumed the informal title of UNM–Los Alamos.

In October 1980, the campus moved from the Little Valley School to its present site at 4000 University Drive. In January 1981, the staff of UNM–Los Alamos assumed, under a contractual arrangement, the daily operations of the UNM–Los Alamos Center for Graduate Studies from the Training Office of the Los Alamos National Laboratory. The Director of the Graduate Center moved his office to UNM–Los Alamos. During 1982-1983, the facilities were remodeled and expanded and the new UNM–Los Alamos campus was dedicated by then Governor of New Mexico, Toney Anaya, on January 6, 1984. The campus facilities were further expanded in 1987 to include a fifth classroom building.

During 1988-89, an institutional self-study was conducted and an accreditation visit took place in May 1989 as part of the University of New Mexico decennial accreditation review. In 1988, the Los Alamos School Board approved additional space in the Mesa Complex for use by UNM–Los Alamos. In 1996, an extension housing the Learning Center, the Tutorial Center, and the Adult Basic Education Program was added to the administration building. Additional classroom, laboratory, and office space was obtained in 1997 by negotiation with the Los Alamos Public Schools. In 2000 the expanded and renovated Student Center building was opened. It includes a Student Center with a food service area, classrooms, media room, and lecture hall. Business Services support areas including cashiering, accounting, marketing, and facility services are located in the lower level of this building. Additionally, a Facilities Services building, which houses a woodworking shop and solar technology classroom,

has been added along with a remodel of existing space to create a new lecture hall and new computer labs.

## Location

Los Alamos, home of the University of New Mexico - Los Alamos campus, is a community of approximately 18,000. The town is located on the piñon, juniper, and ponderosa-covered red mesas of the Pajarito Plateau at an elevation of 7,300 feet. The Jemez Mountains provide a backdrop for the community that looks east across the Rio Grande Valley to the majestic Sangre de Cristo Mountains.

The setting is ideal for the outdoor enthusiast. There are nearby locations for downhill and cross-country skiing and ice skating in the winter. Summer activities include hiking, picnicking, horseback riding, backpacking, and camping, fishing, and river rafting. Three renowned races are held in Los Alamos each year: the High Altitude Mini-Marathon, the Tour de Los Alamos bicycle race, and the Triathlon. In April 1988, the Larry R. Walkup Aquatic Center opened its doors to the citizens of Los Alamos and surrounding area. This facility is open to the public and houses an Olympic-sized swimming pool. There are year-round musical and theatrical events in Los Alamos and numerous other cultural attractions to choose from in Santa Fe, 30 miles away, and in Albuquerque, a 90-mile drive from Los Alamos.

There are also year-round events at the nearby pueblos of San Ildefonso, Santa Clara, Ohkay Owingeh, Pojoaque, Tesuque, Nambe, and Jemez. Located within 15 miles of Los Alamos is the world-famous Bandelier National Monument. The park, home of Native American cliff dwellings as well as many other ancient treasures, is open year round. Students at UNM–Los Alamos are fortunate to be able to draw on the rich tri-cultural heritage of the area and to explore all the area has to offer in terms of history, geology, and archaeology. In addition, UNM–Los Alamos students can take advantage of the outstanding collections of Mesa Public Library and the J. Robert Oppenheimer Study Center at Los Alamos National Laboratory, within two miles of the UNM–Los Alamos campus.

## Faculty

The faculty of UNM–Los Alamos is predominately part-time. Many of the faculty enjoy international reputations in their fields, and all are extremely well qualified. Most UNM–Los Alamos faculty are subject to UNM approval through the various departments at the UNM–Albuquerque campus. About one-third of the UNM–Los Alamos faculty consists of a core of continuing faculty. Core Faculty members, in addition to teaching, hold regular office hours, provide academic advisement, and participate in a variety of committee work and special projects. Invited Faculty are encouraged, but not required, to participate in advisement, hold office hours, and attend various faculty development workshops throughout the academic year. Department Chairs for General Studies, Fine Arts, Communications, Math, Science, Engineering, Applied Science, Computer Science, Information Technology, and Business are responsible for the coordination of faculty and instructional issues within each curriculum area. An Associate Dean of Instruction advises the administration on curriculum and academic personnel matters and, with the Dean of Instruction, monitors the quality of teaching through classroom visits. Other means of class evaluation may include a mid-semester evaluation survey, a classroom assessment technique of the teacher's choosing, and a UNM computerized student evaluation survey at the end of the semester.

## Facilities

The UNM–Los Alamos campus consists of 78,667 square feet of leased and owned buildings. The campus includes eight buildings that house classrooms, administrative offices, student services, a library, facilities services, laboratories, lecture halls, and community meeting and student activity space. The facilities at UNM–Los Alamos encompass computer, general science and electronics laboratories, a photography darkroom and art studios, together with general classrooms, solar technology area, and a machine shop/welding area.

## Bookstore

UNM - Los Alamos has partnered with MBS Direct, an online textbook vendor, to supply all required books for our programs. It is the student's responsibility to order their own textbooks. The online vendor will make textbooks available for purchase six (6) weeks prior to the start of classes.

Students may access MBS by clicking on the "Ordering Books" link in the "Campus Life" menu on the UNM-LA web page. Required and optional books for Lower Division, Upper Division, and Community Education classes are listed. Students may purchase their textbooks using a credit card or can charge them to their UNM - LA student account by visiting the cashier and obtaining a book voucher.

## Library

The mission of the UNM-Los Alamos Library is to provide for the information needs of its students, faculty, and staff, and to contribute to the information resource base of the communities that it serves, through its resources (both traditional and electronic), services, staff, equipment, and facility. The library, located in the Learning Center (Building 7), is a technologically advanced facility with wireless capability and 10 hardwired public computing stations providing access to the Microsoft Office Suite, the Internet, LIBROS (the online catalog), a variety of academic databases and other online reference sources, and online collections of other libraries. In addition, the library has a variety of laptops and iPads that patrons may check out to use in the library. The library houses a growing collection of books, periodicals, pamphlets, maps, instructional videos, and sound recordings. The library provides a pleasant, inviting setting for study, research, and the exchange of ideas. The main floor of the library offers a variety of comfortable study spaces appropriately dispersed throughout the facility, including carrels, study tables, three group study rooms equipped with white boards, computing stations, and a periodical browsing area. An eating area, furnished with comfortable bistro chairs and tables, allows patrons to enjoy a meal or a snack while they read and study.

A loft, upstairs from the main floor of the library, is a pleasant, airy space, that houses a distinctive Southwest Collection and provides a quiet area for study and instruction. The library team is friendly, knowledgeable, and very dedicated to helping library patrons with their information needs.

Changing art and book exhibits in the library contribute to an aesthetically pleasing environment for all library visitors. For more information, link to the library web site at <http://losalamos.unm.edu/library/>



# Admissions

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## General

The University of New Mexico - Los Alamos admits all eligible applicants from New Mexico, other states, and foreign countries. Because of the great diversity of the University's students, special application and admission procedures have been created to meet the needs of the different populations. UNM–Los Alamos serves high school students, recent high school graduates, transfer students, non-degree students, returning, and nontraditional students. Admission procedures and requirements vary in each of the categories listed below.

1. Beginning freshman (no previous college work)
2. Transfer (last attended another institution)
3. Readmitted (stopped attending for three or more terms)
4. Dual Credit (high school)
5. Concurrent Enrollment (high school)
6. Non-degree (presently not seeking a degree)
7. International students

For all categories, the University requires full academic disclosure on the application forms. Any student found guilty of non-disclosure or misrepresentation on an application is subject to disciplinary action, including possible dismissal from the University. Transcripts and test scores submitted to UNM–Los Alamos for admission become the property of the University and will not be sent elsewhere or returned to the student.

## When to Apply

We strongly encourage students to apply as early as possible. Applications and fees are applicable for three consecutive sessions only. If you do not take advantage of admission and enroll within that period, a new application is required.

## Use of Social Security Numbers

Students' social security numbers are collected in the initial admission process only. It will not be the primary University identification number. It will not appear on the student identification card. UNM is required to collect a SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of all SSNs as required by law.

## Admissions - Beginning Freshman (no previous college)

A student may enroll in one of several associate degree programs offered by UNM–Los Alamos. The admission requirement for admission into an Associate Degree is a high school diploma or equivalent. A passing score on the General Education Development (GED) or HiSET exam is accepted in lieu of a high school diploma. The UNM–Los Alamos campus has an open admission policy. Admission is available to all students.

## How to Apply

1. Applications may be submitted online or printed in hard copy at <http://losalamos.unm.edu>. A \$10.00 non-refundable application fee is also required at the time that an application is submitted and may be paid online or in person with the cashier.

2. Request that a high school or GED/HiSET testing site send an official transcript directly to the Student Services Office.
3. Request that each college attended send an official transcript directly to the Student Services Office.
- 4.
5. Note: Applications will not be processed until all the required items are on file with the Student Services Office.

## Admissions – Transfer Students

### How to Apply

1. Complete and return an application for admission and a \$10.00 nonrefundable application fee to the Student Services Office. Applications can also be submitted online at <http://losalamos.unm.edu>.
2. Request that each college attended send an official transcript directly to the Student Services Office. A summary on one transcript of work at several colleges is not sufficient. If applying for the next academic session at UNM–Los Alamos while still enrolled at another institution, the official transcript must include a listing of courses in progress, as well as all completed work. (See note below.)
3. If transferring to UNM–Los Alamos with fewer than 26 semester hours of accepted college work, students are considered a freshmen transfer and must submit a complete official transcript of high school work or official GED/HiSet scores.
- 4.
5. Note: Applications will not be processed until all the required items are on file with the Student Services Office.

To allow students at other institutions to make definite plans for transfer, a determination of admission status may be made before courses in progress are completed, subject only to receipt of the final transcript. Students permitted to register prior to receipt of their final transcripts may be disenrolled if

their transcripts do not reach the Student Services Office within three weeks after the beginning of classes.

Note: The student must indicate on the application all previous college attendance. Applicants may not ignore any college attendance, even though they did not successfully complete coursework or may prefer to repeat all courses. Students found guilty of non-disclosure or misrepresentation in filling out admission application forms, or who find after admission or enrollment that for academic or other reasons they are ineligible to return to their last institution but fail to report this immediately to the Student Services Office, are subject to disciplinary action, including possible dismissal from the University.

### Previous Suspension

A student under academic suspension from another college or university may not enter UNM–Los Alamos during the term of suspension. In cases of unspecified suspension periods, the University’s suspension term will apply. Upon termination of the suspension, the student is eligible to request special consideration for admission to UNM–Los Alamos. In general, students under disciplinary suspension are not admitted to UNM–Los Alamos. However, because the reasons for disciplinary suspension vary among institutions, a student may be suspended from one school for infractions that would not be actionable at another. Therefore, UNM–Los Alamos reviews each case individually and, when justified, makes exceptions and allows the student to be considered for admission.

### Transfer of Credits

UNM–Los Alamos evaluates without prejudice courses from postsecondary institutions that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for course work completed with a minimum grade of “C,” provided the classes are similar or equivalent to courses offered at the University. Transferable courses with grades of “D” from New Mexico state institutions are accepted in transfer but may not be counted toward degree completion.

UNM–Los Alamos operates on a semester credit calendar. Therefore, classes from quarter system institutions will be recalculated to semester hours (one quarter hour equals .66 semester hours.)

UNM–Los Alamos does not accept personal development or dogmatic religion courses. Credit is not awarded for work or life experience, cooperative education, or for courses from out-of-state in which the grade received was lower than “C.” Grades earned in courses taken at other institutions are not included in calculation of the UNM grade point average. This grade point average will reflect only classes taken at UNM.

### Transfer among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico’s colleges and universities, the state’s public institutions of higher education are required to accept transfer courses taken within approved modules of lower division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico’s public postsecondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

In addition, as a branch of UNM, UNM - LA offerings of 100- and 200-level courses from the UNM catalog are automatically transferable to UNM - Albuquerque, if graded with a C or better. Students need to see an advisor to see which credits transfer to a program of a particular college. Planning ahead means that students choose the correct option for the college (such as Engineering) they intend to transfer to later.

### Student Responsibility

New Mexico’s colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may

transfer with little or no loss of credit. However, 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 course work will meet the requirements of the desired degree.

### Transferable Lower-Division General Education - Common Core

For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institution regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

#### **Area I: Communications 9 semester hours**

1. College-Level English Composition 3-4 hrs.
2. College-Level Writing 3 hrs.
3. Public Speaking 3 hrs.

#### **Area II: Mathematics and Statistics 3 semester hours**

1. College Algebra (or higher) 3 hrs.
2. Liberal Arts Mathematics 3 hrs.
3. Statistics 3 hrs.

#### **Area III: Laboratory Science 8 semester hours**

1. Astronomy 4-8 hrs.
2. Biology 4-8 hrs.
3. Chemistry 4-8 hrs.
4. Geology 4-8 hrs.
5. Physics 4-8 hrs.

#### **Area IV: Social/Behavioral Sciences 6-9 semester hours**

1. Economics (Macro or Microeconomics) 3 hrs.
2. Introductory Political Science 3 hrs.
3. Introductory Psychology 3 hrs.
4. Introductory Sociology 3 hrs.

5. Introductory Anthropology 3 hrs.

#### **Area V: Humanities and Fine Arts 6-9 semester hours**

1. Introductory History Survey 3 hrs.
2. Introductory Philosophy 3 hrs.
3. Introductory Course in History, Theory or Aesthetics of the Arts or Literature 3 hrs.

#### **Totals to be selected 35 semester hours**

#### **Inter-Institutional Transfer Guides and Catalogs**

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. An online tool to determine institutional transfer equivalencies, along with a number of published transfer guides are available on the University of New Mexico Admissions Office web site at <http://admissions.unm.edu/transfer/index.html>.

#### **Complaint Procedure for Transfer Students**

All New Mexico public postsecondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of the University of New Mexico's complaint policy may be obtained from the Admissions Office or from the New Mexico Higher Education Department, 2048 Galisteo Drive, Santa Fe, NM 87505-2100, (505) 476-8400 ([www.hed.state.nm.us](http://www.hed.state.nm.us)).

#### **Evaluation of Credit**

The evaluation of credit is ordinarily part of the admissions application procedure for students entering an associate program. It is a two-step process. An Admissions Officer first evaluates credits on a course-by-course basis to determine general transferability to the University, and a transfer evaluation is produced for students who are admitted. (Students who have completed courses in institutions utilizing non-traditional credit or grading systems may be

required to provide additional information to facilitate the evaluation.) The student must contact an academic advisor in order to determine how the transferred courses will be applied to a degree.

#### **Admissions - Readmitted Students**

A UNM–Los Alamos degree-seeking student who stops attending for three or more sessions, including a summer, must file an application for readmission. You may also apply online at <http://losalamos.unm.edu>.

Complete and return an application for readmission and a \$10.00 nonrefundable application fee to the Student Services Office.

If a student has attended another institution while on break from UNM - Los Alamos or has taken college-level correspondence or extension courses, he or she must send an official transcript from each college directly to the Student Services Office. A summary on one transcript of work at several colleges is not sufficient. If applying for the next academic semester at UNM - Los Alamos while still enrolled at another institution, the official transcript must include a listing of courses in progress, as well as all completed work.

Note: Applications will not be processed until all the required items are on file with the Student Services Office.

Students who have been suspended or dismissed as the result of disciplinary problems shall not be readmitted to the University without a required interview with the Student Enrollment Director. The University reserves the right to refuse any student readmission on the basis of his or her student history, either academic or disciplinary.

#### **Admissions - Dual Credit (high school students)**

The Dual Credit Program allows qualified public, charter, homeschool, and tribal school students to enroll in college-level courses offered by a public postsecondary educational institution that may be academic or career technical but not remedial or developmental, and simultaneously earn credit toward high school graduation and a postsecondary degree or

certificate. The program is designed to increase education opportunities, provide a college-level experience and encourage more high school students to pursue higher education.

Meeting the criteria listed below does not mean that the student will automatically be admitted to the Dual Credit Program. In all cases, the final admission determination will be made by the UNM - LA Registrar's Office.

1. The student must have the certification and unconditional recommendation of the high school as well as proof of parental consent prior to participation on the Dual Credit/Concurrent Enrollment application form.
2. The student must furnish the Student Services Office with a current official high school transcript including their grade point average and STARS number.
3. A student planning to enroll in English or Math must meet the minimum placement scores determined by UNM - Los Alamos in either the ACT, SAT or Accuplacer tests.
4. A student planning to enroll in any course that has a prerequisite requirement must meet the minimum prerequisite or test score.

### **Admissions - Concurrent Enrollment (high school students)**

UNM-Los Alamos offers a Concurrent Enrollment Program for high school students who only want college credit. The student must have proof of parental consent prior to participation on the Dual Credit/Concurrent Enrollment application form. The high school must furnish the Office of Admissions with a current official high school transcript.

### **Admissions - Non-degree Students**

The Non-degree credit program allows students to earn academic credit without being admitted into a degree-granting unit. This program accommodates non-traditional students who wish to begin taking academic courses to prepare for graduate studies, career changes or for

professional and/or personal development. Non-degree status is recommended for visiting students from other institutions.

### **Non-Degree Admission Requirements**

You must be 21 years of age or older or, if you are under 21:

1. Your high school graduating class must have been out of school for at least one full year;  
  
or -
2. If you earned your diploma by the GED or HiSET exam, your graduating class must have been out of high school at least one year.

Note: Students in non-degree status are not eligible to receive financial aid. Contact the Financial Aid Office at (505) 662-0341 for details.

The following students are not eligible for Non-Degree status:

1. A student who is under disciplinary or academic suspension from UNM-Los Alamos or any other collegiate institution.
2. A student who has exhausted his or her eligibility in University College and is not academically eligible to enter a degree-granting college at the University of New Mexico.
3. A student planning to receive student financial aid.

Applicants for Non-Degree status are required to certify that they are not under suspension from any college or university. Students found guilty of nondisclosure or misrepresentation in filling out the admission application form or who after admission or enrollment at UNM-Los Alamos are found to be ineligible for academic or other reasons to return to the last institution attended and fail to report this immediately to the Student Services Office, will be subject to disciplinary action, including possible dismissal from the University. Facts about Non-degree Status

1. A \$10.00 application fee is required.
2. No transcripts of previous high school or college work are required for admission.
- 3.
4. Note: A transcript may be required to determine fulfillment of prerequisite course work.
- 5.
6. There is a 30 credit hour limit in Non-degree status if you do not have a baccalaureate degree. There is no limit for students with a baccalaureate degree.
7. Credits earned in Non-degree status are recorded on a University of New Mexico permanent record. Credits may be applied to an undergraduate plan of study, if the courses meet specific degree requirements.
8. If you are planning to take education courses, you must contact the College of Education at (505) 277-3190 concerning requirements.
9. Non-degree students applying for undergraduate degree status must follow admission procedures and provide all items required of transfer students (see Transferring Students).

### Academic Standards

Students in Non-degree status are subject to all University regulations governing registration, attendance, academic standing, and satisfactory completion of prerequisite courses. The Albuquerque campus Non-degree Student Services Office governs academic standing and maintains college records for all Non-degree students, including those at branch campuses and other UNM sites.

### Admissions - International Students

The University of New Mexico welcomes applications from international students who have earned distinguished academic records and have demonstrated English proficiency.

#### International Non-degree Admission

1. International students wishing to enroll at UNM - Los Alamos in Non-degree Status must submit an admission

application that includes visa type and country of citizenship information.

2. Students taking non-academic courses may not be required to provide copies of documentation or proof of English proficiency with the admission application.
3. Students interested in taking an academic course will be required to obtain instructor approval or provide proof of English proficiency.
- 4.
5. Please contact the UNM - Los Alamos Registrar at (505) 661-4688 for guidance and more information.

### International Undergraduate (Degree-Seeking) Admission Requirements

The Global Education Office (GEO) at UNM - Albuquerque provides services to international students and scholars coming to UNM and wishing to be enrolled into a degree granting program.

The Office of International Admissions within the GEO handles admission of all degree-seeking international students to the University of New Mexico. To know more about the admission process and requirements for new international students, please contact the Office of International Admissions directly at <http://geo.unm.edu>

### Alternative Credit Programs

UNM–Los Alamos grants college credit for certain outside training, courses, and examinations. In all cases, students must be enrolled in undergraduate degree status. The guidelines for each of these programs are as follows:

#### Technical Credit

Under special circumstances, students may receive credit for technical courses that are not normally transferable to UNM–Los Alamos. Students who have earned technical credit that they believe may be applicable to their specific degree programs can request a review of that credit by the department chairperson or program director. An interview or demonstration of competence or both may be required before a decision regarding credit is made. Acceptance of technical

credit is binding only to the specific department or program recommending the credit.

### Training Credit

Credit for non-collegiate training programs is granted based on recommendations of the American Council of Education's *National Guide to Educational Credit for Training Programs* and institutional policies. Official records must be supplied to the Student Services Office by the appropriate source.

### Military Credit

Credit for military service is granted based on recommendations of the American Council of Education's *Guide to the Evaluation of Educational Experiences in the Armed Service* and institutional policies. No credit is granted for Military Occupational Specialty (MOS).

## Core Curriculum

The University adopted a revised Core Curriculum as of Fall 2016 which all undergraduate students must complete as part of their baccalaureate program. The core consists of several groups of courses designed to enhance each student's academic capabilities. Its goal is to give all students at the University a grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience. The required courses encourage intellectual development in seven areas of study: writing and communication, social and behavioral sciences, mathematical reasoning, scientific methods in the physical and natural sciences, the humanities, the fine arts, and languages. The core consists of lower-division courses that develop these skills and abilities, and students are strongly encouraged to complete the core early in their college careers. Individual student substitutions should be minimal and are discouraged. Except where noted (see "Alternative Credit Options" in the Undergraduate Admissions section of the Catalog), students may apply AP or CLEP credit to the Core requirements.

Departments and colleges may restrict student choices within the core to meet departmental and college degree

requirements. A grade of C (not C-) is required in all courses used to fulfill the requirements of the Core Curriculum. Courses taken CR/NC can be applied to the core, subject to general University and individual college and department regulations on the number of credits that can be taken CR/NC and the applicability of courses taken CR/NC to the individual degree.

The University recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and nontraditional students requires flexibility on its part. Transfer and re-entering students will receive advising in the college and department to which they are admitted in order to establish an appropriate program that will meet their needs and the aims of the core. Where degree program requirements are so structured that a student's total academic program credits would be increased by taking a core course in a particular core area, a department may approve a blanket substitution of a course in a particular core area for all students pursuing an undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis.

The basic Core Curriculum requires approximately 37 hours of courses in seven areas of study.

1. Writing and Speaking (9 credit hours): English 110 or 112 or 113 and 120 plus an additional course chosen from English 219, 220; Communication and Journalism 130; Philosophy 156; University Honors 201. Students with ACT English scores of 29 and higher or SAT Critical Reading scores of 650 or higher have satisfied the University Writing Requirement and should enroll for courses of their choice in the Writing and Speaking Core. Students with ACT English scores of 26, 27, 28 or SAT Critical Reading scores of 610 or higher may enroll directly in English 120 and, upon passing, meet the University Writing Requirement. Students with ACT English scores of 25 or lower or SAT Critical Reading scores below 610 should enroll in English 110 or equivalent level based on placement. Students who have taken an Advanced Placement examination in English Language or Literature should refer to

“Advanced Placement” for placement and credit information.

2. Mathematics: One course chosen from Mathematics 121, 129, 150, 162, 163, 180, 181, 215; Statistics 145; University Honors 202.
3. Physical and Natural Sciences: Two courses, one of which must include a laboratory, chosen from Anthropology 150 and 151L, 120 (lab required), 160 and 161L; Astronomy 101 and 101L; Biology 110 and 112L, 123 and 124L; Chemistry 101, 111 (lab required), 121 and 123L or 131L (lab required), 122L and 124L or 132L (lab required); Earth and Planetary Sciences 101 and 105L, 201L (lab required); Environmental Science 101 and 102L; Geography 101 and 105L; Natural Sciences 261L (lab required), 262L (lab required), 263L (lab required); Physics 102 and 102L, 105, 151 and 151L, 152 and 152L, 160 and 160L, 161 and 161L; University Honors 203.
4. Social and Behavioral Sciences (minimum 6 credit hours): Two courses chosen from American Studies 182, 185; Anthropology 101, 130; Community and Regional Planning 181; Economics 105, 106; Engineering-F 200; Geography 102; Linguistics 101 (AOA Anthropology 110); Political Science 110, 200, 220, 240; Psychology 105; Sociology 101; University Honors 204.
5. Humanities (6 credit hours): Two courses chosen from American Studies 186; Chicana and Chicano Studies 201; Classics 107, 204, 205; Comparative Literature and Cultural Studies 222, 224; English 150, 292, 293; Foreign Languages (MLNG) 101; Geography 140; History 101, 102, 161, 162, 181, 182; Honors Legacy Seminars at the 100- and 200-level; Philosophy 101, 201, 202; Religious Studies 107, 263, 264; University Honors 205.
6. Foreign Language (non-English language; minimum 3 credit hours): One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language),

Spanish and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs

7. Fine Arts (minimum of 3 credit hours): One course chosen from Architecture 121; Art History 101, 201, 202; Dance 105; Fine Arts 284; Media Arts 210; Music 139, 142; Theatre 105; University Honors 207. Students may elect to take one 3 credit hour studio course offered by the Departments of Art and Art History, Music, Theatre and Dance, and Media Arts to fulfill this requirement.

## U.S. and Global Diversity and Inclusion Requirement

The University of New Mexico values learning outcomes related to diversity and inclusion. The stated aim of the U.S. and Global Diversity and Inclusion undergraduate degree requirement is to promote a broad-scale understanding of the culture, history or current circumstance of diverse categories of people who have experienced historic and/or contemporary inequitable treatment in the U.S. or in a global context. To satisfy the requirement, students complete a three credit hour course from an approved list of courses that have their primary emphasis (at least 50% content) on one or more of the following areas: gender, race, class, ethnicity, sexual orientation, disability, religion, language, culture, and/or other marginalized category of people. These courses include primary learning outcomes pertaining to the experiences of diverse categories of people and potential solutions to the challenges facing diverse communities. Courses may double count with any other requirements including Core courses (e.g., Area 6: Foreign Language) or other substantive courses in the Core.

For a list of approved courses fulfilling this requirement, please visit

<https://app.box.com/s/03np02nbisx1x08wbotn>.



# Graduation Requirements

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## Associate Degrees

Candidates for associate degrees offered by any of the University of New Mexico's colleges or branches must meet the following minimum degree requirements and are subject to the following University limitations:

1. A minimum of 60 acceptable semester hours must be earned. Technical work (up to the limit specified below) may be included in these 60 hours, upon approval of the appropriate degree-granting program.
2. A minimum of 15 semester hours must be earned in residence at the University of New Mexico, exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transfer Students for transfer credit regulations).
3. Of the 60 hour minimum, no more than 9 semester hours may be earned by extension or correspondence.
4. The student must have a cumulative grade point average of at least 2.00.
5. Introductory Studies 100 courses may not be used to satisfy any of the above requirements.

## Certificates

Undergraduate certificates offered by any of the University of New Mexico's colleges or branches must meet the following minimum requirements:

1. A minimum of 30 acceptable credit hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 30 credit hours upon approval of the certificate-granting program. Of the 30 credit hours, a minimum of 15 credit

hours must be earned in residence at the University of New Mexico.

2. Branch campuses may offer technical-vocational certificates of less than 30 credit hours, provided:
  - The proposed curriculum fulfills a recognized professional certification: e.g., Certified Nursing Assistant (NLN), Fire Science Officer (IAFC), and other programs.; or
  - The proposed curriculum fulfills a specified local workforce need.

Certificates consisting of academic (transferable) coursework require approval of the Office of the Provost and the Faculty Senate. Technical-vocational certificates require approval of the Office of the Provost.

## Second Certificate/Associate Degree

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

## Extension and Independent Study

The University of New Mexico allows credit for independent study, correspondence, and extension courses at the University of New Mexico or through other fully accredited colleges and universities toward degree requirements. Credit for extension and independent study courses completed at institutions not accredited by regional accrediting associations is not accepted for transfer, although a student who has completed such correspondence or extension work in a course comparable to one at the University of New Mexico may establish credit here by special examination.

The hours earned by independent study or extension from accredited institutions other than the University of New Mexico may be counted toward degree requirements, but the grades will not be included in the student's grade point average (see "Grade Point Average"). Courses taken from other institutions must correspond to those offered at the University of New Mexico. Any graduating student who expects to substitute credits earned by independent study toward fulfillment of degree requirements must have prior approval of his or her program's Department Chair. The student is responsible for complying with all regulations stated in the Independent Study Guidelines.

### Cooperative Education and Internships

Cooperative Education Credit provides UNM - Los Alamos students in the final semester of their degree program to work in a field related to their major. The work should be a capstone experience that allows students to apply the theories learned in the classroom to real world experiences and earn course credit. Students should contact the Department Chair of their degree program via the Office of Instruction located in Building 6, 505-662-4693, for more information.

### Catalog Requirements

Undergraduate students may graduate under the requirements in the catalog issue in effect at the time of their admission into the college or school from which they are seeking a degree. Students may also request to follow the requirements of a catalog that follows their admission year as long as the program name has not changed. If students transfer from one degree-granting college or program to another within the University, they must comply with the catalog requirements in effect at the time of their transfer. Notwithstanding the above, the University of New Mexico - Los Alamos reserves the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

### Readmission

Students who interrupt their degree program and are not enrolled for three or more consecutive semesters (including summer), must comply with catalog requirements in effect at the time of re-enrollment.

### Responsibility for Requirements

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them. Advisement at the specific department/program level is strongly recommended to assure timely graduation. Students who take more than 10 years to graduate from the date of their original admission, must conform to the catalog in effect in the semester in which they intend to graduate.

### Commencement

Commencement exercises at UNM - Los Alamos are held once per year at the end of the spring semester. Students whose requirements were completed and degrees conferred in the preceding summer session, fall, or spring semester are invited to attend and encouraged to participate.

### Dean's List

UNM - Los Alamos students who demonstrate academic excellence are honored by inclusion in the Dean's List. Students are selected based on the following criteria:

1. Part-time students (6-11 hours) must complete a minimum of 6 undergraduate credit hours at UNM-LA with a regular grading option in a given semester;
2. Full-time students must complete a minimum of 12 undergraduate credit hours at UNM-LA with a regular grading option in a given semester;
3. A semester Grade Point Average (GPA) of 3.5 is required.
4. No grade lower than a "C" (not "C-") is acceptable;
5. Students in Non-degree or graduate status are ineligible for consideration.

## New Mexico/WICHE

(Western Interstate Commission for Higher Education)

Since 1951, New Mexico has sponsored and sent students across state lines to receive professional education. The 13 western states have provided this service under terms of the Western Regional Education Compact, which has been adopted by the legislatures of all 13 member states and has been administered by the Western Interstate Commission for Higher Education.

New Mexico participates in 7 of the 15 disciplines offered through WICHE Professional Student Exchange. Certified New Mexico residents are eligible for funding support at WICHE participating institutions in the fields of dentistry, veterinary medicine, occupational therapy, optometry, osteopathy, physician assistant, masters of physical therapy, podiatry, nursing, graduate library studies, and public health. In addition, New Mexico receives WICHE students from the other compacting states in the fields of medicine, physical therapy, law, pharmacy and architecture.





# Student Services Information

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## Records

The Student Services Office is responsible for the maintenance of the educational records at UNM – Los Alamos. This includes, but is not limited to, student transcripts, academic folders, and faculty grade reports. The following information refers to some of the policies and procedures for educational records. Please note: proper photo identification (driver's license, Lobo Card, passport or other state issue identification) is required for all in-person transactions.

## Use of Social Security Numbers

The Social Security Number (SSN) is not used as the primary University identification number. UNM is required to collect SSNs in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University protects the confidentiality of SSNs as required by law.

## UNM - Albuquerque Pathfinder

The UNM Pathfinder is the most comprehensive handbook of student services at the University of New Mexico. It is published annually by the Student Activities Center. The UNM Pathfinder gives general information, including office locations and telephone numbers, about academic support and cultural programs, athletics and recreation, student organizations, entertainment, financial services, food, health and medical assistance, housing, and the University of New Mexico policies affecting students, commuting and parking, and other services and programs. The Pathfinder is available online at <http://pathfinder.unm.edu/>

## UNM LOBO Card

Each UNM–Los Alamos student will be issued an official UNM LOBO Card. The card will contain a non-transferable photograph, the student's name, and the student's UNM ID number. At the time of request for a Lobo Card, the student must present proof of identification, including at least one other identification card with picture. Students will be required to present the Lobo Card to Student Services when requesting transcripts or any other services containing personal information, conducting any financial transactions with the Cashier/Bursar, and checking out materials from the UNM–Los Alamos Library. The ID card initially issued to the student will be at no cost to the student. A first replacement will cost the student \$15.00, a second or subsequent replacement will cost the student \$25.00. Please ask in the Library to obtain a Lobo Card.

## Access to and Confidentiality of Student Records

*Family Educational Rights and Privacy Act (FERPA)  
November 19, 1974*

## Student Record Policy

### 1. Introduction

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory) information unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, federal regulations, and this policy.

### 2. Limitations on Access to Student Records

No one inside or outside the University shall have access to nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations. Exceptions in the Act and Regulations include but are not limited to the following: personnel within the institution determined by the institution to have a legitimate educational interest, officials of other institutions in which students seek to enroll or are enrolled, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial orders, and persons in an emergency when necessary to protect the health or safety of students or other persons.

### 3. Students' Right of Access to Review Their Records

A student has the right to inspect and review all education records about him or her except: (1) personal notes (available only to writer or substitute) of University staff and faculty, (2) certain student employment records, (3) counseling records used solely for treatment, (4) certain records of the University Police, (5) parents' financial records, (6) confidential letters and statements of recommendation placed in the records before January 1, 1975, and (7) confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after January 1, 1975, that students have waived the right to inspect and review.

### 4. Informing Students of Their Rights

This policy will be published in the UNM Pathfinder or its successor.

### 5. Location of Student Records

Student records are not maintained in a central location. Instead, these records are maintained by each office with which a student has contact while enrolled at the University. A partial list of places where educational records are maintained by various University offices is listed below.

- Student Services Office
- Cashiers and Student Accounting, Bursar42
- Housing Services, Business Services Director

### 6. Records Excluded from the Definition of "Education" or "Student" Records

The following categories of records are not included in the term "education records" or "student records" under the Act:

- 6.1 Records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker and are not revealed to any other individual (except a substitute who performs on a temporary basis the duties of the person who made the record).
- 6.2 Records relating to individuals who are employed by the University which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for use for any other purpose. However, it should be noted that records of individuals in attendance at the University who are employed as a result of their status as students are education records and as such may be inspected by the student.
- 6.3 Records which contain only information about a person after that person is no longer a student at the institution, e.g., information gathered on the accomplishments of alumni.

## 7. Review Policies and Procedures

Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the University's policy that requests to inspect records be honored as promptly as possible, the offices have up to 45 days to honor such requests. It is the policy of the University to provide the student upon request with photocopies of her or his records where that will help the student in inspection and review of the records unless: (1) the record to be copied is an examination, in which case permission of the faculty member is necessary, or (2) where a student's record is being withheld because of an outstanding financial obligation to the University. Fees for photocopies of materials in the records are the same as University offices charge for photocopies of other materials. At its option, an office may furnish copies at no charge, or take the materials to a copy/duplicating center on campus.

## 8. Release Policies and Procedures, University Employees and Agents

The University will not disclose personally identifiable information from a student's education record without the student's written consent, except when it is permitted by the Act and Regulations. As permitted by the Act and Regulations, information will be disclosed without the student's consent to University officials with a legitimate educational interest. These officials or their agents, and their interests, include:

- 8.1 Any University employee who needs the information to fulfill job responsibilities.
- 8.2 University collection agents only for the purposes of collecting debts owed to the University.
- 8.3 Legal counsel advising or representing the University.
- 8.4 National Collegiate Athletic Association and the Mountain West Athletic Conference only for the purposes of conforming to eligibility rules for athletic competition.
- 8.5 Contractors, such as data processing, only for the purposes of performing work under contract for the University.

8.6 Honorary societies, and other chartered student organizations, only for determining membership eligibility/requirements, when the societies and/or organizations do not unlawfully discriminate on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition.

8.7 University researchers, including students doing research under supervision of a faculty member, if there are safeguards to protect the security of personally identifiable data and if it will not be possible to ascertain the identity of any student in any dissemination of the data or research results.

8.8 Officials of cooperating universities in which the student is enrolled.

## 9. Release to Alleged Victims of Crimes of Violence

The results of any disciplinary proceeding conducted by the University in response to allegations of a crime of violence allegedly committed by a student, shall be disclosed upon request to the alleged victim(s) of such crime of violence.

## 10. Directory or Public Information Categories

The University, in accord with the Act, has designated categories of information about students as "directory information" which is public unless a student asks to have all of it withheld. These categories are:

- Name
- Address (school and permanent)
- Telephone listing
- Electronic mail address
- Date of birth
- Major field of study (including current classification, year, credit load and number of academic credits earned toward degree)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Most recent previous educational agency or institution attended.

- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- A student wishing to keep confidential the “directory information” listed above must file a written request with the Office of the Registrar. This request may be submitted in person, by mail, or by fax. Once a confidential privacy flag has been placed on a student’s record the directory/public information will not be released to individuals, companies or third party entities outside the University of New Mexico. The confidential privacy flag will not automatically be removed upon graduation from The University of New Mexico. If you have requested a confidential privacy flag, your name will not appear in the University of New Mexico Commencement Program. The removal of the confidential privacy flag may be requested in person or online at <http://registrar.unm.edu>.

#### 11. Requests for Disclosure

University offices will maintain a record of disclosures and requests for disclosure of personally identifiable information from a student’s record except when the request for disclosure is directory information, pursuant to the student’s consent, or is to a school official described in this policy. It is the policy of the University to permit the student to inspect this record of disclosures and requests for disclosure pertaining to his or her records. All disclosures (except for disclosures to the student or disclosures of directory information) shall be made on the condition that the information shall not be further disclosed without the student’s consent.

#### 12. Right to Challenge Information in Student Records

It is the policy of the University that a student may challenge any information in his or her education records which he or she believes to be inaccurate, misleading or in violation of privacy. This right does not extend to reviewing grades unless the grade assigned by a professor was inaccurately recorded in the records. A student may also insert a statement in the records explaining any such material from his or her point of view. If a student wishes to challenge information in the

file, he or she must make a written request for a hearing to the dean, director, or chairperson of the office which maintains the record. In most cases, the decision of the dean, director or chairperson will be final. However, a student may appeal in writing to the Associate Provost or the Vice President for Health Sciences or their designee, as the case may be, who will review the decision only if a significant question of policy or compliance with the law appears to be raised by the case.

#### 13. Waiver of Rights Not Required

It is the policy of the University that students not be required to waive their rights under the Act before receiving University services or benefits.

#### 14. Assistance with Problems or Questions about Compliance

If a student has questions about the provisions of the Act, he or she may contact the Office of the Registrar.

If a student believes that the University has not complied with the Act, he or she should direct comments concerning this to the Office of the Registrar.

If a student believes that the University has not complied with the Act, written complaints may be filed with the Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605, telephone (202) 732-1807.

The Registrar shall either resolve the issue or shall refer it to the appropriate University body for resolution.

Copies of and information about the Rights and Privacy Act are available in the Records and Registration Office, Student Support and Services Center.

#### Change of Name

Students who need to process a change of name for their academic records must bring appropriate documentation to the Student Services Office. The appropriate documentation includes proper photo identification (valid driver’s license, passport or other state issue identification) and the social



security card showing the new name. No other type of documentation will be accepted

### Change of Address/Phone

Current students who need to process a change of address or phone number for their academic records may do so using LoboWeb, Personal Information, Update My Information.

### Transcripts

The Records and Registration Office of UNM–LA issues unofficial and advisement copies of the University of New Mexico student records. Transcript information and request forms are available online at <http://registrar.unm.edu>. Students may also request a transcript of their academic record in Building 1, by mail, or by fax. The address is Registrar, UNM – Los Alamos Student Services, 4000 University Drive, Los Alamos, NM 87544. The fax number is (505) 661-4698.

The following information is needed in order to process a request by mail or fax: student name (all names used while at the University of New Mexico), social security number or UNM ID number, date of birth, and dates of attendance. The student's signature is required to authorize the release of any transcript. Proper photo identification (driver's license, Lobo Card, passport or other state issue identification) is required to obtain a transcript in person.

Transcripts from other institutions that are sent to the University of New Mexico for purposes of admission are not copied or returned to the student.

E-mail requests cannot be honored. Another person may not request or pick up a student's transcripts without specific written authorization from that student. The University of New Mexico does not provide copies of test scores or transcripts of academic work from other institutions. The original institution must be contacted for such information.

### Transcript Holds

Transcripts may be held for financial and nonfinancial reasons. No official transcripts will be released until the

student's outstanding obligations to the University have been paid or until satisfactory arrangements have been made.

### Grade Notification

Semester grades are available on LoboWeb. If a hard copy is required, it can be obtained from Student Services, Building 1.

### Non-Resident Students

The student is responsible for obtaining the correct residency classification prior to the end of the second week of the semester. A student not classified as a New Mexico resident for tuition purposes is charged tuition as a non-resident. Refer to the Residency section below.

### Residency

#### Summary of Regulations for New Mexico Residency for Tuition Purposes

A student who enters and remains in this State principally to obtain an education is presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. A student determined to be financially dependent on an out-of-state parent or guardian also assumes the residency of that parent or guardian. The burden of proof is on the student. The student must secure and file the residency petition with the appropriate documents of evidence in the manner described herein. All documents submitted for this purpose are kept confidential. Residency petitions are accepted until the second Friday of each Fall and Spring semester (and Summer term for Nursing students) in Student Services, Building 1.

To become a legal resident for tuition purposes of the State of New Mexico, the student must meet four basic requirements. Each person must individually meet the requirements.

### The 12-Month Consecutive Presence Requirement

A student must physically reside in the state for 12 consecutive months immediately preceding the term for which the student submits a petition.

### The Financial Independence Requirement

A student who is financially dependent on parents or legal guardians who are not residents of New Mexico cannot be approved for residency. At the time the student petitions for residency (if under 23 years of age), a copy of the parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the petition. If shown to be a dependent on that tax form, the student is not eligible to establish residency apart from the parents or guardians.

### The Written Declaration of Intent

The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico (included in residency petition).

### The Overt Act Requirement

Overt acts are required to evidence support of the written declaration of intent to establish permanent residency in New Mexico. Documentation of two of the following is required:

If the applicant is financially dependent, a copy of the parents' or guardians' previous year income tax form showing the applicant as a dependent and the parents' address as New Mexico;

A New Mexico high school transcript issued in the past year confirming attendance at a New Mexico public or private high school within the past 12 months;

A transcript from an online high school showing a New Mexico address confirming attendance within the past 12 months;

A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the first day of the term or semester;

Proof of payment of New Mexico state income tax for the previous year;

Evidence of employment within the state of New Mexico;

New Mexico vehicle registration;

Voter registration in New Mexico;

Proof of residential property ownership in New Mexico;

A rental agreement within New Mexico;

Utility bills showing the applicant's name and a New Mexico address;

Other evidence which would reasonably support the individual's intent to establish and maintain New Mexico residency.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above.

### Notes:

A person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) and his/her spouse and dependent children shall not be required to complete the 12-month durational requirement. However, all other requirements must be satisfied.

Active duty military members stationed in New Mexico, their spouses and dependents are eligible for waivers of non-resident tuition. Members of the National Guard, their spouses and dependents are also eligible for waivers of non-resident tuition. A form must be submitted to the Office of the Registrar by the second Friday of the term to obtain these waivers.

According to the University of New Mexico's tuition policy:

Non-resident, degree-seeking graduate students enrolled for six or fewer credit hours in their first two semesters are charged resident tuition rates.

Students enrolling for the summer session are charged resident tuition rates regardless of residency classification (except those in the College of Nursing).

The residency petition and a brochure that explains requirements for establishing New Mexico residency for tuition purposes and special tuition status waivers are available from Student Services, Building 1, or online at <http://registrar.unm.edu>

### Academic Advisement

Each semester Advisement holds are placed on the accounts of all students in degree and certificate programs. During the semester advisement meetings, advisors lift the holds and students are then able to register for classes. Students are strongly encouraged to meet with an advisor early and before registration opens for the next term. The purpose of the meeting is to review program requirements, course scheduling, and to make sure that the student is on the best track to graduation or transfer. In addition, the advisor can provide support and resources in order to help the student be successful. Students can schedule an advising appointment online through LoboAchieve, by contacting Student Services in Building 1, or calling (505) 662-0332.

### New Student Orientation

New Student Orientation is an exciting event that facilitates students' successful transition to the UNM - Los Alamos campus. The mandatory orientation includes a campus tour, introductions to faculty, staff, and other new students, information about academic advisement, registration, policies and procedures, and strategies for college success. Student Services, located in Building 1, 505-662-0332, holds New Student Orientation prior to each fall and spring semester.

## Schedule of Classes

The Schedule of Classes is an official publication of the University, distributed each semester without charge. The publication includes course offerings, dates, times, places, and procedures for registration and other important information. The schedule can also be found online at <http://losalamos.unm.edu>

## Registration Procedures

The registration process is outlined online on the UNM - Los Alamos website. Click on the "Registration" link under the "Students" menu. Links are also available with information about registration errors and registration forms.

## Payment of Tuition and Fees

Payment of tuition and fees is required to complete registration. For specific information regarding tuition, fees, payment and payment deadline dates, refer to the Financial Information section of the current Schedule of Classes or under the "Students" menu at <http://losalamos.unm.edu>.

## Enrollment Limit

Students may not take more than 18 hours during a semester and 9 hours during the summer session, except with approval from an academic advisor. Students in non-degree status who have not earned at least a baccalaureate-level degree must obtain permission from their academic advisor.

## Enrollment Certification

Enrollment Certifications are requested by individuals, institutions, or organizations for information related to a student's past or current enrollment. Information requested normally takes the form of validation of confirmed degrees, dates of attendance, or whether a student is full or part-time.

The National Clearinghouse is now the University of New Mexico's authorized agent for providing enrollment and degree verifications. If an employer or background screening firm requests this information, please have them contact the

National Student Clearinghouse at (703) 742-4200 or visit their website [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

**Verification forms from financial lenders should be sent directly to the National Student Clearinghouse for fastest response.**

The University of New Mexico will produce an Enrollment Certificate validating a student's status for the current semester or a pre-registered (one week prior to start of classes) semester. If a student wishes to have their entire academic history certified or semesters not covered by the certification process, the student must request a transcript. The University of New Mexico does not certify expected graduation date.

The certification document can be mailed on request or may be picked up with proper photo identification (driver's license, Lobo Card, passport or other state issue identification). The Enrollment Certificate will replace the institutionally specific forms. The Course Load Guidelines above are used to determine enrollment status for financial aid eligibility and loan deferments. Graduate students with an assistantship must submit a copy of their contract with their verification request.

Current students may also request an enrollment certificate directly through LoboWeb.

The guidelines listed below are used primarily to determine enrollment status for financial aid eligibility and loan deferments. Graduate students with an assistantship must submit a copy of their contract with their verification request. Courses taken in Audit, Extension, or Correspondence status are not included in total course load for purposes of enrollment verification.

#### Course Load Guidelines

##### **Undergraduates/Non-degree**

##### **Fall/Spring Semesters**

Full-time: 12 or more credit hours

Half-time: 6–11 credit hours

Less than half-time: 5 or fewer credit hours

##### **Summer Session**

Full-time: 6 or more credit hours

Half-time: 3–5 credit hours

Less than half-time: 1 or 2 credit hours

##### **Changes in Enrollment**

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods.

##### **Summer Session and Short Courses**

Deadlines for processing drops, adds, withdrawals, and grade options for summer and short courses vary according to the length of the course. Consult the Schedule of Classes for specific dates.

##### **For 16-week courses, the following rules apply:**

1. Add. Students may add courses or change sections through the second week of the semester.
2. Drop. A student may drop a course or courses without a grade during the first three weeks of the semester.

##### **Withdrawal from a Course**

After the third week, a student may withdraw from a course until the end of the 12th week of the semester and is subject to a grade of "W." After the 12th week, course withdrawals are only accepted with approval from Student Services. No withdrawals are accepted after the last day of instruction of the semester, prior to final exam week.

Note: Faculty are not responsible for dropping students who do not attend. It is the student's responsibility to check the accuracy of their course schedule. As a consequence, students may earn a failing in a grade in a class they stop attending but did not officially drop.

1. Change in Grading Option. Changes in grading option (including audit, pass-fail option, letter grade, or graduate credit option) in any course may be made through the fourth week of the semester. It is the student's responsibility to make certain that they are registered in any course for the proper grading option.

2. Completion of Courses. Students are responsible for completion of all courses in which they are enrolled at the University. Changes in enrollment, drops, or withdrawals must be officially processed. A student not following proper course or University withdrawal procedures may be given a failing grade and will be responsible for tuition charges associated with the course.

### **Withdrawal from the University**

- Students can withdraw from all courses through the end of the 12th week if no holds exist on their account by using LoboWeb. At the beginning of the 13<sup>th</sup> week, a student who is withdrawing from all courses must have approval from Student Services. Students may contact the Student Services Office, (505) 662-0332, for advisement on withdrawal from all courses.
- Students who withdraw during the first three weeks (regular full semester) of classes do not receive a grade notation on their academic records. The notation on a student's record is "Withdrew" followed by the date.
- University withdrawals initiated after the 3<sup>rd</sup> week (regular full semester) of classes are subject to a grade of "W." All withdrawal grades are assigned by the instructor during the regular grading period. The notation on a student's record is "Withdrew" followed by the date, along with the course name and grade assigned.
- Summer Session and Short Courses. Deadlines for processing withdrawals for summer and short courses vary according to the length of the course. Consult the academic calendar for specific dates.
- Students leaving the University during a semester without withdrawing according to this regulation are subject to faculty assigned grades.
- Students are responsible for all outstanding financial obligations when withdrawing.

### **Policy on Military Withdrawals**

Under faculty regulations, students who formally withdraw from the University before the end of the 12th week of the semester due to military obligations are entitled to a grade of "W" in each course in which they are enrolled. Military orders or evidence of enlistment must be made available to the UNM - Los Alamos Registrar. A student who withdraws due to military obligations after completing 12 weeks of instruction receives full credit for each enrolled course provided the instructor certifies a grade of "C" or better for the course at the date of formal withdrawal. If the instructor certifies a grade of less than "C," the student receives a grade of "W." The student must opt for either a tuition refund or for a grade assignment after the 12th week. A final semester senior who has satisfactorily completed at least half of the work for enrolled courses, provided these would complete degree requirements, may be certified for graduation by the faculty of their college. Visit <http://dos.unm.edu> for a "Request For Military Withdrawal" form in order to initiate the military withdrawal process.

### **Student Attendance/Class Absences**

Students must attend all class meetings for the courses in which they are enrolled. If a student is ill, or scheduled to miss class due to an authorized University activity such as a field trip or athletic trip, the student must contact his/her instructor(s) prior to class. If a student is unable to contact his/her instructor(s), the student should leave a message with the Office of Instruction. Even though a student has reported the absence he/she is still responsible for all missed work. The student must take the initiative to arrange with the instructor(s) to make up all missed work, and it is expected the faculty member(s) will make reasonable arrangements with the student. Verification (such as doctor's note, hospital billing, military orders, death notices) of a student's absence should be provided as requested. The Office of Instruction is located in Building 6, (505) 661-4693.

### The UNM–Albuquerque Directory

A directory listing departments, faculty and staff members, as well as each student’s local and home address, telephone number, academic classification, and University of New Mexico email address, is published by Computer and Information Resources and Technology (CIRT). Students can request that their listing be deleted from the directory by completing a form at the Student Services Office in Building 1.

### Other Publications

Other publications include the UNM – LA Schedule of Classes, published two times per year, which contains class schedules and up-to-date information on a variety of topics.

UNM–LA Website at <http://losalamos.unm.edu>

The campus website contains the most current information about UNM–LA, including updated class schedules, the UNM–Los Alamos Catalog and information about campus events and other news.

### Emergency Message Service

The Emergency Message Service is provided to reach students on campus. When an emergency arises, call (505) 662-0332. The staff will then access the student’s schedule from the database file and determine if it is possible to reach the student in class. A staff member then takes a message directly to the student’s classroom.



# General Academic Regulations

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Students are responsible for complying with all regulations of the University, their respective colleges and the departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

## Change of College

Undergraduate students who desire to gain admission to a degree-granting unit or to change their enrollment from one degree program to another within the University must meet with an advisor. A change in degree program after the third week of the semester will not be effective until the following semester.

## Class Hours and Credit Hours

A class hour consists of 50 minutes. One class hour per week of recitation or lecture throughout a semester earns a maximum of 1 credit hour.

## Course Numbering System

Courses offered at the University of New Mexico are numbered from 001 through 799:

1. 001 to 100 courses may or may not carry credit, but they are not applicable toward a baccalaureate degree.
2. 101 to 199 courses, lower division, normally are open to freshmen.
3. 200 to 299 courses, lower division, normally are open to sophomores.
4. 300 to 499 courses, upper division, normally are open to juniors, seniors, and graduates

5. 500 to 999, graduate and professional, normally are open only to students enrolled in the graduate degree programs, the School of Law, or the School of Medicine.

NOTE: Undergraduate or non-degree students without a degree may not enroll in any graduate programs (courses numbered 591, 592, and 593) for undergraduate credit. Freshmen may in some instances qualify for courses numbered in the 200s. Courses numbered 300 and above are not open to lower division students (freshmen and sophomores) except in rare instances and then only with the approval of the degree granting program. When appropriate, students may be disenrolled from courses numbered 200 and above. See the individual program sections of this catalog and the UNM catalog for specific regulations.

## Grades

UNM – Los Alamos uses a fractionated grading system. Following are the allowable grades and associated grade points:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

**CR Credit.** Gives credit for the course but is not computed in the grade point average. “CR” credit is the equivalent of at least a grade of “C.” At the graduate level “CR” is used to report completion of a master’s thesis or doctoral dissertation. (See the following pages for specific information concerning pass/fail [CR/NC] option grading.)

**NC No Credit.** Not computed in the grade point average. At the graduate level “NC” is also used to report unsatisfactory completion of master’s thesis or doctoral dissertation. Certain workshops and courses may be offered under “CR” and “NC” as defined above.

**I Incomplete.** The grade of “I” may be given only when circumstances beyond the student’s control have prevented completion of the work of a course within the official dates of a session and only when an agreement to resolve the grade has been made between the student and the instructor. Incomplete grades must be resolved no later than one year (12 months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are automatically converted (lapsed) to an F (failure) grade.

**A Audit.** Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

**W Withdrawal.** A “W” is used for withdrawals after the grade required deadline beginning in Fall 2012, and for approved administrative withdrawals at the end of a semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student, or other reasons beyond the student’s control.

### Grade Point Average

An undergraduate student’s grade point average is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted. These hours must be attempted in courses with letter grades and the courses must be numbered 100 or above. Courses for undergraduate students given a grade of “CR”,

“NC”, “PR” or “I” are excluded in the grade point average calculation. For graduate students, the Office of Graduate Studies, internally for their record keeping processes, calculates a grade of “I” as a 2.0 until replaced by another letter grade.

Beginning in Fall 2006, the academic transcript reflects a level GPA. The courses a student takes become a part of the level to which the student has been admitted. If a student is in an associate degree program, the level will be associate degree, and all the courses taken in that level are reflected in the associate GPA. Courses that are not remedial or technical are also calculated into the undergraduate GPA. If the student is in a bachelor’s degree program, the courses taken in that status are calculated in the undergraduate GPA. The various levels are Associate, Undergraduate, Non-degree Undergraduate and Non-degree Graduate. Each level has a GPA.

Note: This is a general University of New Mexico grade point calculation. Schools and colleges within the University may compute the grade point average differently. Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico - Los Alamos grade point average. The grade point average will reflect only courses taken at the applicable level within The University of New Mexico.

### Grade Options

#### Pass/Fail (CR/NC) Option

1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of “C.” Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading will receive “NC” (no credit).
4. A course may be changed to the pass/fail (CR/NC) grade option. See current Schedule of Classes for deadlines.



5. A maximum of 24 credit hours graded pass/fail (CR/NC) will be allowed toward a baccalaureate degree. Graduate students may not count more than 6 hours of course work in which a “C” (2.0), “C+” (2.33) or “CR” was earned.
6. Courses that are specifically approved for pass/fail (CR/NC) are not included in the 24-hour maximum allowed toward degree requirements.
7. The following may not be taken under the pass/fail (CR/NC) option:
  - Courses in the University Honors Program and the Undergraduate Seminar Program.
  - Courses that are part of the student’s major (as defined by the major department) with the exception of those courses especially approved for use of pass/ fail (CR/NC) grading.
  - Courses that are part of the student’s minor (see specific college and departmental requirements).
  - Correspondence courses.
  - Courses the student is repeating after first having taken the course under the regular grading system.

Some schools, scholarship committees, and honorary societies do not accept this grading system and convert grades of “Credit” to “C” and “No Credit” to “F” when computing grade point averages or may otherwise penalize students who use this option.

Note: Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a pass/fail (CR/NC) option basis.

### Audit

A student may register in a course for Audit, provided written permission of the instructor is obtained. (See current Schedule of Classes for deadlines.) A student who fails to

attend class may be dropped at the instructor’s request. The fee for audited courses is the same as for credit courses.

Audit enrollment receives no credit and is not included in the student’s total course load for purposes of enrollment certification. Audited courses appear on the academic record. Courses taken for Audit may be repeated for credit.

### Repetition of a Course

A student may repeat any course but will receive credit only once unless otherwise noted in this catalog. ALL ATTEMPTS and ALL GRADES are computed in the student’s grade point average. A grade replacement policy is available for repeated course work as described below.

### Grade Replacement Policy

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring 1991. Under this policy only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria or who choose not to make use of the option automatically fall under the existing policy as described under “Repetition of a Course.”

The following outlines the procedure for the implementation of this course repeat (grade replacement) option. NO EXCEPTIONS WILL BE MADE TO THIS POLICY.

1. The Grade Replacement Policy is effective as of Spring 1991 and affects only the University of New Mexico coursework from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991.
2. \*A student who fails a course at the University of New Mexico and repeats the same course with a grade of “C” or better at another college or university may have the credit accepted for transfer, but the grade received at the

University of New Mexico will continue to be computed in the grade point average.

3. Students in undergraduate status are eligible to use this policy, and only coursework that applies to an undergraduate degree is considered for a grade replacement.
4. A repeated course must result in an improved grade in order to replace the other grade (e.g., a “D” cannot replace a “D”). The higher grade removes the lower grade from the grade point average and earned credit hours. Grades of “CR”, “NC”, “PR”, “WP” and “W” are not replaceable grades because they do not affect the grade point average.
5. The process is not automatic. Students must initiate the process by completing the online form at <http://registrar.unm.edu>. The course numbers and titles must be identical, except where equivalencies or a change has been noted in the University of New Mexico Catalog. Substitute courses are not acceptable. Forms are accepted after the second attempt in the course has been completed.
6. A grade replacement may be applied only to 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
7. Once a grade replacement has been approved, the process cannot be reversed or changed.
8. No grade may be replaced after a degree has been awarded.
9. All grades remain on the record. An “E” appears on the transcript next to the course that has been replaced.
10. Students registering for a late starting Fall course cannot use the Grade Replacement Policy to replace a grade within that same Fall semester.

Note: This policy applies only to courses taken and repeated at the University of New Mexico or one of its branches.

### Incomplete (I) Grade

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico—Los Alamos. The grade of “I” is

given only when circumstances beyond the student’s control have prevented completion of the coursework within the official dates of a semester/session. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an Audit basis.

Incomplete grades must be resolved no later than one year (12 months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an “F” (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Student Services, Building 1, by the deadline. Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record will report the final grade for the course in which the Incomplete was assigned to Student Services.

### Extension of Incomplete

A student may apply for an extension of the time allowed to complete the required course work removing the “I” grade. The request for extension may be obtained in the Office of Records and Registration. For the student who re-enrolls in residence, a one-semester extension may be granted. If an extension is granted, it is the student’s responsibility to resolve the “I” grade by the date indicated.

### Change of Grade

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported, it may be changed by the instructor. Only the instructor who issued the original grade (instructor of record) may submit any change. The

change of grade must also be approved by the college dean or departmental chairperson if submitted 30 days after end of semester. Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Grade changes may be referred to the Student Services Office for approval.

### Grade Petition Procedure

1. A student seeking retroactive withdrawal, enrollment or disenrollment; extension of time for removal of an incomplete grade or a grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Student Services Office. This petition process does not cover disputes involving academic judgment (Refer to the UNM Pathfinder, "Student Grievance Procedure," Article 2, Academic Disputes).
2. The petition must state the nature of the request, specify the semester involved, the course and section number, the student's name, identification number, mailing address, and telephone number. The petition must also state the reason for granting the request and include documentation of extenuating circumstances, such as medical, family, or employment needs. The petition must be typed and signed.
3. Students may only petition grades up to one year after an instructor and dean grade change form can be used to change a grade. (Effective as of April 2005 as approved by Faculty Senate Operations Committee.) This means that no grade change can be petitioned after two years in which the course(s) was/were taken.
4. Upon receipt of student's petition, the instructor(s) involved will be contacted for a statement concerning the request.
5. The petition (along with instructor comments) will be forwarded to the Grade Petition Committee for review and a decision. If the petition is approved, appropriate modifications are made to the student record.
6. Students will be notified in writing of the outcome of the petition. The decision of the subcommittee is final.

7. The student is responsible for tuition and fees incurred.

### Academic Renewal Policy

Academic Renewal applies to students seeking undergraduate degrees who have been readmitted to UNM–Los Alamos after an absence of five years or more. The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned UNM–Los Alamos credits and recalculating the student's grade point average from the point of readmission. The student may obtain a petition from the Student Services Office, Building 1. If all criteria are satisfied, the petition will be approved and the academic record appropriately noted.

### Academic Renewal Guidelines

Note: Non-degree, second undergraduate degree, and graduate students are not eligible for Academic Renewal.

1. Academic Renewal may be applied only once and is not reversible.
2. An absence of five or more years must have elapsed between readmission and the last enrollment at UNM–Los Alamos.
3. The student must be currently enrolled in an undergraduate degree program. Additionally, college entrance requirements such as minimum hours and grade point average must still be met after Academic Renewal has been applied.
4. After readmission to UNM–Los Alamos, at least 12 credit hours, but no more than 36 credit hours, must be completed in good standing (2.00 GPA or better) before Academic Renewal can be applied.
5. Note: If the degree-granting unit has placed the student on probationary status, it is not automatically changed by Academic Renewal.
6. All graduation requirements must be satisfied after Academic Renewal, i.e., minimum earned credit, residence credit requirement, cumulative grade point average, etc.)

7. Note: Credit earned prior to Academic Renewal will not count toward satisfying the residence credit requirements.
8. All courses taken prior to Academic Renewal will remain unaltered on the record. An appropriate notation will be added to the record to indicate Academic Renewal. Courses with a grade of “C” or “CR” or better taken prior to Academic Renewal will be carried forward as earned credits. Acceptability of these credits towards a degree will be determined by the degree-granting unit.
9. Courses with a grade of “C-“ or below taken prior to Academic Renewal will be noted and will not count for earned credits or for satisfying any graduation requirements.
10. Academic Renewal, when applied, will be effective as of the date of the readmission following the five-year absence.
11. The cumulative grade point average after academic renewal will be calculated on the basis of courses taken since the readmission following the five-year absence.

## Classroom Conduct

The instructor is responsible for classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct to the Dean of Instruction or Student Services Office for additional action under the “Student Code of Conduct” as published in The Pathfinder–UNM Student Handbook.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during non-scheduled periods should be arranged with the appropriate department or other division of the University. Smoking, eating, and drinking are prohibited in all classrooms and teaching laboratories, including seminars.

## Dishonesty in Academic Matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

## Misrepresentation

Non-disclosure or misrepresentation in filling out applications or other University records will make a student liable for disciplinary action, including possible dismissal from the University.



# Scholastic Regulations

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## Attendance

Policies regarding student attendance at class meetings are set by each instructor. Students should not assume that non-attendance will lead to being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals using LoboWeb.

The University makes reasonable accommodations for religious observances and national origin practices of the student. For a list of approved observances go to <http://diverse.unm.edu/news-events/religious-observances.htm>.

## Absences

The Student Services Office, as a service to faculty and students, will send absence notifications to the respective faculty member should an absence be longer than five (5) days. This service will only be used when an absence is for a family/student medical issue, death of a family member, military leave, or a university-sponsored activity. However, when requested by a faculty member, this office may assist in verifying absences that are five days or less on a case-by-case basis, should this be requested by a faculty member. This office will encourage the student to speak directly with the faculty member to work out absences that are less than six days. The absence notification process is only meant as a notification and not meant to excuse the absence. Excusing an absence is entirely up to the respective faculty member of the course.

## Dismissal

Students are subject to dismissal from a college or a degree program based on minimum requirements set by that college core program. Please refer to each college section in the UNM Catalog and the program section of this catalog for

specific requirements. Dismissal from a college or degree program is not the same as suspension but may preclude the student from enrolling at the University.

## Probation

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be suspended. Undergraduate students who have 30 or fewer attempted hours must have a cumulative grade point average of at least 1.70 to be in good standing. Thereafter, the cumulative grade point average to remain in good standing is at least a 2.00. Undergraduate students are placed on probation at the end of any semester (or summer session) for which their cumulative grade point average falls below these minimum requirements. Special requirements outlined in an individual probation contract may be placed on students who are on probation. Failure to complete the contract and/or improve cumulative grade point average will result in academic suspension.

## Degree-Granting Programs and Non-degree Status

Students in degree-granting programs or in non-degree status may be placed on academic probation at the end of any semester if they fail to meet the minimum cumulative grade point average required to remain in good standing in their program. The minimum grade point average is at least a 2.00 but it is higher in some programs. Students must familiarize themselves with the academic regulations of their program.

## Suspension

Students on suspension may not enroll for classes at UNM–Los Alamos until their suspension period has been completed.

## Degree-Granting Programs and Non-Degree Status

Students are eligible for suspension after a semester on probation if their cumulative grade point average remains below the minimum required to be in good standing in their college.

### Suspension Period

Students suspended for the first time may not enroll for classes at the University of New Mexico–Los Alamos for a period of one semester from the date of the suspension. Students suspended for the second time may not enroll for classes for a period of two semesters from the date of the suspension. Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension.

Note:

1. Summer sessions are counted with the following fall semester for purposes of this policy, e.g., a student suspended at the end of a spring semester may not attend either the following summer session or fall semester.
2. Students absent from the University for a year or more, for suspension and/or any other reason, must reapply for admission to the University.
3. Students who are accepted for readmission after suspension will be readmitted on probation in the accepting college.
4. Student Services may specify the number of hours for which a student may enroll following a suspension. They may also require students to drop hours or courses that seem beyond their abilities.
5. Attendance at another institution during suspension must be indicated on the student's application for readmission, and an official transcript must be sent to the Student Services Office as part of the reapplication.



# Student Financial Aid

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A college education is an investment in your future. It is an investment that will pay increasing dividends in earning power in future careers and in the quality of your life. The basic premise underlying student financial aid is that the primary responsibility for a student's education rests with his or her family. When the resources of the family are not sufficient to meet college costs, the student may be eligible to receive financial assistance. This aid may come in the form of scholarships, grants, work-study programs, and/or student loans.

If students feel they may need financial help to pay for college expenses, they should apply for financial aid to determine their eligibility. The following information will explain the application process and answer questions about costs to attend and financial aid at UNM–Los Alamos. To maximize the opportunity for funding, student applications must be received by March 1. They must also respond to any request for additional information in a timely fashion. Pell Grants and Direct Student Loans remain available to eligible students who submit applications after the March 1 priority date.

The Free Application for Federal Student Aid (FAFSA) is used to apply for all types of federal and state need-based aid. Students apply for financial aid online at <http://www.fafsa.ed.gov>. UNM–Los Alamos' Federal School Code is 002663. All prospective students must be admitted to UNM–Los Alamos to receive an offer of financial aid.

The costs of attending UNM–Los Alamos may include: (1) tuition and fees; (2) room and board; (3) books and supplies; (4) transportation; (5) personal expenses; and (6) child care costs, if applicable.

To be considered for financial aid, students must apply every year. The priority deadline for federal grants is March 1.

For additional information regarding costs and financial aid at the University of New Mexico – Los Alamos, please access the web page at <http://losalamos.unm.edu>.

## Satisfactory Academic Progress

To retain eligibility for financial aid, students must reestablish their need for funds by submitting the FAFSA application each year, and they must meet a minimum standard of academic performance in their coursework and progression toward a degree. All students will have their academic progress monitored each semester to determine continued eligibility for assistance. There are three major components to UNM–Los Alamos' Satisfactory Academic Progress Policy:

**Grade Point Average:** Students are required to maintain a grade point average consistent with graduation requirements for their major as follows:

- While completing the first 30 credit hours as an undergraduate, a student must attain a minimum 1.7 GPA.
- Students with more than 30 credit hours must sustain a minimum 2.0 GPA.
- Graduate students must sustain a minimum 3.0 GPA.

**Completion Rate.** Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of "A", "B", "C", "D" or "CR" are earned will be considered completed. Repeated courses were already counted as completed and will not be counted twice. All attempted credit hours from any college (including non-degree hours) are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken for

Audit are not counted in the student's total course load for purposes of financial aid eligibility. For graduate students, 100- and 200-level classes count as hours attempted, but not hours earned, because they will not count toward the completion of a graduate degree.

**Maximum Time Frame.** Undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of the academic program is 66 credits, the maximum time frame for completion is 99 attempted credits. All attempted credit hours from any college, including non-degree hours, and hours attempted in completing a prior certificate or degree will count toward the maximum allowable credits regardless of whether financial aid was received. Courses with assigned grades of "F", "WF", "W", "WP", "I", "NC" and repeated courses all count as attempted credit hours. In addition, remedial classes and ESL classes are counted in this calculation, even though these classes do not count toward the student's graduation requirements. To receive financial aid, graduate students must complete their degree within the maximum time frame allowed by their graduate program.

### **Enrollment Requirements for Financial Aid**

To receive financial aid, students must generally be enrolled at least half-time as a regular student in an eligible program. Scholarships generally require full-time enrollment. Courses taken as audit are not included toward financial aid enrollment requirements. Award amounts are generally prorated according to enrollment status.

The student is responsible for meeting minimum enrollment requirements. Students knowingly receiving aid to which they are not entitled may be in violation of University policy and state or federal laws. If you have any questions, please contact the Financial Aid Office, (505) 662-0341.

### **Enrollment Requirements**

#### **Undergraduate Students**

Full-time 12 hours

Half-time 6 hours

#### **Non-resident Students**

The student is responsible for obtaining the correct residency classification prior to the end of the second week of the semester. A student not classified as a New Mexico resident will be charged tuition as a non-resident. Please refer to the "Residency" section in this catalog.

### **Federal Student Loans**

The main loan program offered at UNM is the William D. Ford Direct Loan program. Students wishing to receive loans must have a current FAFSA, a complete financial aid file, and submit a loan request form to the UNM-LA Financial Aid Office. Please see the Financial Aid officer for more information.



## Typical Sources of Financial Aid

Program	Per Academic Year	Award Amount
Federal Pell Grant*	Maximum	\$5,775
Federal Supplemental Ed. Opportunity Grant	Maximum	\$1,500
State Student Incentive Grant	(Based on 2014-2015)	\$1,500
UNM-LA Bridge to Success Scholarship	First Fall Only, Tuition Amount**	Tuition Amount** No Fees
UNM Lottery Scholarship	\$643/semester	Up to 3 consecutive Semesters**
Federal /State College Work-study	Undergraduate	\$6,000 maximum
Federal Perkins Loan	Maximum	\$2,000
Federal Stafford Loan:		
(Subsidized)	Freshman	\$3,500
	Sophomore	\$4,500
	Junior/Senior	\$5,500
Plus Loans (Parent loan for undergrad students)	Dependent Students	Cost of education minus fin aid awarded
Federal Stafford Loan:		
(Unsubsidized)	Freshman	\$2,000-\$6,000*
	Sophomore	\$2,000-\$6,000*
	Junior/Senior	\$7,000*

\*Conditions Apply

\*\*Subject to Change

## Student Employment

Students seeking part-time employment while attending UNM-Los Alamos may apply for a work-study position. Students must first complete a FAFSA online and indicate their interest in work-study. Then visit <http://stuemp.unm.edu> to see what positions are available. Students must submit all applications online.

## Payment by Financial Aid

Financial aid disbursement is done during the first week of class, unless otherwise specified in the financial aid section of the UNM-LA website. Registered students should use LoboWeb to obtain information as to required payment and anticipated financial aid.

- Student charges for any services, sales, or fines will be collected from the first available source of financial aid (grants, scholarships, or loans) even if due date is later than aid release date.
- Students must be registered full time prior to receiving aid or have Financial Aid adjust required number of hours to be eligible for aid. It is their responsibility to visit the Financial Aid Office to be certain that aid will be available and they will not be disenrolled.

If a delay in receipt of your financial aid occurs, you may wish to pay the first installment and any processing fees at the Cashier's Office to avoid disenrollment. Work-study awards will not be considered in arranging for payment. Refer to the academic calendar for the applicable Disenrollment date.

If tuition has been deferred based on financial aid, and a student decides not to attend the University of New Mexico - Los Alamos, he or she must officially withdraw through <http://unm.edu/~unmreg/> prior to the 100% refund deadlines online in the Schedule of Classes at <http://losalamos.unm.edu>. If a student drops or disenrolls after this date, he or she may owe aid back to UNM.

### **Crediting Financial Assistance to a Student's Account**

Students who are receiving financial assistance through programs detailed below will have their awards automatically credited to their accounts beginning on the Friday before classes if financial aid has been approved and awarded.

#### **These programs include**

1. PELL Grant
2. Supplemental Educational Opportunity Grant (SEOG)
3. State Student Incentive Grant (SSIG)

4. Federal Perkins Loan
5. Other Grants and Scholarships
6. FFELP Loans/LINK Loans
7. Federal Direct Loans

Financial assistance awards will not be credited to a student's account until the student has registered for the required number of hours and has met all respective financial assistance source program requirements. Students will receive any remaining balance after deductions of current and past due charges through direct deposit by visiting <http://my.unm.edu>. If not signed up for direct deposit, students will receive funds in a refund check sent to their mailing address of record. Students who are eligible for and will be receiving funds from external scholarships will not have those funds automatically credited to their accounts but must visit the Financial Aid Office to have scholarships applied to their account and/or receive any surplus funding.



# Student Organizations

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## Student Government

The purpose of the Student Government is to represent the interests and concerns of the student body of the University of New Mexico - Los Alamos, to seek student input on issues. Additionally, the Student Government will assume the responsibilities of participatory governance on behalf of students in mutual relationship with the faculty, staff, administration, and the Advisory Board of the University of New Mexico - Los Alamos. By completing these tasks, the Student Government will be fulfilling its mission to represent the concerns and serve the needs of the student body of the University of New Mexico - Los Alamos. To speak with the Student Government advisor, please contact Student Services. For more information, see the Student Activities web page at <http://losalamos.unm.edu>.

## Phi Theta Kappa

Membership in Phi Theta Kappa International Honor Society will open new doors for a student's academic journey. To be eligible for membership:

1. Students must be enrolled in a regionally accredited institution offering an associate degree program

2. Students must have completed at least 12 hours of coursework leading to an associate degree program (part-time students may be eligible)
3. Students must generally have a grade point average of 3.5
4. Students must enjoy full rights of citizenship in his or her country

Check out the Phi Theta Kappa website for more information at <http://www.ptk.org/members/benefits.htm>. Advisor contact information is available online and through Student Services.

## New Clubs/Chartered Student Organizations

Any student or group wishing to start a recognized Chartered Student Organization (CSO) may do so. Chartered Student Organizations are formed to further the common interest of the members of the group and the University community. Chartering a student organization leads to official recognition of the student organization by The University of New Mexico - Los Alamos, potential funding through Student Government, and authorized use of UNM - Los Alamos facilities. Contact Student Government via Student Services, Building 1, (505) 662-0332, for more information.





# Adult and Community Education

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## Adult Learning Center

The Adult Learning Center at UNM–Los Alamos provides adult basic education (ABE) services to adults over the age of 18 who wish to obtain their New Mexico High School Equivalency Credential (HSE), brush up on their basic literacy skills, improve their workplace skills, or learn English as a Second Language (ESL). Classes are offered in the areas of reading, writing, math improvement, and ESL. HSE instruction will prepare students to take either the DEG or HiSet exam. Both tests lead to a New Mexico HSE credential. Students under the age of 18 must submit a completed Underage Permission Form to the Adult Learning Center prior to enrollment in classes. The form must be signed by a parent or guardian and by the superintendent of their local school district or home school operator. The Underage Permission Form is available at the following link: <http://ped.state.nm.us/ped/GEDdocs/HSE%20UPF%20Form%202015%20Final.pdf> Books, materials, and individualized tutoring services are free, and there is no charge or fee for ABE classes. Contact (505) 662-0338.

## Community Education

UNM–Los Alamos offers non-credit courses in a broad range of areas, including professional development, personal enrichment, and workforce training. Our offerings emphasize short term classes aligned with community needs and interests. Community education classes do not require enrollment in the University and are open to anyone wishing to attend.

### Personal Enrichment

These classes are designed for those wanting to learn a new skill, pursue an interest, or develop their passion. From simmer sauces to science fiction, Pilates to Plato, these courses are designed to engage, stimulate, and cultivate the

mind, body, and spirit. Most offerings are short term and classes are delivered in a variety of formats, including seminars, lectures, cultural field trips, hands-on, art-based workshops, and outdoor activities. Classes vary from semester to semester; please check the schedule and website for current offerings, or contact the Community Education Office at (505) 662-0346.

### Enrichment Classes for Younger Students

Community Education offers classes for younger students as part of the summer program for youth. Students in the 1st - 12th grades take classes in subjects ranging from poetry to robotics, taught by professional educators, college faculty, and community experts. After-school enrichment classes for younger students are also given during the school year. For more information about these programs for younger students, contact the Community Education Office at (505) 662-0346.

## Workforce Training and Professional Development

Whether a student is new to the job market, re-careering, or simply wants to add to their repertoire of skills, workforce training and professional development courses can help them develop the skills they need. UNM – Los Alamos offers high quality classes and certificate programs, as well as specialized courses for professional development and workforce training, including computer training and paralegal training. In addition, the Small Business Development Center offers training and counseling for new or developing businesses.

### Custom Training

The Customized Training program at UNM–Los Alamos works with area businesses to design low-cost, specialized training that meets employers' needs and fits work schedules. Using local, state, and national resources, UNM–Los Alamos

can design, develop, and deliver classes and certificate programs for the unique training needs of businesses, nonprofits, or government agencies, on site or on campus. Custom training is a cost-effective way to target and increase organizational effectiveness, and to enhance job skills and performance. The Custom Training program also offers training through the New Mexico State Workforce Training Initiative. For information please contact (505) 662-0346. CEU's are available for many courses.

### **Small Business Development Center**

The UNM–Los Alamos Small Business Development Center (SBDC) is part of a national and statewide network that provides training and counseling services for small and start-up businesses. The UNM–Los Alamos SBDC offers no-

charge business assistance to any existing or aspiring small business in the community, including not-for-profits. Business counseling and most of the training classes occur off campus at the Los Alamos Small Business Center. Counseling sessions are also held in the Jemez Springs area. The SBDC currently serves about 180-200 counseling clients each year. Typical areas of assistance include business start-up and registration, planning and business planning development, customer service, marketing, business financing, incorporation, proposal preparation, employee issues, business computing, record keeping, regulatory issues, quality management, productivity issues, and trade name searches. A student can register online at <http://www.nmsbdc.org>. To schedule a confidential appointment with a SBDC Business Counselor, call (505) 662-0337 or (505) 663-3409.



# Bachelor and Graduate Programs

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## Introduction

UNM offers bachelor and graduate level degree completion programs via online format for students who cannot relocate to UNM's main campus in Albuquerque, making it convenient for students to complete a degree from their home community.

## Online Courses

UNM Online offers two types of online courses:

Synchronous Online has fixed meeting times. Students log in at a scheduled time, often weekly, to participate in the course.

Asynchronous Online - has no required meeting times. Students log in and participate as their schedule permits.

In both types of online course, UNM faculty have the discretion to require face-to-face meetings, such as for exams or lab work.

Online courses are regular UNM for-credit academic courses, taught by UNM faculty. They follow the normal semester and parts of term start and end dates and are charged regular tuition rates plus an additional online course fee.

## Student Support and Services

UNM Online provides assistance through a centralized online student support service. Students are able to receive assistance for admissions, enrollment, and academic support.

## Technical Support for Online Courses

Online courses at UNM are delivered through the University's learning management system, UNM Learn. UNM Learn offers technical support within each course through a ticketing system and provides 24/7 phone support.

## Academic Information

Students should apply for admission to UNM as a graduate or undergraduate student. For admissions details, visit <http://apply.unm.edu>.

Tuition, fees and academic deadlines are available online through the Registrar's website at <http://registrar.unm.edu>.

## Contact

For complete information about UNM Online classes and for a list of degree completion options, visit the website at <http://online.unm.edu>. Students may email questions to [online@unm.edu](mailto:online@unm.edu) or call toll-free at 1-866-869-6040.





# Associate Degrees and Certificates

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## Program Requirements

1. Before a degree and/or certificate program is granted by UNM – Los Alamos students must complete the following requirements:
2. Complete the number of credit hours and specific course requirements as outlined for the degree or certificate.
3. Earn a minimum of 15 credit hours for the degree and/or 9 credit hours for the certificate in residence at UNM– Los Alamos.
4. Complete all required coursework for the degree or certificate with a minimum of 2.0 cumulative grade point average (GPA) except as noted for specific programs.
5. No basic skills courses (e.g., ENGL 099, ENGL 100, etc.) are accepted toward the number of credit hours required for graduation.
6. Individual departments may require a higher grade on specific courses.
7. All students planning to apply their courses to a second degree are expected to earn a “C” or higher in all courses.
8. If a student is interested in transferring Core Curriculum courses to another institution or another degree, a “C” or better in each course is required.

## Associate Degrees

The Associate of Arts and Associate of Science degrees are designed for students who intend to transfer to a four-year college or university, with the transfer of credits subject to the receiving institution’s policies. Generally, institutions within the state have articulated courses and programs to effect an easy transition.

The Associate of Applied Science degree is designed to provide employment skills for the student. While not usually

intended for transfer, specific courses within the degree may transfer depending on the receiving institution. Students planning to transfer to a four-year institution should confer with an academic advisor regarding transferability. The University of New Mexico has adopted a Core Curriculum, which all students must complete as part of a UNM baccalaureate program. The Core consists of approximately thirty-seven hours of courses in seven areas of study, with some noted exceptions. Students may apply AP or CLEP credit to the Core requirements. Departments and colleges may restrict student choices within the Core to meet departmental and college degree requirements. A grade of C (not C-) in each course is required to fulfill the requirements of the Core Curriculum.

## General Education Requirements

Associate degree curricula require a variety of courses to broaden students’ understanding of the world as well as prepare students for employment or advanced study in their fields. Curricula therefore stress the student’s major subject, but also include General Education courses under seven general headings:

1. Writing and Speaking: Communication and Journalism, English, Linguistics
2. Humanities: American Studies, History, Foreign Language, Literature, Philosophy
3. Social and Behavioral Sciences: Psychology, Economics, Geography, Political Science, Sociology, Anthropology

4. Physical & Natural Sciences: Astronomy, Chemistry, Earth and Planetary Science (geology), Environmental Science, Physics, Biology, Natural Sciences, Anthropology
5. Mathematics: Mathematics and Statistics
6. Foreign Language: Spanish and Portuguese, Russian, French, German, Japanese, Sign Language
7. Fine Arts: Art History, Art Studio, Film, Music, Theater, Studio Courses

General education requirements vary for different majors (from college to college). Please follow the appropriate recommendations for degree programs. Advisors can assist students with their selections.

All degrees offered by UNM–Los Alamos are listed below. This list may not be complete because this catalog and program development is ongoing. Students should check with an academic advisor, Department Chair, or Associate Dean for program changes.

### **Associate of Arts**

- Art Studio
- Liberal Arts
- Pre-Business Administration
- Pre-Professional Elementary Education

### **Associate of Science**

- Computer Science
- Emergency Medical Services
- Environmental Science
- Pre-Professional Health Sciences — *includes courses needed in preparation for various pre-professional medical sciences degrees. See page 75 for details.*
- Pre-Engineering
- Science

### **Associate of Applied Science**

- Accounting
- Applied Technologies
  - Electro-Mechanical Concentration
  - Solar Technology Concentration
- Business
  - Marketing Concentration
  - Management Concentration
- Environmental Technology
- Fire Science
  - Emergency Medical Services Concentration
  - Fire Science Concentration
- General Studies
- Information Technology with Cybersecurity
- Office Communications and Technology
- Public Safety
  - Emergency Management Concentration
  - Homeland Security Concentration
  - Police Science Concentration
- Robotics

### **Academic Certificates**

Certificates in many programs are designed primarily for students not currently pursuing an associate degree. Courses taken as part of a certificate program are accepted toward an associate degree in that field, as long as the grade earned is a C or better.

All certificates offered by UNM–Los Alamos are listed below. This list may not be complete because this catalog and program development is ongoing. Students should check with an academic advisor, Department Chair, or Associate Dean for program changes.

Accounting

Art Studio

Business

- Marketing Concentration
- Management Concentration

Certified Nurse Assistant

Electro Mechanical Technology

Office Communications and Technology

Personal Care Attendant

Pre-Professional Elementary Education

Pre-Professional Health Sciences

## Health Sciences Preparation

UNM–Los Alamos offers an Associate of Science in Health Science for students planning to obtain a Baccalaureate degree in a Health Science related field (see page 115 for details). Below you will find a list of courses you will need for various health science careers in order to transfer to other institutions for pre-professional medical sciences including the following: Nursing, Physician’s Assistant, Dental Hygiene, Pharmacy, Medical Laboratory Sciences, Nuclear Medicine Imaging, Occupational Therapy, Physical Therapy or Radiography. All of these courses may be found within the AS in Health Science. We recommend that you consult with an advisor to determine your best degree plan.

Students interested in pursuing a career in the medical sciences such as Nursing, Physician’s Assistant, Dental

Hygiene, Pharmacy, Medical Laboratory Sciences, Nuclear Medicine Imaging, Occupational Therapy, Physical Therapy or Radiography can take required coursework at UNM - Los Alamos. The following course sequences list courses offered at UNM-LA. These courses articulate with the medical professional programs in the area and fulfill most of the pre-admission requirements of those programs. Sequences fulfilling the first two years of a BS program may also be used to fulfill many of the requirements for the Associate of Science in Science degree at UNM - Los Alamos. Students are encouraged to meet with an advisor at UNM-LA to ensure that the courses taken apply toward a particular health program. Advisors can help you articulate to nursing programs at Northern New Mexico College and Santa Fe Community College.

Pre-professional medical sciences course requirements are available in the following areas:

- Nursing
- Dental Hygiene
- Physician’s Assistant
- Pharmacy
- Physical Therapy
- Medical Laboratory Sciences
- Medical Nuclear Medicine Imaging
- Occupational Therapy
- Radiography

# Nursing

Recommended sequence in preparation of entering UNM's Bachelor of Science in Nursing program:

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)	Accelerated Composition (or Composition II or Enhanced Composition)
BIOL 123 (3)	Biology for Health Sciences
BIOL 124L (1)	Biology for Health Sciences Lab
Social/Behavioral Science (3)	Select course from UNM Core Curriculum Area 4
Humanities (3)	Select course from UNM Core Curriculum Area 5
Fine Arts (3)	Select course from UNM Core Curriculum Area 7

## SEMESTER 2

ENGL 120 (3)	Composition III
CHEM 111L (4)	Elements of General Chemistry w/Lab
STAT 145 (3)	Intro. to Statistics
Social/Behavioral Sci. (3)	Select one course from UNM Core Curriculum 4
Humanities (3)	Select one course from UNM Core Curriculum 5

## SEMESTER 3

BIOL 239L (4)	Microbiology with Lab
BIOL 237 (3)	Human Anatomy and Physiology I
BIOL 247L (1)	A & P Lab recommended, not required
NUTR 244 (3)	Human Nutrition
Writing/Speaking (3)	Select one course from UNM Core Curriculum 1
Foreign Language (3)	Select one course from UNM Core Curriculum 6

## SEMESTER 4

BIOL 238 (3)	Human Anatomy and Physiology II
BIOL 248L (1)	A & P Lab recommended, not required
Begin Nursing Courses	

\*\*Note: If you are planning to enter a nursing program other than UNM's BSN program, see advisor for more specific coursework. Some area nursing programs require specific core curriculum courses which will also be available.

# Dental Hygiene

Recommended sequence in preparation of entering UNM's Bachelor of Science in Dental Hygiene program:

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)	Accelerated Composition (or Composition II or Enhanced Composition)
BIOL 123 (3)	Biology for Health Sciences
BIOL 124L (1)	Biology for Health Sciences Lab
CHEM 111 (4)	Elements of General Chemistry w/Lab
PSY 105 (3)	General Psychology
Elective (3)	Select one from UNM Fine Arts Core Curriculum

## SEMESTER 2

ENGL 120 (3)	Composition III
BIOL237 (3)	Human Anatomy and Physiology I
BIOL 247L (1)	Human Anatomy and Physiology I Lab
CHEM 212L (4)	Introduction to Organic and Biochemistry with Lab
CJ 221 (3)	Interpersonal Communication

## SEMESTER 3

SOC 101 (3)	Introduction to Sociology
BIOL 238 (3)	Human Anatomy and Physiology II
BIOL 248L (1)	Human Anatomy and Physiology II Lab
BIOL 239L (3)	Microbiology with Lab
NUTR 244 (3)	Human Nutrition
STAT 145 (3)	Introduction to Statistics

# Physician's Assistant

Recommended sequence in preparation of entering UNM's Bachelor of Science with Physician's Assistant Certificate.

UNM Core Curriculum requirements (others may be included):

ENGL 110 (or ENGL 112 or ENGL 113) and ENGL 120 (6 credits)

Two Humanities courses (6)

Two Social Science courses (6)

Fine Arts (3)

PSY 105 (3)

General Psychology

Foreign Language (3)

Communication requirements:

English: Writing or Literature (6 additional credit hours)

Science and Mathematics requirements:

MATH 121 (3)

College Algebra

OR MATH 162 (3)

Calculus I

OR STAT 145 (3)

Introduction to Statistics

BIOL 123 (3)

Biology for Health Sciences

BIOL 124L (1)

Biology for Health Sciences Lab

CHEM 121 and 123L (4)

General Chemistry with Lab

CHEM 122 and 124L (4)

General Chemistry with Lab

BIOL 237 (3)

Human Anatomy and Physiology I

BIOL 227L (1)

Human Anatomy and Physiology I Lab

BIOL 238 (3)

Human Anatomy and Physiology II

BIOL 228L (1)

Human Anatomy and Physiology II Lab

Highly Recommended:

BIOL 239L (4)

Microbiology with Lab

NUTR 244 (3)

Human Nutrition

CHEM 212L (4)

Introduction to Organic and Biochemistry w/Lab

CS 150L (3)

Computing for Business Students

Spanish or other regional language

# Pharmacy

Recommended sequence in preparation of entering UNM's Bachelor of Science in Pharmacy.

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)	Accelerated Composition (or Composition II or Enhanced Composition)
MATH 123 (3)	Trigonometry
ECON 106 (3)	Introduction to Microeconomics
CHEM 121 and 123L (4)	General Chemistry I

## SEMESTER 2

ENGL 120 (3)	Composition III
MATH 150 (3)	Precalculus
STAT 145 (3)	Introduction to Statistics
BIOL 123 (3)	Biology for Health Sciences
CHEM 122 and 124L (4)	General Chemistry II

## SEMESTER 3

PHYC 151* (3)	General Physics
*PHYC 151L is not required but is highly recommended	
MATH 180 (3)	Elements of Calculus I
BIOL 237 (3)	Human Anatomy and Physiology
CJ 130 or 221 (3)	Public Speaking or Interpersonal Communication

## SEMESTER 4

BIOL 238 (3)	Human Anatomy and Physiology
BIOL 239L (4)	Microbiology with Lab
Electives (9)	Must include one: ENGL 220; Math 129 or 151; Phil 101, 102 or 156; Phyc 152

# Physical Therapy

Recommended sequence in preparation of entering UNM's Master of Science in Physical Therapy:

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)	Accelerated Composition (or Composition II or Enhanced Composition)
BIOL 123 (3)	Biology for Health Sciences
BIOL 124L (1)	Biology for Health Sciences Lab
PSY 105 (3)	General Psych
MATH 121 (3)	College Algebra

## SEMESTER 2

ENGL 120 (3)	Composition III
CHEM 111L (4)	Elements of General Chemistry with Lab
PSY 220 (3)	Developmental Psychology
MATH 123 (3)	Trigonometry

## SEMESTER 3

STAT 145 (3)	Introduction to Statistics
BIOL 237 (3)	Human Anatomy and Physiology I
BIOL 247L (3)	Human Anatomy and Physiology I Lab
PHYC 151/151L (4)	General Physics with lab
MATH 150 (3)	Pre-Calculus

## SEMESTER 4

BIOL 238 (3)	Human Anatomy and Physiology II
BIOL 248L (1)	Human Anatomy and Phys. II Lab
PHYC 152/152L (4)	General Physics
NUTR 244 (3)	Human Nutrition



# Medical Laboratory Sciences

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)	Accelerated Composition (or Composition II or Enhanced Composition)
CJ 221 or CJ 225 (3)	Interpersonal Communications or Small Group Communication
STAT 145 (3)	Introduction to Statistics
MGT 113 (3)	Management and Introduction
Social & Behavioral Sciences (3)	Select one course from UNM Core Curriculum

## SEMESTER 2

MATH 121/107 (4)	College Algebra/ Problems in College Algebra
ENGL 120 (3)	Composition III
CHEM 121/123L (4)	General Chemistry I
BIOL 201 (4)	Molecular and Cell Biology
Social & Behavioral Sciences (3)	Select one course from UNM Core Curriculum

## SEMESTER 3

CHEM 122/124L (4)	General Chemistry II
BIOL 237 (3)	Human Anatomy and Physiology I for the Health Sciences
BIOL 247L (1)	Human Anatomy and Phys. Lab I
BIOL 202 (4)	Genetics
Humanities Elective (3)	Select one course from UNM Core Curriculum
Foreign Language (3)	Select one course from UNM Core Curriculum

## SEMESTER 4

BIOL 238 (3)	Human Anatomy and Physiology II for the Health Sciences
BIOL 248L (1)	Human Anatomy and Phys. Lab II
BIOL 239L (4)	Microbiology for Health Sciences
Humanities Elective (3)	Select one course from UNM Core Curriculum
Fine Arts Elective (3)	Select one course from UNM Core Curriculum
CS 150L (3)	Computing for Business Students

# Medical Nuclear Medicine Imaging

## SEMESTER 1

ENGL 110 (3) (or ENGL 112 or ENGL 113)

CS 150L (3)

MATH 121/107 (4)

CHEM 121/123L (4)

BIOL 123 & 124L (4)

Accelerated Composition (or Composition II or Enhanced Composition)

Computing for Business Students

College Algebra and Problems in College Algebra

General Chemistry I and lab

Biology for Health-Related Sciences and Lab

## SEMESTER 2

ENGL 120 (3)

CHEM 122/124L(4)

PSY 105 (3)

Humanities, Fine Arts, or Foreign Language Elective (3)

STAT 145 (3)

Composition III

General Chemistry II and lab

Introduction to Psychology

Select one course from UNM Core Curriculum

Introduction to Statistics

## SEMESTER 3

BIOL 237 & 247L (4)

PSY 240 (3)

Humanities, Fine Arts, or Foreign Language Elective (3)

MATH 123 (3)

PHYC 151 (3)

Human Anatomy and Physiology I and lab

Brain and Behavior

Select one course from UNM Core Curriculum

Trigonometry

General Physics

## SEMESTER 4

BIOL 238 & 248L (4)

PHIL 102 or 245 (3)

BIOL 239L (4)

NUTR 244 (3)

SOC 101 (3)

Human Anatomy and Physiology II and Lab

Current Moral Problems or Professional Ethics

Microbiology for Health Sciences

Human Nutrition

Introduction to Sociology

# Radiography

ENGL 110 (3) (or ENGL 112 or ENGL 113)

CS 150L (3)

MATH 121/107 (4)

CJ 221 (3)

ENGL 120 (3)

Accelerated Composition

(or Composition II or Enhanced Composition)

Computing for Business Students

College Algebra and Problems in College Algebra

Interpersonal Communication

Composition III

BIOL 123 & 124 L (4)  
Humanities, Fine Arts or Foreign Language Elective (3)  
PHIL 245 (3)  
BIOL 237 and 247L (4)  
ECON 105 (3)  
Humanities, Fine Arts or Foreign Language Elective (3)  
BIOL 238 & 248L (4)  
PSY 105 (3) or SOC 101 (3)  
ECON 106(3)

Biology for Health-Related Sciences and Lab  
Select one course from UNM Core Curriculum  
Professional Ethics  
Human Anatomy and Physiology I and Lab  
Introductory Macroeconomics  
Select one course from UNM Core Curriculum  
Human Anatomy and Physiology II and Lab  
Introduction or Psychology or Introduction to Sociology  
Introductory Microeconomics



# Associate of Arts Degrees

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## ASSOCIATE OF ARTS

**Art Studio****About the Program**

This program provides students with the first two years of study toward a Bachelor's Degree in Fine Arts (BFA) at UNM Albuquerque campus. These introductory courses emphasize concepts basic to the entire discipline of art studio. Courses and course sequences are designed to encourage the student's power of observation and aesthetic awareness. The Associate of Arts degree program enables students to prepare for advanced study, gallery employment, studio assistant or a career as an individual artist. Other options such as teaching, curatorial work in a museum, free-lance design and management positions are generally achieved with a Bachelor's or Master's degree.

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A minimum of 60 credit hours are required with a minimum grade point average of 2.5 overall. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence with a minimum grade point average of 3.0 in Art Studio/Art History courses.

\*Note: Students planning to transfer to a four-year institution should check grade point requirements at that institution

**General Education Requirements**

## WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 220: Expository Writing (3)

## MATHEMATICS AND STATISTICS (3 CREDIT HOURS)

*Select courses from the following:*

- MATH 121: College Algebra (3)
- MATH 150: Pre-Calculus Mathematics (3)
- MATH 162: Calculus I (4)
- MATH 163: Calculus II (4)
- MATH 180: Elements of Calculus I (3)
- STAT 145: Introduction to Statistics (3)

## SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

*Select one course as specified from the UNM core curriculum.*

## PHYSICAL AND NATURAL SCIENCES (3 CREDIT HOURS)

*Select one course as specified from the UNM core curriculum.*

HUMANITIES (6 CREDIT HOURS)

- HIST 101: Western Civilization (3)
- HIST 102: Western Civilization (3)

FOREIGN LANGUAGE (3 CREDIT HOURS)

*Select one course from lower-division non-English language offerings in the general education core curriculum (Area 6).*

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TOTAL GENERAL EDUCATION REQUIREMENTS      27 CREDIT HOURS

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**Technical Core Requirements**

ART HISTORY (6 CREDIT HOURS)

- ARTH 201: History of Art I (3)
  - ARTH 202: History of Art II (3)
- or*
- ARTH 250: Modern Art (3)

ART STUDIO CORE COURSES (9 CREDIT HOURS)

- ARTS 106: Drawing I (3)
- ARTS 125: Art Practices I (3)
- ARTS 126: Art Practices II (3)

ART STUDIO ELECTIVE COURSES (12 CREDIT HOURS)

*Group A: Select two*

- ARTS 168: Introduction to Ceramics (3)
- ARTS 207: Painting I (3)

*Group B: Select one*

- ARTS 205: Drawing II (3)
- ARTS 208: Painting II (3)
- ARTS 216: Raku—A Ceramic Reduction Process (3)
- ARTS 268: Ceramics—Materials and Aesthetics (3)

FINE ARTS (3 CREDIT HOURS)

*Select one course from the following:*

- ARTH 101: Introduction to Art (3)
- FA 284: Experiencing the Arts (3)
- MUS 139: Music Appreciation (3)
- MUS 142: Rock Music Appreciation (3)
- GENERAL ELECTIVES (6 CREDIT HOURS)

*Courses in Music or Film are recommended to fulfill the Fine Arts elective requirements for a BFA. A maximum of 2 hours of Physical Education may count toward the degree.*

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TOTAL TECHNICAL CORE REQUIREMENTS      30 CREDIT HOURS

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TOTAL CREDIT HOURS      60 CREDIT HOURS

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## ASSOCIATE OF ARTS

# Liberal Arts

### About the Program

The Associate of Arts in Liberal Arts is a degree program for students who desire a broad background and comprehensive grounding in the Arts and Humanities. As a terminal degree, it will provide students with a basic educational framework of value in a variety of fields including the arts, education, research, and business. As a transfer degree, its earned credits are the equivalent of the first two years of course work in the College of Arts and Sciences, preparing students to choose a major field.

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A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

**At least 20 of these 60 hours must be at the 200-level.**

*Note: Not all courses transfer. Students transferring to another school should check with their advisor (at UNM-LA or at their transfer school) for transferability of any course.*

*Note: No math class lower than Math 121 (except its problem section Math 107) may count towards the degree.*

### General Education Requirements (37 Credit Hours)

#### WRITING AND SPEAKING (9 CREDIT HOURS)

**Required:**

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)

*Select one of the following:*

- CJ 130: Public Speaking (3)
- ENGL 219: Technical Writing (3)
- ENGL 220: Expository Writing (3)
- PHIL 156: Reasoning and Critical Thinking (3)

#### MATHEMATICS (3 CREDIT HOURS)

**For all students, select from the following:**

- MATH 121: College Algebra (3) *and* MATH 107: Problems in College Algebra (1), *or*
- STAT 145: Introduction to Statistics (3) *or* higher

*\*Note: No math class lower than MATH 121 (except its corresponding problem section MATH 107) may not count towards this degree.*

#### PHYSICAL AND NATURAL SCIENCES (7 CREDIT HOURS)

*Select 7 hours from the UNM Core Curriculum in physical and natural sciences, one of which must include a lab.*

SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Select 6 hours from the UNM Core Curriculum in Social and Behavioral Sciences.*

HUMANITIES (6 CREDIT HOURS)

*Select 6 hours from the UNM Core Curriculum in Humanities.*

FOREIGN LANGUAGE (3 CREDIT HOURS)

*Select one course from any of the 100- or 200-level non-English language offerings as specified in the UNM Core Curriculum Foreign Language.*

FINE ARTS (3 CREDIT HOURS)

**For all students:**

*Select one course from any of the UNM Core Curriculum in Fine Arts, which may include any 3-credit hour studio course offered by the Department of Art Studio and Art History, Music, Theatre and Dance, or Media Arts.*

TOTAL GENERAL EDUCATION REQUIREMENTS

37 CREDIT HOURS

Technical Core Requirements (23 Credit Hours)

GENERAL ELECTIVES (23 CREDIT HOURS)

*Must complete 23 credit hours of academic electives number 101 or higher. A maximum of 4 credit hours of PENP are allowed. Students are encouraged to consult with an academic advisor regarding selections.*

*Note: Electives should be chosen in consultation with a UNM-LA academic advisor to develop a program for transferring to upper division programs. Not all courses transfer. Students transferring to another school should check with their advisor (at UNM-LA or their transfer school) for transferability of any course.*

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TOTAL TECHNICAL CORE REQUIREMENTS

23 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

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## ASSOCIATE OF ARTS

# Pre-Business Administration

### About the Program

This degree program is designed to introduce students to the field of Business Administration/Management and to provide the first two years of the Bachelor of Business Administration program offered by the Robert O. Anderson Schools of Management at UNM Albuquerque Campus. All of the required courses for this associate degree program transfer to that BBA program, and students will be admitted to junior status if the following conditions are met:

The student has a 2.0 cumulative GPA overall (see below),

has a minimum grade of C (not C-) in each course listed under the Specific Requirements show in the pre-admission course work, is eligible to enroll at UNM-Albuquerque.

There are no waivers or substitutions in the printed curriculum of the Associate of Arts in Pre-Business Administration

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A minimum of 60 credit hours with a minimum grade point average of 2.0 in the UNM/ASM Core Curriculum areas. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

### General Education Requirements

- WRITING AND SPEAKING (9 CREDIT HOURS)
- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 219: Technical and Professional Writing (3), *or*
- ENGL 220: Expository Writing (3)

### MATHEMATICS (6 CREDIT HOURS)

- MATH 121: College Algebra (3)
- MATH 180: Elements of Calculus (3)

*NOTE: No mathematics classes that are lower level than these courses may be counted toward the degree.*

### PHYSICAL AND NATURAL SCIENCES (7 CREDIT HOURS)

*Select 7 credit hours from UNM Core Curriculum, including one course with corresponding laboratory (designated L).*

SOCIAL AND BEHAVIORAL SCIENCES (9 CREDIT HOURS)

*Must include:*

- ECON 105: Introductory Macroeconomics (3)
- ECON 106: Introductory Microeconomics (3)

*Choose one additional course from: American Studies, Anthropology, Economics, Geography, History, Political Science, PSY 105, or SOC 101.*

HUMANITIES (6 CREDIT HOURS)

*Select 6 credit hours from the UNM Core Curriculum.*

FOREIGN LANGUAGE (3 CREDIT HOURS)

*Select 6 credit hours from the UNM Core Curriculum.*

FINE ARTS (3 CREDIT HOURS)

*Select 3 credit hours from the UNM Core Curriculum.*

TOTAL GENERAL EDUCATION REQUIREMENTS	43 CREDIT HOURS
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Technical Core Requirements

COMPUTER SCIENCE (3 CREDIT HOURS)

- CS 150L: Computing for Business Students (3)

MANAGEMENT (6 CREDIT HOURS)

- MGMT 202: Principles of Financial Accounting (3)
- STAT 145: Introduction to Statistics (3)

ELECTIVES (9 CREDIT HOURS)

*Suggestions:*

- MGMT 113: Management: An Introduction (3)
- MGMT 158: Ethics in Organizations (3)
- MGMT 190: Special Topics in Management (3-6)
- MGMT 222: Introduction to Marketing (3)
- ECON 212: Personal Investing (3)

*Note: Courses counted in this degree program may not include Introductory Studies courses or Physical Education courses. Students planning to transfer to the Anderson Schools of Management on the Albuquerque campus should be familiar with and must meet the UNM/ASM Core Curriculum Requirements.*

TOTAL TECHNICAL CORE REQUIREMENTS	18 CREDIT HOURS
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TOTAL CREDIT HOURS	61 CREDIT HOURS
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# Associate of Science Degrees

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## ASSOCIATE OF SCIENCE

# Computer Science

## About the Program

This transfer degree program is designed for students interested in pursuing a baccalaureate degree in computer science. Program content is based upon the computer science baccalaureate degree offered at UNM Albuquerque campus in the School of Engineering.

A minimum of 62 credit hours with a minimum cumulative grade point average of 2.0. At least 15 of these 62 hours must be UNM catalog credit courses taken in residence. CS 151 or CS 152 must be completed with a B- or better. All other computer science component courses must be completed with a minimum grade of C or better. Math 162 must be completed with a grade of B- or better. All other courses used for this degree must be completed with a minimum grade of C or better. It is strongly recommended that the student check the specific requirements for the B.S. or B.A. of interest if planning to transfer in order to make the best choices among the optional courses below.

*Students with limited experience or coursework in Computer Science are strongly encouraged to take CS 101 prior to enrolling in CS 152L.*

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 219: Technical and Professional Writing (3)

### MATHEMATICS AND STATISTICS (8 CREDIT HOURS)

- MATH 162: Calculus I (4) (with a grade of B- or better)
- MATH 163: Calculus II (4)

### PHYSICAL AND NATURAL SCIENCE (10 CREDIT HOURS)

*Three science courses (of 3 or more credit hours) taken by science and engineering majors, one of which must come from one of the following sequences, including the laboratories. The remaining hours can be more advanced courses in the discipline chose for the sequence or they can be additional introductory laboratory science hours. Physics is strongly recommended.*

*Note: Students may not take both the sequence EPS 101, EPS 105L, EPS 201L and the sequence ENVS 101, ENVS 102L, EPS 201L.*

*Students planning to transfer to UNM main campus to pursue a four-year program in computer science should consider enrolling in an additional 4 hours of physical and natural science (course and lab) to meet departmental requirements. Students should verify specific requirements with intended transfer institution. The following are recommended for transfer to UNM Albuquerque campus:*

- ASTR 270 and 270L: General Astronomy and General Astronomy Laboratory I (4)
- ASTR 271 and 271L: General Astronomy and General Astronomy Laboratory I (4)
- BIOL 201: Molecular and Cell Biology (4)
- BIOL 202: Genetics (4)
- CHEM 121 and CHEM 123L: General Chemistry I and General Chemistry Laboratory 1 (4)
- CHEM 122 and CHEM 124L: General Chemistry II and General Chemistry Laboratory II (4)
- EPS 101 and EPS 105L: How the Earth Works – An Introduction to Geology and Physical Geology Laboratory (4)
- EPS 201L: Earth History (4)
- ENV5 101 and ENV5 102L: The Blue Planet and The Blue Planet Laboratory (4)
- PHYC 160 and 160L: General Physics and General Physics Laboratory (4)
- PHYC 161 and 161L: General Physics and General Physics Laboratory (4)

FINE ARTS (3 CREDIT HOURS)

*Select any UNM Core curriculum course in this area*

FOREIGN LANGUAGE (3 CREDIT HOURS)

*(Non-English language. One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language), Spanish and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs.*

SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Select any UNM Core curriculum courses in these areas*

HUMANITIES (6 CREDIT HOURS):

*Select any UNM Core curriculum course in this area.*

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<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b>	<b>45 CREDIT HOURS</b>
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**Technical Core Requirements**

COMPUTER SCIENCE (17 CREDIT HOURS)

- CS 151L: Computer Programming Fundamentals for Non-Majors (3) (with a grade of B-or better), or
- CS 152L: Computer Programming Fundamentals (3) (recommended) (with a grade of B- or better)
- CS 241L: Data Organization (3)
- CS 251L: Intermediate Programming (3)
- CS 261: Mathematical Foundations of Computer Science (3)
- CS 293: Social and Ethical Computing (1)
- ECE 238L: Computer Logic Design (4)

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<b>TOTAL TECHNICAL CORE REQUIREMENTS</b>	<b>17 CREDIT HOURS</b>
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<b>TOTAL CREDIT HOURS</b>	<b>62 CREDIT HOURS</b>
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## ASSOCIATE OF SCIENCE

**Education****About the Program**

This degree program is designed so that upon completion, students are prepared for work as an Educational Assistant or for transfer into a Bachelor of Science in Elementary Education. At UNM, Elementary Education students are required to complete a 24 credit hour concentration-teaching field and 15 credit hours in the Pre-Professional sequence. See subsequent page for specific teaching field requirements. Additionally, state licensure examinations are part of this application process. See your advisor for detailed information. It is the student's responsibility to contact his/her education advisor at the four-year institution of his or her choice before registering for courses in the degree program.

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A minimum of 60 credit hours with a minimum cumulative grade point average of 2.75. At least 15 of these 60 hours must be UNM credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the B.S. or the B.A. degree at the four-year institution of choice.

**General Education Requirements (44 credit hours)****WRITING AND SPEAKING (9 CREDIT HOURS)****REQUIRED:**

*Select 3 hours from the following:*

- ENGL 110: Accelerated Composition (3) or ENGL 112: Composition II (3) or ENGL 113: Enhanced Composition (4)

**REQUIRED:**

- ENGL 120: Composition III (3)

**REQUIRED:**

*Select 3 hours from the following:*

- CJ 130: Public Speaking (3)
- CJ 220: Communication for Teachers (3)

**MATHEMATICS (6 CREDIT HOURS)****REQUIRED:**

*Select this sequence of three courses required at UNM for K-8 teachers:*

- MATH 111: Mathematics for Elementary/Middle School Teachers I (3)
- MATH 215: Mathematics for Elementary/Middle School Teachers III (3)

*Or*

- MATH 121: College Algebra (3)
- MATH 123: Trigonometry (3)

*For Secondary Education:*

- STAT 145: Introduction to Statistics (3)
- MATH 121: College Algebra (3)

#### PHYSICAL AND NATURAL SCIENCE (8 CREDIT HOURS)

*Elementary Education: Select from 2 of the following 3 NTSC courses, or any 8 credit hours from UNM General Education Core Courses in Area 3: Physical or Natural Sciences.*

- NTSC 261L: Physical Science (4) or,
- NTSC 262L: Life Science (4) or,
- NTSC 263L: Environmental Science (4)

*Or*

*Select 8 credit hours from any Area 4: Social and Behavioral Sciences that meet general education core curriculum.*

*For Secondary Education: Select 8 credit hours from any Area 4: Social and Behavioral Sciences that meet general education core curriculum. See an advisor or refer to the UNM College of Education guidelines for secondary education science requirements.*

#### SOCIAL AND BEHAVIORAL SCIENCES (9 CREDIT HOURS)

##### **REQUIRED:**

- LING 101: Introduction to the Study of Language (3)

***And***

*Select 6 credit hours from any 4: Social and Behavioral Sciences, that meet general education core curriculum. Recommended courses: GEOG 102, GEOG 140, POLS 200.*

#### HUMANITIES (6 CREDIT HOURS)

*Select from any Area 5: Humanities that meet general education core curriculum. Main campus recommends choosing from the following:*

- HIST 101: Western Civilization to 1648 (3)
- HIST 102: Western Civilization Post 1648 (3)
- HIST 161: History of the United States to 1877 (3)
- HIST 162: History of the United States Post 1877 (3)
- HIST 260: History of New Mexico (3)

#### FOREIGN LANGUAGE (3 CREDIT HOURS)

*One course chosen from any lower division non-English language offering of the Department of Linguistics (including Sign Language), Spanish and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs (except Latin 105).*

#### FINE ARTS (3 CREDIT HOURS)

*Select any course from the UNM Core Curriculum in Fine Arts (Area 7).*

#### EDUCATION REQUIREMENT (13-15 CREDIT HOURS)

##### **ELEMENTARY EDUCATION INTRODUCTORY COURSES (6 HOURS):**

- EDUC 101: Introduction to Education (3)
- ENGL 287: Topics in Introductory studies in Genre: Children's Literature (3)

**EDUCATION CONCENTRATION-TEACHING FIELDS (10-12 HOURS):**

Twenty-four (24) to Thirty-six (36) semester credit hours in one teaching field is required in a degree program at UNM-Albuquerque for teacher preparation licensure. These hours should be planned with an academic advisor. The following courses are recommended lower division preparation for Teaching Fields, and must be passed with a grade of B or better. 10-12 credit hours in a teaching field is required for completion of the Associate of Science Degree.

**CONCENTRATION: TEACHING FIELD IN LANGUAGE ARTS**

- CJ 130: Public Speaking (3)
- ENGL 220: Advanced Expository Writing (3)
- ENGL 240: Traditional Grammar (3)
- ENGL 150: Introduction to Literature (3)
- ENGL 292: World Literature I: Ancient World through 16<sup>th</sup> Century (3)
- ENGL 293: World Literature II: 17<sup>th</sup> Century through the Present (3)
- ENGL 293: Earlier American Literature (3)
- Any 200-level ENGL or COMP course

**CONCENTRATION: TEACHING FIELD IN MATH**

- MATH 112: Mathematics for Middle School and Elementary Education Teachers (3)
- Any MATH course

**CONCENTRATION: TEACHING FIELD IN SCIENCE**

*Choose any courses from the Area III UNM Core Curriculum, which may include 200-level courses not already taken to meet the general education core.*

- Biology
- Chemistry
- Earth and Planetary Science or Astronomy
- Physics or Environmental Science

**CONCENTRATION: TEACHING FIELD IN SOCIAL STUDIES**

- HIST 101: Western Civilization to 1648 (3)
- HIST 102: Western Civilization Post 1648 (3)
- HIST 161: History of the United States to 1877 (3)
- HIST 162: History of the United States Post 1877 (3)
- HIST 260: History of New Mexico (3)
- GEOG 102: People and Place (3)
- GEOG 140: Introduction to World Regions (3)
- POLS 200: Politics Around the World (3)
- Any POLS course
- Any ECON course

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**TOTAL CREDIT HOURS****60-62 CREDIT HOURS**

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## ASSOCIATE OF SCIENCE

# Emergency Medical Services

## About the Program

The Associate of Science in Emergency Medical Services is a specialized degree program designed to build a workforce that is customized to the expected needs of towns, cities and counties in Northern New Mexico and beyond. Students in the program will receive basic academic and specialized hands on training needed to meet the professional educational needs of pre-hospital care providers. The program is designed to meet the 1998 EMT National Standard Curriculum requirements and incorporates New Mexico requirements and EMT scope of practice. Upon successful completion of degree requirements with a minimum GPA of 2.33, graduates will be qualified for New Mexico and National Registry testing and will have completed the core curriculum requirements for the UNM- Emergency Medical Services Academy B.S. in Emergency Medical Services, with the exception of BIOL 238/248L. For transfer to other four-year institutions, students should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

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A minimum of 60 credit hours with a minimum grade of 2.33 are required. At least 15 of these 60 credit hours must be UNM catalog credit courses taken in residence. A grade of C or better is required in all courses used to fulfill the requirements of the core curriculum. A minimum of C is also required in each Technical Core course.

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- CJ 130: Public Speaking (3)

### MATHEMATICS AND STATISTICS (6 CREDIT HOURS)

- MATH 121: College Algebra (3)
- STAT 145: Introduction to Statistics (3)

### PHYSICAL AND NATURAL SCIENCES (12 CREDIT HOURS)

- BIOL 123: Biology for Health-Related Sciences and Non Majors (3) *and* BIOL 124L Biology for Health-Related Sciences and Non Majors Lab (1)
- BIOL 237: Human Anatomy and Physiology I for the Health Sciences (3) *and* BIOL 247L: Human Anatomy and Physiology I for the Health Sciences Lab (1)
- CHEM 121: General Chemistry (3) *and* CHEM 123L: General Chemistry Lab (1)

### SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

- PSY 105: General Psychology (3)

HUMANITIES (3 CREDIT HOURS)

*Select one course from the UNM Core Curriculum in Humanities*

FINE ARTS (3 CREDIT HOURS)

*Select one course from the UNM Core Curriculum in Fine Arts*

FOREIGN LANGUAGE (3 CREDIT HOURS)

*Select one course from the UNM Core Curriculum in Foreign Language*

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TOTAL GENERAL EDUCATION REQUIREMENTS

39 CREDIT HOURS

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Technical Core Requirements

- EMS 113: EMT-Basic (8)
- EMS 142: EMT-Basic Lab (2)
- EMS 120: Introduction to EMS System (3)
- EMS 143: EMT-Intermediate Lab (1)
- EMS 151: EMT-Intermediate Clinical and Field Experience (2)
- EMS 180: EMT-Intermediate (5)

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TOTAL TECHNICAL CORE REQUIREMENTS

21 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOUR

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## ASSOCIATE OF SCIENCE

# Environmental Science

## About the Program

This program provides students with the first two years of study toward a Bachelor's degree in Environmental Science or Earth and Planetary Science at UNM Albuquerque Campus or other four-year institutions. As a terminal degree, it is sufficient preparation for certain technician jobs in areas such as environmental testing and remediation.

A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the B.S. or B.A. of interest if planning to transfer in order to make the best choices among the optional courses below.

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 219: Technical Writing (3)
  - *or*
- ENGL 220 Expository Writing (3)

### MATHEMATICS AND STATISTICS (3 CREDIT HOURS)

*MATH 121 is suggested by UNM as the first mathematics course for a B.S. in Environmental Science or a B.A. in Earth and Planetary Science. MATH 150 is suggested as the first course for a B.S. in Earth and Planetary Science. There is some flexibility in the series of mathematics courses chosen for these degrees.*

- MATH 121: College Algebra (3), *or*
- MATH 150: Pre-Calculus (3)

### PHYSICAL AND NATURAL SCIENCES (8 CREDIT HOURS)

- CHEM 121: General Chemistry I (3) and CHEM 123L: General Chemistry I Lab (1)

*And choose one lecture/lab combination from:*

- ENVS 101: The Blue Planet (3) and ENVS 102L: The Blue Planet Laboratory (1), *or*
- EPS 101: How the Earth Works—An Introduction to Geology (3) and EPS 105L: Physical Geology Laboratory (1)

### SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Select any two UNM Core Curriculum course in this area.*

HUMANITIES (6 CREDIT HOURS)

Select any two UNM Core Curriculum course in this area.

FOREIGN LANGUAGE (3 CREDIT HOURS)

Select any UNM Core Curriculum course in this area.

FINE ARTS (3 CREDIT HOURS)

Select any UNM Core Curriculum course in this area.

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TOTAL GENERAL EDUCATION REQUIREMENTS

38 CREDIT HOURS

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Technical Core Requirements (at least 22 credit hours)

ADDITIONAL MATHEMATICS (5-13 CREDIT HOURS):

Check the specifics B.S. or B.A. degree of interest, as well as the prerequisites of the science courses chosen from the list below, to determine the best additional math courses.

- MATH 123: Trigonometry (3)
- MATH 153: Pre-Calculus and Trigonometry (5)
- MATH 152: Calculus I (4)
- MATH 163: Calculus II (4)

ADDITIONAL SCIENCE (9-17 CREDIT HOURS):

Check ENVS or EPS advisor for the specific B.S. or B.A. degree of interest to determine the best additional science courses. BIOL 123 and 124L are generally required for a B.S. in ENVS, as is CS 151L or CS 152L. CS 151L and CS 152L should not BOTH be taken. Environmental Science & Earth and Planetary Science are interdisciplinary fields, and students may follow unique paths to B.A. or B.S. degrees. Other science courses besides those listed below (such as chemistry above 122, physics above 161, biology above 124L, astronomy 270 or above) might be approved, as well as courses in geography, engineering, or anthropology. Guidance from an EPS or ENVS advisor is essential. To prepare for a Bachelor's Degree in Biology with a concentration in Conservation Biology or a B.S. in Physics with an EPS concentration, see the A.S. in Science program requirements. PHYC 157, 167, and 168 are optional but strongly recommended practice problem-solving sections associated with PHYC 151, 160, and 161 respectively.

- BIOL 123: Biology for Health Related Sciences and Non-Majors (3)
- BIOL 124L: Biology for Health Related Sciences and Non-Majors Lab (1)
- CHEM 122: General Chemistry II (3)
- CHEM 124L: General Chemistry II Lab (1)
- EPS 201L: Earth History (4)
- PHYC 151: General Physics (3)
- PHYC 157: Problems in General Physics (1)
- PHYC 160: General Physics (3)
- PHYC 161: General Physics (3)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)
- CS 151L: Computer Programming Fundamentals for Non-majors (3)
- CS 152L: Computer Programming Fundamentals (3)

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TOTAL TECHNICAL CORE REQUIREMENTS

22 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

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ASSOCIATE OF SCIENCE

# Pre-Professional Health Sciences

## About the Program

This is a transfer degree program designed for students pursuing a career in the health sciences, such as nursing, physician's assistant, dental hygiene, and pharmacy. Completion of this degree will fulfill the pre-admission requirements for most medical professional programs and enable students to transfer to a baccalaureate degree in BS in nursing, BS in dental hygiene, BS – Physician assistant studies program, to Masters in Physical Therapy. It is strongly recommended that the students check the specific requirements for the health sciences degree program of interest at the four year institution of their choice before registering for courses in the degree program.

**PROGRAM UNDER REVIEW**  
**CHECK WITH ADVISOR FOR FURTHER INFORMATION**

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A minimum of 60 credit hours with minimum C (not C-) grade or better in all courses and overall grade 2.5 or higher. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 219: Technical Writing (3)

### MATHEMATICS AND STATISTICS (MINIMUM 3 CREDIT HOURS)

*Choose one of the following:*

- MATH 121: College Algebra (3) and MATH 107: Problem for MATH 121 (1)
- MATH 123: Trigonometry (3)
- MATH 150: Pre-calculus (3)
- MATH 180: Elements of Calculus I (3)
- MATH 162: Calculus I (4)\*
- STAT 145: Introduction to Statistics (3)

*\*Note: MATH 180 has a prerequisite of MATH 121 or MATH 150, MATH 162 has a prerequisite of MATH 150 and MATH 123. Students should contact the four- year institution of their choice to check the specific mathematics requirements for the degree program of interest.*

### SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

Select any UNM Core Curriculum course in this area. *Students should contact the four-year institution of their choice to check any specific requirements in this area for the degree program of interest.*

#### HUMANITIES (6 CREDIT HOURS)

Select two UNM Core Curriculum courses in this area. *Students should contact the four-year institution of their choice to check any specific requirements in this area for the degree program of interest.*

#### FOREIGN LANGUAGE (3 CREDIT HOURS)

Select any UNM Core Curriculum course in this area. *Students should contact the four-year institution of their choice to check any specific requirements in this area for the degree program of interest.*

#### FINE ARTS (3 CREDIT HOURS)

Select any UNM Core Curriculum course in this area.

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TOTAL GENERAL EDUCATION REQUIREMENTS (NOT INCLUDING SCIENCE)

30 CREDIT HOURS

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#### Technical Core Requirements

**Must include the following 24 credit hours (24 credits):**

#### MATHEMATICS AND STATISTICS (4 CREDIT HOURS)

- MATH 163: Calculus II (4)

*Note: MATH 181 may be substituted for MATH 163, but will only be accepted for some bachelor degrees in science (e.g. Biology).*

#### PHYSICAL AND NATURAL SCIENCES (20 CREDIT HOURS)

- CHEM 121/123L: General Chemistry I (3)/ General Chemistry I Lab (1)
- CHEM 122/124L: General Chemistry II (3)/ General Chemistry II Lab (1)
- PHYC 160: General Physics (3)
- PHYC 160L: General Physics Laboratory (1)
- PHYC 161: General Physics (3)
- PHYC 161L: General Physics Laboratory (1)

#### AND AN ADDITIONAL 6 CREDIT HOURS SHOULD BE SELECTED FROM (6 CREDITS):

##### **Mathematics:**

- MATH 264: Calculus III (4)

##### **Physical/Natural Sciences:**

- BIOL 201: Molecular and Cell Biology (4)
- BIOL 202: Genetics (4)
- BIOL 203L: Ecology and Evolution (4)
- BIOL 204L: Plant and Animal Form and Function (4)
- CHEM 212: Integrated Organic Chemistry and Biochemistry (4)
- EPS 101: How the Earth Works-An Introduction to Geology (3)
- EPS 105L: Physical Geology Laboratory (1)
- EPS 201L: Earth History (4)
- ENV5 101: The Blue Planet (3)
- ENV5 102L: The Blue Planet Laboratory (2)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)
- PHYC 262: General Physics (3)



- PHYC 262L: General Physics Lab (1)
- PHYC 267: Problems in General Physics (1)

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TOTAL TECHNICAL CORE REQUIREMENTS	30 CREDIT HOURS
TOTAL CREDIT HOURS	60 CREDIT HOURS

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## ASSOCIATE OF SCIENCE

# Pre-Engineering

## About the Program

This program represents the course work for the first two years of the baccalaureate degree at UNM Albuquerque Campus and is in compliance with the New Mexico Pre-Engineering Transfer Module. The courses are pertinent to all fields of engineering: mechanical, chemical, nuclear, civil, construction and computer. Students with this degree are qualified to enter the work force as technicians in various engineering fields or to continue their studies to the baccalaureate level.

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A minimum of 60 credit hours with a minimum grade point average of 2.2 overall, with a grade of 2.5 or better in any specifically required course. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the BS in the particular area of engineering of interest (chemical and nuclear, civil, electrical and computer, mechanical etc.) in order to make the best choices among the optional courses.

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) or ENGL 112: Composition II (3) or ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 219: Technical Writing (3)

### PHYSICAL/NATURAL SCIENCES (12 CREDIT HOURS)

- CHEM 121/123L: General Chemistry I(3)/General Chemistry I Lab (1)
- PHYC 160: General Physics (3)
- PHYC 160L: General Physics Laboratory (1)
- PHYC 161: General Physics (3)
- PHYC 161L: General Physics Laboratory (1)

### MATHEMATICS AND STATISTICS (12 CREDIT HOURS)

- MATH 162: Calculus I (4)
- MATH 163: Calculus II (4)
- MATH 264: Calculus III (4)

### SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Including:*

- ECON 105: Introductory Macroeconomics (3)
- *and*
- *Select one other UNM Core Curriculum course in this area.*

HUMANITIES (6 CREDIT HOURS)

*Select any UNM Core Curriculum courses in this area.*

FINE ARTS (3 CREDIT HOURS)

*Select any UNM Core Curriculum course in this area, or substitute one additional course from the core curriculum in either Humanities or Social & Behavioral Sciences.*

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TOTAL GENERAL EDUCATION REQUIREMENTS

48 CREDIT HOURS

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**Technical Core Requirements**

ENGINEERING AND COMPUTER SCIENCE (6 CREDIT HOURS)

- CS 151L: Computer Programming Fundamentals for Non-Majors (3)
- *And 3 credit hours selected from:*
- CE 202 : Engineering Statics (3)
- ECE 203L: Circuit Analysis I (3)
- ECE 213: Circuit Analysis II (3)
- ECE 238L: Computer Logic Design (4)
- ME 160L: Mechanical Engineering Design I (3)
- ME 260L: Mechanical Engineering Design II (3)

*NOTE: Other engineering courses specified in the B.S. degree plan of interest may be substituted, if offered by UNM-LA.*

OTHER (6 CREDIT HOURS)

*To complete the required number of hours for this degree, other courses (6 credit hours) may be chosen from the following if not already counted in degree program.*

**Engineering and Computer Science**

- CE 202: Engineering Statics (3)
- ECE 203L: Circuit Analysis I (3)
- ECE 213: Circuit Analysis II (3)
- ECE 238L: Computer Logic Design (4)
- ME 160L: Mechanical Engineering Design I (3)
- ME 260L: Mechanical Engineering Design II (3)
- ME 217: Energy, Environment & Society (3)

*Note: Other engineering courses specified in the B.S. degree plan of interest may be substituted, if offered by UNM-LA.*

• **Physical/Natural Sciences**

- CHEM 122/124L: General Chemistry II (3)/General Chemistry II Lab (1)
- EPS 101: How the Earth Works—An Introduction to Geology (3)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)
- PHYC 262: General Physics (3)
- PHYC 267: Problems in General Physics (1)

**Foreign Language (Maximum of 3 credit hours)**

*Select any UNM Core Curriculum course in this area.*

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TOTAL TECHNICAL CORE REQUIREMENTS

12 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

## ASSOCIATE OF SCIENCE

**Science****About the Program**

This program represents the first two years of course work in general science with an emphasis on physics, chemistry, and biology. Completion of this degree will enable students to transfer to a four-year institution for additional studies leading to a bachelor's degree. It will also provide background studies for students wishing to enter the work force as technicians in science.

A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the B.S. or B.A. in the particular area of interest in science (biology, biochemistry, chemistry, physics) in order to make the best choices among the optional courses below.

**General Education Requirements**

## WRITING AND SPEAKING (9 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)

*And a third course chosen from:*

- CJ 130: Public Speaking (3)
- ENGL 219: Technical Writing (3)
- ENGL 220: Expository Writing (3)
- PHIL 156: Reasoning and Critical Thinking (3)

*Note: For a B.S. in Chemistry, ENGL 219 may be specifically required as the third English course. For most other B.A. or B.S. degrees in the natural and physical sciences, all four of the above options are accepted.*

## MATHEMATICS (5 OR 6 CREDIT HOURS)

- MATH 123: Trigonometry (3) and MATH 150: Pre-Calculus (3)
- Or*
- MATH 153: Pre-Calculus and Trigonometry (5)

## PHYSICAL AND NATURAL SCIENCES (8 CREDIT HOURS)

CHEM 121/123L and CHEM 122/124L are required for all bachelor's degrees in biology, biochemistry, chemistry, and most concentrations of physics. An astrophysics B.S. does not require the chemistry, and the combination of PHYC 160/160L and PHYC 161/161L may be substituted (listed below, under Technical Core Requirements).

- CHEM 121/123L: General Chemistry I(3)/General Chemistry I Lab (1)

- CHEM 122/124L: General Chemistry II(3)/General Chemistry II Lab (1)

SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Select any two UNM Core Curriculum course in this area.*

HUMANITIES (6 CREDIT HOURS)

*Select any two UNM Core Curriculum courses in this area.*

FOREIGN LANGUAGE (3 CREDIT HOURS)

*Select any UNM Core Curriculum course in this area.*

FINE ARTS (3 CREDIT HOURS)

*Select any UNM Core Curriculum course in this area.*

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TOTAL GENERAL EDUCATION REQUIREMENTS (NOT INCLUDING SCIENCE)

40-41 CREDIT HOURS

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Technical Core Requirements (19-20 credit hours)

ADDITIONAL MATHEMATICS:

Check the specific B.S. or B.A. degree of interest, as well as the prerequisites of the science courses chosen from the list below, to determine the best additional mathematics courses. Most science degrees require two semesters of 100-level calculus.

MATH 264 is required for a B.S. in chemistry or physics, or a B.A. in physics and astrophysics. STAT 145 (or CS 150L) can substitute for second-semester calculus for a B.A. in biology.

- MATH 162: Calculus I (4)
- MATH 163: Calculus II (4)
- MATH 180: Elements of Calculus I (3)
- MATH 181: Elements of Calculus II (3)
- MATH 264: Calculus III (4)
- STAT 145: Introduction to Statistics (3)

ADDITIONAL SCIENCE:

Check the specific B.S. or B.A. degree of interest to determine the best additional science courses. All UNM B.A. and B.S. degrees in biology, biochemistry, chemistry, and physics require PHYC course of some kind. Labs may or may not be required. PHYC 157, 158, 167, 168, and 267 are optional, but strongly recommended practice problem-solving sections associated with PHYC 151, 152, 160, 161, and 262 respectively. The four BIOL courses listed (including associated labs) are needed for B.A. or B.S. degrees in biology as well as the B.S. in physics with a biophysics concentration (and the first two are needed for a B.S. in biochemistry). The remaining courses are options in a few science degree programs. To prepare for a bachelor's degree in EPS or ENVS, see the A.S. in Environmental Science Program requirements.

- BIOL 201: Molecular and Cell Biology (4)
- BIOL 202: Genetics (4)
- BIOL 203: Ecology and Evolution (4)
- BIOL 203L: Ecology and Evolution Laboratory (1)
- BIOL 204: Plant and Animal Form and Function (3)
- BIOL 204L: Plant and Animal Form and Function Lab (1)



- CHEM 212: Integrated Organic Chemistry and Bio Chemistry (4)
- CS 150L: Computing for Business Students (3)
- EPS 101: How the Earth Works—An Introduction to Geology (3)
- EPS 105L: Physical Geology Laboratory (1)
- EPS 201L: Earth History (4)
- ENVS 101: The Blue Planet (3)
- ENVS 102L: The Blue Planet Laboratory (1)
- PHYC 102: Introduction to Physics (3)
- PHYC 151: General Physics (3)
- PHYC 151L: General Physics Laboratory (1)
- PHYC 152: General Physics (3)
- PHYC 152L: General Physics Laboratory (1)
- PHYC 157: Problems in General Physics (1)
- PHYC 158: Problems in General Physics (1)
- PHYC 160: General Physics (3)
- PHYC 160L: General Physics Laboratory (1)
- PHYC 161: General Physics (3)
- PHYC 161L: General Physics Laboratory (1)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)
- PHYC 262: General Physics (3)
- PHYC 262L: General Physics Lab (1)
- PHYC 267: Problems in General Physics (1)

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TOTAL TECHNICAL CORE REQUIREMENTS

19-20 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

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# Associate of Applied Science Degrees



## ASSOCIATE OF APPLIED SCIENCE

# Accounting

## About the Program

This degree program is designed to help students prepare for entry into the accounting field as accounting clerks or technicians. The core courses in general education combined with computer applications provide the necessary skills for success in today's changing business world. Students will become proficient in basic accounting principles: manual and computerized journals; posting; adjustments; monthly statements; payroll; bank reconciliations; cash flow reports; invoices; and the basics of taxes. Some, but not all, of the required courses will transfer to a BBA program at UNM Albuquerque Campus. Students planning to seek a four-year degree in accounting or another business field should pursue an Associate of Arts in Pre-Business Administration.

A minimum of 60 credits with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

## General Education Requirements

### WRITING AND SPEAKING (6 CREDIT HOURS)

- CJ 221: Interpersonal Communications (3)
- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

### MATHEMATICS/PHYSICAL AND NATURAL SCIENCES (6 CREDIT HOURS)

- MATH 121: College Algebra (3). *or*
- MATH 129: A Survey of Mathematics (3), *or*
- STAT 145: Introduction to Statistics (3), *and*

*Select additional 3 hours from UNM Core Curriculum in these areas.*

### FINE ARTS/FOREIGN LANGUAGE/HUMANITIES AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

- ECON 106: Introductory Microeconomics (3), *and*

*Select additional 3 hours from UNM Core Curriculum in these areas.*

TOTAL GENERAL EDUCATION REQUIREMENTS

18 CREDIT HOURS

## Technical Core Requirements (42 credit hours)

- BUSINESS, MANAGEMENT, AND TECHNOLOGY (35 CREDIT HOURS)
- BSTC 202: Microcomputer Accounting (3)
- BSTC 203: Business Communication (3)
- BSTC 218\*: Business Law (3)
- BSTC 212: Introduction to Income Tax (3)

- BSTC 220\*: Management Accounting (3)
- CS 150L: Computing for Business Students (3)
- CT 202\*: Applications of Spreadsheets (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 102: Fundamentals of Accounting II (3)
- MGMT 102L: Fundamentals of Accounting II Lab (1)
- MGMT 113: Management: An Introduction (3)
- MGMT 158: Ethics in Organizations (3)

TECHNICAL ELECTIVES OR COOPERATIVE EDUCATION WORK PHASES (7 CREDIT HOURS)

*Choose from the following courses:*

- BSTC 113: Introduction to Project Management (1)
- BSTC 114: Customer Service and Relations (1)
- BSTC 115: Time Management (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 204: Human Relations in Business (3)
- BSTC 193: Topics (1-4)
- BSTC 293: Topics (1-4)
- BSTC 296: Business Cooperative Work Phase 1, 2, or 3 (1-3)
- ECON 212: Personal Investing (3)
- MGMT 105: Management Coop (3)
- MGMT 190: Special Topics (3)
- MGMT 222: Introduction to Marketing (3)

*Note that various Topics courses will be offered and students may receive credit for taking multiple Topics courses.*

TOTAL TECHNICAL CORE REQUIREMENTS	42 CREDIT HOURS
TOTAL CREDIT HOURS	60 CREDIT HOURS

ASSOCIATE OF APPLIED SCIENCE

# Applied Technologies

*The Associate of Applied Science Degree in Applied Technologies a concentration available in Electro-mechanical Technology.*

## About the Program

This program is designed to develop skills that will assist students in gaining employment as entry level technicians. Program content is intended to provide a balance of performance skills in electro-mechanical technology. Students will be provided with quality training and career pathways in modern applied technologies. Students will learn to use the techniques, skills, and modern applied science tools necessary for professional practice in their chosen area of concentration.

## About the Electro-Mechanical Concentration

Building on the basic technical core courses, students in the Electro-Mechanical Concentration will learn the basic elements of DC circuits, AC electronic components, and electronic devices. Students will also be introduced to fundamental mechanical systems (vacuum, cryogenic, and hydraulic systems) and their design, assembly, and operation. In addition to the general education core curriculum, students must complete a set of required technical core classes and 20 credit hours in this concentration.

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A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence. Minimum grade of C (not C-) in each Technical Core course.

## General Education Requirements

### WRITING AND SPEAKING (9 CREDIT HOURS)

- CJ 130: Public Speaking (3)
- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 119: Technical Communications (3) *or* ENGL 219: Technical and Professional Writing (3)

MATHEMATICS (7 CREDIT HOURS)

- MATH 121: College Algebra (3)
- MATH 107: Problems in College Algebra (1)
- MATH 123: Trigonometry (3)

PHYSICAL AND NATURAL SCIENCES (8 CREDIT HOURS)

- CHEM 111: Elements of General Chemistry (4)
- PHYC 102: Introduction to Physics (3)
- PHYC 102L: Physics Laboratory (1)

SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

*Select from the following:*

- ANTH 130, ECON 105, ECON 106, POLS 200, PSY 105, SOC 101
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TOTAL GENERAL EDUCATION REQUIREMENTS	27 CREDIT HOURS
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Technical Core Requirements

TECHNICAL COURSES (33 CREDIT HOURS TOTAL)

*Technical courses common to all concentrations:*

- DRFT 103: Introduction to Drafting (3)
- DRFT 119: Blueprint Reading (3)
- ELCT 105L: Industrial Shop Practice (3)
- MCHT 101L: Basic Welding (4)

**To complete the technical coursework, students will select from one of the following concentrations:**

**Electro-Mechanical Technology Concentration (20 credit hours)**

- ELCT 101: DC Circuit Analysis (4)
- ELCT 102: AC Circuit Analysis (4)
- ELCT 103: Mechanical Systems (3)
- ELCT 137: Digital Electronics I (Combinational Logic) (3)
- ELCT 203: Electronic Devices (4)
- ELCT 204: Electronics Lab (2)

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TOTAL TECHNICAL CORE REQUIREMENTS	33 CREDIT HOURS
TOTAL CREDIT HOURS	60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**Business**

*The Associate of Applied Science in Business has two concentrations: one in Management and one in Marketing.*

**About the Program**

The Associate of Applied Science in Business has two concentrations, one in Management and one in Marketing. This program is designed for students preparing for a career in business. The broad-based curriculum includes the use of microcomputers and their applications and focuses on the fundamentals of business, with the opportunity to focus on either management or marketing as a concentration.

**About the Management Concentration**

Building on the common core requirements of this degree, the students in the management concentration will focus on management issues, taking courses in management, human relations, business law, and management accounting.

**About the Marketing Concentration**

Building on the common core requirements of this degree, the students in the marketing concentration will focus on marketing issues, taking courses in marketing and digital media arts.

A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

**General Education Requirements**

## WRITING AND SPEAKING (6 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- *Select one from:*
- CJ 221: Interpersonal Communication (3)
- CJ 130: Public Speaking (3)

## MATHEMATICS/PHYSICAL AND NATURAL SCIENCES (6 CREDIT HOURS)

- MATH 121: College Algebra (3), *or*
- MATH 129: A Survey of Mathematics (3), *or*
- STAT 145: Introduction to Statistics (3), *and*

*Select 3 hours from UNM Core Curriculum in these areas.*

## FINE ARTS/FOREIGN LANGUAGE/HUMANITIES AND SOCIAL AND BEHAVIORAL SCIENCES (9 CREDIT HOURS)

- ECON 105: Introductory Macroeconomics (3)
- ECON 106: Introductory Microeconomics (3), *and*

*Select additional 3 hours from UNM Core Curriculum in these areas.*

TOTAL GENERAL EDUCATION REQUIREMENTS

21 CREDIT HOURS

## Technical Core Requirements

### TECHNICAL COURSES (33 CREDIT HOURS)

*(Note: Courses with an \* indicate that they are prerequisites for other required courses and should be taken as soon as possible.)*

#### Technical Courses Common to Both Concentrations (20 credit hours):

- BSTC 203: Business Communication (3)
- CS 150L\*: Computing for Business Students (3)
- MGMT 101\*: Fundamentals of Accounting I (3)
- MGMT 101L\*: Fundamentals of Accounting I Lab (1)
- MGMT 102\*: Fundamentals of Accounting II (3)
- MGMT 102L\*: Fundamentals of Accounting II Lab (1)
- MGMT 158: Ethics in Organizations (3)

*And*

*Select 3 credits from the following:*

- BSTC 114: Customer Service and Relations (1)
- BSTC 115: Time Management (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)

#### Management Concentration (13 credit hours)

- BSTC 113: Introduction to Project Management (1)
- BSTC 204: Human Relations in Business (3)
- BSTC 218: Business Law (3)
- BSTC 220: Management Accounting (3)
- MGMT 113\*: Management: An Introduction (3)

#### Marketing Concentration (13 credit hours)

- CT 165: Introduction to Web Authoring (3)
- DMA 101\*: Introduction to Digital Imaging and Scanning (1)
- DMA 165: Introduction to Digital Media Arts (Photoshop) (3)
- DMA 203: Introduction to Desktop Publishing (3)
- MGMT 222: Introduction to Marketing (3)

### TECHNICAL ELECTIVES (6 CREDIT HOURS)

#### Management Concentration Technical Electives

*Select 6 credit hours from:*

- BSTC 111, BSTC 202, BSTC 212, BSTC 193, BSTC 293, BSTC 296, CT 165, CT 202, \*DMA 101, DMA 165, DMA 203, ECON 212, MGMT 105, MGMT 190, MGMT 222

*A student may also select from any of the BSTC 114, 115, 116, 117, 118 courses that were not taken for technical credit requirements above.*

#### Marketing Concentration Technical Electives

*Select 6 credit hours from:*

- BSTC 111, BSTC 113, BSTC 193, BSTC 202, BSTC 204, BSTC 212, BSTC 218, BSTC 220, BSTC 293, CJ 110, DMA 166, DMA 175, DMA 250, ECON 212, BSTC 296, CT 202, \*MGMT 113, MGMT 105, MGMT 190.

*A student may also select from any of the BSTC 114, 115, 116, 117, 118 courses that were not taken for technical credit requirements above.*

*In order to monitor degree content and insure a consistently high quality degree, students are discouraged from transferring too many credit hours from another institution towards the Technical Courses required for this degree. Please work with your advisor and/or the published Course Rotation Sequence for this degree to help you schedule the Technical Courses here at UNM-LA.*

*As is the nature of all technical or computer-related degrees, course content is susceptible to rapid change. In order to provide a quality degree that meets UNM and industry standards, our degrees are reviewed regularly for up-to-date content. All students officially enrolled in a degree will be notified if/when the degree substantially changes. In order to best prepare students for the current job market, students lingering in an outdated degree program will be encouraged to work towards the updated degree.*

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TOTAL TECHNICAL CORE REQUIREMENTS	39 CREDIT HOURS
TOTAL CREDIT HOURS	60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**Environmental Technology****About the Program**

This program provides you with the education and experience to qualify for entry-level technician jobs in a variety of environmental science specialties. You can specialize in biological, geological, or chemical based environmental sampling and testing in this AAS degree. Our small class size and personalized attention builds a strong base for you to succeed in whatever specialty you choose. You will learn the relevant biology, environmental science, physics, and chemistry through both lectures and hands-on labs. The core environmental technology classes are primarily taught in the field with professionals using industry standard equipment.

A minimum of 60 credit hours with a C (not C-) grade or better in all courses and overall grade point average of 2.5 or higher must be earned to complete the Associate of Applied Science degree in Environmental Technology. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence. It is strongly recommended that the student check the specific requirements for the career of interest or discuss their plans with an advisor to make the best choices among the optional courses below.

**General Education Requirements**

## WRITING AND SPEAKING (6 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 119: Technical Communications (3)

## MATHEMATICS (6 CREDIT HOURS)

- MATH 121: College Algebra (or higher) (3)
- STAT 145: Introduction to Statistics (3)

## PHYSICAL AND NATURAL SCIENCES (8 CREDIT HOURS)

- CHEM 121: General Chemistry I (3)
- CHEM 123L: General Chemistry I Laboratory (1)
- ENVS 101: The Blue Planet (3)
- ENVS 102L: The Blue Planet Laboratory (1)

*Note: The lecture/lab combination of EPS 101: How the Earth Works-An Introduction of Geology (3)/EPS 105L: Physical Geology Laboratory (1) may be substituted for ENVS 101/102L if the latter is not available, since it is considered equivalent for students working on a B.S. in Environmental Science.*

## HUMANITIES/SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Select any two UNM Core Curriculum courses in this area.*

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**TOTAL GENERAL EDUCATION REQUIREMENTS****26 CREDIT HOURS**

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## Technical Core Requirements

### BUSINESS, COMPUTER TECHNOLOGY, AND GEOGRAPHY (7-8 CREDIT HOURS)

- BSTC 114: Customer Service and Relations, or BSTC 118: Conflict Resolution (1)
- CT 102: Introduction to Microcomputers on PC (4), or CS 150L: Computing for Business Majors (3)
- GEOG 281: Introduction to Maps and Geospatial Information (3)

*Note: GEOG 281 is a prerequisite for several ENTC courses.*

### ENVIRONMENTAL TECHNOLOGY (14 CREDIT HOURS)

- ENTC 150: Environmental Policy (2)
- ENTC 201L: Field Methods I (4)
- ENTC 202L: Field Methods II (4)
- ENTC 204L: HAZWOPR Training (3)
- ENTC 281L: Maps and Geospatial Laboratory (1)

### TECHNICAL ELECTIVES (12-13 CREDIT HOURS)

*Select from:*

- BIOL 201L: Molecular and Cell Biology (4)
- BIOL 202L: Genetics (4)
- BIOL 203: Ecology and Evolution (3)
- BIOL 203L: Ecology and Evolution (1)
- BIOL 204: Plant and Animal Form and Function (3)
- BIOL 204L: Plant and Animal Form and Function (1)
- BIOL 239L: Microbiology for Health Science and Non-majors (4)
- CHEM 122: General Chemistry II (3)
- CHEM 124L: General Chemistry II Laboratory (1)
- CHEM 212: Integrated Organic Chemistry and Biochemistry (4)
- ENTC 290: Topics in Environmental Technology (1-3)
- ENTC 296: Internship (3)\*
- ENTC 203L: Fermentation and Bio-Production (4)
- EPS 201L: Earth History (4)

*Notes on physics courses below: A student may NOT get credit for all of these and should get advice from an advisor to choose the ones best suited to the career of choice as well as the student's math background.*

*A One-semester course, PHYC 102, and associated lab 102L, is recommended for students not majoring in science; it has no math prerequisite.*

*A Two-semester series, PHYC 151 and 152, along with labs 151L and 152L and practice problems sections 157 and 158, respectively, is recommended for many science majors and has a prerequisite of MATH 150 or above. These courses are not calculus-based.*

*A Three-semester calculus-based series, PHYC 160, 161, 262, along with labs 160L, 161L, 262L and practice problem sections 167, 168, 267 respectively, is recommended for many other science majors; PHYC 160 has a pre-or corequisite of MATH 162.*

- PHYC 102: Introduction to Physics (3)
- PHYC 102L: Physics Laboratory (1)

- PHYC 151: General Physics (3)
- PHYC 151L: General Physics Laboratory (1)
- PHYC 152: General Physics or PHYC 161: General Physics (3)
- PHYC 152L: General Physics Laboratory or PHYC 161L: General Physics Laboratory (1)
- PHYC 157: Problems in General Physics or PHYC 167: Problems in General Physics (1)
- PHYC 158: Problems in General Physics or PHYC 168: Problems in General Physics (1)
- PHYC 160: General Physics (3)
- PHYC 160L: General Physics Laboratory (1)
- PHYC 161: General Physics (3)
- PHYC 161L: General Physics Laboratory (1)
- PHYC 167: Problems in General Physics (1)
- PHYC 168: Problems in General Physics (1)
- PHYC 262: General Physics (3)
- PHYC 262L: General Physics Laboratory (1)
- PHYC 267: Problems in General Physics (1)

*\*ENTC 296 may be repeated for credit as an elective*

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TOTAL TECHNICAL CORE REQUIREMENTS	34 CREDIT HOURS
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TOTAL CREDIT HOURS	60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**Fire Science****About the Program**

This program is designed to develop skills that will assist a student in gaining employment in various fire science and emergency medical services career fields. Graduates may expect to find employment opportunities with public fire departments, insurance companies, industrial firms, governmental agencies, educational organizations, ambulance services and fire protection manufacturing and research groups. This degree program will help enable persons currently employed in fire service to prepare themselves for advancement in their careers or begin a pathway to becoming an EMT. It will provide the student new to fire science and emergency medical services with the general education and technical training to succeed as a Fire Science professional. Program content is based on the national Fire and Emergency Services Higher Education (FESHE) curriculum. A concentration in EMS is available for those students who might wish to continue their education into paramedicine.

**About the Fire Science Concentration**

This concentration provides the student with more in-depth education in fire service careers. Students who wish to advance into management in the fire service will find this concentration helpful.

**About the Emergency Medical Services Concentration**

This concentration is designed to develop skills that will assist a student planning to eventually enter a paramedic Bachelor's degree program. Completion of this concentration will prepare a student to sit for the New Mexico EMT-Basic and EMT-I (Intermediate) licensing tests.

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A student must earn a minimum of 60 credit hours with a minimum grade point average of 2.5. At least 15 of these 60 credit hours must be UNM catalog credit courses taken in residence. The students must have a minimum of C (not C-) in each Technical Core course.

**General Education Requirements**

## WRITING AND SPEAKING (9 CREDIT HOURS)

**For Both Concentrations:**

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

**For Fire Science Concentration:**

*Choose 6 credit hours from:*

- CJ 101: Introduction to Communication (3)  
*or*
- CJ 130: Public Speaking
- ENGL 120: Composition III (3)
- ENGL 219: Technical and Professional Writing (3)
- ENGL 220: Expository Writing (3)

**For Emergency Medical Services Concentration:**

*Choose 6 credit hours from:*

- CJ 130: Public Speaking (3)
- \*ENGL 120: Composition III (3)
- ENGL 220: Expository Writing (3)
- PHIL 156: Reasoning and Critical Thinking (3)

*\*Required prerequisites for admission into the UNM Paramedic Bachelor program.*

MATHEMATICS (3 CREDIT HOURS)

**For Fire Science Concentration:**

- MATH 120: Intermediate Algebra (3)\* or (Math 101, 102, and 103: Intermediate Algebra I, II, III)  
*or higher*

**For Emergency Medical Services Concentration:**

- MATH 121: College Algebra (3)

PHYSICAL AND NATURAL SCIENCES (4 CREDIT HOURS)

**For Fire Science Concentration:**

*Select from the following:*

- BIOL 123: Biology for Health-Related Sciences and Non-Majors (3)  
*and*
- BIOL 124L: Biology for Health-Related Sciences and Non-Majors Lab (1)
- CHEM 111: Elements of General Chemistry (4)  
*or*
- CHEM 121: General Chemistry I (3)  
*and*
- CHEM 123L: General Chemistry I Lab (1)
- EPS 101: How the Earth Works—An Introduction to Geology (3)  
*and*
- EPS 105L: Physical Geology Lab (1)

**For Emergency Medical Services Concentration:**

*Select from the following:*

- \*BIOL 123: Biology for Health-Related Sciences and Non-Majors (3)  
*and*
- \*BIOL 124L: Biology for Health-Related Sciences and Non-Majors Lab (1)
- \*CHEM 121: General Chemistry I (3)  
*and*
- \*CHEM 123L: General Chemistry I Lab (1)

*\*Required prerequisites for admission into the UNM Paramedic Bachelor program.*

SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

**For Both Concentrations**

*Select from the following:*

- SOC 101: Introduction to Sociology (3)
- PSY 105: General Psychology (3)

PHYSICAL EDUCATION (2 CREDIT HOURS)

**For Both Concentrations**

- PENP 193: Topics: Physical Fitness (2)

COMPUTER SCIENCE (3 CREDIT HOURS)

**For Both Concentrations**

- CS 150L: Computing for Business Students (3)
- or*
- CT 102: Introduction to Microcomputers on the PC (4)

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TOTAL GENERAL EDUCATION REQUIREMENTS

24 CREDIT HOURS

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## Technical Core Requirements

TECHNICAL COURSES COMMON TO BOTH CONCENTRATIONS (18 CREDIT HOURS)

- FISC 101: Principles of Emergency Services (3)
- FISC 102: Fire Prevention (3)
- FISC 105: Principles of Fire and Emergency Services Safety & Survival (3)
- FISC 106: Fire Behavior and Combustion (3)
- FISC 201: Fire Protection Systems (3)
- FISC 212: Building Construction for Fire Prevention (3)

ADDITIONAL TECHNICAL COURSES FOR FIRE SCIENCE CONCENTRATION (12 CREDIT HOURS)

- FISC 103: Hazardous Materials (3)
- FISC 210: Incident Safety Officer (3)
- FISC 220: Fire Protection Hydraulics and Water Supply (3)
- FISC 225: Strategy and Tactics (3)

ADDITIONAL TECHNICAL COURSES FOR EMERGENCY MEDICAL SERVICES CONCENTRATION (18 CREDIT HOURS)

- EMS 113: EMT-Basic (8)
- EMS 142: EMT-Basic Lab (2)
- EMS 180: EMT-Intermediate (5)
- EMS 143: EMT-Intermediate Lab (1)
- EMS 151: EMT-I Clinical and Field Experience (2)

ELECTIVES FOR FIRE SCIENCE CONCENTRATION (6 CREDIT HOURS):

*Select 6 credit hours from the following:*

**Fire Science**

*Select from:*

- FISC 104: Wildland Firefighting (3)
- FISC 202: Fire Administration I (3)

**Emergency Medicine**

*Choose any EMS course \*Note: Students are encouraged to take EMS 113 and EMS 142 to increase chances of employment in the fire service*

**Humanities (not more than 3 credit hours)**

*Choose any UNM Core curriculum course*

**Social and Behavioral Sciences (not more than 3 credit hours)**

*Choose any UNM Core curriculum course*

**Physical and Natural Sciences**

*Choose any UNM Core curriculum course*

**Foreign Language (not more than 3 credit hours)**

*Choose any UNM Core curriculum course*

**NOTE: For Emergency Medical Services Concentration No Electives are required.**

*If you plan to pursue a Bachelor's degree in Paramedicine, please contact the institution to which you wish to transfer in order to determine pre-admission requirements.*

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TOTAL TECHNICAL CORE REQUIREMENTS	36 CREDIT HOURS
TOTAL CREDIT HOURS	60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**General Studies****About the Program**

The Associate of Applied Science in General Studies is designed to provide students with the opportunity to develop programs of study not available through other UNM - Los Alamos programs. A student's program may reflect either specialized or broad patterns of educational experience. Most general education courses will articulate to four-year college programs. Note: Students planning to pursue a particular baccalaureate degree should familiarize themselves with the requirements of the transfer institution and select courses accordingly.

A minimum of 60 credit hours with a minimum grade point average of 2.0. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

**General Education Requirements**

## WRITING AND SPEAKING (9 CREDIT HOURS)

*Select from the following:*

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
  - ENGL 120: Composition III (3)
  - ENGL 119: Technical Communications (3)
- or*
- ENGL 219: Technical Writing (3)
  - Communication & Journalism Elective (3)

## MATHEMATICS AND STATISTICS (3 CREDIT HOURS)

Select one (1) of the following:

MATH 120 or 101/102\*

Any course from the Mathematics Core Curriculum (Area 2)

*\*Students transferring to UNM-ABQ and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## NATURAL AND PHYSICAL SCIENCES (7 CREDIT HOURS)

Select two (2) courses from the Core Curriculum in Physical and Natural Sciences (Area 3). (One course must include a 1 credit hour lab)

## SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

Students are encouraged to select from UNM Core Curriculum in Social and Behavioral Sciences.

HUMANITIES (6 CREDIT HOURS)

Students are encouraged to select from UNM Core Curriculum in Humanities.

FOREIGN LANGUAGE (3 CREDIT HOURS)

Select any UNM Core Curriculum course.

FINE ARTS (3 CREDIT HOURS)

Select any of the core curriculum choices or a studio art course.

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TOTAL GENERAL EDUCATION REQUIREMENTS

37 CREDIT HOURS

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**Technical Core Requirements**

COMPUTER SCIENCE/COMPUTER TECHNOLOGY/INFORMATION TECHNOLOGY (3 CREDIT HOURS)

Select any course in this area.

GENERAL EDUCATION ELECTIVES (20 CREDIT HOURS)

*Students must complete 20 credit hours of electives numbered 101 or higher, except MATH 118.*

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TOTAL TECHNICAL CORE REQUIREMENTS

23 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

# Information Technology with Cybersecurity

## About the Program

This program is designed to develop skills that will assist a student in gaining entry-level employment in an information technology field such as computer security technician, technical support, and network administration.

A minimum of 61 credit hours with a minimum cumulative grade point average of 2.5. At least 15 of these 61 credit hours must be UNM catalog credit courses taken in residence. Information technology with cybersecurity emphasis component courses must be completed with a minimum grade of C or better. All other courses below used for this degree must be completed with a grade of C- or better.

## General Education Requirements

### WRITING AND SPEAKING (6 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

*Select one from the following:*

- CJ 130: Public Speaking (3), *or*
- ENGL 119: Technical Communications (3) (ENGL 219 can substitute)

### MATHEMATICS AND STATISTICS (3 CREDIT HOURS)

- MATH 121: College Algebra (3) *or*
- MATH 129: A Survey of Mathematics (3)

### NATURAL AND PHYSICAL SCIENCES (4 CREDIT HOURS)

- PHYC 102 and 102L: Introduction to Physics and Physics Laboratory (PHYC 160 and 160L can substitute)

### FINE ARTS, FOREIGN LANGUAGE, HUMANITIES, AND SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

*Students should select any applicable course from UNM Core Curriculum not applied elsewhere for this degree.*

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**TOTAL GENERAL EDUCATION REQUIREMENTS****16 CREDIT HOURS**

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## Technical Core Requirements

### REQUIRED TECHNICAL COURSES (42 CREDIT HOURS)

- CS 101: Introduction to Computing Science (4)
- CS 152L: Computer Programming Fundamentals (3)
- CS 220: Systems Analysis and Design (3)
- CS 261: Mathematical Foundations of Computer Science (3)
- CS 293: Social and Ethical Computing (1)
- IT 119: Networking Core Concepts (3)
- IT 130: Microcomputer Operating systems (3)
- IT 141: Technical Support (3)
- IT 231: Systems Administration (3)
- IT 250: Web Fundamentals (3)
- IT 260: Information Assurance and Security (3)
- IT 262: Scripting for Network Defense (3)
- IT 265: Computer Forensics and Incident Response (3)
- IT 271: Databases and Information Management (4)

### IT ELELCTIVE (SUBJECT TO DEPARTMENTAL APPROVAL) (3 CREDIT HOURS)

*Choose one from*

CS 241L: Data Organization (3)

IT 109: Information Technology Cooperative Education (3)

IT 293: IT Special Topics (3)

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TOTAL TECHNICAL CORE REQUIREMENTS	45 CREDIT HOURS
TOTAL CREDIT HOURS	61 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

# Office Communications and Technology

## About the Program

The Associate of Applied Science Degree in Office Communications and Technology covers the skills required for effective administrative support. The program is designed for students seeking positions as administrative assistants, office assistants, and secretaries in technical/scientific government or private business office environments.

A minimum of 60 credit hours with a minimum grade average of 2.0. At least 15 of these 60 hours must be UNM-Los Alamos Branch catalog credit courses taken in residence.

## General Education Requirements

### WRITING AND SPEAKING (6 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)

### MATHEMATICS (3 CREDIT HOURS)

- MATH 121: College Algebra (3), *or*
- MATH 129: A Survey of Mathematics (3), *or*
- STAT 145: Introduction to Statistics (3)

### SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS)

*Choose 6 credit hours from the following:*

- ECON 105: Introduction to Macroeconomics (3)
- ECON 106: Introduction to Microeconomics (3)
- PSY 105: General Psychology (3)
- SOC 101: Introduction to Sociology (3)

### FINE ARTS/HUMANITIES/LANGUAGE (4 CREDIT HOURS)

*It is recommended to choose any course from the current UNM Fine Arts, Humanities, or Language Core Curriculum (3-4). It is strongly advised that students enroll in one of the following Spanish courses, depending on previous Spanish language experience:*

- SPAN 101: Elementary Spanish (3) *and* SPAN 103L: Elementary Spanish Conversation (1)  
*or*
- SPAN 102: Elementary Spanish (3) (2nd half) *and* SPAN 104L: Elementary Spanish Conversation II (1)

### Technical Core Requirements

- BUSINESS TECHNOLOGY (19 CREDIT HOURS)
- BSTC 202: Microcomputer Accounting (3)
- BSTC 203: Business Communications (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 113: Management: An Introduction (3)
- MGMT 158: Ethics in Organizations (3)
- *Select 3 credit hours from the following:*
- BSTC 113: Project Management (1)
- BSTC 114: Customer Service & Relations (1)
- BSTC 115: Time Management for Professionals (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)

### COMPUTER TECHNOLOGY OR INFORMATION TECHNOLOGY (14 CREDIT HOURS)

- CT 102: Introduction to Microcomputers on the PC (4)
- CT 106L: Microsoft WORD (3)
- CT 202: Applications of Spreadsheets: EXCEL (3)
- DMA 101: Introduction to Digital Imaging & Scanning (1)
- DMS 203: Introduction to Desktop Publishing (3)

### TECHNICAL ELECTIVES (8 CREDIT HOURS)

*Choose 8 credit hours from the following:*

- BSTC 113: Project Management (1)
- BSTC 114: Customer Service & Relations (1)
- BSTC 115: Time Management for Professionals (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 193: Topics (1-4)
- BSTC 204: Human Relations in Business (3)
- BSTC 218: Business Law (3)
- BSTC 293: Topics (1-4)
- MGMT 105: Management Coop (3)
- MGMT 190: Special Topics (3)
- CJ 225: Small Group Communications (3)

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TOTAL TECHNICAL CORE REQUIREMENTS

41 CREDIT HOURS

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TOTAL CREDIT HOURS

60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**Public Safety****About the Program**

The Associate of Applied Science in Public Safety with Concentrations in Police Science, Emergency Management, and Homeland Security is a specialized degree program designed to build a workforce that is customized to the expected needs of Police departments, Emergency Management groups, and Homeland Security departments in Northern New Mexico and beyond. The program will provide training and formal education for those entering the areas of Police operations, Emergency Management operations, and Homeland Security operations.

The student must earn a minimum of 60 credit hours with an overall GPA of 2.0 or higher; the student must earn a minimum grade of C (not C-) in each Technical course. At least 15 of these 60 hours must be UNM catalog credit courses taken in residence.

**General Education Requirements**

## WRITING AND SPEAKING (6 CREDIT HOURS)

- CJ 130: Public Speaking (3), and
- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

## MATHEMATICS (3-4 CREDIT HOURS)

- MATH 121: College Algebra (3) AND MATH 107: Problems in College Algebra (1), or
- STAT 145: Introduction to Statistics (3)

## PHYSICAL AND NATURAL SCIENCES (4 CREDIT HOURS)

- BIOL 123: Biology for Health-Related Sciences and Non-Majors (3), and
- BIOL 124L Biology for Health-Related Sciences and Non-Majors Lab (1), or
- CHEM 111: Elements of General Chemistry (4)\* Chemistry is required for the Emergency

## SOCIAL AND BEHAVIORAL SCIENCES (6 CREDIT HOURS)

- SOC 101: Introduction to Sociology (3), and
- PSY 105: General Psychology (3)

**TOTAL GENERAL EDUCATION REQUIREMENTS****19 CREDIT HOURS**

## TECHNICAL CORE COURSES COMMON TO ALL CONCENTRATIONS (11 CREDIT HOURS)

- CS 150L: Computing for Business Students (3), or
- CT 102: Introduction to Microcomputers on the PC (4)
- PBST 101: Introduction to Homeland Security (3)
- PBST 102: Principles of Emergency Management (3)

- PBST 105: Incident Command (3)
- PENP 193 Topics: Physical Education for Public Safety Employees (2)

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TECHNICAL CORE COURSES REQUIRED FOR ALL CONCENTRATIONS

14 CREDIT HOURS

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Technical Courses by Concentration

POLICE SCIENCE CONCENTRATION (15 CREDIT HOURS)

- CRJS 201: Criminal Law I (3)
- CRJS 210 Police and Society (3)
- CRJS 221: Criminal Investigation (3)
- PBST 119: Traffic Accident Investigation (3)
- PBST 204: Constitutional Law for Public Safety Personnel (3)

EMERGENCY MANAGEMENT CONCENTRATION (15 CREDIT HOURS)

- CJ 101L: Introduction to Communication (3)
- PBST 120: Emergency Management Planning (3)
- PBST 121: Introduction to Security (3)
- PBST 220: Exercise Design and Evaluation (3)
- PBST 221: Developing Volunteers (3)

HOMELAND SECURITY CONCENTRATION (15 CREDIT HOURS)

- PBST 106: Terrorism and Public Safety (3)
- PBST 131: Transportation Security (3)
- PBST 204: Constitutional Law for Public Safety Personnel (3)
- PBST 230: Intelligence Analysis & Security Management (3)
- PBST 232: Homeland Security Risk, Threats, and Consequences (3)

TECHNICAL ELECTIVES (12 CREDIT HOURS)

*Choose 4 not already used for your degree. Please consult with your concentration advisor to determine which courses are most appropriate*

- CRJS 260: Juvenile Justice and Delinquency (3)
- ENTC 204L: HAZWOPR Training (3)
- IT 193: Topics in Cybersecurity (3)
- PBST 106: Terrorism and public safety (3)
- PBST 107: Social Impacts of Disaster (3)
- PBST 108: National Infrastructure Protection/Critical Infrastructure Protection (3)
- PBST 109: Public Safety Interview and Report Writing (3)
- PBST 110: Basic Police Operations (3)
- PBST 193: Topics in Public Safety (1-3) May be repeated for credit up to 6 credit hours
- PHIL 245: Professional Ethics (3)
- PSY 271 Social Psychology (3)
- SOC 205: Crime, Public Policy and the Criminal Justice System (3)

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TOTAL TECHNICAL COURSE FOR EACH CONCENTRATION:

27 CREDIT HOURS

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TOTAL REQUIRED FOR THE DEGREE:

60 CREDIT HOURS

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## ASSOCIATE OF APPLIED SCIENCE

**Robotics****About the Program**

This program is designed to develop skills that will assist students in gaining employment in various robotics career fields. Graduates may expect to find employment opportunities with manufacturing and industrial firms, government agencies, medical facilities, educational organizations, emergency responding agencies, security and surveillance firms, and research & development groups. This degree program will enable students to become employable with a secure future in 21st century advanced technology jobs. This degree program will provide students with the general education and technical training to succeed as robotics professionals. Program content is based on industrial robotics certification modules through FANUC Robotics, the world's largest manufacturer of robotic equipment and software.

A minimum of 61 credit hours with a minimum grade point average of 2.5. At least 15 of these 61 hours must be UNM catalog credit courses taken in residence. A minimum grade of C (not C-) in each technical core course is required.

**General Education Requirements**

## WRITING AND SPEAKING (9 CREDIT HOURS)

- CJ 130: Public Speaking (3)
- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)
- ENGL 119: Technical Communications (3), *or*
- ENGL 120: Composition III (3), *or*
- ENGL 219: Technical and Professional Writing (3)

## MATHEMATICS AND STATISTICS (7 CREDIT HOURS)

- MATH 121: College Algebra (3), and
- MATH 107: Problems in College Algebra (1)
- MATH 123: Trigonometry (3) *or* higher

## PHYSICAL AND NATURAL SCIENCES (8 CREDIT HOURS)

- CHEM 111L: Elements of General Chemistry (4) *or* higher
- PHYC 102: Introduction to Physics (3), and
- PHYC 102L: Physics Laboratory (1) *or* higher

## SOCIAL AND BEHAVIORAL SCIENCES (3 CREDIT HOURS)

Select from UNM Core Curriculum in Social and Behavioral Sciences.

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**TOTAL GENERAL EDUCATION REQUIREMENTS****27 CREDIT HOURS**

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ROBOTICS CORE COURSES (18 CREDIT HOURS)

- ELCT 162: Robotics (3)
- ELCT 163: Advanced Robotics (3)
- ROBO 201: Industrial Robotics Operations (3)
- ROBO 202: Advanced Industrial Robotics (3)
- ROBO 204: Programmable Logic Controllers (3)
- ROBO 290: Robotics Synthesis (3)

TECHNICAL COURSES (16 CREDIT HOURS TOTAL)

- CT 111: Introduction to Computer Aided Drafting and Design (3)
- DRFT 103: Introduction to Drafting (3)
- ELCT 103: Mechanical Systems (3)
- ELCT 105L: Industrial Shop Practice (3)
- MCHT 101L: Basic Welding (4)

TECHNICAL ELECTIVES

**Though over and above credit requirements, these interesting electives are available:**

- BSTC 113: Introduction to Project Management (1)
- DRFT 119: Blueprint Reading (3)
- ELCT 101: DC Circuit Analysis (4)
- ELCT 102: AC Circuit Analysis (4)
- ELCT 264: Advanced Robotics II (3)
- ROBO 293: Topics (1-3)
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TOTAL TECHNICAL CORE REQUIREMENTS	34 CREDIT HOURS
TOTAL CREDIT HOURS	61 CREDIT HOURS

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# Academic Certificates

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## CERTIFICATE

# Accounting

This certificate represents completion of a course of studies related to the field of Accounting. It may be used as a terminal certificate with subsequent entrance into the work force, or it may form the basis for additional course work leading to an associate's degree in other fields.

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A minimum of 30 credit hours with a minimum grade point average of 2.0. At least 15 of these 30 hours must be University of New Mexico catalog credit courses taken in residence.

## General Education Requirements

### WRITING AND SPEAKING (3 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

### MATHEMATICS (3 CREDIT HOURS)

- MATH 121: College Algebra (3) *or*
- MATH 129: A Survey of Mathematics (3) *or*
- STAT 145: Introduction to Statistics (3)

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**TOTAL GENERAL EDUCATION CORE REQUIREMENTS****6 CREDIT HOURS**

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### TECHNICAL CORE COURSES (17 CREDIT HOURS)

- BSTC 202: Microcomputer Accounting (3)
- CS 150L: Computing for Business Students (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 102: Fundamentals of Accounting II (3)
- MGMT 102L: Fundamentals of Accounting II Lab (1)
- MGMT 113: Management: An Introduction (3)

### TECHNICAL ELECTIVE (7 CREDIT HOURS)

*Choose from the following courses:*

- BSTC 113: Project Management (1)
- BSTC 114: Customer Service & Relations (1)
- BSTC 115: Time Management for Professionals (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)

- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 193: Topics (1-4)
- BSTC 293: Topics (1-4)
- BSTC 203: Business Communication (3)
- BSTC 204: Human Relations in Business (3)
- BSTC 212: Introduction to Income Tax (3)
- BSTC 220: Management Accounting (3)
- CT 202: Applications of Spreadsheets (3)
- MGMT 105: Management Coop (3)
- MGMT 158: Ethics in Organizations (3)
- MGMT 190: Special Topics in Management (3)

*(Note that various topics courses will be offered and students may receive credit for taking multiple topics courses)*

TOTAL TECHNICAL CORE CREDIT HOURS	24 CREDIT HOURS
TOTAL CREDIT HOURS	30 CREDIT HOURS

## CERTIFICATE

**Art Studio**

The Art Studio Certificate program enables students to concentrate on specific areas of study within this field. Students are required to take both academic and art studio classes to fulfill the certificate requirements. Like the Associate of Arts in Art Studio, courses and course sequences are designed to encourage the student's power of observation and aesthetic awareness. Simultaneously students are taught technique and craft to use these powers creatively.

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A minimum of 30 credit hours with a cumulative grade point average of 2.5. At least 15 of these 30 hours must be UNM-LA catalog credit courses taken in the UNM system.

**General Education Requirements (6 credit hours)**

## WRITING AND SPEAKING (3 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) or ENGL 112: Composition II (3) or ENGL 113: Enhanced Composition (4)
- ENGL 120: Composition III (3)
- ENGL 220: Expository Writing (3)

## HUMANITIES (3 CREDIT HOURS)

- HIST 101: Western Civilization to 1648 (3) *or*
- HIST 102: Western Civilization Post 1648 (3)

## TOTAL GENERAL EDUCATION REQUIREMENTS

6 CREDIT HOURS

**Technical Core Requirements (24 credit hours)**

## ART HISTORY (6 CREDIT HOURS)

- ARTH 201: History of Art I (3)
- ARTH 202: History of Art II (3), *or*
- ARTH 250: Modern Art (3)

## ART STUDIO COURSES (9 CREDIT HOURS)

- ARTS 106: Drawing I (3)
- ARTS 125: Art Practices I (3)
- ARTS 126: Art Practices II (3)

## ART STUDIO ELECTIVES (9 CREDIT HOURS)

*Select 3 from:*

- ARTS 168: Introduction to Ceramics (3)
- ARTS 205: Drawing II (3)

- ARTS 207: Painting I (3)
- ARTS 208: Painting II (3)
- ARTS 216: Raku — A Ceramic Low-firing Reduction Process (3)
- ARTS 268: Ceramics: Materials and Aesthetics (3)

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TOTAL TECHNICAL CORE REQUIREMENTS	24 CREDIT HOURS
TOTAL CREDIT HOURS	30 CREDIT HOURS

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## CERTIFICATE

**Business**

This certificate represents completion of a course of studies related to the field of Business, with a concentration in either Management or Marketing. It may be used as a terminal certificate with subsequent entrance into the work force, or it may form the basis for additional course work leading to an associate's degree. ***Select a Certificate with a concentration in either Management or Marketing.***

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A minimum of 30 credit hours with a minimum grade point average of 2.0. At least 15 of these 30 hours must be University of New Mexico catalog credit courses taken in residence

**General Education Requirements for either concentration**

## WRITING AND SPEAKING (3 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) *or* ENGL 112: Composition II (3) *or* ENGL 113: Enhanced Composition (4)

## MATHEMATICS (3 CREDIT HOURS)

- MATH 121: College Algebra (3) *or*
- MATH 129: A Survey of Mathematics (3) *or*
- STAT 145: Introduction to Statistics (3)
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**TOTAL GENERAL EDUCATION CORE REQUIREMENTS****6 CREDIT HOURS**

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**Management Concentration**

## TECHNICAL CORE COURSES REQUIRED (20 CREDIT HOURS)

- BSTC 203: Business Communication (3)
- CS 150L: Computing for Business Students (3)
- ECON 106: Introduction to Microeconomics (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 102: Fundamentals of Accounting II (3)
- MGMT 102L: Fundamentals of Accounting II Lab (1)
- MGMT 113: Management: An Introduction (3)

## TECHNICAL ELECTIVES (4 CREDIT HOURS)

*Select 3 credits from the following:*

- BSTC 113: Introduction to Project Management (1)
- BSTC 114: Customer Service and Relations (1)
- BSTC 115: Time Management (1)

- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 193: Topics (1-4)
- BSTC 204: Human Relations in Business (3)
- BSTC 220: Management Accounting (3)
- BSTC 293: Topics (1-4)
- MGMT 158: Ethics in Organizations (3)
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TOTAL TECHNICAL REQUIREMENTS	24 CREDIT HOURS
TOTAL DEGREE REQUIREMENTS- MANAGEMENT CONCENTRATION	30 CREDIT HOURS

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## Marketing Concentration

### TECHNICAL CORE COURSES REQUIRED (19-20 CREDIT HOURS)

- CS 150: Computing for Business Students (3), or
- CT 102: Introduction to Microcomputers on PC (4)
- ECON 106: Introduction to Microeconomics (3)
- DMA 165: Introduction to Digital Media Arts (Photoshop) (3)
- DMA 166: Digital Media Arts II (Illustrator) (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 222: Introduction to Marketing (3)

### TECHNICAL ELECTIVES (5 CREDIT HOURS)

*Select 5 credits from the following:*

- BSTC 113: Introduction to Project Management (1)
- BSTC 114: Customer Service and Relations (1)
- BSTC 115: Time Management (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 193: Topics (1-4)
- BSTC 293: Topics (1-4)
- CT 165: Introduction to Web Authoring (3)
- DMA 101: Introduction to Digital Imaging and Scanning (1)
- DMA 203: Introduction to Desktop Publishing (3)
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TOTAL TECHNICAL REQUIREMENTS	24-25 CREDIT HOURS
TOTAL DEGREE REQUIREMENTS- MARKETING CONCENTRATION	30-31 CREDIT HOURS

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## CERTIFICATE

# Electro Mechanical Technology

This certificate completion of a course of studies related to the field of Electro Mechanical Technology. It may be used as a terminal certificate with subsequent entrance into the work force, or it may form the basis for additional course work leading to an associate degree in this or another field.

A minimum of 32 credit hours with a cumulative grade point average of 2.5. At least 15 of these 32 hours must be UNM-LA catalog credit courses taken in the UNM system. Minimum grade of C (not C-) in each Technical Core course.

**Program Pre-requisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of course work. Course: ENG 100 and UNIV 101 or equivalent--or place into ENGL 110 (Credit hours 4 and 3). Course: MATH 099--or place into MATH 100 or higher (Credit Hours: 4).

**General Education Requirements**

## WRITING AND SPEAKING

- See pre-requisites above

## MATHEMATICS (6 CREDIT HOURS)

- MATH 121: College Algebra (3)
- MATH 123: Trigonometry (3)

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**TOTAL GENERAL EDUCATION CORE REQUIREMENTS****6 CREDIT HOURS**

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**Technical Course Requirements (26 hours)**

## TECHNICAL CORE COURSES REQUIRED (26 CREDIT HOURS)

- CT 111: Introduction to Computer Aided Drafting and Design (3)
- DRFT 103 [101L]: Introduction to Drafting (3)
- ELCT 101: DC Circuit Analysis (4)
- ELCT 102: AC Circuit Analysis (4)
- ELCT 103: Mechanical Systems (3)
- ELCT 105L: Electromechanical Shop Practice (3)
- ELCT 137: Digital Electronics (3)
- ELCT 162: Robotics (3)

## TECHNICAL ELECTIVES (OPTIONAL- NOT REQUIRED TOWARD THE 32-HOUR REQUIREMENT)

- MCHT 101: Basic Welding (3)
- ELCT 163: Advanced Robotics (3)

- PHYC 102: Introduction to Physics (3)
- PHYC 102L: Physics Laboratory (1)

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TOTAL DEGREE REQUIREMENTS

32 CREDIT HOURS

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## CERTIFICATE

# Emergency Medical Technician (EMT) Basic

**Short-Term Emergency Medical Technician Basic Certificate Program Description**

This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM - Los Alamos Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

**Short-Term Certificate Career and Educational Advancement Opportunities**

Students may enroll in any of the allied health programs offered at UNM - Los Alamos as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, EMTs are in demand by agencies providing emergency services including ambulance services and fire departments. The basic skills learned in the EMT-Basic program are enhanced in the EMT-Intermediate classes and clinical settings and prepare students to sit for the New Mexico and National Registry exam and for emergency services agencies. Prospective paramedic students may be advised to take the EMT-Basic and EMT-Intermediate programs prior to enrolling in the bachelor's paramedic program. Students who intend to transfer to a four-year college or university may enroll in the associate of science in Emergency Medical Services which provides the academic core required for a bachelor's program. For more information, students should confer with an advisor.

**Short-Term Certificate Program requirements**

Emergency Medical Technician Basic: 10 credit hours to include 8 credit hours of coursework and 2 credit hours of lab. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and First Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

**Short-Term Certificate Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of coursework.

Course: ENGL 100 and UNIV 101 or equivalent—or place into ENGL 110  
ACCUPLACER/ACT Minimum Scores: 75/19

Course: MATH 099—or place into MATH 100 or higher;  
ACCUPLACER/ACT Minimum Scores: 36 (pre-algebra)/16

## TECHNICAL CORE COURSES (10 CREDIT HOURS)

- EMS 113: EMT Basic (8)
- EMS 142: EMT Basic Lab (2)

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**TOTAL CREDIT HOURS****10 CREDIT HOURS**

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## CERTIFICATE

# Emergency Medical Technician (EMT-I) Intermediate

**Short-Term Emergency Medical Technician Intermediate Certificate Program Description**

This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM - Los Alamos Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

**Short-Term Certificate Career and Educational Advancement Opportunities**

Students may enroll in any of the allied health programs offered at UNM - Los Alamos as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, EMTs are in demand by agencies providing emergency services including ambulance services and fire departments. The basic skills learned in the EMT-Basic program are enhanced in the EMT-Intermediate classes and clinical settings and prepare students to sit for the New Mexico and National Registry exam and for emergency services agencies. Prospective paramedic students may be advised to take the EMT-Basic and EMT-Intermediate programs prior to enrolling in the bachelor's paramedic program. Students who intend to transfer to a four-year college or university may enroll in the associate of science in Emergency Medical Services which provides the academic core required for a bachelor's program. For more information, students should confer with an advisor.

**Short-Term Certificate Program requirements**

Emergency Medical Technician Intermediate: 8 credit hours to include 5 credit hours of coursework and 1 credit hours of lab, and 2 credit hours of clinical rotation. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and 1st Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

**Short-Term Certificate Course Prerequisites**

Students must meet prerequisites by achievement of minimum placement scores on the ACCUPLACER or ACT or through completion of coursework.

Course: ENGL 100 and UNIV 101 or equivalent—or place into ENGL 110/ACCUPLACER/ACT Minimum Scores: 75/19

Course: MATH 099—or place into MATH 100 or higher;/ACCUPLACER/ACT Minimum Scores: 36 (pre-algebra)/16

**TECHNICAL CORE COURSES (8 CREDIT HOURS)**

- EMS 180: EMT Intermediate (5)
- EMS 143: EMT Intermediate Lab (1)
- EMS 151: EMT-I Clinical and Field Experience (2)

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**TOTAL CREDIT HOURS****8 CREDIT HOURS**

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CERTIFICATE

# Nursing Assistant (CNA)

**Short-Term Nursing Assistant Certificate Program Description**

This program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM - Los Alamos Health Sciences Lab followed by clinical skills training in various healthcare settings specific to each course. A UNM Certificate is awarded upon successful completion of this program.

**Short-Term Certificate Career and Educational Advancement Opportunities**

Students may enroll in any of the allied health programs offered at UNM - Los Alamos as they build on basic skills required for the provision of care at various levels in the healthcare field. For example, PCA's are in demand in assisted living facilities and home healthcare. The basic skills learned in the PCA program are enhanced in the CNA classes and clinical settings and prepare students to sit for the certification exam and for work in healthcare facilities under the supervision of a Registered Nurse (RN). Prospective nursing students may be advised to take the CNA program prior to enrolling in area schools of nursing. Students who intend to transfer to a four-year college or university may enroll in the associate of science in Pre-Professional Health Sciences which provides the academic core required for many careers in healthcare. For more information, students should confer with an advisor.

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**Short-Term Certificate Program requirements**

Nursing Assistant: 8 credit hours to include 96 clock hours lecture/skills lab and 32 clock ours clinical. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support of Healthcare Providers CPR and First Aid and have taken a TB test as well as other immunizations as specified in each course description. Employers in the healthcare setting will require a fingerprint background check and drug testing prior to hiring.

TECHNICAL CORE COURSES

- CNA 101L: Certified Nursing Assistant (8)

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TOTAL CREDIT HOURS

8 CREDIT HOURS

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CERTIFICATE

# Office Communications and Technology

The Certificate in Office Communications and Technology covers the skills required for effective administrative support. The program is designed for students seeking positions as administrative assistants, office assistants, and secretaries in technical/scientific government or private business office environments.

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A minimum of 30 credit hours with a minimum grade point average of 2.0. At least 15 of these 30 hours must be University of New Mexico catalog credit courses taken in residence.

GENERAL EDUCATION REQUIRED COURSES (6 CREDIT HOURS)

- ENGL 110: Accelerated Composition (3) or ENGL 112: Composition II (3) or ENGL 113: Enhanced Composition (4)
- MATH 121: College Algebra (3) or MATH 129: A Survey of Mathematics (3) or STAT 145: Introduction to Statistics (3)

TECHNICAL CORE REQUIREMENTS (20 CREDIT HOURS)

- BSTC 202: Microcomputer Accounting (3)
- BSTC 203: Business Communications (3)
- CT 102: Introduction to Microcomputers on the PC (4)
- CT 106L: Microsoft WORD (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 113: Management: An Introduction (3)

TECHNICAL ELECTIVES (4 CREDIT HOURS)

*Choose 4 credit hours from the following:*

- CT 202: Applications of Spreadsheets: EXCEL (3)
- BSTC 113: Project Management (1)
- BSTC 114: Customer Service & Relations (1)
- BSTC 115: Time Management for Professionals (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)
- MGMT 158: Ethics in Organizations (3)





CERTIFICATE

# Personal Care Attendant (PCA)

**Short-Term Personal Care Attendant Certificate Program Description**

The Certificate for Personal Care Attendant is a specialized certificate program designed to build a workforce that is customized to the expected needs of towns, cities and counties in Northern New Mexico and beyond. Students in the program will receive basic academic and specialized hands-on training needed to meet the professional educational needs of home healthcare providers. The program is designed to meet the basic requirements to provide patient care in a home or assisted living center and incorporates requirements necessary for students to pass the National Direct Care Givers Coalition certification exam. Upon successful completion of certificate requirements with a minimum GPA of 2.33, graduates will be qualified for the National Direct Care Givers Coalition certification exam.

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**Short-Term Certificate Program requirements**

Nursing Assistant: 5 credit hours to include 64 clock hours lecture/skills lab and 16 clock ours clinical with a minimum GPA of 2.33. Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support for Healthcare Providers CPR. In addition to tuition and lab fees, the following fees are require and are paid to outside agencies. They may run up to \$175, depending on the course. Specific information will be available in the course syllabus on the first day of class.

- American Heart Association (AHA) Healthcare Provider CPR certification.
- State of New Mexico, Department of Health background check.
- Documentation of immunization, including Flu, MMR, Hepatitis B, TDaP, Varicella and TB screening.
- Physical exam. Health form available the first day of class.

TECHNICAL CORE COURSES

- PCA 101L: Personal Care Attendant (5)

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TOTAL CREDIT HOURS

5 CREDIT HOURS

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CERTIFICATE

# Solar Technology

This program has been discontinued

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# Workforce Development

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UNM-LA provides a suite of support options for students heading into the local workforce. These options have been designed with the help and input of local and regional employers. For more information about any of these issues, please see your advisor. The following options are available:

- Employability Certificates
- Cooperative Education
- Internships
- Career/Technical Pathways
- Specialized Training Programs

## Employability Certificates

UNM-LA offers Employability Certificates that provide students the option to gain expertise in a focused, marketable skill set. These skill sets represent areas of employment where the Federal Department of Labor and New Mexico State Labor statistics project growing needs over the coming years.

### Office Administration

*(16 Credit Hours)*

The Office Administration Employability Certificate provides individuals with prior introductory computer use skills the additional skills required to facilitate a busy office. In particular, this individual will become experienced in spreadsheets, desktop publishing, customer service skills, and database management.

#### **Core Requirements (13 Hours):**

- BSTC 203: Business Communication (3)
- CT 201: Applications of Relational Databases [ACCESS] (4)
- CT 202: Applications of Spreadsheets [EXCEL] (3)
- CT 203: Introduction to Desktop Publishing [InDesign] (3)

*Select 3 of the following:*

- BSTC 114: Customer Service and Relations (1)
- BSTC 115: Time Management (1)
- BSTC 116: Stress Management for the Workplace (1)
- BSTC 117: Organization Skills for the Workplace (1)
- BSTC 118: Conflict Resolution for the Workplace (1)

## Accounting

*(11 Credit Hours)*

The training program will consist of classes totaling 11 credit hours, which may be completed in two semesters. In the first semester, students would complete the first Fundamentals of Accounting class. In the second semester, they would complete the second Fundamentals of Accounting class as well as taking a course in Microcomputer Accounting that focuses on QuickBooks.

### **Core Requirements (11 Hours):**

- BSTC 202: Microcomputer Accounting (QuickBooks) (3)
- MGMT 101: Fundamentals of Accounting I. (3)
- MGMT 101L: Fundamentals of Accounting I Lab. (1)
- MGMT 102: Fundamentals of Accounting II (3)
- MGMT 102L: Fundamentals of Accounting II Lab. (1)

## Management

*(14 Credit Hours)*

The Management Employability Certificate provides individuals with prior business experience the additional skills required to manage a small business, including the finances and personnel. In particular, this individual will be exposed to customer service skills, accounting for small businesses, management skills, conflict resolution, and principals of business ownership.

### **Core Requirements (14 Hours):**

- BSTC 118: Conflict Resolution for the Workplace (1)
- BSTC 204: Human Relations in Business (3)
- BSTC 206: Business Ownership and Marketing (3)
- MGMT 101: Fundamentals of Accounting I (3)
- MGMT 101L: Fundamentals of Accounting I Lab (1)
- MGMT 113: Management: An Introduction (3)

## Cooperative Education

Students at UNM-LA have the option of enrolling in Cooperative Education courses. Students in the third or fourth semester of their degree plan may earn academic credit in this capstone course while employed by a local area employer. Students will apply academic skills learned in their degree program to a real-world project in a workforce setting. Students work with two mentors, one from their place of employment and one from UNM-LA. As a team, the student completes a project in the workplace that is directly related to their degree and experiences many phases of project development including project design, timeline design, and product implementation. Cooperative Education courses include: IT 109. Students should visit an advisor for more information about Coop courses.

Internship positions. In an Internship position, the student is hired by a local area employer to work in an entry-level job in the field in which the student is studying. Students gain real-world experience related to the skills they are learning in the classroom. To learn more about the availability of internships in particular academic areas, students should visit either their advisor or the Department Chair or Program Coordinator in their curriculum area.

## Internships

Students at UNM-LA have opportunities to work in

## Career/Technical Pathways

UNM-LA partners with selected area high schools (ex. Los Alamos High School) to assist high school students in selecting courses that prepare them for particular career and educational pathways at UNM-LA. Students at the high school will enroll in a course sequence there that allows them to transition directly into a particular technical degree program at UNM-LA. In many instances, courses may be taken at UNM-LA by the high school student for dual enrollment credit. At this time, Career/Technical Pathways are designed in computing, business, and engineering.

## Continuing Education Certificates

### Early Child Care Certificate

Our Early Child Care Certification course is based on the curriculum developed by the State of New Mexico Children, Youth and Families Department (CYFD) and prepares individuals to break into the Child Care Profession at an entry level. It is taught by a certified 45-hour Course Facilitator. It is offered periodically for credit under General Studies, or through Community Education. Visit your academic advisor for more information about this training.





# Course Descriptions

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A schedule of course offerings, which includes hours of meeting and instructors, will be issued before each semester and session. These classes are not offered every semester or session. Students should check individual semester/session published class schedules. Course descriptions for any new courses to be offered by UNM - Los Alamos that have not been included in this catalog will be provided in class schedules.

An equivalency articulation guide for other state institutions is available at the UNM - Los Alamos Registrar's Office. Please contact UNM - Los Alamos academic advisors for more information.

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

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## AFRICANA STUDIES (AFST)

### **AFST 109: Introduction to Comparative Global and Ethnic Societies. (3)**

(Also offered as WMST 109) The course explores historical and contemporary social forces that impact ethnic communities across the Americas. Students will examine social and economic dynamics of Indigenous, Latino, Asian-Pacific, Africana communities, and women's experiences.

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## AMERICAN STUDIES (AMST)

*Courses marked with an \* may be repeated for credit because subject matter varies.*

### **AMST 182: Introduction to Environmental and Social Justice. (3)**

An Introduction to the theories of the environment, theories of justice In the content of environmental policy and planning and to histories of poor people's struggles around the unequal distribution of toxic waste. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

### **AMST 183: Introduction to Gender Studies. (3)**

This course focuses on the interdisciplinary study of the construction of gender as a category. Readings will span cross-cultural and historical materials, including literary, artistic, and popular representations of masculinity and femininity in America.

### **AMST 184: Introduction to American Popular Culture. (3)**

Survey of basic concepts of popular culture and methods for its study. Source materials are drawn from diverse areas – television, film, comics, music, and sports. May be repeated for credit with permission from AMST undergraduate advisor.

### **AMST 185: Introduction to Race, Class & Ethnicity. (3)**

An interdisciplinary introduction to the issues of race, class and ethnicity in American life and society. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

**AMST 186: Introduction to Southwest Studies. (3)**  
Provides both an introduction to the complex history and culture of the Southwestern United States and a demonstration of the possibilities of the interdisciplinary study of regional American culture. It is multicultural in its content as it is multidisciplinary in its methodology. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Hum & Fine Arts.*

**AMST 200\*: Topics in American Studies. (3 to a maximum of 6)**  
The content of this course varies by semester. Topics include: America in the 50s; America in the 60s and 70s; the American family power and culture; schooling in America.

**AMST 252: The Native American Experience. (3)**  
(Also offered as NATV 252) Introductory survey of Native American history, culture, and contemporary issues. Students read literature by and about Native Americans covering a variety of topics including tribal sovereignty, federal policy, activism, economic development, education, and community life.

**AMST 285: Perspectives in American Studies. (3)**  
This class will introduce students to the interdisciplinary field of American Studies through focused thematic inquiry drawing on two areas of focus in the department.

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## ANTHROPOLOGY (ANTH)

**ANTH 101: Introduction to Anthropology. (3)**  
Surveys the breadth of anthropology, introducing students to archaeology, biological anthropology, ethnology, human evolutionary ecology, and linguistics. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences NMCCN 1113)*

**ANTH 110: Language, Culture, and the Human Animal. (3)**  
(Also offered as LING 101) Fundamentals of anthropological linguistics. The biological, structural, psychological, and social nature of language; implications for cross-cultural theory, research, and applications. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences*

**ANTH 130: Cultures of the World. (3)**  
Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. (NMCCN 2113)*

**ANTH 251: Forensic Anthropology. (3)**  
This course is designed to introduce students to the forensic investigation of death. Emphasis will be on current methods and techniques and include the role of the anthropologist as an integral member of the investigation process.

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## ART HISTORY (ARTH)

*The following courses, 101, 251, 201, 202 and 250, are strongly recommended to all students in the study of art history and related studio areas.*

**ARTH 101: Introduction to Art. (3)**  
A beginning course in the fundamental concepts of the visual arts; the language of form and the media of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 1013.)*

**ARTH 201: History of Art I. (3)**

Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque, and Gothic Art. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 2113.)*

**ARTH 202: History of Art II. (3)**

Western Art from the Early Renaissance to Impressionism *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 2123.)*

**ARTH 250: Modern Art. (3)**

Major stylistic developments of European and American painting and sculpture from Impressionism to approximately World War II.

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**ART STUDIO (ARTS)**

[\* May be taken twice for credit.]

*Major Courses: All 100-level studio courses carry no prerequisites and are designed for both students who have a general interest in art as well as students who plan on majoring or minoring in art.*

**ARTS 106: Drawing I. (3)**

Basic drawing concepts, including the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure.

**ARTS 121: Two-Dimensional Design. (3)**

Emphasis on elements of line, form, value, color theory, painting principles and visual vocabulary. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills.

**ARTS 123: Shop Foundations. (2)**

Familiarizes the art student with the safe practice and maintenance of wood and metal shop tools and machinery.

Offered on a CR/NC basis only.

**ARTS 125: Art Practices I. (3)**

This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art making today. Art Practices I will investigate issues of LIGHT, FRAME and MARK.

**ARTS 126: Art Practices II. (3)**

This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art making today. Art Practices II will investigate issues of MOTIVE and CHANGE.

*Prerequisite:* ARTS 125.

**ARTS 168: Introduction to Ceramics. (3)**

Comprehensive introduction to the terms, concepts, historical, and technical information that support creative development. Includes hand building and throwing, basic clay bodies, slip and glaze, oxidation, reduction, and atmospheric firing.

**ARTS 205: Drawing II. (3)**

Further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media.

*Prerequisite:* ARTS 106.

**ARTS 207: Painting I. (3)**

Painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems.

*Prerequisite:* ARTS 106.

**ARTS 208: Painting II. (3 to a maximum of 6)**

Continued exploration of the painting concepts and techniques, presented in 207. Working from imagination as well as observation, emphasizing the expressive potential of the medium.

*Prerequisite:* ARTS 207.

**ARTS 213: Sculpture I. (3)**

A further exploration into the concepts presented in Three-Dimensional Design. Will investigate, through specific assignments, issues that are central to producing sculpture.

*Prerequisite:* ARTS 123

**ARTS 216: Raku—A Ceramic Low-Firing Reduction Process. (3)**

Students will be introduced to the principles of Raku Firing including simple glaze formulation, firing techniques, and designing-building the kiln.

*Prerequisite:* ARTS 168

**ARTS 298\*: Topics. (1-3)**

Titles will vary. CR/NC

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**ASTRONOMY (ASTR)**

*Listed in the UNM-Albuquerque catalog as the Department of Physics and Astronomy. See also "Physics."*

**ASTR 101: Introduction to Astronomy. (3)**

Conceptual description of our fascinating universe: early astronomy, Newtonian, synthesis, Earth, Moon, planets, asteroids, comets, the Sun, our solar system, stars, black holes, galaxies, dark matter, dark energy and cosmological mysteries. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

**ASTR 101L: Astronomy Laboratory. (1)**

Intended as an adjunct to ASTR 101, this course deals with elementary techniques in astronomical observations. *Meets New Mexico Lower Division General Education Common Core Area III: Science (NMCCN 1114).*

*Pre-or Corequisite:* ASTR 101. Two hours lab.

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**BIOLOGY (BIOL)**

*Biology 121, 122, 219 and 221 can substitute for Biology 201, 202 as prerequisites for upper-division courses.*

**BIOL 110: Biology for Non-Majors. (3)**

Biological principles important for the non-major in today's world. Ecological, evolutionary, and molecular topics. (Credit not allowed for both BIOL 110 and BIOL 123/124L) *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

**BIOL 112L: Biology Laboratory for Non-Majors. (1)**

An optional laboratory which may be taken concurrently with or subsequent to BIOL 110. One 3-hour lab per week including plant and animal diversity, techniques and investigation of current issues. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

*Pre- or Corequisite:* BIOL 110.

**BIOL 123: Biology for Health-Related Sciences and Non-Majors. (3)**

Principles of cell biology, genetics and organismic biology.

(Credit not allowed for both BIOL 123 and BIOL 110. Not accepted towards a Biology major.) *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science*

**BIOL 124L: Biology for Health-Related Sciences and Non-Majors Lab. (1)**

One credit optional laboratory to accompany BIOL 123. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science.*

*Pre- or Corequisite:* BIOL 123.

**BIOL 201L: Molecular and Cell Biology. (4)**

The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication, and the cell cycle. (Credit not allowed for both BIOL 201 and 219).

*Pre- or Corequisite:* (CHEM 121 or 131) and CHEM 123L

*Note:* Students who completed AP Chemistry in high school should see the instructor of record or Biology Department Advisor. At UNM-LA, this class includes a two-hour lab instead of the discussion required at UNM-Albuquerque.

**BIOL 202L: Genetics. (4)**

Mitosis, meiosis, Mendelian genetics, chromosomes and inheritance, molecular basis of inheritance, genes to proteins, genetic models (viruses and bacteria), eukaryotic genomes, genetic basis of development, and overview of genomes. (Credit not allowed for both BIOL 202L and 221)

*Prerequisite:* BIOL 201 and (CHEM 121 and CHEM 123L or CHEM 131)

*Pre- or Corequisite:* CHEM 122 or CHEM 132L.

**BIOL 227L: Human Anatomy and Physiology**

**Lab I. (1)**

Laboratory work with dissections. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237.

*Pre- or Corequisite:* BIOL 237. Three hrs. lab.

**BIOL 228L: Human Anatomy and Physiology**

**Lab II. (1)**

Continuation of BIOL 227L. Topics integrated with BIOL 238.

*Pre- or Corequisite:* BIOL 238. Three hrs. lab.

**BIOL 237: Human Anatomy and Physiology I for the Health Sciences. (3)**

An integrated study of human structure and function to include histology, skeletal, muscular, and nervous systems

*Prerequisite:* BIOL (123 and 124L) or BIOL 201 and (CHEM 111 or CHEM 121.).

**BIOL 238: Human Anatomy and Physiology II for the Health Sciences. (3)**

A continuation of BIOL 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems.

*Prerequisite:* BIOL 237.

**BIOL 239: Microbiology for Health Sciences and Non-Majors. (4)**

Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a Biology major or minor. Credit not allowed for both BIOL 239L and BIOL 351L– BIOL 352L.

*Prerequisite:* BIOL (123 and 124L) or BIOL (201 and 201L) and (CHEM 111 or (CHEM 121 and 123L))

**BIOL 247L: Human Anatomy and Physiology  
Lab I. (1)**

Laboratory work using cadavers. Anatomy stressed with appropriate physiological work. Topics integrated with 237.

*Pre- or Corequisite:* BIOL 237. Three hours lab.

**BIOL 248L: Human Anatomy and Physiology  
Lab II. (1)**

Continuation of BIOL 247L. Topics integrated with BIOL 238.

*Pre- or Corequisite:* BIOL 238. Three hours lab.

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## **BUSINESS TECHNOLOGY (BSTC)**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**BSTC 111: Introduction to E-Commerce. (3)**

E-commerce concepts ranging from varieties of e-commerce to secure business transactions over the web. How to market a product over the web, basic business concepts of selling, and understanding the evolution of e-commerce.

*Note: Also offered as IT 111.*

**BSTC 113: Introduction to Project Management.  
(1)**

The course introduces and applies the concepts, techniques, and tools of project management.

**BSTC 114: Customer Service and Relations. (1)**

Examines techniques for successful customer service, how to handle difficult and irate customers, customer complaints, and to build relationships with internal and external clients.

**BSTC 115: Time Management. (1)**

Examines methods of managing personal and professional time during the workday.

**BSTC 116: Stress Management for the  
Workplace. (1)**

Examines techniques and tips for managing stress in the work environment.

**BSTC 117: Organization Skills for the Workplace.  
(1)**

Examines techniques for organizing workplace space and filing systems.

**BSTC 118: Conflict Resolution for the Workplace.  
(1)**

Examines techniques for identifying and resolving conflict in the work environment.

**BSTC 193\*: Topics. (1-3)**

Titles will vary.

**BSTC 202: Microcomputer Accounting. (3)**

Course uses accounting software applications to record, classify and report business activities.

*Prerequisite:* MGMT 101.

**BSTC 203: Business Communication. (3)**

Course emphasizes theory and application of customer contact skills, questioning and listening techniques, business etiquette, multicultural awareness, letter and memorandum writing, the job application process and interviewing, and conflict resolution.

**BSTC 204: Human Relations in Business. (3)**

Human relations in the work environment will be studied, including the psychological implications of business practices as they apply to individual employees and supervisors.

**BSTC 212: Introduction to Income Tax. (3)**

IRS code and regulations as they pertain to the individual. Includes capital gains and losses, accounting methods, income, deductions, social security, installment sales and alternative tax methods.

**BSTC 218: Business Law. (3)**

Introduction to the basic principles of business law and their applications to typical business situations. Topics include an introduction to the legal environment, contracts, regulatory agencies, negotiable instruments, and the sale of goods and real property.

*Prerequisite:* MGMT 113

**BSTC 220: Management Accounting. (3)**

Course includes the role of accounting in the management information system, collection and processing of data for management decisions.

*Prerequisite:* MGMT 101 and MGMT 102, or MGMT 202 and MGMT 113.

**BSTC 292\*: Topics. (1-3)**

Titles will vary. CR/NC.

**BSTC 293\*: Topics. (1-4)**

Titles will vary.

**BSTC 299: Cooperative Work Experience (1-3)**

Designed to give students credit for volunteer or paid work experience.

*Prerequisite:* Permission of instructor

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**CERTIFIED NURSING ASSISTANT (CNA)****CNA 101L: Nursing Assistant. (8)**

This course prepares students to provide patient care in a home, health care center, or hospital under the supervision of a professional health care provider (RN). Prepares students for the NM Nurse Aide Competency Evaluation (Prometric) exam. 128 total clock hours; 96 hours lecture/skills lab; 32 hours clinical.

*Prerequisites:* Satisfactory score on placement tests for writing, reading, and mathematics.

*Prior to entering the clinical setting in the final week of class, students must have completed the following*

*requirements:* American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing; immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

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**CHEMISTRY (CHEM)****CHEM 101: Chemistry in our Community. (3)**

Introduction for non-science majors to the basic chemistry required to understand scientific topics affecting our community, such as global warming, acid rain, nuclear power, plastic, drugs, and genetic engineering. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science .*

**CHEM 111: Elements of General Chemistry. (4)**

One-semester course in general Chemistry, especially for non-science majors in the health sciences except pre-medicine and medical technology. (Credit not allowed for both CHEM 111 and CHEM 121) *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114). Prerequisite:* ACT  $\geq$  22 or SAT  $\geq$  510 or MATH103 or MATH 121 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264.

**CHEM 121: General Chemistry I. (3)**

Introduction to the chemical and physical behavior of matter. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1214).*

*Prerequisite:* ACT Math  $\geq$  25 or SAT Math Section  $\geq$  590 or MATH 121 or MATH 123 or MATH 150 or MATH 153 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264

*Pre or Corequisite:* CHEM 123L.

### **CHEM 122: General Chemistry II. (3)**

Continuation of CHEM 121. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1224).*

*Prerequisite:* ACT Math  $\geq$  25 or SAT Math Section  $\geq$  590 or MATH 121 or MATH 123 or MATH 150 or MATH 153 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 and (CHEM 121 and CHEM 123L) or CHEM (131 and 123L)

*Pre or Corequisite:* CHEM 124L.

### **CHEM 123L: General Chemistry I Laboratory.**

**(1)**

Introduction to basic chemical laboratory principles and techniques. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1214).*

*Prerequisite:* ACT Math  $\geq$  25 or SAT Math Section  $\geq$  590 or MATH 121 or MATH 123 or MATH 150 or MATH 153 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264

*Pre- or Corequisite:* CHEM 121 or CHEM 131.

### **CHEM 124L: General Chemistry II Laboratory.**

**(1)**

Experiments illustrating the fundamental principles and techniques of chemistry. (3 hr lab) *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1224).*

*Prerequisite:* (ACT Math  $\geq$  25 or SAT Math Section  $\geq$  590 or MATH 121 or MATH 123 or MATH 150 or MATH 153 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264) and (CHEM 121 and CHEM 123L).

*Pre- or Corequisite:* CHEM 122 or CHEM 132.

### **CHEM 212: Integrated Organic Chemistry and Biochemistry. (4)**

Survey course interrelating the major principles of organic chemistry and biochemistry with special emphasis toward interests of students in the health sciences. Credit not allowed for both 212 and 301.

*Prerequisite:* CHEM 111L or CHEM 122.

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## **CHINESE (CHIN)**

### **CHIN 101: First Year Chinese I. (3)**

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## **CIVIL ENGINEERING (CE)**

### **CE 160L: Civil Engineering Design. (3)**

Introduction to engineering graphics (AutoCAD), computer-aided design; introduction to civil engineering and construction.

### **CE 202: Engineering Statics. (3)**

Statics of particles and rigid bodies in two and three dimensions using vector algebra as an analytical tool; centroids; distributed loads; trusses, frames; internal forces, friction.

*Prerequisite:* PHYC 160 and MATH 163.

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## **CLASSICS (CLST)**

### **CLST 107: Greek Mythology. (3)**

Introduction to mythology: primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric Hymns and Tragedies. All text will be in English. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*



**CLST 204: Greek Civilization. (3)**

An interdisciplinary introduction to the ancient Greece. Lectures on Greek art, history, literature, and philosophy. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

**CLST 205: Roman Civilization. (3)**

An interdisciplinary introduction to ancient Rome. Lectures on Roman literature, history, art, and philosophy. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

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**COMMUNICATIONS AND JOURNALISM (CJ)**

*Courses marked with an \* may be repeated for credit because subject matter varies.*

**CJ 101L: Introduction to Communication. (3)**

Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public, and mass communication.  
2 hrs. lecture, 1 hr. Lab.

**CJ 110: Introduction to Mass Communication. (3)**

(Also offered as MA 110) The development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics, and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society.

**CJ 115: Communication Across Cultures. (3)**

An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. The class seeks to identify, honor, and enhance the strengths of different cultural perspectives.

**CJ 130: Public Speaking. (3)**

A performance course that deals with analysis, preparation, and presentation of speeches.  
*Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications (NMCCN 1113.)*

**CJ 220: Communication for Teachers. (3)**

Concepts and practices of interpersonal, small group and public communication pertinent to classroom teachers at the elementary, middle and secondary levels of education.

**CJ 221: Interpersonal Communication. (3)**

Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communications skills in different situations. *Meets New Mexico Lower Division General Education Common Core Curriculum Area I: Communications.*

**CJ 225: Small Group Communication. (3)**

Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution, and creative decision-making methods.

**CJ 293\*: Topics. (1-3 to a maximum of 6 credit hours)**

Topics will vary.

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**COMPARATIVE LITERATURE (COMP)**

*Courses marked with an \* may be repeated for credit because subject matter varies.*

**COMP 222: Fairy and Folk Tales. (3)**

An exploration of fairy and folk tales from a variety of cultures. The course introduces methods of analysis while exploring historical and contemporary roles and interrelationships of the tales. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Hum & Fine Art*

**COMP 224: Literary Questions. (3)**

Examination of basic questions in comparative literature studies: themes, movements, modes, interaction of literature with other disciplines, etc. Work will be comparative and reading list will represent cross-section of Western European, American, Russian, and Classical literatures. Titles will vary as content varies. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Hum & Fine Art*

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**COMPUTER SCIENCE (CS)****CS 101: Introduction to Computer Science. (4)**

An Introductory course covering the computer terminology, applications, and characteristics that a student would encounter in a CS degree. Students will learn introductory UNIX and how to run existing programs. Note: Credit may not be earned for both CS 101 and CS 102.

**CS 102: Introduction to UNIX. (1)**

For the computer novice. Students will be shown the UNIX commands needed in a computer-programming course. UNIX topics: electronic mail, file manipulation and creation, line/screen editors, and program compilation.

Offered on a CR/NC basis only.

Note: Credit may not be earned for both CS 101 and CS 102.

**CS 103: Advanced UNIX. (1)**

Focuses on shell scripts and shell programming, processes and job control; user tools; UNIX networking concepts; simple system administration; introduction to Perl scripting

*Prerequisite:* CS 102 or CS 101

Offered on a CR/NC basis only.

**CS 150L: Computing for Business Students. (3)**

Students will use personal computers in campus laboratories to learn use of a word processor, a spreadsheet and a database management program. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science.

*Prerequisite:* (MATH 101, 102, and 103) or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181.

**CS 151L: Computer Programming Fundamentals for Non-Majors. (3)**

An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving.

**CS 152L: Computer Programming Fundamentals. (3)**

Introduction to the art of computing. The course objectives are understanding relationships between computation, problem solving, and programming using high-level languages.

*Prerequisites:* CS 105L or CS 108L or CS 151L or ECE 131.

**CS 220: Systems Analysis and Design. (3)**

An overview of the system development lifecycle. Emphasis on current system documentation through the use of classical, structured, and object-oriented tools/techniques for describing program specifications.

*Prerequisite:* CS 151L or CS 152L or CS 160 or a full semester of programming.

**CS 241L: Data Organization. (3)**

Data representation, storage and manipulation. This course covers the memory organization of data storage and its relation to computation and efficiency. Topics include: linked vs. contiguous implementations, memory management, the use of indices and pointers, and an introduction to issues raised by the memory hierarchy. Programming assignments in C provide practice with programming styles that yield efficient code and computational experiments investigate the effect of storage design choices on the running time of programs

*Prerequisite:* CS 152L or CS 259L.

**CS 251L: Intermediate Programming. (3)**

An introduction to the methods underlying modern program development. Specific topics will include object-oriented design and the development of graphical user interfaces. Programming assignments will emphasize the use of objects implemented in standard libraries.) (3 hrs lecture; 1 hr recitation)

*Prerequisite:* CS 152L.

**CS 261: Mathematical Foundations of Computer Science. (3)**

This course is an introduction to the formal mathematical concepts of computer science for the beginning student. Topics include elementary logic, induction, algorithmic processes, graph theory, and models of computation.

*Prerequisites:* A or higher in MATH 150; or B- or higher in MATH 162.

**CS 293: Social and Ethical Issues in Computing.**

**(1)**

Overview of philosophical ethics, privacy and databases, intellectual property, computer security, computer crime, safety and reliability, professional responsibility and codes, electronic communities and the Internet, and social impact of computers. Students make oral presentations and produce written reports.

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**COMPUTER TECHNOLOGY  
(CT)**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**CT 102: Introduction to Microcomputers on the PC. (3-4)**

An overview of the use of computers and data processing in today's society. Discusses PC history, terminology, and applications. Introduces the rudiments of a word processor (Word), a PC database (Access), and a PC spreadsheet (Excel).

**CT 106L: Introduction to WORD. (3)**

Introduces advanced word processing techniques using Microsoft Word. The class content involves document design and formatting as well as file management. A great emphasis will be put on efficiency in applications.

**CT 111: Introduction to Computer Aided Design and Drafting. (3)**

Entry-level course intended for the technician or draftsman interested in the use of computer aided design in an engineering environment.

**CT 165: Introduction to Web Authoring. (3)**

(Also offered as IT 165) This course is an introduction to making and designing web pages using HTML generating software. Students learn how to make well-designed web pages from simple to the complex. Site creation with text, graphics, tables, Cascading Style Sheets, and simple animation effects are included. Design principles as they apply to the World Wide Web are also presented. No knowledge of HTML is required.

**CT 192\*: Topics. (1-3)**

Titles will vary. CR/NC.

**CT 193\*: Topics. (1-3)**

Titles will vary.

**CT 202: Applications of Spreadsheets. (3)**

Introduces fundamentals of spreadsheets and spreadsheet software; formatting, formulas and functions, charts and objects, sorting and filtering, data validation, consolidated views and reports, pivot tables and charts, software auditing and collaborative tools, and integrated spreadsheet applications.

*Prerequisite:* CT 102 or CS 150.

**CT 292L\*: Topics. (1-3)**

Titles will vary. CR/NC.

**CT 293\*: Topics. (1-3)**

Titles will vary.

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## COOPERATIVE EDUCATION PROGRAM (ECOP)

**IT 109: Information Technology Cooperative Education. (1-3)**

A work-study program with local industry to give the student practical experience in an industrial environment doing technology work.

*Prerequisite:* Permission of Information Technology Department Chair required.

**BSTC 299: Cooperative Work Experience. (1-3)**

Designed to give students credit for volunteer or paid work experience.

*Prerequisite:* Permission of instructor

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## CRIMINAL JUSTICE (CRJS)

**CRJS 201: Criminal Law I. (3)**

Historical development and philosophy of law: definitions, components of the system. Primary emphasis in law enforcement.

*Prerequisite:* Permission of Instructor.

**CRJS 210: Police and Society. (3)**

A study of the relationship between the Criminal Justice system and the community. Concepts in interpersonal communication stress management, personal prejudices, community influences, media relations, and crime prevention will also be included.

**CRJS 221: Criminal Investigation. (3)**

Study of the criminal investigation process which includes crime scene management, evidentiary concerns, sources of information, and interview concepts.

**CRJS 260: Juvenile Justice and Delinquency. (3)**

Survey of legislation and case law governing juvenile delinquency; rights of juveniles; developments in New Mexico law; probation procedures and institutional care.

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## DANCE (DANC)

*Courses marked with an \* may be repeated for credit because subject matters varies.*

**DANC 105\*: Dance Appreciation. (3-6)**

A lecture and discussion course introducing the study of dance as technique, spectacle and ritual for today's audience. Course fee required. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1113)*

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**DIGITAL MEDIA ARTS (DMA)**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**DMA 101: Introduction to Digital Imaging & Scanning. (1)**

Students learn to make images with a computer and scanner, as well as study basic concepts of digital imaging/digital photography. This leads to an understanding of the requirements for achieving image quality as it applies to screen display (world wide web) or for printed output.

**DMA 165: Introduction to Digital Media Arts I (Photoshop). (3)**

This course serves as an introduction to the computer as an image-making device using raster-imaging software (Adobe Photoshop). It includes the making and manipulating of images derived from photography and other traditional media. Included also is the digital preparation of imagery for printed and display (Web) output.

**DMA 166: Digital Media Arts II (Illustrator). (3)**

This course is an introduction to the computer as an image-making device using vector-imaging software (Adobe Illustrator). It includes the creation and manipulation of digital imagery derived from traditional graphic design, including typography and illustration graphics. Students will design logo art and other projects aimed for printed and screen display.

*Prerequisite:* DMA 101 and (CT 125 or CT 122) (Previously CT 105LT and CT 120LT).

**DMA 193\*: Topics. (1-3)**

Titles will vary.

**DMA 203: Introduction to Desktop Publishing. (3)**

Introduction to Desktop Publishing software and page design concepts on the personal computer. Topics: importing files, interaction with word processor/text editor, creating/using style sheets, editing/manipulating text, simple graphics, and desktop publication.

*Prerequisite:* CT 125 or CT 122 (Previously CT 105LT or CT 120LT).

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**DRAFTING TECHNOLOGY (DRFT)**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**DRFT 103: Introduction to Drafting. (3)**

Intended as a first course for students with no previous exposure to drafting. The class will include hands-on drawing in class and will introduce basic topics in drafting methods.

**DRFT 119: Drafting/Blueprint Reading. (3)**

Fundamentals of technical industrial communication: drafting, sketching, blueprint reading, layout work in specialized areas; visualization and interpretation of blueprints and sketches of parts, assemblies, and processes.

*Prerequisite:* DRFT 101L.

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**EARTH AND PLANETARY SCIENCE (EPS)****EPS 101: How the Earth Works - An Introduction to Geology. (3)**

A fascinating tour of our active planet. Explore earth materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global warming and other topics. Students are encouraged but not required to enroll concurrently in EPS 105L. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (NMCCN 1114).*

**EPS 105L: Physical Geology Laboratory. (1)**

Minerals, rocks, and topographic and geological maps; field trips. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science. (NMCCN 1114).*

*Pre- or Corequisite:* EPS 101.

**EPS 110: Topics in Earth Sciences. (1-3 to a maximum of 3)**

Eight to sixteen week course on selected topics relating directly to the human experience, e.g., Volcanoes, Extinctions, Weather, Earthquakes, New Mexico's Water, Soils, Nuclear Hazards, Geomagnetism, Albuquerque's Field Geology and the Geology of Everyday Life.

**EPS 115: Geological Disasters. (3)**

Causes and effects of disastrous geological events, including earthquakes, volcanic eruptions, tsunamis, landslides and floods.

**EPS 201L: Earth History. (4)**

Origin and history of the earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth history is interpreted from the geologic rock record.

*Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science*

*Prerequisite:* EPS 101 or ENVS 101

*Pre- or Corequisite:* EPS 105L or ENVS 102L.

**EPS 251: Meteorology. (3)**

(Also offered as GEOG 251) Description of weather phenomena, principles of atmospheric motion, weather map analysis and weather prediction.

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**ECONOMICS (ECON)****ECON 105: Introductory Macroeconomics. (3)**

Economics on a national scale; determination of national income, employment level, inflation, and impact of policies affecting money supply, interest rates and government programs. Current macroeconomic issues and problems. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 2113).* *Prerequisite for most upper-division courses.*

**ECON 106: Introductory Microeconomics. (3)**

Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption choices. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 2123). Prerequisite for most upper-division courses.*

**ECON 203: Society and the Environment. (3)**

Introduction to environmental and natural resource issues of both global and local scale. Investigates basic causes and consequences of environmental problems, including interrelated physical and social science dimensions.

**ECON 212: Personal Investing. (3)**

Investment options available to the individual will be analyzed in terms of economic theories of capital markets. Risk, value, returns and portfolio analysis.

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**EDUCATION (EDUC)****EDUC 183: Introduction to Education. (3)**

An exploration of contemporary Issues around diversity, culture, and education in New Mexico. The course is of special interest to students considering a teaching career. Projects in schools and/or community sites are part of the requirements.

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**ELECTRICAL AND COMPUTER ENGINEERING (ECE)****ECE 101: Introduction to Electrical and Computer Engineering. (1)**

Insight into electrical and computer engineering is gained through videos, and the use of computer software to learn basic problem-solving skills.

**ECE 131: Programming Fundamentals. (3)**

Fundamental programming concepts, including consideration of abstract machine models with emphasis on the memory hierarchy, basic programming constructs, functions, parameter passing, pointers and arrays, file I/O, bit-level operations and interfacing to external devices.

*Prerequisite:* (MATH 121 or higher) or ACT Math  $\geq$  25 or SAT Math Section  $\geq$  590 or ACCUPLACER College-Level Math  $\geq$  69

**ECE 203: Circuit Analysis I. (3)**

Basic elements and sources. Energy and power. Ohm's law and Kirchhoff's laws. Resistive networks, node and loop analysis. Network theorems. First-order and second-order circuits. Sinusoidal sources and complex representations: impedance, phasors, and complex power. Three-phase circuits.

*Prerequisite:* ENG 120 or MATH 163

*Pre or Corequisite:* PHYC 161.

**ECE 206L: Instrumentation. (2)**

Introduction to laboratory practices and the use of test equipment. Measurements on basic electrical components, dc and ac circuits using ohmmeters, voltmeters, ammeters and oscilloscopes. Circuit simulation.

*Prerequisite:* ENGL 120 or ACT English  $\geq$  29 or SAT Evidence-based Reading and Writing  $\geq$  700.

*Pre- or Corequisite:* ECE 203.

**ECE 213: Circuit Analysis II. (3)**

Analysis of balanced three-phase circuits. Laplace transform with applications to circuit analysis. Passive and active filters. Fourier series and Fourier transform analysis. The two-port circuits.

*Prerequisite:* ECE 203.

*Pre- or Corequisite:* ECE 300 or (MATH 314 and MATH 316).

**ECE 238L: Computer Logic Design. (4)**

Binary number systems. Boolean algebra. Combinational, sequential and register transfer logic. VHDL Arithmetic/logic unit. Memories, computer organization. Input-Output. Microprocessors.

*Prerequisite:* ECE 131 or CS 152L.

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**ELECTRO MECHANICAL TECHNOLOGY (ELCT)****ELCT 101L: DC Circuit Analysis. (4)**

Basic elements of DC electrical and electronic circuits, circuit analysis, measurement, and circuit design. Study of circuit network theorems and their applications to design techniques. Study of conductors and insulators.

*Prerequisite:* MATH 101 and 102 and 103.

**ELCT 102L: AC Circuit Analysis. (4)**

AC electrical and electronic components, including inductance, capacitance, resonance, filters, RC and LR time constants. Study of reactance, impedance, complex numbers, AC network analysis, magnetism, and simple power supplies. Introduction to rotating electrical machines, both AC and DC.

*Prerequisite:* A grade of C or better in ELCT 101L.

*Pre- or Corequisite:* MATH 123.

**ELCT 103: Mechanical Systems. (3)**

This course covers vacuum, cryogenic, and hydraulic technologies and systems. Provide basic understanding of the design, assembly, and operations of mechanical systems typically found in industrial applications.

**ELCT 105L: Industrial Shop Practice. (3)**

Principles of and practice with hand and machine tools used by electromechanical technicians. Includes operation of lathe and milling machines, drilling, welding, sawing, grinding, soldering, brazing, measurements, sheet metal work, benchwork, or other appropriate operations.

**ELCT 137: Digital Electronics I (Combinational Logic). (3)**

An introduction to the analysis and synthesis of combinational logic circuits. Boolean algebra, logic gates, Karnaugh maps, MSI and LSI integrated circuits. Interpretation of logic diagrams. Techniques of troubleshooting digital circuits.

*Prerequisite:* ELCT 101L.

**ELCT 162: Robotics. (3)**

This course covers designing, building and programming NXT style robots. It includes autonomous robotics, light sound, touch and ultrasonic sensors, computer programming, problem solving, and remote-control robotics.

**ELCT 163: Advanced Robotics. (3)**

This course covers more advanced robotics concepts including designing, building, testing, and refining a prototype using engineering design processes. Topics include remote control robotics, robotic electronics, remote video navigation, autonomous robotics, more advanced programming techniques.

*Prerequisite:* ELCT 162.



**ELCT 192\*: Topics. (1-3)**

Titles will vary. CR/NC.

**ELCT 193\*: Topics. (1-3)**

Titles will vary.

**ELCT 203L: Electronic Devices. (4)**

Study of amplifiers, oscillators, integrated circuits, and operational amplifiers. Computer solutions of electronic circuits.

*Prerequisite:* C or better in ELCT 102.

**ELCT 204L: Electronics Lab. (2)**

Advanced laboratory measurements and design. Measurements using AC and DC meters, ohmmeters, oscilloscopes, signal generators, and pulse generators. Computer circuit stimulation.

*Prerequisite:* C or better in ELCT 203.

**ELCT 264: Advanced Robotics II. (3)**

This course covers advanced topics in robotics including: advanced robotic platform design and construction, remote control electronics, servo controlled mechanisms, and remote wireless video applications.

*Prerequisites:* ELCT 163.

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**EMERGENCY MEDICINE (EMS)****EMS 106: Emergency Medical Responder. (4)**

Emergency Medical Responder is a 60-hour course designed specifically for personnel who are first at the scene of an accident or emergency. This course offers a foundation for advanced EMS courses.

**EMS 113: EMT-Basic. (8)**

Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Includes lecture instruction to prepare the student to sit for New Mexico and National Registry testing.

*Restriction:* Program Permission

*Corequisite:* EMS 142.

**EMS 120: Introduction to EMS System. (3)**

Covers the history of emergency medical services and the development of EMS systems and current trends and issues in EMS. Ideal for students considering a career in EMS.

**EMS 142: EMT-Basic Lab. (2)**

Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lab instruction to prepare the student to sit for New Mexico and National Registry testing.

*Restriction:* Program Permission

*Corequisite:* EMS 113.

**EMS 143: EMT-Intermediate Lab. (1)**

Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology.

*Prerequisite:* EMS 113 and 142.

*Corequisite:* EMS 180.

*Restriction:* program permission

**EMS 151: EMT-I Clinical and Field Experience. (2)**

Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and prehospital experience.

*Prerequisite:* EMS 113 and 142.

*Corequisite:* EMS 180 and 143.

*Restriction:* program permission.

**EMS 180: EMT-Intermediate. (5)**

Meets New Mexico requirements for EMT-Intermediate lecture content, including intravenous fluid administration and pharmacology.

*Prerequisite:* EMS 113 and 142.

*Corequisite:* EMS 143.

*Restriction:* program permission.

**EMS 193\*: Emergency Medicine Topics. (1-3)**

Titles will vary.

**EMS 200 Medical Mathematics. (1)**

Medical calculations for paramedics. Students will be able to perform all common medical calculations at the paramedic level, including converting units, properly manipulating decimals and fractions, and finding volumes, dosages and rates.

*Prerequisite:* MATH 121.

*Restriction:* Permission of Instructor.

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**ENGINEERING (ENG)**
**ENG 116: Introduction to Engineering. (1-3)**

Description of the engineering profession, orientation to engineering education, introduction to the engineering design process. Does not count toward degree credit in the College of Arts and Sciences or in the School of Engineering. Two hours lecture and demonstrations.

See Also:

Chemical and Nuclear Engineering

Civil Engineering

Electrical and Computer Engineering

Mechanical Engineering

**ENG 120: Mathematics for Engineering****Applications. (4)**

Provides an overview of basic engineering math topics necessary for success in second-year engineering courses. Topics are presented in the context of engineering applications, and reinforced through labs and examples from core engineering courses.

*Prerequisite:* MATH 121.

**ENG 195: Special Topics. (1-6 to a maximum of 6)**

Selected topics in interdisciplinary engineering or computer science at an introductory level.

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**ENGLISH (ENGL)**
**ENGL 107: Greek Mythology. (3)**

Introduction to mythology; primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric Hymns, and Tragedies. All texts will be in English. (LL)

**ENGL 110: Accelerated Composition (3)**

Covers Composition I and II in one semester, focusing on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allowed for both ENGL 110 and ENGL 112. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area I: Communications (NMCCN 1113).*

*Prerequisite:* ACT English = 15-25 or SAT

Evidence-Based Reading and Writing = 430-650 or

ACCUPLACER Sentence Skills  $\geq$  109-120.

**ENGL 111-112: Composition I and II. (3, 3)**

First and second semester of Composition I & II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies. Credit not allowed for both ENGL 112 and English 110. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area I: Communications (NMCCN 1113).*

*Restriction for 111:* permission of department.

*Restriction for 112:* permission of instructor

*Prerequisite for 112:* ENGL 111.

**ENGL 119: Technical Communications. (3)**

Introductory study of written and verbal communications used in the technical professions with emphasis in planning, execution, and editing of professional and technical documents and other communication media. This course is not a substitute for ENGL 219 and generally applies to particular associate degree programs or as an elective credit. Students are encouraged to speak with an advisor about the applicability of this course.

*Prerequisite:* ENGL 110 or 112.

**ENGL 120: Composition III. (3)**

Focuses on academic writing, research, and argumentation using appropriate genres and technologies. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area I: Communications (NMCCN 1123).*

*Prerequisite:* 110 or 112 or ACT English  $\geq$  26-28 or SAT Evidence-Based Reading and Writing  $\geq$  660-690.

**ENGL 150: The Study of Literature. (3)**

An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writer's techniques increases the enjoyment of their works; relates these techniques to literary conventions; teaches recognition, analysis, and discussion of important themes. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 2213).*

**ENGL 211\*: Topics in Literature. (3)**

Surveys a specific type or area of literature, e.g., the American novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native American literature, African-American literature, Medieval and Viking literature. Primarily for non-majors.

*Prerequisite:* ENGL 150.

**ENGL 219: Technical and Professional Writing. (3)**

Practice in the writing and editing of workplace documents, including correspondence, reports, and proposals.

*Prerequisite:* ENGL 120 or ACT English  $\geq$  29 or SAT Evidence-Based Reading and Writing  $\geq$  700.

**ENGL 220: Expository Writing. (3)**

An intermediate course with emphasis on rhetorical types, structure, and style. *Meets New Mexico Lower-Division Common Core Curriculum Area I: Communications.*

*Prerequisite:* ENGL 120 or ACT English  $\geq$  29 or SAT Evidence-Based Reading and Writing  $\geq$  700.

**ENGL 224: Introduction to Creative Writing. (3)**

A beginning course in the writing of fiction, poetry, and creative nonfiction. Emphasis on process over product. Introduces issues of craft, workshop vocabulary, strategies for revision, and the habit of reading as a writer.

*Prerequisite:* ENGL 110 or 112 or 113

**ENGL 240: Traditional Grammar. (3)**

A study of the basic analysis of English sentences offered by traditional grammar. Presents terminology and methods for identifying parts of speech, functional units of sentences, and basic sentence patterns.

**ENGL 250: Literary Textual Analysis. (3)**

First course required of all English majors. Concentrates on methods of literary analysis and critical writing.

*Prerequisite:* ENGL 120 or ACT English  $\geq$  29 or SAT Evidence-Based Reading and Writing  $\geq$  700.

**ENGL 264: Survey of Native Literatures and Rhetorics. (3)**

A survey of Native American novels, poetry, nonfiction, drama, storytelling, and film from colonial encounters and the nineteenth century to the present. Includes texts from various regions and tribal communities.

**ENGL 265: Introduction to Chicana/o Literature. (3)**

A survey of Chicana/o novels, short stories, essays, poetry and drama from the 19th century to the present, with emphasis on major themes such as history, culture, identity, language and region.

**ENGL 266: African-American Literature I. (3)**

(Also offered as AFST 251) The course introduces students to the African American classics of the slavery era. Daily experiences of the characters in these books become the basis for discussing race, class, gender, revolt, freedom, peace and humanity.

**ENGL 287: Topics in Introductory Studies in Genre. (3)**

Introductory study in any one genre, including narrative, comedy, satire, tragedy, fiction, poetics, or stylistic analysis of nonfiction.

**ENGL 290: Introduction to Professional Writing. (3).**

Introductory course in the professional writing concentration. Study of technical writing, public information and public relations writing, and freelance nonfiction writing.

*Prerequisite:* ENGL 120 or ACT English  $\geq$  29 or SAT Evidence-Based Reading and Writing  $\geq$  700.

**ENGL 292: World Literatures: Ancient World through the 16th Century. (3)**

Survey of key texts in world literature from the ancient world through the 16th century. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 2613).*

**ENGL 293: World Literature: 17th Century through the Present. (3)**

Survey of key texts in world literature from the 17th century through the present. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 2323).*

**ENGL 294: Survey of Earlier English Literature.**

**(3)**

From Old English to 1798. A study of the principal literary and intellectual movements, and selected writers and literary works from Beowulf through Johnson.

**ENGL 295: Survey of Later English Literature.**

**(3)**

From 1798 to present. Study of principal literary and intellectual movements, and selected writers and literary works.

**ENGL 296: Earlier American Literature. (3)**

A general survey of American Literature to the mid-19th century.

**ENGL 297: Later American Literature. (3).**

A general survey of American Literature from the mid-19th century to the present.

**ENGL 298: Workshop in Literature or Writing.**

**(1 - 3)**

Various topics in literature, language, and writing.

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**ENVIRONMENTAL SCIENCE  
(ENVS)**

**ENVS 101: The Blue Planet. (3)**

To understand global change and environmental concerns, this course weaves together an understanding of Earth's lithosphere, atmosphere and oceans and how ecosystems are linked to the physical environment. Students are encouraged, but not required, to enroll concurrently in 102L. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science.*

**ENVS 102L: The Blue Planet Laboratory. (1)**

Introductory environmental earth science laboratory. Includes minerals, rocks, and rock cycle, topographic maps, local geology and groundwater, weather and climate. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science.*

*Pre- or Corequisite:* ENVS 101.

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**ENVIRONMENTAL  
TECHNOLOGY (ENTC)**

**ENTC 150: Environmental Policy. (2)**

This course is designed to provide an intensive introduction to the laws and policies that govern work sites, hazardous waste, remediation, and other aspects of environmental projects. Students will explore policy issues at the local, regional, national and global scales.

*Pre-requisite:* ENVS 101.

**ENTC 201L: Field Methods I. (4)**

This course will introduce students to water and soil sampling with a brief introduction to air sampling. This is a lab class that will include off campus meetings at surrounding businesses to work with professionals in the field and learn how to operate and maintain standard equipment.

*Pre-requisite:* BIOL 201L, ENVS 101, ENVS 102L, GEOG 281, ENTC 281L, STAT 145.

**ENTC 202L: Field Methods II. (4)**

This course will introduce students to biota sampling and sampling project design and implementation. This is a lab class that will include off campus meetings at surrounding businesses to work with professionals in the field and learn how to operate and maintain standard equipment.

*Pre-requisite:* ENTC 201L.

### **ENTC 203L: Fermentation and Bio-Production.**

**(4)**

Students will learn the fundamentals of fermentation in the production of bio-fuels and how a bio-production facility operates. This is a lab class that will include off campus meetings at surrounding bio-production facilities.

*Pre-requisite:* BIOL 201L, ENVS 101 and ENVS 102L.

### **ENTC 204L: HAZWOPER Training. (4)**

HAZWOPER 40-hour covers protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations.

### **ENTC 281L: Maps and Geospatial Laboratory.**

**(1)**

This is a laboratory class where students will explore the use of GIS, remote sensing, GPS, and other mapping tools that are used in land remediation, investigation, and management. Students will be certified in ArcGIS after successful conclusion of this course.

*Pre-or Co-requisite:* GEOG 281.

### **ENTC 290: Topics. (1–3)**

This is an 8- to 16-week course on selected topics relating directly to environmental technology.

### **ENTC 296: Internship. (3)**

This course provides practical application and experience working in the Environmental Technology field. The student will work under the guidance of a professional in the field and the instructor will set guidelines and reporting requirements throughout the semester.

*Prerequisite:* ENTC 201L, ENTC 202L, ENTC 204L.

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## **FINE ARTS (FA)**

*Courses marked with an \* may be repeated for credit because subject matter varies*

### **FA 229\*: Topics. (1-3)**

Interdisciplinary topics in the arts.

### **FA 284: Experiencing the Arts. (3)**

Explores fundamental connections and differences among artistic media through readings, lectures, attendance at artistic exhibits and events, and discussions with creators of collaborative works of art. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts.*

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## **FIRE SCIENCE (FISC)**

### **FISC 101: Principles of Emergency Services. (3)**

Fire protection, emergency services overview; careers; culture; history; fire-loss analysis; organization, function of fire protection services; fire departments; laws, regulations; nomenclature; fire protection functions; fire chemistry and physics; protection systems; strategy and tactics; safety initiatives.

### **FISC 102: Fire Prevention. (3)**

Fundamental knowledge of fire prevention. Includes: history and philosophy of fire prevention; organization, operation of fire prevention bureau; use, application of codes and standards; plans review; fire inspections; fire and life safety education; fire investigation.

**FISC 103: Hazardous Materials. (3)**

Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

**FISC 104: Wildland Firefighting. (3)**

Covers all aspects of wildland firefighting; introduces new advances in technology for wildland fire suppression, advances in technology for wildland fire suppression, the use of GPS, includes basic skills needed for wildland firefighting.

**FISC 105: Principles of Fire and Emergency Services Safety & Survival. (3)**

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**FISC 106: Fire Behavior and Combustion. (3)**

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

**FISC 201: Fire Protection Systems. (3)**

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

**FISC 202: Fire Administration I. (3)**

Introduces student to organization and management of fire and emergency services department and relationship of government agencies to fire service. Emphasis on fire and emergency service, ethics, and leadership from perspective of company officer.

*Prerequisite:* FISC 101.

**FISC 210: Incident Safety Officer. (3)**

Critical skills needed to be a proficient safety officer; teaches specific job functions in NFPA 1521: Standard for Fire Department Safety Officer; response to hazardous materials incidents, technical rescue, wildland fire and other disasters.

*Prerequisite:* FISC 202.

**FISC 212: Building Construction for Fire Prevention. (3)**

Components of building construction related to firefighter and life safety. Elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

*Prerequisite:* FISC 101.

**FISC 220: Fire Protection Hydraulics and Water Supply. (3)**

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

*Prerequisite:* MATH 101, 102, and 103 or higher

**FISC 225: Strategies and Tactics. (3)**

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

*Prerequisite:* FISC 101.

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**FOREIGN LANGUAGES & LITERATURES**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

*See individual language:*

Chinese

French

German

Greek  
Italian  
Japanese  
Latin  
Russian

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## FRENCH (FREN)

### **FREN 101: Elementary French I. (3)**

Conducted in French.

### **FREN 102: Elementary French II. (3)**

Conducted in French

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## GENERAL STUDIES (GNST)

*Courses marked with an \* may be repeated for credit because the subject matter varies*

### **GNST 192\*: Topics. (1-3)**

Titles will vary. CR/NC

### **GNST 193\*: Topics. (1-3)**

Titles will vary.

### **GNST 292\*: Topics. (1-3)**

Titles will vary. CR/NC

### **GNST 293\*: Topics. (1-4)**

Titles will vary.

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## GEOGRAPHY (GEOG)

### **GEOG 101: Home Planet: Land, Water, and Life. (3)**

World geography; physical elements. Use of maps and globes for a systematic analysis of world climates, vegetation, soils, and landforms, their distribution, interrelation, and significance to humans. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science (NMCCN 1214).*

### **GEOG 102: People and Place. (3)**

World Geography; human elements. A systematic analysis of world population, demographic factors, ethnic groups, predominant economies, and political units, their distribution, interrelation, and interaction with the physical earth. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 1213).*

### **GEOG 105L: Home Planet: Land, Water, and Life Laboratory. (1)**

Exercises designed to complement GEOG 101. Applied problems in the spatial processes of the physical environment. Map construction and reading, weather and climatic analysis, classification of vegetative and soil associations, landform distribution analysis. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science*

### **GEOG 140: Introduction to World Regions. (3)**

The regional geography of the world. Both physical and human aspects are studied along with current economic and political problems.



**GEOG 251: Meteorology. (3)**

(Also offered as EPS 251) Description of weather phenomena, principles of atmospheric motion, weather map analysis and weather prediction.

**GEOG 281: Introduction to Maps and Geospatial Information. (3)**

Maps are tools for communication. Will explore scale; projections; symbolization; generalization; alternative or non-tradition map representations provided by GIS, remote sensing, multimedia and animated maps.

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**GERMAN (GRMN)****GRMN 101: Elementary German I. (3)****GRMN 102: Elementary German II. (3)**

Language course sequence for all beginning students, providing a foundation in reading, writing, listening and speaking skills for all subsequent courses.

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**GREEK (GREK)****GREK 101: Elementary Greek I. (3)**

Introduction to Classical Greek.

**GREK 102: Elementary Greek II. (3)**

Readings from simple prose.

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**HISTORY (HIST)**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**HIST 101: Western Civilization to 1648. (3)**

Ancient times to 1648. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1053).*

**HIST 102: Western Civilization Post 1648. (3)**

1648 to present. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1063).*

**HIST 161: History of the United States to 1877. (3)**

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1113).*

**HIST 162: History of the United States since 1877. (3)**

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1123).*

**HIST 220: Studies in History.\* (1-3, no limit)**

Will vary from instructor to instructor but will offer a review of particular historical issues designed for the non-specialist. For content of particular courses, see Schedule of Classes and contact Department. Course may be repeated without limit provided the topics vary.

**HIST 260: History of New Mexico. (3)**

Introduction to New Mexico history from earliest human settlement to the present day.

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## INFORMATION TECHNOLOGY (IT)

### **IT 109: Information Technology Cooperative Education. (3)**

The student works in an IT-related job for one semester and gains on-the-job insight into a technology field. Student must write projected goals for the semester's work, midterm summaries of work completed thus far, and an end of the term report summarizing work completed during the semester. Students must also get a supervisor evaluation.

*Prerequisite:* Permission of Information Technology Department Chair required.

### **IT 111: Introduction to E-Commerce. (3)**

E-commerce concepts ranging from varieties of e-commerce to secure business transactions over the web. How to market a product over the web, basic business concepts of selling, and understanding the evolution of e-commerce.

### **IT 119: Networking Core Concepts. (3)**

(Previously IT 120LT) This course serves as a general introduction in current networking technology for local area networks (LANs), wide-area networks (WANs), and the Internet.

### **IT 130: Microcomputer Operating Systems (3)**

This class covers the skills necessary to select, install/deploy, integrate platforms or components to support an organization's IT infrastructure.

*Prerequisite:* CS 101 and IT 119.

### **IT 141: Technical Support. (3)**

The student is enrolled in a 3-credit course which has two parts: a normal weekly lecture plus a mandatory service time manning the Help Desk Service Phone. In this course, students are taught how to assist other students, faculty, and staff with answering computer-related questions. Skills for running the Help Desk are taught, along with technical skills related to commonly asked questions. Working at the Help Desk phone is mandatory for a fixed number of hours per week. Students will be required to log all questions with appropriate answers to those questions.

*Prerequisite:* CS 101, IT 119.

### **IT 165: Introduction to Web Authoring. (3)**

(Also offered as CT 165) This course is an introduction to making and designing web pages using HTML generating software. Students learn how to make well-designed web pages from simple to the complex. Site creation with text, graphics, tables, Cascading Style Sheets, and simple animation effects are included. Design principles as they apply to the World Wide Web are also presented.

### **IT 193\*: Topics. (1-4)**

Titles will vary. May be repeated for credit. No Limit.

### **IT 231: Systems Administration. (3)**

This class covers the essential skills for IT majors to administer a system. Topics may include configuration/organization, file systems, user management, and backup/disaster recovery.

*Prerequisite:* CS 101, CS 152, IT 119.

### **IT 235: Windows System Administration. (3)**

Topics In Windows Administration, this is an introduction to system administration of Windows Server with a focus on security and reliability. Topics covered will include Window Server system configuration, available tools, file system and registry structure, auditing and automation of tasks.

*Prerequisite:* IT 119 (Previously IT 120LT).

**IT 250: Web Fundamentals. (3)**

Introduction to development, creation, and management of websites intended for IT majors. Topics include HTML, JavaScript, and web server technology.

*Prerequisite:* CS 101, CS 152.

**IT 260: Information Assurance and Security. (3)**

The primary goal of the course is a general introduction to “defense-in-depth” perimeter security on both Windows and LINUX/UNIX networks and an in-depth study of the step-by-step approach used in computer/network attacks.

*Prerequisite:* CS 101, IT 119.

**IT 262: Scripting for Network Defense. (3)**

Scripting programming for security purposes. Students build on prior programming, operating systems, and security knowledge to develop, code, use, and debug new and existing scripts.

*Prerequisite:* CS 101, CS 152, IT 130, IT 260.

**IT 265: Forensics and Incident Response. (3)**

This course exposes the student to the topics of computer forensics and incident response. Topics include: fundamental concepts, history of computing forensics, data recovery techniques, and responses to security incidents.

*Prerequisite:* IT 260, IT 262.

**IT 271: Databases and Information Management. (4)**

This course will cover development and administration issues of relational databases. Topics to span areas of efficient collection, organization, retrieval and management of data.

*Prerequisite:* CS 101, CS 152.

*Pre- or Corequisite:* IT 250.

**IT 293\*: Topics. (1-4)**

Titles will vary. May be repeated for credit. No limit.

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## ITALIAN (ITAL)

**ITAL 101: Elementary Italian I. (3)**

Language course for beginning students, providing a foundation in reading, writing, listening, and speaking skills for all subsequent courses. Credit may not be earned for both 101 & 175.

**ITAL 102: Elementary Italian II. (3)**

Language course for students who have had Italian 101 or the equivalent, providing continuing work on reading, writing, listening, and speaking skills for all subsequent courses. Credit may not be earned for both 101 & 175.

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## JAPANESE

**JAPN 101: Elementary Japanese I. (3)**

Foundation course for all beginning students, with instruction in speaking, listening, reading and writing.

**JAPN 102: Elementary Japanese II. (3)**

Second half of foundation course 101.

**JAPN 201: Intermediate Japanese I. (3)**

Continues development of four language skills (speaking, listening, reading, and writing) at the third semester level.

**JAPN 202: Intermediate Japanese II. (3)**

Continuation of 201.

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## LATIN (LATN)

### **LATN 101: Elementary Latin. I (3)**

Introduction to the Latin language; grammar, syntax and readings in Roman authors.

### **LATN 102: Elementary Latin II. (3)**

Continuation of 101. Introduction to the Latin language; grammar, syntax, and readings in Roman authors.

*Prerequisite:* LATN 101.

### **LATN 201-202: Intermediate Latin I, II. (3, 3)**

Systematic review of Latin grammar and syntax; readings in simple prose authors such as Cicero and Caesar; introduction to Latin poetry and scansion.

*Prerequisite:* LATN 101, LATN 102.

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## LINGUISTICS (LING)

### **LING 101: Introduction to the Study of Language. (3)**

(Also offered as ANTH 110) Broad overview of the nature of language: language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, and educational implications. Intended to fulfill breadth requirements in any college. *Meets New Mexico Lower Division General Education Core Curriculum Area IV: Social and Behavioral Science.*

### **LING 295: Special Topics in Current Language Issues. (3 to maximum of 12)**

Special topics motivated by expertise of instructor and interest of students. Topics such as language and gender, language and politics, animal communication, language and aging and languages of the world. May be repeated for credit as topic varies.

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## MANAGEMENT (MGMT)

### **MGMT 101: Fundamentals of Accounting I. (3)**

The development of the accounting cycle, special journals, and financial statements.

*Corequisite:* MGMT 101L .

### **MGMT 101L: Fundamentals of Accounting I Lab. (1)**

To provide additional problem solving necessary for the students to master accounting basics.

*Corequisite:* MGMT 101.

### **MGMT 102: Fundamentals of Accounting II. (3)**

Continuation of MGMT 101, including corporation and manufacturing accounting and decision making.

*Prerequisite:* MGMT 101.

*Corequisite:* MGMT 102L.

*Note:* Completion of MGMT 101 and MGMT 102.

### **MGMT 102L: Fundamentals of Accounting II Lab. (1)**

To provide additional problem solving necessary for students to master accounting basics.

*Corequisite:* MGMT 102.

### **MGMT 105: Business Co-op Work Phase. (3)**

Offered on a CR/NC basis only.

### **MGMT 113: Management: An Introduction. (3)**

Modern concepts of organizations and their management in a dynamic world. An overview of managerial activities within business and other organizations.

### **MGMT 158: Ethics in Organizations. (3)**

Introduction to ethical issues in business, government, and nonprofit organizations and how to deal with those issues. Emphasis on ethical reasoning and cases of ethical and unethical behavior in management and the professions.

**MGMT 190: Special Topics in Management. (3)**

Selected offering of management topics not represented in the regular curriculum.

*Restriction:* Permission of Instructor.

**MGMT 202: Principles of Financial Accounting.****(3)**

An examination of the conceptual framework of accounting and the functions of accounting in a business-oriented society. Topics include valuation theory and its applications to assets and liabilities, concepts of business income, funds-flow analysis, and problems of financial reporting.

**MGMT 222: Introduction to Marketing. (3)**

A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market related information, completion of exchange processes, and profit maximization in free markets. Emphasis on interdisciplinary tools for management, decision-making and developing marketing strategies in domestic and international market applications.

(Credit not applicable toward BBA degree.)

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**MANUFACTURING  
TECHNOLOGY****MFGT 101: Introduction to Technology. (1)**

A general topics course on subjects relevant to electro-mechanical technology, manufacturing technology, and nanotechnology. Students will learn about the differences and similarities of the three technologies.

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**MATHEMATICS (MATH) AND  
STATISTICS (STAT)**

Note: A student who wishes to enroll in a course requiring a prerequisite must earn a grade of C (not C-) or better in the prerequisite course.

Courses marked with an \* may be repeated for credit because the subject matter varies.

Students placing into Math 011, 012, 021, 022, 099, or 100 must also take UNIV 101, Seminar: On Course as a pre- or corequisite.

Restrictions:

MATH 011, 012, 021, 022, 099,,100, 118 may not be counted towards graduation.

Credit not allowed for both MATH 162 and MATH 180.

Credit not allowed for both MATH 163 and MATH 181.

Students who have credit for any courses numbered MATH 121 and above may not take MATH 100, or MATH 120 for credit.

Students who have credit for any courses numbered MATH 162 and above may not take MATH 120, 121, 123, or 150 for credit. (Students with MATH 180/181 may take MATH 123 for credit.)

A student normally may not take an examination to validate credit in mathematics courses.

Mathematics or Statistics course work dating back more than five years cannot automatically be counted as fulfillment of a prerequisite. Students with older course work who feel they have retained subject knowledge are encouraged to take the COMPASS placement tests offered through Student Services.

**MATH 011: Prealgebra Part I. (2)**

This course includes the first half of a prealgebra course including whole numbers, fractions, decimals, ratio and proportions, and percent.

**MATH 012: Prealgebra Part II. (2)**

This is the second half of a prealgebra course and covers measurement and geometry, real numbers, introduction to algebra and basic equation solving, and applications.

*Prerequisite:* Math 011.

**MATH 021: Introduction to Algebra Part I. (2)**

This course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, integer exponents, linear equations and inequalities, and an introduction to application problems.

*Prerequisite:* Math 012.

**MATH 022: Introduction to Algebra Part II. (2)**

This course includes the second half of a beginning algebra course including a review of the Cartesian coordinate system, graphing linear equations in two variables, properties of exponents, polynomials and an introduction to factoring.

*Prerequisite:* Math 021.

**MATH 101: Intermediate Algebra Part 1. (1)**

This course includes equations and inequalities, applications and problem solving with linear equations, linear functions and the graph of a line, percent, perimeters, areas of simple geometric shapes

*Prerequisite:* (MATH 021 and 022) or ACT Math  $\geq 17$  or SAT Math Section  $\geq 460$  or ACCUPLACER Elementary Algebra = 41-65.

**MATH 102: Intermediate Algebra Part 2. (1)**

This course includes quadratic equations, properties of exponents and scientific notation, simplifying polynomial expressions, factoring and introduction to functions.

*Prerequisite:* Math 101.

**MATH 103: Intermediate Algebra Part 3. (1)**

This course includes radical expressions and equations, rational expressions and equations, the exponential and logarithmic functions.

*Prerequisite:* Math 102.

**MATH 107: Problems in College Algebra. (1)**

Study session for MATH 121 with an emphasis on problem solving.

Offered on a CR/NC basis only.

***Corequisite:* MATH 121. MATH 110: Problems in Elements of Calculus. (1)**

Study session for MATH 180 with an emphasis on problem solving.

Offered on a CR/NC basis only.

**MATH 111: Mathematics for Elementary and Middle School Teachers I. (3)**

Course offers an in-depth look at the representations of rational numbers, including base-ten and decimal numbers, integers, fractions, and arithmetic operations on these sets. Problem solving is emphasized throughout.

*Prerequisite:* (MATH 101 and MATH 102) or 121 or 123 or 129 or 150 or 162 or 180 or STAT 145 or or ACT Math  $\geq 19$  or SAT Math Section  $\geq 480$  or ACCUPLACER Elementary Algebra = 41-65.

**MATH 112: Mathematics for Elementary and Middle School Teachers II. (3)**

This course develops basic geometric concepts including rigid transformations and congruence; dilations and similarity; length, area and volume; systems of measurement and unit conversions; connections to coordinate geometry. Problem solving is emphasized throughout.

*Prerequisite:* MATH 111.

**MATH 121: College Algebra. (3)**

Preparation for MATH 150 and 180. The study of equations, functions and graphs, especially linear and quadratic functions. Introduction to polynomial, rational, exponential and logarithmic functions. Applications involving simple geometric objects. Emphasizes algebraic problem solving skills. *Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics (NMCCN 1113).*

*Prerequisite:* (MATH 101 and MATH 102 and MATH 103) or ACT Math  $\geq 22$  or SAT Math Section  $\geq 540$  or ACCUPLACER Elementary Algebra = 104-120 or ACCUPLACER College-Level Math = 37-68.

*Corequisite:* MATH 107 (UNM-LA Only)

**MATH 123: Trigonometry. (3)**

Definition of the trigonometric functions, radian and degree measure, graphs, basic trigonometric identities, inverse trigonometric functions, complex numbers, polar coordinates and graphs, vectors in 2 dimensions. May be taken concurrently with MATH 150.

*Prerequisite:* MATH 121 or ACT Math  $\geq 25$  or SAT Math  $\geq 590$  or ACCUPLACER College-Level Math = 69-99.

**MATH 129: A Survey of Mathematics. (3)**

An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry and probability. Emphasizes general problem-solving skills. *Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics.*

*Prerequisite:* (MATH 101 and MATH 102) or MATH 121 or 123 or 150 or 162 or 163 or 180 or 181 or 264 or ACT Math  $\geq 22$  or SAT Math Section  $\geq 540$  or ACCUPLACER Elementary Algebra = 66-103 or ACCUPLACER College-Level Math = 37-68.

**MATH 150: Pre-Calculus Mathematics. (3)**

In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. May be taken concurrently with MATH 123. *Meets New Mexico Lower Division General Education Common Core Curriculum Area II: Mathematics.*

*Prerequisite:* MATH 121 or ACT Math  $\geq 25$  or SAT Math Section  $\geq 590$  or ACCUPLACER College-Level Math = 69-99.

**MATH 153: Precalculus and Trigonometry (5)**

Algebraic expressions, algebraic equations, inequalities, functions, graphing. Exponential, logarithmic, and trigonometric functions. Complex numbers and vectors. Limits.

*Prerequisite:* MATH 121 or ACT Math  $\geq 25$  or SAT Math Section  $\geq 590$  or ACCUPLACER College-Level Math = 69-99.

**MATH 162: Calculus I. (4)**

Limits. Continuity. Derivative: definition, rules, geometric and rate-of-change interpretations, applications to graphing, linearization and optimization. Integral: definition, fundamental theorem of calculus, substitution, applications to areas, volumes, work, average. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics (NMCCN 1614).*

*Prerequisite:* ((123 or ACCUPLACER College-Level Math =100-120) and (150 or ACT Math =28-31 or SAT Math Section =660-729)) or (153 or ACT Math  $\geq 32$  or SAT Math Section  $\geq 730$ ).

**MATH 163: Calculus II. (4)**

Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series, Taylor series with applications, complex variables, differential equations.

*Prerequisite:* MATH 162.

**MATH 180: Elements of Calculus I. (3)**

Limits of functions and continuity, intuitive concepts and basic properties; derivative as a rate of change, basic differentiation techniques; application of differential calculus to graphing and minima-maxima problems; exponential and logarithmic functions with applications. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics (NMCCN 1613).*

*Prerequisite:* MATH 121 or 150 or 153 or ACT Math  $\Rightarrow$ 26 or SAT Math Section  $>$ 620 or ACCUPLACER College-Level Math =69-99.

*Corequisite:* MATH 110 (UNM–LA Only)

**MATH 181: Elements of Calculus II. (3)**

Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus.

*Prerequisite:* MATH 180.

**MATH 192\*: Topics. (1-3)**

Titles will vary. CR/NC.

**MATH 193: Topics in Mathematics. (1-3)**

Various topics in mathematics including, but not limited to, tools and techniques designed to improve attitudes and performance in math class, and calculator usage.

**MATH 215: Mathematics for Elementary and Middle School Teachers III. (3)**

Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: data analysis and other topics in the elementary curriculum. Problem solving is emphasized throughout. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics.*

*Prerequisite:* MATH 111.

**MATH 264: Calculus III. (4)**

Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem.

*Prerequisite:* A grade of C (not C-) or better in 163.

**STAT 145: Introduction to Statistics. (3)**

Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, introduction to sampling and statistical inference, illustrated by examples from a variety of fields. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics (NMCCN 1113)*

*Prerequisite:* (MATH 101 and MATH 102) or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or ACT Math  $\Rightarrow$ 22 or SAT Math Section  $\Rightarrow$ 540 or ACCUPLACER Elementary Algebra =66-103 or ACCUPLACER College-Level Math =37-68.



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## MECHANICAL ENGINEERING (ME)

### **ME 160L: Mechanical Engineering Design I. (3)**

Introduction to engineering graphics, the design process, computer aided design, engineering ethics, design economics and project management. 2 hrs lecture, 3 hrs. lab.

*Prerequisite:* MATH 162 or ENG 120.

### **ME 260L: Mechanical Engineering Design II. (3)**

The design process, project management, shop practice CNC and rapid prototyping, design economics and engineering ethics. 2 hrs. lecture, 3 hrs lab.

*Prerequisite:* ME 160 L.

*Pre- or Corequisite:* CHEM 121, CHEM 123L.

*Restriction:* ME major.

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## MECHANICAL TECHNOLOGY (MCHT)

### **MCHT 101L: Basic Welding. (4)**

This course focuses on the fundamental techniques employed in the welding field. It is a laboratory approach to understanding and building skills in welding related areas including shop safety, hand and portable power tool usage, and welding—including gas welding, brazing and cutting (oxy-acetylene), stick (SMAW), MIG (GMAW), TIG (GTAW), and plasma arc cutting (PAC). Students may opt to specialize in one or more of the areas after required exercises in all areas are satisfied.

### **MCHT 120: GTAW Welding. (3)**

Focuses on the advanced techniques employed in the Gas Tungsten Arc Welding (GTAW) field. Provides hands on welding practice and knowledge with the GTAW process in various Positions and Joint Configurations. Students may opt to specialize in one or more of the areas after learning all. Course prepares student to take the GTAW welding tests outside of UNM - Los Alamos.

*Prerequisite:* MCHT 101L.

### **MCHT 193\*: Topics. (1-3)**

Titles will vary.

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## MEDIA ARTS (MA)

### **MA 110: Introduction to Mass Communication. (3)**

(Also offered as CJ 110) Study of the development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society.

### **MA 210: Introduction to Film Studies. (3)**

Analysis of film as a unique art, and a survey of main trends in film history. Screenings and critical study of major films. Special Fee Required. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts*

### **MA 212: Beyond Hollywood. (3)**

An introduction to marginalized cinemas with screenings of major works. Special Fee Required.

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## MUSIC (MUS)

*\*May be repeated for credit with permission of Fine Arts Department Chair.*

**MUS 102: Music Theory for the Non-Major. (3)**

Students will develop an awareness of basic elements of melody, rhythm, harmony, form and expression through involvement as singers, players, creators, movers, listeners, and readers of music. Designed for students with little or no musical training.

**MUS 104: Group Piano for Non-Majors. (1)**

Keyboard fundamentals, including key and chord relationships. Opportunities exist for the creative exploration of piano sound, with repertoire assigned for the individual student's current ability. Open only to non-music majors.

**MUS 105: Group Piano II for Non-Majors. (1)**

Continuation of 104. Open only to non-music majors

*Prerequisite:* MUS 104

**MUS 111: Group Piano I. (1, no limit)**

Beginning repertoire, sight-reading, basic major-key scale and chord patterns. Open only to music majors and to music and music education minors; priority given to students with a piano proficiency requirement. Not open to keyboard majors. Instructor permission required. May be repeated for credit with permission of department chairperson (or dean) and instructor.

**MUS 112: Group Piano II. (1, no limit)**

Late elementary repertoire, sight-reading moving out of the five-finger position, minor scale and chord patterns. Not open to keyboard majors. Primarily for music majors and minors, but open to all students. Enrollment requires instructor's approval. May be repeated for credit with permission of DC (or Dean) and Instructor.

*Prerequisite:* MUS 111.

**MUS 116: Group Guitar I. (2)**

Students will learn to read music and play melodies, chords, and simple songs. Emphasis on classical curriculum, supplemented with instruction in other styles, including rock, blues, and jazz. Students must supply instrument (classical, nylon-string guitar).

**MUS 117: Group Guitar II. (2)**

For students who have completed 116 or have some basic guitar skills. Emphasis on classical curriculum, supplemented with instruction in other styles, including rock, blues, and jazz. Students must supply instrument (classical, nylon-string guitar).

**MUS 139: Music Appreciation. (3)**

Designed to expand the student's ability to listen actively to Western classical art music: a survey of the various genres including chamber music, symphonic, and vocal repertoire Includes live guest performances. Attendance at several on campus concerts required. No musical background necessary. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1113).*

**MUS 142: Rock Music Appreciation. (3)**

An Introduction to the fundamentals of music and the development of listening skills through the examination of rock music, including its history, styles and significance in the realm of popular music. No musical background necessary. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 1113).*

*Corequisite:* MUS 150.

**MUS 172: Jazz History. (3)**

A study of the evolution of jazz in the United States from its beginnings to the present. *Meets New Mexico Lower Division General Education Core Curriculum Area V: Humanities and Fine Arts.*

**MUS 211: Group Piano III. (1, no limit)**

Intermediate repertoire, reading skill, chord and scale patterns. Not open to keyboard majors. Primarily for music majors and minors, but open to all students. Enrollment requires instructor's approval. May be repeated for credit with permission of DC (or Dean) and instructor.

*Prerequisite:* MUS 112.

**MUS 212: Group Piano IV. (1, no limit)**

Later intermediate to early advanced repertoire and sight-reading. Review of scales and chords. Not open to keyboard majors. Primarily for music majors and minors, but open to all students. Enrollment requires instructor's approval. May be repeated for credit with permission of DC (or Dean) and instructor.

*Prerequisite:* MUS 211.

**MUS 238: Jazz Theory-Keyboard (2)**

Music theory as applied to jazz music. Introduction to chord/scale theory, chord nomenclature, common harmonic progressions and substitutions. Keyboard includes basic jazz chord voicings and progressions.

*Prerequisite:* MUS 152.

**MUS 293: Topics. (1-3)**

Titles will vary. CR/NC.

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**NATIVE AMERICAN STUDIES  
(NATV)****NATV 150: Introduction to Native American Studies. (3)**

This course surveys the significance of Native American Studies through an inter-disciplinary approach to two areas of academic concentrations: Indigenous Learning Communities and Leadership and Building Native Nations.

**NATV 247: Politics of Native American Art. (3)**

Native American art and artists within political, social, and cultural contexts are introduced through an examination of the history of representations of Native art.

**NATV 252: The Native American Experience. (3)**

(Also offered as AMST 252) Introductory survey of Native American history, culture, and contemporary issues. Students read literature by and about Native Americans covering a variety of topics including tribal sovereignty, federal policy, activism, economic development, education, and community life.

Note: NATV 252 and AMST 252 may not both be counted for credit.

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**NATURAL SCIENCE (NTSC)****NTSC 261L: Physical Science. (4)**

For pre-service K-8 teachers only. A broad, interdisciplinary introduction to the science of geology, Chemistry, physics, and astronomy, with emphasis on the science processes, inquiry and the integration of technology. The course is activity-based, utilizing a problems-and-issues based approach; various teaching methods are modeled, and practiced by students; some field trips may be required. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

**NTSC 262L: Life Science. (4)**

For pre-service K-8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes, inquiry, and the integration of technology. Various teaching methods are modeled and practiced by students; some field trips may be required. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

#### **NTSC 263L: Environmental Science. (4)**

For pre-service K-8 teachers only. An activity-based interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigations, and field-based activities and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled and practiced by students. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area III: Science.*

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## **NUTRITION (NUTR)**

#### **NUTR 120: Nutrition for Health. (3)**

General concepts of nutrition applied to food choices that support health. Cultural, psychological and economic implications of food choices

#### **NUTR 244: Human Nutrition. (3)**

This course provides an overview of all the nutrients including function in the body and food sources. Dietary guidelines intended to promote long term health are stressed.

*Prerequisites:* BIOL 123 or BIOL 201L or CHEM 111 or (CHEM 121 and CHEM 123L).

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## **PERSONAL CARE ATTENDANT (PCA)**

#### **PCA 101L: Personal Care Attendant. (5)**

(Home Health Aide) Students prepare to work as a Personal Care Attendants in home healthcare, as independent contractors/self-employment, or to provide care for a relative. Course includes lectures, group learning, video instruction, workbook exercises, instructor demonstrations, hands-on skills practice and exams. Skills Lab: 64 hours; job shadowing: 16 hours in a home healthcare or assisted living facility.

*Prerequisites:* Satisfactory score on placement tests for writing, reading, and mathematics.

*Prior to entering the clinical setting in the final week of class, students must have completed the following requirements:* American Heart Association Healthcare Provider CPR Certification; program health form signed by physician; caregiver background screening and finger printing (fee required); immunizations to include Measles-Mumps-Rubella (MMR), Varicella (chicken pox), Hepatitis B series, Diphtheria-Pertussis-Tetanus (DPT), adult Tetanus, and Influenza (flu shot); Tuberculosis exam (TB). A UNM Certificate is awarded upon successful completion of this course.

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## **PHILOSOPHY (PHIL)**

#### **PHIL 101: Introduction to Philosophy. (3)**

Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality; and in social political, and religious philosophy. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1113).*

**PHIL 102: Current Moral Problems. (3)**

Ethical issues arising in contemporary society, e.g., sexual morality, preferential treatment, racism, punishment, war, world food distribution.

**PHIL 156: Reasoning and Critical Thinking. (3)**

The purpose of this course is to help students learn how to analyze, critique, and construct arguments in context, in other words, how to read and write argumentative essays. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area I.*

**PHIL 201: Greek Thought. (3)**

An introductory survey of early and classical Greek philosophy, literature, and history. Figures: the Presocratics, Socrates, Plato, and Aristotle; Homer and Sophocles; Herodotus and Thucydides. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

**PHIL 202: From Descartes to Kant. (3)**

An historical study of philosophical trends and controversies that characterize the development of early modern philosophy. This survey will cover the philosophies of Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, and Kant. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

**PHIL 211: Greek Philosophy. (3)**

A survey of classical Greek Philosophy. The Presocratics, Plato, Aristotle, and the Stoics. Concepts of nature and culture, theories of the self, concepts of being; happiness, virtue, and the good life.

**PHIL 244: Introduction to Existentialism. (3)**

An examination of the works of writers such as Kierkegaard, Nietzsche, Kafka, and Sartre who emphasize such issues as death, decision, rebellion, and faith.

**PHIL 245: Professional Ethics. (3)**

Examination of social and ethical problems associated with the business, engineering, medical, and legal professions. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

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## PHYSICAL EDUCATION NON-PROFESSIONAL (PENP)

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**PENP 124: Ballroom Dance. (1-2, no limit)\***

Instruction in the basic movements of social dances such as fox trot, waltz, lindy, rumba, tango, and cha-cha.

**PENP 128: Beginning Country Western Dance. (1, no limit)\***

Instruction in the basic movements of the Waltz, Two-Step, Swing, and Polka.

**PENP 130 – 131: T'ai Chi Ch'uan. (1, no limit) \***

Instruction and practice in techniques to enhance body awareness, reduces stress, improve balance, and increase strength.

**PENP 136: Personal Defense. (1-2, no limit) \***

Instruction in the basic skills needed to defend oneself against assault.

**PENP 155 – 156: Pilates. (1, no limit) \***

Instruction in movements that increase balance, core fitness and cardio respiratory endurance.

**PENP 158: Aerobic Dance I. (1, no limit) \***

Instruction in continuous movement using basic dance steps for improved cardio respiratory endurance.

**PENP 165: Yoga. (1-2, no limit)\***

Introduction to the five areas of yoga which are particularly significant to the Western World.

**PENP 166: Intermediate Yoga. (1-2, no limit) \***

Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga.

**PENP 177–178: Fundamentals of Stretching and Relaxation Techniques. (1, no limit) \***

Instruction and practice of various techniques to enhance flexibility and reduce stress.

**PENP 193\*: Topics. (1-2)**

Titles will vary. May be repeated for credit, no limit. New activities offered on an exploratory basis.

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**PHYSICS (PHYC)**

*Listed in the UNM-Albuquerque catalog as the Department of Physics and Astronomy. See also "Astronomy."*

**PHYC 102: Introduction to Physics. (3)**

Designed to introduce non-science majors to basic concepts, laws and skills in physics, in various applications to ordinary life. Energy, momentum, force, wave phenomena, electric charge and light are discussed, also basic properties of gravitational, electromagnetic and nuclear forces. Selections from relativity, quantum theory, atoms and molecules will be included. See PHYC 102L for an optional laboratory. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science.*

**PHYC 102L: Physics Laboratory. (1)**

Students involve themselves in experiments and projects showing basic concepts related to the atom, the environment and the universe. Two hours lab. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science.*  
*Pre- or Corequisite: PHYC 102.*

**PHYC 105: Physics and Society. (3)**

Designed to introduce non-science majors to basic concepts, laws and skills in classical and quantum physics as a basis to discuss the interrelationships of society and physics. Examples where energy, momentum, special relativity, thermal physics, quantum and nuclear physics have important roles are discussed; these could include meteorology, aviation weather, fission and fusion reactors, science policy and ethics, alternative energy sources. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science.*

**PHYC 110: Introduction to Applied Physics. (3)**

Available to students initially enrolled in PHYC 151 or 160 who find themselves unprepared. Designed for science majors, it focuses on fundamental physics concepts and prepares students to return to and succeed in these classes.

**PHYC 151: General Physics. (3)**

Mechanics, sound, heat, fluid, waves. The sequence (151, 151L, 152, 152L) is required of pre-medical, pre-dental, and pre-optometry students. Only 151 and 152 are required of pharmacy students. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*  
Prerequisites: MATH 150 or MATH 153 or MATH 162 or MATH 180 or ACT Math  $\geq 28$  or SAT Math Section  $\geq 660$  or ACCUPLACER College Level Math  $\geq 100$ .

**PHYC 151L: General Physics Laboratory. (1)**

Mechanics, sound, heat. Three hours lab . *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1114).*

*Pre- or Corequisite:* PHYC 151.

**PHYC 152: General Physics. (3)**

Electricity, magnetism, optics. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1124).*

*Prerequisite:* PHYC 151.

**PHYC 152L: General Physics Laboratory. (1)**

Electricity, magnetism, optics. Three hrs. lab. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1124).*

*Pre- or Corequisite:* PHYC 152.

**PHYC 157: Problems in General Physics. (1)**

Problem solving and demonstrations related to PHYC 151.

Offered on a CR/NC basis only.

*Corequisite:* PHYC 151.

**PHYC 158: Problems in General Physics. (1)**

Problem solving and demonstrations related to PHYC 152. Offered on a CR/NC basis only.

*Corequisite:* PHYC 152.

**PHYC 160: General Physics. (3)**

Mechanics, sound. Three hrs. lab. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1214).*

*Pre- or Corequisite:* MATH 162.

**PHYC 160L: General Physics Laboratory. (1)**

Mechanics, sound. Three hrs. lab. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1214).*

*Pre- or Corequisite:* PHYC 160.

**PHYC 161: General Physics. (3)**

Heat, electricity, magnetism. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1224).*

*Prerequisite:* PHYC 160.

*Pre- or Corequisite:* MATH 163.

**PHYC 161L: General Physics Laboratory. (1)**

Electricity and magnetism. Three hrs. lab. *Meets New Mexico Lower Division General Education Common Core Curriculum Area III: Science (NMCCN 1224).*

*Pre- or Corequisite:* PHYC 161.

**PHYC 167: Problems in General Physics. (1)**

Problem solving and demonstrations related to PHYC 160.

Offered on a CR/NC basis only

*Corequisite:* PHYC 160.

**PHYC 168: Problems in General Physics. (1)**

Problem solving and demonstrations related to 161.

Offered on a CR/NC basis only.

*Corequisite:* PHYC 161.

**PHYC 262: General Physics. (3)**

Optics, modern physics.

*Prerequisite:* PHYC 161.

*Pre- or Corequisite:* MATH 264.

**PHYC 262L: General Physics Laboratory. (1)**

Optics, modern physics. Three hrs. lab.

*Pre- or Corequisite:* PHYC 262.

**PHYC 267: Problems in General Physics. (1)**

Problem solving and demonstrations related to PHYC 262.

Offered on a CR/NC basis only.

*Corequisite:* PHYC 262.

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## POLITICAL SCIENCE (POLS)

### **POLS 110: The Political World. (3)**

An introduction to politics, with emphasis on the ways people can understand their own political systems and those of others. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 1113).* Students who have already had courses in political science may not count POLS 110 toward a major. Concurrent enrollment in 110L, mandatory.

### **POLS 200: American Politics. (3)**

Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 1123).*

### **POLS 220: Politics around the World. (3)**

Designed to give students the ability to understand and evaluate political regimes by focusing on the political history, socio-economic structure, and contemporary political institutions and behavior. Includes consideration of European, and developing systems. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

### **POLS 240: International Politics. (3)**

(Also offered as PCST 240) Analyzes significant factors in world politics, including nationalism, “national interest,” ideology, international conflict and collaboration, balance of power, deterrence, international law, and international organization. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

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## PSYCHOLOGY (PSY)

### **PSY 105: General Psychology. (3)**

Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality, and approaches to psychotherapy. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

### **PSY 200: Statistical Principles. (3)**

Presentation of the basic principles of the description and interpretation of data. Provides an acquaintance with statistical principles appropriate to a liberal arts education, as well as a basis for further work in data analysis. Students planning graduate study in any field are advised to also take 302.

*Prerequisite:* PSY 105.

### **PSY 220: Developmental Psychology. (3)**

Overview of the physical, perceptual, motor, cognitive, emotional and social development of children from infancy through adolescence.

*Prerequisite:* PSY 105.

### **PSY 231: Psychology of Human Sexuality. (3)**

(Also offered as WMST 231) Exploration of the physiological, cultural, social, and individual factors that influence sexual behavior sex roles, and sex identity.

*Prerequisite:* PSY 105.

### **PSY 240: Brain and Behavior. (3)**

A general survey of the biological foundations of behavior. Emphasis is on the central nervous system.

*Prerequisite:* PSY 105 or BIOL 110 or BIOL 123.



**PSY 250: Special Topics in Psychology. (1-3, no limit) \***

Study of any psychological topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. May be repeated for credit provided the subject matter varies.

**PSY 260: Psychology of Learning and Memory. (3)**

Survey of the variety of laboratory learning situations, with an emphasis on the application of principles to practical situations. Topics range from simple processes such as conditioning to complex processes such as transfer, memory, and concept formation.

*Prerequisite:* PSY 105.

**PSY 265: Cognitive Psychology. (3)**

Study of the cognitive processes involved in the encoding, storage, retrieval and use of knowledge including attention, memory, comprehension, categorization, reasoning, problem solving and language.

*Prerequisite:* PSY 105.

**PSY 271: Social Psychology. (3)**

Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, groups.

*Prerequisite:* PSY 105.

**PSY 280: Health Psychology. (3)**

This course introduces Health Psychology. The course will cover the role of stress in illness, coping with chronic illness, stress, and pain, and the role of health behavior in health and disease.

*Prerequisite:* PSY 105.

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## **PUBLIC SAFETY**

**PBST 101: Introduction to Homeland Security. (3)**

Historical and contemporary governmental actions for prevention, detection, response and recovery from terrorism and disasters including components of DHS. Multi-jurisdictional agencies' and stakeholders' roles. Challenges; Balance between freedom and security.

**PBST 102: Principles of Emergency Management. (3)**

History, characteristics, functions, resources of integrated system; how emergency management services work together in a system of resources and capabilities. Application to all hazards for all government levels, phases and functions of emergency management.

**PBST 105: Incident Command. (3)**

Provides insight into operational levels, functions, responsibilities of supervisors of established ICS organization. Examines Federal Emergency Management Agency, Incident Command System, creation of FEMA's National Incident Management Systems, how NIMS is structured and works.

**PBST 106: Introduction to Terrorism and Public Safety. (3)**

Introduces terrorism and its impact twenty-first century life. Historical background, definitions, tactics, ideologies, terrorist organizations, including states from around the world. How terrorism influences civilization from public policy to emergency response operations.

**PBST 107: Social Impacts of Disaster (3)**

Focuses on human behavior and the stages of human response during and after a natural or man-made disaster; for example, hurricanes, tornados, earthquakes, floods, fires, chemical spills, nuclear power plant accidents, riots, etc.

**PBST 108: Critical Infrastructure Protection. (3)**

An introduction to analyses and tools to identify critical private and public sector infrastructure, and optimal protection strategies.

**PBST 109: Public Safety Interview and Report Writing. (3)**

Writing the types of reports required in a criminal justice career. Gather pertinent information and write report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

**PBST 110: Basic Police Operations. (3)**

Explains duties, authority, responsibilities, and rights of the uniformed police officer. Emphasis on the function of the patrol officer as it relates to criminal investigation, intelligence, vice units and traffic administration.

**PBST 119: Traffic Accident Investigation. (3)**

Studies traffic collisions using scientific methods: vehicle speed calculation, timed distance speed, report writing, diagramming. Explores legal, statistical, professional aspects of the field. Dynamic vehicle experiments; practical exercises gathering facts for traffic investigators.

**PBST 120: Emergency Management Planning. (3)**

Developing an effective emergency planning system. Fundamentals of emergency planning process and rationale behind planning. Effective all-hazard emergency planning operations planning process to save lives and protect property threatened by disaster.

**PBST 121: Introduction to Security. (3)**

Examines the history of security, the role of security professionals, terrorism and national strategies, crime prevention, workplace security, security of physical structures, risk management, critical infrastructure and key national resources, future of security technology.

**PBST 131: Introduction to Transportation Security. (3)**

Examines securing transportation systems, passengers, and cargo. Components of major transportation systems and various security threats, risks, and vulnerabilities they face. Discusses issues involving governmental and non-governmental entities involved in transportation.

**PBST 193: Special Topics in Public Safety. (1-3)**

Topics of specific interest will be developed as needed.

**PBST 204: Constitutional Law for the Public Safety Professional. (3)**

Introduces constitutional law; guarantees of personal liberties in federal constitution. Jurisdiction of U.S. Supreme Court and lower courts, case law, fundamental rights such as trials by jury, right to counsel, privilege, self-incrimination.

**PBST 220: Exercise Design and Evaluation. (3)**

Fundamentals of emergency management exercise design, management, evaluation. Meets FEMA guidelines for exercise design and evaluation courses and DHS Exercise and Evaluation Program.

**PBST 221: Developing Volunteers. (3)**

Designed to provide insight into the tasks, roles and responsibilities required for emergency managers to effectively manage volunteer resources during a disaster.

**PBST 230: Intelligence Analysis and Security Management. (3)**

Identifies components of intelligence analysis and security management. Duties and relationships of different intelligence agencies; historical events with important intelligence analysis and impact of analysis. Importance of security management upon security of the homeland.

**PBST 232: Homeland Security Risk Assessment. (3)**

Examine US homeland security goals; explore the all hazards concept of threat. Domestic and foreign threats, methods of attack, likely targets. Process of identifying threat, risk and vulnerability, impact of attacks.

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## RELIGIOUS STUDIES (RELG)

**RELG 103: Introduction to the Bible. (3)**

Survey of the Bible in historical context.

**RELG 107: Living World Religions. (3)**

Introduction to major living world religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 1113).*

**RELG 247: Studies in Religions. (3)**

Elementary topics in the study of world religions. Course may be repeated up to three times provided the topics vary.

**RELG 263: Eastern Religions. (3)**

A study of major Asian traditions, such as Taoism, Hinduism and Buddhism. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 1213).*

**RELG 264: Western Religions. (3)**

A study of major Western traditions, such as Christianity, Islam, and Judaism. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities & Fine Arts (NMCCN 1223).*

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## ROBOTICS (ROBO)

**ROBO 201: Industrial Robotics Operations. (3)**

This course covers basic robotics operations, including robotics system components, peripherals, robot set-up, programming, production, and robotics operation safety practices.

*Prerequisite:* ELCT 163, CS 151L.

**ROBO 202: Advanced Industrial Robotics. (3)**

This course covers industrial robotics programming and intelligent visual recognition software. Students will work with robots, peripheral equipment, and workspaces specific to industrial manufacturing robots.

*Prerequisite:* ROBO 201.

**ROBO 204: Programmable Logic Controllers. (3)**

This course explores the many aspects of Programmable Logic Controllers (PLCs) from basic concepts to system level applications.

*Prerequisite:* ELCT 163.

**ROBO 290: Robotic Synthesis. (3)**

This is a capstone course in the robotics program. Students will integrate and demonstrate all previously gained robotics, electronics, manufacturing, CADD, and programming skills to produce a comprehensive robotic project.

**ROBO 293: Topics in Robotics. (1-3)**

This course is a topics course for robotics.

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**RUSSIAN (RUSS)**
**RUSS 101: Elementary Russian. (3)**

Elementary Russian for students with no previous exposure to the language. Development of all four-language skills: reading, speaking, writing and listening comprehension. Can be taken in conjunction with RUSS 103.

**RUSS 102: Elementary Russian II. (3)**

Elementary Russian for students who have completed RUSS 101 or equivalent. Continued development of all four skills. Can be taken in conjunction with RUSS 104.

**RUSS 201-202: Intermediate Russian I–  
Intermediate Russian II. (3, 3)**


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**SOCIOLOGY (SOC)**
**SOC 101: Introduction to Sociology. (3)**

Basic concepts, topics, and theories of contemporary sociology. Prerequisite for more advanced courses in sociology. *Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 1113).*

**SOC 200: Foundations of Social Welfare. (3)**

Overview of social welfare institutions in Western societies related to social change, stratification, economy, politics, dependency, poverty, wealth, and unemployment in U.S. and other countries; examines social work and related human service occupations.

*Prerequisite:* SOC 101.

**SOC 205: Crime, Public Policy and the Criminal  
Justice System. (3)**

The study of crime, the criminal justice system and crime-related public policy. Discussion of key criminological concepts, measurement of crime and delinquency, its distribution in society, victimization, public opinion, the criminal justice system, crime control strategies and policies.

*Prerequisite:* SOC 101.

**SOC 211: Social Problems. (3)**

Description and analysis of major social problems facing American society. Foci may include: poverty, homelessness, alcohol and drug problems, race and ethnic relations, aging and mental illness.

*Prerequisite:* SOC 101.

**SOC 213: Deviance. (3)**

Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior, and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address, these behaviors.

*Prerequisite:* SOC 101.

**SOC 216: Dynamics of Discrimination. (3)**

This course focuses on the individual-, institutional-, and structural-level dynamics of difference, power, and discrimination by race, gender, ethnicity, sexual orientation, disability, and class.

**SOC 221: Documenting Globalization and Human Rights. (3)**

The course will focus on human rights issues in the broader sociopolitical context of globalization, and will analyze how social change in relationship to human rights mobilization and contestation occurs.

*Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.*

*Prerequisite:* SOC 101.

**SOC 230: Society and Personality. (3)**

The social psychology of personalities, relationships, small groups, and organizations.

*Prerequisite:* SOC 101.

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## **SOLAR TECHNOLOGY (SLRT)**

**SLRT 162: Photovoltaics I: Analysis. (3)**

This course covers photovoltaic principles and the use of photovoltaics in stand-alone and interconnected (grid-tied) electrical systems. Includes detailed site analysis, system sizing, component and installation recommendations, and economic analyses.

**SLRT 163: Photovoltaics II: Equipment & Installation. (3)**

This course discusses equipment for and installation of photovoltaic (PV) systems. Topics covered include system components and configurations, cells, modules, arrays, batteries, charge controllers, and inverters. Also discussed are mechanical & electrical integration of PV systems, utility interconnection, commissioning, maintenance & troubleshooting PV systems.

*Prerequisite:* SLRT 162.

**SLRT 210: Solar Thermal Technology. (3)**

Study of various technologies and logistics involved with solar heating. Evaluate optimal system size and type. Learn about installation recommendations, equipment selection, site analysis. Discuss system set-up and plumbing, sweat soldering piping, electronic control.

*Prerequisite:* MATH 121, MATH 107, ELCT 105L.

**SLRT 250: Green Architectural Design. (4)**

This course explores the many aspects of architectural design and construction that create environmentally sustainable and energy efficient structures. IT also includes training in energy auditing, and an introduction to LEED (Leadership in Energy and Environmental Design).

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## **SPANISH (SPAN) AND PORTUGUESE**

*Courses marked with an \* may be repeated for credit because the subject matter varies.*

**SPAN 101: Elementary Spanish I. (3)**

Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening and speaking.

**SPAN 102: Elementary Spanish II. (3)**

Beginning Spanish for students who have completed Span 101 or equivalent. Continued development of four skills with emphasis on listening and speaking.

**SPAN 103 - 104: Elementary Spanish Conversation I–Elementary Spanish Conversation II. (1, 1)**

Supplementary courses to SPAN 101-102 for students interested in additional practice in speaking.

Offered on a CR/NC basis only.

*Pre or Corequisite:* SPAN 101 or 102 or 111 or 112.

**SPAN 111: Elementary SHL I. (3)**

Beginning Spanish for students who grew up in a Spanish-speaking environment. Will build upon the language base which the students already possess. Development of all four language skills: reading, writing, listening and speaking. (L)

**SPAN 112: Elementary SHL II. (3)**

Beginning Spanish for heritage language students who have completed 111 or equivalent. Continued development of the four skills with an emphasis on reading and writing, vocabulary building and review of grammar. (L)

**SPAN 201: Intermediate Spanish I. (3)**

Intermediate Spanish for students who have completed 102 or equivalent. Review of grammar and further development of all four skills.

**SPAN 202: Intermediate Spanish II. (3)**

Intermediate Spanish for students who have completed SPAN 201 or equivalent. Continued development of all four skills with emphasis on reading.

**SPAN 203: Spanish Conversation. (3)**

For students who have completed or are currently enrolled in SPAN 201, SPAN 202, or SPAN 276. Small classes designed to increase skills in speaking Spanish. Not for native speakers.

*Pre or Corequisite:* SPAN 201 or 202 or 211 or 212 or 276.

**SPAN 211: Intermediate SHL I. (3)**

Intermediate Spanish for heritage language students who have completed 102 or equivalent. Review of grammar and continued development of the four skills with an emphasis on literacy and speaking.

**SPAN 212: Intermediate SHL II. (3)**

Intermediate Spanish for heritage language students who have completed 201 or equivalent. Further development of all four skills, with an emphasis on reading authentic materials, on practical writing needs and communicating with other native speakers.

**SPAN 293\*: Topics. (1-3)**

Titles will vary.

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## STATISTICS (STAT)

**STAT 145: Introduction to Statistics. (3)**

Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, introduction to sampling and statistical inference, illustrated by examples from a variety of fields. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics (NMCCN 1113).*

*Prerequisite:* (MATH 101 and MATH 102) or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or ACT Math =>22 or SAT Math Section =>540 or ACCUPLACER Elementary Algebra =66-103 or ACCUPLACER College-Level Math =37-68.

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## THEATRE (THEA)

### **THEA 105: Introduction to Theater. (3)**

For majors and non-majors. Study of the various elements of the practice of theatre: acting, directing, design, production, playwriting. Issues of spectatorship and criticism also addressed. Required attendance at a number of performances. *Meets New Mexico Lower Division General Education Common Core Curriculum Area V: Humanities and Fine Arts (NMCCN 1113).*

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## UNIVERSITY (UNIV)

### **UNIV 101: Seminar: Introduction to UNM and Higher Education (1-3)**

Designed to accelerate successful transition to the academic environment at a research university.

### **UNIV 106: Critical Text Analysis (1-3)**

This course presents the reading process including study reading, critical thinking and analysis. It addresses the transition from high school to college and incorporates strategies needed for problem solving.

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## UNIVERSITY HONORS (UHON)

### **UHON 121-122: Honors Legacy Seminar. (3)**

Surveys of major ideas basic to the intellectual, historical and artistic traditions of Western Culture. One 100-level seminar required for graduation. *Meets New Mexico Lower-Division General Education Common Core Curriculum Area V: Humanities and Fine Arts.*

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## WOMEN STUDIES (WMST)

### **WMST 109: Introduction to Comparative Global and Ethnic Societies. (3)**

(Also offered as AFST 109) The course explores historical and contemporary social forces that impact ethnic communities across the Americas. Students will examine social and economic dynamics of Indigenous, Latino, Asian-Pacific, Africana communities, and women's experiences.





# Governing Bodies, Administration, Staff, and Continuing Faculty

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Michelle Hall (Member) Term 2017-2021

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David Sutton (Member) Term 2017-2021

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Cynthia J Rooney, Ph.D.  
Cindy Leyba, Executive Assistant to the CEO

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Bob Harmon, Director of Business Operations  
Gayle Burns, Business Services Manager  
Julie Smith, Fiscal Technician/Accounts Payable  
Selina Branch, Fiscal Services Tech, Accounts Receivable  
Oliva Lopez, Human Resources Administrator

## Auxiliary Operations Staff

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Betsy Suazo, Facilities Manager  
Alex Zubelewicz, Special Events Coordinator, Campus  
Safety Coordinator

## Communications & Marketing Services Staff

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Nancy Coombs, Marketing Representative

## Information Technology Services Staff

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William Gilson, Computing Services Manager  
DeBray Bailey, Technical Support Analyst  
Susan Schauer, Instructional Technologist  
Alex Zubelewicz, User Support Analyst I

## Research and Information Staff

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Valida Akhadov Dushdurova, Manager

## Student Services Staff

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### Enrollment

Kathryn Vigil, Student Enrollment Director  
Barbara Cohen, Enrollment Representative  
Jenny Duran, Financial Aid Officer  
Melissa Torres, Academic Advisement/ Recruitment  
Specialist

### Student Success

Elizabeth Rademacher, Academic Student Success  
Manager  
Grace Willerton, Student Success Associate

### **Student Government**

Nicole Lloyd-Ronning, Faculty Advisor  
Grace Willerton, Advisor

### **Phi Theta Kappa**

Elizabeth Rademacher, Advisor

### **Community Education and Adult Learning Staff**

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Vacant, Program Manager  
Mike Katko, Community Education Program  
Coordinator  
Jane Clements, Ph. D., Adult Basic Education  
Program Coordinator

### **Small Business Development Center Staff**

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Joe Montes, Director

### **Instruction**

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Sharon K. Hurley, Ph.D., Dean of Instruction  
Kateri Morris, Administrative Assistant to the Dean

### **Academic Departments**

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#### **Business, Arts and Applied Sciences**

Barbara Yarnell, M.A., Division Chair  
Patrick Harris, M.F.A, Fine Arts Program Coordinator  
Don Davis, M.S.E., Applied Technologies Program  
Coordinator  
Joseph Candelaria, M.A, Emergency Medical Services  
Program Coordinator  
Steven Dawald, M.P.A., Fire Science Program  
Coordinator  
Melanie Colgan, M.S.N., Certified Nursing Assistant  
and Personal Care Attendant Program Coordinator  
Matt Cosby, Public Safety Program Coordinator

#### **English and General Studies**

Barbara Yarnell, Division Chair, General Studies  
Maryjane Giesler, M.A., Lecturer II English  
Hans Hanson, Ph.D., Lecturer III Classical Studies,  
General Studies Program Coordinator

Kristy Nadler, Ed.D., Lecturer III Psychology

### **Mathematics, Engineering and Science**

Irina Alvestad, Ph.D., Division Chair  
Thomas Beach, Ph.D., Lecturer Astronomy  
Leslie Dendy, Ph.D., Lecturer III Biology  
Ann Kaul, Ph.D., Lecturer III Mathematics  
Nicole Lloyd-Ronning, Ph.D., Lecturer III Science,  
Science Program Coordinator  
Joan Lucas, Ph.D., Lecturer III Computer Science  
Michael McNaughton, Ph.D., Lecturer III Physics  
Jasmine Perez, B.S., Research Tech/Life Sciences  
Susan Schauer, M.S., Lecturer II Biology

### **First Year Experience Program**

Vacant, Program Coordinator

### **Library**

Dennis Davies-Wilson, M.F.A., Director  
Joe Matthews, Library Information Specialist III  
Alyssa Stubbs, Library Information Specialist I

### **Academic Support Center**

Irina Alvestad, Ph.D., Division Chair, ASC Supervisor



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