

New Mexico Junior College

2014-2015 Catalog

First distributed Fall 2014.



This catalog is general information providing a guide to programs, courses, and policies of New Mexico Junior College. It is not intended to nor does it contain all regulations that relate to students. The provisions of this Catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and New Mexico Junior College. New Mexico Junior College reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. Students are encouraged to check online, www.nmjc.edu, for the updated versions of all policies and procedures.

New Mexico Junior College
1Thunderbird Circle
Hobbs, NM 88240
575.392.4510
www.nmjc.edu

Students who have disabilities and need assistance should contact
Student Disability Services, Ben Alexander Student Learning Center, 575.492.2577.

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination, under any program or activity sponsored or conducted by New Mexico Junior College on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, veteran status, or disability.

Please check the NMJC World Wide Web Home Page at <http://www.nmjc.edu> for periodic updates and most current information.

Published August 2014 for the 2014-2015 academic year.



NEW MEXICO JUNIOR COLLEGE

OFFICE OF THE PRESIDENT

Welcome to New Mexico Junior College!

As the first junior college established in the state of New Mexico, NMJC takes pride in its high academic standards, comprehensive offerings, excellent programs and services, talented faculty, and personal approach to promoting success through learning.

At NMJC, you will find a wide array of classes along with innovative course delivery methods ranging from traditional classroom instruction to our distance-learning program offering courses via television, video-based learning, or the Internet.

Dependent upon your goals, courses can lead to an Associate of Arts degree or an Associate of Science degree, both of which are foundational if you're interested in transferring to a four-year college or university to pursue a higher degree. Or, if your main interest lies in entering or advancing in the workplace, our career and technology programs, which can lead to a certificate or to an Associate of Applied Science degree, may be right for you. These allow you to gain the confidence and abilities necessary for success in a variety of high-salary, high-demand careers or to acquire skills in management, emerging technology, and more.

Our flexible scheduling options, coupled with our extremely affordable tuition rate, make NMJC a great choice for high school juniors and seniors seeking dual credit classes, recent high school graduates, non-traditional and returning students, as well as working adults. Senior citizens will also be pleased to know that NMJC waives tuition for students 55 and older.

As you read through this catalog, you will also find complete information about NMJC's programs, courses, requirements, and policies, as well as information about the college's services for students including counseling, financial aid, library and media services, tutorial services, health services, and special services for students with disabilities, to name just a few.

If you choose to commute or to live on campus in one of our residence halls or student apartments, NMJC provides extensive opportunities in areas such as student clubs and organizations, men's and women's athletic and intramural teams, performance groups, an Honors program, student life activities and events, and a host of activities in which students learn leadership skills, expand their academic horizons, and celebrate cultural diversity.

Whatever your educational goals, we also hope you use your time at NMJC to explore all of your interests, including your hobbies. Whether it's an art class for expressing yourself, a dance class for fun and exercise, a rock-climbing course for adventure, or a language class for preparing you for future world travels, be sure to add it to your schedule. I promise you'll be glad you did.

Once again, welcome to New Mexico Junior College. Whether you are enrolling in just one class or an entire academic program, we look forward to helping you achieve your educational goals. Dedicated to promoting your success through learning, we hope to make your NMJC collegiate experience a memorable and rewarding one.

Sincerely,

Dr. Steve McCleery
President

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GENERAL INFORMATION

ACCREDITATION

New Mexico Junior College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award associate degrees and certificates and is certified as eligible for federal funds and programs. The college also holds program-specific accreditation by the National League for Nursing Accrediting Commission.

NCA/Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604
(800) 621-7440
<http://www.ncahlc.org/>

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Additionally, NMJC meets all guidelines and standards as set forth by the New Mexico Higher Education Department. New Mexico Junior College holds membership in these national or regional associations:

- American Association of Collegiate Registrars & Admissions Officers
- American Association of Community Colleges
- Association of Community College Trustees
- Association on Higher Education and Disability (AHEAD)
- Hispanic Association of Colleges & Universities
- League for Innovation in the Community College
- Learning Resources Network (LERN)
- National Academic Advising Association (NACADA)
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Association of Campus Activities
- National Intramural & Recreational Sports Association
- National Automotive Technicians Education Foundation (NATEF)
- National Council for Marketing and Public Relations (NCMPR)
- National Junior College Athletic Association
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Independent Community Colleges
- New Mexico State Department of Education, Vocational Technical, and Adult Education Unit
- Rocky Mountain Association of Collegiate Registrars and Admission Officers
- Western Junior College Athletic Conference

STATEMENT OF EQUAL EDUCATIONAL OPPORTUNITY

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by New Mexico Junior College.

New Mexico Junior College shall not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or inclusion in any group or class protected by state or federal law. New Mexico Junior College is committed to compliance with Title IX, Section 504, the Americans with Disabilities Act, and all state statutes and regulations relating to removing barriers to equal employment and educational opportunity.

GENERAL INFORMATION

MISSION, VISION, VALUES

Mission

New Mexico Junior College, as a comprehensive community college, promotes success through learning.

Vision

New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

Values

New Mexico Junior College is committed to the following values in support of its mission as we provide services to a diverse college community. New Mexico Junior College defines college community as its students, employees, partners, and citizens of the area we serve.

Access

In keeping with this value, the college

- helps members of the college community overcome their barriers to success;
- provides convenient, affordable educational opportunities and services;
- provides support for students transitioning to college and on to other postsecondary educational opportunities and to the workplace;
- offers education, training, and activities that meet the diverse interests and needs of the college community; and
- supports educational opportunities through technology.

Responsiveness

In keeping with this value, the college

- continually scans the environment locally, regionally, and nationally to identify opportunities that will meet the ever-changing needs and interests of a diverse and dynamic college community;
- enriches and increases partnerships to identify and meet the educational needs of the college community;
- remains flexible to respond creatively and appropriately to the changing world and to the educational, social, and cultural needs of the diverse college community;
- provides employees with opportunities for professional growth and development;
- ensures fiscal responsibility and public accountability;
- offers relevant programs and support services that meet the needs of a diverse college community; and
- contributes to the social, cultural, and economic development of the college community.

Effectiveness

In keeping with this value, the college will build its understanding and commitment of effectiveness by establishing and tracking student outcomes to evaluate and improve learning;

- promoting employees' roles and responsibilities in fostering a climate of learning;
- promoting high academic standards through excellent instruction;
- engaging in sound planning, management, and systematic evaluation for the improvement of programs and services;
- ensuring adequate, fair, and equitable benefits, policies, and procedures;
- acquiring and allocating resources to support the mission and goals of the college;
- keeping the college community aware of college activities, needs, and performance;
- providing a supportive, caring, student-centered environment;
- fostering a work environment that encourages open communication, innovation, productivity, accountability, and personal commitment; and
- providing and using current technologies that support educational and training objectives.

Excellence

In keeping with this value, the college will build its understanding and commitment of high standards and quality by

- committing to an environment of self evaluation and continuous improvement;
- setting benchmarks to develop an understanding of excellence;
- nurturing the development and practice of leadership;
- encouraging and rewarding initiative, innovation, outstanding performance, ethical decision making, and accountability;
- offering support services that are designed to foster success; and
- striving for an environment that does not accept mediocrity.

GENERAL INFORMATION

ABOUT THE COLLEGE

New Mexico Junior College enjoys the distinction of being the first junior college built in the state. Today, NMJC occupies 243 total acres, with approximately 500,000 square ft. of building space. The campus has a student population of approximately 3,000 students and 265 full-time employees, as well as a facility count of 35 buildings, including the student apartments, the Western Heritage Museum Complex & Lea County Cowboy Hall of Fame, and the Training & Outreach Facility.

New Mexico Junior College offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees, along with certificates in the business and industry trades. In addition, the College offers nationally renowned NJCAA athletic programs in baseball, men's and women's basketball, golf, women's cross country, and women's track. The men's and women's rodeo program is governed by NIRA. Through its outstanding programs, staff, and services, New Mexico Junior College fills an important educational need for Lea County and the surrounding area by actively promoting success through learning.

CAMPUS

The main campus of New Mexico Junior College is composed of several building complexes that contain the primary services and departments of the College. Within these buildings are faculty offices, classrooms, laboratories, and other facilities.

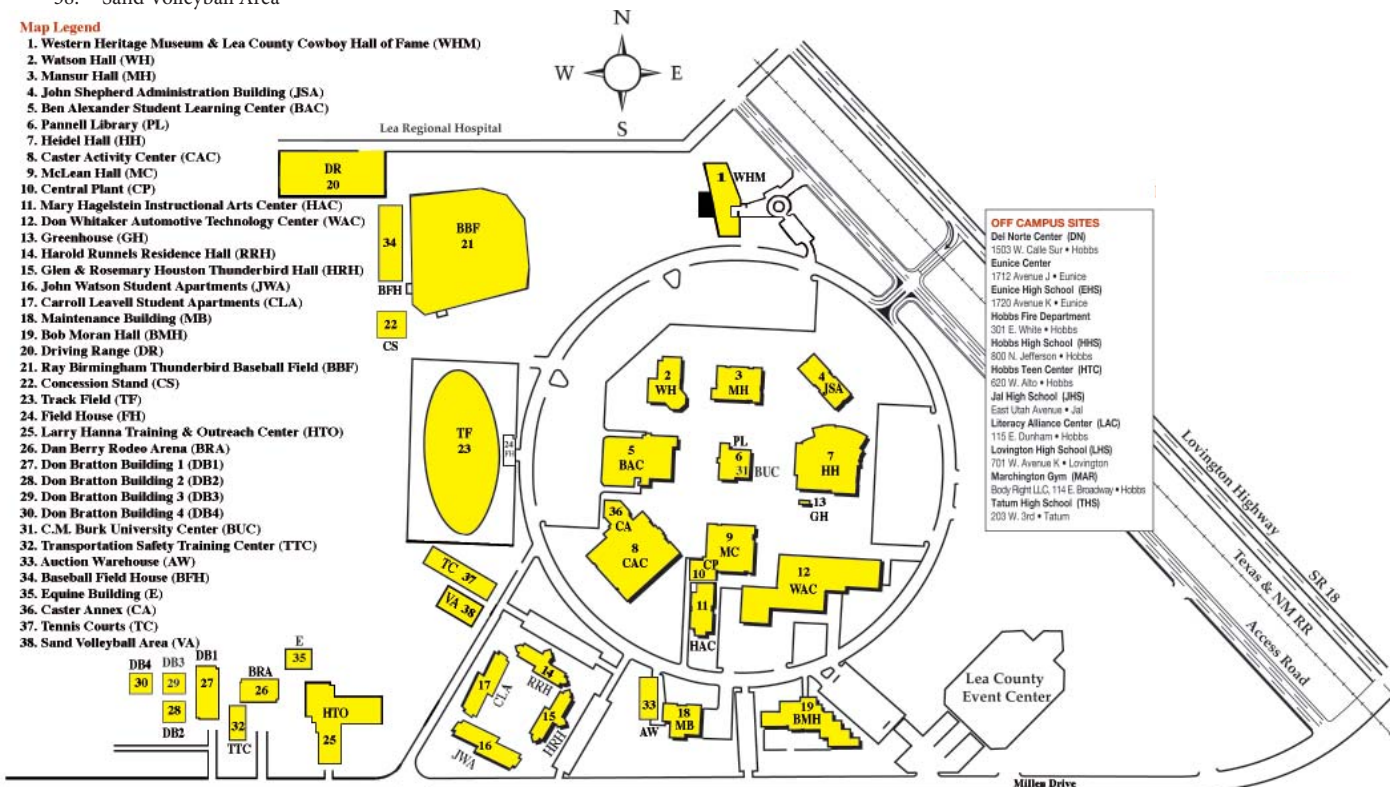
1. Western Heritage Museum Complex & Lea County Cowboy Hall of Fame – Completed in late fall of 2005, this structure opened in January 2006. In addition to offering world-class exhibits throughout the year that exemplify the diversity, beauty, and rich cultural traditions that have shaped the American Southwest, the Museum also serves as home to the renowned Lea County Cowboy Hall of Fame.
 2. Watson Hall – Watson Hall houses the Music programs at NMJC and features a performance space as well as classroom and lab spaces for instruction of instrumental, vocal, and theory courses in music. This facility also houses the Cosmetology lab and classrooms.
 3. Mansur Hall – This facility serves as the primary residence for the Division of Arts, and Humanities. English, German, Spanish, Education, and Interpersonal and Speech Communications are taught in Mansur Hall. The building is also home to the NMJC Learning Resource Center and Tutoring Services, as well as the Office of the Dean of Arts, Humanities, and Career Technology.
 4. John Shepherd Administrative Building – The Administrative Center houses the offices of the NMJC President, the Vice President for Finance, the Vice President for Instruction, and the Vice President for Student Services, as well as the Business Office, the Human Resources Office, the NMJC Foundation Office, Public Relations & Marketing Department, and the Office of Institutional Effectiveness.
 5. Ben Alexander Student Learning Center – Completed in the fall of 2005 at a cost of \$6.9 million, the Ben Alexander Student Learning Center was designed to offer a convenient “one-stop shopping” experience for students by providing recruiting, registration, counseling, and financial aid services, as well as a bookstore, a testing center, classrooms, and labs. The second floor of the student center houses the TRIO Programs and Adult Basic Education. The previously existing area was remodeled to provide additional student space, including an Internet café, theater, game room, and outdoor seating. The Security Office, which houses campus security officers available for 24-hour response to campus situations, is also located here.
 6. Pannell Library – NMJC's research collections, microforms, media materials, and active serials (periodicals, newspapers, indexes, and abstracts) are housed in this centrally located facility on campus. Other library resources include current university and college catalogs, career materials, telephone directories, annual corporation reports, indexes, pamphlets, an extensive business library, and access to FirstSearch databases. Inter-library loan service is also available. Services include reference and research assistance, library instruction, bibliographic instructions / information literacy, library tours, reserve reading, photocopying, and bibliography preparation.
 7. Heidel Hall – Heidel Hall houses most of the science and mathematics instructional classrooms, laboratories, and faculty offices, as well as the Office of the Dean of Business, Math and Sciences.
 8. Caster Activity Center – This structure houses recreational / athletic facilities for students and members of the general public. The CAC also houses the Athletic Department offices. The Activity Center combines some of the finest equipment and conveniences with an active calendar of intercollegiate and other athletic events. Users may access basketball courts, racquetball courts, dry saunas, a fitness classroom, a fully equipped weight room, a cardio room, and an indoor golf driving range, as well as office, locker, and shower facilities. Just west of the CAC are outdoor tennis courts and an all-weather track facility.
 9. McLean Hall – This building complex houses facilities for the Allied Health programs, the Student Health Clinic, and the campus Computer Center.
 10. Central Mechanical – This building houses the central plant, which contains the main mechanical infrastructure for the entire campus.
 11. Mary Hagelstein Instructional Arts Center – This facility contains the Fine Arts classrooms as well as the Document Center.
 12. Don Whitaker Automotive Technology Center - Located in this building are NMJC's state-of-the-art automotive and welding laboratories and classrooms.
 13. Greenhouse – This area is utilized by grounds personnel to grow in-house plants for campus landscapes.
 14. Harold Runnels Residence Hall — Harold Runnels Residence Hall provides comfortable, convenient dormitory living for NMJC students.
 15. Glen & Rosemary Houston Thunderbird Hall — Glen & Rosemary Houston Thunderbird Hall provides comfortable, convenient dormitory living for NMJC students.
 16. John Watson Student Apartments— The John Watson Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor. The complete area comprising the dorms and apartments is known as Thunderbird Village.
 17. Carroll Leavell Student Apartments— The Carroll Leavell Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor.
- Warehouse / Maintenance — This building is utilized by the Maintenance Department and houses the motor vehicles utilized for company travel.

GENERAL INFORMATION

18. Warehouse Maintenance (WM)—This building houses the maintenance department.
19. Bob Moran Hall – This facility houses instructional classrooms and laboratories for a variety of disciplines such as business, computer science, and public safety. It also houses a variety of meeting areas and offices, including the office of the Dean of Public Safety and Industry.
20. Driving Range—Students enrolled in a golf class and / or the members of the NMJC Golf team have access to the on-campus driving range. (The driving range is not open to the public).
21. Ray Birmingham Thunderbird Baseball Field—NMJC's collegiate baseball field for practice and games was named for the legendary coach who, among other honors, led the T-Birds to a national championship in 2005. The facility has a seating capacity of 700.
22. Concession Stand for Baseball Field
23. Track Field—This facility is primarily utilized by Cross Country / Track & Field teams but is open to the public year round.
24. Field House
25. Larry Hanna Training & Outreach Center—The Larry Hanna Training and Outreach Center is a full-service training and education conference center uniquely designed to facilitate training seminars, continuing education programs, conferences, business meetings, sales meetings, marketing presentations, and networking meetings. The Division of Training & Outreach includes the following departments which are housed in this facility: Workforce Training, Professional Development, Continuing Education, Events, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning. The facility also houses the Office of the Vice President for Training and Outreach and the Dean of Training & Outreach.
26. Dan Berry Rodeo Arena — NMJC's intercollegiate rodeo practice facilities are located here.
27. Don Bratton Building I—This is one of the training facilities included in the Don Bratton Energy Technology Center. The Don Bratton Energy Technology Center is an innovative partnership with the oil and gas / alternative industries to meet the needs of both oil and gas producers and potential alternative energy workers in the Permian Basin. It houses both corporate and traditional classrooms and outdoor labs.
28. Don Bratton Building 2—This is one of the training facilities included in the Don Bratton Energy Technology Center.
29. Don Bratton Building 3—This is one of the training facilities included in the Don Bratton Energy Technology Center.
30. Don Bratton Building 4— This is one of the training facilities included in the Don Bratton Energy Technology Center.
31. C. M. Burk University Center—The C. M. Burk University Center, located on the 2nd floor of Pannell Library, provides space for NMJC's four year university partners, which include Eastern New Mexico University, the University of New Mexico, and New Mexico Institute of Mining and Technology. These partnerships were designed to provide educational opportunities and to enhance the transfer rates and completion rates of two year students in their pursuit of advanced degrees. The University Center also houses the offices of Distance Learning whose staff works with students and faculty in a support role for online and ITV classes
32. Transportation Safety Training Center—This building houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Driver's Education. It also contains the classrooms for CDL training.
33. Auction Warehouse
34. Baseball Fieldhouse (BF)—The newly constructed Baseball Fieldhouse has an enclosed practice area, locker rooms, referee's locker rooms/shower area and will house the Baseball Hall of Fame.
35. Equine Building—This newly constructed Equine Building has an arena and classrooms.
36. Caster Annex
37. Tennis Courts
38. Sand Volleyball Area

Map Legend

1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHM)
2. Watson Hall (WH)
3. Mansur Hall (MH)
4. John Shepherd Administration Building (JSA)
5. Ben Alexander Student Learning Center (BAC)
6. Pannell Library (PL)
7. Heidel Hall (HH)
8. Caster Activity Center (CAC)
9. McLean Hall (MC)
10. Central Plant (CP)
11. Mary Hagestein Instructional Arts Center (IAC)
12. Don Whitaker Automotive Technology Center (WAC)
13. Greenhouse (GH)
14. Harold Rummels Residence Hall (RRH)
15. Glen & Rosemary Houston Thunderbird Hall (HRH)
16. John Watson Student Apartments (JWA)
17. Carroll Leavelle Student Apartments (CLA)
18. Maintenance Building (MB)
19. Bob Moran Hall (BMH)
20. Driving Range (DR)
21. Ray Birmingham Thunderbird Baseball Field (BBF)
22. Concession Stand (CS)
23. Track Field (TF)
24. Field House (FH)
25. Larry Hanna Training & Outreach Center (HTO)
26. Dan Berry Rodeo Arena (BRA)
27. Don Bratton Building 1 (DB1)
28. Don Bratton Building 2 (DB2)
29. Don Bratton Building 3 (DB3)
30. Don Bratton Building 4 (DB4)
31. C.M. Burk University Center (BUC)
32. Transportation Safety Training Center (TTC)
33. Auction Warehouse (AW)
34. Baseball Field House (BFH)
35. Equine Building (E)
36. Caster Annex (CA)
37. Tennis Courts (TC)
38. Sand Volleyball Area (VA)



GENERAL INFORMATION

ACADEMIC CALENDAR

FALL 2014

77 Class Days

April 14	Monday	Fall Registration Begins
August 11	Monday	Faculty Report
August 11-15	M-F	Registration
August 14	Thursday	Student Housing Opens
August 15	Friday (5 pm)	Last Day to Add/Enroll for Credit (Full & 1st eight week sessions)
August 16	Saturday	Welcome Activities (Student Orientation)
August 18	Monday	Classes Begin (Full term & 1st eight week sessions)
August 22	Friday	Last Day to Add/Enroll for Audit (Full & 1st eight week sessions)
August 22	Friday	Last Day to Receive Refund (Full & 1st eight week sessions)
September 1	Monday	Labor Day (Campus closed)
September 5	Friday	Census Day (Full term & 1st eight week sessions)
September 15	Monday	Constitution Day (Classes will meet)
September 26	Friday	Last Day to Withdraw (1st eight week session)
October 9	Thursday	Last Day of Classes/Final Exams (1st eight week session)
October 10	Friday (5 pm)	Last Day to Add/Enroll for Credit (2nd eight week sessions)
October 13	Monday (8 am)	Mid-term Grades Due (Full term session)
October 13	Monday (8 am)	Final Grades Due (1st eight week session)
October 13	Monday	Classes Begin (2nd eight week session)
October 15	Wednesday	Last Day to Add/Enroll for Audit (2nd eight week session)
October 15	Wednesday	Last Day to Receive Refund (2nd eight week session)
October 15	Wednesday	Discover NMJC Day (Classes will not meet/In-Service Day)
October 24	Friday	Census Day (2nd eight week session)
November 6	Thursday	County-wide In-service (Evening classes will meet)
November 18	Tuesday	Last Day to Withdraw (Full term & 2nd eight week sessions)
November 26-28	W-F	Thanksgiving Holiday (Campus closed)
December 5	Friday	Last Day of Classes (Full term & 2nd eight week sessions)
December 8-10	M-W	Final Exams (Full term & 2nd eight week sessions)
December 11	Thursday	Student Housing Closes
December 12	Friday (5 pm)	Faculty Holiday Break
December 15	Monday (8 am)	Final Grades Due (Full term & 2nd eight week sessions)
December 19	Friday (5 pm)	Staff Holiday Break (Campus closed)

WINTER BREAK TERM 2014

20 Class Days (Excludes Holidays)

November 10	Monday	Registration Begins
December 5	Friday (5 pm)	Last Day to Add/Enroll for Credit
December 8	Monday	Classes Begin
December 9	Tuesday	Last Day to Add/Enroll for Audit
December 9	Tuesday	Last Day to Receive Refund
December 16	Tuesday	Census Day
January 5	Monday	Last Day to Withdraw
January 6	Tuesday	Last Day of Classes
January 6	Tuesday	Final Exams
January 8	Thursday (8 am)	Final Grades Due

GENERAL INFORMATION

SPRING 2015

76 Class Days

November 10	Monday	Registration Begins
January 5	Monday	Staff Report
January 5-9	M-F	Registration
January 6	Tuesday	Faculty Report
January 8	Thursday	Student Housing Opens
January 9	Friday (5 pm)	Last Day to Add/Enroll for Credit (Full & 1st eight week sessions)
January 12	Monday	Classes Begin (Full term & 1st eight week sessions)
January 16	Friday	Last Day to Add/Enroll for Audit (Full & 1st eight week sessions)
January 16	Friday	Last Day to Receive Refund (Full term & 1st eight week sessions)
January 19	Monday	Martin Luther King Day (Campus closed)
January 30	Friday	Census Day (Full term & 1st eight week sessions)
February 20	Friday	Last Day to Withdraw (1st eight week session)
March 5	Thursday	Last Day of Classes/Final Exams (1st eight week session)
March 6	Friday (5pm)	Last Day to Add/Enroll for Credit (2nd eight week session)
March 9	Monday (8 am)	Mid-term Grades Due (Full term session)
March 9	Monday (8 am)	Final Grades Due (1st eight week session)
March 9	Monday	Classes Begin (2nd eight week session)
March 11	Wednesday	Last Day to Add/Enroll for Audit (2nd eight week session)
March 11	Wednesday	Last Day to Receive Refund (2nd eight week sessions)
March 30-April 3	M-F	Spring Break (Campus closed)
April 3	Friday	Good Friday (Campus closed)
April 13	Monday	Deadline to File to Walk in Graduation Ceremony
April 14	Tuesday (4:30 pm)	Student Awards Ceremony (Evening classes will begin @ 7 pm)
April 16	Thursday	Last Day to Withdraw (Full term & 2nd eight week sessions)
May 1	Friday	Last Day of Classes (Full term & 2nd eight week sessions)
May 4-6	M-W	Final Exams (Full term & 2nd eight week sessions)
May 7	Thursday	Student Housing Closes
May 8	Friday	Commencement (7 pm)
May 11	Monday (8 am)	Final Grades Due (Full term & 2nd eight week sessions)

SUMMER 2015 (May Semester)

17 Class Days

3 Weeks (M-F)

April 13	Monday	Summer Registration Begins
May 15	Friday (5 pm)	Last Day to Add/Enroll for Credit
May 18	Monday	Faculty Report
May 18	Monday	Classes Begin
May 19	Tuesday	Last Day to Add/Enroll for Audit
May 19	Tuesday	Last Day to Receive Refund
May 22	Friday	Census Day
May 25	Monday	Memorial Day (Campus closed)
June 5	Friday	Last Day to Withdraw
June 10	Wednesday	Last Day of Classes/Final Exams
June 15	Monday (8 am)	Final Grades Due/May Semester Ends

SUMMER 2015 (1st 5-Wk Session)

20 Class Days

5 Weeks (M-Th)

April 13	Monday	Summer Registration Begins
May 22	Friday (5 pm)	Last Day to Add/Enroll for Credit
May 25	Monday	Memorial Day (Campus closed)
May 26	Tuesday	Faculty Report
May 26	Tuesday	Classes Begin
May 27	Wednesday	Last Day to Add/Enroll for Audit
May 27	Wednesday	Last Day to Receive Refund
May 29	Friday	Day/Evening Classes Meet
June 3	Wednesday	Census Day
June 18	Thursday	Last Day to Withdraw
June 25	Thursday	Last Day of Classes/Final Exams
June 29	Monday (8 am)	Final Grades Due/Summer 1st 5 Week Session Ends

GENERAL INFORMATION

SUMMER 2015 (8-Wk Session) 32 Class Days 8 Weeks (M-Th)

April 13	Monday	Summer Registration Begins
May 22	Friday (5 pm)	Last Day to Add/Enroll for Credit
May 25	Monday	Memorial Day (Campus closed)
May 26	Tuesday	Faculty Report
May 26	Tuesday	Classes Begin
May 27	Wednesday	Last Day to Add/Enroll for Audit
May 27	Wednesday	Last Day to Receive Refund
May 29	Friday	Day/Evening Classes Meet
June 9	Tuesday	Census Day
July 3	Friday	Independence Day Celebrated (Campus closed)
July 9	Thursday	Last Day to Withdraw
July 16	Thursday	Last Day of Classes/Final Exams
July 20	Monday (8 am)	Final Grades Due/Summer 8 Week Session Ends

SUMMER 2015 (10-Wk Session) 40 Class Days 10 Weeks (M-Th)

April 13	Monday	Summer Registration Begins
May 22	Friday (5 pm)	Last Day to Add/Enroll for Credit
May 25	Monday	Memorial Day (Campus closed)
May 26	Tuesday	Faculty Report
May 26	Tuesday	Classes Begin
May 27	Wednesday	Last Day to Add/Enroll for Audit
May 27	Wednesday	Last Day to Receive Refund
May 29	Friday	Day/Evening Classes Meet
June 9	Tuesday	Census Day
July 3	Friday	Independence Day Celebrated (Campus closed)
July 23	Thursday	Last Day to Withdraw
July 30	Thursday	Last Day of Classes/Final Exams
August 3	Monday (8 am)	Final Grades Due/Summer 10 Week Session Ends

SUMMER 2015 (2nd 5-Wk Session) 20 Class Days 5 Weeks (M-Th)

April 13	Monday	Summer Registration Begins
June 26	Friday (5 pm)	Last Day to Add/Enroll for Credit
June 29	Monday	Faculty Report
June 29	Monday	Classes Begin
June 30	Tuesday	Last Day to Add/Enroll for Audit
June 30	Tuesday	Last Day to Receive Refund
July 3	Friday	Independence Day Celebrated (Campus closed)
July 8	Wednesday	Census Day
July 23	Thursday	Last Day to Withdraw
July 30	Thursday	Last Day of Classes/Final Exams
August 3	Monday (8 am)	Final Grades Due/Summer 2nd 5 Week Session Ends

SUMMER 2015 (August Semester) 15 Class Days 3 Weeks (M-F)

April 13	Monday	Summer Registration Begins
July 17	Friday (5 pm)	Last Day to Add/Enroll for Credit
July 20	Monday	Faculty Report
July 20	Monday	Classes Begin
July 21	Tuesday	Last Day to Add/Enroll for Audit
July 21	Tuesday	Last Day to Receive Refund
July 24	Friday	Census Day
July 31	Friday	Last Day to Withdraw
August 7	Friday	Last Day of Classes/Final Exams
August 10	Monday (8 am)	Final Grades Due/August Semester Ends

Reasons for Attending NMJC

Cost

New Mexico Junior College's low tuition and fee charges generally offer significant savings over other college and university attendance costs. The savings experienced during the first two years at NMJC can help meet the higher costs associated with four-year colleges and universities when transferring for the completion of a baccalaureate degree. This is true for the commuting student as well as the student living on the NMJC campus.

“Open Door” Policy

Community colleges originated on the premise that higher learning should not be limited to small numbers of people but within the reach of the general public. Any individual who wants to attend college should be able to do so under NMJC's “open door” admission policy. (Admission to some programs requires meeting additional requirements.)

Individual Assistance

The small student body at NMJC allows the faculty to provide individual instruction for students requiring personal assistance. At NMJC, the professors emphasize the individual student.

Preparation in Fundamentals

The two-year course organization at NMJC concentrates on academic fundamentals. Statistics show that NMJC transfer students are successful in their continued work at other colleges and universities.

College Transfer Courses

Many credits earned at NMJC parallel lower division, normally freshman and sophomore courses, at four-year colleges and universities. These courses meet the needs of students who wish to transfer to four-year institutions. Regardless of a student's major interest, the first two years of academic collegiate study includes many basic requirements that can be met by enrollment at NMJC.

General Education Courses

General education courses are required for the associate degrees offered at NMJC. These offerings are designed to serve

- Students who take these courses to fulfill core requirements for a degree or certificate;
- Students required to take these courses to fulfill associate degree requirements; or
- Students who elect to take these courses for life enrichment.

Vocational and Technical Preparation

The majority of technical vocations do not require more than two years of college. The NMJC Training and Outreach Division offers an array of vocational / technical programs designed to meet individual needs. Students with vocational / technical or non-vocational goals may enroll in numerous credit or non-credit courses available on or off campus. The educational needs of many vocational students who seek employment at the end of the first or second college year can be met through vocational / technical courses.

Extended Learning

The mission of New Mexico Junior College Division of Training & Outreach is to lead and collaborate with the community and within the community college to develop concepts, strategies, and delivery systems which generate creative and innovative lifelong learning opportunities for the enrichment of personal and professional lives of citizens within the college service area.

C. M. Burk University Center: Upper Division and Graduate Classes

NMJC provides facilities for classes offered by several regionally accredited senior institutions desiring to offer junior, senior, or graduate level courses. Credit earned in such courses is certified by the senior institution as extension of residence credit. Many of these institutions are housed on the second floor of the Pannell Library in the C. M. Burk University Center.

NMJC Foundation

The New Mexico Junior College Foundation, a non-profit, 501(c)(3) corporation, was formed in 1969 to promote and encourage academic, technical, and vocational programs at NMJC. From the beginning, the Foundation has been guided by dedicated community leaders serving as the Board of Directors and has established clearly defined goals: 1) to give deserving students the opportunity to advance their education by providing financial assistance and scholarships, 2) to solicit funds for educational and benevolent purposes and to use the funds to promote NMJC, and 3) to encourage the expansion of facilities at the college through grants and endowments. The Foundation seeks to continually increase endowed funds by seeking investments from the Board of Directors, NMJC faculty and staff, business and industry, private and public foundations, and Lea County residents. All assets of the Foundation are invested in a prudent and responsible manner, and earnings are reinvested and used to fund selected projects of the college. The Foundation is a “friend-raiser” as well as a “fund-raiser” for New Mexico Junior College and has used earnings to assist students and college faculty through scholarships, student work-study programs, travel and training for faculty to expand and enhance teaching skills and classroom activities, the purchase of specialized equipment for academic and vocational programs, and funding travel and competitions for student organizations. The Foundation has also participated in an annual program to recognize outstanding NMJC faculty and staff and to reward them for their service.

WAYS TO TAKE CLASSES AT NEW MEXICO JUNIOR COLLEGE

On-campus, Traditional Classes

- On-campus classes are offered at various times during the day and evening to accommodate students' schedules.
- Saturday classes are offered in some disciplines.
- Students have access to NMJC labs and equipment, as well as student support services.
- Many students flourish in traditional classrooms where they have immediate access to faculty, resources, and other students.

Internet via Canvas

- Internet courses allow students to access course materials 24 hours a day, seven days a week.
- Faculty post syllabi, instructions, assignments, readings, and materials online through Canvas for students to complete on their own or in a group.
- Students use online communication features (e-mail, discussion board, and chat).
- Students may also interact with each other online.
- Assignments are turned in electronically. For some classes, students may be required to visit the NMJC campus for testing or lab purposes, or students may have to make arrangements to complete work at another location.
- An Internet connected computer or access to one at least three times a week is required.
- A student help desk is staffed 24 hours a day, seven days a week. The help desk may be contacted by e-mail or by calling 575.399.2199.

Hybrid Courses (A combination of Internet and classroom instruction)

- Hybrid courses offer a reduced face-to-face classroom schedule that allows flexibility.
- Attendance is only required during scheduled on-campus class days and times.
- Online communication features (e-mail, discussion board, and chat) are offered through Canvas.
- An Internet connected computer or access to one at least three times a week may be required.
- Faculty provide an orientation for this Hybrid process on the first day of class.

ITV

- Distance education classrooms are available in the College District.
- This means less travel since students can attend classes closer to their home or business.
- Live classes are offered in multiple locations using two-way audio/video technology.
- Classes are offered simultaneously and interactively so students can see and speak to the instructor and the other students.
- These courses may contain an online instructional component consisting of writing components, other assignments, and online communication features such as e-mail, discussion board, and chat.

Dual Credit

- New Mexico Junior College offers dual credit courses to qualified high school students who are attending a public high school (with whom NMJC has a Dual Credit agreement).
- Students receive both high school credit and college credit for the courses they take in the dual credit program. Students take just one class-the college class-and get both high school and college credit for it.
- The courses are taught by certified college instructors who have been approved by the appropriate NMJC academic departments.
- Dual Credit applications are available through high school counseling offices.
- Students will be given access to the use of all New Mexico Junior College campus facilities and appropriate privileges. Students will also be eligible to use all NMJC academic support services (academic advising and counseling).

High School Concurrent

- Concurrent enrollment provides high school juniors and seniors who attend a private school or a public high school, or are current home-schooled students who are at least 16 years of age, the opportunity to take college courses.
- In addition to the NMJC application, a Concurrent Application must be completed and turned into the Registrar's Office.

ADMISSION INFORMATION

New Mexico Junior College serves the postsecondary educational needs of the community. NMJC has an open admission policy that provides individuals the opportunity to enroll in the college's certificate or degree programs as well as individual courses. Students are considered for admission to NMJC without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status. However, individuals may be denied admission to NMJC, denied enrollment in certain courses and / or programs, and participation in NMJC sponsored activities if it is determined that such access is likely to pose a serious threat to the safety of the applicant and / or members of the NMJC community. Such determination is made on a case by case basis and is subject to review by the Vice President for Student Services and the Vice President for Instruction.

Upon being admitted to NMJC, students are placed into appropriate courses to ensure that the student has every opportunity for success.

An online application is available on the NMJC home page: www.nmjc.edu. Admission to NMJC does not guarantee admission to all programs. Certain programs may have restricted enrollments, additional enrollment processes, and / or early enrollment dates. Applicants should consult with an Academic Counselor or Division Dean for details concerning admission to these programs. The open door admission policy means admission to the college; it does not mean admission to any or all courses or programs of study offered by the institution.

NMJC's academic year is divided into three semesters that usually begin in August, January, and May. Within each semester (Fall, Spring, Summer), there may be several parts of term (short semesters). Please check the *Academic Calendar* for start dates. Students are urged to apply for admission at least one month before registration begins. Most full-time students attend school year-round until they finish their programs. Students may decide to take a semester off; however, students who interrupt their programs may not be able to resume their studies at the time they want because classes they need may not be offered every semester. An interruption in enrollment may also mean a change in program and graduation requirements upon the student's return.

Prospective students are encouraged to visit the campus. Arrangements for visits that will include a full exploration of college life can be made by contacting the Admissions / Recruiting Office.

The Dean of Enrollment Management directs all functions of the Admissions & Records Office and is responsible for administering the admissions policies and procedures of the College. Correspondence concerning admission to NMJC should be addressed to Admissions, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240. The Office of Admissions is located in the Ben Alexander Student Learning Center.

GENERAL ADMISSION REQUIREMENTS

Students seeking admission to NMJC must meet one of the following criteria:

- Be at least 18 years of age or older and not currently enrolled in high school. Students under 18 should contact the Admissions Office for special admissions programs and requirements.
- Complete the international application and be accepted.

Degree (AA / AS / AAS) or certificate seeking students should follow these steps:

1. Apply for Admission.
2. New and transfer students must submit an Application for Admission which may be obtained from the Admissions and Records Office or online at www.nmjc.edu.
3. Transfer students must submit official transcripts from all colleges / universities attended for possible transfer credit. Transcripts should be sent immediately following the close of the last semester of attendance at other colleges.

Students applying for financial aid must be admitted to degree status.

Applications for admission may be submitted at any time during the year but should be on file at least two weeks prior to the beginning of the semester you wish to attend. Applications may be submitted in person, by mail, or online.

ADMISSION INFORMATION

BASIS OF ADMISSION

High School Graduate

An applicant who is a graduate of an accredited high school will be admitted.

Non-High School Graduate

An applicant who is not a graduate of an accredited high school or who has graduated from private, non-accredited educational programs may be admitted as follows:

- Successful completion of the High School Level General Education Development (GED) Test; or
- Completion of an associate, baccalaureate or higher degree from a regionally accredited post-secondary institution in the United States; or
- Complete a placement exam, ACT (English, math, and reading), or SAT (verbal and math) and have the results on file at NMJC; scores must be dated within the last 3 years.

Note: Admission criteria and financial aid eligibility criteria may be different.

Transfer Student

A student who has begun work at another accredited college or university may be admitted. A college transfer student must present official transcripts of all college work. All transcripts should be sent directly to the Registrar's Office and should be on file at the time of enrollment. A transfer evaluation, reflecting those transfer credits acceptable at NMJC, will be generated only after the student makes an official request with the Registrar's Office. NMJC does not accept remedial or developmental coursework for transfer.

Re-admission

Former students of NMJC not on suspension, provided they have not attended another college since they were last enrolled at NMJC, will be readmitted during any scheduled registration period. Students who stop attending for two or more regular semesters must file an application for readmission. Former students who have attended another college or university since leaving NMJC will be considered transfer students.

High School-Aged Student Enrollment Programs

NMJC provides qualified high school-aged students the opportunity to enroll in college classes at NMJC. Credits earned may be applied toward a NMJC certificate and / or degree and most are transferable to other colleges. Students enrolled in any of these programs are subject to all NMJC policies and regulations. Information on the requirements and enrollment process for these programs is available from the Dean of Enrollment Management.

• Dual Credit

Dual Credit provides high school juniors and seniors who attend a public high school (with whom NMJC has a Dual Credit agreement) and who qualify for New Mexico in-state tuition status the opportunity to take college courses for which they will simultaneously earn both college credit and high school elective credit. Students should see their high school counselor for Dual Credit information.

• Concurrent Enrollment

Concurrent Enrollment provides high school juniors and seniors who attend a private school or a public high school, or are currently home-schooled and at least 16 years of age, the opportunity to take college courses. Students seeking concurrent enrollment must see the Dean of Enrollment Management.

* An application must be completed and clearly marked "concurrent enrollment."

* The student and parent must complete a Concurrent form.

Students younger than 16 years of age who seek admission to credit classes must obtain a waiver from the Vice President for Instruction. If the Vice President for Instruction denies admission, appeals are made to the President, and his decision is final.

ADMISSION INFORMATION

International Student Admissions (Students requesting an I-20 from NMJC)

A person who is a citizen or a permanent resident of a country other than the United States is classified as an international applicant. To comply with federal laws and immigration requirements, international students must be degree-seeking students in order to enroll at NMJC. Before an I-20 will be issued, in addition to submitting an International Student Application, international applicants must comply with the following:

1. **English Proficiency:** Proof of proficiency in the English language is required for enrollment into academic programs. The following may be used as proof of proficiency: (a) Official transcripts reflecting graduation from a U.S. high school, (b) Official transcripts from an accredited U.S. college or university showing completion of 12 semester credit hours with a cumulative GPA of at least 2.0 on a 4.0 scale, or (c) Official report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper-based), or 173 (computerized), or 72 (Internet) with a minimum score of 18 on each section on the International version. To receive information about the TOEFL, call 609-771-7100 or write: Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151 USA.
2. **Academic Records:** New Mexico Junior College requires official copies of high school, secondary, and university transcripts. Notarized, faxed copies, or photocopies of these documents are not acceptable. Certified copies must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official. Students who have no prior college or university credit must submit evidence of graduation from an acceptable secondary school and must be eligible for admission to a recognized university in their home country. Start by having your transcripts evaluated by a credentials evaluation agency, such as the World Education Service (www.wes.org). We will waive the WES requirement if your official transcripts are in English from an accredited school and on a four-point scale.
3. **Financial Documents:** Complete and return the NMJC Certification of Financial Responsibility Form along with required supporting documentation. The applicant must provide proof of adequate financial support for at least one full year of study at NMJC. Budget guidelines established by the student financial aid officer will be used to determine the adequacy of support. Since NMJC cannot guarantee that international students will be allowed to work, the support must be exclusive of funds from employment.
4. **Health / Short Record:** Students must have a current shot record showing proof of required immunizations including immunizations against diphtheria and tetanus within the last ten (10) years, a negative result on a tuberculosis test, and evidence of good physical and mental health are required.
5. **Health Insurance:** International students who attend NMJC and any dependents who may accompany them are required to have medical insurance.
6. **Employment Restrictions:** Students on F-1 visas do not normally have employment privileges. Government regulations require international students to certify that they have finances deemed sufficient by the College while pursuing their degree without employment. Thus, international students should not expect to support themselves through employment while attending NMJC.
7. **HOLDERS OF F-1 STUDENT VISAS MUST ENROLL FOR A FULL LOAD OF STUDY. TWELVE SEMESTER HOURS IS THE MINIMUM LOAD.**
8. **Transfers from U.S. Institutions:** If currently "in status" under a F Visa, the United States Citizenship and Immigration Services must be notified when an international student transfers from one U.S. institution to another. Once a student is admitted, NMJC will provide a "transfer-in form" that will need to be completed by the previous U.S. institution and submitted to NMJC to release the active Visa information for update. However, if a student is "out of status" with USCIS, that student should reinstate him/herself with USCIS prior to enrolling at NMJC. Questions regarding a student's immediate immigration status must be directed to the international student registrar advisor. It is the student's responsibility to obtain the correct visa and to maintain the appropriate immigration status while in the United States.

Application Deadlines for International Students

- May 1: Fall Semester (August)
- September 1: Spring Semester (January)
- February 1: Summer Session (June)

Once all requirements for admission have been satisfied, an I-20 will be issued to the eligible student.

ADMISSION INFORMATION

ENROLLMENT OPTIONS

Enrollment Status

A student's enrollment status is determined by the student's primary goal for taking courses at NMJC.

Degree Seeking Status

- Students who have declared a major and plan to earn a degree (AA /AS / AAS) from NMJC or who plan to transfer to a four-year university are considered degree seeking.
- Students who plan to earn a certificate at NMJC are considered degree seeking.

Non-Degree Status

- Students who do not want to earn a degree or certificate or have not yet chosen a major (degree or certificate program) are considered "special students" or non-degree seeking. Non-degree students may request to change to certificate / degree status and apply credits earned in non-degree status by meeting with an academic advisor and completing a degree form.
- Students who are taking courses for pleasure are considered non-degree students.
- Students who possess a bachelor's degree or higher and are not seeking a certificate are considered non-degree seeking students.

Note: Non-degree status may not satisfy eligibility requirements for financial aid, veterans' educational benefits, or other assistance. Please see an academic advisor or a financial aid counselor for information.

Applying for Admission

1. Complete the application to NMJC. An application is available online at www.nmjc.edu, or one can be obtained from Admissions. There is no application fee.
2. Submit an official high school transcript(s), showing date of graduation. GED graduates must submit proof of successful GED test completion.
3. Submit college transcript(s). (Transfer students must submit current, official transcripts of all previous college attendance. Transfer students must also submit high school transcripts.)
4. Provide placement / assessment exam scores. Submit ACT or SAT scores and / or placement scores if available.

High School students, who took dual credit classes at NMJC, must complete a "new" application after high school graduation before taking classes as a freshman.

Admission Classification

New Mexico Junior College classifies students by the following categories:

Freshman – a student who has earned fewer than 30 academic semester credit hours

Sophomore – a student who has earned 30 or more academic semester credit hours

Full-time student – a student registered for 12 or more credit hours of college work per semester

Part-time student – a student registered for under 12 credit hours of college work per semester

RESIDENCY

Residency Classification for Tuition Purposes

A student is classified as a resident or non-resident for tuition purposes based on information supplied at the time of admission or re-admission. All residency requirements must be met before the first day of the term. The New Mexico Higher Education department establishes residence requirements for tuition purposes. These requirements apply to U.S. citizens, those with Permanent Resident immigration status, or those who have applied for Permanent Resident status. Residency requirements and information are available in the Admissions & Records Office and from the New Mexico Higher Education department's Web page at www.hed.state.nm.us.

Minimally, four basic requirements must be met (additional requirements may apply):

1. The 12-Month Consecutive Residence Requirement: A student must physically reside in New Mexico for the 12 consecutive months immediately preceding the term for which the petition is submitted. Note: Students whose parents or guardians reside out of state cannot begin to complete the 12-month requirement until their 19th birthday.
2. The Financial Independence Requirement: Students cannot be approved for residency if they are financially dependent on their parents or legal guardians who are non-residents of New Mexico. At the time the student applies for residency (if under 23 years of age), a copy of his or her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year may be required.
3. The Written Declaration of Intent Requirement: The student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico.
4. The Overt Act Requirement: Residency regulations require the completion of overt acts that support the student's declaration of intent to reside in New Mexico. Information on the number and type of required overt acts is available in the Admissions and Records Offices.

ADMISSION INFORMATION

Note: Any act considered inconsistent with being a New Mexico resident—such as voting, securing and / or maintaining a driver's license and any vehicle registration in another state—will cause in-state residency status to be denied or revoked. Nondisclosure or misrepresentation in filling out the Admission Form is grounds for denial of admission, cancellation of registration, or suspension.

Additional Residency Information

- An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.
- Any person, their spouse and dependents who move to New Mexico or who now live in New Mexico and who provide appropriate evidence that they work in a permanent full-time position or practice a profession or conduct a business full-time in New Mexico, shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.
- Any person entering the active service of the United States while a resident of New Mexico and who enters a state institution of postsecondary education in New Mexico after separation from such service may be classified as having been a legal resident in New Mexico during the time spent in the service, provided they:
 - Have not while in the service done anything (such as voting in another state) to show abandonment of their New Mexico residency;
 - Have not established residence in some other state subsequent to being separated from service;
 - Return to New Mexico within one year after separation from service with the intention of maintaining this state as their legal residence;
- Are not a dependent minor with parent(s) or guardian(s) whose place of residence classifies him or her as a nonresident of New Mexico.
- Any person who is at least 65 years of age, their spouse and dependents, who move to New Mexico for retirement purposes, or who provide appropriate evidence of retirement, shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.
- American Indian nations, tribes and pueblos. All out of state members of an American Indian nation, tribe and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate. These include members of the following tribes or pueblos: Jicarilla Apache, Mescalero Apache, Taos Pueblo, Picuris Pueblo, Ohkay Owingeh, Santa Clara Pueblo, Nambe Pueblo, San Ildefonso Pueblo, Pojoaque Pueblo, Tesuque Pueblo, Cochiti Pueblo, Jemez Pueblo, Santo Domingo Pueblo, San Felipe Pueblo, Zia Pueblo, Santa Ana Pueblo, Sandia Pueblo, Isleta Pueblo, Laguna Pueblo, Acoma Pueblo, Zuni Pueblo, and the Ute Mountain Tribe.
- Navajo Nation. All out-of-state members of the Navajo Nation who reside on the Navajo reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state tuition rates.
- Armed Forces. Any person, their spouse or dependent child, not otherwise entitled to claim residence, who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico, will be assessed in-state tuition rates.
 - Assignment to active duty within New Mexico must be certified by the military person's commanding officer upon the student's initial enrollment. Such students may continue paying resident rates for as long as they attend consecutive semesters at the same institution.
 - A spouse or child of an active member of the armed forces who dies or is killed becomes a resident of New Mexico within sixty (60) days of the date of death.
 - If an active member of the armed forces is stationed outside New Mexico following assignment to duty in New Mexico and the member's spouse or child established residence in New Mexico and registers a letter of intent to establish and continue residing in New Mexico, the spouse or child shall be assessed in-state tuition rates.
- National Guard. An active member of the National Guard and the member's spouse and children shall be deemed in-state residents for purposes of determining tuition and fees.
- New Mexico High School / GED Graduates. All persons, regardless of immigration status, who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a general educational development certificate (GED) in New Mexico will be assessed in-state tuition rates.

Petitions for New Mexico Residency for Tuition Purposes

A non-resident student who believes he / she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" and the checklist of required supporting documentation online at www.nmjc.edu or from the Registrar's Office. All residency requirements must be met before the first day of the term in which the student petitions. Petitions must be submitted no later than the 15th day of the term for which the petition is being filed. A petition received after that date will not be considered.

The completed petition and required supporting documentation must be submitted to the Registrar's Office. A student may be requested to supply additional information or to explain apparent inconsistencies before a final decision is reached. The student is notified of the decision and, if denied, may amend his / her petition with additional information and / or appeal to the Vice President for Student Services, who is the student's last recourse. If the student satisfies the residency requirements for a future term, he / she may re-petition for residency for that term.

ADMISSION INFORMATION

TRANSFER CREDIT

Transferring Credit to NMJC

Any applicant for admission who has attended another college or university must submit his / her previous collegiate record. Students must request that each previously attended college or university send an official transcript directly to New Mexico Junior College Registrar's Office. Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- an official transcript from each institution attended must be sent directly to the NMJC Records Office for evaluation.
- an evaluation must be requested.
- New Mexico Junior College offers an equivalent course or if there is not an equivalent course in the master NMJC Catalog, a course may be accepted for elective hours in a student's degree program if all other requirements listed above are met;
- there is a course description available in the transfer institution's official catalog;
- the course work at the transfer institution is considered college level (not transitional or high school level) credit;
- credit will not be given for upper division courses from another institution unless there is an articulation agreement in place;
- courses that are accepted in transfer to New Mexico Junior College will be listed on the NMJC transcript with the letter grade and the number of hours accepted but the grade and hours will not be calculated into the grade point average or hours completed on the NMJC transcript; and
- the transfer hours accepted can be applied to a certificate and / or an associate degree.

If students have questions about the evaluation of transfer credit, they may contact the Dean of Enrollment Management.

Transfer Among New Mexico Higher Education Institutions

To facilitate the 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 in-transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. New Mexico's colleges and universities have developed transfer guides, consistent with requirements of state law (21-1B, NMSA 1978), to assist students who plan to transfer. Guides for several four-year New Mexico colleges and universities are available from the Academic Advisement and Counseling Office.

Transferable Lower-Division General Education Common Core

Students who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. A Core Matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at www.hed.state.nm.us. Courses are listed by institution.

The course prefix and number that appear in parenthesis next to many of the institutions' internal course prefixes and numbers is the New Mexico Common Course Number. It serves as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross references the institutional course and number with the universal "common course number," creating an easy one-to-one match.

Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides, and in course descriptions in college catalogs and websites. The common course number "connects" equivalent courses at multiple institutions ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus. The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area.

To facilitate the transfer of students and course credit among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in-state transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Students should consult with an academic advisor about 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. Lower division transfer modules presently exist for: business, criminal justice, and early childhood education. Copies of these transfer modules may be obtained from the Counseling Office or from the New Mexico Higher Education Department website at www.hed.state.nm.us.

Because not all NMJC courses are designed to transfer to other colleges and universities, students planning to transfer from NMJC to a two- or four-year college or university in New Mexico should meet with an academic advisor. Advisors can assist students in choosing which NMJC classes will best meet their educational plans. Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

Students who have decided on a major and / or an institution at which to complete their studies should obtain a transfer guide or catalog and consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and / or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore years of study.

ADMISSION INFORMATION

The Lower Division General Education Common Core (NMGCEC)

Area I: Communications (Select 9 semester hours; 3 hours must be selected from each category)

- (a) College-Level English Composition
- (b) College-Level Writing (a second course building on the above Comp course)
- (c) Oral Communication

Area II: Mathematics (Select 3 semester hours)

- (a) College Algebra
- (b) Calculus
- (c) Other College-Level Mathematics

Area III: Laboratory Science (Select 8 credit hours)

- (a) General Biology, with laboratory
- (b) General Chemistry, with laboratory
- (c) General Physics, with laboratory
- (d) Geology/Earth Science, with laboratory
- (e) Astronomy, with laboratory

Area IV: Social and Behavioral Sciences (Select 6-9 credit hours)

- (a) Economics (macro- or micro-)
- (b) Introductory Political Science
- (c) Introductory Psychology
- (d) Introductory Sociology
- (e) Introductory Anthropology

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

- (a) Introductory History Survey
- (b) Introductory Philosophy
- (c) Introductory Course in History, Theory, or Aesthetics of the Arts or Literature

Total to be selected: 35 credit hours

Transfer Credit Appeal

In accordance with New Mexico state regulations, NMJC has established the following procedure for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state:

1. File a written appeal with the Registrar's Office providing the prefix / number of the course(s) in question, semester and year the course was taken, the name of the course, and the course description from sending institution's catalog.
2. If the request is denied, the student may continue the appeal process to the Academic Standards Committee and must do so no later than 30 days following the notification of denial.
3. The Academic Standards Committee, in concert with the appropriate college division and / or content area, will review applicable materials and render a final decision.

If the course or courses in question are part of a state-approved transfer module, the student may make further appeal to the Higher Education Department in Santa Fe by contacting:

Deputy Secretary for Academic Affairs
New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-1650

If a student's articulation complaint is upheld at that level and the student was required to repeat the course, the receiving institution shall reimburse the student the complete cost, including tuition, books, and fees of each course the student was required to repeat at the receiving institution.

ADMISSION INFORMATION

ALTERNATIVE METHODS FOR EARNING CREDIT

Credit for Prior Learning

Law Enforcement / Corrections (Criminal Justice)

New Mexico Junior College recognizes that New Mexico police officers and corrections officers come to us with a firm grounding in their individual disciplines. We recognize and honor their prior learning by awarding college credit for a wide variety of learning experiences, both classroom and practical experience. In an effort to assist officers who want to further their educational experiences, NMJC is willing to award college credit for successful completion of both a certified law enforcement academy and / or corrections academy. Such credit will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Credit will be awarded as follows:

- Any currently certified and commissioned police officer may receive up to 32 credits by providing proof (original certificate) of the successful completion of a certified law enforcement academy in New Mexico. Credits may count toward the AAS in Criminal Justice or an AA. Students will receive credit as follows:
 - LA 113 or CJ 113-Introduction to Criminal Justice—3 hrs.
 - LA 113P or CJ 113P-Introduction to Policing—3 hrs.
 - LA 123P or CJ 123P- Law Enforcement Patrol Procedures—3 hrs.
 - LA 113B or CJ 113B-Substantive Criminal Law—3 hrs.
 - LA 213A or CJ 213A-Criminal Investigation—3 hrs.
 - LA 123F or CJ 123F-Traffic Law & Accident Investigation—3
 - LA 123D or CJ 123D-Technical Writing—3 hrs.
 - LA 114 Custody Control, Chemical Agents and Officer Safety—4
- Any currently New Mexico state corrections officer employed by a public or private correctional facility may receive up to 9 credits by providing proof (original certificate) of successful completion of a certified corrections academy in New Mexico. Students will receive credit as follows:
 - CA 113J or CJ 113J-Introduction to Corrections—3 hrs.
 - CA 123J or CJ 123J-Corrections Officer Safety and Weapons Training—3 hrs.
 - CA 133J or CJ 133J-Communications and Interpersonal Skills for the Corrections Officer—3 hrs.
- NMJC will also accept transfer of credits from any other regionally accredited institution. Credits may transfer but not necessarily apply to the student's chosen course of study. Whether credits will count toward a degree is based on the decision of the College Dean of Enrollment Management and the Dean of Public Safety. Students will be required to have certified copies of transcripts sent to NMJC.
- Students will be required to complete a minimum of 12 hours of course work at NMJC and meet all other requirements for graduation.

Automotive Technology / ASE Certification

This policy is to be utilized in the implementation of a non-traditional approach to a Certificate and or Associate in Applied Science Degree in Automotive Technology. NMJC's goal is to allow currently working technicians, who have up-to-date knowledge and skills, the opportunity to earn a Certificate or Associate in Applied Science Degree while employed. The following conditions must be met to receive credit in this area:

- ASE certification(s) for the applicant must be current.
- Official ASE transcript(s) must be received by the Dean of Enrollment Management's office at NMJC.
- The applicant must present the NMJC AT instructor a letter, on official letter head (if available), from his / her employer indicating the student's length of employment, the type(s) of work performed, and the applicant's ability to perform the required work.
- An interview with the AT instructor will be required of all students who choose to utilize this option. The AT instructor will make the final decision as to the course(s) for which the student will receive substitution credit.
- Upon completion of the interview with the AT faculty and review of the letter from the employer, the student may be given credit for none, one, or more of the following cooperative work experience courses: AT 114, AT 114B, and AT 212.
- Upon verification, based on the official ASE transcript received by the Office of Enrollment Management that the ASE certifications are current, the student may receive credit for AT courses based on the following:

ASE Certification

A1 Engine Repair
A2 Auto Tran / Transaxle
A3 Manual Drive Train Axle
A4 Suspension & Steering
A5 Brakes
A6 Electrical / Electronic Systems
A7 Heating and Air Con.
A8 Engine Performance

AT Program Course

AT 113 Engine Repair
AT 213C Auto Tran.
AT 213A Manual Trans. Rear Axles
AT 223B Suspension /Steering Systems
AT 123C Brake Systems
AT 124 Electronics
AT 213B Heating / AC Systems
AT 124A Engine Performance

ADMISSION INFORMATION

Institutional Challenge

New Mexico Junior College recognizes that students learn by experience as well as in the formal class setting. Therefore, students who wish to establish NMJC credit for prior education, training, and / or experience may challenge a course by taking a comprehensive examination that is administered by the division responsible for the course. The grade on each institutional challenge exam is the grade that will appear on the NMJC transcript. In order to be eligible to attempt credit by institutional challenge, the following provisions must be met:

- The student must contact the appropriate academic dean and instructor for permission and make arrangements to take the institutional exam for credit.
- The student must not have previously audited, enrolled in, or attempted credit by examination in the course(s).
- The student must enroll in the course before the institutional challenge exam can be taken.
- Courses successfully challenged may count toward program requirements, but not NMJC's graduation residency requirement.

Credit by exam will not be awarded for physical education activity classes.

Advanced Placement (AP) / College Level Examination Program (CLEP)

Students may earn up to 52 credits through Advanced Placement (AP) and College Level Examination Program (CLEP) tests. Earned AP and CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. For more information, contact the NMJC Registrar's Office.

Advanced Placement (AP) Exams

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement (AP) examinations of the College Board with resulting composite scores of 3, 4, or 5 may petition for college credit and advanced placement. Listed below are the NMJC courses and the credit hours which will be given for AP scores obtained in the AP subject area indicated:

AP

Subject / Score	NMJC Course
Studio Art / 3	Student will receive credit based on the specific medium: drawing, painting, etc.
Studio Art / 4	Same criteria as above
Biology / 3	BI 114-General Biology I
Biology / 4	BI 114-General Biology I & BI 124-General Biology II
Calculus AB / 3	MA 144-Calculus & Analytical Geometry
Calculus BC / 4	MA 144-Calculus & Analytical Geometry I & MA 154- Calculus & Analytical Geometry II
Chemistry / 3	CH 114A-General Chemistry I
Chemistry / 4	CH 114A-General Chemistry I & CH 124A-General Chemistry II
Computer Science A or AB / 3	CS 213F-C++ Programming
Economics (Macro) / 3	EC 213-Principles of Economics (Macro)
Economics (Micro) / 3	EC 223-Principles of Economics (Micro)
*English Language & Comp / 3	EN 113-Composition & Rhetoric
*English Literature & Comp / 3	EN 123-Composition and Literature
+Environmental Science/3	HM 193-Special Topics in Environmental Technology
+Govt. & Politics Comparative / 3	GO 193-Special Topics in Government
Government & Politics-U.S. / 3	GO 213-American Government
+History European / 3	HI 193-Special Topics in History
History United States / 3	HI 113-United States History to 1877
History United States / 4	HI 113-United States History to 1877 & HI 123-United States History from 1877
+Human Geography / 3	AN 193-Special Topics in Anthropology
+Physics B / 3	PH 193-Special Topics in Physics
Psychology / 3	PS 113-Introduction to Psychology
#Spanish Language / 3	SP 114-Beginning Spanish I
#Spanish Language / 4	SP 114-Beginning Spanish I & SP 124-Beginning Spanish II
#Spanish Literature / 3	SP 214-Intermediate Spanish I
#Spanish Literature / 4	SP 214-Intermediate Spanish I & SP 224-Intermediate Spanish II
Statistics / 3	MA 113B-Statistics

* A student may not enroll in EN 123 without first receiving credit for EN 113.

+ Courses may count as electives at NMJC. However, students planning to transfer to a four-year institution should check with that institution to determine how the credits will transfer.

A student may not receive credit for the Spanish Literature examination unless they have also taken the Spanish Language examination. Students scoring a 3 may receive credit for the second semester course after an interview with the Spanish language professor.

ADMISSION INFORMATION

College Level Examination Program (CLEP)

NMJC courses and the credit hours which will be given for CLEP scores obtained in the subject area indicated are:

CLEP Exam Subject	Minimum Score	NMJC Course	Credit Hours
College Composition Modular	50+ writing	EN 113	3
American Literature	50	EN 213C	3
English Literature	50	EN 213A	3
History of the U.S. I	50	HI 113	3
History of the U.S. II	50	HI 123	3
Western Civilization I	50	HI 213	3
Western Civilization II	50	HI 223	3
American Government	50	GO 213	3
College Algebra	50	MA 113	3
Precalculus	50	MA 113	3
Calculus w/ Elementary Functions	50	MA 144	4
Biology	50	BI 114	4
Chemistry	50	CH 114A	4
Intro to Educational Psych.	50	ED/PS213F	3
Psychology, Introductory	50	PS 113	3
Human Growth and Development	50	PS 223A	3
Sociology, Introductory	50	SO 213	3
Spanish	50	SP 114	4
Spanish	50	SP 124	4
Spanish	63	SP 214	4
Spanish	63	SP 224	4
Financial Accounting	50	AC 114	4
Management, Principles of	50	BU 213	3
Marketing, Principles of	50	BU 223A	3
Business Law, Introductory	50	BS 213	3
Macroeconomics, Principles	50	EC 213	3
Microeconomics, Principles	50	EC 223	3

REGISTRATION

REGISTRATION

Registration is the process of formally selecting and paying for classes. To register for classes, students must have completed the application process and be admitted or be a continuing student. Registration and payment of fees must be made in accordance with the instructions and deadlines published in the Academic Calendar. Individuals may not participate or “sit in” on classes for which they are not registered. Students may register for credit or audit.

Students should note that registration is not complete until tuition and fees have been paid. It is the student’s responsibility to withdraw from courses prior to the payment due date if the student does not intend to attend class.

A Quick Overview of How to Get Started at NMJC

1. Apply!

- ✍ **Apply for Admissions!** New Mexico Junior College has an open admissions policy. Fill out our free online application at www.nmjc.edu or in person in the Ben Alexander Student Learning Center. *Upon admission, students are assigned a NMJC identification number and an email account. Students can access their records through the T-BirdWeb Portal using their NMJC ID number and pin.*
- ✍ **Apply for Scholarships!** Complete our scholarship application at www.nmjc.edu. Our scholarships range from general to specific. Check our website for application due dates.
- ✍ **Apply for Financial Aid!** Fill out the FAFSA (Free Application for Federal Student Aid) as soon as possible to see if you are eligible for Federal Aid www.fafsa.ed.gov. To have your FAFSA report sent to NMJC, be sure to use code 002655. This document is also necessary for NMJC scholarships and work study positions on campus. For more information, call our Financial Aid Office at 575.392.5172.

2. Take Your Course Placement Test(s)

- ✍ Without current ACT or SAT scores, first-time degree-seeking or certificate-seeking students are required to take an English, reading, and math assessment prior to enrollment. Students who wish to take the assessment tests should begin the process in the Counseling Office in the Ben Alexander Student Learning Center. To talk to an academic counselor, you can call 575.392.5081.

3. Visit With Your Advisor

- ✍ Meet with a counselor or your assigned advisor who will help you develop your educational plan, refer you to appropriate services, and answer specific questions and concerns.
- ✍ To find the name of your advisor, log in to the T-BirdWeb Portal and select the Student Tab. Scroll down to your Academic Profile and select the appropriate term. Your advisor, if you have been assigned one, will be posted there. Then go to www.nmjc.edu/contacts/staffdirectory.asp to find the office and phone number of your advisor.
- ✍ Counselors are available from 8:00 a.m. - 5:00 p.m. Monday through Friday. Students are seen on a “first-come, first-served” basis in the Ben Alexander Student Learning Center.
- ✍ Call a counselor at 575.392.5081 or your assigned advisor if you are not able to come to campus.

4. Register for Courses. Two ways to register!

- ✍ You can register online through the T-BirdWeb Portal.
- ✍ You can also register on campus in the Ben Alexander Student Learning Center, Enrollment Management area.

5. Pay Your Tuition and Fees

- ✍ **Full payment is required to complete registration.** We accept most major credit cards, checks, and cash. We even offer a convenient payment plan (FACTS) through the e-Cashier at www.nmjc.edu.

6. Complete New Student Orientation

- ✍ Orientation is mandatory for all degree-seeking students. Students may attend an in-person orientation scheduled each month or they may view the online orientation at nmjc.edu. Additionally, students may meet this requirement by taking PS 113A, Freshman Seminar, a three credit hour class that reviews study skills and other key issues facing students.

7. Purchase Your Books

- ✍ Visit our bookstore located in the Ben Alexander Student Learning Center. Regular store hours are Monday-Thursday 8:00 a.m. - 5:00 p.m, Fridays 8:00 a.m. - 4:00 p.m., and closed Saturday and Sunday. You can also order your books from our Online Bookstore, www.nmjc.edu.

8. Explore information regarding

- ✍ On-campus housing. Call 575.392.5366 or visit www.nmjc.edu for an application.
- ✍ Campus activities. Visit the Student Life Office in the Ben Alexander Student Learning Center for a schedule of events.

REGISTRATION

THE REGISTRATION PROCESS

1. Receive information on registration.

Registration information is published on NMJC's website, www.nmjc.edu, and in local newspapers prior to the start of classes.

2. Plan your schedule.

The Schedule of Classes lists courses, registration instructions, and dates. The Schedule of Classes is available online at www.nmjc.edu, in the registration office, counseling offices, academic buildings, and Pannell Library. New class sections added since the schedule was printed are available online. Students should also refer to the Catalog for program requirements and course descriptions.

3. Meet with an academic counselor / advisor. Academic advisement is strongly recommended before registering for classes. Academic counselors / advisors can provide assistance with course selection and placement.

Prior to registering for classes, degree-seeking students must provide test scores indicating that they have met the prerequisite standards. Prerequisites are requirements that must be met prior to registering for many courses. They may be met with approved scores on placement exams—Compass, Accuplacer, ACT, SAT, by transfer of credit from another institution, or by successful completion of a specific NMJC course.

New Mexico Junior College uses the Compass exam to assess skills in reading, English, and mathematics. This test is used to help students plan an appropriate schedule of coursework and meet course prerequisites. The Compass exam is available on campus, and students should contact the Counseling Office in the Ben Alexander Student Learning Center for more information.

Students may be exempt from testing if they

- hold an associate degree or higher from an institution in the United States; or
- are non-degree students registering for less than six credit hours per term and not enrolling in English courses, reading-intensive courses, or math courses; or
- can provide proof of successful completion of previous college-level math and / or English courses.

4. Register for classes.

Students can register in person in the Ben Alexander Learning Center or online using the T-BirdWeb Portal.

5. Pay tuition and fees.

In order to complete registration, all charges must be paid. Charges are based on the student's residency classification for tuition purposes, the type of courses, and number of courses taken. After enrolling for classes, students have 48 hours to pay. Students are not officially registered until the bill has been paid or arrangements have been made to pay.

REGISTRATION GUIDELINES

Cancellation of Enrollment Before the Term Begins

Students who are not able to attend NMJC when planned but who have registered for classes must drop all classes through the online registration system in the T-BirdWeb Portal or drop in person at the Registrar's Office before the beginning of the term.

If a class is cancelled, enrolled students will be notified and arrangements made to enroll the student in another class prior to the beginning of the semester.

Course Adding / Dropping—Schedule Changes

Students are encouraged to secure advisor approval for all schedule changes.

Students may drop a class and receive a refund through the first five days of each regular fall or spring semester, the first three days of an eight-week session, and the first two days of a four or five-week session. Classes dropped during these time periods will not appear on a student's permanent record. Specific add / drop deadlines are listed in the Academic Calendar (<http://www.nmjc.edu/academics/calendar.asp>) of the NMJC catalog. Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class(es) by the deadline listed in the Academic Calendar. Students may use the T-BirdWeb Portal in order to change their schedule or they may fill out and sign an official add / drop form and submit it to the Registrar's Office. Notifying the instructor, an advisor, or simply not attending class is not sufficient to ensure that students are dropped from class.

Dropping a Class or Withdrawing

Within the parameters of the calendar in effect, students may withdraw from (drop) a course during the semester; however, students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-BirdWeb Portal or submit a signed official drop or withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for nonattendance. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar (<http://www.nmjc.edu/academics/calendar.asp>) of the NMJC catalog.

REGISTRATION

A student who complies with policies to drop a class will receive a grade of “W,” and this will be recorded on the student’s permanent record but will not be used in the calculation of the student’s semester or cumulative grade point average. However, dropping courses may affect current or future financial aid, and students receiving financial aid should contact the Financial Aid Office to discuss the impact of dropping or withdrawing.

Course Load

The normal course load each semester is 12 to 18 credit hours. The typical credit class load for a student expecting to graduate in two years is 16 credit hours per semester. NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the Vice President for Instruction or dean.

NMJC will limit the maximum student load to 12 credit hours or less if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less at another institution may petition the appropriate dean for permission to register for an overload based on superior academic achievement. The typical credit hour load for summer or short sessions is 6 hours. Students may petition for permission to register for an overload.

Course Repetition

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation.

There will be no limitations on course grades that are eligible for repeat. “Repeated” courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

All enrolled courses will be listed on the student’s transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. All repeat courses will carry the notation “E” or “I” directly beside the course grade on the transcript. “E” means excluded from GPA calculation and “I” means included in GPA calculation. All previous grades in a given course will also appear on the student’s transcript.

Grade Options

NMJC has the following grading options (grade modes). These options are not available for all classes. Refer to the course description for grade mode restrictions.

Traditional Grade: A, B, C, D, F. Traditional grades are used in calculating GPA. Students interested in transferring their NMJC course work to another institution are encouraged to enroll in courses for a traditional grade.

Grades at NMJC distinguish between levels of student achievement. They represent, in abbreviated form, the instructor’s judgment of the student’s academic performance. In addition, they provide a basis for certifying completion of all degree requirements. They may serve as predictors of future performance in academic study. The grades approved for use at NMJC are as follows:

A = Superior achievement
B = High achievement
C = Average achievement
D = Minimal achievement
F = Failure to achieve
I = Incomplete
AU = Audit
S = Satisfactory
U = Unsatisfactory
P = Pass
W = Dropped class or withdrawal from the University

Only grades of A, B, C, D, U and F are included in computing grade point average (GPA): A = 4; B = 3; C = 2; D = 1; F = 0. The grade of U is calculated as an F grade. Courses taken for audit will appear on the student’s transcript as AU with no credits recorded and no grades assigned. Courses taken for audit cannot be used to meet a course pre- or co-requisite.

NC (No Credit): In courses taken for CR / NC, students who do not satisfactorily complete minimum course requirements will receive NC. A grade of NC is not computed in the GPA and the student will not receive credit for the course.

REGISTRATION

Note: Some schools, scholarships and honorary societies do not accept the P / F, S / U, CR / NC grading system and / or convert grades of S or P. Students planning to transfer to another institution should talk to an academic advisor at that institution about possible consequences of S / U or P / F grades.

Incomplete Grade Assignment and Removal

A grade of “I” (incomplete) is given when circumstances beyond the student’s control have prevented completion of the work for a course within the official dates of a term. In no case is an “I” to be used to avoid a failing grade or to allow extra time to complete work normally expected.

Removal of an “I” grade can only be accomplished by completing the work in a manner acceptable to the instructor. An Incomplete Grade Contract must be signed by the student and instructor and filed with the Registrar’s Office.

Prerequisites & Corequisite

Prerequisites and corequisites are listed in course descriptions and are subject to change with each new catalog. It is the student’s responsibility to meet the prerequisites and / or corequisites in effect for the term in which a course is taken, regardless of the catalog under which the student entered or will graduate. Students may be stopped from enrolling or may be disenrolled if prerequisites or corequisites are not met.

Prerequisite: A prerequisite is a requirement that must be successfully completed before a student may enroll in a course. Prerequisites are based on the essential skills or competencies to be successful in the next level course.

Corequisite: A corequisite is a course that is either recommended or required to be taken in combination with another course.

Wait Lists

Once a course has reached the maximum enrollment, students are given the option to be placed on a limited size wait list. This option must be chosen at the time of registration. The wait listed course cannot conflict with other courses in the student’s registration schedule. Being on a wait list does not mean the student is registered in the course. Once space becomes available in a class, wait listed students will be offered a position in the class based on the student’s position on the wait list.

DISTANCE EDUCATION—ONLINE COURSES

Students who plan to take online courses should follow the application and registration procedure outlined in the Catalog. All students, regardless of the delivery mode, follow the same procedures.

Students who are unable or do not wish to come to campus can transact all of their business with the school using computer technology and the telephone. For specific services, such as academic counseling or financial aid, refer to those sections in the Catalog. Students can call NMJC offices for assistance.

Students taking online classes should review the information provided by the Distance Education Department at NMJC at www.nmjc.edu. Helpful information is provided so students can determine if online education is appropriate for their learning style. In addition, Frequently Asked Questions and Answers are provided.

Procedures for Proctored Test in an Online Course

In keeping with instructional best practices, NMJC strongly encourages all online instructors to administer assessment activities and instruments (assignments, projects, papers, quizzes, tests, and exams) within the confines of the institution’s Learning Management System (LMS). Should a certain course require the administration of a proctored exam, limitations would include a mid-term and/or final exam.

When a proctored exam is required, the course instructor is responsible for alerting students to the requirement on the course syllabus as well as within the course itself. Guidelines for proctored exams must be evident for both local online students and distant online students. For students within the local area, the proctored exam is taken at the NMJC Testing Center at no charge. Testing center information is located on the NMJC website at <http://www.nmjc.edu/academics/artsandhumanities/testingcenter.asp> or by contacting the Testing Center Coordinator at 575-492-2591(bcurry@nmjc.edu). Any student taking an exam in the Testing Center is required to furnish a picture ID.

Students who are not within driving distance of the Hobbs campus will be responsible for making arrangements with a testing center in his/her respective location. The testing center must be approved by the course instructor within the time frame established by that instructor. It is the responsibility of the student to pay any fees that may be charged by a testing center away from the NMJC campus. Information that must be provided by the student to the instructor via course e-mail is as follows:

- Name and address of testing center
- Name and title of person responsible for administering the exam at the testing center
- Phone number, E-mail address, and Fax number
- Hours of operation

REGISTRATION

The course instructor will follow-up with the information provided by the student to determine the validity of the suggested site and make arrangements for the delivery of the testing instrument.

NMJC distance learning classes use Canvas Learning System, a course management system. Canvas works with a computer's Internet browser to create a "virtual classroom" where online tools such as a discussion board, chat room, e-mail, online quizzes and more are used. Students can login to Canvas through the T-BirdWeb Portal on the NMJC homepage, www.nmjc.edu.

FINANCES

TUITION & FEES

TUITION POLICY

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff and the Board. Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, New Mexico Junior College will seek to uphold the following principles:

- Citizens who desire a postsecondary education should have access to these educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student.

The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:

- the mission and strategic plan of the college;
 - the availability of state funding;
 - the formula tuition credit rate and other state initiatives adopted by the legislature;
 - the district's contribution through local mill levy revenues;
 - the tuition rates of other two-year institutions;
 - the financial needs of the college, considering other revenue sources and unrestricted reserve balances; and
 - the sources of need-based financial aid available to students for offsetting tuition increases.
- Adopted by the New Mexico Junior College Board on August 19, 1999.

Tuition and fees are payable as indicated in the NMJC calendar published in the NMJC Catalog and on the NMJC web site. Tuition and fees are subject to change without notice by the NMJC Board.

Tuition is charged according to a student's residency status (tuition classification) and the number of hours enrolled. Some courses may require additional fees. Courses taken through distance learning require an additional fee.

Tuition Per Semester

NMJC in-district resident

Maximum cost for twelve (12) hours or more	\$420.00
Cost per hour for one through eleven hours	35.00

New Mexico out-of-district resident

Maximum cost for twelve (12) hours or more	\$648.00
Cost per hour for one through eleven hours	54.00

Out-of-state resident

Maximum cost for twelve (12) hours or more	\$744.00
Cost per hour for one through eleven hours	62.00

Residency

Residency status in public institutions of higher education in New Mexico is governed by Section 21-1-3 NMSA 1978 comp, and is not controlled by any other public official's recognition of claimed legal residence. Out-of-state residency status at NMJC does not change until an in-state residency application is submitted to the NMJC Admission and Records Office and proof of established in-state residency is provided.

Students who live within the college's district for at least 90 days immediately prior to the beginning of the semester for which they are registered are classified as residents of the district and are charged in-district tuition—if they meet in-state residency requirements. The college's district is Lea County and includes the towns of Hobbs, Lovington, Tatum, Eunice, and Jal. For more information on residency, consult the section on Residency in the Admission section of this catalog.

Special Fees

Additional class schedule copies	1.00
Dishonored check Charge	25.00
General Usage Fee	17.00 per credit hour
Housing and Meal Plan	Contact the Student Life Office
Internet Course	40.00
Interactive Television Course	40.00
Transcript Fee	5.00

FINANCES

Course, Lab, Testing, and Other Fees

Some classes have additional fees associated with the class.

Auditing Classes

Students who audit courses (those who enroll in classes for no credit) pay the same tuition and fees as those students taking the classes for credit.

Senior Citizens

Tuition is waived for students who are 55 years of age and older. However, fees are charged at the prevailing rate.

Western Undergraduate Exchange (WUE)

Students attending NMJC from states participating in the WUE program may be charged a reduced out-of-state tuition rate of 150% of in-state tuition. Only students from the following states may qualify: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. For more information, please contact the Dean of Enrollment Management.

Refunds

Students not receiving Title IV assistance, who find it necessary to withdraw or drop classes during the fall or spring semester, must follow the correct procedure to have their tuition and course fees refunded. Note the refund schedule is based on the first day of the semester and is not based on the initial class meeting for classes that do not meet on the first day of the semester. Refund dates are posted in the Academic Calendar.

If students withdraw from a class within the refund period, a refund check will be mailed to the address left by the student dropping from classes. Students are not officially withdrawn until the withdrawal form is returned to the Admissions and the Registrar's Office or the withdrawal is completed through the student portal.

(Note: The first instructional day for each session will be the day noted "classes begin" as specified in the academic calendar in the NMJC catalog. A student is not registered until all tuition and fees are paid, unless the student has executed a deferred payment agreement with the Business Office. Tuition and fee rates are subject to change without notice by the New Mexico Junior College Board.)

Students who receive federal Title IV financial aid and withdraw, drop, or otherwise fail to complete the semester for which they are enrolled, are subject to the federal return of funds policy and may owe a refund to the Department of Education for unearned amounts received. The return of funds calculation is based on the time a student spent in academic attendance. A prorata schedule is used to determine the amount of Title IV aid earned and the amount to be returned by the institution and the student. Students who do not begin attendance in any or all of their classes will be subject to recalculation of their awards and will be responsible for any charges owed to NMJC. Students having questions regarding the federal return of funds policy should contact the Financial Aid Office.

Tuition Refund Appeals Procedure

A withdrawing student must submit a written appeal delineating individual circumstances that would warrant an exception to the published refund policy to the Dean of Enrollment Management. The Dean of Enrollment Management will study the appeal and either recommend a refund or refer the appeal to the Vice President for Student Services.

FINANCES

PAYMENT POLICY

All amounts owed to the College are payable in full to the NMJC Business Office or through the FACTS online payment solution no later than 48 hours after enrolling for classes. The following payment policy applies to all amounts including tuition and fees, housing, meal plans, bookstore charges, checks returned for insufficient funds, and charges for student violations or damages to NMJC property. Students have 48 hours to pay for classes in full or set up a payment plan through the FACTS program. If payment is not received, students are disenrolled.

Should a student have remaining charges assessed during the semester, a final bill will be mailed to the student's last known address demanding full payment of the balance. Failure to make satisfactory payment for the entire balance within ten (10) days of the final billing may result in the following:

- The student may be withdrawn from all classes.
- The student may be removed from college housing.
- The student's transcript will be placed on "hold" status.
- Legal collection action may be initiated.

In the case of an "insufficient funds" check, the student must remit full payment of the check amount plus a \$25 service charge. The failure of the student to make the payment shall result in possible prosecution as provided under the New Mexico Worthless Check Act.

FUTURE ENROLLMENT WILL BE DISALLOWED UNTIL ALL AMOUNTS OWED BY THE STUDENT ARE PAID IN FULL.

Tuition Payment Plan

To help you meet your education expenses, New Mexico Junior College is pleased to offer FACTS as a convenient online payment option. Students who choose to use FACTS may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express, or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as he or she has registered.

The only cost to budget monthly payments through FACTS is a \$25.00 per semester nonrefundable FACTS Enrollment Fee. If you wish to pay in full instead of creating a monthly payment, there is no additional fee charged.

In order to use the payment plan, you must register for classes. Next, within the T-BirdWeb Portal, select "Pay Now or Set Up a Payment Plan (Facts/Nelnet)." Review your bill. Then click on the "Sign up for a Payment Plan" button. You will be taken to FACTS' eCashier payment portal.

After you click "sign up for a Payment Plan" button, e-Cashier will lead you through the process of creating a FACTS agreement. You will need to have the following information available:

1. Nine digit Student ID (this may be your social security number);
2. The name, address and e-mail address of the person responsible for making the payments;
3. Information to create your FACTS Access Code; and
4. Account information for the person responsible for payment.
 - If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
 - If paying by credit card, you will need the credit card number and expiration date.

You may budget your tuition and fees in one of two ways:

1. Automatic Bank Payment (ACH)—ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at New Mexico Junior College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance is paid in full.
2. Credit Card Option—Many payers have requested the option of charging their monthly tuition payment to their credit card. This enables you take advantage of various bonus programs offered by your credit card company. If you elect to use this option, your monthly payment, along with a convenience fee, will be automatically charged to the credit card you designate. The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee.

FINANCES

FINANCIAL AID & SCHOLARSHIPS

FINANCIAL AID

New Mexico Junior College participates in a variety of financial aid programs to assist students who cannot meet the cost of a college education. Financial aid is available in the form of grants, scholarships, work-study, and loans from federal, state, institutional, and private sources. The college also supports programs such as the Workforce Investment Act, the Division of Vocational Rehabilitation, and the Veterans Administration programs. Each program may carry specific requirements for eligibility, such as financial need or academic requirements. To determine eligibility for federal financial aid programs, the student must be:

- enrolled in an eligible program at an eligible institution;
- a citizen of the U.S. or an eligible non-citizen;
- hold a high-school diploma, General Educational Development GED certificate, or have completed a high school education in a homeschool setting approved under state law;
- have a valid Social Security number;
- maintain satisfactory academic progress standards as determined by the institution;
- sign certification statements of educational purpose, refunds and defaults, faults, and updated information on the Free Application for Federal Student Aid (FAFSA); and
- registered with Selective Service (if required).

Financial need is determined through the submission of a Free Application for Federal Student Aid (FAFSA) to the federal processing center. Some state programs cannot be awarded until financial need is determined through the FAFSA process. For more information regarding financial aid, visit the Financial Aid Office, which is housed in the Ben Alexander Student Learning Center, or call (575) 392-5172.

Awards

All financial aid awards are based on information provided by the student, availability of funds, and general eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution, availability of funds, or failure to meet satisfactory academic progress. Withdrawals or changes in enrollment may affect an award or any future awards.

Enrollment Requirements for Financial Aid

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

Full-time	12+ credit hours
Three-quarter time	9-11 credit hours
Half-time	6-8 credit hours

The student is responsible for meeting minimum enrollment requirements. Students knowingly receiving aid to which they are not entitled may be in violation of college policy and state or federal laws. Questions should be addressed to the Financial Aid Office.

VERIFICATION POLICY

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at New Mexico Junior College for a process called "Verification." The Financial Aid Office is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as IRS tax transcripts, Social Security statements, statements regarding untaxed income, and other necessary documents. In addition to those students selected by the U.S. Department of Education, the NMJC Financial Aid Office reserves the right to select additional students for the process of verification at its discretion. This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions, Federal Register 10/31/89 Vol. 54, No. 209, p.45997 "Policies and Procedures," and the 2014-2015 Application and Verification Guide for Title IV Financial Aid Programs.

Notification and Communication

Students selected for verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. When a student is selected for verification, the student will be notified as follows:

- The U.S. Department of Education will notify the student on their Student Aid Report. With this notification, even before (step 2) students should submit the minimum documentation listed in the table below.
- NMJC will provide written notification to the student identifying the documents required for the verification process. This notification will be sent to the student by the Financial Aid Office no later than three weeks from the time the Financial Aid Office receives official notification from the U.S. Department of Education that the student was selected.
- NMJC also provides secure 24 hour access to information showing verification document requests for each student through the T-BirdWeb Portal at <https://luminis.nmjc.edu/cp/home/displaylogin>.
- As a courtesy, NMJC's Financial Aid Office may contact students using emails and letters to give updates on requested verification documents. However, NMJC will not send more than 12 emails /letters over a 12 week period.
- As a courtesy, NMJC's Financial Aid Office may contact students by phone to encourage them to submit documents to complete the verification process.

FINANCES

Deadlines—The time period within which a student shall provide documents

Verification documentation should be submitted no later than 60 days prior to the planned term of enrollment. Submitting the required documents by the due date mentioned facilitates the college's ability to verify all information in a timely manner, ensures that financial aid packages and reconciliation of funds are accurate, and ensures that financial aid is posted to the student's account in a timely manner. Failure to submit the required documentation (or submit it in a timely manner) will delay or eliminate the disbursement of federal, state, and institutional financial aid funds.

Loss of Aid Eligibility

No financial aid will be disbursed to a student's account if the student is selected for verification and the verification process is not complete. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements are stopped until which time the process is complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal, state, and institutional financial aid funds.

Conflicting Information Policy

The NMJC Financial Aid Office exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be fully processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated.

The Financial Aid Office will notify the student in writing if there is a need for further documentation to satisfy verification requirements. This notification will occur within two weeks of the initial review of submitted documentation by the Financial Aid Office. The student and/or parent(s) must respond within two weeks of the date of the notification. For information on the consequences of failing to provide the additional requested documentation, please refer to the Verification Policy section entitled "Loss of Aid Eligibility."

Overpayments of federal and state aid, if they occur, are resolved when NMJC makes subsequent adjustments to the student's account. If, in the event that an adjustment cannot be made by NMJC to the student's account, NMJC will refer the overpayment to the proper federal and/or state agency.

Correction of Information

NMJC will submit the verified corrections to the U.S. Department of Education electronically. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to federal standards. Additionally, the student is required to update any subsequent or related applications such as state grant information, private scholarship forms, and other related institutional applications.

Misuse of Financial Aid and Referral Process

The NMJC Financial Aid Office will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the U.S. Department of Education and all other related parties for immediate action. This information will be forwarded to authorized agencies in addition to the U.S. Department of Education for investigation such as the Office of Inspector General. Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at oig.hotline@ed.gov.

Award Change Notification

If, as a result of verification, the student's expected family contribution changes the student will be notified of any corrections by receiving a new Student Aid Report (SAR) from the U.S. Department of Education.

FINANCES

FEDERAL TITLE IV PROGRAMS

New Mexico Junior College participates in several federal student financial aid programs. Eligibility for these programs is determined by financial need as defined through the Congressional Methodology formula and based on the Free Application for Federal Student Aid (FAFSA) submitted to the federal government. In addition, students must meet the following requirements:

- enrolled in an eligible program at an eligible institution;
- a citizen of the U.S. or an eligible non-citizen;
- hold a high-school diploma, General Educational Development GED certificate, or have completed a high school education in a homeschool setting approved under state law;
- have a valid Social Security number;
- maintain satisfactory academic progress standards as determined by the institution;
- sign certification statements of educational purpose, refunds and defaults, faults, and updated information on the Free Application for Federal Student Aid (FAFSA); and
- registered with Selective Service (if required).

If required, financial need for the campus-based programs (FSEOG, FWS, and Federal Direct Loans) is calculated by determining the student's cost of education and subtracting the expected family contribution (EFC). For a complete list of eligibility requirements, click on the Funding tab at www.studentaid.ed.gov.

All students are encouraged to apply for federal financial aid programs.

GRANTS

Any kind of grant is an outright gift and does not have to be repaid unless a student stops attending or participating in all classes or withdraws from school prior to the 60% completion point of the semester in which the grant was awarded or the student is found to be ineligible for the grant aid. Any repayment due would be calculated in accordance with appropriate regulations governing the particular grant program.

- **Federal Pell Grant** is available to eligible undergraduates who have not earned a bachelor's or professional degree who demonstrate financial need. The Federal Pell Grant provides a 'foundation' for a student's financial aid. Award amounts are based on the cost of attendance, the student's EFC, and enrollment status.
- **Federal Supplemental Education Opportunity Grant (FSEOG)** is given to undergraduates with exceptional financial need (the lowest EFC) who are also Pell Grant recipients.
- **New Mexico Student Incentive Grant (NMSIG)** is designed for New Mexico residents who demonstrate substantial financial need. A student must be an undergraduate, be enrolled at least half-time, and their financial need must be greater than one-half of their cost of education.
- **The New Mexico College Affordability Grant (NMCAG)** is designed to encourage New Mexico students with financial need who do not qualify for other state grants or scholarships to attend and complete educational programs at a public New Mexico college or university.

Students cannot receive an SSIG, SEOG, or NMCAG simultaneously. The FAFSA is the only application needed to apply for these grants.

LOANS

Federal Subsidized and Unsubsidized Direct Loans, Nursing Student Loans for Service, and Federal PLUS loans all require separate applications. Before applying for a loan, a student must first complete the Free Application for Federal Student Aid (FAFSA). Students receiving a loan must be enrolled for six (6) credit hours. Congress also establishes loan limits that may be prorated depending on a student's classification. All first-time borrowers must attend an entrance interview before loans are processed. Loans are awards that must be repaid.

- **Allied Health Student Loan For Service**—available to New Mexico residents who are enrolled or accepted in an accredited program for allied health professions in the state of New Mexico. The student must declare intent to practice their chosen profession for at least one year within designated health professional shortage areas of New Mexico. The student must be a citizen of the United States. Recipient selection is based on ability, character, interest in serving, and lack of adequate resources to meet educational costs.
- **Federal Direct Loan**—a variable interest loan made to students who are attending college at least half-time. The subsidized Federal Direct Loan amount is based on unmet financial need. The Federal Direct Loan amount is based on the student's cost of education less other aid received. This loan must be repaid.
- **Federal Plus Loan**—enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Repayment of this loan begins within 60 days after the final loan disbursement unless a deferment is applicable. Deferments do not apply to interest.
- **New Mexico Nursing Loan For Service**—available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. The student must demonstrate need and be willing to practice in an underserved area of the state upon completion of the program. Students are chosen by a panel designated by the State Commission on Higher Education.

FINANCES

SCHOLARSHIPS

NMJC offers a wide variety of federal, state, and institutional scholarships. Scholarships are awards that do not require repayment. Recipient selection criteria could include academic achievement, financial need, chosen major, or participation in athletics and extra-curricular activities. Scholarship donors may include the college itself, the NMJC Foundation, corporations, non-profit organizations, and professional organizations. Award amounts vary with each individual scholarship. For more information concerning specific scholarships, contact the Financial Aid Office.

- **NMJC Foundation** offers a variety of scholarships. The application and complete listing is available on the main website, www.nmjc.edu.
- **New Mexico Legislative Endowment Scholarship** is available to students with substantial financial need who are attending a post-secondary institution in New Mexico. Preference is given to returning adult students.
- **New Mexico Legislative Lottery Scholarship** is available to New Mexico resident students who enroll in an eligible state-funded institution in the next regular semester following their high school graduation or certificate date of their GED. Students must meet eligibility requirements during their qualifying first semester. The scholarship will be awarded in the second semester and following semesters, for a total of four semesters at New Mexico Junior College. Eligibility requirements must be maintained to receive the scholarship. Students who maintain their eligibility for this scholarship and transfer to a four-year eligible institution may receive the scholarship for another three semesters.
- **New Mexico 3% Scholarship Program** (also referred to as the NMJC Honors/Bridge Scholarship) is available to incoming freshman students who are New Mexico residents, provides a tuition and required fee waiver for eligible students, and is based on a student's high school grade point average.
- **Vietnam Veterans Scholarship** is available to students who qualify as Vietnam veterans. Eligible students must be a New Mexico resident, attend a New Mexico post-secondary institution, and be enrolled at least half-time. Applicants must be certified by the New Mexico Veteran's Service Commission.

STUDENT WORK-STUDY PROGRAMS

Work-study awards at New Mexico Junior College are based upon eligibility as determined by program criteria. Because the criteria may include a component based on need, all students wishing to apply for work-study must first complete a federal application (FAFSA). An additional work-study application must be completed once their federal file is complete. With the exception of the America Reads tutors, work-study jobs are located on our campus. Work schedules are designed to complement the student's academic schedule and will not normally exceed twenty hours per week. Students are paid the current federal minimum wage for hours worked. Students must be enrolled at least half time to be considered for employment. For information on the hiring process, requirements, and responsibilities, please visit the Financial Aid Office located in the Ben Alexander Student Learning Center.

- **Federal College Work-Study** provides jobs for students in need of financial aid. The award amount is based on the student's unmet need and must be earned through employment. The student will earn the current federal minimum wage, and work hours will normally not exceed 20 hours per week.
- **New Mexico Work-Study Program** is designed primarily for New Mexico residents who demonstrate financial need.
- **Institutional Work-Study Program** provides opportunities for part-time employment for students on campus. A student must be enrolled at least a half-time basis to qualify for the institutional work-study program. This award is not based on need.
- **Edith Search Work-Study** is funded by the New Mexico Junior College Foundation. This award is not based on need; however, the student must be a graduate of a NMJC district high school.

VETERANS' BENEFITS

NMJC is fully certified by the state of New Mexico for VA Education Benefits (G.I. Bill). Most NMJC course offerings are approved and meet veteran's educational assistance criteria under federal and state laws.

Eligible students may apply for VA benefits through the Enrollment Management Office by submitting the proper form. The following forms are available:

- Veteran's Application for Program of Education or Training;
- Entrance or Re-entrance into Training;
- Disabled Veteran's Application for Vocational Rehabilitation;
- Requests for Approval of School Attendance;
- Requests for Change of Program or School;
- Statement of Dependence;
- Application for Education Assistance; and
- Spouse or Children of Disabled or Deceased Veteran.

VA benefits for qualified students are computed on full-time or part-time academic status. Full-time students are those who maintain twelve (12) or more credit hours during a regular semester. Students enrolled for nine (9) to eleven (11) semester credit hours during a regular semester are considered 3/4-time students; students enrolled in six (6) to eight (8) semester credit hours during a regular semester are considered 1/2-time students; students enrolled in one (1) to five (5) semester credit hours are considered 1/4-time students. During summer sessions, students enrolled in four (4) or more semester hours are considered full-time; students enrolled in three (3) semester hours are considered 3/4-time students; and students enrolled in two (2) semester hours are considered 1/2-time students.

FINANCES

Along with the application for Program of Education or Training, the student must include certified copies of discharge (DD-214) and, when applicable, original marriage license and birth certificates of children claimed as dependents.

As with other NMJC students, veterans who receive educational benefits through the VA are expected to perform at an acceptable academic level and attend each class session. Each semester, the faculty is made aware of veterans receiving education benefits. A student who does not satisfy faculty standards of attendance or course performance may be dropped from the class by the professor. When a veteran's course load changes by dropping from courses, the VA will be informed immediately of the status change. The veteran will then be held liable for any over payment. Veterans are encouraged to take advantage of the available college counseling services. Each veteran is assigned a faculty advisor who provides guidance relative to program planning, scheduling, and other areas of academic progress. The services of a professional counselor are also available to the veteran through the college counseling office. The veteran who is experiencing academic difficulty is expected to take advantage of these services.

For further information, visit or call the veterans assistance personnel in the Registrar's Office. Information about VA Education benefits in general can be found at the VA website, www.gibill.va.gov or by calling 8-888-GI-BILL-1.

CHECK RELEASE

Students who receive financial aid will be notified of disbursement dates by e-mail or letter. Schedules are also posted on campus bulletin boards for the major disbursement of such funds as Federal Pell Grants, student loans, and scholarships following each regular registration. These funds are credited to the student's account and any remaining balance is disbursed to the student by check. Checks are released to the student in the next regularly scheduled payout date.

It is important for students to note that first-time student loan borrowers are subject to a 30-day wait prior to release of any disbursement.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Office of Financial Aid of New Mexico Junior College (NMJC) administers student financial aid programs from federal and state sources. The U.S. Department of Education (DOE) requires schools to develop and implement policies by which academic progress is evaluated and monitored for all students, even those who did not receive financial aid in prior terms of enrollment.

Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive federal Title IV aid that includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, and Federal Direct Education Loans (Stafford and Parent PLUS). NMJC also applies the SAP requirements to monitor eligibility for state aid such as Student Incentive Grant, Lottery Scholarship, New Mexico Work Study, College Affordability Grant, Legislative Endowment, and New Mexico Scholars.

This policy describes the Financial Aid Satisfactory Academic Progress requirements and is in addition to and operates separately from the Academic Satisfactory Progress requirements for each academic program and department/division.

Evaluating SAP

The standards against which all students are measured include Qualitative, Quantitative, and Maximum Time Frame. The academic record of all students is reviewed after the end of each payment period. The academic review is cumulative and includes all courses taken at the student's current academic level. After the evaluation, letters will be sent to all students who have insufficient academic progress and are being placed on Financial Aid Warning or Suspension as a result.

- **Qualitative Standard:**

Cumulative GPA is composed of all coursework at the current academic level and is calculated by the Registrar's Office. To meet the qualitative standards, students must meet the minimum cumulative GPA as determined by their classification and program.

STUDENT CLASSIFICATION	REQUIRED MINIMUM CUMULATIVE GPA FOR PROGRAM
Freshman 0-29 credit hours earned	2.0
Sophomore 30 plus hours earned	2.0

- **Quantitative Standard:**

In order to meet the quantitative standard, students must complete 67% of attempted coursework at the current level. Withdrawals, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework. Example: A student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 41 credit hours to meet the requirement ($41 / 60 = 68\%$). Please note: completion rates will not be rounded up to meet progress. If a student has a completions rate of 66.66%, they are not meeting the minimum 67% federal requirement for financial aid SAP.

FINANCES

- **Maximum Time Frame:**

A student may not exceed a maximum number of attempted hours in any program even if aid was not received during that term or prior terms. Once the student reaches the maximum timeframe allowed the student will be ineligible to receive financial aid. Students may appeal on the basis of coursework not applicable to the current degree program. Maximum time frame is determined by multiplying the number of credit hours required for degree completion by 150%. Example: For a student whose degree plan requires 64 credit hours, the student may attempt up to 96 credit hours (64 X 150% = 96).

Maximum Time Frame Examples

DEGREE PROGRAM	MAXIMUM HOURS
ASSOCIATE OF ARTS (64 hour program)	96
ASSOCIATE OF SCIENCE (64 hour program)	96
ASSOCIATE OF APPLIED SCIENCE (64 hour program)	96
ASSOCIATE OF APPLIED SCIENCE in Nursing (73 hour program)	110
ASSOCIATE OF APPLIED SCIENCE in Automotive Technology (88 hour program)	132

- **Break In Enrollment:**

When a student has a break in enrollment and re-enrolls, the SAP status for prior terms will apply. Example: If a student is placed on financial aid suspension at the end of the Spring term, does not return in the Fall term, and re-enrolls the next Spring term, the student will continue in a financial aid suspension status for that term and until SAP is established.

- **Semesters/Terms/Summer Sessions:**

A traditional semester is referred to as a standard term (e.g. Fall, Spring, and Summer). Standard terms, as defined by NMJC, are comprised of a combination of smaller sub-terms (e.g. Fall(first eight weeks), Fall(second eight weeks), Spring(first eight weeks), Spring(second eight weeks), Summer(first five weeks), and Summer(second five weeks), etc.). Winter is a sub-term of the Fall term and May is a sub-term of the Summer term. SAP requirements are calculated based on the combined terms and sub-terms as defined by NMJC.

- **Delay or Changes With Future Aid:**

Every institution offering federal aid must check for SAP at the conclusion of each payment period. NMJC calculates SAP at the end of each standard term (Fall, Spring, and Summer). In some cases, the grades are submitted on dates close to or during the subsequent term. This will delay the SAP review process and may affect aid in subsequent terms for some students. Students who are affected will have aid in a pending status until grades are submitted and SAP is reviewed.

- **Withdrawals and Incompletes:**

Courses from which a student withdraws or receives a grade of incomplete will not be considered as satisfactorily completed. The courses, which will be considered attempted but not completed, may negatively affect eligibility for the next term. Withdrawals and incomplete grades will also factor into the measurement for the maximum time frame.

- **Repeated Courses:**

Repeated courses are considered in the maximum timeframe requirement. The course(s) will be considered as attempted each time the course is taken. NMJC will maintain compliance with the regulatory stipulations surrounding repeat course(s) and how they should be handled during a review of SAP.

- **Transfer Courses:**

Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative and maximum time frame measurements.

- **Audit Courses:**

Audit courses are not counted in the total hours attempted or as successful completion of a course.

- **Change in Major / Additional Degrees:**

When a student changes their major or seeks an additional degree causing the student to reach Maximum Timeframe, the student may appeal to the Office of Financial Aid to have courses attempted and earned that do not count toward the student's new major or degree excluded from the maximum time frame calculation for SAP.

- **Course Attendance and Participation:**

Students receiving federal student aid are required to attend and actively participate in all courses registered. Instructors report nonattendance to the Office of Financial Aid at the start of each term. Financial aid will be cancelled for students reported as not actively attending.

FINANCES

- **Failure to Make Satisfactory Academic Progress:**

Students who fail to meet the qualitative and/or quantitative standards at the end of each payment period (based upon the student's enrollment) will be placed on financial aid warning and are considered eligible for financial aid for one semester. If at the end of the warning period the student's cumulative progress meets the qualitative and quantitative standards for SAP, the warning will be lifted. If at the end of the warning period the student's cumulative progress does not meet the qualitative and/or quantitative standards for SAP, the student's financial aid eligibility will be suspended. Students are not eligible for federal and state aid while on aid suspension.

- **Re-establishing Eligibility:**

Students may re-establish eligibility for financial aid by taking appropriate action that brings the student into compliance with the standards. Readmission to NMJC after a period of non-enrollment does not reinstate financial aid eligibility after a financial aid suspension. Reinstatement of aid eligibility is not retroactive and will only affect current or future enrollment periods.

- **Appeals:**

A student who is placed on financial aid suspension may appeal this decision. To appeal the financial aid suspension, a student must submit to the Director of Financial Aid a signed and dated SAP Suspension Appeal Form explaining why the student was not academically successful, what has changed that will now allow the student to be academically successful, and any supporting documentation from an objective third party professional (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, death certificate, divorce decree, etc.). Family members of the student, friends, and NMJC employees are not considered an acceptable third party. The Financial Aid Committee will review the appeal and the student will be notified in writing of the decision. All financial aid awards remain cancelled until the student follows these appeal procedures and receives a written notification of reinstatement. If a reinstatement is approved, the student will be placed on financial aid probation for one standard term. The student will also receive a Financial Aid Academic Plan to assist the student toward SAP. A student may receive aid while on financial aid probation. SAP progress will be reviewed at the end of the standard term of probation to determine continued aid eligibility. During the period of an approved appeal (probation), a student must satisfactorily fulfill the requirements of the Financial Aid Academic Plan. The Academic Plan for the probationary period requires every student to have a cumulative completion rate of 100% and a GPA requirement of 2.5 for the standard term of the approved appeal. Additional requirements may also be applied on a case by case basis as determined by the Financial Aid Committee. This will ensure progress in making up the previous deficiency. Students are notified by email within 48 hours of the committee's decision.

- **Student Should Monitor Progress**

Students are responsible to review their grades and compare their progress to the standards set forth in the Financial Aid SAP Policy to ensure that they are aware of their standing. As a student reviews their academic information, students are encouraged to proactively seek assistance. Example: Students could pursue additional academic advising, arrange tutoring, or regularly discuss their academic work with their instructor(s). The student's responsibility to monitor their own academic progress is important especially as the evaluation may immediately affect their financial aid eligibility for the next term. Example: Failure to meet standards while on financial aid probation in the Spring term will immediately affect aid eligibility for the Summer and/or Fall terms.

The Financial Aid Office is required by federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student's official academic record maintained by the Office of the Registrar is reviewed to determine student compliance with this policy. Students on financial aid must make academic progress to be eligible for continued assistance. The policy applies to all students on federal and state financial aid. Students who have already received a Bachelor's Degree are not eligible for grants, and will not be eligible for other aid at NMJC due to the time frame policy. The assessment of a student's academic progress is based on the student's entire academic record at this institution to include all attempted hours whether or not the student received financial aid for previous semesters of enrollment. Academic progress is monitored by a Qualitative (GPA) measurement as well as a Quantitative (credit completion pace and time frame) measurement.

CAMPUS HOUSING & FOOD SERVICES

CAMPUS HOUSING

Campus Housing Requirement

All full-time students are expected to live in student housing with the following exceptions:

- The student's permanent residence is in Lea County;
- The student is married;
- The student is a veteran;
- The student is 21 years of age or older or will turn 21 during that school term;
- Campus housing is at 100% occupancy; or
- The student has permission from the Vice President for Student Services to live off campus.

New Mexico Junior College has two different building styles available. Each provides modern, comfortable living accommodations that offer convenience and independence. There are 392 beds on campus (200 in residence halls and 192 apartment style).

Glen & Rosemary Houston Thunderbird Hall and Harold Runnels Hall offer traditional residence hall living. Each room consists of 2 beds, 2 desks, shelving and closet space for storage, local phone service, wireless Internet service, and cable TV. Living in the residence halls does require that you select either the 15- or 19-meal plan option.

John Watson or Carroll Leavell Student Apartments offer a bit more privacy. Your private, carpeted bedroom, fully equipped with Internet, phone and cable TV access, will be furnished with an extra long twin bed, a desk, shelving, and closet space. Bathrooms are shared with one other person. The full kitchen and living area will be shared by four people.

Schedule of Housing Opening / Closing Dates

Refer to the *Student Handbook* or the *Campus Housing Handbook* for housing opening and closing dates.

Schedule of rates per semester (per person).

Residence Halls

Double Rate (16 weeks)	\$825.00
Designated Single Rate (16 weeks)	1,200.00
By the week	125.00
Summer Double (5 weeks)	300.00
Summer Single (5 weeks)	375.00

Student Apartment

16 weeks	\$1,700.00
By the Week	125.00
Summer (5 weeks)	500.00

Students in apartments are not required to purchase a meal plan; however, the 7-meal-per-week plan is available to apartment residents only.

Meal Plan	Rate
7 meals per week (Apartments only)	\$ 650.00
15 meals per week (240 meals)	\$ 1,200.00
19 meals per week (304 meals)	\$ 1,250.00

Students in residence halls must select a meal plan from above.

Application and Payment

- Residence halls and apartments require a \$25 non-refundable application fee prior to assignment.
- Students who cancel their room before June 1 (for fall) will receive no penalty.
- Students who cancel after the above date will be subject to our cancellation policy.

Cancellation Policy

The student may cancel the agreement without penalty on or before June 1 (**fall term**). Students who cancel their agreement after the above date will be charged according to the schedule below. For cancellation after the applicable deadline but before the beginning of the semester, the student will be charged a \$250 fee for breach of the agreement.

Room cancellations made after the beginning of the semester will receive a refund based on the following schedule.

70% during the first week of term
60% during the second week of term
50% during the third week of term
40% during the fourth week of term
30% during the fifth week of term
0% during & after the sixth week of term

CAMPUS HOUSING & FOOD SERVICES

Students with extenuating circumstances that may justify canceling the lease must submit a written request for a waiver to the Student Life Office. Such requests may or may not result in waiver of the fee for breach of the agreement, at the discretion of the College.

Should a student be removed from campus housing due to violation(s) of the campus housing policy, the student will not receive a refund for room cancellation.

Payment Policy

Payment in full may be made at the NMJC Business Office or at the cashier's window in the Ben Alexander Student Learning Center. A payment plan may be set up through the e-Cashier located on the NMJC webpage - www.nmjc.edu.

The Campus Housing Handbook is available at www.nmjc.edu, or you may contact the Student Life Office for additional information.

FOOD SERVICES

Great Western Dining provides food services on campus, which includes a snack bar, cafeteria dining, and catering services. The facilities are located in the Ben Alexander Student Learning Center. The catering service is available for both on and off campus activities. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

Other campuses and instructional sites offer vending machines for student use.

Contact Information

Food Services
Ben Alexander Student Learning Center
575.492.2586

STUDENT SERVICES & SUPPORT

The faculty and staff are here to help make your higher education experience successful. We encourage you to take advantage of all the services available and the great variety of educational experiences that will be presented to you. New Mexico Junior College provides a variety of resources to ensure that your college experience is rewarding. College personnel are available to help you receive the services needed to succeed. Do not be afraid to ask for assistance.

ACADEMIC COUNSELING & ADVISEMENT

Academic Advisement and Career Development provides a variety of services to support the academic goals and career plans of each NMJC student. Counselors are available Monday through Friday to help students prepare for an enjoyable and successful academic experience at NMJC. The Counseling Office is located in the Ben Alexander Student Learning Center. Office hours are Monday through Friday 8 a.m. to 5 p.m.

Counselors provide assistance with the following:

- **Academic Planning:** Students can get help in selecting courses to ensure that they meet program requirements and register for courses they need.
- **College Policies and Procedures:** Students can get answers to questions about course requirements, transferability of classes, and many other issues.
- **Student Services:** Counselors will assist students in getting information about campus resources and student support services available to help students meet their academic and career goals.
- **Transfer:** Students can get information on transferring to a four-year college or university.

Assessment (Testing)

Through the Counseling Office, NMJC offers a variety of tests. The Academic Skills Assessment program measures a student's ability in reading, math, and English to assist students in selecting the class(es) that are appropriate for their academic background. New students who will be seeking a degree or certificate or taking their first college level math and / or English class are required to take the assessments. Among the examinations administered at NMJC are Compass math, reading, and English tests. NMJC accepts ACT, SAT, Accuplacer, and ASSET scores from all students for placement. NMJC also honors AP and CLEP scores but administers only the CLEP. Testing accommodations for individuals with disabilities are available upon request; documentation and prior notice are required.

Contact Information

Counseling Office
Office hours are Monday - Friday 8 a.m. to 5 p.m.
575.492.2577

ACADEMIC SUCCESS CENTER

The Academic Success Center offers a variety of services that are available to students, faculty, and staff. The Academic Success Center, located in Mansur Hall, is equipped with computers for use in preparing assignments and for Internet access. There are volumes of audiovisual materials and software that may be used by the student to enhance the learning process. Assistance is available for the beginning to more advanced college student.

Contact Information

Mansur Hall
575.492.2623

ATHLETICS

New Mexico Junior College's Intercollegiate Athletic program is rich in tradition and program success. NMJC is a member of the Western Junior College Athletic Conference (WJCAC). The NMJC Rodeo Program competes under the auspices of the Southwest Region of the National Intercollegiate Rodeo Association (NNIRO). Sports offered for men are baseball, basketball, golf and rodeo. Sports offered for women are basketball, rodeo, and track.

The Athletic Program at NMJC has produced individual and team conference, regional, and national champions throughout its rich history. Scholarships are available. Students endeavoring to become a part of a particular program are encouraged to contact the respective coach to discuss potential participation in the Intercollegiate Athletic Program, www.nmjc.edu.

Contact Information

Athletic Office
575.492.2740

STUDENT SERVICES & SUPPORT

BOOKSTORE

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The Bookstore also carries laptop computers and other electronic devices. Business hours are posted at the Bookstore.

Bookstore purchases may be made with cash, or credit / debit cards. Students with Financial Aid may be eligible to charge their books during the beginning of each semester with a proper picture ID. Check with the Financial Aid Office for availability of this option. Students utilizing the FACTS payment system can add their books / supplies to their contract.

Textbooks are identified by course number and CRN number. NMJC students should bring their class schedule to the Bookstore when purchasing books. This is to insure that students purchase the correct book. Textbooks may be ordered online and shipped to the student through our website www.nmjcbookstore.com. The same methods of payment are accepted as in the store. Books usually ship in 1-2 business days.

A receipt is required for ALL returns. Books are refunded ONLY through the first five days of each regular fall or spring semester, the first three days of an eight-week session, and the first two days of a four or five-week session. Books must be unopened to be returned.

Policies and procedures are subject to change; visit the Bookstore for current policies and procedures.

Contact Information

Robert Adams, Director Bookstore Services
radams@nmjc.edu
575.492.2597

CAMPUS LIFE

NMJC offers its students a number of activities which are meant to enrich life on campus and to provide for a complete and holistic approach to the educational experience. Students have the opportunity to participate in an active campus life through a variety of group activities and programs. Social and recreational activities are offered as well as programs of cultural, social, and educational awareness. Students can join a club or organization or take part in activities and events that are provided throughout the year. New clubs are encouraged and may be chartered through the Student Life Office.

Campus Life provides

- New / validation of student ID cards;
- Parking permits;
- Activities that educate students on local, state, and national government;
- Activities simply for enjoyment;
- Game tournaments;
- Clubs on campus;
- Cultural celebrations; and
- Intramural activities.

Contact Information

Student Life Office
Ben Alexander Student Learning Center
575.392.5366

CAREER SERVICES

New Mexico Junior College academic advising counselors review career options with students during the advising process when students seek such services. New Mexico Junior College offers students an online job placement service to assist in identifying and obtaining employment. The placement service provides students with listings of available jobs both on and off campus and provides resources on resume-writing, interviewing techniques, and tips for successful job hunting. There is no charge for the career services. For more information about Career Services, visit the Counseling Office in the Ben Alexander Student Learning Center.

Contact Information

Counseling Office
Ben Alexander Student Learning Center
575.492.2577

STUDENT SERVICES & SUPPORT

CHECK CASHING

NMJC has a limited check-cashing policy. Students may cash personal checks for up to \$25 at any of the cashier's windows. Checks without personal printed information (counter checks) will not be accepted. The student must have proper identification, and the check must not be a two-party check or a payroll check. There is a \$25 charge for each returned check. ATMs are located on the east side of the campus and in the Ben Alexander Student Learning Center for the student's convenience.

COMPLAINT PROCEDURES

NMJC Complaint Process

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. It is quite astounding how many issues are settled or problems resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their frustrations or concerns.

However, if an issue or problem still exists, there is a formal complaint process that students may initiate which is in compliance with federal regulations and the Commission on Institutions of Higher Education. All formal complaints must be put in writing using the official complaint form. The following procedure should be followed:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint Form. Complaint forms are available through the Deans and Directors of programs and may be requested by students, faculty, and / or staff.
- Once the form is received, the Dean or Director will document receipt and resolution of the complaint or notice and forward it to the appropriate Vice President for investigation and resolution.
- Instructional complaints will be forwarded to the Vice President for Instruction; fiscal complaints to the Vice President for Finance; workforce and training complaints to the Vice President for Training and Outreach, and student services complaints to the Vice President for Student Services.
- The Vice President will then follow-up with the student as to satisfaction with resolution of complaint.
- The complaint form will then be submitted to the Vice President for Student Services for logging purposes.

New Mexico Higher Education Department Complaint Process

Contact: New Mexico Higher Education Department, <http://hed.state.nm.us/Complaint.aspx>

In accordance with the Federal Program Integrity rules effective July 1, 2011, the New Mexico Higher Education Department (NMHED) will review complaints regarding public and private postsecondary institutions in New Mexico as well as New Mexico resident students attending out-of-state institutions.

NMHED will receive complaints that were unable to be resolved through the institution's internal complaint process. Generally, in order to file a complaint with NMHED, you must have already filed with and received a response from the institution which you are complaining against. If you have legitimate reasons preventing you from filing a complaint with the institution, you must provide supporting documentation to that regard.

CONSUMER INFORMATION DISCLOSURES

In accordance with The Higher Education Opportunity Act of 2008 (HEOA) which requires that postsecondary institutions participating in federal student aid programs make certain disclosures to enrolled and prospective students, parents, employees, and the public, NMJC has posted these disclosures at www.nmjc.edu. For additional information, including requesting a paper copy of any materials, please call or e-mail the appropriate office or visit the indicated websites.

DISABILITY SERVICES

Disability Services is the official contact for students with disabilities who request academic support and accommodation. Through the Disability Services Office, students with documented physical, learning, or psychological disabilities have access to a variety of services including, but not limited to, extended time, modified testing, textbooks in audio format, note-taking assistance, and large print materials.

Students must self-identify with Disability Services and provide current documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologist, educational diagnostician, or other qualified provider). The NMJC ADA Student Guideline Manual provides comprehensive information as to the eligibility for students. Eligibility for services is based on the effects / limitations and suggestions for reasonable accommodations.

STUDENT SERVICES & SUPPORT

Disability Services personnel are available for consultation concerning eligibility and services Monday through Friday. Students are encouraged to stop by the office or call to make an appointment to discuss services as soon as possible to allow sufficient time for planning for accommodations.

Contact Information

Counseling Office, Ben Alexander Student Learning Center
575.492.2576

EMERGENCY NOTIFICATION SYSTEM

Rave Mobile Safety (Emergency Notification System)

New Mexico Junior College has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to NMJC e-mail accounts, personal e-mail accounts, land lines and cell phones. All students have been enrolled in the program at no expense to the student. Students are encouraged to login to the Rave Wireless site to confirm their contact information and choose their notification preferences. (Note: cellular phone providers may charge a per-text message fee for the delivery of emergency notifications to cell phones.)

Students are asked to visit: www.getrave.com/login/nmjc and select register. This system will work in conjunction with the emergency speakers that are located throughout the campus. In the event of an emergency or school closure this system allows NMJC to make timely notification to all students, faculty and staff members who have registered. Students are asked to complete the registration process promptly.

Refer to the Student Handbook for specific safety information.

Contact Information

Director of Administrative Services
575.492.2791

FAX SERVICES

Students are able to send faxes at the Pannell Library circulation desk. There is a \$1.00 per page charge.

FINANCIAL AID

New Mexico Junior College participates in a variety of financial aid programs to assist students who cannot meet the cost of a college education. Financial aid is available in the form of grants, scholarships, work-study, and loans from federal, state, institutional, and private sources. The College also supports programs such as the Workforce Investment Act, the Division of Vocational Rehabilitation, and the Veterans Administration programs. Each program may carry specific requirements for eligibility, such as financial need or academic requirements. To determine eligibility for federal financial aid programs, the student must be:

- enrolled in an eligible program at an eligible institution;
- a citizen of the U.S. or an eligible non-citizen;
- hold a high-school diploma or GED diploma;
- have a Social Security number;
- maintain satisfactory progress standards as determined by the institution;
- sign certification statements of educational purpose, refunds and defaults, and updated information; and
- registered with Selective Service (if required).

Financial need is determined through the submission of a Free Application for Federal Student Aid (FAFSA) to the federal processing center. Some state programs cannot be awarded until financial need is determined through the FAFSA process. For more information regarding financial aid, visit the NMJC website, <http://www.nmjc.edu/student-services/financialaid.aspx>, or stop by the office.

Contact Information

Financial Aid Office
Ben Alexander Student Learning Center
575.392.5172

STUDENT SERVICES & SUPPORT

GED EXAM

Anyone at least 16 years old who is not a high school graduate may take the General Educational Development (GED) exam at NMJC to earn a high school diploma. The exam contains sections on writing, reading, science, social studies, and math.

A 16 or 17-year-old may take the exam only if released from state compulsory school attendance and granted a GED Underage Permission Form. No currently enrolled high school student and no one 15 years old or younger may take the exam.

Contact Information

Call 575.492.2630

IDENTIFICATION (NMJC ID) CARDS

Students are required to have a NMJC ID. Many services on campus require the ID to access the service, and having an ID is the quickest and easiest way to verify your eligibility. Student ID pictures can generally be taken during normal working hours by staff in the Student Life Office in the Ben Alexander Student Center. Students must have a copy of their current course schedule in order to be issued an ID. Be prepared to show an acceptable form of ID.

Contact information

Student Life Office
Ben Alexander Student Center
575.392.5366

INTRAMURAL SPORTS

New Mexico Junior College offers intramural sports so students, faculty, and staff have an opportunity to participate in a variety of sports and physical activity. The main goal of the program is to meet the needs and abilities of all participants in order to facilitate a total educational experiences. Students have the opportunity for recreation as an outlet from academic endeavors.

Contact information

Student Life Office
Ben Alexander Student Center
575.392.5366

LIBRARY

Pannell Library and Information Resource Center

Pannell Library provides a variety of resources designed to meet the information needs of NMJC students, faculty, staff, and community patrons. The library serves as the major information resource for NMJC and provides the library services necessary to support the College's mission.

Library Resources

- Subscriptions to 35 different databases containing hundreds of thousands of journals, all accessible from the library's web page 24/7
- Circulating book collection of approximately 92,011 titles
- Reference and reserve titles in the collection of just under 2,000 titles
- 2,756 current DVDs, VHS tapes, and audiocassettes are held by the library, with new titles added to the collection each year
- Current subscriptions to over 250 journals and newspapers

Services Offered by Pannell Library

- Public access computers are available for finding information both in print at the library and on the web.
- Staff are available during library hours to assist patrons in locating materials, searching the Internet, and answering questions.
- Library instruction workshops ranging from general orientation tours to specialized workshops for students, faculty, or staff are available.
- Staff collaboration with instructors on classroom assignments or research topics is available.
- Personalized reference and research consultation is available by appointment.
- Students can use this library to borrow books, videos, and obtain articles from other libraries around the world.
- From our website you may use the electronic version of many popular reference books.
- Find links to printable New Mexico legal forms on our webpage.
- As a member of the Estacado Library Information Network (ELIN) Consortium, students have access to databases composed of hundreds of thousands of articles on any subject imaginable, many in full text - all provided free to you by the State of New Mexico. This allows for the use of library resources by anyone with a valid library card from any of our member libraries: the Carlsbad Public Library, the Eunice Public Library, the Hobbs Public Library, the Lovington Public Library, New Mexico Junior College library, Southwest University, and the Woolworth Community Library in Jal.

STUDENT SERVICES & SUPPORT

LOST & FOUND

To report a 'found' item, please take the item to any administrative / departmental office. That office will deliver the item to the Security Office. Persons claiming lost items must provide a description of the items to the Security Department before receiving them. The NMJC Security Department, which is located next to the switchboard in the Ben Alexander Student Learning Center, keeps records of lost and found items and stores 'found' items for a one-year period. Periodically, Security will post a list of 'found' items on the bulletin boards in an attempt to locate owners prior to disposing of property.

Contact Information

Security Office, Ben Alexander Student Learning Center
575.399.2033

ORIENTATION

New Student Orientation is offered each semester on campus and online. All students are encouraged to take orientation. Please check with the Office of Enrollment Management for orientation dates and times. Getting the right start at college can improve a student's chances for success.

Contact information

Counseling Office
575.492.2577

PARKING & TRAFFIC

Students are required to register the vehicle(s) they will be driving on campus. Permits will be issued in the Student Life Office. All state and college traffic and parking regulations governing the use of motor vehicles must be complied with on all parts of the college campus throughout all hours of the day or night. Anyone operating a motor vehicle on the NMJC campus found in violation of traffic and / or parking regulation(s) will be subject to various sanctions, which may include temporary vehicle immobilization, payment of fine / fees, vehicle towed from campus at owner / driver expense, and / or suspension of campus driving privileges. NMJC Campus Security, Hobbs Police Department, Lea County Sheriff's Department, and / or the New Mexico State Police have jurisdiction and authority to enforce any and all traffic violations.

Contact information

Student Life Office
575.392.5366

PERFORMING ARTS

New Mexico Junior College is proud of its performing arts program. Musical and dramatic programs are offered. Two to four main stage music concerts are offered each year. Additionally, performances and shows in and around the community, state, and region are made available to interested students.

Contact Information

Dr. Yau-Sun Wong
Music Department
575.492.2844

Juston Harlin
Drama Department
575.492.2846

RECORDS

The Registrar's Office is responsible for the maintenance of the educational records at NMJC. This includes, but is not limited to, student transcripts. The following information refers to some of the policies and procedures for educational records. Note: Proper photo identification (driver's license, NMJC ID card, passport or other state or federal issued identification) is required for all in-person transactions.

NMJC's policy for maintaining confidentiality of student academic records is in accordance with the **Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512)**.

Access to and Confidentiality of Student Academic Records

All currently enrolled and former students may have access to their academic records. A student has the right to inspect and review all education records about him or her except:

- personal notes (available only to writer or substitute) of College staff and faculty;
- certain student employment records;
- counseling records used solely for treatment;

STUDENT SERVICES & SUPPORT

- certain records of the college Security Office;
- parents' financial records;
- confidential letters and statements of recommendation placed in the records before January 1, 1975; and
- confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after January 1, 1975, which students have waived the right to inspect and review.

Other individuals and agencies that may have access to students' records include:

- NMJC officials who have a legitimate educational interest in the records;
- officials of another school in which a student seeks to enroll, intends to enroll, or is enrolled;
- officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities;
- organizations providing the student's financial aid or determining or assisting in determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
- federal, state, and local officials or authorities if required by a state or federal law;
- accrediting institutions;
- organizations or individuals conducting studies for or on behalf of NMJC;
- individuals serving a judicial order or a lawfully issued subpoena;
- any person with the written consent of the student or the parent or legal guardian of dependent students;
- appropriate parties in a health or safety emergency;
- authorized recruiters of the U.S. Armed Forces, as per the Solomon Amendment; and
- parents and / or legal guardians of students under the age of 21 who violate any Federal, State, local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

In addition, the results of a disciplinary proceeding conducted by the College in response to allegations of a crime of violence allegedly committed by a student may be disclosed upon request to the alleged victim(s) of such crime of violence.

Change of Address

Students are expected to keep NMJC informed of their current mailing and permanent addresses. Address change forms are available at www.nmjc.edu or at the Registrar's Office.

Change of Name

Students must bring appropriate documentation (at least two types of identification showing the new name) to the Registrar's Office to change their name on their NMJC records. Name change forms are available at the Registrar's Office and online at www.nmjc.edu. Examples of documentation include marriage certificate, birth certificate, driver's license, original Social Security card, or court order for legal name change.

Public Directory Information

NMJC has defined public directory information as

- student's name;
- local, permanent, and email addresses;
- telephone listing;
- date and place of birth;
- major fields of study;
- dates of attendance;
- enrollment status;
- degrees, awards, and honors received;
- classification;
- expected graduation date;
- participation in officially recognized activities and sports;
- weight and height, if a member of an athletic team; and
- photographs

This information is available to the public and can be released unless an annual written request to withhold the information is on file in the Registrar's Office. Confidentiality request forms may be obtained in the Registrar's Office and at www.nmjc.edu.

Retention of Student Records

Student educational records are retained on the schedule established by applicable laws. Records are destroyed after the schedule for retention of records has expired. The current schedule for retention of student records is defined by New Mexico Statutes:

- Student Academic File—five (5) years after the last semester attended by student
- Student Transcript—one hundred (100) years from student's date of birth
- Grade Sheets—five (5) years after term for which created
- Veterans' Benefit File—three (3) years after termination of enrollment
- Class Schedule File—five (5) years after end of term for which created
- Drop / Add and Withdrawal Form Files—one (1) year after end of term for which completed
- Student Awards and Honor Files—five (5) years after date created

STUDENT SERVICES & SUPPORT

Social Security Number

Under the federal 1997 Tax Relief Act, NMJC is required to obtain the Social Security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under FERPA and covered under NMJC's Access to Student Academic Records Policy (see above). A student who chooses not to use his / her SSN at NMJC must complete an Alternate ID Request Form, available at the Registrar's Office.

Students' Rights

The following student rights are covered by the Family Educational Rights and Privacy Act (FERPA) and are afforded to all eligible students:

- Students have the right to inspect and review information contained in their student records.
Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the College'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 College 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 College 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, where the current rate for cash work will be charged.

- Students have the right to request an amendment of the contents of their records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights. Students must submit a written statement to the custodian of records clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
 - The fairness of a grade may not be challenged under this provision.
 - Any dispute over the contents of the record will be handled through informal discussions between the student and the Dean of Enrollment Management. If such meetings are not satisfactory, the student has the right to a formal hearing before an appeals committee.
- Students have the right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from their records.
 - The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, NMJC assumes no liability that may arise out of its compliance with a request that such information be withheld.
 - It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.
- Students have the right to secure a copy of the college's policy.
- Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc.

Contact Information

Registrar's Office
575.492-2546

SECURITY

The College strives to maintain a safe and secure environment in which to work and study. New Mexico Junior College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. NMJC provides a number of safety services and programs, including twenty-four hour coverage by security employees. To reach security, please call 575.399.2033 or 575.492.2589.

New Mexico Junior College security is responsible for securing buildings and providing campus-wide patrol. They also perform investigations and document incidents that occur on campus. In the event follow up is necessary, or an incident constitutes a criminal offense, the Hobbs Police Department, Lea County Sheriff's Department or New Mexico State Police may be notified. NMJC will inform the parents or legal guardians of students under age 21 who have violated laws on the use or possession of alcohol or drugs, as allowed by the Higher Education Amendments of 1998.

Additional information concerning security services, crime prevention, general safety, and security on and off campus is available through the Security Office. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, the College distributes to all current students and employees descriptions of policies related to campus safety and statistics concerning specific types of crimes.

Contact Information

Security Office
Ben Alexander Student Center
575.399.2033 or 575.492.2589

STUDENT SERVICES & SUPPORT

STUDENT SUPPORT SERVICES —TRIO

Student Support Services (SSS) is a federally funded TRiO program designed to help students attain success. Located on the second floor of the Ben Alexander Student Learning Center, the SSS program helps students identify majors, complete degree plans, develop goals, and explore transfer options and career choices. In the SSS computer lab, students can write papers, do Internet research, take career and interest inventories, improve reading, writing and math skills, or complete a study skills assessment. Special SSS workshops are designed around student requests and include such topics as test anxiety, stress management, conflict resolution, and learning styles. Other SSS services include free tutoring and mentoring, trips to four-year institutions, and tickets to cultural activities such as plays, symphonies, ballets, concerts, and museums. All applicants must meet at least one of the following criteria to participate in SSS: first generation student; in need of financial aid; or physically / academically challenged.

Contact Information

Dr. Gayle Abbott, Director of Student Support Services
gabbott@nmjc.edu
Ben Alexander Student Learning Center
575.492.2617

TESTING CENTER

New Mexico Junior College Testing Center is a full-service center offering proctoring services for NMJC students as well as students from other universities. In addition, the Testing Center offers placement examinations for various programs.

Contact Information

Ben Alexander Student Learning Center
575.492.2591

TRANSCRIPT SERVICE

Copies of a student's transcript are available for a fee of \$5.00 per transcript. Transcripts can be ordered online at https://www.studentclearinghouse.org/secure_area/. NMJC uses the National Student Clearinghouse for transcript ordering.

Official transcripts may be withheld from students who have administrative holds on their records until the holds have been released. For information about administrative holds and the status of holds, please call the Registrar's Office. Transcripts furnished from other institutions become the property of New Mexico Junior College.

TUTORING

A tutorial program is available to NMJC students at no cost. The student should not expect tutoring to take the place of the course instructor. Rather, it is offered as a supplement to instruction. It is possible to receive one-on-one, online, and group tutoring. To be a tutor or to receive tutorial assistance, students may contact the Academic Success Center, located in Mansur Hall, Room 121. Additionally, NMJC offers online tutoring through the T-BirdWeb Portal.

Contact Information

Mansur Hall
575.492.2623

VETERANS' EDUCATION SERVICES

NMJC is fully certified by the state of New Mexico for VA Education Benefits (G.I. Bill). Most NMJC course offerings are approved and meet veteran's educational assistance criteria under federal and state laws. Eligible students may apply for VA benefits through the Enrollment Management Office by submitting the proper form. The following forms are available:

- Veteran's Application for Program of Education or Training;
- Entrance or Re-entrance into Training;
- Disabled Veteran's Application for Vocational Rehabilitation;
- Requests for Approval of School Attendance;
- Requests for Change of Program or School;
- Statement of Dependence;
- Application for Education Assistance; and
- Spouse or Children of Disabled or Deceased Veteran.

Refer to the section on Finances for more information on the certification process.

Contact Information

Registrar's Office
575.392.5112

ACADEMIC PROCEDURES & POLICIES

CATALOG LIMITATIONS

The NMJC Catalog is a student's official guide to programs, courses, and policies of New Mexico Junior College. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook*; fall, spring, and summer Schedule of Classes; and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time by way of appropriate administrative and governance procedures.

Curricular requirements are established by NMJC and include general education courses as well as specific discipline requirements. When a student begins a degree program, the requirements of the currently effective catalog determine all applicable degree requirements. NMJC will honor all degree plans and curricular requirements for a period of five years from the effective beginning date of the catalog if NMJC can reasonably continue to offer the course of study. However, current academic standards, regulations, and policies apply to all students. Students who do not enroll in degree-related courses for two consecutive terms (excluding summers) may be required to comply with different degree requirements if the degree plan requirements have changed. If succeeding catalogs change degree requirements in such a way as to be beneficial to the student, the most recent catalog policy may be applied.

All students enrolled for any course are responsible for knowledge of the information appearing in this *College Catalog* and any updates of costs, course revisions, curriculum changes, and published course schedules. Academic policies and procedures are not catalog specific; they are determined by the New Mexico Junior College faculty and administration. All students are responsible for knowledge of the policies and procedures in the *Student Handbook*. The *Student Handbook* contains all general student policies and the basic residence hall rules and procedures. The college reserves the right to change procedures and policies in the *Catalog* and the *Student Handbook* as deemed necessary and revise the college curricula as may be necessary and desirable.

All students registered for any courses at New Mexico accept a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Hobbs, comply willingly with college regulations, and abide by all local, state, and federal laws. All students have the right to due process and the right to file grievances. The college has the right to restrict, evict, suspend, and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the *College Catalog* and the *Student Handbook*. In accordance with the regulations and procedures assuring due process, the College may dismiss any student whose conduct does not meet the standards of the college as set forth in the *Student Code of Conduct*.

ACADEMIC ADVISING & COUNSELING

Academic Advisor

Academic advising at NMJC is an integral part of the larger mission of educating students. The primary purpose of the advising program is to assist students in the development of meaningful educational plans that are compatible with their goals. The ultimate and final responsibility for making decisions about goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and assess alternatives and consequences of decisions.

Each full-time degree or certificate-seeking student at NMJC is assigned an academic advisor and is expected to personally meet with that advisor for academic planning prior to each semester's registration for courses. The academic advisor may be a faculty member or an academic counselor. Students should

- know and meet graduation requirements;
- meet with advisor during registration periods;
- meet with advisor for discussion / approval of course schedule changes;
- make frequent advisor contact to help ensure adequate progress toward educational goals; and
- identify and communicate career goals / plans to advisor.

ACADEMIC ASSESSMENT

All first-time degree or certificate-seeking students enrolling are required to take the Compass test prior to registration for classes to facilitate mandatory placement for success. Compass testing will be required unless a student has current ACT, SAT, or other placement scores such as the Accuplacer—and has submitted these scores to NMJC.

ACADEMIC FRESH START

Academic Fresh Start is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their return to college. Academic Fresh Start allows the calculation of the grade-point average (GPA) and credit hours toward graduation to be based only on work done after returning to college. Students who were formerly enrolled at New Mexico Junior College and who have been separated from all institutions of higher education for a minimum of three calendar years from last date of attendance are eligible for the program.

ACADEMIC PROCEDURES & POLICIES

Academic Fresh Start: Criteria

Student requirements:

1. Separation from all collegiate institutions for at least three calendar years
2. Completion of at least 12 semester hours of earned degree coursework with a minimum GPA of 2.0 for all work attempted
3. Formal application to Admissions and Records requesting Fresh Start and describing an academic plan

Terms of Academic Fresh Start:

1. Once the student has satisfied the above requirements, New Mexico Junior College may grant Academic Fresh Start status.
2. The student's permanent record will remain a record of all work; however, for degree or certification purposes, the student will forfeit the use of all college or university degree credit earned prior to the three-year separation upon the granting of Fresh Start status. Previously satisfied placement test requirements will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy placement test requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current placement test requirements regarding enrollment in college-level English and mathematics courses.
4. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start. The record will also carry the notation "GPA and credit totals are based only on the work beginning with the date of the Fresh Start."
5. The student will apply for the Fresh Start with the understanding that other institutions/agencies and NMJC departments (e.g., Financial Aid, Instructional Departments) may not consider Academic Fresh Start in evaluating his/her academic record.
6. Academic Fresh Start will be granted only one time and cannot be reversed.

ACADEMIC HONESTY POLICY

As a college of higher learning, NMJC is concerned that all participants in the learning environment conduct themselves with a high level of academic honesty and integrity. As much as it is the students' responsibility to conduct themselves according to accepted values of honesty and integrity, so too is it the institution's responsibility to provide a fair and equitable process for addressing behavior that falls outside of what has been deemed as acceptable.

ACADEMIC DISHONESTY

Academic dishonesty is any behavior on the part of a student that results in that student or any other students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are not limited to:

- Cheating – Use of material, information, or study aids not permitted by the professor during tests, quizzes, or other graded in-class activities. The cheating might be premeditated as in the case of preparing "cheat sheets" or securing a copy of the test beforehand or opportunistic as in the case of looking at another student's test.
- Plagiarism – Use of another person or group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's individual work. To avoid plagiarism, a student must give credit when he/she uses:
 - o another person's idea, opinion, or theory
 - o any facts, statistics, graphs, or drawings that are not common knowledge
 - o quotations of another person's spoken or written words
 - o paraphrases of another person's spoken or written words
 - o another person's data, solutions, or calculations without permission of the source, including an individual's computerized files
- It is the responsibility of the college student to understand what constitutes plagiarism as ignorance is not a legitimate defense against a charge of plagiarism.
 - o Falsification/Fabrication – Intentional and unacknowledged invention or alteration of any data, incidents, quotations, or citations in an academic exercise.
 - o Unauthorized Collaboration – Intentional sharing of information or working together on an academic exercise when such collaboration is not approved by the professor.
 - o Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another student to violate any aspect of academic dishonesty.

ACADEMIC SANCTIONS

In all cases of academic dishonesty, the professor should document the suspected event, meet with the student in question, and impose an academic sanction which minimally is comprised of a grade of "0" on the test or assignment. Additionally, the professor must report the incident of academic dishonesty and the sanction rendered to the Vice President for Instruction. The Vice President for Instruction maintains a centralized report of all cases of academic dishonesty and in cases of repeat offenders or students on probationary status the student will be summoned to the Vice President's office for a disciplinary hearing and to determine if additional academic sanctions including an "F" in the course or removal from a course of study is warranted. The student, professor, and dean are notified of any further academic sanctions rendered by the Vice President for Instruction.

ACADEMIC PROCEDURES & POLICIES

APPEAL PROCESSES

The student may appeal any academic dishonesty determination or sanction by submitting a written request within one week of receipt of the notification of sanction. The three stage appeal consists of professor, dean, and Vice President for Instruction and the written appeal must include the following:

- » The name of the professor who imposed the academic sanction.
- » The name of the student requesting the appeal.
- » The course number, course name, and section.
- » A description of the imposed sanction.
- » The grounds for the appeal.

After reviewing the appeal, the professor, dean, and Vice President will take one of the following actions:

1. Deny the appeal request.
2. Grant the appeal request and refer the matter back to the professor to amend the original decision and sanction.

The student submitting the appeal is notified in writing of the decision by the professor, dean, and Vice President for Instruction regarding the outcome of each stage of the appeal.

ACADEMIC RECORDS / COMPLIANCE WITH FERPA

The Registrar's Office is responsible for the maintenance of the educational records at NMJC. This includes, but is not limited to, student transcripts. The following information refers to some of the policies and procedures for educational records. Note: Proper photo identification (driver's license, NMJC ID card, passport or other state or federal issued identification) is required for all in-person transactions.

NMJC's policy for maintaining confidentiality of student academic records is in accordance with the **Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512)**.

Access to and Confidentiality of Student Academic Records

All currently enrolled and former students may have access to their academic records. A student has the right to inspect and review all education records about him or her except:

- personal notes (available only to writer or substitute) of College staff and faculty;
- certain student employment records;
- counseling records used solely for treatment;
- certain records of the college Security Office;
- parents' financial records;
- confidential letters and statements of recommendation placed in the records before January 1, 1975; and
- confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after January 1, 1975, which students have waived the right to inspect and review.

Other individuals and agencies that may have access to students' records include:

- NMJC officials who have a legitimate educational interest in the records;
- officials of another school in which a student seeks to enroll, intends to enroll, or is enrolled;
- officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities;
- organizations providing the student's financial aid or determining or assisting in determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
- federal, state, and local officials or authorities if required by a state or federal law;
- accrediting institutions;
- organizations or individuals conducting studies for or on behalf of NMJC;
- individuals serving a judicial order or a lawfully issued subpoena;
- any person with the written consent of the student or the parent or legal guardian of dependent students;
- appropriate parties in a health or safety emergency;
- authorized recruiters of the U.S. Armed Forces, as per the Solomon Amendment; and
- parents and / or legal guardians of students under the age of 21 who violate any Federal, State, local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

In addition, the results of a disciplinary proceeding conducted by the College in response to allegations of a crime of violence allegedly committed by a student may be disclosed upon request to the alleged victim(s) of such crime of violence.

Change of Address

Students are expected to keep NMJC informed of their current mailing and permanent addresses. Address change forms are available at www.nmjc.edu or at the Registrar's Office.

ACADEMIC PROCEDURES & POLICIES

Change of Name

Students must bring appropriate documentation (at least two types of identification showing the new name) to the Registrar's Office to change their name on their NMJC records. Name change forms are available at the Registrar's Office and online at www.nmjc.edu. Examples of documentation include marriage certificate, birth certificate, driver's license, original Social Security card, or court order for legal name change.

Public Directory Information

NMJC has defined public directory information as

- student's name;
- local, permanent, and email addresses;
- telephone listing;
- date and place of birth;
- major fields of study;
- dates of attendance;
- enrollment status;
- degrees, awards, and honors received;
- classification;
- expected graduation date;
- participation in officially recognized activities and sports;
- weight and height, if a member of an athletic team; and
- photographs

This information is available to the public and can be released unless an annual written request to withhold the information is on file in the Registrar's Office. Confidentiality request forms may be obtained in the Registrar's Office and at www.nmjc.edu.

Retention of Student Records

Student educational records are retained on the schedule established by applicable laws. Records are destroyed after the schedule for retention of records has expired. The current schedule for retention of student records is defined by New Mexico Statutes:

- Student Academic File—five (5) years after the last semester attended by student
- Student Transcript—one hundred (100) years from student's date of birth
- Grade Sheets—five (5) years after term for which created
- Veterans' Benefit File—three (3) years after termination of enrollment
- Class Schedule File—five (5) years after end of term for which created
- Drop / Add and Withdrawal Form Files—one (1) year after end of term for which completed
- Student Awards and Honor Files—five (5) years after date created

Social Security Number

Under the federal 1997 Tax Relief Act, NMJC is required to obtain the Social Security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under FERPA and covered under NMJC's Access to Student Academic Records Policy (see above). A student who chooses not to use his / her SSN at NMJC must complete an Alternate ID Request Form, available at the Registrar's Office.

Students' Rights

The following student rights are covered by the Family Educational Rights and Privacy Act (FERPA) and are afforded to all eligible students:

- Students have the right to inspect and review information contained in their student records.
Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the College'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 College 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 College 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, where the current rate for cash work will be charged.

- Students have the right to request an amendment of the contents of their records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights. Students must submit a written statement to the custodian of records clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
 - The fairness of a grade may not be challenged under this provision.
 - Any dispute over the contents of the record will be handled through informal discussions between the student and the Dean of Enrollment Management. If such meetings are not satisfactory, the student has the right to a formal hearing before an appeals committee.
- Students have the right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from their records.

ACADEMIC PROCEDURES & POLICIES

- The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, NMJC assumes no liability that may arise out of its compliance with a request that such information be withheld.
- It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.
- Students have the right to secure a copy of the college's policy.
- Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc.

Contact Information

Registrar's Office
575.492-2546

TRANSCRIPTS

Release of Transcripts

Copies of a student's transcript are available for a fee of \$5.00 per transcript. Transcripts can be ordered online at https://www.studentclearinghouse.org/secure_area/. NMJC uses the National Student Clearinghouse for transcript ordering.

Official transcripts may be withheld from students who have administrative holds on their records until the holds have been released. For information about administrative holds and the status of holds, please call the Registrar's Office. Transcripts furnished from other institutions become the property of New Mexico Junior College.

Transcript Holds

No official transcript at the college will be released to the student or to any other person or institution until all of the student's outstanding obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to, library fines, tuition and fees, and other charges. All financial arrangements are handled in the Business Office, not the Records Office. Transcripts also may be held for non-financial reasons such as incomplete admission status.

ACADEMIC STANDING

SCHOLASTIC HONORS

New Mexico Junior College recognizes top scholars at the end of each fall and spring semesters. Students who have enrolled in and have completed twelve or more semester hours of college-level course work and whose academic achievements are worthy of recognition are honored.

In order to make the President's Honor List, students must be enrolled in at least 12 semester hours of college-level work and earn a grade point average of 4.0.

To make the Vice Presidents' Honor List, students must be enrolled in at least 12 semester hours of college-level work and earn a grade point average from 3.5 to 3.99, with no grade less than a "B."

To make the Deans' List, students must be enrolled in at least 12 semester hours of college-level work and earn a grade point average from 3.0 to 3.49, with no grade less than a "B."

Developmental and transitional courses are not college-level courses and **do not** count for honors list purposes. Students enrolled in any developmental or transitional courses are not eligible for scholastic honors.

ACADEMIC PROBATION AND SUSPENSION

New Mexico Junior College students are expected to make satisfactory progress toward an academic objective.

Probation

A student whose cumulative GPA (based on at least 12 GPA credit hours attempted at New Mexico Junior College) falls below 1.75 in a given semester will be placed on probation effective with the following term of enrollment. Students are continued on probation if they withdraw from New Mexico Junior College while on probation. A student will be removed from academic probation upon the attainment of a cumulative grade point average of 1.75 or higher.

A student on academic probation is enrolled in the college conditionally and is expected to make wise use of the college counseling services and professors in improving study habits. Neglect of these recommendations will be considered as evidence of the student's lack of sincerity in improving academic status. New Mexico Junior College students placed on academic probation are under the immediate supervision of a college faculty advisor. Generally, no student on academic probation may enroll for more than twelve hours during a semester or six hours during a summer or interim session.

ACADEMIC PROCEDURES & POLICIES

Note: Some programs may have specific requirements that affect a student's eligibility to continue in the program. Students should refer to the program's requirements.

Suspension

After two consecutive terms of probation, a student will be suspended from NMJC when both the semester and cumulative GPA are below 1.75.

The duration of the initial suspension is one full (fall, spring, or summer) semester. Second and subsequent suspensions will be for one calendar year. For example, a student suspended after the fall semester is suspended for the following spring; a student suspended after the spring semester is suspended for the following summer semester; and a student suspended after the summer semester is suspended for the following fall semester.

If a suspended student has pre-registered for the next semester, his / her schedule will be deleted, and a refund of all fees and tuition will be authorized.

Credits earned at another institution during the period of suspension at NMJC will not be accepted for transfer at NMJC without approval from the Dean of Enrollment Management.

After serving a semester of academic suspension, a student may petition the Dean of Enrollment Management for readmission for any academic term. If approved, the student will be placed on probationary status and must abide by the guidelines governing that status. If the Dean of Enrollment Management denies readmission, the student may appeal to the Academic Standards Committee.

The student will be notified of probation or suspension in writing. Academic probation and suspension will appear on the student's official transcript.

Suspension Appeals

A student who has been suspended may submit a written appeal (along with appropriate supporting documentation), explaining the unusual circumstances and justifying why he or she should be readmitted without serving his or her suspension to the Dean Enrollment Management, who will approve or deny the appeal. If the Dean denies the appeal, the student may appeal to the Academic Standards Committee.

ATTENDANCE / ABSENCES

NMJC Attendance Policy

Regular, punctual attendance is required for classes at NMJC. Students are responsible for assignments given and due in their absence. When students plan to miss class they should notify their professors prior to missing class. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors.

Online Course Attendance Policy and Participation Expectation

Students are not considered "as attending" an online class until they have actively completed an initial assignment or survey. It is expected that students log in to Canvas at least three times weekly to check the inbox to keep current with messages and updates. Students are expected to complete discussions, quizzes, tests, and assignments before the deadlines expire.

NMJC Authorized Absences

NMJC authorized absences (athletic events or scholastic activities that are officially NMJC sponsored) are considered excused absences and instructors will be notified of those students who will be absent from class. Students having absences due to college sponsored activities will be permitted to make up work. It is the responsibility of the student to make arrangements with the affected classes / professors to take care of required work; however, arrangements for make-up work should be made within a reasonable time frame, usually within one week of absence.

Military Service

Any student serving as a reservist in the armed forces who is called up for active duty should contact the Office of Enrollment Management to explore potential options to continue or terminate his / her current enrollment. The Dean of Enrollment Management, along with the Academic Deans, will first explore ways to assist the student in completing his / her classes. If this is not feasible or viable, the college will offer the student a tuition waiver for a subsequent semester upon return from active duty. Documentation of the waiver will be maintained with the student's permanent record. To ensure that NMJC is more than fair in its policies regarding military absences, we will process refunds that go beyond our normal refund schedule on a case-by-case basis. A student called up for active duty should contact the Office of Enrollment Management in person or by writing before the end of the enrollment period. The student will need to provide a copy of his / her orders.

ACADEMIC PROCEDURES & POLICIES

COURSE SCHEDULE INFORMATION

COURSE LOAD

The normal course load each semester is 12 to 18 credit hours. The typical credit class load for a student expecting to graduate in two years is 16 credit hours per semester. NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the Vice President for Instruction.

NMJC will limit the maximum student load to 12 credit hours or less if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less at another institution may petition the appropriate dean for permission to register for an overload based on superior academic achievement. However, in no case shall the maximum overall hours exceed 18 credit hours at both institutions. Students may petition the appropriate dean for permission to register for an overload. The above regulations will apply even though a student may be auditing a course at another institution.

COURSE SCHEDULE CHANGES (ADDING / DROPPING)

Students are encouraged to secure advisor approval for all schedule changes. Students may drop a class and receive a refund through the first five days of each regular fall or spring semester, the first three days of an eight-week session, and the first two days of a four or five-week session. Classes dropped during these time periods will not appear on a student's permanent record. Specific add / drop deadlines are listed in the Academic Calendar (<http://www.nmjc.edu/academics/calendar.asp>) of the NMJC catalog. Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class(es) by the deadline listed in the Academic Calendar. Students may use the T-BirdWeb Portal in order to change their schedule or they may fill out and sign an official add / drop form and submit it to the Registrar's Office. Notifying the instructor, an advisor, or simply not attending class is not sufficient to ensure that students are dropped from class.

DROPPING A CLASS OR WITHDRAWING

Courses may be dropped through the date posted in the Academic Calendar as the "Last Day to Drop with a W"; however, students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-BirdWeb Portal or submit a signed official drop or withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for nonattendance. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar (<http://www.nmjc.edu/academics/calendar.asp>), which is found in the Catalog and posted on NMJC's webpage.

A student who complies with policies to drop a class will receive a grade of "W," and this will be recorded on the student's permanent record but will not be used in the calculation of the student's semester or cumulative grade point average. However, dropping courses may affect current or future financial aid, and scholarships. Students receiving financial aid should contact the Financial Aid Office to discuss the impact of dropping or withdrawing.

GRADING SYSTEM

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit. Grades indicating student standing are issued at the end of each semester. Mid-semester preliminary grades are for advisory purposes and are made known to students for counseling purposes. The mid-semester grades will not appear on the student's college record.

GRADE DISTRIBUTION / LETTER GRADES

Students attending New Mexico Junior College will be evaluated according to the grading scale shown below:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 0 - 59 = F

The appropriate department and / or professor will determine the grade calculations for a course. Please refer to that section of the course syllabus for details. This policy will not apply to some Allied Health / Nursing courses.

DEFINITION OF LETTER GRADES

A—Superior Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with ideas; and superior mastery of pertinent skills.

B—Better than Average Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to comprehend ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

C—Average Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to comprehend ideas; fair mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

D—Passing Substandard grade indicating the meeting of minimum requirements earned only as a result of low examination scores; generally inaccurate, incomplete, or late assignments; inadequate grasp of ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make advisable the enrollment in sequential courses.

ACADEMIC PROCEDURES & POLICIES

F—Failing Unsatisfactory grade indicating that the work has been wholly unsatisfactory, and no credit will be given.

I—Incomplete A grade of “I” will be given only when a student has successfully completed a substantial portion of the work, but some unforeseen event occurs which is beyond the student’s control. A substantial portion of the work would be something in the range of 80-85% or more of the work. The student, unless incapacitated, is responsible for notifying the instructor of the event and requesting an incomplete grade. The following Incomplete Grade Regulations apply:

- If the criteria above are met, the instructor and student enter into a completion contract. The contract specifies what the student must do to complete the course and receive a grade. The method used to calculate the final grade must also be stated. The burden for completing the work resides with the student. The instructor will provide minor assistance to help the student complete the work. The instructor, the student, and the appropriate Dean sign the contract. If the student is incapacitated, the student does not have to sign. A copy goes to the student, the instructor, and the Dean of Enrollment Management.
- The student must complete all course work no later than the end of the next long semester.
- The instructor specifies on the contract what grade the student will receive if he/she does not complete the required coursework. When the student completes the required coursework, the instructor computes the final grade and turns in a grade change form to the appropriate academic Dean for processing. If no grade change form is processed because the student failed to complete the work in the specified time, the Dean of Enrollment Management will change the “I” grade into the grade specified on the contract at the end of the appropriate semester.

W—Withdrawal A student who must withdraw or drop from a course must report to the Dean of Enrollment Management for instructions on the proper procedure. The student who does not follow the formal procedure may be given an “F” grade in each course irrespective of the withdrawal date. The student who officially drops a course will be assigned a “W.” A student will not be allowed to drop / withdraw from a course during the last two weeks of a regular semester or the last week of a summer session.

Audit Students auditing a course must meet course prerequisites, are expected to attend all class sessions, but are not required to complete assignments. Courses taken for audit will appear on the student’s transcript as AU with no credits recorded and no grades assigned. Courses taken for audit cannot be used to meet a course pre- or corequisite.

CR (Credit) Some courses are offered as Credit / No Credit. Students must meet all minimum requirements for the course to receive credit. CR is the equivalent of a C or better grade. A grade of CR is not computed in the GPA but the student will receive credit for the course.

NC (No Credit) In courses taken for CR / NC, students who do not satisfactorily complete minimum course requirements will receive NC. A grade of NC is not computed in the GPA and the student will not receive credit for the course.

P (Pass) / F (Fail) Some courses are offered as P / F. Students who meet all minimum requirements for the course receive a P, but the grade is not computed in the GPA although the student will receive credit for the course.

U (Unsatisfactory): In courses taken for P / F, students who do not satisfactorily complete the minimum course requirements will receive F.

S (Satisfactory) / U (Unsatisfactory) Some courses are offered as S / U. Students who meet all minimum requirements for the course receive a S, but the grade is not computed in the GPA although the student will receive credit for the course.

U (Unsatisfactory): In courses taken for S / U, students who do not satisfactorily complete the minimum course requirements will receive U. A grade of U is not computed in the GPA and the student will not receive credit for the course.

Note: Some schools, scholarships and honorary societies do not accept CR/NC or S / U grading system and / or convert grades of CR to C and NC to F. Likewise S may be converted to a C and U may be converted to an F. Students planning to transfer to another institution should talk to an academic advisor at that institution about possible consequences of CR/NC grades.

GRADE POINTS

Grade points, per semester hour, are assigned as follows:

A	4 grade points per credit hour
B	3 grade points per credit hour
C	2 grade points per credit hour
D	1 grade point per credit hour
F	0 grade points per credit hour
W	0 grade points per credit hour

GRADE REPORTS

Students can obtain their grades at the end of each semester through the T-BirdWeb Portal. If mid-semester grades are issued in a course, those may be accessed through the student’s T-BirdWeb Portal account; access to the T-BirdWeb Portal is on the NMJC official web site, www.nmjc.edu.

GRADE CHANGES

Any grade change on record with the Office of Enrollment Management will be made only after having been submitted in writing by the professor concerned, approved by the appropriate academic Dean, and the Vice President for Instruction.

GRADE APPEALS

Before beginning a formal, written grade appeal, if a student has reason to believe that a final grade he/she has received is incorrect, the student must first contact the Professor and informally attempt to resolve the issue.

If no satisfactory resolution is reached, the student may then proceed with the formal, written, grade appeal process, as noted below.

ACADEMIC PROCEDURES & POLICIES

A formal, written grade appeal must be started no later than the last day of classes of the first long (regular) semester which follows receipt of the disputed grade.

For example, to appeal a grade received for a class completed during the fall semester, the student has until the last day of the following spring semester to begin the written appeal.

The only grounds for a student to appeal a final, semester grade are:

3. The grade is allegedly based on an error in calculation.
4. The grade allegedly did not follow the grading criteria as stated in the course syllabus.

It shall be the responsibility of the student to prove that the grade is incorrect or unjustified. Students may not appeal disagreements based on teaching methodologies, attendance policies, or grade weighting methods.

Academic Dishonesty issues go through the Academic Dishonesty process, not through the Grade Appeal Process.

During the term of the course, it is the student's responsibility to communicate any concerns he/she may have about the course or grade to the Professor.

An appeal will not be heard at any level unless the proper appeal steps have been followed.

Process for a formal, written Grade Appeal

I. Written Appeal to Professor

- a. The student is to obtain the Formal Grade Appeal Form from the Academic Division in which the course was offered or from the Registrar's Office.
- b. The student is to contact the Professor and provide the Formal Grade Appeal Form with the top section already completed by the student. This is to allow written documentation of reasons for the appeal.
This contact with the Professor may be by any method including person-to-person, letter, or e-mail. If the Professor is not available, the student should submit the Formal Grade Appeal Form to the Dean who supervises the Professor. (This information may be obtained from the Registrar's Office or the Vice President for Instruction's Office.)
- c. The Professor will complete his/her part of the Form within 10 business days (Monday – Friday) following receipt of the form from the student.
- d. If the Professor agrees with the student request for grade change, within 5 business days of that decision, a Grade Change Form will be initiated by the Professor and submitted to the Registrar.
- e. If the Professor does not agree with the student, the grade remains unchanged.
- f. The student may either accept the Professor's decision or advance the appeal to the appropriate Academic Dean no later than 20 business days following receipt of the Professor's decision.

II. Written Appeal to the Academic Dean

- a. The student makes a formal, written appeal to the Academic Dean by submitting a copy of the Grade Appeal Form as completed at the previous level, to the appropriate Dean.
- b. The Dean will complete his / her part of the Form within 10 business days of receiving the formal, written request for appeal from the student.
- c. If the Academic Dean agrees with the student request for a grade change, within 5 business days of that decision, the Dean will have a Grade Change Form initiated.
- d. If the Dean does not agree with the student, the grade remains unchanged.
- e. The Student may either accept the Dean's decision or advance the appeal to the Vice President for Instruction no later than 20 business days following receipt of the Dean's decision.

III. Written Appeal to the Vice President for Instruction

- a. The student requests a formal, written appeal to the Vice President for Instruction by submitting a copy of the Form, as completed at the previous levels, to the Vice President for Instruction.
- b. The Vice President will complete his / her review of the grade appeal request within 10 business days of receiving the formal, written request for appeal from the student.
- c. If the Vice President agrees with the student request for a grade change, within 5 business days of that decision, the Vice President for Instruction will have a Grade Change Form initiated.
- d. If the Vice President does not agree with the student, the grade remains unchanged.

The decision of the Vice President for Instruction is final. No further appeals of this grade may take place.

ACADEMIC PROCEDURES & POLICIES

GRADUATION

GRADUATION REQUIREMENTS

Graduation requirements represent the firm commitment by NMJC to general education principles. These requirements are designed to develop the potential of each student, broaden his / her outlook, and contribute to the realization of the well-balanced whole person.

GRADUATION / DEGREE POSTING

All students planning to receive a certificate or degree should complete the Intent to Graduate form, which is available in the Registrar's Office and online.

Degrees and certificates are posted to transcripts only after the student has completed all requirements needed for such a degree or certificate. Transcript postings are made at the end of the spring, summer, and fall semesters.

Graduation with Honors will be calculated by NMJC using the following criteria:

- The GPA will be determined by using only NMJC courses;
- To be considered for honors, students must have completed 30 credit hours of non-developmental courses at NMJC;
- The NMJC cumulative GPA must total 3.5 or higher;
- For the printed commencement program, the calculation will be made only on those courses that have been completed through the end of the fall semester prior to spring graduation; and
- For posting to the transcript, the cumulative grade point average to determine honors will be calculated at the end of the semester in which students complete degree requirements.

Requirements for the Associate of Arts, Associate of Science, Associate of Applied Science, and certificates are listed in this catalog. A minimum of 15 of the final 30 credits for the degree must be earned at NMJC. Students earning a certificate that is less than 30 credit hours at NMJC must earn the last 15 credit hours here.

GRADUATION COMMENCEMENT CEREMONY

Each spring, New Mexico Junior College holds a Commencement Program to recognize those students who have completed degree and certificate programs during the course of the year. The deadline for filing to participate in the graduation commencement ceremony is posted online at www.nmjc.edu and is available in the Academic Calendar. The Intent to Graduate Form must be completed.

Students are allowed to participate in the ceremony if they are lacking 1-12 credit hours and intend to complete these credits before the next spring semester. Permission to participate when lacking credits to graduate must be obtained from the Dean of Enrollment Management. Participation in the ceremony does not necessarily indicate that the student has completed all of the coursework for a degree. If a student does not complete the degree requirements in the allotted time, a new Intent to Graduate Form must be completed. If an excessive amount of time lapses before the student completes the degree requirements, the degree plan may no longer be valid.

ORIENTATION

New Student Orientation is offered each semester on campus and online. All students are encouraged to take orientation, but all degree-seeking students are required to take orientation during their first semester. Topics covered include degree plans, transferability of courses, student services available, campus life, policies and procedures of NMJC and advising. Please check with the Office of Enrollment Management for orientation dates and times.

REPEATING COURSES

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. "Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. All repeat courses will carry the notation "E" or "I" directly beside the course grade on the transcript. "E" means excluded from GPA calculation and "I" means included in GPA calculation. All previous grades in a given course will also appear on the student's transcript.

DEGREE & PROGRAM OFFERINGS

The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees. A minimum of 15 of the final 30 credit hours must be taken at NMJC. One and two-year certificates are also authorized by the Board.

ASSOCIATE DEGREES

The Associate of Arts and the Associate of Science degrees are designed for students who plan to pursue a baccalaureate degree, although some programs fulfill occupational as well as personal goals. The Associate of Arts (AA) and Associate of Science (AS) Degrees are designed as flexible degree plans that allow a student to take the classes needed for a variety of academic majors at a four-year institution of higher learning. The Associate of Science degree is usually used for various science, math, and engineering majors; and the Associate of Arts degree usually best fits all of the other transfer majors.

The Associate of Applied Science (AAS) degree is designed for students who are planning employment following the awarding of the degree. However, some students graduating with an AAS transfer to four-year institutions to complete a baccalaureate degree. Students should be aware that some of the credits in the Associate of Applied Science may not transfer. Students should confer with advisors before making academic plans.

New Mexico Junior College offers the following associate degrees:

AA	Associate of Arts
	Associate of Arts in Early Childhood Education
AS	Associate of Science
AAS	Associate of Applied Science in Automotive Technology: ASSET
	Associate of Applied Science in Automotive Technology: ASEP
	Associate of Applied Science in Business
	Associate of Applied Science in Computer Information Systems
	Associate of Applied Science in Cosmetology
	Associate of Applied Science in Criminal Justice
	Associate of Applied Science in Energy Technology
	Associate of Applied Science in Equine
	Associate of Applied Science in Nursing
	Associate of Applied Science in Welding

GENERAL GRADUATION REQUIREMENTS

Candidates for any associate degree offered by NMJC must meet the following minimum degree requirements:

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 15 of the final 30 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

CERTIFICATES

NMJC offers a broad array of occupational certificate programs that provide a course of study preparing students directly for employment or self-employment upon completion of the program. Most certificate programs are developed through the collaboration of NMJC faculty and industry leaders and employers who sit on Advisory Committees for the occupational disciplines.

NMJC is committed to maintaining the academic rigor and relevance of its occupational curriculum. The majority of our occupational programs have an advisory committee to provide occupational outlook information and give input to the curriculum, ensuring that students are learning the skills needed by industry. Whether the student is exploring career choices following high school, considering a major career move, or seeking new skills for advancement, a wide variety of training options are available through these certificate programs. Refer to the degree offerings to determine what certificates are offered.

ASSOCIATE OF ARTS (AA) DEGREE

ASSOCIATE OF ARTS (AA) DEGREE

University Parallel, Transfer Program

The Associate of Arts degree is sometimes referred to as a “university parallel” or “transfer” degree. The general education requirements, when completed at NMJC, generally meet the lower division general education requirements of all public baccalaureate colleges and universities in the state of New Mexico. Students, after consulting with academic advisors, will need to select courses suitable to their educational needs (i.e., career goal, major, learning style, transfer goals). Students should visit with an academic advisor / counselor before making degree plans.

Within the AA degree, the college offers different areas of academic interest including:

Accounting	Anthropology	Art	Athletic Training
Business Administration	Communications	Criminal Justice	Economics
Early Childhood	English	Geography	Government
History	Management	Marketing	Music
Philosophy	Physical Education	Pre-Law	Psychology
Sociology	Spanish		

Associate of Arts Degree Plan

College Requirement

PS 113A College Success 3

General Education Requirements (40 hrs.)

EN 113 Composition and Rhetoric 3

EN 123 Composition and Literature 3

English Elective (200 level) 3

Social Science Electives 9

(AN, EC, GG, GO, HI, PI, or SO)

Laboratory Science Electives (BI, CH, GE, PH) 8

Behavioral Science Elective (PS or SO) 3

Humanities Elective 3

(AR, DR, EN, MU, PI, RE, SE, SP)

Mathematics Elective (MA Prefix) 3

Communications Elective (EN or SE) 3

PY 111H Fitness for Life 1

Physical Education Activity Elective 1

Electives 21

Total credit hours required for AA degree: 64

SUGGESTED COURSE SCHEDULING

Semester 1

Communication Elective 3

EN 113 Composition & Rhetoric 3

MA Math class 3

PS 113A College Success 3

Social Science class 3

Elective 3

Semester 2

EN 123 Composition & Literature 3

Behavioral Science Elective 3

Humanities Elective 3

Lab Science 4

PY 111H Fitness for Life 1

Social Science Elective 3

Semester 3

EN Elective (200 level) 3

Lab Science 4

Social Science 3

PY Elective 1

Elective 3

Elective 3

Semester 4

Elective 3

Elective 3

Elective 3

Elective 3

ASSOCIATE OF ARTS (AA) DEGREE PLAN

New Mexico Junior College

Associate of Arts Degree Plan

(Effective Fall 2014)

Name: _____ ID# _____

INSTITUTIONAL REQUIREMENT

<u>Course</u>	<u>Course#</u>	<u>CR</u>	<u>Grade</u>
PS 113A, College Success	PS 113A	3	_____

GENERAL EDUCATION REQUIREMENTS: 40 Credit Hours

ELECTIVES: 21 Credit Hours

<u>Course</u>	<u>Course#</u>	<u>CR</u>	<u>Grade</u>	<u>Course#</u>	<u>CR</u>	<u>Grade</u>
Behavioral Science: 3 hours						
PS (except 113A) or SO				_____	3	_____
Communication: 3 hours						
EN or SE				_____	3	_____
English: 9 hours						
EN 113, Composition & Rhetoric		EN 113	3	_____	_____	_____
EN 123, Composition & Literature		EN 123	3	_____	_____	_____
EN (200 Level)		EN_____	3	_____	_____	_____
Humanities: 3 hours						
AR, DR, EN, GR, HU, MU, PI, RE, SE, SL, or SP		_____	3	_____	_____	_____
Laboratory Science: 8 hours						
BI, CH, GE, or PH		_____	4	_____	_____	_____
		_____	4	_____	_____	_____
Mathematics: 3 hours						
MA_____		3	_____	_____	_____	_____
Physical Education: 2 hours						
PY 111H, Fitness for Life		PY 111H	1	_____	_____	_____
Physical Education Activity		PY_____	1	_____	_____	_____
Social Science: 9 hours						
AN, EC, GG, GO, HI, PI, or SO		_____	3	_____	_____	_____
		_____	3	_____	_____	_____
		_____	3	_____	_____	_____

Minimum credit hours required: 64 **Total credit hours acquired: _____** **Cumulative GPA: _____**

Candidates for any associate degree offered by NMJC must meet the following minimum degree requirements:

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 15 of the final 30 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

Although college officials will give every assistance possible, it is the final responsibility of the student to check all phases of his or her degree program.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Registrar's Office: _____

Date: _____

AA in Early Childhood Education

EARLY CHILDHOOD EDUCATION

Associate of Arts (AA) in Early Childhood Education

- Certificate

Program Description

Early Childhood Education is appropriate for those students planning to work with children from birth through eight-years-old. In order to meet New Mexico state competencies, the Associate of Arts degree for Early Childhood Education has specific course requirements. Sixty (60) semester hours are needed. Upon satisfactory completion of the Early Childhood Education core (29 hours), the student will be awarded a certificate from the State of New Mexico-Office of Child Development once application is made.

Career & Advancement Opportunities

The certificate and / or the Associate of Arts degree will be helpful in meeting the needs of students who plan to work with young children. Elementary Education students and teachers who want a firm foundation in working with children from birth through eight-years-old will find this program useful. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes. Graduates from the program may transfer to four-year institutions in New Mexico that grant bachelor's degrees in Early Childhood Education. In addition, graduates are equipped to serve as

- educational assistants or substitute teachers, or
- Head Start teachers / assistants, or
- childcare setting teachers / assistants.

Special Requirements

Fifteen (15) semester hours of the last 30 semester hours must be earned at NMJC. All courses, other than General Education Requirements, must be completed with a "C" or better. Many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer.

Contact

Professor Lynda Newman
575.492.2826
Professor Ruth Wong
575.492.2839

ASSOCIATE OF ARTS IN EARLY CHILDHOOD EDUCATION

College Requirement

PS 113A College Success 3

General Education Requirements (28 hours)

EN 113 Composition and Rhetoric 3
EN 123 Composition and Literature 3
Behavioral or Social Science 3
Behavioral or Social Science 3
Communications (SE or EN) 3

Lab Science 4

MA Prefix 3
Humanities 3
Elective 3

Departmental Requirements (29 hours)

ED 112 Professionalism 2
ED 112A Practicum (Birth - Age 4/PreK) 2
ED 113A Guiding Young Children 3
ED 113B Curriculum Development through Play 3
ED 123 Family & Community Collaboration 3
ED 212 Practicum (Age 3/PreK - Grade 3) 2
ED 213C Assessment of Children & Evaluation of Programs. 3
ED 213G Child Growth, Development & Learning 3
ED 222 Health, Safety, & Nutrition 2
ED 223C Curriculum Development & Implementation 3
ED 223D Introduction to Language, Literacy & Reading 3

Total credit hours required for AA in Early Childhood: 60

COURSE SEQUENCING

Semester 1

ED 113A Guiding Young Children 3
EN 113 Composition & Rhetoric 3
Humanities Elective (AR, DR, EN, MU, PI, RE, SE, SP) 3
Lab Science 4
Behavioral or Social Science Elective (AN, EC, GG, GO, HL, PS, or SO) 3
PS 1113A College Success 3

Semester 2

ED 112A Practicum (Birth - Age 4/PreK) 2
ED 113B Curriculum Development through Play 3
ED 213G Child Growth, Development, & Learning 3
EN 123 Composition & Literature 3
MA Any math course 3
SE Any SE course 3

Semester 3

ED 112 Professionalism 2
ED 123 Family & Community Collaboration 3
Humanities Elective (AR, DR, EN, MU, PI, RE, SE, SP) 3
Lab Science 4
Social Science (AN, EC, GG, GO, HL, PS, or SO) 3

Semester 4

Social Science (AN, EC, GG, GO, HL, PS, or SO) 3
ED 212 Practicum II-L 2
ED 213C Assessment of Children & Evaluation of Programs. 3
ED 222 Health, Safety, & Nutrition 3
ED 223C Curriculum Development & Implementation 3
ED 223D Introduction to Language, Literacy, & Reading 3

Early Childhood Education

CERTIFICATE IN EARLY CHILDHOOD

Upon satisfactory completion of the courses below the student will be awarded a certificate from the State of New Mexico--Office of Child Development upon application. All of the courses required for this certificate will transfer to the Associate of Arts for Early Childhood at NMJC. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

PS 113A	College Success	3
ED 112	Professionalism	2
ED 112A	Practicum (Birth - Age 4/PreK)	2
ED 113A	Guiding Young Children	3
ED 113B	Curriculum Development through Play	3
ED 123	Family & Community Collaboration	3
ED 212	Practicum (Age 3/PreK-Grade 3)	2
ED 213C	Assessment of Children & Evaluation of Programs	3
ED 213G	Child Growth, Development & Learning	3
ED 222	Health, Safety, & Nutrition	2
ED 223C	Curriculum Development & Implementation	3
ED 223D	Introduction to Language, Literacy, & Reading	3
Total credit hours required for certificate		32

Course Sequencing

Semester 1		
ED 112	Professionalism	2
ED 112A	Practicum (Birth - Age 4/PreK)	2
ED 113A	Guiding Young Children	3
ED 113B	Curriculum Development through Play	3
ED 213G	Child Growth, Development, & Learning	3
PS 113A	College Success	3
Semester 2		
ED 123	Family & Community Collaboration	3
ED 212	Practicum (Age 3/PreK-Grade 3)	2
ED 213C	Assessment of Children & Evaluation of Programs	3
ED 222	Health, Safety, & Nutrition	3
ED 223C	Curriculum Development & Implementation	2
ED 223D	Introduction to Language, Literacy, & Reading	3

ASSOCIATE OF SCIENCE (AS) DEGREE

ASSOCIATE OF SCIENCE (AS) DEGREE

University Parallel, Transfer Program

The Associate of Science degree is sometimes referred to as a “university parallel” or “transfer” degree. The general education requirements, when completed at NMJC, generally meet the lower division general education requirements of all public baccalaureate colleges and universities in the state of New Mexico. Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goal, major, learning style, transfer goals). Students should review transfer information before making degree plans.

Within the AS degree, the college offers different areas of academic interest including:

Athletic Training	Biology	Chemistry	Computer Science
Geology	Mathematics	Physics	Pre-Physical Therapy
Pre-Chiropractic	Pre-Dental	Pre-Engineering	Pre-Medical
Pre-Pharmacy	Pre-Veterinarian		

Associate of Science (AS) Degree Plan

College Requirement	
PS 113A College Success	3
General Education Requirements (41 hrs.)	
EN 113 Composition and Rhetoric	3
EN 123 Composition and Literature	3
English Elective (200 level)	3
Social Science Electives	6
(AN, EC, GG, GO, HI, PI, or SO)	
Laboratory Science Electives (BI, CH, GE, PH)	12
Behavioral Science Elective (PS or SO)	3
Humanities Elective	3
(AR, DR, EN, MU, PI, RE, SE, SP)	
Mathematics Elective (MA Prefix)	6
PY 111H Fitness for Life	1
Physical Education Activity Elective	1
Electives	23
Total credit hours required for AS degree:	64

SUGGESTED COURSE SEQUENCING

Semester 1	
PS 113A College Success	3
EN 113 Rhetoric & Composition	3
MA Math class	3
Social Science class	3
Elective	3
Lab Science	4
Semester 2	
EN 123 Composition & Literature	3
Behavior Science Elective	3
Humanities Elective	3
Lab Science	4
Math	3
Semester 3	
EN Elective (200 level)	3
Lab Science	4
Social Science	3
PY Elective	3
Elective	3
Semester 4	
Elective	3
Elective	3
Elective	3
Elective	3
PY Elective	1

ASSOCIATE OF SCIENCE (AS) DEGREE PLAN

New Mexico Junior College

Associate of Science Degree Plan

(Effective Fall 2014)

Name: _____ ID# _____

INSTITUTIONAL REQUIREMENT

<u>Course</u>	<u>Course#</u>	<u>CR</u>	<u>Grade</u>
PS 113A, College Success	PS 113A	3	_____

GENERAL EDUCATION REQUIREMENTS: 41 Credit Hours

<u>Course</u>	<u>Course#</u>	<u>CR</u>	<u>Grade</u>
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Behavioral Science: 3 hours

PS (except 113A) or SO	_____	3	_____
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English: 9 hours

EN 113, Composition & Rhetoric	EN 113	3	_____
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EN 123, Composition & Literature	EN 123	3	_____
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EN (200 Level)	EN _____	3	_____
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Humanities: 3 hours

AR, DR, EN, GR, HU, MU, PI, RE, SE, SL, or SP	_____	3	_____
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Laboratory Science: 12 hours

BI, CH, GE, or PH	_____	4	_____
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_____	4	_____
-------	---	-------

_____	4	_____
-------	---	-------

Mathematics: 6 hours

MA	MA _____	3	_____
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MA _____	3	_____
----------	---	-------

Physical Education: 2 hours

PY 111H, Fitness for Life	PY 111H	1	_____
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Physical Education Activity	PY _____	1	_____
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Social Science: 6 hours

AN, EC, GG, GO, HI, PI, or SO	_____	3	_____
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_____	3	_____
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Minimum credit hours required: 64 **Total credit hours acquired: _____** **Cumulative GPA: _____**

Candidates for any associate degree offered by NMJC must meet the following minimum degree requirements:

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 15 of the final 30 semester hours must be earned at NMJC.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

Although college officials will give every assistance possible, it is the final responsibility of the student to check all phases of his or her degree program.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Registrar's Office: _____

Date: _____

Automotive Technology (AT)

AUTOMOTIVE TECHNOLOGY (AT)

Associate of Applied Science

- * Ford Motor Company (ASSET) Automotive Student Service Educational Training
- * General Motors (ASEP) Automotive Service Educational Program
- Certificate

Program Description

NMJC offers a two-year Associate of Applied Science degree in industry specific programs for Ford Motor Company (ASSET) and General Motors (ASEP). ASSET and ASEP students are sponsored by automotive dealerships and earn their degrees in a two-year work-study program. Upon successful completion of the program, ASSET and ASEP students are employed by their sponsoring dealerships. This program is designed for students who wish to become professional automotive technicians. Students in the Automotive Technology Program will receive quality classroom instruction as well as hands-on laboratory experience using state-of-the-art diagnostic test equipment. In addition, students have the opportunity to be placed in a cooperating automotive service facility, receive supervised work experience, training under an experienced automotive technician.

Career & Advancement Opportunities

With the continuous use of electronic systems and on-board computers, there will be constant demand for highly skilled, well-trained automotive technicians. Graduates of this program are prepared to enter the market as automotive technicians. Employment is readily found.

Special Requirements

All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion. This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

Contact Information

Professor Tim Roberts
Ford Asset Program
troberts@nmjc.edu
575.492.2888 or

Professor Sam Gilcrease
GM ASEP Program
sgilcrease@nmjc.edu
575.492.2863

Automotive Technology: Ford Motor Company (ASSET)

ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY: ASSET

College Requirement

PS 113A College Success 3

General Education Requirements (15 credit hours)

EN 103 English Fundamentals for Specialized Programs 3

EN 113 Composition and Rhetoric 3

MA 113C Technical Mathematics I 3

PH 113 Technical Physics 3

PS 213B Human Relations 3

Departmental Requirements (76 credit hours)

FM 113 Technology for Technicians 3

FM 114 Automotive Fundamentals 4

FM 114A Cooperative Work Experience I 4

FM 114B Cooperative Work Experience II 4

FM 114C Cooperative Work Experience III 4

FM 124 Electronics I 4

FM 124B Electronics II 4

FM 124C Brake Systems 4

FM 124D Diesel Engine Operations 4

FM 124E Electronics III 4

FM 211 Noise, Vibration, and Harshness 1

FM 214 Engine Repair 4

FM 214A Manual Drive Train and Axles 4

FM 214B Heating and Air Conditioning 4

FM 214C Automatic Transmissions and Transaxles 4

FM 224 Engine Performance Operation & Diagnosis 4

FM 224A Cooperative Work Experience IV 4

FM 224B Suspension and Steering Systems 4

FM 224C Cooperative Work Experience V 4

FM 234 Advanced Driveability Diagnosis 4

Non-Departmental Requirements (1 credit hour)

HM 101 Safety and Hazardous Materials 1

Total credit hours required for the AAS 95

SUGGESTED COURSE SEQUENCING

Semester 1 (Fall, 1st year)

PS 113A College Success 3

EN 103 English Fundamentals for Specialized Programs 3

FM 113 Technology for Technicians 3

FM 114 Automotive Fundamentals 4

FM 124 FM Electronics I 4

FM 114A FM Co-op Work Experience I 4

HM 101 Safety & Hazardous Material 1

PS 213B Human Relations 3

Semester 2, (Spring, 1st year)

EN 113 Composition & Rhetoric 3

FM 114B Co-op Work Experience II 4

FM 124B FM Electronics II 4

FM 214 Engine Repair 4

Semester 3 (Summer, 1st year)

FM 124C Brake Systems 4

FM 214B Heating/Air Conditioning 4

Semester 4 (Fall, 2nd Year)

FM 114C Co-op Work Experience III 4

FM 114D Electronics III 4

FM 224 Engine Performance Operation & Diagnosis 4

FM 224B Suspension / Steering Systems 4

MA 113C Technical Mathematics I 3

Semester 5 (Spring, 2nd year)

FM 224A Co-op Work Experience IV 4

FM 214A Manual Drive Train & Axles 4

FM 214C Automatic Transmissions & Transaxles 4

FM 234 Advanced Drivability Diagnosis 3

PH 113 Technical Physics 3

Semester 6 (Summer, 2nd year)

FM 224C Co-op Work Experience V 4

Automotive Technology: ASEP (General Motors)

ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY: ASEP

College Requirement

PS 113A College Success3

General Education Requirements (15 credit hours)

EN 103 English Fundamentals for Specialized Programs3

EN 113 Composition and Rhetoric3

MA 113C Technical Mathematics I3

PH 113 Technical Physics3

PS 213B Human Relations3

Departmental Requirements (75 credit hours)

GM 113 Technology for Technicians3

GM 114 Automotive Fundamentals4

GM 114A Cooperative Work Experience I4

GM 114B Cooperative Work Experience II4

GM 114C Cooperative Work Experience III4

GM 124 Electronics I4

GM 124A Engine Performance I4

GM 124B Electronics II4

GM 124C Brake Systems4

GM 214 Engine Repair4

GM 214A Manual Drive Train and Axles4

GM 214B Heating and Air Conditioning4

GM 214C Automatic Transmissions and Transaxles4

GM 214D Electronics III4

GM 224 Engine Performance II4

GM 224A Cooperative Work Experience IV4

GM 224B Suspension and Steering Systems4

GM 224C Cooperative Work Experience V4

GM 224D New Product Issues4

Non Departmental Requirements (1 credit hour)

HM 101 Safety and Hazardous Materials1

Total credit hours required for the AAS94

SUGGESTED COURSE SEQUENCING

Semester 1 (Fall, 1st year)

PS 113A College Success 3

EN 103 English Fundamentals for Specialized Programs 3

GM 113 Technology for Technicians 3

GM 114 Automotive Fundamentals 4

GM 124 FM Electronics I 4

GM 114A FM Co-op Work Experience I 4

HM 101 Safety & Hazardous Material 1

PS 213B Human Relations 3

Semester 2, (Spring, 1st year)

EN 113 Composition & Rhetoric 3

GM 114B Co-op Work Experience II 4

GM 124A Engine Performance I 4

GM 124B GM Electronics II 4

GM 214 Engine Repair 4

Semester 3 (Summer, 1st year)

GM 124C Brake Systems 4

GM 214B Heating/Air Conditioning 4

Semester 4 (Fall, 2nd Year)

GM 114C Co-op Work Experience III 4

GM 114D Electronics III 4

GM 224 Engine Performance II 4

GM 224B Suspension / Steering Systems 4

MA 113C Technical Mathematics I 3

Semester 5 (Spring, 2nd year)

GM 224A Co-op Work Experience IV 4

GM 214A Manual Drive Train & Axles 4

GM 214C Automatic Transmissions & Transaxles 4

GM 224D GM New Product Issues 3

PH 113 Technical Physics 3

Semester 6 (Summer, 2nd year)

GM 224C Co-op Work Experience V 4

Automotive Technology

AUTOMOTIVE TECHNOLOGY: CERTIFICATE

CERTIFICATE: AUTOMOTIVE TECHNOLOGY (WITHOUT CO-OP)

Requirements: A total of 39 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS113A	College Success	3
AT 113	Engine Repair	3
AT 123C	Brake Systems	3
AT 124	Electronics	4
AT 124A	Engine Performance	4
AT 213A	Manual Drive Trains and Axles	3
AT 213B	Heating and Air Conditioning Systems	3
AT 213C	Automatic Transmissions and Transaxles	3
AT 223B	Suspension and Steering Systems	3
AT 223C	Automotive Service Management	3
HM 101	Safety and Hazardous Materials	1
MA 113C	Technical Mathematics I	3
PS 213B	Human Relations	3
Total credit hours required for the Certificate		39

SUGGESTED COURSE SEQUENCING

Semester 1 (Fall, 1st year)		
PS 113A	College Success	3
AT 113	Engine Repair	3
AT 124	Electronics	4
AT 213C	Automatic Transmissions & Transaxles	3
HM 101	Safety & Hazardous Materials	1
MA 113C	Technical Mathematics I	3
Semester 2, (Spring, 1st year)		
AT 124A	Engine Performance I	4
AT 213A	Manual Drive Trains & Axles	3
AT 223B	GM Suspension / Steering Systems	3
AT 223C	Automotive Service Management	3
PS 213B	Human Relations	3
Semester 3 (Summer, 1st year)		
AT 123C	Brake Systems	3
AT 213B	Heating/Air Conditioning	3

Business

BUSINESS

- Associate of Applied Science
- Certificates
 - Accounting
 - Executive Assistant / Office Manager
 - General Management / Supervision

Program Description

The Business program provides graduates with a strong foundation in the theory and practices of business. Coursework covers financial, managerial, and legal practices and procedures. Students also study the verbal, written, and teamwork skills needed for a business career.

Career and Advancement Opportunities

Most businesses, governmental, and non-profit organizations employ business majors. *The U.S. Department of Labor Statistics Job Outlook Handbook* predicts that both full- and part-time employment for persons with business education are expected to grow faster than average.

Special Requirements

All courses, other than General Education Requirements, must be completed with a “C” or better.

Contact Information

Counseling Office
575.392.5081 or
Business, Math, & Sciences
575.492.2801

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS

Emphasis Areas: Accounting, Entrepreneurship, Executive Assistant / Office Manager, and Management

College Requirement

PS 113A College Success 3

General Education Requirements (18 credit hours)

EN 113 Composition and Rhetoric 3
EN 123 Composition and Literature 3
Behavioral Science 3
Lab Science 4
MA Any Math Prefix Course 3
PY 111H Fitness for Life 1
Physical Education Activity Elective 1

Departmental Requirements (20 credit hours)

AC 114 Principles of Accounting I 4
AC 124 Principles of Accounting II 4
BU 113 Introduction to Business 3
BU 223 Business Communications 3
CS 123D Business Computer Applications I 3
CS 123G Business Computer Applications II 3

Emphasis Areas (21 hours). Select one emphasis.

Accounting

AC 213 Intermediate Accounting I 3
AC 223 Intermediate Accounting II 3
AC 213A Spreadsheet & Payroll Accounting 3
AC 223B Computerized Accounting 3
AC 233A Income Tax I 3
CS 213 Introduction to Spreadsheets 3
SC 113B Business Calculating Machines 3

Executive Assistant / Office Manager

AC 213A Spreadsheet & Payroll Accounting 3
— Business Elective (AC, BS, BU, EC, SC) 3
SC 113B Business Calculating Machines 3
SC 113E Business English 3
SC 123 Keyboarding & Document Processing II 3
SC 133 Records Management 3
SC 223B Office Procedures 3

Management

BS 213 Business Law I 3
BU 213 Principles of Management 3
BU 213G Supervision 3
BU 223A Principles of Marketing 3
BU 223B Human Resources Management 3
— Business Elective (AC, BS, BU, EC, SC) 3
EC 213 Principles of Economics (Macro) OR
EC 223 Principles of Economics (Micro) 3

Total credit hours required for the AAS 62

Business

SUGGESTED COURSE SEQUENCING FOR THE AAS DEGREE

AAS in Business: Accounting Emphasis

Semester 1 (Fall, 1st year)	
AC 114	Principles of Accounting I 4
BU 113	Introduction to Business 3
CS 123D	Business Computer Applications I 3
EN 113	Composition & Rhetoric 3
MA	Any Math Course (MA Prefix) 3
PS 113A	College Success 3
Semester 2, (Spring, 1st year)	
AC 124	Principles of Accounting II 4
CS 123G	Business Computer Applications II 3
CS 213	Introduction to Spreadsheets 3
EN 123	Composition & Literature 3
PY 111H	Fitness for Life 1
Semester 3, (Fall, 2nd year)	
AC 213	Intermediate Accounting I 3
AC 213A	Spreadsheet & Payroll Accounting 3
	Behavior Science Course (PS or SO Prefix) 3
BU 223	Business Communications 3
SC 113B	Business Calculating Machines 3
Semester 4, (Fall, 2nd year)	
AC 223	Intermediate Accounting II 3
AC 223B	Computerized Accounting 3
AC 233A	Income Tax I 3
	Lab Science Course 4

AAS in Business: Management Emphasis

Semester 1 (Fall, 1st year)	
AC 114	Principles of Accounting I 4
BU 113	Introduction to Business 3
CS 123D	Business Computer Applications I 3
EN 113	Composition & Rhetoric 3
PS 113A	College Success 3
Semester 2, (Spring, 1st year)	
AC 124	Principles of Accounting II 4
CS 123G	Business Computer Applications II 3
CS 213	Introduction to Spreadsheets 3
EN 123	Composition & Literature 3
MA	Any Math Course (MA Prefix) 3
PY 111H	Fitness for Life 1
Semester 3, (Fall, 2nd year)	
BU 213	Principles of Management 3
BU 223	Business Communications 3
BU 223A	Principles of Marketing 3
	Business Elective (AC, BS, BU, EC, SC) 3
Semester 4, (Fall, 2nd year)	
	Behavioral Science (PS or SO Prefix) 3
BU 213	Business Law 3
BU 213G	Supervision 3
BU 223B	Human Resource Management 3
	Lab Science Course 4

Business

CERTIFICATE: ACCOUNTING

Requirements

Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS 113A	College Success	3
AC 114	Principles of Accounting I	4
AC 124	Principles of Accounting II	4
AC 213A	Microcomputer Accounting I	3
AC 223B	Microcomputer Accounting II	3
AC 233A	Income Tax I	3
BU 223	Business Communications	3
CS 123D	Business Computer Applications	3
CS 213	Introduction to Spreadsheets	3
EC 213	Principles of Economics (Macro)	3
SC 113B	Business Calculating Machines	3
MA	Any MA Prefix Course	3

Total credit hours required for the Certificate in Accounting..... 38

CERTIFICATE: GENERAL MANAGEMENT / SUPERVISION

Certificate Requirements

Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course

PS 113A	College Success	3
AC 114	Principles of Accounting I	4
BU 113	Introduction to Business	3
BU 213	Principles of Management	3
BU 213G	Supervision	3
BU 223	Business Communications	3
BU 223A	Principles of Marketing	3
BU 223B	Human Resource Management	3
CS 123D	Business Computer Applications	3
PS 213B	Human Relations	3
SC 113C	Business Math	3
SC 113E	Business English	3

Total credit hours required for the certificate..... 37

CERTIFICATE: ADMINISTRATIVE ASSISTANT

Requirements

Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS113A	College Success	3
AC 114	Principles of Accounting I	4
BU 223	Business Communications	3
BU 223B	Human Resource Management	3
CS 123D	Business Computer Applications	3
CS 213	Introduction to Spreadsheets	3
SC 113B	Business Calculating Machines	3
SC 113C	Business Math	3
SC 113E	Business English	3
SC 123	Keyboarding and Document Processing II	3
SC 133	Records Management	3
SC 223B	Office Procedures	3
SC 223D	Microsoft Word	3

Total credit hours required for the Certificate..... 40

Computer Information Systems

COMPUTER INFORMATION SYSTEMS

- Associate of Applied Science
- Certificate

Program Description

NMJC offers an AAS degree and certificates to students who wish to pursue a degree in Computer Information Systems. The program allows students to choose an emphasis area.

Career and Advancement Opportunities

Graduates of the program find jobs as Network Technician, Assistant Network Administrator, PC Technician, Workstation Support Technician, Technical Support Technician, or Computer Systems Technician.

Special Requirements

All courses, other than General Education Requirements, must be completed with a “C” or better.

Contact Information

Business, Math, and Sciences Division
575.492.2801 or
Counseling Office
575.392.5081

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

College Requirement

PS 113A College Success3

General Education Requirements (18 credit hours)

Behavioral Science3
EN 113 Composition & Rhetoric3
EN 123 Composition & Literature OR
EN 123A Report Writing for Technicians3
Lab Science4
Math (MA Prefix)3
PY 111H Fitness for Life1
Physical Education Activity Elective1

Non-Departmental Requirements (7 credit hours)

AC 114 Principles of Accounting I4
BU 213 Principles of Management3

Departmental Requirements (15 credit hours)

CS 103 Introduction to CIS3
CS 113 Fundamentals of Programming3
CS 113D Ethics & Technology3
CS 123D Business Computer Applications3
CS 213 Introduction to Spreadsheets3

Departmental Electives (21 credit hours of CS courses)21

Total credit hours required for the AAS64

SUGGESTED COURSE SEQUENCING FOR AAS DEGREE

Semester 1 (Fall, 1st year)

PS 113A College Success3
Behavioral Science course (PS or SO)3
CS 103 Introduction to CIS3
CS 123D Business Computer Applications I3
EN 113 Composition & Rhetoric3
MA Any math class3

Semester 2 (Spring, 1st year)

CS 113 Fundamentals of Programming3
CS 213 Introduction to Spreadsheets3
CS Any CS Course3
EN 123 Composition & Literature3
Lab Science4

Semester 3 (Fall, 2nd year)

AC 114 Principles of Accounting I4
CS 113D Ethics and Technology3
CS Any CS Course3
CS Any CS Course3
CS Any CS Course3
PY 111H Fitness for Life1

Semester 4 (Spring, 2nd year)

BU 213 Principles of Management3
CS Any CS Course3
CS Any CS Course3
CS Any CS Course3
PY Physical Ed Activity Elective1

CERTIFICATE: COMPUTER INFORMATION SYSTEMS

Certificate Requirements

Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

College Requirement

PS 113A College Success3

Departmental Requirements (15 hours)

CS 103 Introduction to CIS3
CS 113 Fundamentals of Programming3
CS 113D Ethics and Technology3
CS 123D Business Computer Applications I3
CS 213 Introduction to Spreadsheets3

Departmental Electives (18 credit hours of CS courses)

CS Any CS prefix course18

Total credit hours required for the certificate36

Cosmetology

COSMETOLOGY

- Associate of Applied Science in Barbering
- Associate of Applied Science in Cosmetology
- Certificates
 - Barbering
 - Cosmetology
 - Cosmetology Instructor
 - Esthetician
 - Manicurist / Facialist
 - Manicurist / Pedicurist

Program Description

This program offers students a comprehensive education in all aspects of barbering and cosmetology and ensures customer satisfaction. Life-long learning is encouraged. The curriculum meets the standards and requirements of the State Board of Cosmetology and of other careers in the world of hair and beauty. This knowledge and ability are achieved first through lecture and demonstration followed by actual work in a salon atmosphere. Students receive clinical experience that prepares them for job market.

Career and Advancement Opportunities

Graduates are prepared to take the New Mexico licensing exams, and upon receipt of state licenses they are ready for entry level positions in a salon. Opportunities abound for students to work toward financial independence.

Requirements

Interested students must interview with the Coordinator of the Program and complete an application to the program. Students must complete the application process and be accepted into the program prior to enrolling in any cosmetology courses.

All courses, other than General Education Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

Contact

Maria Vick, Coordinator & Professor of Cosmetology
 mvick@nmjc.edu
 575.492.2850.

AAS IN BARBERING

College Requirement	
PS 113A	College Success 3
General Education Requirements (21 credit hours)	
Behavioral Science 3	
EN 113	Composition and Rhetoric 3
EN 123	Composition and Literature 3
Lab Science 4
Math (MA Prefix) 3
SE 113	Interpersonal Communication 3
PY 111H	Fitness for Life 1
Physical Education Activity Elective 1
Departmental Requirements (46 credit hours)	
COSM 111	Theory I 1
COSM 112	Haircutting I 2
COSM 112A	Haircutting II 2
COSM 121	Theory II 1
COSM 124	Hairstyling 4
COSM 132	Sterilization & Sanitation 2
COSM 142	Shampoo, Rinses and Scalp Treatments 2
COSM 211	Theory III 1
COSM 212B	Haircutting III 2
COSM 213	Hair Coloring/Bleaching 3
COSM 216	Chemical Rearranging/Perms and Relaxers 6
COSM 220	Cosmetology/Barbering Clinical Practicum 10
COSM 222	Salon Business & Board Review 2
COSM 225	Facials 5
COSM 243	Barber / Crossover 3
Total credit hours required for the AAS in Barbering 70	

AAS IN COSMETOLOGY

College Requirement	
PS 113A	College Success 3
General Education Requirements (21 credit hours)	
Behavioral Science 3	
EN 113	Composition and Rhetoric 3
EN 123	Composition and Literature 3
Lab Science 4
Math (MA Prefix) 3
SE 113	Interpersonal Communication 3
PY 111H	Fitness for Life 1
Physical Education Activity Elective 1
Departmental Requirements (48 credit hours)	
COSM 111	Theory I 1
COSM 112	Haircutting I 2
COSM 112A	Haircutting II 2
COSM 115	Manicuring/Pedicuring 5
COSM 121	Theory II 1
COSM 124	Hairstyling 4
COSM 132	Sterilization and Sanitation 2
COSM 142	Shampoo, Rinses and Scalp Treatments 2
COSM 211	Theory III 1
COSM 212B	Haircutting III 2
COSM 213	Hair Coloring/Bleaching 3
COSM 216	Chemical Rearranging/Perms and Relaxers 6
COSM 220	Cosmetology/Barbering Clinical Practicum 10
COSM 222	Salon Business and Board Review 2
COSM 225	Facials 5
Total credit hours required for the AAS in Cosmetology 72	

Cosmetology

CERTIFICATE IN BARBERING

The barbering curriculum covers the following areas: theory, sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging-perms and relaxers, hairstyling, hair coloring-bleaching, hair cutting, beard trimming, facials, salon business, and retail sales. Students must have a minimum grade of "C" in each course.

PS 113A	College Success	3
COSM 111	Theory I	1
COSM 112	Hair Cutting I	2
COSM 112A	Hair Cutting II	2
COSM 121	Theory II	1
COSM 124	Hairstyling	4
COSM 132	Sterilization & Sanitation	2
COSM 142	Shampoo, Rinses and Scalp Treatments	2
COSM 211	Theory III	1
COSM 212B	Haircutting III	2
COSM 213	Hair Coloring/Bleaching	3
COSM 216	Chemical Rearranging/Perms & Relaxers	6
COSM 220	Cosmetology/Barbering Clinical Practicum	10
COSM 222	Salon Business & Board Review	2
COSM 225	Facials	5
COSM 243	Barber / Crossover	3

Total credit hours required for the Certificate in Barbering 49

CERTIFICATE IN COSMETOLOGY

Requirements: Students must make application to the Cosmetology Department, meet all of the requirements of the application process, and be accepted into the program. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 113A	College Success	3
COSM 111	Theory I	1
COSM 112	Haircutting I	2
COSM 112A	Haircutting II	2
COSM 115	Manicuring/Pedicuring	5
COSM 121	Theory II	1
COSM 124	Hairstyling	4
COSM 132	Sterilization and Sanitation	2
COSM 142	Shampoo, Rinses and Scalp Treatments	2
COSM 211	Theory III	1
COSM 212B	Haircutting III	2
COSM 213	Hair Coloring/Bleaching	3
COSM 216	Chemical Rearranging/Perms & Relaxers	6
COSM 220	Cosmetology/Barbering Clinical Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

Total credit hours required for the Certificate in Cosmetology 51

CERTIFICATE IN COSMETOLOGY INSTRUCTOR

Certificate Description

The Cosmetology Instructor's program is a certificate only program. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The curriculum covers the following areas: Theory, Course Development and Lesson Planning, Teaching Methods, Teaching Aids, Theory Teaching and Classroom Management, Testing and Student Evaluation, and Laboratory or Clinical Supervision.

Requirements

Must hold a valid New Mexico License to practice any of the disciplines governed by the New Mexico State Board of Barbers and Cosmetologists and an Associate's Degree from an accredited college. Students must submit a copy of license, birth certificate, high school diploma or GED, two 2x3 inch front view, head only photographs, and a \$15.00 money order with a completed application form issued from the Cosmetology Department.

PS 113A	College Success	3
COSM 233	Testing and Student Evaluation	3
COSM 234	Professional Educator	4
COSM 237	Course Development and Lesson Planning	7
COSM 239	Teaching and Classroom Management	9
COSM 245	Theory for Instructor	5
COSM 247	Lab or Clinic Supervision	7
COSM 257	Teaching Methods and Teaching Aids	7

Total credit hours required for the Certificate in Cosmetology Instructor 45

CERTIFICATE IN ESTHETICIAN

CERTIFICATE: ESTHETICIAN

Program Description

The Esthetician Certificate Program is approved by the New Mexico State Board of Barbers and Cosmetologists. Upon completion of the program, students are eligible to take the NM Board of Barbers and Cosmetologists exam for Esthetician.

Requirements

Students must make application to the Cosmetology Department, meet all of the requirements of the application process, and be accepted into the program. Students must have a minimum grade of "C" in each course.

PS 113A	College Success	3
COSM 111E	Esthetician Theory	1
COSM 132	Sterilization and Sanitation	2
COSM 220E	Esthetician Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

Total credit hours required for the Certificate 23

Cosmetology

CERTIFICATE IN MANICURIST / FACIALIST SPECIALIST

Program Description

The Manicurist / Facialist Program is approved by the New Mexico State Board of Barbers and Cosmetologists. Upon completion of the program, students are eligible to take the NM Board of Barbers and Cosmetologists exam for Manicurist / Facialist.

Requirements

Students must make application to the Cosmetology Department, meet all of the requirements of the application process, and be accepted into the program prior to taking any cosmetology courses. Students must have a C in each course.

PS 113A	College Success	3
COSM 111M	Manicurist/Esthetician Theory	1
COSM 115	Manicuring/Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220M	Manicurist/Facialist Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5
Total credit hours required for the Certificate		28

CERTIFICATE IN MANICURIST / PEDICURIST

Program Description

The Manicuring / Pedicuring Program is approved by the New Mexico State Board of Barbers and Cosmetologists. Upon completion of the program, students are eligible to take the NM Board of Barbers and Cosmetologists exam for Manicurist / Pedicurist.

Requirements

Students must make application to the Cosmetology Department, meet all of the requirements of the application process, and be accepted into the program prior to taking any cosmetology courses. Students must have a C in each course.

PS 113A	College Success	3
COSM 111N	Nail Technology Theory	1
COSM 115	Manicuring / Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220P	Manicurist/Pedicurist Practicum	10
COSM 222	Salon Business and Board Review	2
Total credit hours required for the Certificate		23

Criminal Justice / Public Safety

CRIMINAL JUSTICE / PUBLIC SAFETY

Associate of Applied Science in Criminal Justice

- Certificates
 - Criminal Justice
 - Corrections

Program Description

This program prepares students for a career in the multifaceted criminal justice system. The curriculum is structured around a core of courses allowing students to acquire the basic knowledge and skills needed to work in law enforcement, private security, corrections, and other related areas of criminal justice.

The curriculum, which covers a variety of topics in criminal justice, focuses on developing the ability to understand and apply legal concepts, investigative techniques, evidence collection and presentation, report writing, patrol operations, and traffic management.

The program also stresses practical skills needed to deal with the complex social, psychological, political, and organizational factors that affect the discretionary decisions of law enforcement personnel. This blend of specific skills and informed perspectives prepares the Criminal Justice graduate to make the difficult decisions often required when serving the needs of the community.

Career and Advancement Opportunities

Many graduates find job opportunities in federal, state, county, and municipal governments. The knowledge and skills acquired in this program qualify graduates for positions with private enterprise in areas such as industrial, retail, and private security.

Special Requirements

A minimum of 68 credit hours are required for the Associate of Applied Science degree, and the requirements for the certificates are listed below. All courses, other than General Education requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

In addition to the AAS degree, students can apply credit hours earned in criminal justice to the Associate of Arts degree. Students should consult with a counselor or advisor for specific transfer information.

The certificate in Criminal Justice is offered to students enrolled in the Southeastern New Mexico Law Enforcement Training Academy. Some of the courses with a LA prefix are cross-listed with Criminal Justice courses; please check the course descriptions. The LA courses include hands-on training components not included in the CJ courses to prepare the student to qualify to take the State of New Mexico peace officer certification examination. The CJ courses may not be substituted for the LA courses since they do not include the hands-on training components.

Contact Information

Dr. August Fons, Dean
575.492.2721

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

College Requirement

PS 113A College Success 3

General Education Requirements (20 credit hours)

EN 113 Composition and Rhetoric 3

EN 123 Composition and Literature 3

Behavioral Science 6

Communications (Any SE Prefix) 3

Math (Any MA Prefix) 3

Physical Fitness 2

LA 112 Physical Training & Wellness for Law Enfnt. Officers or

CA 111X Physical Training & Wellness for Corr. Officers and

1 PY Activity Class or

PH 111H Fitness for Life and 1 PY Activity Class

Departmental Requirements (18 credit hours)

CJ 113 or LA 113 Introduction to Criminal Justice 3

CJ 113B or LA 113B Substantive Criminal Law 3

CJ 113E or LA 113E Introduction to the Courts 3

CJ 113F Juvenile Justice & Delinquency 3

CJ 113J or CA 113J Introduction to Corrections 3

CJ 113P or LA 113P Police & Society 3

Departmental Electives (27 credit hours)

Choose any combination of courses listed below for a total of 27 credit hours:

Any CJ / LA / CA courses

RW or HM courses can be used -- up to 12 hours

LS 123C Family Law 3

LS 223B Torts/Negligence 3

SO 223C Criminology 3

Total credit hours required for the AAS. 68

Criminal Justice / Public Safety

CERTIFICATE IN CRIMINAL JUSTICE

Certificate Description

This certificate is available to students enrolled in the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses meet the requirements for licensure by the state of New Mexico as a peace officer. In addition, these courses will apply toward the Associate of Applied Science or the Associate of Arts Students must have a minimum grade of "C" in each course.

PS 113A	College Success	3
LA 111	First Aid/CPR for Public Safety	1
LA 112	Physical Training & Wellness for Law Enfmt Officers	2
LA 113	Introduction to Criminal Justice	3
LA 113B	Substantive Criminal Law	3
LA 113E	Introduction to the Courts	3
LA 113P	Introduction to Policing	3
LA 114	Custody, Control, Chem Agents & Officer Safety	4
LA 121	Case Preparation & Presentation	1
LA 123F	Traffic Law & Accident Investigation	3
LA 123P	Law Enforcement Patrol Procedures	3
LA 213A	Criminal Investigation	3
LA 213B	Criminal Procedure	3

Total credit hours required for the Certificate in Criminal Justice . 35

CERTIFICATE IN CORRECTIONS

Certificate Description

This certificate is available to students enrolled in the Corrections Training Academy. A total of 10 credit hours from the courses listed below are required. Students must have a minimum grade of "C" in each course.

CA 111X	Physical Training & Wellness for Corrections Officers	1
CA 113J	Introduction to Corrections	3
CA 123J	Corrections Off. Safety & Weapons Training	3
CA 133J	Communications and Interpersonal Skills for the Corrections Officer	3

**Total credit hours required for the Skill Set Certificate
in Corrections . 10**

Elementary Education—Alternative Licensure Program

ELEMENTARY EDUCATION—ALTERNATIVE LICENSURE PROGRAM

Certificate

Program Description

The Alternative Licensure Program is a 12-credit program with a supervised field experience component for participants who have completed a bachelor's degree (or higher level degree) and want to become a teacher at the elementary level (K-8th grade). The program helps provide students the opportunity to prepare for certification (teacher licensure) to teach K-8th grade in the state of New Mexico. Future students should consult with a faculty member for acceptance into the program.

Contact

Professor Lynda Newman
575.492.2826
Professor Ruth Wong
575.492.2839

CERTIFICATE IN ALTERNATIVE LICENSURE (ELEMENTARY EDUCATION)

Upon satisfactory completion of the courses below the student will be awarded a certificate from the State of New Mexico--Office of Child Development. All of the courses required for this certificate will transfer to the Associate of Arts for Early Childhood at NMJC. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

Departmental Requirements (12 hours)

ED 243	Teaching Elementary Reading	3
ED 243A	Elementary Curriculum & Teaching Methods	3
ED 243B	Early Literacy & Young Children	3
ED 253	Elementary Field Experience	3

Total credit hours required for certificate12

Suggested Course Sequencing

A student may enter the program at any point in the sequence of course-work. However, Elementary Field Experience must be taken the final semester (Fall or Spring)

Semester 1

PS 113A	College Success	3
ED 243	Teaching Elementary Reading	3

Semester 2

ED 243A	Elementary Curriculum & Teaching Methods	3
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Semester 3

ED 243B	Early Literacy & Young Children	3
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Semester 4

ED 253	Elementary Field Experience	3
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Energy Technology

ENERGY TECHNOLOGY

- Associate of Applied Science in Energy Technology
- Certificates

The goal of the Energy Technology Program at New Mexico Junior College is to offer a comprehensive program to students, who upon graduation with an Associate of Applied Science degree, are prepared to enter the workforce as an entry level technician.

The purpose of the Energy Technology Education Program at New Mexico Junior College is to support the educational infrastructure necessary for the nation to successfully move forward with its energy initiatives. The dynamic program promotes and strengthens courses by teaching the required skills, safety standards, site security, environmental protection, and other critical fields relating the nation's energy needs.

The Associate of Applied Arts Degree and Certification Program is offered completely online (except the Alternative Energy Technician). Students will have the luxury of taking classes in their own environment while also having access to the many resources provided by New Mexico Junior College.

The Energy Technology Program takes pride in helping to prepare our students for a successful career in the Energy Industry. We believe that communication between program faculty and professors is key to the success of students. If you ever have any questions or concerns regarding the Energy Technology Program, please don't hesitate to contact us!

Fifteen of the last 30 credit hours must be completed at NMJC. All courses, other than General Education requirements, must be completed with a "C" or better. Students must maintain a cumulative grade point average of at least 2.0.

Contact Information

Courtney Puryear
575.492.4714

ASSOCIATE OF APPLIED SCIENCE IN ENERGY TECHNOLOGY

College Requirement

PS 113A College Success 3

General Education Requirements (16 credit hours)

EN 113 Composition & Rhetoric 3
 EN 123A Report Writing for Technicians 3
 MA 113 College Algebra 3
 MA 123 Plane Trigonometry 3
 PH 114 General Physics I 4

Departmental Requirements (30 credit hours)

HM 223 Environmental Health & Safety 3
 HM 233B Transportation of Hazardous Material 3
 INDT 113E Basic Electrical Theory 3
 INDT 113F Fundamentals of Instrumentation & Controls ... 3
 INDT 113G Computer Applications for Energy Technicians ... 3
 INDT 123 Introduction to Thermodynamics,
 Heat Transfer & Fluid Flow 3
 INDT 123A Introduction to Programmable Logic Controllers . 3
 INDT 213A Fundamentals of Prints & Drawings for
 Technicians 3
 INDT 213B Material Science for the Energy Industry 3
 INDT 223 Introduction to Process Management 3

Departmental Elective Requirements (0-6 credit hours)

MA 144 Calculus and Analytic Geometry I 4
 PH 124 General Physics II 4
 SE Any SE Prefix course (Communication class) 3
 INDT 233 Energy Technology Internship (3 Hour) 3
 INDT 236 Energy Technology Internship (6 Hour) 6

Emphasis (Choose 1 area)

Radiological Control (24 credit hours)

INDT 113N Fundamentals of Nuclear Science 3
 RW 113A Introduction to Radiological Control 3
 RW 123 Fundamentals of Radiological Control 3
 RW 133 Standards & Theory of Radiological Control 3
 RW 213 Radiological Control Systems 3
 RW 213A Radiological Monitoring & Protection 3
 RW 223 Radiological Transportation & Emergencies 3
 RW 223A Radiological Instrumentation 3

Nuclear Technician (18 credit hours)

INDT 113D Nuclear Chemistry 3
 INDT 113N Fundamentals of Nuclear Science 3
 INDT 123B Nuclear Physics & Reactor Theory 3
 INDT 123C Mechanical Science 3
 INDT 213 Fundamentals of Vacuum Technology 3
 INDT 223A Nuclear Safety & Reliability 3

Alternative Energy Technician (24 credit hours)

INDT 113H Introduction to Renewable Energy Systems 3
 INDT 123D Programmable Logic Controller (PLC) Apps 3
 INDT 123E Electrical Applications 3
 INDT 123F Industrial Safety 3
 INDT 213C Solar & Wind Applications 3
 INDT 213D Mechanical Applications 3
 INDT 213E Hydraulic Applications 3
 INDT 213F Pneumatic Applications 3

Total minimum credit hours required for the AAS in

Energy Technology 73

Energy Technology

CERTIFICATE IN ALTERNATIVE ENERGY TECHNICIAN

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirements

PS 113A College Success 3

General Education Requirements

EN 113 Composition & Rhetoric 3
 EN 123A Report Writing for Technicians 3
 MA Math Elective (MA Prefix)..... 3

Departmental Requirements

INDT 113G Computer Applications for Energy Technicians ... 3
 INDT 223 Introduction to Process Management 3

Emphasis Area

INDT 113H Introduction to Renewable Energy Systems 3
 INDT 123D Programmable Logic Controller (PLC) Apps..... 3
 INDT 123E Electrical Applications 3
 INDT 123F Industrial Safety..... 3
 INDT 213C Solar & Wind Applications..... 3
 INDT 213D Mechanical Applications..... 3
 INDT 213E Hydraulic Applications..... 3
 INDT 213F Pneumatic Applications 3

Total minimum credit hours required for the Energy Technician

Certificate 42

SUGGESTED COURSE SEQUENCE

Certificate: Alternative Energy Technician

Semester 1, (Fall, 1st eight weeks)

PS 113A College Success 3
 EN 123A Report Writing for Technicians 3

Semester 2 (Fall, 2nd eight weeks)

EN 113 Composition & Rhetoric 3
 MA Any math class 3

Semester 3 (Spring, 1st eight weeks)

HM 223 Environmental Health & Safety 3
 INDT 113F Fundamentals of Instrumentation & Controls... 3
 INDT 123 Introduction to Thermodynamics, Heat Transfer . 3
 INDT 213A Fundamentals of Prints & Drawings for Techs. ... 3

Semester 4 (Summer, eight weeks)

HM 233B Transportation of Hazardous Material 3
 INDT 123A Introduction to Programmable Logic Controllers. 3
 INDT 223 Introduction to Process Management..... 3

Semester 5 (Fall, 1st eight weeks)

INDT 113E Basic Electrical Theory 3
 INDT 113G Computer Applications for Energy Technicians ... 3

CERTIFICATE IN ENERGY TECHNICIAN

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirements

PS 113A College Success 3

General Education Requirements

EN 113 Composition & Rhetoric 3
 EN 123A Report Writing for Technicians 3
 MA Math Elective (MA Prefix)..... 3

Departmental Requirements

INDT 113G Computer Applications for Energy Technicians ... 3
 INDT 223 Introduction to Process Management 3

Emphasis Area

HM 223 Environmental Health & Safety 3
 HM 233B Transportation of Hazardous Material 3
 INDT 113E Basic Electrical Theory..... 3
 INDT 113F Fundamentals of Instrumentation & Controls..... 3
 INDT 123 Introduction to Thermodynamics, Heat Transfer, & Fluid Flow 3
 INDT 123A Introduction to Programmable Logic Controllers... 3
 INDT 213A Fundamentals Prints & Drawings for Technicians.. 3

Total minimum credit hours required for the Energy Technician

Certificate 39

SUGGESTED COURSE SEQUENCE

Certificate: Energy Technician

Semester 1, (Fall, 1st eight weeks)

PS 113A College Success 3
 EN 123A 3

Report Writing for Technicians 3

Semester 2 (Fall, 2nd eight weeks)

EN 113 Composition & Rhetoric 3
 MA Any math class 3

Semester 3 (Spring, 1st eight weeks)

HM 223 Environmental Health & Safety 3
 INDT 113F Fundamentals of Instrumentation & Controls... 3
 INDT 123 Introduction to Thermodynamics, Heat Transfer . 3
 INDT 213A Fundamentals of Prints & Drawings for Techs. ... 3

Semester 4 (Summer, eight weeks)

HM 233B Transportation of Hazardous Material 3
 INDT 123A Introduction to Programmable Logic Controllers. 3
 INDT 223 Introduction to Process Management..... 3

Semester 5 (Fall, 1st eight weeks)

INDT 113E Basic Electrical Theory 3
 INDT 113G 3

Computer Applications for Energy Technicians 3

Energy Technology

CERTIFICATE IN NUCLEAR TECHNICIAN

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement	
PS 113A	College Success 3
General Education Requirements	
EN 113	Composition & Rhetoric 3
EN 123A	Report Writing for Technicians 3
MA	Math Elective (MA Prefix) 3
Departmental Requirements	
INDT 113G	Computer Applications for Energy Technicians . . . 3
INDT 223	Introduction to Process Management 3
Emphasis Area Requirements	
INDT 113D	Nuclear Chemistry 3
INDT 113N	Fundamentals of Nuclear Science 3
INDT 123B	Nuclear Physics & Reactor Theory 3
INDT 123C	Mechanical Science 3
INDT 213	Fundamentals of Vacuum Technology 3
INDT 223A	Nuclear Safety & Reliability 3
Total minimum credit hours required for the Nuclear Technician Certificate	
	36

SUGGESTED COURSE SEQUENCE

Certificate: Nuclear Technician

Semester 1, (Fall, 1st eight weeks)	
PS 113A	College Success 3
EN 123A	Report Writing for Technicians 3
INDT 123B	Nuclear Physics & Reactor Theory 3
Semester 2 (Fall, 2nd eight weeks)	
EN 113	Composition & Rhetoric 3
INDT 213	Fundamentals of Vacuum Technology 3
MA	Any math class 3
Semester 3 (Spring, 1st eight weeks)	
INDT 113N	Fundamentals of Nuclear Science 3
Semester 4 (Spring, 2nd eight weeks)	
INDT 223A	Nuclear Safety & Reliability) 3
Semester 5 (Summer, eight weeks)	
INDT 223	Introduction to Process Management 3
Semester 6 (Fall, 1st eight weeks)	
INDT 113D	Nuclear Chemistry 3
INDT 113G	Computer Applications for Energy Technicians . . . 3
INDT 123C	Mechanical Science 3

CERTIFICATE IN RADIOLOGICAL CONTROL TECHNICIAN

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement	
PS 113A	College Success 3
General Education Requirements	
EN 113	Composition & Rhetoric 3
EN 123A	Report Writing for Technicians 3
MA	Math Elective (MA Prefix) 3
Departmental Requirements	
INDT 113G	Computer Applications for Energy Technicians . . . 3
INDT 223	Introduction to Process Management 3
Emphasis Area Requirements	
RW 113A	Introduction to Radiological Control 3
RW 123	Fundamentals of Radiological Control 3
RW 133	Standards & Theory of Radiological Control 3
RW 213	Radiological Control Systems 3
RW 213A	Radiological Monitoring & Protection 3
RW 223	Radiological Transportation & Emergencies 3
RW 223A	Radiological Instrumentation 3
Total minimum credit hours required for the Radiological Control Technician Certificate	
	39

SUGGESTED COURSE SEQUENCE

Certificate: Radiological Control

Semester 1, (Fall, 1st eight weeks)	
PS 113A	College Success 3
EN 113	Composition & Rhetoric 3
EN 123A	Report Writing for Technicians (16 weeks) 3
Semester 2 (Fall, 2nd eight weeks)	
MA	Any math class 3
RW 133	Standards & Theory of Radiological Control . . . 3
RW 213	Radiological Control Systems 3
RW 213A	Radiological Monitoring & Protection 3
Semester 3 (Spring, 2nd eight weeks)	
RW 113A	Introduction to Radiological Control 3
RW 123	Fundamentals of Radiological Control 3
RW 223	Radiological Transportation & Emergencies 3
RW 223A	Radiological Instrumentation 3
Semester 4 (Summer, eight weeks)	
INDT 223	Introduction to Process Management 3
Semester 5 (Fall, 1st eight weeks)	
INDT 113G	Computer Applications for Energy Technicians . . . 3

Equine

EQUINE

- Associate of Applied Science in Equine Industry & Business
- Associate of Applied Science in Equine Management & Training
- Certificates

Fifteen of the last 30 credit hours must be completed at NMJC. All courses, other than General Education requirements, must be completed with a “C” or better. Students must maintain a cumulative grade point average of at least 2.0.

Contact Information

Clay Hardin
575.492.4715

AAS IN EQUINE INDUSTRY & BUSINESS

College Requirement

PS 113A College Success 3

General Education Requirements (9 credit hours)

EN 113 Composition & Rhetoric 3
Behavioral Science (PS or SO Prefix)..... 3
MA Any MA Prefix course (Math class) 3

Departmental Requirements (43 credit hours)

AC 114 Principles of Accounting I 4
AC 124 Principles of Accounting II 4
BU Any BU Prefix course 3
BU Any BU Prefix course 3
BU Any BU Prefix course 3
BU Any BU Prefix course 3
BU Any BU Prefix course 3
BU Any BU Prefix course 3
CS 123D Business Computer Applications..... 3
EC 213 Principles of Economics (Macro) 3
EC 223 Principles of Economics (Micro)..... 3
EQ 103 Equine Science 3
EQ 113 Equine Management 3
EQ 122 Equine Industry 2
EQ 123 Equine Business 3

Emphasis (Choose 1 area; 12 credit hours)

Option 1 (12 credit hours)

EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 2
EQ Any EQ Prefix Course..... 2
EQ Any EQ Prefix Course..... 2

Option 2 (12 credit hours)

EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 3
EQ 206 Equine Internship 6

Option 3 (12 credit hours)

EQ 212 Equine Internship 12

Total minimum credit hours required for the AAS..... 67

AAS IN EQUINE MANAGEMENT & TRAINING

College Requirement

PS 113A College Success 3

General Education Requirements (9 credit hours)

EN 113 Composition & Rhetoric 3
Behavioral Science (PS or SO Prefix)..... 3
MA Any MA Prefix course (Math class) 3

Departmental Requirements (38 credit hours)

EQ 103 Equine Science 3
EQ 107 Horsemanship I 7
EQ 112 Equine Evaluation 2
EQ 113 Equine Management 3
EQ 117 Horsemanship II 7
EQ 123A Performance Training I..... 3
EQ 207 Colt Starting I..... 7
EQ 213A Performance Training II..... 3
EQ 213B Applied Horsemanship I..... 3

Emphasis (Choose 1 area)

Option 1 (17 credit hours)

EQ 217 Colt Starting II 7
EQ 223 Applied Horsemanship II..... 3
EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 2
EQ Any EQ Prefix Course..... 2

Option 2 (17 credit hours)

EQ Any EQ Prefix Course..... 2
EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 3
EQ Any EQ Prefix Course..... 3
EQ 206 Equine Internship 6

Option 3 (17 credit hours)

EQ Any EQ Prefix Course..... 2
EQ Any EQ Prefix Course..... 3
EQ 212 Equine Internship 12

Total minimum credit hours required for the AAS..... 67

Equine

SUGGESTED COURSE SEQUENCING

AAS in Equine Industry & Business - Option 1

Semester 1	
PS 113A	College Success 3
BU	Any BU Prefix Course 3
BU	Any BU Prefix Course 3
EN 113	Composition & Rhetoric 3
EC 213	Principles of Economics (Marco) 3
EQ 103	Equine Science 3
Semester 2	
AC 114	Principles of Accounting I 4
BU	Any BU Prefix Course 3
EC 223	Principles of Economics (Micro) 3
EQ 123	Equine Business 3
MA	Any math class 3
Semester 3	
AC 124	Principles of Accounting II 4
Behavioral Science (PS or SO Prefix) 3	
EQ	Any EQ Prefix Course 3
EQ	Any EQ Prefix Course 2
EQ	Any EQ Prefix Course 2
EQ	Any EQ Prefix Course 2
Semester 4	
BU	Any BU Prefix Course 3
BU	Any BU Prefix Course 3
CS 123D	Business Computer Applications 3
EQ 113	Equine Management 3
EQ 122	Equine Industry 2
EQ	Any EQ Prefix Course 2

AAS in Equine Industry & Business - Option 2

Semester 1	
PS 113A	College Success 3
BU	Any BU Prefix Course 3
BU	Any BU Prefix Course 3
EN 113	Composition & Rhetoric 3
EC 213	Principles of Economics (Marco) 3
EQ 103	Equine Science 3
Semester 2	
AC 114	Principles of Accounting I 4
BU 223	Business Communication 3
EC 223	Principles of Economics (Micro) 3
EQ 123	Equine Business 3
MA	Any math class 3
Semester 3	
AC 124	Principles of Accounting II 4
BU	Any BU Prefix Course 3
CS 123D	Business Computer Applications 3
Behavioral Science (PS or SO Prefix) 3	
EQ	Any EQ Prefix Course 3
Semester 4	
BU	Any BU Prefix Course 3
EQ 113	Equine Management 3
EQ 122	Equine Industry 2
EQ 206	Equine Internship 6
EQ	Any EQ Prefix Course 3

AAS in Equine Industry & Business - Option 3

Semester 1	
PS 113A	College Success 3
BU	Any BU Prefix Course 3
BU	Any BU Prefix Course 3
EN 113	Composition & Rhetoric 3
EC 213	Principles of Economics (Marco) 3
EQ 103	Equine Science 3
Semester 2	
AC 114	Principles of Accounting I 4
BU	Any BU Prefix Course 3
EC 223	Principles of Economics (Micro) 3
EQ 123	Equine Business 3
MA	Any math class 3
Semester 3	
AC 124	Principles of Accounting II 4
BU	Any BU Prefix Course 3
BU	Any BU Prefix Course 3
CS 123D	Business Computer Applications 3
Behavioral Science (PS or SO Prefix) 3	
Semester 4	
EQ 113	Equine Management 3
EQ 122	Equine Industry 2
EQ 212	Equine Internship 12

Equine

SUGGESTED COURSE SEQUENCING

AAS in Equine Management & Training - Option 1

Semester 1		
PS 113A	College Success	3
EQ 103	Equine Science	3
EQ 107	Horsemanship I	7
EQ 123A	Performance Training I	3
MA	Any math class	3
Semester 2		
EN 113	Composition & Rhetoric	3
EQ 113	Equine Management	3
EQ 207	Colt Starting I	7
EQ 213A	Performance Training II	3
Semester 3		
EQ	Any EQ Prefix Course	2
EQ	Any EQ Prefix Course	3
EQ 112	Equine Evaluation	2
EQ 117	Horsemanship II	7
EQ 213B	Applied Horsemanship I	3
Semester 4		
	Behavioral Science (Any PS or SO Prefix)	3
EQ 217	Colt Starting II	7
EQ 223	Applied Horsemanship II	3
EQ	Any EQ Prefix Course	2

AAS in Equine Management & Training - Option 2

Semester 1		
PS 113A	College Success	3
EQ 103	Equine Science	3
EQ 107	Horsemanship I	7
EQ 123A	Performance Training I	3
MA	Any math class	3
Semester 2		
EN 113	Composition & Rhetoric	3
EQ 113	Equine Management	3
EQ 207	Colt Starting I	7
EQ 213A	Performance Training II	3
Semester 3		
EQ	Any EQ Prefix Course	3
EQ 112	Equine Evaluation	2
EQ 117	Horsemanship II	7
EQ 213B	Applied Horsemanship I	3
Semester 4		
	Behavioral Science (Any PS or SO Prefix)	3
EQ	Any EQ Prefix Course	2
EQ	Any EQ Prefix Course	3
EQ	Any EQ Prefix Course	3
EQ 206	Equine Internship	6

AAS in Equine Management & Training - Option 3

Semester 1		
PS 113A	College Success	3
EQ 103	Equine Science	3
EQ 107	Horsemanship I	7
EQ 123A	Performance Training I	3
MA	Any math class	3
Semester 2		
EN 113	Composition & Rhetoric	3
EQ 113	Equine Management	3
EQ 207	Colt Starting I	7
EQ 213A	Performance Training II	3
Semester 3		
	Behavioral Science (Any PS or SO Prefix)	3
EQ 112	Equine Evaluation	2
EQ 117	Horsemanship II	7
EQ 213B	Applied Horsemanship I	3
Semester 4		
EQ	Any EQ Prefix Course	2
EQ	Any EQ Prefix Course	3
EQ 212	Equine Internship	12

Equine

CERTIFICATE IN EQUINE BUSINESS

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement

PS 113A	College Success	3
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Departmental Requirements (17 credit hours)

BU 113	Introduction to Business	3
CS 123D	Business Computer Applications	3
EQ 103	Equine Science	3
EQ 122	Equine Industry	2
EQ 123	Equine Business	3
EQ 213	Equine Sales & Marketing	3

Emphasis (Choose 1 area; 12 credit hours)

Option 1

BU	Any BU Prefix Course	3
BU	Any BU Prefix Course	3
BU	Any BU Prefix Course	3
EQ 113	Equine Management	3

Option 2

EQ 212	Equine Internship	12
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Total minimum credit hours required for the Equine Business

Certificate	32
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CERTIFICATE IN COLT STARTING

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement

PS 113A	College Success	3
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Departmental Requirements

EQ 107	Horsemanship I	7
EQ 207	Colt Starting I	7
EQ 217	Colt Starting II	7
EQ	Any Equine Prefix	2
EQ	Any Equine Prefix	3
EQ	Any Equine Prefix	3

Total minimum credit hours required for the Equine Colt Starting

Certificate	32
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CERTIFICATE IN BASIC HORSEMANSHIP

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement

PS 113A	College Success	3
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Departmental Requirements

EQ 107	Horsemanship I	7
EQ 117	Horsemanship II	7
EQ 123A	Performance Training I	3
EQ 213A	Performance Training II	3
EQ	Any Equine Prefix	3
EQ	Any Equine Prefix	3
EQ	Any Equine Prefix	2
EQ	Any Equine Prefix	2

Total minimum credit hours required for the Basic Horsemanship

Certificate	33
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CERTIFICATE IN ADVANCED HORSEMANSHIP

Requirements: Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

College Requirement

PS 113A	College Success	3
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Departmental Requirements (16 hours)

EQ 107	Horsemanship I	7
EQ	Any Equine Prefix	9

Emphasis (Choose 1 area)

Option 1

EQ 117	Horsemanship II	7
EQ 213B	Applied Horsemanship I	3
EQ 223	Applied Horsemanship II	3

Option 2

EQ 212	Equine Internship	12
EQ	Any Equine Prefix	2

Total minimum credit hours required for the Advanced Horsemanship

Certificate	32
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Nursing

NURSING

- Associate of Applied Science in Nursing (AAS)
- Bachelor of Science in Nursing (BSN) through partnership with the University of New Mexico

“Nursing is both an art and a science, founded on a professional body of knowledge that integrates concepts from the liberal arts and the biologic, physical, psychological and social sciences. It is a learned profession based on an understanding of the human condition across the lifespan and the relationships of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills and technologies, and client care activities into evidence-based nursing practice. The goal of nursing for client care in any setting is preventing illness; alleviating suffering; protecting and restoring health; and promoting dignity in dying.” --National Council of State Boards of Nursing

Program Description

The mission of NMJC Nursing Program is to promote success through learning by facilitating acquisition of the knowledge, skills, and attitudes required by entry-level nurses to provide legal, ethical, safe, and effective nursing care for individuals, families, and groups within our community. The NMJC Nursing Program offers a two-year registered nursing education program (AAS). The NMJC Nursing Program also offers a four-year registered nursing program (BSN) through partnership with the University of New Mexico. The curriculum for both programs includes classroom, laboratory, and supervised clinical instruction.

The NMJC Nursing Program is a member of the New Mexico Nursing Education Consortium (NMNEC) and utilizes the statewide, common curriculum developed by NMNEC for all state-supported nursing programs. <http://www.nmneec.org/>

The following program information is related to the two-year registered nursing education program (AAS) offered exclusively by the NMJC Nursing Program. For information regarding the four-year registered nursing program (BSN) offered at NMJC through partnership with the University of New Mexico, please contact the counseling office at NMJC, 575.392.5081.

Nursing Program Accreditation/Approval

AAS Program: Accreditation Commission for Education in Nursing (ACEN)

The NMJC AAS Nursing Program is accredited by and responsible to the ACEN. For more information regarding NMJC AAS Nursing Program accreditation status, please write to the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or call ACEN at 404.975.5000.

New Mexico Board of Nursing (NMBON) Approval Status

The NMJC AAS Nursing Program holds a Certification of Full Approval from the NMBON. For more information regarding approval status, please contact the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM, 87110 or visit the NMBON website: www.bon.state.nm.us or call 505.841.9082.

NMJC Nursing Program Contact Information

Delores Thompson, MSN, RN, CNE, FNP-BC
Program Director
McLean Hall, Room 116
Hobbs, New Mexico 88240
575.492.2519
dthompson@nmjc.edu

Degree and Certificate Offerings

Associate of Applied Science Degree in Nursing (RN)

Students who successfully complete course requirements for Levels 1, 2, 3, and 4 receive an Associate of Applied Science Degree (AAS) in Nursing and are eligible to write the National Council Licensing Examination-Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

Employment Opportunities

A national nursing shortage ensures high job placement rates for nurses.

Career Advancement Opportunities

NMJC Nursing Program graduates may continue their education by pursuing higher degrees in nursing such as a Bachelor (BSN), Master (MSN), or Doctorate (PhD) degree as well as Clinical Nurse Specialist (CNS), Nurse Practitioner (NP), or Doctorate degree in Nursing Practice (DrNP).

Nursing

REGISTERED NURSING PROGRAM ADMISSION PROCESS FOR AAS DEGREE

Step One: Completion of Pre-Nursing Requirements

A student is considered “pre-nursing” prior to acceptance into the Nursing Program. The pre-nursing student is preparing to meet the prerequisite requirements to apply for admission to the Nursing Program. The pre-nursing student should seek academic guidance at the Guidance and Counseling Office in the Ben Alexander Student Learning Center. In addition, the NMJC Nursing Program Office personnel are available to answer questions or provide assistance to the pre-nursing student during the application and admission process. The NMJC Nursing Program Office is located in McLean Hall, Room 116 and the telephone number is 575.492.2517.

Prerequisite Course Requirements:

The pre-nursing student must complete the following prerequisite courses prior to admission to the Nursing Program.

Nursing Program Required Prerequisite Courses (27 credit hours)

Basic Science	4
One of the following courses:	
BI 224 Microbiology is recommended but other listed courses are accepted	
Biology (BI): 114, 124, 134, 144, 224, or 224B	
Chemistry (CH): 114, 114A, 124A, 214, or 224	
BI 214A Human Anatomy & Physiology I	4
BI 224A Human Anatomy & Physiology II	4
EN 113 Composition & Rhetoric	3
NU 103 Pathophysiology II	3
¹ NU103A Pathophysiology II	3
PS 113 Introduction to Psychology	3
PS 223B Human Growth & Development*	3

¹ This course is not a prerequisite and may be taken with Level 1 nursing courses.

All prerequisite courses must be completed with a grade of C or higher. Grades below C are not accepted by the nursing program.

A cumulative GPA of 2.75 must be achieved for the following courses:

Basic Science Course	
BI 214A Anatomy and Physiology I	
EN 113 Composition and Rhetoric	
PS 113 Introduction to Psychology	
PS 223B Human Growth and Development	

Successful Completion of the Test of Essential Academic Skills (TEAS)

The pre-nursing student must take the Test for Essential Academic Skills V.0 (TEAS) by the admission application deadline of May 20th for fall admission to the nursing program and achieve a **TEAS V.0 Adjusted Individual Total Score of 58.7% or higher.**

*Note: The required TEAS scores may be adjusted based on student data trends and/or ATI recommendations.

Step Two: Completion of Nursing Program Admission Application Requirements

The pre-nursing student must complete the nursing program admission application requirements prior to the May 20th application deadline for fall admission to the nursing program. Specific admissions requirements are posted on the NMJC nursing webpage.

Step Three: Completion of Nursing Program Admission Eligibility Requirements

Initial admission eligibility is based on satisfactory completion of all [pre-nursing requirements](#) and [Nursing Program admission application requirements](#) by the May 20th deadline for fall admission to the Nursing Program.

Step Four: Nursing Program Selective Admission Process

The Nursing Program utilizes selective admission criteria. The selective admission criteria for the AAS program is contained within the [Nursing Program Admissions Requirements](#) document posted on the NMJC nursing webpage.

Nursing

ASSOCIATE OF APPLIED SCIENCE IN NURSING

A total of 71 credit hours and a minimum grade of “C” is required in each course.

Prerequisites (27 credit hours)

Basic Science	4
One of the following courses:	
BI 224 Microbiology is recommended but other listed courses are accepted	
Biology (BI): 114, 124, 134, 144, 224, or 224B	
Chemistry (CH): 114, 114A, 124A, 214, or 224	
BI 214A Human Anatomy & Physiology I	4
BI 224A Human Anatomy & Physiology II	4
EN 113 Composition & Rhetoric	3
NU 103 Pathophysiology II	3
¹ NU103A Pathophysiology II	3
PS 113 Introduction to Psychology	3
PS 223B Human Growth & Development*	3

¹ This course is not a prerequisite and may be taken with Level 1 nursing courses.

Nursing Core Course Requirement (44 Credit Hours)

Level I, Semester I

NU 113A Introduction to Nursing Concepts	3
NU 114 Principles of Nursing Practice	4

Level 2, Semester II

NU 123 Health & Illness Concepts I	3
NU 123A Health Care Participant	3
NU 123B Nursing Pharmacology	3
NU 124A Assessment & Health Promotion	4

Level 3, Semester III

NU 203 Health & Illness Concepts II	3
NU 213 Professional Nursing Concepts I	3
NU 214A Care of Patients with Chronic Conditions	4

Level 4, Semester IV

NU 204A Health & Illness Concepts III	4
NU 214B Clinical Intensive I	4
NU 216 ADN Capstone	6

Total Credit Hours – 71 Credit Hours

Grades for Nursing Students

Students in the Nursing Program will receive grades based upon the percentage grading scale listed below:

90 - 100.00%	= A
80 - 89.99%	= B
77 - 79.99%	= C
60 - 76.99%	= D
0 - 59.99%	= F

A grade of 77 or higher is considered passing for nursing courses.

A grade of C or higher is required for all nursing courses.

The students must pass all nursing classes in sequence prior to taking courses in the following Level (semester).

COLLEGE TRANSFER APPLICANT

The transfer student should make an appointment with the Director of Nursing to discuss course work transfer, application, and admission eligibility requirements.

Transportation

TRANSPORTATION

Certificate

- Commercial Transportation
- Transportation and Petroleum Safety

Requirements

Students entering this program must be at least 18 years of age and have passed a Department of Transportation (DOT) Drug Screen and Physical Exam. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

Contact Information

Training & Outreach Division
575.492.4711

CERTIFICATE IN COMMERCIAL TRANSPORTATION

Students must have a grade of “C” in each course.

TRNS 123A or	
TRNS 123B	Basic Operational Theory 3
	(Optional for individuals who already have a CDL Permit)
TRNS 124A or	
TRNS 124B	Operational & Safety Skills Labs 4
Total credit hours required for the Skill Set Certificate in	
	Commercial Transportation 4-7

CERTIFICATE IN TRANSPORTATION & PETROLEUM SAFETY

Students must have a grade of a “P” or “Pass” in each course.

TRNS 115	Introduction to Petroleum Safety 5
TRNS 114	Field Experience for Operator Assistants 4
TRNS 123A or	
TRNS 123B	Basic Operational Theory 3
	(Optional for individuals who already have a CDL Permit)
TRNS 123A or	
TRNS 123B	Operational & Safety Skills Lab 4
	(Optional for individuals who already have a CDL Permit)
Minimum credit hours required for the Skill Set Certificate in	
	Transportation and Petroleum Safety 9

Welding

WELDING

- Associate of Applied Science
- Certificate

Program Description

The welding curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for entry-level welders. Training is given in both theory and practical skills in the various phases of welding and cutting. Also, the program provides technical training to meet the demands of the welding industry and the needs of the individual.

Career and Advancement Opportunities

Entry-level welders are employed in a wide range of industries that use welding and welding-related tasks.

Requirements

Fifteen credit hours of the last 30 credit hours must be earned at NMJC; a minimum GPA of 2.00 is required. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

Contact Information

Professor Earl Nymeyer
(575) 492-2868

ASSOCIATE OF APPLIED SCIENCE IN WELDING

College Requirement

PS 113A College Success3

General Education Requirements (17 hours)

Behavioral Science3

EN 113 Composition and Rhetoric3

EN 123A Report Writing for Technicians3

Lab Science4

Math (Any MA prefix class)3

PY 111H Fitness for Life1

Departmental Requirements (25 hours)

WE 113M Basic Metallurgy and Welding3

WE 114 Introduction to Welding4

WE 123S Job Estimating3

WE 124 Advanced Welding4

WE 214 Inert Gas Welding4

WE 223P Pipe Welding3

WE 224 Advanced Theory & Practice (Capstone)4

Departmental Electives (Choose Minimum of 15 hours)

WE 112B Blueprint /Shop Equipment Identification2

WE 113D Destructive Testing3

WE 113E Basic Electrical Theory3

WE 223N Non-Destructive Testing3

WE 224A Advanced Welding Fabrication & Projects4

WE 243C Industrial Codes and Standards3

WE 244 Welding Cooperative Work Experience3-4

Non-Departmental Requirements (Choose Minimum of 7 hours)

AC 114 Principles of Accounting I4

AC 213A Microcomputer Accounting I3

BU Business Elective (Any BU Prefix)3

CS 123D Business Computer Applications3

HM 101 Hazardous Materials1

Total credit hours required for the AAS67

Welding

CERTIFICATE IN WELDING

College Requirement

PS 113A College Success 3

Departmental Requirements (22 credit hours)

WE 114 Introduction to Welding 4

WE 123S Job Estimating 3

WE 124 Advanced Welding 4

WE 214 Inert Gas Welding 4

WE 223P Pipe Welding 3

WE 224 Advanced Theory & Practice (Capstone) 4

Departmental Electives (Choose minimum of 8 credit hours)

WE 112B Blueprint Reading for Welders 2

WE 113D Destructive Testing 3

WE 113E Basic Electrical Theory 3

WE 113M Basic Metallurgy and Welding 3

WE 223N Non-Destructive Testing 3

WE 224A Advanced Welding Fabrication & Projects 4

WE 243C Industrial Codes & Standards 3

Non-Departmental Electives (Choose minimum of 3 credit hours)

AC 114 Principles of Accounting I 4

BU Business Elective (Any BU Prefix) 3

CS 123D Business Computer Applications 3

HM 101 Hazardous Materials 1

MA Any MA prefix class 3

Total credit hours required for the Certificate in Welding 36

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Courses are listed in alphabetical order by general subject and in numerical order within each general subject. The course description contains a short overview of what is covered during the class.

Accounting	AC	Hazardous Materials Environmental Technology	HM
Agriculture	AG	History	HI
Anthropology	AN	Home Economics	HE
Art	AR	Industrial Technology	INDT
Automotive Technology	AT	Law Enforcement Academy	LA
Automotive Technology—Ford Motor Company	FM	Legal Studies / Paralegal	LS
Automotive Technology—General Motors	GM	Mathematics	MA
Biology	BI	Medical Terminology	ME
Business	BS, BU	Music	MU
Chemistry	CH	Nuclear Technology	NT
Computer Science	CS	Nursing	NU
Construction Technology	CT	Pharmacology	PC
Correctional Academy	CA	Philosophy	PI
Cosmetology	COSM	Physical Education	PY
Criminal Justice	CJ	Physics	PH
Culinary Arts	CU	Psychology	PS
Drama / Theatre	DR	Radiological Control & Waste Handling	RW
Economics	EC	Religion	RE
Education	ED	Secretarial Science	SC
Emergency Medical	EM	Sign Language	SL
English	EN	Sociology	SO
Equine	EQ	Spanish	SP
Geography	GG	Speech / Communications	SE
Geology	GE	Transitional Studies	TS
German	GR	Transportation	TRNS
Government	GO	Welding	WE

COURSE NUMBERS

Periodically, topics not included in the regular curriculum will be offered. These are classes that are being developed for inclusion in the Catalog. If a special topics course is to be offered a third time, it must be approved for regular listing in the catalog. These courses are numbered 191-196 and 291-296.

Courses are arranged numerically by department or program. In general, courses numbered from 100 to 199 are intended primarily for first-year students (freshmen); 200 to 299 for second-year students (sophomores).

CREDIT HOURS

The credit hours you will receive for completing the course are listed at the end of the course description. Credit hours are measured in class hours and lab hours. In addition to class and lab time, students can expect to spend about two to three hours of study and preparation for each credit hour of class. Most one-semester classes average three credit hours.

PREREQUISITES & COREQUISITES

Some courses have prerequisites or courses you must successfully complete before enrolling in that course. Exceptions can be made with the instructor's approval. If you enroll in a course in which you do not have the prerequisites without the instructor's permission, you may be disenrolled. For college level courses, there is an assumption of college-level reading and writing skills, whether or not prerequisites are stated for a particular course.

Corequisites are courses taken during the same semester.

CROSS-LISTING

Sometimes courses fulfill the requirements for two different courses and are listed under two different course titles. In such cases, the course information will include both course titles, listed as "same as" and the course number and title.

COURSE DESCRIPTIONS

ACCOUNTING (AC)

AC 114 Principles of Accounting I

This course is designed to introduce double-entry accounting applicable to a sole proprietorship business. Included in the course content will be theory, analysis of business transactions, financial statements, the accounting cycle, and systems. This is a four credit hour course.

AC 124 Principles of Accounting II

This course covers the principles of accounting for partnerships and corporations with emphasis upon the corporate form of business organization. Manufacturing job order, process cost, and decision-making are introduced. This is a four credit hour course.

Prerequisite: AC 114 Principles of Accounting I

AC 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

AC 213 Intermediate Accounting I

A refinement of the interpretation, recording, and reporting of financial data is introduced in this course. Topics studied will include accounting concepts and principles, underlying assets as reported on the balance sheet, effect on the income statement, and statement of retained earnings. This is a three credit hour course.

Prerequisite: AC 124 Principles of Accounting II

AC 213A Spreadsheets & Payroll Accounting

This course employs a computerized approach to the accounting environment. The focus will be on Excel and Payroll Accounting. In the Excel environment, numerous applications including book reconciliations, depreciation schedules, accounts receivable, accounts payable, journals, and worksheets will be covered. In the payroll environment, problems concerning unemployment law, fair employment law, human resource systems, social security, and income tax withholding will be solved using software provided. This is a three credit hour course.

Prerequisite: AC 114 Principles of Accounting I & CS 123D Business Computer Applications

AC 223 Intermediate Accounting II

This course is a continuation and refinement of the interpretation, recording, and reporting of financial data. Topics studied include accounting concepts and principles underlying liabilities and stockholder's equity as reported on the balance sheet, effect on the income statement, and statement of retained earnings. This is a three credit hour course.

Prerequisite: AC 213 Intermediate Accounting I

AC 223B Computerized Accounting

This course will cover a complex computerized accounting system utilizing Quickbooks Accountant software. This course will include the general ledger, accounts receivable, accounts payable, inventory, payroll, and depreciation. This is a three credit hour course.

Prerequisite: AC 124 Principles of Accounting II

AC 231-233 Accounting Cooperative Work Experience

Accounting Cooperative Work Experience is designed to improve accounting theoretical skills through actual work experience. Work objectives will be established and completed on a semester basis with the cooperative employer and the accounting coordinator/instructor. This is a one, two, or three credit hour course.

Prerequisite: AC 124

AC 233A Income Tax

This course is designed as a first course in Federal Taxation for undergraduate accounting, business, and law students. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits. Students will solve tax problems utilizing computerized tax software as though they were actually filing tax returns. This is a three credit hour course.

Prerequisite: AC 114 Principles of Accounting I

AGRICULTURE (AG)

AG 112 Agriculture Industries Orientation

This course is an introductory agriculture class that will cover the current opportunities in the agricultural industry. This is a two credit hour course.

AG 113 Introduction to Agriculture Economics

This course provides an orientation to economic principles and their agricultural applications: production, food processing, and distribution. This is a three credit hour course.

AG 113A Basic Animal Science

This course is an introductory agriculture class that will cover the application of basic scientific principles to the efficient production of domestic animals. This is a three credit hour course.

AG 113B Introduction to Agriculture Education

This course provides an introduction to agricultural and extension education programs, philosophies, and competencies needed in agricultural education. Topics covered include history and principles of vocational education and the development of agricultural youth organizations. This is a three credit hour course.

COURSE DESCRIPTIONS

AG 113H Horsemanship I

This course will cover the basic principles of Western riding, management of the horse, and equine training. Topics include safety, basics of natural horsemanship, care of the horse's feet, tack, and conformation. Horse and equipment must be furnished by the student. Instructor consent is required prior to enrollment. This is a three credit hour course.

AG 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

AG 123C Computers in Agriculture

This course is designed to introduce students to computer applications and graphical and electronic information technology as it relates to the agriculture industry. Students will be able to utilize computers and related technology in record-keeping, agricultural production, agribusiness and telecommunications. This is a three credit hour course.

AG 123H Horsemanship II

This course is an intermediate version of natural horsemanship with more hands on experiences. Horse and equipment must be provided by the student. During this course, students should learn to signal their horse into more advanced maneuvers. This is a three credit hour course.
Prerequisite: AG 113H Horsemanship I or instructor consent

AG 213 Animal Nutrition

This course covers the grades, digestibility, classes, and nutritive value of feed stuffs and the processing and evaluation of feeds. Ration computation for maintenance and production of all classes of livestock is covered. This is a three credit hour course.

AG 213A Agribusiness Management

This course is an introductory agriculture class that explores the fundamentals of farm and ranch business accounting, analysis, and budgets. Topics covered will include effective decision-making methods using records, financial statements, and tax reporting. This is a three credit hour course.

ANTHROPOLOGY (AN)

AN 123 Introduction to Cultural Anthropology

This course is a brief history of the growth of the sciences of anthropology and archaeology. It examines in a holistic approach, the aspects of culture including technology, ecology, economics, family structure, political structure, religion, linguistics, the arts, and education. This is a three credit hour course.

AN 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

ART (AR)

AR 113 Art Appreciation

This is a general course on art appreciation. Open to all college students, it covers the analysis of art elements and principles as applied to various forms of visual expression including painting, drawing, sculpture, and architecture. This course will develop for the student awareness and appreciation of art through film and video, presentations, classroom assignments, and active student participation in class discussions. This is a three credit hour course.

AR 113A Drawing I

Through varied media, props, and still life arrangements, the student will explore the elements of line, shape, texture, value, and space. Major areas of focus include a detailed study in linear perspective, basic rendering techniques, and skills formation including perceptual and aesthetic development. This is a three credit hour course.

AR 113D Digital Photography

This is a beginning course in digital photography and assumes no prior knowledge of digital camera usage or manipulation of digital images. Emphasis is on digital camera skills and image editing software using a computer. This is a three credit hour course.

AR 123A Drawing II

This course is a continuation of AR 113A Drawing I with a focus on media, technique, gesturing, and compositional activity. Students will have the opportunity to continue to explore and develop the expressive and conceptual aspects of drawing. This is a three credit hour course.
Prerequisite: AR 113A Drawing I or permission of the instructor

AR 123D Advanced Digital Photography

This course assumes a basic working understanding of the digital camera and its controls. Coverage will include digital camera control techniques for the production of predictable and creative manipulation of images. Additionally, the student will have the opportunity to learn more advanced techniques involving the use of image editing software and control of specific effects. This is a three credit hour course.
Prerequisite: AR 113D Digital Photography or permission of the instructor

AR 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

AR 213 Two Dimensional Design

This course emphasizes two-dimensional activity and compositional arrangement using elements and principles of design. The development of perceptual skills, techniques, and vocabulary are areas of focus. This is a three credit hour course.
Prerequisite: AR 113A Drawing I or permission of the instructor

AR 213A Painting I

This introductory course in painting focuses on teaching the student a solid foundation in color theory, mixing, the application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. It will include regular outside assignments. This is a three credit hour course.

AR 213B Ceramics I

This course is an introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing will be provided. Emphasis will be on the aesthetics of sculptural statements in clay and the importance of the utilitarian aspects of clay. Students will be exposed to the numerous firing techniques possible in the ceramic discipline. This is a three credit hour course.

AR 213C Sculpture I

This course covers the fundamentals of form and structure through playful and informative materials exploration. An examination of additive and reductive means of construction to develop three-dimensional creative skills is introduced. This is a three credit hour course.

AR 213F Photography I

This course covers black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. This is a three credit hour course.

AR 223 Three Dimensional Design

This course is a continuation of AR 213 Two-Dimensional Design with emphasis on three-dimensional compositional activity, materials, tools, techniques, and the development of conceptual and perceptual skills related to form in space. Through problem solving assignments, the student will be given the opportunity to explore these elements and principles as they relate to three-dimensional design. This is a three credit hour course.
Prerequisite: AR 113A Drawing I or permission of the instructor

AR 223A Painting II

This course is a continuation of AR 213A Painting I and emphasizes skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. This is a three credit hour course.
Prerequisite: AR 213A or permission of the instructor

AR 223B Ceramics II

This course is a continuation of AR 213B Ceramics I with greater emphasis on individual maturation within the ceramic discipline. This is a three credit-hour course.
Prerequisite: AR213B Ceramics I or permission of the instructor

AR 223C Sculpture II

This course is a continuation of AR 213C Sculpture I with attention given to compositional and design considerations, advanced techniques, and individual expression in selected media. It will include regular outside assignments. This is a three credit hour course.

AR 223F Photography II

This course is a continuation of AR 213F Photography I with continued work in black and white photography at an intermediate level. Limited exposure to cinematography will be included in this course. This is a three credit hour course.
Prerequisite: AR 213F Photography I or permission of the instructor

AR 223W Creating Southwestern Art

This course is designed to meet the needs of both the beginning and advanced art student / artist seeking either introductory or advanced instruction in the investigation and creation of southwestern art. A multi-leveled instructional approach is taken that includes specific assignments for beginning students and independent instruction and critique for students who are currently involved in the production of southwestern images. Students will be encouraged to work in several mediums and explore a number of different techniques. This is a three credit hour course.

COURSE DESCRIPTIONS

AUTOMOTIVE TECHNOLOGY (AT)

- AT 113 Engine Repair**
This course will cover the fundamentals of automotive engine operation, the service and repair of automotive engines, and the diagnosis and overhaul procedures related to these engines. This is a three credit hour course.
- AT 114A Cooperative Work Experience I**
This course is a continuation of AT 113, AT 124C, and AT 124D and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week are required. This is a four credit hour course.
- AT 114B Cooperative Work Experience II**
This course is a continuation of AT 213A, AT 213C, and AT 223B and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week are required. This is a four credit hour course.
- AT 123C Brake Systems**
This course covers the operating principles, service, and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This is a three credit hour course.
- AT 124 Electronics**
This course covers automotive electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting and charging system diagnosis and repair, lighting systems, gauges, warning devices, horns, wiper/washers and power operated accessories. Open to Automotive Technology students only. This is a four credit hour course.
- AT 124A Engine Performance**
This course covers automotive systems related to engine performance and drivability. Areas of instruction include ignition systems, fuel systems, computerized engine controls, drivability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only. This is a four credit hour course.
- AT 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- AT 212 Cooperative Work Experience III**
This course is a continuation of AT 114A and AT 114B and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week is required. This is a two credit hour course.
- AT 213A Manual Drive Trains and Axles**
This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, CV joints, rear wheel drive universal joints, drive shafts, rear axles, and four wheel drive units. Open to Automotive Technology students only. This is a three credit hour course.
- AT 213B Heating and Air Conditioning Systems**
This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This is a three credit hour course.
- AT 213C Automatic Transmissions and Transaxles**
This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This is a three credit hour course.
- AT 223B Suspension and Steering Systems**
This course covers the operation, diagnosis, service, and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This is a three credit hour course.
- AT 223C Automotive Service Management**
This course is an introduction to automotive service management. Areas of instruction include an overview of the automotive service industry, the role of the automotive service manager, controlling service operations, management techniques, and management and business ethics. This is a three credit hour course.

COURSE DESCRIPTIONS

AUTOMOTIVE TECHNOLOGY—FORD MOTOR COMPANY (FM)

FM 113 Technology for Technicians

This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, the use of PC-based diagnostic equipment, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. This is a three credit hour course.

FM 114 Automotive Fundamentals

This course is an introduction to the servicing of Ford Motor Company vehicles. Areas of instruction include the selection and use of Ford service publications, the interpretation of VIN Codes, body styles and car lines, repair order processing, the safe and correct use of hand tools, and precision measuring instruments and equipment. Specific on-vehicle instruction for pre-delivery operations, campaign procedures, basic service operations for wind noise and water leaks, and engine cooling and lubrication systems are also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

FM 114A Cooperative Work Experience I

This course is a continuation of FM 114 and FM 124 and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

FM 114B Cooperative Work Experience II

This course is a continuation of FM 124A and FM 124B and includes work experience in a cooperating Ford-Lincoln-Mercury dealership is required. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

FM 114C Cooperative Work Experience III

This course is a continuation of FM 124C and FM 214A and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

FM 124 Electronics I

This is the first of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company cars and light trucks sold in North America. Areas of instruction include safety, electrical and electronic fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of wiring diagrams and service manuals, and component operation. Also included are general electrical system diagnosis and repair along with focused diagnosis, maintenance, and repair of the battery, starting, and charging systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

FM 124A Engine Performance I

This is the first of three courses providing instruction in Ford Motor Company vehicle systems that influence engine performance and drivability. Areas of instruction include related safety, gasoline engine operation and performance, ignition systems, fuel systems, induction systems, vacuum control systems and vacuum/mechanical emission control systems. The major emphasis of this course is to provide a solid foundation for later in-depth instruction in Electronic Engine Control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.
Prerequisite: FM 124B Electronics II

FM 124B Electronics II

This is the second of three courses providing instruction on the electrical and electronic systems used on Ford Motor Company vehicles. This course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include safety, multiplexing related diagnosis and repair, microprocessor operation, sensors, actuators, electronic automotive systems and various electrical accessory systems not covered in Electronics I. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.
Prerequisite: FM 114 Automotive Fundamentals and FM 124 Electronics I

FM 124C Brake Systems

This course covers the operating principles, service, and troubleshooting procedures of Ford Motor Company's brake systems. Areas of instruction include safety and the operational principles, repair, maintenance, and diagnostic procedures for wheel bearings, brake hydraulics, drum brakes, disc brakes, power assist, traction assist, anti-lock brake systems, and vehicle stability control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.
Prerequisite: FM 124B Electronics II

FM 124D Diesel Engine Operations

The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and driveability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.
Prerequisite: FM 124B Electronics II

COURSE DESCRIPTIONS

FM 124E Electronics III

This course provides instruction on the electrical and electronic systems used on Ford Motor Company vehicles. The course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include body control and communication systems, Ford SYNC System, entertainment systems, Ford supplemental restraint systems, Ford security systems, accident avoidance systems, and parking assistance systems. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals, FM 124 Electronics I, and FM 124B Electronics II

FM 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

FM 211 Noise, Vibration, and Harshness

This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Ford electronic vibration analyzer, and the Chassis Ears. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a one credit hour course.

Prerequisite: FM 124B Electronics II

FM 214 Engine Repair

This course will review the fundamentals of automotive engine operation and cover the service and repair of Ford Motor Company's automotive engines. The diagnosis and overhaul procedures related to these engines is also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals

FM 214A Manual Drive Train and Axles

This course will cover the operation, service, and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, and rear axles and four wheel drive units. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

FM 214B Heating and Air Conditioning

This course will cover the operation, diagnosis, service, and repair of Ford Motor Company's heating and air conditioning systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

FM 214C Automatic Transmissions and Transaxles

This course will cover the operation, service, and repair of Ford Motor Company's automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of electronic controlled automatic transmissions and transaxles. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course. Prerequisite: FM 124B Electronics II

FM 223 Advanced Drivability Diagnosis

This course is designed to develop and apply vehicle drivability related diagnostic skills, concentrating on both gasoline and diesel engine systems. The diagnostic strategies used will include the interpretation of recorded data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a three credit hour course.

Prerequisites: FM 124B, FM 224, and FM 124D

FM 224 Engine Performance Operation & Diagnosis

This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), OBDII, drivability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and PC-based diagnostics. This is a four credit hour course.

Prerequisite: Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. FM 124B Electronics II and FM 124E Electronics III

FM 224A Cooperative Work Experience IV

This course is a continuation of FM 211, FM 212, FM 214, and FM 224 and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

COURSE DESCRIPTIONS

FM 224B Suspension and Steering Systems

This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include front and rear suspension, wheel, tires, steering, wheel alignment, and associated hydraulic and electronic management systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course. Prerequisite: FM 124B Electronics II.

FM 224C Cooperative Work Experience V

This course is a continuation of FM 214B, FM 214C, and FM 224B and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

AUTOMOTIVE TECHNOLOGY—GENERAL MOTORS (GM)

GM 113 Technology for Technicians

This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. This is a three credit hour course.

GM 114 Automotive Fundamentals

This course is an introduction to the servicing of GM vehicles. Areas of instruction include the selection and use of GM service publications, the interpretation of VIN Codes, body styles and car lines, the correct methods of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments, and equipment. Open to ASEP students only. This is a four credit hour course.

GM 114A Cooperative Work Experience I

This course provides work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. This is a four credit hour course.

GM 114B Cooperative Work Experience II

This class is a continuation of GM 114A and GM 124B and involves work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week is required. This is a four credit hour course.

GM 114C Cooperative Work Experience III

This course is a continuation of GM 124C and GM 214A and provides work experience in a cooperating General Motors dealership. Students will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week is required. This is a four credit hour course.

GM 124 Electronics I

This course is the first of three courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. This is a four credit hour course.

GM 124A Engine Performance I

This course is the first of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. This is a four credit hour course.

GM 124B Electronics II

This course is the second of three courses covering General Motors electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to GM ASEP students only. This is a four credit hour course.

GM 124C Brake Systems

This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. This class meets twenty hours per week. This is a four credit hour course.

GM 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

GM 214 Engine Repair

This course will cover the fundamentals of automotive engine operation, the service and repair of General Motors automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to GM ASEP students only. This class meets ten hours per week. This is a four credit hour course.

GM 214A Manual Drive Train and Axles

This course will cover the operation, service, and repair of GM manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of GM clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

GM 214B Heating and Air Conditioning

This course will cover the operation diagnosis, service, and repair of General Motors heating and air conditioning systems. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

COURSE DESCRIPTIONS

GM 214C Automatic Transmissions and Transaxles

This course will cover the operation, service, and repair of General Motors automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

GM 214D Electronics III

This course is the third of three courses covering General Motors electrical and electronic systems. Areas of instruction will include Body Control Communications Systems, GM Global Electronics Systems, Diagnostic Strategy for Data Communications, Entertainment Systems, GM Supplemental Restraint Systems, GM On-Star Systems, and GM Security Systems. This is a four credit hour course.
Prerequisite: GM 124B, GM Electronics II

GM 224 Engine Performance II

This course is the second of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, advanced ignition systems diagnosis, advanced Computer Command Control (CCC), drivability diagnosis, exhaust emission controls, and GM fuel injection system service, repair, and scan diagnostics. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

GM 224A Cooperative Work Experience IV

This course is a continuation of GM 214 and GM 224 and provides work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum 20 hours of work per week is required. This is a four credit hour course.

GM 224B Suspension and Steering System

This course covers the operation, diagnosis, service, and repair of General Motors suspension and steering systems. Areas of instruction include GM front and rear suspension, wheel, tires, and steering. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

GM 224C Cooperative Work Experience V

This course is a continuation of GM 214B, GM 214C, and 224B, and includes work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors technician. Open to GM ASEP students only. Minimum 20 hours of work per week. This is a four credit hour course.

GM 224D New Product Issues

This course is designed to supplement other GM ASEP courses by providing information related to the most recently released service, repair, and diagnostic procedures. Taking advantage of GM's critically timed electronic and print resources, students will receive instructional updates in the areas of power train, electronics, brakes, steering, and suspension, and heating and air conditioning. Meets 4 hours per week. This is a four credit hour course.

COURSE DESCRIPTIONS

BIOLOGY (BI)

- BI 114 General Biology I**
General Biology I stresses the concepts, characteristics, and diversities of life. Emphasis is placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, cellular respiration, cell reproduction, inheritance, molecular genetics, and evolution. Concurrent enrollment in BI 114L (laboratory) is required. This is a four credit hour course.
- BI 124 General Biology II**
General Biology II stresses the origins of life, the diversity of viruses, bacteria, protists, and fungi; the diversity of plants, plant structure and function; animal diversity, animal structure and function; as well as animal behavior, ecology of populations, ecosystems, and environmental concerns. Concurrent enrollment in BI 124L (laboratory) is required. This is a four credit hour course.
- BI 134 Biology I for Science Majors**
This course provides a background for students majoring in science or entering into health care fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the basic biochemistry of living cells, cellular structures and functions, processes of photosynthesis and cellular respiration, cell cycle, molecular genetics, and gene regulation. Concurrent enrollment in BI 134L (laboratory) is required. This is a four credit hour course.
- BI 144 Biology II for Science Majors**
This course provides a background for students majoring in science or entering into health care fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the diversity of viruses, bacteria, protists, fungi, plants, and animals. Plant structures, nutrition, transport mechanisms, and reproduction, as well as animal systems, are further studied. Ecology and environmental concerns are also introduced. Concurrent enrollment in BI 144L (laboratory) is required. This is a four credit hour course.
- BI 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- BI 214A Human Anatomy and Physiology I**
Human Anatomy and Physiology I is an integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, and nervous system. Enrollment is restricted to nursing and pre-professional students or by consent of the instructor. Concurrent enrollment in BI 214AL (laboratory) is required. This is a four credit hour course.
Prerequisites: High school biology and/or a college level biology course (BI 114, BI 124, BI 134, BI 144, or BI 224) successfully completed within the past five years or consent of the instructor
- BI 224 Microbiology**
Microbiology is a study of the importance of microbiological organisms in life processes; basic principles of microbiology; isolation; morphology; physiology; identification and applications of bacteria, fungi, and viruses; and medical bacteriology and bacterial involvement in disease. Concurrent enrollment in BI224L (laboratory) is required. This is a four credit hour course.
Prerequisites: High school biology and/or a college level biology course (BI 114, BI 124, BI 134, BI 144, or BI 214A) successfully completed within the past five years or consent of the instructor
- BI 224A Human Anatomy and Physiology II**
This course is a continuation of BI 214A. Nervous, endocrine, cardiovascular, lymphatic, respiratory, excretory, digestive systems and reproductive systems are studied. Enrollment restricted to nursing and preprofessional students or by consent of the instructor. This is a 4 credit hour course.
Prerequisite: BI 214A Human Anatomy & Physiology I or consent of the instructor
- BI 224B Human Anatomy and Physiology**
Human Anatomy and Physiology is a one semester course for non-science majors and is an introduction to the structure and function of the human body. Emphasis is placed on cells, tissues, organs, and organ systems. Concurrent enrollment in BI 224BL (laboratory) is required. This is a four credit hour course.
Prerequisite: BI 114 General Biology I, BI 134 Biology I for Science Majors, or consent of the instructor

COURSE DESCRIPTIONS

BUSINESS (BS, BU)

BS 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

BS 213 Business Law I

This course emphasizes the legal framework of business: the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contract. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. This is a three credit hour course.

BS 223 Business Law II

This course is a continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency, employment, business organizations, real property, and estates. This is a three credit hour course.

BU 111C, 112C, 113C Cooperative Work Experience in Management

This course will consist of work experience in a business environment while applying concepts learned in the classroom. Work objectives will be established and completed on a semester basis with a cooperative employer and the management coordinator / instructor. This is a variable credit hour course ranging from one to three credit hours.

Prerequisite or co-requisite: BU 213, AC 114, BU 223, CS 123D

BU 113 Introduction to Business

This course includes methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society, and provides a foundation for more specialized study. This is a three credit hour course.

BU 113A Retailing

This course emphasizes the study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. This course takes a classroom approach (theory) in computer electronic spreadsheet applications—no computer class required. This is a three credit hour course.

BU 113B Salesmanship

The study of basic sales techniques is presented with actual role-playing and sales demonstrations. A classroom (theory) and laboratory approach is presented. This is a three credit hour course.

BU 123A Advertising

This course includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment is taught. The course will include the types and roles of visual merchandising including creation, color, and principles of design. This is a three credit hour course.

BU 133 Consumer Behavior

This course examines the internal and external forces that impact consumption behavior. The consumer decision process is examined as well as the psychological, sociological, and environmental characteristics that marketers use to impact our buying behavior. This is a three credit hour course.

BU 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

BU 213 Principles of Management

The management process, the decision making process, and the science and art of management is emphasized. The four functions of management—planning, organizing, actuating, and control-- are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Role-play situations are incorporated in the course. This is a three credit hour course.

BU 213A Principles of Finance

This is the first course in finance and includes a survey of the whole field of finance, public and private. Financial institution, instruments, and procedures involved in the supply of and demand of loanable funds are studied. This is a three credit hour course.

BU 213B Principles of Real Estate

Practice and finance in real estate from the perspective of the property owner, the businessman, and the realtor are emphasized in this course. Organization, leasing, property management, valuation, and taxation are taught. This is a three credit hour course.

BU 213D Principles of Insurance I

This course covers theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. This is a three credit hour course.

BU 213F Personal Financial Management

This course includes an investigation of the financial problems individuals and families face: budgeting, taxes, credit, insurance, investments, planning for the purchase of a home, planning for retirement, etc., and the development of analytical techniques and skills to use in dealing with these problems. This is a three credit hour course.

COURSE DESCRIPTIONS

BU 213G Supervision

This course examines the role of supervisory management and how important it is to the over-all success of any organization. This is a three credit hour course.

BU 213H Real Estate Law

This is one of the two state required courses for real estate salesperson licensure. This course covers ownership rights, law of agency, law of contracts, and other legal aspects of real estate. This is a three credit hour course.

BU 223 Business Communications

This course covers the business communication environment. It includes business writing, business styles, business memos, short and long reports, job search and resume writing, oral business presentations, communication for intercultural business, and business ethics. This is a three credit hour course.

BU 223A Principles of Marketing

Functions, principles, processes, and methods involved in marketing today are covered. Also, this course includes types of middlemen, marketing channels, and buying motive. This is a three credit hour course.

BU 223B Human Resource Management

This course examines the methods of recruitment, selection, placement, motivation, and evaluation in human resource management. It also covers employment law, employee benefits, and compensation. This is a three credit hour course.

BU 223C Small Business Management

This course covers the principles of successful business. Topics included are how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, and developing a pricing strategy. Calculations and assignments are to be done with the computer; electronic spreadsheet—no computer class required. This is a three credit hour course.

BU 223D Entrepreneurship

This course focuses on new business design and skill development. Students will complete a market research and feasibility assessment and use this information to develop a business plan. Emphasis is on writing the vision and mission statements, the company overview, the product / service strategy, the marketing plan, the financial plan, and the executive summary. This is a three credit hour course.

BU 223E E-Commerce

This course focuses on the set up, organization, and operation of an online business. Basic concepts for operating an online business including e-commerce business models, marketing, security, store operations, order processing, and website design are introduced. This is a three credit hour course.

BU 233 Business Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities. Computer applications will include T-Tests, simple linear regressions and correlations. The course will conclude with an overview of business applications, how statistics are used in society and their importance. (This course will not fulfill the mathematics requirements for the AA or AS degrees.) This is a three credit hour course.

Prerequisite: MA 113A Intermediate Algebra

COURSE DESCRIPTIONS

CHEMISTRY (CH)

CH 113 **Chemistry of Enrichment Processes**

This course will provide students with an overview of basic chemistry, chemistry of water treatment, chemical hazards, and chemistry of basic enrichment processes. This is a three credit hour course.

CH 114 **Current Concepts of Chemistry**

Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy are some of the major topics covered in this course. Topics are discussed with current applications. The course is intended for non-science majors only. Concurrent enrollment in CH114L (laboratory) is required. This is a four credit hour course.

CH 114A **General Chemistry I**

General chemistry is a comprehensive study of chemical behavior of matter. The study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure are the major topics covered in this course. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 114AL (laboratory) is required. This is a four credit hour course.

CH 124A **General Chemistry II**

This course is a continuation of CH 114A. Major topics include solutions, equilibrium, elementary thermodynamics, reaction kinetics, acids-bases, and electrochemistry. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 124AL (laboratory) is required. This is a four credit hour course.

Prerequisite: CH 114A General Chemistry I

CH 191-296 (A-Z) **Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

CH 214 **Organic Chemistry I**

Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques are studied. Concurrent enrollment in CH 214L (laboratory) is required. This is a four credit hour course.

Prerequisite: CH 124A General Chemistry II or consent of instructor

CH 224 **Organic Chemistry II**

This course is a continuation of CH 214. The preparation and reactions of functional groups and multi-step synthesis are the topics for the semester. Concurrent enrollment in CH 224L (laboratory) is required. This is a four credit hour course.

Prerequisite: CH 214 Organic Chemistry I

COURSE DESCRIPTIONS

COMPUTER SCIENCE (CS)

- CS 103 Introduction to CIS**
This course provides an introduction to Computer Information Systems. Topics include the history of computers, current computer technology and terminology, the Internet, software, systems, and societal issues related to computer use. This is a three credit hour course.
Corequisite: CS 123D
- CS 112 Computer Applications for Nuclear Technicians**
This course will provide students with basic knowledge of Microsoft Word and basic and advanced knowledge of Microsoft Excel. Instructional topics will include creating, editing, printing, and utilizing commands within Microsoft Word and charting, graphic presentations, formulas, calculations, and advanced functions within Microsoft Excel. This is a two credit hour course.
- CS 112K Keyboarding on Microcomputers (same as SC 112K)**
Students will utilize a computer keyboarding program, which presents a few new alphabetic, numeric, or symbol keys in each lesson. The computer keyboard is covered so that students learn the computer keyboard by touch. This is a two credit hour course.
- CS 113 Fundamentals of Programming**
This course provides a guide to developing structured program logic. The course assumes no programming experience and does not focus on any one particular language. It introduces programming concepts and enforces good style and logical thinking. This is a three credit hour course.
Prerequisite: Student must have completed TS 113E Basic Math equivalent or higher.
- CS 113A Basic Computers**
This course is designed to teach students how to operate a computer. It assumes the student does not have basic computer skills. This is a three credit hour course.
- CS 113B Introduction to Databases**
This course provides students with the necessary training to develop database applications. Students will have the opportunity to learn techniques for managing large amounts of data and provide sorts, queries, and reports to guide decision making in a variety of settings. The focus of this course is to explore and exercise the purpose and functions within a database and use the data to maximize business operations. This is a three credit hour course.
Prerequisite: CS 123D Business Computer Applications
- CS 113C Internet Access Basics**
This course covers browser basics, communications, searches, resources, downloading, and storing data. It will also cover user-generated content, security issues, and creating web pages. This is a three credit hour course.
Prerequisite: CS 123D Business Computer Applications
- CS 113D Ethics and Technology**
This course educates students on the impact ethical issues play in the use of information technology in the modern business world and will present key points that must be considered when making a business decision. The course is a three credit hour class.
Prerequisites: CS 123D Business Computer Applications
- CS 113E Computer Training I for the Paraprofessional**
This course introduces the paraprofessional to technology integration in the instructional environment. It will be conducted in a laboratory/applications environment and will utilize "hands-on" learning. Concepts which will be covered include microcomputer concepts, PowerPoint, Word applications, spreadsheet applications, Internet integration, Web-site utilization, Multi-Media presentation tools including but not limited to digital video cameras, LCD players, scanners, media projectors, Elmos, Smartboards, VCR, and overhead projection for student learning. The student must successfully demonstrate a practical skill level in integration of technology in instructional strategies to support diverse learners. The paraprofessional, upon completion of this course, will be able to support the teacher/educator in the classroom environment in the various aspects of technology integration. This is a three credit hour course.
- CS 123C Introduction to Web Development**
This course is a study of the fundamentals of web technologies. Students will learn how to design and publish webpages utilizing current web programming languages. This is a three credit hour course.
Prerequisite: CS 123D Business Computer Applications
- CS 123D Business Computer Applications**
This course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications, including word processing, spreadsheets, databases, and presentation graphics. This course assumes the student has basic computer skills. This is a three credit hour course.
- CS 123G Advanced Business Computer Applications**
This course is a continuation of Business Computer Applications. The main focus of study is on advanced computer concepts relating to the business environment. This is a three credit hour course.
Prerequisite: CS 123D Business Computer Applications
- CS 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

- CS 213 Introduction to Spreadsheets**
This course is designed to give students a thorough understanding of spreadsheets, including graphics, windows, database functions, and macro design. The student should gain extensive hands-on experience in each facet of the application. This is a three credit hour course.
Prerequisite: A grade of "C" or higher in CS 123D Business Computer Applications or consent of the instructor
- CS 213C Visual BASIC Programming**
This course provides an introduction to object oriented, event driven business application programming and graphical user interfaces in the windows environment. This course is designed to focus on the fundamental concepts of computer programming. Students will be taught the program development cycle and general problem solving techniques. This is a three credit hour course.
Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213D COBOL Programming**
This course is designed to present basic components of the COBOL language to solve business problems. This is a three credit hour course.
Prerequisite: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213F C++ Programming**
This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables, constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. This is a three credit hour course.
Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213G Oracle Database Administrator I**
This course provides students with a foundation in basic Oracle architecture, storage structure and database administrative tasks. Students will learn to create and modify database tables, create data dictionary views, and use SQL queries to insert, update, delete, and view data. The course will also introduce Forms Builder to create custom forms and database reports. The techniques demonstrated in the class are essential for creating the initial database, as well as, configuring the storage space tables, users, and security for a database. This is a three credit hour course.
- CS 213J Java Programming**
This course provides students with a comprehensive knowledge and hands-on experience with the Java programming environment and features. Students will design, write, debug, and run Java stand-alone programs and Java applets. Topics covered include Java language syntax, elements, operators, statements, arrays, string manipulation classes, graphics, graphical user interface, common classes, and basic I/O operations. This is a three credit hour class.
Prerequisite: CS 113 or experience/knowledge of a programming language
- CS 213N Networking Basics**
This course is designed to provide a baseline knowledge for success in the CIS industry as well as prepare students for networking certifications including CCENT, Network +, MCP, and CCNA. Students are exposed to industry topics such as cable installation and management, networking standards, wireless connectivity, and routing protocols. This is a three credit hour course.
- CS 214 CISCO Network Associate I**
This course focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. This course also serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.
Prerequisites: CS 123D or consent of instructor
- CS 214A CISCO Network Associate II**
This course focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. This course serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.
Prerequisite: CS 214 (CISCO Network Associate I)
- CS 214B CISCO Network Associate III**
This course focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. This course serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.
Prerequisite: CS 214A (CISCO Network Associate II)
- CS 214C CISCO Network Associate IV**
This course focuses on project-based learning, including advanced network design projects and advanced management projects. This serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.
Prerequisite: CS 214B, CISCO Network Associate III
- CS 223E Advanced Web Development**
This course is a continuation of CS 123C Introduction to Web Development. The main focus of study is on advanced web development technologies. This is a three credit hour course.
Prerequisite: CS 123C Introduction to Web Development
- CS 223L Advanced C++ Programming**
This course will continue to focus on C ++ Programming by utilizing specific applications in C++. An in depth study in data structures, program applications, and some graphics, as well as any new program releases will be covered in this advanced course. This is a three credit hour course.
Prerequisite: CS 213F or consent of the instructor

COURSE DESCRIPTIONS

CS 223M Computer Repair & Upgrade I

This course will allow students to learn routine preventive maintenance for PCs including hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. This is a three credit hour course.

CS 223N Server Networks

This course is designed to provide a baseline knowledge for success in the CIS industry, as well as to prepare students for networking / server certifications such as the MCTS / MCITP. Students are given the opportunity to learn in depth Windows Server components. This course will also cover topics related to networking in a Windows environment. This is a three credit hour course.

CS 223S Introduction to Operating Systems

This course introduces the installation and management of workstations and servers in a client/server networking environment. Topics include creating and managing user and computer accounts, performing basic network administrative tasks, implementing and managing backups, and disaster recovery. This is a three credit hour course.

Prerequisite: CS213N Networking Basics

CS 233M Computer Repair & Upgrade II

This course is designed to develop skills in regards to routine preventive maintenance of PC's hardware and software troubleshooting, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Upon successful completion of this course, the student will be prepared to attempt to take the A+ certification exam. This is a three credit hour course.

CS 233N Interconnecting Network Devices

This course is designed to expose students to tasks and skills necessary to implement, troubleshoot, repair, and maintain interconnecting network devices. In covering the material, this course should help prepare students for certifications. This is a three credit hour course.

Prerequisite: CS213N Networking Basics

CS 233S Systems Architecture

This course provides detailed information of computer hardware and system software. The material covered in this course is intended to form a foundation of technical knowledge for systems analysis, design, configuration, procurement, and management. This is a three credit hour course.

Prerequisite: CS 113

CS 243N Network Security

This course is designed to expose student to various topics in computer security. The course will cover basic security concepts, terminology, and issues, along with the practical skills essential to security. This course will also provide a foundation for students that may wish to pursue careers in the information technology security field. This is a three credit hour course.

Prerequisite: CS213N Networking Basics

CONSTRUCTION TECHNOLOGY (CT)

CT 111 Tools for Success

This is a course designed to build soft skills. Topics covered in the class include: First Impressions: Starting Your New Job; Building a Strong Relationship with Your Supervisor; Teamwork: Getting Along with Your Co-worker; Diversity in the Workplace; Communication Skills I: Listening and Speaking; Communication Skills II: Reading and Writing; Managing Stress on the Job; Thinking Critically and Problem Solving; Resolving Conflict; Giving and Receiving Criticism; Sexual Harassment; Drug and Alcohol Abuse on the Job. This is a one credit hour class.

CT 111F Field Safety

This course provides the necessary safety task training to all field personnel. This course is designed for individuals involved with completing or overseeing a specific task, from the worker, crew leader, safety supervisor, to superintendent. Topics will include: Introduction to Safety; Hazard Communication; Personal Protective Equipment; Work-Zone Safety; Electrical and High-Voltage Hazards; Fire Protection and Prevention; Hand- and Power-Tool Safety; Welding Safety; Fall Protection; Steel Erection; Walking and Working Surfaces; Ladders and Scaffolding; Horizontal Directional Drilling; Heavy-equipment, Crane, and Rigging Safety; Trenching Safety; Forklift Safety; Lockout/Tagout; Confined Spaces; and Concrete and Masonry. This is a one credit hour class.

CT 111S Safety Technology

This course provides instruction on how to implement and administer a company safety program. It is designed for field managers, safety directors, safety committees, owner safety representatives and insurance/loss control representatives. The course provides an introduction to safety technology, hazard recognition, evaluation, and control. It presents the factors involved in performance analysis and assessment as well as the roles and responsibilities of the safety technician. Accident investigation and record keeping are presented and OSHA inspection procedures for site inspections are covered. Data tracking and trending techniques are presented along with environmental awareness. This is a one credit hour course.

CT 112 Orientation to Construction & Engineering Technology

This is the foundation course for all the emphasis areas in the Construction Technology program including carpentry, electricity, masonry, plumbing, and site supervision. Construction, maintenance, and pipeline skills are included along with the following topics: basic construction skills, basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, and basic rigging. This is a two credit hour class.

CT 112M Concrete Finishing I

This course is an element of the masonry emphasis area and provides an introduction to concrete construction and finishing including the methods and procedures used in finishing, terms of the trade, tools and equipment used, and the properties of concrete. It provides information on OSHA requirements, work site safety, use of chemicals, use of hand and power tools, and maintenance requirements. It also provides hands-on practice for finishing slabs. This is a two credit hour course.

Prerequisite: CT 112

COURSE DESCRIPTIONS

CT 112S Project Supervision

This course introduces the student to the history of the construction industry and to organization theory. It covers the phases of a construction project and the role and duties of the supervisor. Human relations, problem solving, safety, quality control, contract/construction documents, estimating, planning and scheduling, resource control, and cost awareness are discussed. This is a two credit hour course.

CT 113 Building Materials

This course covers construction standards and specific types of building materials used in commercial, industrial, and private construction projects. These materials include aggregates, asphalt, asphalt concrete, Portland cement, Portland cement concrete, masonry, iron, metal, and wood. These materials are widely used in construction and represent those over which field people in the industry have the most control. Shaping these materials to final size, protecting them from the elements, and fitting them together are accomplished in the field to a greater extent than with most other materials. This is a three credit hour class.

CT 113E Electrical I

This course is the introductory course in the electrical emphasis pathway. It covers safety rules and regulations for electricians as well as the OSHA-mandated procedures. It also includes conduit bending and installation, electrical fasteners, anchors, and installation, electrical concepts used in Ohm's law, various circuits, Kirchoff's voltage and laws, electrical test equipment, an introduction to National Electrical Code, raceways, boxes, and fittings, conductors, an introduction to electrical blueprints, and residential, commercial, and industrial wiring. This is a three credit hour class.
Pre and/or co-requisite: CT 112

CT 113M Masonry I

This course is the first of three in a series of three masonry courses. This course will introduce the student to the historic and current materials and processes used in the trade as well as safety issues specific to the trade. The course covers the safe operation of masonry saws and mortar mixing machines. Other topics include measurements, drawings, and specifications typically found on residential construction drawings, types and properties of mortar, types of concrete and clay masonry, applications layout and setup, and installation techniques. This is a three credit hour course.
Pre and/or co-requisite: CT 112

CT 113P Pipe Layer

This course contains an introduction to drilling and tapping machines and describes rigging and delivering pipe and associated structures. The safest methods for cutting common pipe materials and descriptions of materials and standard sizes for thermoplastic, concrete, ductile iron, and corrugated steel pipe are included. Methods for joining pipe to pipe, pipe to appurtenances, and pipe to manhole connections including O-ring pipe, slip joints mechanical joints, restraint joints and transition couplings are presented. The course introduces elevations, use of the pipe laser, soil behavior, and shoring, shielding, and sloping methods as well as stabilization, bedding and dewatering techniques. Preparation of pressure and gravity systems for testing is also covered. This is a three credit hour course.
Prerequisites: CT 112 & CT 111F

CT 114C Carpentry I

This course is the first in a series of four carpentry courses. Wood building materials, fasteners, and adhesives will be discussed as they are used with wood and masonry. The sources and uses of various softwoods and hardwoods is described as well as the grading systems for lumber and plywood, and the composition and uses of various engineered sheet materials and laminated lumber products. Students will learn the safe and correct operation and care of hand and power tools. The framing basics for the layout and construction of wood floors, walls, ceilings, rough-ins for door and window openings, and corners, partition Ts, bracing walls, and applying sheathing will be covered. A variety of roofs and lay outs for rafters for stick-built and truss-built roofs will be covered. Students will learn how to apply weather-stripping and locksets as well as a variety of windows, skylights, and exterior doors. This is a four credit hour course.
Pre and/or co-requisite CT 112

CT 114E Electrical II

This course is the second course in the electrical emphasis pathway. It covers alternating current, AC and DC motors, grounding, conduit bending, boxes and fittings, conductor installations, cable tray, conductor terminations and splices, installation of electric services, circuit breakers and fuses, contractors and relays, and electric lighting. This is a four credit hour course.
Prerequisite: CT 113E or consent of instructor

CT 114M Masonry II

This course covers information the mason will need to work with residential plans and construction drawings. Techniques will be included for constructing small structure foundations, steps, patios, decks, chimneys, and fireplaces. The use of grout and other types of reinforcement as well as the various types of metal components and accessories will also be included. Advanced laying techniques for construction of walls, arches, and other structures will be incorporated as well as techniques for moisture control, elevated work, and construction inspection and quality control. This is a four credit hour course.
Prerequisites: CT 113M or permission of instructor

CT 114P Plumbing I

This course introduces the student to the history of plumbing, covers professional practices, career opportunities, and some basic safety information. It also covers the tools that will be used in daily work and reviews basic math principles and then plumbing-specific math problems. The course also reviews blueprints and plumbing drawings as well as describes various types of piping and fittings along with their use for plastic, copper, cast-iron, and carbon steel. Students are introduced to drain, waste, and vent systems and an overview of the water distribution system from its source to water treatment distribution. This is a four credit hour class.
Pre and / or co-requisite: CT 112

COURSE DESCRIPTIONS

CT 122S Project Management

The various forms of business ownership and functions of management are identified. The phases of construction projects and the development of formal and informal organizations are covered. Project managers will be assisted in identifying personal management styles, how and when to use their authority, how to resolve conflict, and how to motivate employees. Key elements of the negotiation process, problem solving for profit, documentation procedures, identifying resources, estimating, scheduling, cost control, resource control, TQM, safety, and subcontractor safety evaluation are discussed. This is a two credit hour course.

CT 123 Blueprint Reading for Construction

This course introduces residential and light commercial blueprint reading. Topics include blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and brick veneer construction, and appropriate mathematics. This is a three credit hour course.

CT 124C Carpentry II

This course is the second in a series of four carpentry courses. The specifications of blueprints relevant to the carpentry trade and distance measurement and leveling used to perform the site layout task using site /plot drawings are presented. The responsibilities of surveyors, field engineers, and carpenters are discussed. The properties of a variety of cements and reinforcing materials and the procedures for estimates and testing concrete are covered along with construction of a variety of concrete footing and edge forms. Wall, column, slab-and-beam, stair forms, manufactured forms, and systems are included. This is a four credit hour course.

Prerequisites: CT 114C or permission of the instructor

CT 124E Electrical III

This course is the third course in the electrical emphasis pathway. It covers load calculations in branch circuits, conductor selection and calculations, over current protection, raceway, box and fitting fill requirements, wiring devices, distribution equipment, lamps, ballasts and components, motor calculations, basic motor maintenance, motor controls, and hazardous locations. This is a four credit hour course.

Prerequisite: CT 114E

CT 124P Plumbing II

The techniques for calculating simple, rolling, and parallel offsets using intermediate math skills are presented. The interpretation and use of civil, architectural, structural, mechanical, plumbing, and electrical drawings are included along with procedures to locate, install, connect, and test a complete drain, waste, and vent (DWV) system. Techniques for locating, installing, and connecting roof, floor, and area drains according to code are included. The proper installation, testing techniques, and troubleshooting for fixtures, valves, faucets, water heaters, and fuel gas systems will be covered. This is a four credit hour course.

Prerequisite: CT 114P or the consent of the instructor

CT 133 Site Layout

This course provides the basic principles and techniques of construction surveying. Introductory tasks include taping, leveling, transit, contour and topographic mapping, and construction surveying as well as surveying math, the use and care of survey equipment, and blueprint reading for surveyors. This is a three credit hour course.

CT 134S Construction Technology I

This course is the first of two courses designed to prepare students for supervisory jobs by providing an overview and specific descriptions of major construction trades including electrical, masonry, concrete finishing, and plumbing. Proper and safe hands-on techniques are emphasized. This course introduces the student to the historic and current methods and procedures in each area. This is a four credit hour course.

CT 141-7 Fieldwork for Construction

The consent of the instructor is required before enrollment in this course which will be supervised fieldwork on a specific construction project at a local site. The course may be taken for one credit up to a maximum of eight credit hours and may be taken more than one semester until the maximum of eight hours in this course is earned. Each credit hour earned requires three work hours per week for 16 weeks at the site. Students must furnish their own tools. This is a one to seven credit hour course.

CT 144E National Electric Code I (NEC)

Wiring and installation conforming to NEC requirements are discussed. Topics include grounded systems, overcurrent protection of conductors, ampacity criteria, installing services, installing motors and transformers, remote control and signaling circuits, and installing structured wiring in homes and offices. This is a four credit hour course.

Prerequisites: CT 134P

CT 144S Construction Technology II

This course is the second of two courses that provide an overview and specific descriptions of major construction trades. This second course contains an overview of carpentry and specific construction descriptions. The topics covered include floor systems, wall and ceiling framing, roof framing, site layout, exterior finishing, roofing applications, and stairs. This is a four credit hour course.

Prerequisite: CT 134S

CT 164P Sprinkler Systems I

The goals, working relationships, safety, material handling, and common tools used in sprinkler fitting are explained. It covers procedures for determining pipe length, and how to groove pipe and install fittings. The handling, storage requirements, and tools used to assemble CPVC systems are also discussed. The course identifies the types of copper tube and fittings approved for use in fire sprinkler systems and how to solder and braze joints. It also discusses properties and classifications of soils, sloping requirements, excavation support systems, and backfilling requirements. This is a four credit hour course.

Prerequisite: CT 112

CT 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

CORRECTIONAL ACADEMY (CA)

NOTE: The following courses are taught through the Corrections Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the Associate of Arts or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the corrections academy courses (CA), since the CA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a correctional officer.

CA 111X **Physical Training and Wellness for Corrections Officers**

This course is designed to enhance the basic correction officer's level of fitness, as well as develop an understanding of wellness as it relates to corrections. This class will include demonstration, discussion, and participation. Periodic fitness assessments and strength, cardiovascular, and flexibility training will be incorporated into this class. Additionally concepts covering nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and agility courses for state certification as a corrections officer.

Co-requisite: Enrollment in the Corrections Academy. This is a one credit hour course.

CA 113J **Introduction to Corrections (same as CJ 113J)**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. This is a three credit hour course.

CA 123J **Corrections Officer Safety and Weapons Training (same as CJ 123J)**

This course will cover basic shooting principles used by correctional officer and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures will be covered. This is a three credit hour course.

CA 133J **Communication and Interpersonal Skills for the Correction Officer**

This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate. This is a three credit hour course.

COSMETOLOGY (COSM)

COSM 111 **Theory I**

This course orients the student to cosmetology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

COSM 111E **Esthetician Theory**

This course orients the student to the skin care career, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

COSM 111M **Manicurist/Esthetician Theory**

This course orients the student to the field of Manicurist/Esthetician, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

COSM 111N **Nail Technology Theory**

This course orients the student to the field of Nail Technology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

COSM 112 **Haircutting I**

This first of three haircutting courses includes theory and practice related to haircutting, including anatomy and physiology as well as the preparation and procedures for the use of shears, scissors, razors and clippers on mannequins. Students are indoctrinated in safety practices as well as products related to the various haircutting procedures. This is a two credit hour course.

COSM 112A **Haircutting II**

This second of three haircutting courses includes theory and practice related to haircutting, including additional anatomy and physiology as well as the preparation and advanced safety practices as well as products related to the various haircutting procedures are covered. Practice opportunities for client consultation, record keeping, and haircutting are provided. This is a two credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, AND COSM 142

COSM 115 **Manicuring / Pedicuring**

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage and advanced nail techniques, client consultation and recommendations, as well as client record keeping and safety. This is a five credit hour course.

COSM 121 **Theory II**

This course covers the areas of hairstyling, haircutting, facials, safety and sanitation, electricity, and related topics as applied within the field of barbering and cosmetology. This is a one credit hour course.

Prerequisites: COSM 142 and the NM Board of Barbers and Cosmetologists Student License Permit Number

COSM 122 **Natural Nail Care**

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage, client consultation, and recommendations, as well as client recordkeeping and safety. This is a two credit hour class.

COURSE DESCRIPTIONS

COSM 123 Advanced Nail Care

This course introduces students to artificial nail technology. The care and application of acrylic nails, nail wraps, gel systems, and other advanced artificial nail technology. This is a three credit hour course.

Prerequisite: COSM 122 Natural Nail Care

COSM 124 Hairstyling

This course combines theory and practice of hairstyling to include the anatomy and physiology, preparation, practice, and procedures related to hairstyling along with the associated materials and implements. Students will practice safety procedures and styling techniques including wet styling, blow drying, fingerwaving, airwaving, and hair pressing. Students will perform consultations with clients including hair analysis, recommendations, and record keeping. This is a four credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

COSM 132 Sterilization and Sanitation

This course covers safety, preparation, procedures, practice, products, materials and implements, theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections. This is a two credit hour course.

COSM 142 Shampoo, Rinses, and Scalp Treatments

This course covers preparation, procedures and practice, products, materials, implements, and related theory. Additional topics presented include related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client record keeping and safety. This is a two credit hour course.

COSM 153 Independent Study

Developed as an independent clinic practice and make-up class for missed hours. This course is the practice of all skills and knowledge learned in related courses. This is a three credit hour course.

COSM 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COSM 211 Theory III

This course covers theoretical knowledge appropriate for haircutting, chemistry, hair additions, chemical texturizing, and hair coloring as applied to the field of barbering and cosmetology. Emphasis will also be given to safety and sanitation or client protection. This is a one credit hour course.

Prerequisites: COSM 225 and the NM Board of Barbers and Cosmetologists Student License Permit Number

COSM 212B Haircutting III

This third of three haircutting courses includes advanced theory and practice related to haircutting. The course emphasizes advanced safety practices as well as products related to a variety of complex haircutting procedures on clientele in the lab setting. Practice opportunities for client consultation, record keeping, and haircutting are provided. This is a two credit hour course.

Prerequisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

COSM 213 Haircoloring / Bleaching

This course explores the hair analysis procedures and related chemical actions involved in temporary, semi-permanent, and permanent color applications. Applications include bleaching, tinting, toning, frosting, special effects, and problems specific to the client. The student will consult with the client to make recommendations, perform record keeping, and practice safe methods. This is a three credit hour class.

Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

COSM 216 Chemical Rearranging/Perms and Relaxers

This course covers theory, preparation, procedures, and practice related to the chemical rearranging (including perms) of hair. Included are theory related to anatomy and physiology of hair as well as common products, materials, and implements. Students will consult with clients to analyze hair, perform the chemical procedure, and maintain proper record keeping while following approved safety measures. This is a six credit hour course.

Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

COSM 220 Cosmetology / Barbering Clinical Practicum

This course is the capstone course for the cosmetology program. It provides concentrated clinical practice for the student in a supervised lab setting in preparation for the State Board Exam. This class can only be taken after the successful completion of all other required departmental classes. This is a 10 credit hour course.

Prerequisites: Completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of C or better in each class.

COSM 220E Esthetician Practicum

This course is the capstone course for the Esthetician program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.

Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

COSM 220M Manicurist / Facialist Practicum

This course is the capstone course for the Manicurist / Facialist program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.

Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

COURSE DESCRIPTIONS

COSM 220P Manicure / Pedicure Clinical Practicum

This course is the capstone for the Nail Technology program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a ten credit hour course.

COSM 222 Salon Business / Board Review

This course is taken during the last semester of the Cosmetology Program. It provides theoretical discussion and presentations relating to opening a salon and creating a business plan. Issues reviewed are written agreements, related regulations and laws, salon operations, policies, practices, personnel, compensation, payroll deductions, telephone etiquette, advertising, retail and salesmanship, client communication, public relations, insurance, and salon safety. Theoretical components of the departmental courses are reviewed in preparation for the written portion of the State Board Exam. This is a two credit hour course.

COSM 225 Facials

This course covers theory and practice associated with performing facials in the related areas of anatomy and physiology, preparation and procedures, appropriate products, materials, and implements, treatments, and make-up application. Students will practice safe techniques while using electrical appliances and currents, specialized treatment machines, applying artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy. Students will practice performing client consultation, making recommendations, and keeping accurate records. This is a five credit hour course. Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

COSM 233 Testing and Student Evaluation

This course will cover measurement of student skills and achievement. This course will include diagnosis student strengths and weaknesses, promote motivation for study, and assist in the development and assessment of oral, written, and practical tests. This is a three credit hour course.

COSM 234 Professional Educator

This course orients the student in the fundamentals of business management. It will also present the important steps required in developing a professional development plan and the qualities for satisfactory performance within each area of performance. This course emphasizes the importance of pursuing instruction as a professional educator. This is a four credit hour course

COSM 237 Course Development and Lesson Planning

This course is an introduction to cosmetology theory, lesson planning, analysis, and implementation. Also included are sample lesson plans, benefits, outlines, and components of effective lesson plans. Students will practice the principles of preparing lesson plans and practical course reviews. This is a seven credit hour course.

COSM 239 Teaching and Classroom Management

Proposed Description: This course will focus on the following areas: independent classroom instruction, generating and maintenance of reports and records, safety measures, classroom conditions, classroom management and supervision. This course will also cover academic advising. This is a nine credit hour course.

COSM 243 Barber / Crossover

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials, and implements. This is a five hour credit course.

COSM 245 Theory for Instructor

This course covers the fundamental principles of teaching cosmetology. It includes orientation, state laws and regulations, professional ethics, image, effective communications, student learning principles, and academic advising. This is a five credit hour course.

COSM 247 Lab / Clinic Supervision

This course will present material in the following areas: independent clinic supervision, client communication, reception desk supervision, inventory control, effective dispensary procedures, supervision of clinic sanitation, client safety and supervision of student's technical skills. This is a seven credit hour course.

COSM 257 Teaching Methods and Teaching Aids

This course examines the four step teaching plan of preparation, presentation, application, and evaluation. Various teaching methods and effective use of teaching aids with guides to the appropriate use of textbooks, workbooks, project sheets, and instruction sheets will also be discussed. This is a seven credit hour course.

COURSE DESCRIPTIONS

CRIMINAL JUSTICE (CJ)

- CJ 113 Introduction to Criminal Justice (same as LA 113)**
This course will explain the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as constitutionally imposed restrictions on the system. This is a three credit hour course.
- CJ 113B Substantive Criminal Law (same as LA 113B)**
This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.
- CJ 113E Introduction to the Courts (same as LA 113E)**
This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.
- CJ 113F Juvenile Justice & Delinquency**
This course will explain the organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law under the Children's Code and Rules of Procedure. This is a three credit hour course.
- CJ 113J Introduction to Corrections**
This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes, and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. This is a three credit hour course.
- CJ 113P Police and Society (same as LA 113P)**
This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those in the study of crime and the workings of the criminal justice system. This is a three credit hour course.
- CJ 123F Traffic Law & Accident Investigation**
This course focuses on the theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony, and study of the New Mexico vehicle code. This is a three credit hour course.
- CJ 123P Law Enforcement Patrol Procedures**
This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol, and observation. Also, basic techniques for arrest/custody, supervision, transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival will be covered. This is a three credit hour course.
- CJ 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- CJ 213A Criminal Investigation**
This course will identify the fundamentals of criminal investigation. It will include conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.
- CJ 213B Criminal Procedure (same as LA 213B)**
This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.
- CJ 213C Constitutional Law and the Criminal Justice System**
This course is a survey of constitutional law. It includes an overview of the U.S. legal system; the authority, jurisdiction, and influence of the U.S. Supreme Court; constitutional guarantees to citizens, and constitutional amendments which influence the criminal justice system. Specific attention will be given to equal protection under the law (balancing individual, state, and federal rights), and the first, second, fourth, fifth, sixth, and eighth amendments. This is a three credit hour course.
- CJ 213D New Mexico Law**
This course will focus on the substantive provisions of the New Mexico Criminal Code with particular emphasis on those areas, which have proven to be the most common problem areas for the law enforcement community. This is a three credit hour course.
- CJ 213F Criminalistics: An Introduction to Forensics**
This course is a study of physical evidence found at crime scenes, updated techniques for proper collection and preservation of crime scene evidence, and various forms of forensic analysis. Also covered will be the topic of DNA in a manner that is comprehensible to students who lack a scientific background. This is a three credit hour course.

COURSE DESCRIPTIONS

CJ 223B Introduction to Victimology

This course is an introduction to the crime victim as a larger part of our society and as a participant in the criminal justice system. The student will be introduced to criminal victimization in the United States and their role the victim plays I the criminal justice system. Additionally, the course will address crime, abuse, rape, elderly victims, children as victims, victim service programs, and compensation / restitution. This is a three credit hour course.

CJ 223C Narcotics and Dangerous Drugs

This course will emphasize the pharmacological properties of abused drugs, common abuse patterns, field-testing, evidence requirements, and investigation techniques utilized in narcotics and dangerous drug investigations. This is a three credit hour course.

CJ 250-256 Topics in Advanced Training for Law Enforcement and / or Corrections

This course will include law enforcement and / or corrections advanced curriculum which meets State of New Mexico accreditation standards and requirements for continuing certification. The specific topic for the course will be announced each semester. This course may be taken for one-half credit up to a maximum of six credit hours and may be repeated.

Prerequisite: Consent of instructor

CULINARY ARTS (CU)

CU 113 Culinary Arts I

This course will introduce students to the use and care of professional food service equipment, basic knife skills, basic cooking methods, weighing and measuring, culinary terminology and applying kitchen sanitation and safety. Students will practice hands-on development of these skills in a professional kitchen.

CU 114 Culinary Arts II

This course is designed to give students the opportunity to practice and apply the skills and techniques learned in CU 113, Culinary Arts I. Students will practice hands-on development of these skills in a professional kitchen.

Prerequisite: CU 113 Culinary Arts I

CU 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

DRAMA / THEATRE (DR)

DR 111 Rehearsal and Performance

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a one credit hour course.

DR 112 Rehearsal and Performance

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a two credit hour course.

DR 113 Introduction to Theatre

This class is a general introduction to the art of theatre. The aesthetic, practical, and historical dimensions in the unified work of theatre production are explored. Various aspects of study include acting, directing, theatre architecture, set design, dramatic theory, and theatre history. Students will have the opportunity to study this art form from its known origins to modern day. This is a three credit hour course.

DR 113A Theatrical Costumes & Make-Up

Theory and practice of costumes and make-up design and application for the stage are studied in this course. This course may be repeated two times for credit. This is a three credit hour course.

DR 113 W Beginning Acting

Acting is designed to enhance the student's ability for performance appreciation and to create a foundation for utility of the craft. Both novices and more advanced practitioners will have the opportunity to benefit from the course. Through involvement in the study and application of the form, students will be better prepared to continue their interest in performance or to focus their ability to appreciate a wider range of performance art. Artistic growth in performance is a main consideration. This course may be repeated two times for credit. This is a three credit hour course.

DR 123 Rehearsal and Performance

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a three credit hour course.

DR 233W Intermediate Acting

This class is designed to build on the basics of beginning actor training, with particular emphasis placed upon the principles of Constantine Stanislavski; including artistic and creative development, theatre discipline and ethics, and professional standards. This course may be repeated two times for credit. This is a three credit hour course.

Prerequisite: DR 133W or consent of instructor

DR 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

ECONOMICS (EC)

EC 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

EC 213 Principles of Economics (Macro)

This course will introduce macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth. This is a three credit hour course.

EC 223 Principles of Economics (Micro)

This course presents micro-economic theory, concepts of supply and demand, input and output decisions in perfect and imperfect competition, distribution of income to factors, governmental regulation of business, and unions. This is a three credit hour course.

EDUCATION (ED)

ED 112 Professionalism

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined. This is a two credit hour course.

ED 112A Practicum for Curriculum Development through Play (Birth – Age 4/Pre-K)

This beginning practicum course is a corequisite with ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K). The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Family Service Plans (IFSPs) is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. This is a two credit hour course.

Corequisite: ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K)

ED 113A Guiding Young Children

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learning, including families as part of the guidance approach. This is a three credit hour course.

ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K)

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Family Service Plans (IFSPs) is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. This is a three credit hour course.

Corequisite: ED 112A Practicum for Curriculum Development through Play (Birth-Age 4/Pre-K)

ED 123 Family & Community Collaboration

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings are discussed. Families' goals and desires for their children will be supported through culturally responsive strategies. This is a three credit hour course.

ED 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

ED 212 Curriculum Development and Implementation Practicum: Age 3 (Pre K) through Grade 3

The beginning practicum course is a co-requisite with ED 223C Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Education Plans (IEPs) is included. This is a three credit hour course.

Corequisite: ED 223C Curriculum Development and Implementation: Age 3 (Pre K) through Grade 3

ED 213 Foundations of Education

This course will introduce students to the professional life of teachers. Throughout the book, the authors and the teachers profiled offer students practical perspectives for meeting the complex challenges of teaching. Students will be encouraged to write a research paper and develop a professional portfolio. This is a three credit hour course.

ED 213C Assessment of Children & Evaluation of Programs

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process. This is a three credit hour course.

COURSE DESCRIPTIONS

ED 213F Educational Psychology (Same as PS 213F)

This psychology course will provide the student with useful concepts and principles of educational psychology that can be used for upcoming or practicing teachers. Throughout the book, the author offers students practical perspectives for meeting the complex challenges of teaching and ways to apply various educational psychology concepts and principles for working with students in a classroom setting. This is a three credit hour course.

ED 213G Child Growth, Development & Learning

This basic course in the growth, development, and learning of young children prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized. This is a three credit hour course.

ED 222 Health, Safety, & Nutrition

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest. This is a two credit hour course.

ED 223C Curriculum Development and Implementation: Age 3 (Pre K) through Grade 3

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Education Plans (IEPs) is included. This is a three credit hour course.

Corequisite: ED 212 Curriculum Development and Implementation Practicum: Age 3 (Pre K) through Grade 3

ED 223D Introduction to Language, Literacy, & Reading

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches as well as theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented. This is a three credit hour course.

ED 233 Educational Field Observation

This course is for students who are majoring in one of the following: elementary education, secondary education, special education, or bilingual education. All students, including special education majors, are to be placed in regular classrooms. The course requires thirty (30) hours of observation in the classroom. Students will observe many aspects of teaching including lesson planning, instructional strategies, evaluation and grading, classroom management, and professional ethics. Also, the students will extend their knowledge of teaching through various readings, teaching a lesson, and keeping a daily journal. The intent of the course is to give structure to the observations and prepare students for the courses to come, in which these aspects of teaching will be covered in depth. This is a three credit hour course.

ED 243 Teaching Elementary Reading

This course will emphasize developing methods and activities that promote success in literacy development of children from the intermediate elementary grades to middle school. The course will cover phonemic awareness, phonics instruction, fluency, vocabulary development, and comprehension skills. Additionally, the important correlation between writing experiences and learning to read will be explored. Practicum assignments provide students experiences outside of class and the opportunity to work with children at various levels. This is a three credit hour course.

ED 243A Elementary Curriculum & Teaching Methods

This course will emphasize effective teaching methods and lesson design for the elementary level (Kindergarten – 8th grade) that promotes hands-on learning and encompasses state standards. Strategies for leading a class in small and large group settings as well as maintaining a classroom environment that is conducive to learning will be emphasized. Practicum assignments allow students the opportunities to evaluate the effectiveness of their curriculum activities and teaching methods. This is a three credit hour course.

ED 243B Early Literacy & Young Children

This course is designed to help students gain knowledge and skills needed to assist children in the areas of reading and writing development in the early elementary grades. Emphasis will be placed on phonemic awareness, phonics, fluency, vocabulary development, and comprehension. Informal assessment tools will be introduced to students as the basis for designing curriculum to meet children's individual needs. This is a three credit hour course.

ED 253 Elementary Field Experience

The student enrolled in this course will be assigned to an elementary classroom. Class meetings will provide opportunities to reflect and to discuss experiences. Communication, classroom management, organization, and lesson preparation will be emphasized. The student must attain a "B" or better in order to pass this course. This is a three credit hour course.

Prerequisite(s): ED 243 Teaching Elementary Reading, ED 243A Elementary Curriculum & Teaching Methods, and ED 243B Early Literacy & Young Children

COURSE DESCRIPTIONS

EMERGENCY MEDICAL (EM)

- EM 108 Emergency Medical Technician Basic**
This course is designed for ambulance / rescue personnel who have access to specialized vehicles equipped with specialized items of equipment. The course prepares ambulance / rescue attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport, utilizing the specialized vehicle and specialized equipment. This class meets all requirements for certification as required by the State of New Mexico. This is an eight credit hour course.
- EM 118 Emergency Medical Responder**
This introductory course focuses on handling emergencies that require basic life support equipment. This course meets the emergency medical responder curriculum for New Mexico. This is an eight credit hour course.
- EM 122C Emergency Medical Technician Training – Intermediate (EMT-1) Clinical Experience**
This course provides the clinical experience for the EMT Intermediate program. It is for students who are currently enrolled in EM 124. This clinical course provides the students with hands-on experience while working under the supervision of a licensed EMT. Seventy-two clinical hours are required. Coordination of the clinical experience is through the NMJC faculty. This is a two credit hour course.
Co-requisite: EM 124
- EM 124 Emergency Medical Technician Training-Intermediate (EMT- I)**
Assessment of trauma and medical patients, airway management, shock, respiratory emergencies, fluid & electrolytes, IV & inhalation therapy, OB emergencies, subcutaneous medication administration, cardiovascular emergencies, diabetes management, and medico legal issues. This class includes initiation of IV therapy on fellow student while under direct supervision. This is a four credit hour course.
Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health
- EM 128 Emergency Medical Technical – Basic Bridge (EMT-B Bridge)**
This course is a continuation of EM 118, Emergency Medical Responder. It is designed for ambulance / rescue personnel who have access to specialized vehicles and equipment. The course prepares ambulance / rescue attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport. This is an eight credit hour course.
Prerequisite: EM 118
- EM 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

ENGLISH (EN)

- EN 103 English Fundamentals for Specialized Programs**
This course focuses on grammar, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses effective technical writing in the work place. This class does not meet the requirements of the associate of arts or the associate of science degrees. This is a three credit hour course.
- EN 113 Composition and Rhetoric**
This course offers an introduction to written communication with emphasis on developing college-level paragraphs and essays. This is a three credit hour course.
Prerequisite: TS 113C or appropriate score on a placement test
- EN 123 Composition and Literature**
As a continuation of EN 113, this course focuses on writing effective paragraphs and essays with an emphasis on reading, analyzing, and researching literary genres: short stories, poetry, drama, novels, and/or essays. This course includes a research project and other writing assignments. This is a three credit hour course.
Prerequisite: EN 113 Composition and Rhetoric
- EN 123A Report Writing for Technicians**
This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. This is a three credit hour course.
Prerequisite: EN 113 Composition and Rhetoric
- EN 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- EN 213 Types of Literature I**
This course examines selected literary works from one or more genres. The successful student has the opportunity to develop critical thinking skills through close reading of the selected genre(s) presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature
- EN 213A Survey of British Literature I**
This course offers a study of the development of British literature from Beowulf through the eighteenth century. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.
Prerequisite: 123 Composition and Literature

COURSE DESCRIPTIONS

EN 213B Creative Writing

This course offers an introduction to the writing of various literary genres resulting in individual writing portfolios. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature or consent of instructor

EN 213C American Literature I

This course examines the development of American literature to the Civil War. It is designed to offer a broad cultural awareness of American literature and culture. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EN 213D World Literature I

This course examines representative masterpieces from ancient, medieval, and Renaissance literature. It is designed to introduce world literature and to widen the student's contacts with individuals, ideas, and customs of other cultures. Readings, reports, and writings required. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EN 223 Types of Literature II

This course examines selected literary works from one or more genres. The successful students' critical thinking skills are developed through close reading of the genres presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EN 223A Survey of British Literature II

This course offers a study of the development of British literature from the eighteenth century to the present. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EN 223B Creative Writing II

This course is a continuation of EN 213B, emphasizing further development in the writing of various literary genres, resulting in individual writing portfolios. This is a three credit hour course.
Prerequisite: EN 213B Creative Writing

EN 223C American Literature II

This course examines the development of American literature from the Civil War to the present. It is designed to offer a broad cultural awareness of American literature and culture. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EN 223D World Literature II

This course examines representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. It is designed to introduce world literature from the modern era and to widen the students' contact with individuals, ideas, and customs of other cultures. Readings, reports, and writings are required. This is a three credit hour course.
Prerequisite: EN 123 Composition and Literature

EQUINE (EQ)

EQ 103 Equine Science

This course is designed to introduce students to the history, breeds, anatomy, selection, genetics, reproduction, nutrition, and management of the horse. This is a three credit hour course.

EQ 107 Horsemanship I

This course covers basic principles and techniques of western riding, horse care, management, and equine training. It focuses on safety and basic to intermediate horsemanship maneuvers and techniques. This is a seven credit hour course.
Prerequisite: Consent of Instructor

EQ 112 Equine Evaluation

This course examines equine performance related to conformation, environment, heredity, and training. It focuses on selection and function based on conformation and athletic performance. This is a two credit hour course.

EQ 112A Equine Nutrition

This course provides an in-depth study of equine absorption, digestion, metabolism, excretion, and function of nutrients and examines nutritional requirements for growth, maintenance, and performance. This is a two credit hour course.

EQ 113 Equine Management

This course provides an introduction to all aspects of equine management including: facility management, health care, selection, nutrition, and maintenance. This is a three credit hour course.

COURSE DESCRIPTIONS

- EQ 113A Equine Anatomy**
This course examines the basic structure of the horse and provides an in depth study of the skeletal, muscular, nervous, and cardiovascular systems. This is a three credit hour course.
- EQ 117 Horsemanship II**
This course presents principles and techniques of western riding, horse care, management, and equine training. It covers safety and intermediate to advanced horsemanship techniques and maneuvers. This is a seven credit hour course.
Prerequisite: Horsemanship I or Consent of Instructor
- EQ 122 Equine Industry**
This course explores the diversity of the equine industry and evaluates the numerous employment opportunities available. This is a two credit hour course.
- EQ 123 Equine Business**
This course examines business management practices essential to the planning and operation of equine businesses, facilities, and operations. It focuses on management, marketing, sales, and record keeping. This is a three credit hour course.
- EQ 123A Performance Training I**
This course focuses on the fundamentals of performance horse training. It covers various methods, techniques, and philosophies of training horses to participate in performance events. This course consists of hands-on application of these techniques, methods, and philosophies. This is a three credit hour course.
Prerequisite: Consent of Instructor
- EQ 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- EQ 202 Equine Reproduction**
This course combines the examination of basic genetic principles with the study of the anatomical and physiological aspects of reproduction as they relate to equine reproduction, emphasizing genetic principles and reproductive aspects. Artificial insemination, embryo manipulation, and current innovations in reproductive biotechnology will also be examined. This is a two credit hour course.
- EQ 206 Equine Internship (6 hour)**
This course offers an opportunity to gain work experience within the equine industry. It provides advanced instruction from industry professionals and practical, hands-on experience. This is a six credit hour course.
Prerequisite: Consent of Instructor
- EQ 207 Colt Starting I**
This course introduces fundamental principles and techniques used in starting and training colts. It covers safety, equipment, handling, principles, and techniques through practical application. This is a seven credit hour course.
Prerequisite: Consent of Instructor
- EQ 212 Equine Internship (12 hour)**
This course offers an opportunity to gain work experience within the equine industry. It provides advanced instruction from industry professionals and practical, hands-on experience. This is a twelve credit hour course.
Prerequisite: Consent of Instructor
- EQ 213 Equine Sales and Marketing**
This course is designed to prepare students with marketing and sales skills for various equine enterprise types. Specific emphasis will be placed on the development of effective advertisements, market research, sales strategy, pricing, and other components of a successful market plan. This is a three credit hour course.
- EQ 213A Performance Training II**
This course will cover immediate to advanced techniques, methods, and philosophies of training performance horses. It consists of hands-on application of these techniques, methods, and philosophies. This is a three credit hour course.
Prerequisite: Performance Training I or Consent of Instructor
- EQ 213B Applied Horsemanship I**
This course focuses on specialized horse training techniques and methods designed to allow students individually specific horse training opportunities. This is a three credit hour course.
Prerequisite: Horsemanship I or Consent of Instructor
- EQ 217 Colt Starting II**
This course presents advanced principles and techniques used in starting and training colts. It covers safety, equipment, handling, principles, and techniques through practical application. This is a seven credit hour course.
Prerequisite: Colt Starting I or Consent of Instructor
- EQ 223 Applied Horsemanship II**
This course focuses on advanced specialized horse training techniques and methods. It offers students individually specific horse training opportunities. This is a three credit hour course.
Prerequisite: Applied Horsemanship I or Consent of Instructor

COURSE DESCRIPTIONS

GEOGRAPHY (GG)

GG 113 **World / Regional Geography**

This course is designed as an introductory geographic survey arranged around the following major regions: United States and Canada, Latin America and the Caribbean, Europe, Northern Eurasia, Central Asia and Afghanistan, The Middle East and North Africa, Africa-South of the Sahara, South Asia, East Asia, Southeast Asia, and Australia, New Zealand, and the Pacific Islands. Emphasis is placed upon an analysis of the natural environment, cultural environment, population status, economic development, and potentials. This is a three credit hour course.

GG 191-296 (A-Z) **Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

GEOLOGY (GE)

GE 114 **Physical Geology**

This course will study earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, volcanism, earth resources, oceans, and meteorology. Concurrent enrollment in GE 114L (laboratory) is required. This is a four credit hour course.

GE 124 **Historical Geology**

This course will include a chronological study of the history and development of life on earth. Topics will include the formation of the oceans and atmospheres, fossils, and evolution of dinosaurs, and animal life. Concurrent enrollment in GE 124L (laboratory) is required. This is a four credit hour course.

GE 214 **Introduction to Meteorology**

This course focuses on the science of the atmosphere by following weather in real time via the internet. This course provides the student with background information on the properties of the atmosphere, the scientific principles that govern weather and climate, the interactions between the atmosphere and the other components of the Earth system, and the implications of those interactions for humankind. Concurrent enrollment in GE 214L (laboratory) is required. This is a four credit hour course.

GE 191-296 (A-Z) **Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

GE 224 **Ocean Studies**

This course focuses on the science of world oceans and the role of the ocean from an Earth system perspective. Students are introduced to the dynamic ocean in near real-time by working with current oceanographic data delivered via the Internet and coordinated with learning investigation labs keyed to current ocean products. This course explores the ocean in the Earth system with special emphasis on the flow and transformation of weather and energy into and out of the ocean, the physical and chemical properties of seawater, ocean circulation, marine life and its adaptations, interactions between the ocean and the other components of the Earth system, and the human / societal impacts on and response to those interactions. Concurrent enrollment in GE 224L (laboratory) is required. This is a four credit hour course.

GERMAN (GR)

GR 114 **Beginning German I**

This course uses a conversational approach to language acquisition to teach vocabulary and to facilitate comprehension. This course aids students in the development of speaking, reading, writing, and comprehension, with careful attention given to grammar and pronunciation. Not only are students exposed to the spoken language, but also to German culture. This course contains both a lecture and a lab component. This is a four credit hour course.

GR 191-296 (A-Z) **Special Topic**

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GOVERNMENT (GO)

GO 191-296 (A-Z) **Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

GO 213 **American Government**

This course examines the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between the formal and informal groups seeking to make claim on or through the government. This is a three credit hour course.

GO 233 **International Relations**

This course discusses the major theories of international relations and provides students with the historical background to understand global politics. It provides a basis of discussion over three key themes—the historical, the contemporary and policy-oriented, and the theoretical—and emphasizes the extent to which they complement one another. It gives the student one of the most important processes affecting relations between states and non-state actors today: globalization. This is a three credit hour course.

COURSE DESCRIPTIONS

HAZARDOUS MATERIALS ENVIRONMENTAL TECHNOLOGY (HM)

HM 101 Safety and Hazardous Materials

This course will introduce the student to the proper management of hazardous material encountered in the automotive environment. The student will gain an understanding of the Hazard Communication Regulation. Students will learn how to utilize a Material Safety Data Sheet in order to identify, handle, store, and dispose of hazardous materials. They will be introduced to basic first aid and response to spills or exposure in their work environment. Use of the proper personal protective equipment will be covered. Other safety topics including right-to-know laws will be covered. This is a one credit hour course.

HM 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

HM 223 Environmental Health & Safety

This course introduces students to the effects of industrial, biological, and chemical hazards on the environment. Material from the Department of Energy, the Nuclear Regulatory Commission, OSHA, and the Environmental Protection Agency is integrated throughout the course. This is a three credit hour course.

HM 233 Environmental Law

This course introduces the current federal laws that regulate the assessment, use, handling, storage, and disposal of hazardous materials. This course also gives the student an understanding of public and private nuisances and available remedies. It includes: Clean Air Act, Clean Water Act, RCRA, CERCLA, Toxic Substance Control Act, Federal Pesticide Act, and OSHA. This is a three credit hour course.

HM 233B Transportation of Hazardous Material

This course provides a working knowledge of the Hazardous Materials Transportation Regulations. The emphasis of the course is on definition of hazard classes using the hazardous materials table, marking, labeling, placarding, and shipping papers. This is a three credit hour course.

HISTORY (HI)

HI 113 United States History to 1877

This course surveys the discovery, establishment, and growth of the English colonies; their relations with Great Britain; the revolution; the Confederation; the Constitution; the growth of nationalism; westward expansion; slavery; the Civil War; Reconstruction; economic, political, and social development; and international relations. This is a three credit hour course.

HI 113A History of New Mexico

This course studies the archaeology, geography, and geology of New Mexico and its effect on the growth of New Mexico. It will cover New Mexico's Prehistoric and Proto-Historic Native Americans, Spanish, Mexican, and American Epochs; internal development and problems of the state; and New Mexico's place in the United States. This is a three credit hour course.

HI 123 United States History from 1877

This course studies the growth of big business and the accompanying problems; westward expansions; causes and results of World War I; the Great Depression of the 1930s and its consequences; causes of World War II; and the post war adjustments and prospective solutions. This is a three credit hour course.

HI 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

HI 213 History of Civilization I

This course covers the civilizations that have contributed to the shaping of contemporary society. It focuses on prehistoric civilizations and the civilizations of the Near East, Far East, Greece, and Rome. The medieval church, the Renaissance, the Protestant Reformation, and the rise of the monarchies are also discussed. This is a three credit hour course.

HI 213M U.S. Military History

This course will cover the history of the United States military from its colonial beginnings through the Vietnam War. This period of history has become a watershed of change for our nation. Coverage will include a survey of important battles of the major wars in U.S. History, as well as an introduction of the interrelationships that exist between the U.S. military and the political, economic, and social forces that continue to shape our nation. Emphasis will be placed upon America's role in the world. This is a three credit hour course.

Prerequisites and or co-requisite recommended: HI 113 and HI 123

HI 223 History of Civilization II

This course is a continuation of HI 213. The focus is on early modern times and the genesis of present civilization. The period of the rise of monarchy, individualism, and capitalism in Western Europe; the development of the industrial revolution in England, and the political revolutions in France and the other European countries; the growth of totalitarianism and its struggle with democracy, and recent world developments are examined. This is a three credit hour course.

HI 223W The Civil War

This course is a history of the American Civil War with an emphasis upon the sectional conflicts and events that led to the war. The course also covers the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world. This is a three credit hour course.

COURSE DESCRIPTIONS

HOME ECONOMICS (HE)

HE 113 Introduction to Nutrition

This course provides an introduction to the principles of basic nutrition and the relationship of nutrition to health. This is a three credit hour course.

HE 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

INDUSTRIAL TECHNOLOGY (INDT)

INDT 113 First Line Maintenance

This course will provide basic information to locate and troubleshoot common machine or equipment faults. Upon completion of this course, students should be able to safely and properly perform preventative maintenance techniques. This is a three credit hour course.

INDT 113A Introduction to OSHA

This course will introduce students to OSHA (Occupational Safety and Health Administration) and its established health and safety standards as applicable to employees in the workplace environment. It will cover the areas of hazard communications, record keeping, egress training, ergonomics, personal protective equipment, flammable and combustible liquids, powered industrial trucks, walking and working surfaces, electrical hazards, lock-out/tag-out, and other related topics. This is a three credit hour course.

INDT 113B Industrial Practices and Principles

This course will introduce students to the principles and practices of ISO 9000, Root Cause Analysis, Failure Modes and Effects Analysis, and Hazardous Assessment and their applicability in the workplace. This is a three credit hour course.

INDT 113C Logistics for Technicians

This course will provide basic and advanced logistics training for material handlers. Topics in this course will include warehousing, automated equipment, control procedures, distribution and order processing, warehouse management and evaluation, industrial health and safety, and logistics information systems. This is a three credit hour course.

INDT 113D Nuclear Chemistry

This course introduces students to atomic structure of matter, chemical bonding, and chemical interactions involved with corrosion processes. Students will be introduced to water-chemistry control, including the principles of water treatment, the hazards of chemicals, and basic gaseous diffusion processes. This is a three credit hour course.

INDT 113E Basic Electrical Theory

This course is an introduction to Basic Electronic Theory. This course covers how to identify electronic components used in communications and industrial equipment, how to calculate voltage and current in series and parallel circuits, and how to understand the basics of circuit design. This is a three credit hour course.

INDT 113F Fundamentals of Instrumentation & Controls

In this course students will be introduced to a variety of detectors, including temperature, pressure, level, flow, and radiation; position indicators; and principles of control systems used in the nuclear industry. This is a three credit hour course.

INDT 113G Computer Applications for Energy Technicians

This course will provide students with basic knowledge of computer applications used in the energy industry. Topics will include data collection, charting, formulas, calculations, and graphic presentations. Example problems are provided and solved using spreadsheet software. This is a three credit hour course.

INDT 113H Introduction to Renewable Energy Systems

This course provides a broad overview of the major renewable technologies in the alternative energy industry, including solar, wind, and fuel cell energy. Students will have the opportunity to learn the skills necessary to work with basic electrical circuits, solar energy products, windy energy equipment, and fuel cells. This is a three credit hour course.

INDT 113N Fundamentals of Nuclear Science

This course is an introduction to the fundamentals of nuclear science. The course presents the basic nuclear science needed to understand and quantify nuclear phenomena such as nuclear reactions, nuclear energy, radioactivity, and radiation interaction with matter. This course explores the latest advances in the detection and measurement of radiation, fusion, and fission energy. This is a three credit hour course.

INDT 123 Introduction to Thermodynamics, Heat Transfer, and Fluid Flow

This course will provide students with the basic principles of thermodynamics, heat transfer, and fluid flow. Students will be introduced to the properties of fluids, conduction, convection, radiation-heat transfer, and the relationship between types of energy in a fluid stream. This is a three credit hour course.

INDT 123A Introduction to Programmable Logic Controllers (PLC)

This course will introduce students to the basics of Programmable Logic Controllers (PLC) used in industrial control systems, including electronic device-to-device interfacing, data communication, signal processing, data display, and control operations. This is a three credit hour course.

INDT 123B Nuclear Physics & Reactor Theory

This course introduces students to concepts of atomic physics, including the atomic nature of matter, nuclides, radioactivity, radioactive decay, neutron interactions, fission, and the interaction of radiation with matter. This is a three credit hour course.

COURSE DESCRIPTIONS

INDT 123C Mechanical Science

This course presents the basics of mechanical components, diesel engines, heat exchangers, pumps, and valves. Students will have the opportunity to understand the construction and operation of mechanical components associated with various Department of Energy (DOE) nuclear facility operations and maintenance. This is a three credit hour course.

INDT 123D Programmable Logic Controller (PLC) Applications

This course will cover programmable logic controller (PLC) programming basics and the most commonly used PLC instructions in the alternative energy industry. Topics will include PLC program editing and debugging techniques, along with hands-on learning opportunities. This is a three credit hour course.

INDT 123E Electrical Applications

This course will introduce students to the fundamentals and applications of electrical systems in the alternative energy industry. Topics covered will include electrical systems on the production floor, terminology, and electrical systems of mobile equipment. This is a three credit hour course.

INDT 123F Industrial Safety

This course will introduce students to occupational safety and health concerns relating to the alternative energy industry. Topics covered will include safety, prevention and protection plans, hygiene, and ergonomics. This is a three credit hour course.

INDT 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

INDT 213 Fundamentals of Vacuum Technology

This course introduces students to methods and processes used in the nuclear industry. Students are introduced to the use of vacuum technology in the production of microelectronics, optics, specialty pharmaceuticals, chemical analysis, and other areas where high degrees of purity and cleanliness are required. This is a three credit hour course.

INDT 213A Fundamentals of Prints & Drawings for Technicians

This course will introduce students to print reading, engineering fluid diagrams, electrical diagrams, electronic schematics, logic diagrams, engineering fabrication, and construction drawings. This course should provide personnel and contractors who are associated with Department of Energy nuclear facility construction, operation, and maintenance, a foundation in reading, interpreting, and using engineering prints and drawings. This is a three credit hour course.

INDT 213B Material Science for the Energy Industry

This course will introduce students to properties of materials used in most energy related industries along with the importance of material selection to safety, reliability, and the environment. This is a three credit hour course.

INDT 213C Solar and Wind Applications

This course will introduce students to the basic fundamentals of solar and wind energies. Topics covered will include sources of energy, safety practices, photovoltaic modules, turbine generators, troubleshooting, and industry career opportunities. Students learn how solar and wind energies can be used to help reduce dependence on non-renewable fuel sources. This is a three credit hour course.

INDT 213D Mechanical Application

This course will introduce students to the basic fundamentals and workings of mechanical systems in the alternative energy industry. Topics covered will include basic physics, linear actuators, clutches, bearings, gears, drives, and couplings. Students learn how components of a typical mechanical system work together. This is a three credit hour course.

INDT 213E Hydraulic Applications

This course will introduce students to hydraulic components and circuits in the alternative energy industry. Topics covered will include the transmission of force through liquids, conversion of force to pressure, the control of power, and systematic methods of troubleshooting and testing hydraulic systems. This is a three credit hour course.

INDT 213F Pneumatic Applications

This course will introduce students to the principles of pneumatic energy and its control applications in the alternative energy industry. Topics covered will include pressure vs force relationships, pressure drop vs flow relationships, linear actuators, and rotary actuators. This is a three credit hour course.

INDT 216A Cooperative Work Experience 1

This course will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

INDT 216B Cooperative Work Experience 2

This course is a continuation of INDT 216A and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

COURSE DESCRIPTIONS

INDT 216C Cooperative Work Experience 3

This course is a continuation of INDT 216A and INDT 216B and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

INDT 216D Cooperative Work Experience 4

This course is a continuation of INDT 216A, INDT 216B, and INDT 216C and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

INDT 223 Introduction to Process Management

This course presents methods for developing and managing process inputs, value added steps, outputs, and process metrics. The course introduces students to how well-managed processes save businesses warranty costs, increase product and service reliability, and increase customer satisfaction. This is a three credit hour course.

INDT 223A Nuclear Safety & Reliability

In this course, students will examine case studies which include nuclear accidents and the lessons learned, and they will research and develop strategies to avoid future events. Students will use basic reliability tools, including reliability calculations of series and parallel systems, data distributions used to identify trends, and root cause failure analysis identification methods. This is a three credit hour course.

INDT 233 Energy Technology Internship (3 Hour)

The internship course is hands-on work experience in the public or private sector that provides for workplace learning in an area of student career interest that relates to their specified degree program. This course will provide opportunities for students to gain expertise and knowledge that will enhance their skills necessary in the workplace. A minimum of 120 hours must be worked in order to get full credit. This is a three credit hour course.

INDT 236 Energy Technology Internship (6 Hour)

The internship course is hands-on work experience in the public or private sector that provides for workplace learning in an area of student career interest that relates to their specified degree program. This course will provide opportunities for students to gain expertise and knowledge that will enhance their skills necessary in the workplace. A minimum of 240 hours must be worked in order to get full credit. This is a six credit hour course.

LAW ENFORCEMENT ACADEMY (LA)

NOTE: The following courses are taught through the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the certificate in Law Enforcement, the Associate of Arts, or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the law enforcement courses (LA), since the LA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a peace officer.

LA 111 First Aid and CPR for Public Safety

This course provides instruction and certification in basic First Aid / CPR knowledge, skills, and procedures designed to render care for the sick or injured. This instruction is specific to first responders while in a law enforcement and / or corrections capacity. This is a one credit hour course.

LA 112 Physical Training and Wellness for Law Enforcement Officers

This course is designed to enhance the basic police officer's level of fitness, as well as to develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well-being. This class will include demonstration, discussion, and participation. This class will incorporate periodic fitness assessments, strength, cardiovascular, and flexibility training. Additionally, concepts in nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and obstacle/agility courses for state certification as a law enforcement officer. This is a two credit hour course.

Co-requisite: Enrollment in the Law Enforcement Academy

LA 113 Introduction to Criminal Justice (same as CJ 113)

This course will cover the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system. This is a three credit hour course.

LA 113B Substantive Criminal Law (same as CJ 113B)

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.

LA 113E Introduction to the Courts (same as CJ 113E)

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.

LA 113P Police in Society (same as CJ 113P)

This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. This is a 3 credit hour course.

COURSE DESCRIPTIONS

- LA 114 Custody Control, Chemical Agents and Officer Safety**
This course will cover procedures (principles, concepts, medical implication and practical application) for custody and control and use of chemical agents in a law enforcement environment. Also covered will be academic and practical application regarding officer safety including day and night traffic stops, arrest situations, and handcuffing. This is a four credit hour course.
- LA 121 Case Preparation and Presentation**
This course provides basic knowledge in the nature of technical writing as it applies to police reports and documentation. The course will also provide the student with clear and concise techniques and procedures to effectively prepare for and testify in civil and / or criminal court proceedings. This is a one credit hour course.
- LA 123D Tech Writing Law Enforcement**
Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills. This is a three credit hour course.
- LA 123E Firearms Proficiency**
Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. This is a three credit hour course.
- LA 123F Traffic Law & Accident Investigation (same as CJ 123F)**
This course will review theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. This is a three credit hour course.
- LA 123P Law Enforcement Patrol Procedures (same as CJ 123P)**
This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, topics covered include basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival. This is a three credit hour course.
- LA 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- LA 213A Criminal Investigation (same as CJ 213A)**
This course focuses on the fundamentals of criminal investigation. It includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.
- LA 213B Criminal Procedure (same as CJ 213B)**
This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.

LEGAL STUDIES / PARALEGAL (LS)

- LS 112 Legal Ethics**
This course is an in-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for the paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys, and the relationship of the paralegal to the supervising attorney, the client and the community. This is a two credit hour course.
- LS 113 Introduction to the Legal System**
This course focuses on the history and overview of the legal system including the role of the legal assistant; legal ethics; unauthorized practice; the Code of Professional Responsibility; importance of communications, judgment, and analytical ability; terminology sources; and work of law. This is a three credit hour course.
- LS 113A Introduction to Legal Research and Writing**
This course is a study of legal research and bibliography, research problems, sources, legal drafting and writing, and preparation of memoranda and briefs. This is a three credit hour course.
- LS 113C Introduction to Paralegal Studies**
This course will introduce concepts such as the definition and role of the paralegal, ethical responsibilities, professionalism, the legal system, legal research and analysis, legal and office procedures, technology in the law, and topics in substantive law. This is a three credit hour course.
- LS 123 Contracts**
This course focuses on the formation of contracts, breach of contracts, remedies for breach of contract, and drafting contracts. This is a three credit hour course.
Prerequisite: LS 113 & LS 113C or permission of dean/program director

COURSE DESCRIPTIONS

LS 123A Torts

This course is a study of negligence and gross negligence including the requisites for recovery, such as duty, breach, causation, and damages. Also to be included in this course is the study of intentional torts, product liability, defamation, defenses, and the drafting of various documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director/coordinator

LS 123B Property

This course is a study of the legal aspects of personal and real property ownership. It will include bailments and the basics of probate. It is also an analysis of common real estate transactions such as deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens, and landlord/tenant relations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director or coordinator

LS 123C Family Law

This course will focus on topics that will include divorce, separation, custody, adoption, guardianship, support, settlement agreements in compliance with statutes, and drafting documents. Also included in this course will be aspects of the administrative agencies that affect the modern family, from spousal abuse to juvenile justice. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

LS 213 Law Office Operations and Management

This course focuses on law office operation, theories of management, time keeping and billing, law office equipment, budgeting, key players, preparation of forms, checklists, docket control, personnel problems, and self-management. This is a three credit hour course.

LS 213A Civil Procedure

This course is an analysis of civil procedure. Instruction includes preparation of documentation in lawsuits, covering pre and post trial matters, jurisdictional, evidentiary, and admissibility problems. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 213B Practicum/Internship

This course is a supervised on-the-job training experience in law office, governmental agencies, or legal departments of business or industry. This course requires 45 hours of on the job training in the legal field. This is a three credit hour course.

Prerequisite: Permission of dean/program director

LS 223A Trial Preparation and Procedures

This course covers methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, and methods and organization for effective trial presentations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 223B Torts / Negligence

This course is the study of negligence and gross negligence. Instruction includes the requisites for recovery, duty, breach, causation, damages, product liability, and drafting appropriate documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/ program director

LS 223C Estate Planning and Probate

This course is an introduction to estate and probate terminology. Instruction includes wills and trusts, New Mexico/Texas probate law and procedures, required orders and notices of estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial finding. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 223D Bankruptcy and Creditors Rights

This course is a study of Uniform Commercial Code in secured transaction matters including garnishment and replevins, the study of the bankruptcy code and rules of procedure, the study and preparation of appropriate pleadings and schedules, and creditors' rights. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 231A-234A Special Topics in Paralegal Studies

This course is a study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants.

Prerequisite: LS 113 & LS 113C or permission of dean / program director

LS 233 Advanced Research Techniques

This course is a continuation of LS 113A. It is designed to provide training in more advanced legal research problems with a focus on analysis and writing. It requires preparation of sophisticated legal memoranda and documents. This is a three credit hour course.

Prerequisite: LS 113, LS 113A, & LS 113C or permission of dean / program director

LS 251 Advanced Training for Paralegal Studies I

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to resume building, identification of parties and proper caption headings, and paralegal rules of conduct for a novice paralegal / legal assistant.

This is a one credit hour course.

COURSE DESCRIPTIONS

LS 261 **Advanced Training for Paralegal Studies II**

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to client contact, preparing pleadings for different jurisdictions, conflict resolution, and communication for an experienced paralegal / legal assistant. This is a one credit hour course.

Prerequisite: Permission of instruction

LS 271 **Advanced Training for Paralegal Studies III**

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to notebook preparation, courtroom visits, witness preparation, and jury paneling for an advanced paralegal / legal assistant. This is a one credit hour course.

Prerequisite: Permission of instruction

MATHEMATICS (MA)

MA 113 **College Algebra**

This college algebra course is designed for pre-engineering, mathematics, and science majors. The subject matter covered in this class includes a brief review of Elementary and Intermediate Algebra topics, as well as a more extensive study of graphs of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions, and logarithmic functions. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

MA 113A **Intermediate Algebra**

This intermediate algebra course is designed for students in general education and technical fields. This course provides a review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations, quadratic functions, and solving systems of linear equations. This course is not open to students who have credit for MA 113 or its equivalent. This is a three credit hour course.

Prerequisite: TS 113F or equivalent or appropriate score on a placement test

MA 113B **Statistics**

This is an introductory course in statistics. It will cover the measures of central tendency, variation, regression, correlation, probability, sampling, sampling distributions, estimation, and test of statistical hypotheses. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

MA 113C **Technical Mathematics I**

This course is designed for the student majoring in a vocational / technical field. It includes a brief review of whole numbers, decimals, and fractions followed by fundamental operations of algebra, linear equations, ratio, proportions, variations, percents, basic geometry, unit conversions, metric system, and applications in the technical fields. This is a three credit hour course.

MA 113D **Mathematical Analysis with Business Applications I**

This course is designed strictly for business and economics majors. This course is a review of algebra followed by the study of functions, mathematics of finance, matrix theory, linear systems, linear programming, and exponential and logarithmic functions. This is a three credit hour course

MA 113E **Math for Elementary Teachers I**

This is a mathematics course for prospective or current elementary teachers designed to cover topics for grades K-3. Topics covered will be problem solving, number theory, number systems, operations on real numbers, basic functions, measurement and data, and geometry. This course will be taught using lecture, cooperative learning, demonstration, and student presentations. It will also require critical thinking in problem solving. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

MA 113M **Metric Conversions for Technicians**

This course will provide students with theory and application of mathematics including basic math, algebra, geometry, trigonometry, calculus, and the calculation of all units of measurement using SI vs. English. This is a three credit hour course.

MA 123 **Plane Trigonometry**

This course will cover trigonometric functions, solutions of right triangles, properties and relationships between trigonometric functions, radian measures of the angles, graphs of trigonometric functions, the addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, and solutions of trigonometric equations. This is a three credit hour course.

Prerequisite: MA 113 or equivalent or appropriate score on a placement test

MA 123D **Mathematical Analysis with Business Applications II**

This is the sequential course to MA 113D. This course covers probability, decision theory, statistics, differential calculus, and integral calculus applications. This is a three credit hour course.

Prerequisite: MA 113D or equivalent

MA 123E **Math for Elementary Teachers II**

This is a mathematics course for prospective or current elementary teachers designed to cover topics for grades 4-5. Topics covered will be problem solving, operations on real numbers, basic algebra principles, functions of various degrees, set theory, data analysis, probability, and geometry. This course will be taught using lecture, cooperative learning, demonstration, and student presentations. It will also require critical thinking in problem solving. This is a three credit hour course.

Prerequisite: MA 113E, Math for Elementary Teachers I

COURSE DESCRIPTIONS

MA 144 Calculus and Analytic Geometry I

This course is an introduction to concepts in analytic geometry, limits, continuity, differentiation of algebraic and transcendental functions, the mean value theorem, curve sketching, max-min problems, the definite and indefinite integral, and applications of integration, area, and the Fundamental Theorem of Calculus. This is a four credit hour course.

Prerequisites: MA 113 and MA 123, or equivalent or appropriate score on a placement test

MA 154 Calculus and Analytic Geometry II

This is the sequential course to MA 144. This course covers techniques of integration, L'Hospital's rule, polar coordinates, arc lengths, work, liquid force centroids, improper integrals and hyperbolic functions, introduction to differential equations, sequences, infinite series, and convergence tests. This is a four credit hour course.

Prerequisite: MA 144 or equivalent

MA 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

MA 234 Calculus and Analytic Geometry III

This is the sequential course to MA 154. This course covers three dimensional geometry and vectors, vector operations, introduction to vector functions, parametric equations, functions of several variables, partial derivatives, tangent planes and the gradient, multiple integrals, cylindrical and spherical coordinates, line integrals, surface integrals, and Stokes Theorem. This is a four credit hour course.

Prerequisite: MA 154 or equivalent

MEDICAL TERMINOLOGY (ME)

ME 111 Medical Terminology I

This course is an introduction to medical terminology with an emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. This is a one credit hour course.

ME 121 Medical Terminology II

This course is a continuation of ME 111 and uses a systematic approach to learn medical terms, standard medical abbreviations, and spelling. This is a one credit hour course.

Prerequisite: ME 111, Medical Terminology I

ME 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

MUSIC (MU)

MU 111K Introduction to Singing

This course is designed for individuals who have little or no vocal experience. Basic techniques of voice production, diction, breathing, and intonation will be explored in a group setting. This is a one credit hour course.

MU 111P Private Piano

This course is designed for non-music and music majors whose interest or concentration of study is piano. The student's proficiency level will be assessed, and an individual program of study will be developed. This is a performance based course. This course may be repeated for credit for a total of two credit hours. This is a one credit hour course.

MU 111V Private Voice

This course is designed for non-music and music majors whose concentration of study is voice / vocal performance. The student's proficiency level will be assessed, and an individual program of study will be developed. This course may be repeated for a total of two credit hours. This is a one credit hour course.

MU 112A Piano I

This course is a continuation of MU111P Private Piano and is designed for non-music and music majors whose interest or concentration of study is piano. The student's proficiency level will be assessed and an individualized program of study will be developed. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 111P Private Piano or permission of the instructor

MU 112B Voice I

This course is a continuation of MU 111V Private Voice and is designed for non-music and music majors whose interest or concentration of study is voice/vocal performance. Once the student has completed an audition / interview with the Music Department, an individual program of study will be developed, centered upon technique and the building up of repertoire. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 111V Private Voice or permission of the department.

COURSE DESCRIPTIONS

MU 112C Elementary Harmony I

This course is a continuation of MU 112C Elementary Harmony I. Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. This is a two credit hour course.
Co-requisite: MU 112E Aural Skills I

MU 112D Instrument I

This course is a continuation of MU 101 Private Instrument and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. The student's proficiency level will be assessed and an individualized program of study will be developed. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 101 Private Instrument or permission of the instructor

MU 112E Aural Skills I

This course is designed as an aid to develop the musician's ear for detecting musical patterns. This is a two credit hour course.
Co-requisite: MU 112C Elementary Harmony I

MU 112S Show Choir

This is a performance based course which covers many styles of music with emphasis in popular music and musical theatre. Various ensemble opportunities in the Show Choir style of live performance will be introduced. Singing and basic movement are incorporated. Students enrolled in this course will be required to audition. This is a two credit hour course.

MU 122A Piano II

This course is a continuation of MU 112A Piano I and is designed for non-music and music majors whose interest or concentration of study is piano. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 112A Piano I or permission of the instructor

MU 122B Elementary Harmony II

This course is a continuation of MU 112C Elementary Harmony I. This is a two credit hour course.
Co-requisite: MU 122E Aural Skills II

MU 122C Instrument II

This course is a continuation of MU 112 Instrument I and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 112D Instrument I or permission of the instructor

MU 122D Voice II

This course is a continuation of MU 112B Voice I and is designed for music majors whose concentration of study is voice / voice production. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 112B Voice I or permission of the instructor

MU 122E Aural Skills II

This course is a continuation of MU 112E Aural Skills I. This is a two credit hour course.
Co-requisite: MU 122B Elementary Harmony II

MU 131 College and Community Chorale

This course is centered within an ensemble designed for both college and members of the community. Emphasis is given to preparing various styles of repertoire for public performance. This is a one credit hour course.

MU 131C College and Community Band

This is a performance oriented course designed for both college and members of the community. Various styles of music are introduced with emphasis in concert band idioms. Included in the course will be a study of instrumental tone, intonation, technique, balance, interpretation, and musical effects. This is a one credit hour course.

MU 142 Music Rudiments

This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form. This is a two credit hour course.

MU 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

MU 212 Piano III

This course is a continuation of MU 122A Piano II and is designed for music majors whose concentration of study is piano. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 122A Piano II or permission of the instructor

MU 212A Voice III

This course is a continuation of MU 122D Voice II and is designed for students majoring in Music whose concentration of study is Voice / Vocal Performance. This is a performance based course. This is a two credit hour course.
Prerequisite: MU 122D Voice II or permission of the instructor

COURSE DESCRIPTIONS

MU 212B Advanced Harmony I

This course explores harmonic principles of the late 19th and early 20th centuries with emphasis on chromaticism and the non-tonal techniques. This is a two credit hour course.

Co-requisite: MU 212E Aural Skills III

Prerequisite: MU 122B Elementary Harmony II

MU 212C Instrument III

This course is a continuation of MU 122C Instrument II and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 122C Instrument II

MU 212E Aural Skills III

This course is a continuation of MU 122E Aural Skills II. This is a two credit hour course.

Co-requisite: MU 212B Advanced Harmony I

MU 213 Music Appreciation

This course explores the ideas of music in society and its cultural relevance. The elements of sound and music and stylistic explorations of four major periods in western art and music will be explored. This is a three credit hour course.

MU 222 Piano IV

This course is continuation of MU 212 Piano III and is designed for music majors whose concentration of study is piano. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 212 Piano III or permission of the instructor

MU 222A Voice IV

This course is a continuation of MU 212A Voice III and is designed for students majoring in music whose concentration of study is voice / vocal production. This is a two credit hour course.

Prerequisite: MU 212A Voice III

MU 222B Advanced Harmony II

This course is a continuation of MU 212B. This is a two credit hour course.

Co-requisite: MU 222E, Aural Skills IV

Prerequisite: MU 212B, Advanced Harmony I

MU 222C Instrument IV

This course is a continuation of MU 212C Instrument III and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 212C Instrument III

MU 222E Aural Skills IV

This course is a continuation of MU 212E Aural Skills III. This is a two credit hour course.

Co-requisite: MU 222B Advanced Harmony II

Prerequisite: MU 212E Aural Skills III

NUCLEAR TECHNOLOGY (NT)

NT 111 Quality Assurance for Technicians

This course will provide students with the basics of the Quality Assurance Program's purpose, implementation, and worker role in achieving quality in work assignments. Students will be aware of the Corrective Action Program, the Safety Conscious Work Environment, and Employee Concerns Program. This is a one credit hour course.

NT 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

NURSING (NU)

- NU 103 Pathophysiology I**
This course focuses on the basic understanding of pathophysiology associated with professional health care practice for nursing students. Diseases and conditions of greatest incidence, prevalence, and importance are studied across the lifespan. Course content is presented using a conceptual learning model. The relationships between body systems, organs, tissues, cells, and the underlying concepts associated with human pathophysiology are discussed. Normal structure and function of the cells, pathophysiological mechanisms, and iatrogenic injury to the cells of specific body systems are examined. Risk factors and clinical findings of specific diseases are discussed. Cultural, ethnic, and racial variations of anatomy, physiology, and pathophysiology of specific diseases are studied. This is a three credit hour course.
Prerequisite: BI 214A Anatomy and Physiology I
- NU 103A Pathophysiology II**
This course is a continuation of Pathophysiology I and focuses on the basic understanding of pathophysiology associated with professional health care practice for nursing students. Diseases and conditions of greatest incidence, prevalence, and importance are studied across the lifespan. Course content is presented using a conceptual learning model. The relationships between body systems, organs, tissues, cells, and the underlying concepts associated with human pathophysiology are discussed. Normal structure and function of the cells, pathophysiological mechanisms, and iatrogenic injury to the cells of specific body systems are examined. Risk factors and clinical findings of specific diseases are discussed. Cultural, ethnic, and racial variations of anatomy, physiology, and pathophysiology of specific diseases are studied. This is a three credit hour course.
Prerequisite: BI 224A Anatomy and Physiology II, NU 103 Pathophysiology I
- NU 105 Nurse Aide I**
This course is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. The course is part one of a two-part program and is designed to introduce to students the necessary knowledge and skills to deliver responsible and safe basic health care for residents in nursing and long-term care facilities under the supervision of a qualified registered nurse. The course will involve an on-campus lab component as well as an off-campus clinical experience of up to 24 hours or more. This is a five credit hour course.
- NU 105A Nurse Aide II**
This course is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. Students must meet eligibility requirements before enrolling in this course. The course is part two of a two-part program and involves an on-campus lab component as well as an off-campus clinical experience of up to 24 hours or more. Students will deliver responsible and safe basic health care for residents in nursing and long-term care facilities under the supervision of a qualified registered nurse. This is a five credit hour course.
Prerequisite: NU 105 Nurse Aide I
- NU 113A Introduction to Nursing Concepts**
This course introduces the nursing student to the concepts of nursing practice and conceptual learning. Knowledge is integrated from pre-requisite and co-requisite courses into a conceptual learning model and applied to select nursing concepts. The student defines personal values, beliefs, and attitudes about health and wellness. This course provides opportunities for the student to describe the importance of identifying patient safety issues, the roles and values of the nurse and members of the health care team, and specific standards/regulations that apply to nursing practice. This is a three credit hour course.
Prerequisite: Admission into the nursing program.
Corequisites: Principles of Nursing Practice, NU 113B
- NU 114 Principles of Nursing Practice**
This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or the clinical setting. The course focuses on the principles of communication, assessment, safety, and specific nursing interventions including accurate calculation, measurement, and administration of medications. Different types and characteristics of communication used in professional practice are described. The student applies the concepts learned in Level I nursing courses to the care of the patient and implements the principles of safety during the performance of nursing skills in patient-based scenarios. This is a four credit hour course.
Prerequisite: Admission into the nursing program
Corequisites: Introduction to Nursing Concepts, NU 113A
- NU 123 Health & Illness Concepts I**
This course focuses on health and illness concepts across the lifespan. The scope, risk factors, physiologic processes, attributes, and clinical management of the concepts of homeostasis/regulation, sexuality/reproduction, protection/movement, and emotional processes are included in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts of the course are discussed. Normal physiology and healthy adaptations of the patient are integrated into the concept/exemplar content. This is a three credit hour course.
Prerequisites: NU 113A Introduction to Nursing Concepts, NU 113B Principles of Nursing Practice.
Corequisites: NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion.
- NU 123A Health Care Participant**
This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community. The student identifies personal values, beliefs, and attitudes regarding the health and wellness of the health care recipient. The role of nursing as related to the health of vulnerable populations and elimination of health disparities is included in course content. Protective and predictive factors influencing the health of families, groups, communities, and populations are discussed. Evidence-based practices guiding health-related teaching, counseling, screening, and outreach; disease and outbreak investigation; and health care referral and follow-up are explored. Information and communication technologies in preventive care are also included in the course content. This course provides opportunities for the student to examine the health care and emergency preparedness of the local community and the state of New Mexico. The student is given the opportunity to identify effective, efficient, economical, and equitable clinical prevention and population-focused interventions. This is a three credit hour course.
Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice
Corequisites: NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion

COURSE DESCRIPTIONS

NU 123B Nursing Pharmacology

This course introduces the nursing student to pharmacological nursing practice across the lifespan utilizing a conceptual approach. The student identifies the nurse's professional role related to pharmacotherapeutics in diverse populations. Safety issues and minimization of risk potential associated with pharmacotherapeutics, complementary, and alternative medicines are discussed. Evidence-based pharmacological and pathophysiological concepts are integrated to guide medication therapeutics. Health care system protocols, communication methods, and informatics related to pharmacotherapeutics are included in the course content. Common drug classes and the pharmacotherapeutics, pharmacodynamics, and pharmacotherapeutics associated with each class are included in this course. This is a three credit hour course.

Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice

Corequisites: NU 123 Health and Illness Concepts, NU 123A Health Care Participant, and NU 124A Assessment and Health Promotion

NU 124A Assessment & Health Promotion

This course introduces the nursing student to assessment and health promotion for the health care participant as an individual, a family, or a community. This course utilizes seminar, laboratory, and/or clinical settings. The student is given the opportunity to assess physical health, health/illness beliefs, values, attitudes, developmental level, functional ability, culture, and spirituality of the participant. The student also assesses family health including family health history, genetic health history, and environmental exposures to identify current and future health problems. Community health needs are identified through collaborative community assessment and evidence-based practice. Assessment data is shared through communication with healthcare professionals to identify needed interventions. The role of the nurse as advocate for the health care recipient is explained. The student is given the opportunity to analyze educational materials for literacy level. This is a four credit hour course.

Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice

Corequisites: NU 123 Health and Illness Concepts, NU 123A Health Care Participant, and NU 123B Nursing Pharmacology

NU 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

NU 203 Health & Illness Concepts II

This course focuses on health and illness concepts across the lifespan. Concepts covered include oxygenation/hemostasis, homeostasis/regulation, protection/movement, and cognitive/behavioral processes. The scope, risk factors, physiologic processes, attributes, and clinical management of the selected concepts are included in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts of the course are discussed. Opportunities are provided for the student to apply selected health and illness concepts to the nursing care of health care recipients across the lifespan. This is a three credit hour course.

Prerequisites: NU 123 Health and Illness Concepts I, NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion

Corequisites: NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions

NU 213 Professional Nursing Concepts I

This course focuses on fundamental concepts for professional development, including selected professional attributes and care competencies. Ethical values, virtues, principles, and policies that guide the moral delivery of health care are examined. The relationship between the nurse's interpretation of the health care recipient's needs, concerns, and health problems and the nurse's decisions are explored. The delivery of quality nursing care and the factors that influence individuals, groups, and organizations to deliver quality nursing care are included in the content. The effects of health care team member interactions in the delivery of care are discussed. This is a three credit hour course.

Prerequisites: NU 123 Health and Illness Concepts I, NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion

Corequisites: NU 203 Health and Illness Concepts II, NU 214A Care of Patients with Chronic Conditions

NU 214A Care of Patients with Chronic Conditions

The focus of this course is the provision of safe, evidence-based nursing care across the lifespan for patients with chronic conditions in a variety of settings. This course builds upon the student's current knowledge of nursing concepts and utilizes a combination of laboratory and clinical settings. The student is given the opportunity to demonstrate ethical, safe, evidence-based nursing care for patients with chronic conditions. The student also demonstrates understanding of appropriate health care policy, finance, and regulatory environments effecting patients with chronic conditions. The student practices effective communication techniques with health care team members and patients with chronic conditions. The student also demonstrates effective use of the nursing process and nursing informatics/technologies in the nursing care to patients with chronic conditions. This is a four credit hour course.

Prerequisites: NU 203 Health and Illness Concepts I, NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion

Corequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts

NU 204A Health & Illness Concepts III

This course focuses on health and illness concepts across the lifespan. Concepts covered include homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes. The scope, risk factors, physiologic processes, attributes, and clinical management of the relationships between selected concepts/exemplars are discussed in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts/exemplars of the course are discussed. The roles of health care team members related to specific concepts/exemplars are differentiated. Opportunities are provided for the student to apply selected health and illness concepts to the nursing care of patients across the lifespan. This is a four credit hour course.

Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions

Corequisites: NU 214B Clinical Intensive I, NU 216 ADN Capstone

COURSE DESCRIPTIONS

NU 214B Clinical Intensive I

This course is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the care management of patients with acute conditions across the lifespan. This course utilizes a combination of seminar, lab, and clinical. The student is given the opportunity to integrate nursing practice concepts into professional nursing practice and integrate diverse patient values into plans of care for patients with acute illness. The student interprets and analyzes system conditions and other factors that impact the quality and safety of nursing practice. An evidence-based approach is used in the delivery and evaluation of nursing care to acutely ill patients across the lifespan. The student evaluates policies and procedures relative to the acute care setting and collaborates with the health care team regarding delivery of patient care. The student also integrates the use of appropriate nursing informatics/technologies in the delivery of nursing care to acutely ill patients. This is a four credit hour course.

Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions

Corequisites: NU 204A Health and Illness Concepts III, NU 216 ADN Capstone

NU 216 ADN Capstone

This course is the second of two Level Four clinical courses. This course prepares the student for entry-level nursing practice as an associate degree graduate. The focus of this course is management of individuals across the lifespan with chronic, acute, and select complex conditions. This course utilizes a combination of seminar, lab, and clinical. The student is given the opportunity to integrate nursing practice concepts into professional nursing practice and integrate diverse patient values into plans of care for patients with acute illness. The student interprets and analyzes system conditions and other factors that impact the quality and safety of nursing practice. An evidence-based approach is used in the delivery and evaluation of nursing care for patients across the lifespan. The student practices in accordance with policies and procedures of the assigned health care setting and collaborates with the health care team regarding delivery of patient care. The student also integrates the use of appropriate nursing informatics/technologies in the delivery of nursing care for assigned patients. This is a six credit hour course.

Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions

Corequisites: NU 204A Health and Illness Concepts III, NU 214B Clinical Intensive I

NU 222 Preparation for the NCLEX-RN®

This is a capstone course designed to facilitate the review of nursing theory in preparation for the NCLEX-RN® examination. The course will include test-taking strategies designed to enhance student success on the NCLEX-RN® examination. This course will utilize a comprehensive approach to review the four major client needs categories outlined within the NCLEX-RN® Test Plan to address the physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan with common and complex alterations in the health continuum. The course will include review of medical-surgical, mental health, and maternal/newborn nursing as it applies to lifespan health care needs/problems of individuals, families, groups, and communities. The course also will review nursing calculations, pharmacological, and nutritional concepts. This is a two credit hour course.

Prerequisites: NU 219, PC 213. Co-requisite: NU 228

COURSE DESCRIPTIONS

PHARMACOLOGY (PC)

PC 112 Pharmacology I

This course introduces the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to pharmacology in nursing. This course provides an introduction to pharmacology from the nurse's perspective regarding pharmacologic, pharmacokinetic, and pharmacodynamic phases of drug action. The course focuses on accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The course also includes an introduction to the nursing process and patient teaching principles as related to pharmacologic concepts. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a two credit hour course.

Co-requisite: NU 119

PC 123 Pharmacology II

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the clinical applications of pharmacology within the context of the nursing process and prioritization of needs. Special consideration is given to the pharmacological therapies of patients who are coping with common alterations in the health continuum of specific body systems of lower complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of pharmacological therapies for patients across the lifespan related to common alterations of the respiratory, integumentary, gastrointestinal, renal, musculoskeletal, and reproductive systems, and the perioperative patient. This course utilizes a drug classification approach and explores specific drug therapies and the nursing implications for therapies. The course covers indications, modes of action, effects, contraindications, and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. The course incorporates accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a three credit hour course.

Prerequisites: PC 112, NU 119 Co-requisite: NU 128

PC 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

PC 213 Pharmacology III

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the clinical applications of pharmacology within the context of the nursing process and prioritization of needs. Special consideration is given to the pharmacological therapies of patients who are coping with common alterations in the health continuum of specific body systems of higher complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of pharmacological therapies for patients across the lifespan related to common alterations of the immune, cardiovascular, hematologic, nervous/sensory, and endocrine systems, mental health disorders, and high-risk maternal-newborn patients systems. This course utilizes a drug classification approach and explores specific drug therapies and the nursing implications for therapies. The content explores specific drug therapies and the nursing implications for oral and parenteral medication routes including IV drug calculations and titrations. The course covers indications, modes of action, effects, contraindications, and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. The course incorporates accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a three credit hour course.

Prerequisites: PC 123 and NU 128

Co-requisite: NU 219

PHILOSOPHY (PI)

PI 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

PI 213 Introduction to Philosophy

This course provides a survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Students are introduced to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. This is a three credit hour course.

PI 223 Ethical Thought

This course surveys theories related to the individual and social contact by examining the development of morality and principles of individual and social behavior, including contemporary ethical issues. This is a three credit hour course.

COURSE DESCRIPTIONS

PHYSICAL EDUCATION (PY)

- PY 101 Introduction to Exercise**
This is a physical education activity course designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming. This is a one credit hour course.
- PY 111 Volleyball**
This is a physical education activity course that provides instruction and practice of basic skills and techniques in volleyball. Knowledge of rules and strategies will be stressed so students will be able to effectively participate in recreational volleyball. This is a one credit hour course.
- PY 111A Nautilus Conditioning**
This is a physical education activity course that provides instruction for an isokinetic conditioning program that can develop muscular strength, muscular endurance, flexibility, and cardiovascular endurance at a moderate pace. It also provides the student with new techniques in exercise conditioning that can make fitness enlightening and enjoyable. This is a one credit hour course.
- PY 111B Beginning Golf**
This is a physical education activity course designed to teach the beginning golf student the basic knowledge, skills, and etiquette of the game of golf. This is a one credit hour course.
- PY 111C Techniques of Cross Country I**
This is a physical education activity course that provides instruction in and practice of basic cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. It is set up to meet the needs of incoming freshmen. This is a one credit hour course.
- PY 111E Cardio Cross Training**
This is a physical education activity course designed to develop, improve, and maintain cardiovascular fitness, endurance, and health through a variety of cross training activities such as step aerobics, jogging or brisk walking, speed walking, dance, and other aerobic activities available within the facility or outdoors when weather permits. This course could assist students in reducing body fat and decreasing the risk of life threatening diseases through improvement in their cardiovascular system. Student will be encouraged to develop their own cardiovascular fitness strategies that they can build upon and maintain throughout their lifetime. This is a one credit hour course. .
- PY 111H Fitness for Life**
This is a physical education activity course that is required for most degree seeking students. The student will be introduced to all the concepts and components necessary for incorporating physical fitness into their current lifestyle and the benefits of lifelong physical activity. This is a one credit hour course.
- PY 111L Circuit Weight Training**
This is a physical education activity course that provides a moderate to high intensity workout program consisting of weight lifting and aerobic movement patterns, providing maximum fitness benefits in a minimum amount of time. This is a one credit hour course.
- PY 111M Kettlebells, Calisthenics, & Ropes Conditioning**
This is a physical education activity course that incorporates kettlebell, calisthenics, and ropes wave velocity training in an overall cardiovascular, strength, and flexibility training program. At the conclusion of this course, the student should be familiar with basic workout routines which will build functional strength, stamina, and flexibility. This is a one credit hour course.
- PY 111N Beginning Racquetball**
This is a physical education activity course designed to teach the beginning racquetball player the proper racquetball strokes and how to use them offensively and defensively. The student will also learn court and service strategies and rules of the game. Safety and on-the-court etiquette will be stressed. This is a one credit hour course.
- PY 111P Pilates**
This is a physical education activity course that provides instruction in and practice of basic Pilates mat-work techniques. Pilates conditioning is designed to develop long, lean muscles along with flexibility and a healthy mind and body. This is a one credit hour course.
- PY 111S Body Shaping / Fitness**
This is a physical education activity course designed to involve students in a low impact aerobic activity program, structured to increase cardiovascular fitness, build muscular strength and endurance through specific body conditioning exercises and increases overall flexibility through static as well as rhythmic stretching. This is a one credit hour course.
- PY 111T Rope Climbing and Rappelling**
This is a physical education outdoor recreational course designed to introduce students to the basics of rope climbing and rappelling. Knots, types of rope, various climbing systems, rigging, rappelling, belaying, and climbing will be the focus of the course. Proper technique will be emphasized with safety as the main priority. Practical application in the gym and in the field will be required. Basic caving etiquette and principles will be discussed. The final rappelling and climbing experience will take place cliff side and in a cave in the Guadalupe Mountains. This is a one credit hour course.
Prerequisite: Consent of the instructor
- PY 111U Arthritis Exercise**
This is a physical education activity course that is designed for people with any type of arthritis. Participants are led by a trained instructor that will provide well researched gentle land-based exercises to benefit those who live with arthritis. This is a one credit hour course.

COURSE DESCRIPTIONS

PY 111V Basic Rock Climbing

Basic rock climbing is designed as an introductory outdoor recreational course for novice climbers. Instruction and demonstrations will be given on proper use of equipment, rock climbing techniques, and belaying techniques required to safely navigate vertical rock faces. Basic knot tying skills, climbing etiquette, and safety will be taught. Top-rope climbing will be done in an indoor gym on an artificial rock wall. Descriptions and brief instruction will be given of other types of climbing techniques such as lead, aid, and sport climbing. Field trips to a nearby climbing gym or an outdoor natural rock face may be held near the end of the semester as a culminating experience. This is a one credit hour course.

PY 111Y Fundamentals of Yoga

This is a physical activity course designed to familiarize the student with the basic yoga asanas (postures) and breathing techniques of Hatha Yoga. Yoga is a slow stretching and toning activity designed to help release stress while elongating muscles to give them a longer, leaner look. Yoga can help strengthen secondary and postural muscles not usually used by individuals, therefore making them more flexible and stronger in everyday life. Breathing practices and body awareness techniques designed to relax and revitalize the mind and body are included. This is a one credit hour course.

PY 111Z Zumba

This is a physical education activity course that uses the principles of fitness interval training and resistance training to maximize caloric output, fat burning, and total body toning. It mixes body sculpting movements with easy-to-follow dance steps. Zumba is a fitness program inspired by Latin dance and combines Latin rhythms with cardiovascular exercise to create an aerobic routine that is fun and easy-to-follow. This is a one credit hour course.

PY 113 Introduction to Physical Education

This is a physical education theory course that provides instruction about the foundations of physical education, aims, objectives, scope, and general significance of physical education involving all age groups. This is a three credit hour course.

PY 113B Introduction to Athletic Training

This is a physical education theory course that provides instruction for the student who has not had sports health, athletic training and/or sports medicine education previously. This course provides instruction in the prevention, care of, and rehabilitation of athletic injuries. This is a three credit hour course.

PY 121A Conditioning Aerobics

This is a physical education activity course designed to prepare, motivate, and engage students in various low to medium impact aerobic exercises. Conditioning Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning exercises. Overall flexibility should increase through static and rhythmic stretching. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

PY 121C Community Fitness

This is a physical education activity course designed to give students flexibility in the personal fitness program. Students are given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, and free-weight training under the guidance and supervision of a physical education professor. This is a one credit hour course.

PY 121D Step Aerobics

This is a physical education activity course primarily designed to prepare, motivate, and engage students in various levels including low to high impact aerobic exercises using the step. Anaerobic, flexibility, and stretching activities will also be included. Step Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning movements. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

PY 121G Men's Competitive Golf I

This is a physical education activity course designed for second semester freshmen so they can participate in the sport of golf. The course will provide advanced opportunities for individuals to develop skills, techniques, knowledge of rules, and conditioning for golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.

PY 121H Techniques of Women's Basketball I

This is a physical education activity course designed for entry level freshmen so they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 121J Jazzy Joints

This is a physical education activity course that provides gentle and low impact exercises designed to provide a participant a combination of endurance/aerobic, stretching, strengthening, toning, range of motion, and relaxation during each class session. This is a one credit hour course.

PY 121K Beginning Karate

This is a physical education activity course designed to acquaint individuals with basic skills and elements of Kajukenbo karate in a non-intimidating, yet disciplined atmosphere. This course will include warm-up, stretching, and practice drills. In addition to techniques, simple strikes, kicks, and falls will also be a part of this class. Understanding of proper etiquette, terminology, and related concepts will be assessed throughout the course. This is a one credit hour course.

PY 121L Kick Boxing

This is a physical education activity course designed to provide a fun, energetic, and safe workout for students focusing on techniques of self-defense and karate in an aerobics atmosphere for better health, strength and cardiovascular abilities. This is a one credit hour course.

COURSE DESCRIPTIONS

PY 121M Fitness Boot Camp

This is a physical education activity course designed to provide group routines mixing traditional calisthenics and body weight exercises with interval training and strength training to assist participants in losing body fat, increasing cardiovascular efficiency, increasing strength, and promoting camaraderie. Fitness Boot Camp is designed to resemble a military boot camp in that participants are encouraged to push themselves harder than they normally would as part of a team rather than working out alone. This is a one credit hour course.

PY 121N Intermediate Racquetball

This is a physical education activity course designed to reinforce basic fundamentals of racquetball. Offensive and defensive strategies will be stressed. The intermediate student will have the opportunity to continue to develop an understanding of racquetball strokes and techniques as well as the rules of the game. This is a one credit hour course.

PY 121O Techniques of Cross Country II

This is a physical education activity course that provides instruction in and practice of advanced cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. It is set up to meet the needs of sophomores. This is a one credit hour course.

PY 121R Walking and Jogging for Fitness

This course is a physical education activity course. The primary purpose of this course is to introduce novice exercisers to the benefits of walking and jogging for the enhancement of health and fitness. Information on new trends and topics of fitness will be covered and individual walking and jogging programs will be established and performed throughout the semester. This is a one credit hour course.

PY 121T Tai Chi

This course is a physical education activity course that is sometimes referred to as “moving yoga meditation” meaning that participants move their bodies slowly, gently, and with awareness while breathing deeply. Due to the constant slow movement and awareness participants can expect to increase cardiovascular endurance, tone and strengthen muscles, increase balance and flexibility, and to relieve stress through clearing the mind and breathing. This is a one credit hour course.

PY 121U Techniques of Men’s Basketball I

This is a physical education activity course designed for entry level freshmen so that they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 131A Techniques of Men’s Basketball II

This is a physical education activity course designed for second semester freshmen so that they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 131B Techniques of Women’s Basketball II

This is a physical education activity course designed for second semester freshmen so they can participate in the sport of basketball. The course will provide advanced opportunities for both the individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 131C Techniques of Men’s Baseball I

This is a physical education activity course that provides team orientation, individual assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men’s baseball. This class will meet the needs of the incoming freshmen. This is a one credit hour course.

PY 131D Techniques of Men’s Golf I

This is a physical education activity course designed for entry level freshmen so they can participate in the sport of golf. The course will provide advanced opportunities for both the individual and the team to learn the rules of golf, to set goals, to improve motor skills, to improve techniques, and to focus on conditioning. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.

PY 131E Techniques of Rodeo I

This is a physical education course designed for entry level freshmen students. Organizing a rodeo will be taught in this course. Students will have the responsibility of preparing for and physically working to conduct a National Intercollegiate Rodeo Association (NIRA). Skills, techniques, and proper conditioning which is necessary to be competitive in the sport of rodeo will be emphasized. All NIRA rodeo events will be addressed. This is a one credit hour course.

PY 131F Techniques of Cheerleading I

This is a physical education activity course designed for entry level freshmen so that they can participate in the sport of cheerleading. The course will provide opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

PY 131G Weight Training

This is a physical education activity course that introduces the basic techniques of weight training and proper conditioning. Knowledge of proper form and performance of individual exercises for various muscles and/or muscle groups will be taught. This is a one credit hour course.

PY 131J Aqua Fitness

This is a physical education activity course conducted in an aquatic environment. It will consist of aerobic as well as toning exercises. Use of various types of water equipment may be used in this class. This is a one credit hour course.

COURSE DESCRIPTIONS

PY 131P Indoor Fitness Biking

This is a physical education activity course that will include endurance, strength, and interval bike rides. The course will also include strength and flexibility training and/or off the bike using various training techniques. The instructor will encourage each participant to customize their ride to fit their individual needs and fitness level. This is a one credit hour course.

PY 131R Recreational Basketball

This is a physical education activity course that introduces students to basketball as a recreational sport. It will include basic basketball skills, rules of the game, teambuilding skills, and the opportunity to play basketball while increasing aerobic and anaerobic fitness. This is a one credit hour course.

PY 131T Athletic Training Practicum I

This is a physical education practicum course that provides instruction for the entry level Athletic Training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. This course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced. This is a one credit hour course.

PY 132T Athletic Training Practicum II

This is a physical education practicum course that provides instruction as a continuation of PY 131T in which the first year student progresses with emphasis on medical services and advanced taping and wrapping techniques. The clinical assignment commitment is also expanded. This course also has the clinical and mandatory weekly seminar components. This is a two credit hour course.

Prerequisite: PY 131T or consent of instructor

PY 141 Arthritis Aquatics

This is a physical education activity course designed for people with any type of arthritis. Participants are led by a trained instructor that will provide well researched exercises to benefit those who have arthritis. The exercises are performed in a warm water pool. This is a one credit hour course.

PY 141C Techniques of Men's Baseball II

This is a physical education activity course that provides team orientation, individual assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's baseball. This class will meet the needs of the incoming freshmen. This is a one credit hour course.

PY 141D Techniques of Men's Golf II

This is a physical education activity course designed for sophomores so they can participate in the sport of golf. The course will provide advanced opportunities for both the individual and the team to learn the rules of golf, to set goals, to improve motor skills, to improve techniques, and to focus on conditioning. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.

PY 141E Techniques of Rodeo II

This is a physical education course designed for second semester freshmen so that they can participate in competitive rodeo. This course will provide additional opportunity for students to advance their skills, techniques, and conditioning in their individual rodeo event. All NIRA rodeo events will be addressed. This is a one credit hour course.

PY 141F Techniques of Cheerleading II

This is a physical education activity course designed for second semester freshmen so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

PY 141G Golf Fitness

This is a physical education activity course that will consist of a variety of moderate to high intensity aerobic exercises, stretching, and weight lifting geared toward the sport of golf. The program is designed to provide benefits in flexibility, balance, and speed that are critical for golf improvement and healthy living. This is a one credit hour course.

PY 141R Recreational Racquetball

This course is an introduction to racquetball as a recreational sport, designed to assist students in acquiring basic skills, developing aerobic, and / or anaerobic fitness levels, while actively participating in racquetball activities. This is a one credit hour course.

PY 141T Techniques of Indoor / Outdoor Track & Field I

This is a physical education activity course designed to develop, improve, and maintain individual and team indoor / outdoor track skills. Techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of incoming freshmen. This is a one credit hour course.

PY 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

PY 211C Techniques of Men's Baseball III

This is a physical education activity course designed to develop, improve, and maintain individual and team baseball skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of first semester sophomores. This is a one credit hour course.

COURSE DESCRIPTIONS

PY 211E Intermediate Golf

This is a physical education activity course designed to reinforce basic fundamentals of golf and increase knowledge of how the game is to be played. The intermediate golf student can develop a basic knowledge of golf ball flight laws and acquire an understanding of the rules of golf. This is a one credit hour course.

PY 211G Advanced Golf

This is a physical education activity course designed for the advanced golf student to continue reinforcement of basic golf fundamentals and develop an advanced understanding of how the game of golf is played. This is a one credit hour course.

PY 211H Backpacking and Camping

This is a physical education outdoor recreational course that provides instruction on the concepts of backpacking and outdoor survival skills. Respect for our natural environment will be stressed and the students will be provided a supervised backpacking experience in the wilderness. This is a one credit hour course.

PY 211K Conditioning Free Weights

This is a physical education activity course designed to assist students with the knowledge and basic fundamentals of conditioning and strength training by using free weights. Individual weight training routines and other conditioning will be prescribed. This is a one credit hour course.

PY 213 Health Education

This is a physical education theory course that provides instruction of the physical, mental, and social health issues of our modern society. It examines critical issues involving personal, family, community, regional, and world health problems. This is a three credit hour course.

PY 213B First Aid & CPR

This course teaches standard first aid and prevention of accidents; first aid for injuries and disorders; CPR skills and techniques for adults, children, and infants; and the proper use of defibrillator. This course can prepare students to successfully pass an official certification test. This is a three credit hour course.

PY 221C Techniques of Men's Baseball IV

This is a physical education activity course designed to develop, improve, and maintain individual and team baseball skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of second semester sophomores. This is a one credit hour course.

PY 221G Men's Competitive Golf II

This is a physical education activity course designed for second semester sophomores so they can participate in the sport of golf. The course will provide advanced opportunities for individuals to develop skills, techniques, knowledge of rules, and conditioning for golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.

PY 221H Techniques of Women's Basketball III

This is a physical education activity course designed for sophomores so they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 221U Techniques of Men's Basketball III

This is a physical education activity course designed for sophomores so that they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 223 Theory of Coaching Basketball

This course is designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. This is a three credit hour course.

PY 223B Theory of Coaching Baseball

This course is a physical education course designed to teach the administration, organization, management, and instructional skills necessary in coaching a successful high school or college baseball program. This is a three credit hour course.

PY 223C Officiating in Sports

This course will provide the student with the basic knowledge to officiate in sports such as baseball, basketball, and volleyball. It includes the fundamental skills on officiating as well as the rules and mechanics of these sports. This course can prepare students to successfully pass an official certification test in any of these sports. This is a three credit hour course.

PY 231A Techniques of Men's Basketball IV

This is a physical education activity course designed for second semester sophomores so that they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

PY 231B Techniques of Women's Basketball IV

This is a physical education activity course designed for second semester sophomores so they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

COURSE DESCRIPTIONS

PY 231E Techniques of Rodeo III

This is a physical education course designed for sophomores. In this course, students will use their leadership skills to organize and produce a NIRA rodeo. They will be assigned a particular event and provided an opportunity to develop their skills, techniques, and proper conditioning which are necessary to be competitive. All NIRA rodeo events will be addressed. This is a one credit hour course.

PY 231F Techniques of Cheerleading III

This is a physical education activity course designed for sophomores so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

PY 231T Athletic Training Practicum III

This is a physical education practicum course for the second year athletic training student. Emphasis of educational modules is placed on therapeutic techniques and procedures. Clinical assignment requirements are expanded past the requirements of first year athletic training students. The course requires the clinical and mandatory weekly seminar components, in which educational modules are discussed, demonstrated, and practiced. This is a one credit hour course.

PY 232T Athletic Training Practicum IV

This is a physical education practicum course that provides a continuation of PY 231T, in which second year athletic training students progress with educational modules that emphasize therapeutic exercise techniques. This course requires both a clinical assignment and mandatory weekly seminar components in which educational modules will be discussed, demonstrated, and practiced. This is a two credit hour course.
Prerequisite: PY 231T or consent of instructor

PY 241E Techniques of Rodeo IV

This is a physical education course designed for second semester sophomores so that they can participate in competitive rodeo. This course will provide additional opportunity for students to advance their skills, techniques, and conditioning in their individual rodeo event. All NIRA rodeo events will be addressed. This is a one credit hour course.

PY 241F Techniques of Cheerleading IV

This is a physical education activity course designed for second semester sophomores so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

PY 241T Techniques of Indoor / Outdoor Track & Field II

This is a physical education activity course designed to develop, improve, and maintain individual and team indoor / outdoor track skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of sophomore students. This is a one credit hour course.

COURSE DESCRIPTIONS

PHYSICS (PH)

PH 112C Fundamentals of Instrumentation and Controls

This course will provide students with the basic knowledge of the theory and application of resistance temperature sensors. The student will be introduced to the basic functions of temperature detectors, the basic theory of thermocouple operation, the identification of logic circuits, and environmental concerns that can affect the accuracy of temperature detection instrumentation. This is a two credit hour course. (This does not count as a lab science course.)

PH 112E Basic Electrical Theory

This course will provide students with the fundamentals of electrical terminology, units of electrical measurement, voltage production methods, electrical symbols, Kirchhoff's Laws, battery terminology and hazards, voltage regulators, and transformers. This is a two credit hour course. (This does not count as a lab science course.)

PH 112N Review of Nuclear Physics

This course will provide students with a review of basic physics to include atomic structure, radioactivity decay, neutron interactions, nuclear fission, and radiation's interaction with matter and nuclear criticality with an emphasis on nuclear physics. This is a two credit hour course. (This does not count as a lab science course.)

PH 113 Technical Physics

This course covers the principles of mechanics, heat, and electricity as applied to automotive technology. This course is designed for students in the ASEP (GM), ASSET (FM), and Automotive Technology (AT) training programs and does not count as a lab science course. This is a three credit hour course.

PH 113T Introduction to Thermodynamics, Fluid Flow, and Hydraulics

This course will provide students with the basic principles of thermodynamic properties, temperature pressure, change of phase, first and second law of thermodynamics, compression processes, convection and radiant heat transfer, continuity equation, laminar and turbulent flow, Bernoulli's equation, centrifugal pumps and hydraulics as utilized by technicians. This is a three credit hour course. (This does not count as a lab science course.)

PH 113V Fundamentals of Vacuum Technology

This course will provide students with the fundamentals of vacuum technology in order to understand vacuum theory. This is a three credit hour course. (This does not count as a lab science course.)

PH 114 General Physics I

The course content involves the principles of mechanics and heat. This course meets the requirements of pre-medical, pre-dental, and technician majors. Concurrent enrollment in PH 114CL (laboratory) is required. This is a four credit hour course.
Prerequisites: MA 113 and MA 123 or consent of instructor

PH 114A Astronomy

The observations, theories, and methods of astronomy in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic) will be covered in this course. This is a course intended for non-science majors. Concurrent enrollment in PH 114AL (laboratory) is required. This is a four credit hour course.

PH 114C Introduction to Physics

This is a survey of mechanics, electricity/magnetism, and modern physics. This course is focused for the non-science student. The conceptual aspects of physics will be explored, as well as the famous scientists and their theories. A minimum amount of mathematics will be used in the course. Real world experiments and simple experiments will make the concepts clearer to the student. This course is for non-science majors. This is a four credit hour course.

PH 124 General Physics II

This course is a continuation of PH 114, with a study of magnetism, electricity, sound, and light. Concurrent enrollment in PH 124L (laboratory) is required. This is a four credit hour course.
Prerequisite: PH 114

PH 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

PH 214 Engineering Physics I

The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Concurrent enrollment in PH 214L (laboratory) is required. This is a four credit hour course.
Prerequisite: MA 144 or consent of instructor

PH 224 Engineering Physics II

This is a continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Concurrent enrollment in PH 224L (laboratory) is required. This is a four credit hour course.
Prerequisite: PH 214

COURSE DESCRIPTIONS

PSYCHOLOGY (PS)

- PS 110 College Orientation**
This course is an introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. It is presented during freshman week activities and is required of all students enrolled in twelve or more semester hours and/or seeking a degree. It is recommended for all beginning students. This is a zero credit hour course.
- PS 113 Introduction to Psychology**
This is an introduction to the science of human behavior and surveys topics including learning, motivation, physiological, personality, and abnormal psychology. This is basic to all succeeding courses in psychology. This is a three credit hour course.
- PS 113A College Success**
This is an introduction to college life and surveys topics from policies and procedures to career exploration. This course outlines strategies the student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. This is a three credit hour course. (This class will not count as a Social and Behavioral Sciences requirement in the General Education core requirements.)
- PS 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- PS 213 Child Psychology**
This course is a study of the physiological, psychological, and social development from conception to adolescence. Basic theories, research, and practical applications will be connected to student lives. This is a three credit hour course.
- PS 213A Psychology of Adjustment**
This course surveys the responses people have to conflict, stress, and frustration. Emphasis is placed on methods of adaptation, adjustment and coping with range of response from normal to abnormal. This is a three credit hour course.
- PS 213B Human Relations**
This course is an introduction to the behavioral sciences as they apply to management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. There is also a consideration of perceptions, attitudes, and values as they affect management decisions and actions. This is a three credit hour course.
- PS 213F Educational Psychology (same as ED 213F)**
This is an introduction to the principles of educational psychology for use by teachers. This includes a study of various ways to apply educational psychology concepts and principles for working with students in the classroom and meet the complex challenges of teaching. This course is the equivalent to ED 213F. This is a three credit hour course.
- PS 223 Adolescent Psychology**
This course will examine the individual's physical, psychological, and social development during the adolescent years by studying basic theories, research, and cultural influence. This is a three credit hour course.
Prerequisite: PS 113 Introduction to Psychology or consent of instructor
- PS 223A Psychology of Lifespan**
This course surveys physical, motor, emotional, cognitive, social, and personality development through the lifespan. This course examines hereditary and environmental influences throughout the lifespan. This is a three credit hour course.
Prerequisite: PS 113 Introduction to Psychology or consent of instructor
- PS 223B Human Growth & Development**
This course encompasses the sociocultural, environmental, spiritual, and religious influences on the person and the family. This course also introduces the student to the concept of family and provides an overview of the theories of human development. Focus is on family development and relationships, physiologic concepts, psychological concepts, and nursing implications from conception to death. This is a three credit hour course.

COURSE DESCRIPTIONS

RADIOLOGICAL CONTROL & WASTE HANDLING (RW)

- RW 113A Introduction to Radiological Control**
This course is an introduction to radiological control, and it includes the mathematical fundamentals required for certification in the nuclear industry, as well as unit analysis, conversion, nuclear physics, and sources of radiation. This is a three credit hour course.
- RW 123 Fundamentals of Radiological Control**
This course will introduce students to physical sciences, radioactivity, radioactive decay, interaction of radiation with matter, and biological effects of radiation. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.
- RW 133 Standards & Theory of Radiological Control**
This course will introduce students to radiological protection standards, ALARA (As-Low-As-Reasonably-Achievable) principles, external and internal exposure control, and radiation detection theory. This course covers the fundamentals required for certification in the nuclear industry. This is a three credit hour course.
- RW 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- RW 213 Radiological Control Systems**
This course introduces students to radiological documentation, communications systems, counting errors, statistics, and dosimetry. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.
- RW 213A Radiological Monitoring & Protection**
This course introduces students to contamination control, air sampling programs and methods, respiratory protection, radiation source control, environmental monitoring, access control, work-area setup, and radiological-work coverage. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.
- RW 223 Radiological Transportation & Emergencies**
This course introduces students to shipment and receipt of radioactive material, radiological incidents and emergencies, personnel decontamination, and radiological considerations for first aid. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.
- RW 223A Radiological Instrumentation**
This course introduces students to radiation survey methods, contamination monitoring, air sampling equipment, and counting room equipment. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

RELIGION (RE)

- RE 113 World Religion**
This is a survey course of the historical origins, beliefs, and current trends of major, contemporary, and world religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam, and Christianity will be included in this introductory course. This is a three credit hour course.
- RE 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

SECRETARIAL SCIENCE (SC)

- SC 112K Keyboarding on Microcomputers (same as CS 112K)**
Students will utilize a computer keyboarding program, which presents a few new alphabetic, numeric, or symbol keys in each lesson. The computer keyboard is covered so that students learn the computer keyboard by touch. This is a two credit hour course.
- SC 113 Keyboarding and Document Processing I**
This is an introductory keyboarding course that utilizes a popular word processing software. The course is designed to help the student learn the alphabetic and numeric keys; to develop proper keyboarding techniques; to build basic speed and accuracy skills, and to provide practice in applying those basic skills to the formatting of letters, tables, reports, memorandums, and many other kinds of personal, and business documents. This course may be used as a refresher course. This course is taught through lecture, demonstration, individualized instruction, and hands-on activities. The students are allowed to progress at different rates; however, there are designated lessons and tests to complete each week. This is a three credit hour course.
- SC 113B Business Calculating Machines**
This course includes training and practice on both the computer 10-keypad and an electronic 10-key calculator. Emphasis is on 10-key touch control and business related calculations. This is a three credit hour course.
- SC 113C Business Mathematics**
This course provides a review of the fundamental arithmetic skills needed in the business world, with particular emphasis on decimals, percentages, interest, discounts, commissions, tax rates, insurance, inventories, and depreciation. This is a three credit hour course.
- SC 113E Business English**
This course will focus on an intensive study of grammar, punctuation, and word usage. This is a three credit hour course.
- SC 123 Keyboarding and Document Processing II**
This course is taught on computers and utilizes popular word-processing software. It promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports, and forms. Emphasis is also placed on improving typing speed and accuracy. This is a three credit hour course.
Prerequisites: SC 113 or equivalent
- SC 123B Introduction to Accounting**
This course introduces basic accounting records relating to both merchandising and personal service enterprises. Topics include procedures for handling purchases, sales, cash payments, cash receipts, payroll, petty cash, and the preparation of financial statements. Basic computerized accounting procedures are also introduced. This course is not a substitute for AC 114 - Principles of Accounting and may not transfer for accounting majors. This is a three credit hour course.
- SC 133 Records Management**
This is a beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. This is a three credit hour course.
- SC 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- SC 223B Office Procedures**
This is one of the last courses to be taken in office technology training. It is a culmination of the skills learned throughout the program with additional training and procedures. This is a three credit hour course.
Prerequisite: SC 113E Business English or consent of instructor and SC 123 Keyboarding and Document Processing II or equivalent
- SC 223D Microsoft Word**
This course provides extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. This is a three credit hour course.

SIGN LANGUAGE (SL)

- SL 113 American Sign Language I**
This course is an introduction to communication methods used by the deaf that includes non-verbal communication development of 700 basic signs and beginning American Sign Language (ASL). The course is designed to introduce ASL, a visual-gestural language, used by the deaf community in the United States and Canada. The focus will be on the development of grammar vocabulary, and culturally-appropriate uses of ASL through natural everyday conversational situations. Communicative competence in ASL ultimately depends upon one's ability to satisfactorily progress through structured activities. This course is intended for students who have not previously studied ASL or want to maintain proficiency in their sign language skills. This is a three credit hour course.
- SL 123 American Sign Language II**
This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. This is a three credit hour course.
Prerequisite: SL 113 or approval of instructor
- SL 191-296 (A-Z) Special Topic**
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

COURSE DESCRIPTIONS

SOCIOLOGY (SO)

SO 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

SO 213 General Sociology

This is an introductory review of the history of sociology using the major sociological principles for emphasis on personality and human behavior as a product of group life. Organization of society, population, the community, cultural life, and other factors of social life are all studied in this course. This is a three credit hour course.

SO 223 Social Problems

This course includes social problems with analysis of the social principles in group living as well as individual problems arising from social class, social disorganization, and maladjustment. It includes causes, effects, and remedial measures. This is a three credit hour course.

SO 223C Criminology

This course is a study of criminal behavior within society. Definitions, trends, theories, treatments, control of crime in addition to its victims are all examined within the framework of the criminal justice system. This is a three credit hour course.

SO 223W Marriage and the Family

This course is a study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and mate compatibility of relationships. This is a three credit hour course.

SO 233 Cultural Diversity

This course will provide a sociological analysis of the status of the major racial and ethnic groups in the United States from the viewpoint of the major sociological perspectives. This is a three credit hour course.

SPANISH (SP)

SP 103 Introduction to Spanish

Introduction to Spanish is a course for beginners who wish to become familiar with the sound system and conjugation of Spanish verbs. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter the regular Spanish program. This is a three credit- hour course.

SP 114 Beginning Spanish I

Beginning Spanish I is a course that provides a conversational approach to language acquisition to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity. This course provides development of speaking, reading, writing, and comprehension in Spanish with careful attention given to grammar and pronunciation. This course contains a lecture and lab component. This is a four credit hour course.

SP 124 Beginning Spanish II

Beginning Spanish II is a continuation of SP 114. The conversational approach to language acquisition is used to provide students the opportunity to increase their fluency in Spanish. This course provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. This course contains a lecture and lab component. This is a four credit hour course.
Prerequisite: SP 114

SP 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

SP 214 Intermediate Spanish I

Intermediate Spanish I is a continuation of SP 124. Instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive forms of verbs. Emphasis is on grammar, oral expression, and listening comprehension. This course contains a lecture and lab component. This is a four credit hour course.
Prerequisite: SP 124

SP 224 Intermediate Spanish II

Intermediate Spanish II is a continuation of SP 214. Advanced instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. This course contains a lecture and lab component. This is a four credit hour course.
Prerequisite: SP 214

COURSE DESCRIPTIONS

SPEECH / COMMUNICATIONS (SE)

SE 103 **Applied Communications**

This course develops communication, language arts, and English skills in an applied setting. Emphasis is placed on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. This course includes occupation-specific applications in business, marketing, technical, trade, and industrial areas. This is a three credit hour course.

SE 113 **Interpersonal Communications**

Interpersonal Communication is a course centered upon the study of human communication. Specific emphasis is given to the analysis of the process of verbal and non-verbal exchanges in relationships. This is a three credit hour course.

SE 123 **Public Speaking**

This class is an introductory study in the theory and practice of oral discourse, including the preparation, presentation, and evaluation of public speeches. Students will present speeches intended to emphasize particular elements of rhetorical theory and fundamental skill areas for informative, persuasive, and extemporaneous speaking. This is a three credit hour course.

SE 191-296 (A-Z) **Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

SE 213A **Introduction to Mass Communications**

This course covers the structure, characteristics, functions, and support of mass communication in modern society. Also included are radio, television, newspapers, magazines, and related areas of advertising and public relations. This is a three credit hour course.

COURSE DESCRIPTIONS

TRANSITIONAL STUDIES (TS)

Transitional study courses cannot be used to satisfy graduation requirements.

TS 103A Basic Reading I

Basic Reading I is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. An emphasis will be placed on phonemic awareness and skills related to phonics, dictionary use, and basic reading. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. The student must attain a grade of "C" or better to advance. This is a three credit hour course.

TS 103B Basic Reading II

Basic Reading II is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. Reading and vocabulary skills will be introduced and practiced with an emphasis on reading comprehension. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. The student must attain a grade of "C" or better to advance. This is a three credit hour course.

TS 103C Basic English Skills

This course is designed for students who need additional practice and background in basic English writing. The focus will be on helping students build competence in sentence mechanics and grammar. Skills developed in this course will provide a foundation needed to succeed in TS 113A Review of English I. This course cannot be substituted for any of the English requirements that lead to an associate degree. Enrollment in this course is based upon attainment of an appropriate score on a placement exam. The student must attain a grade of C or better to advance. This is a three credit hour course.

TS 113 Developmental Reading

This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. The student must attain a grade of "C" or better to advance. This is a three credit hour course.
Prerequisites: TS 103A Basic Reading I or appropriate score on placement exam

TS 113A Review of English I

This course is designed to assist those students whose ability level in writing requires practice and background development. It provides a review of grammar as well as the teaching of the fundamentals of idea development, support, and organization. This course cannot be substituted for any of the English requirements that lead to an associate degree. The student must attain a grade of C or better to advance. This is a three credit hour course.
Prerequisite: TS 103C Basic English Skills or attainment of an appropriate score on a placement exam

TS 113C Review of English II

This course is a continuation of TS 113A Review of English I and builds upon the foundations of usage and of sentence skills. Students will have the opportunity to strengthen their writing ability with the development, support, and organization of ideas using the five paragraph essay. This course cannot be substituted for any of the English requirements that lead to an associate degree. The student must attain a grade of C or better to advance. This is a three credit hour course.
Prerequisite: TS 113A Review of English I or attainment of an appropriate score on a placement test

TS 113E Basic Mathematics

This course develops the skills and concepts of arithmetic for students needing to strengthen their mathematical background. The course includes problem solving using whole numbers, fractions, decimals, percents, and variables. Coverage will also emphasize equation solving, finding areas and volumes, and the conversion of measures. This course will be taught using lecture, cooperative learning, demonstrations, supervised problem solving, and computer problem sets. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.

TS 113F Elementary Algebra

This course develops skills and concepts of algebra for students with little background in algebra. This course includes properties of real numbers, principles of addition and multiplication, solving linear inequalities, problems with two unknowns, graphing linear equations, exponent rules, scientific notation, operations on polynomials, factoring, compound inequalities and solving equalities and inequalities involving absolute value. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.
Prerequisite: TS 113E or an appropriate score on a placement exam

TS 116 English as a Second Language I

English as a Second Language I is designed to teach English to the non-native speaker and is based on the development of oral language skills and interaction strategies. Emphasis will be given to English pronunciation, grammar, and intonation, as well as to idiomatic English expression. This is a six credit hour course.

TS 123 Reading Improvement

This course is designed to help students improve their reading skills. The goals include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. The student must attain a grade of "C" or better to advance. This is a three credit hour course.
Prerequisite: TS 113 Developmental Reading or appropriate score on a placement exam

TS 126 English as a Second Language II

English as a Second Language II is a continuation of TS 116. The emphasis of this course is on academic writing skills and the grammar of written and spoken English. This is a six credit hour course.
Prerequisite: TS 116

COURSE DESCRIPTIONS

TRANSPORTATION (TRNS)

TRNS 114 Field Experience for Operator Assistants

This course will provide work experience with a cooperating petroleum based company. Students will work as a trainee under the supervision of an experienced operator. This course is intended for students seeking a Certificate in Transportation and Petroleum Safety and who are sponsored by a participating company. This is a four credit hour course.

TRNS 115 Introduction to Petroleum Safety

This course will provide an overview of oil and gas safety practices for operator assistants. Upon successful completion of this course, students will be certified by the Petroleum Education Council (PEC). This is a three credit hour course.

TRNS 123A Basic Operational Theory/Un-sponsored

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs, and state and federal regulations governing the professional truck driver. This is a three credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

TRNS 123B Basic Operational Theory/Sponsored

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs and state and federal regulations governing the professional truck driver. To register for this course, students must be sponsored by a participating company. This is a three credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical Exam.

TRNS 124A Operator Skills Lab / Un-sponsored

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

TRNS 124B Operator Skills Lab / Sponsored

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling for individuals who are sponsored by a participating company. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

TRNS 191-296 (A-Z) Special Topic

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COURSE DESCRIPTIONS

WELDING (WE)

WE 112B Blueprint Reading for Welders

This course consists of an in-depth study of drawings and industrial blueprints, and the format, terminology, and information included in industrial drawings and blueprints. Students are required to read and interpret standard welding symbols, blueprints, and written specifications that are used in the layout and fabrication of welded structures. This is a two credit hour course.

WE 113 SPACE (Special Projects for Arts, Crafts, and Enthusiasts) in Welding

This course is for the life-long learner who wishes to use basic welding techniques for arts and crafts or other welding projects. The course may be repeated as often as requested by the student. This course will not meet requirements for the welding degree or certificate, nor will it transfer to other schools. This is a three credit hour course.

WE 113D Destructive Testing

This course introduces students to a study of nomenclature, testing processes, equipment, and materials used in destructive testing. Studied procedures include guided bend, tension, impact, nick-break, and stress testing on ferrous and nonferrous material.

This is a three credit hour course.

Prerequisite or co-requisite: WE 114

WE 113E Basic Electrical Theory

This course will provide students with the fundamentals of electrical terminology, units of measurement, voltage production methods, electrical symbols, battery terminology and hazards, voltage regulators, and transformers. It also covers circuits, electrical test equipment, and an introduction to National Electrical Code. Students will also be introduced to basic safety rules and regulations for electricians. This is a three credit hour course.

WE 113M Basic Metallurgy & Welding

This course includes a study of ferrous and nonferrous metals from ore to the finished products. Emphasis is placed on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel, are covered. This is a three credit hour course.

Prerequisite or co-requisite: WE 114

WE 114 Introduction to Welding

This course introduces students to the fundamentals of welding, cutting, brazing, and soldering. Students will receive instruction in safety and operational procedures for Oxy-Acetylene welding and cutting equipment, arc welding equipment, and various other shop tools and equipment. Students will perform basic welding, cutting, brazing, and soldering exercises with Oxy-Acetylene and welding with Arc welding equipment. This is a four credit hour course.

WE 123S Job Estimating

This class includes a study of the skills necessary to generate time, labor, and cost estimates for specific welding projects. Students will be required to identify, explain, and interpret weld symbols, identify structure shapes, calculate measurements, interpret blueprints, read detail drawings, and calculate dimensions and materials in order to produce accurate welding project cost estimates. This is a three credit hour course.

WE 124 Advanced Welding

This course includes shielded metal-arc welding in the horizontal, vertical, and overhead positions. Pipe welding layout procedures and arc welding of basic pipe joints are covered. This is a four credit hour course.

Prerequisite: WE 114

WE 191-296 (A-Z) Special Topic

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

WE 214 Inert Gas Welding

Students are required to practice inert gas welding processes on aluminum, mild steel, and stainless steel with Metal Inert Gas (MIG), which is also called Gas Metal Arc Welding (GMAW), and Tungsten Inert Gas (TIG) which is also called Gas Tungsten Arc Welding (GTAW). This is a four credit hour course.

Prerequisite: WE 114

WE 223N Non-Destructive Testing

This course includes information on nomenclature, testing processes, equipment, and materials used in Non-Destructive Testing (NDT). Procedures include visual, ultrasound, dye-penetrant, and magnetic particle testing on ferrous and nonferrous material. Explanations of radiographic (x-ray), hydrostatic, and pneumatic processes are included. This is a three credit hour course.

Prerequisite or Co-requisite: WE 114

WE 223P Pipe Welding

This course includes shielded metal-arc welding in the horizontal, vertical, and overhead positions. Industrial pipe layout and fabrication and arc welding of basic pipe joints are covered. Students will practice cutting with a plasma cutting torch and welding in different positions from IG through 6G. This is a three credit hour course.

Prerequisites: WE 114

COURSE DESCRIPTIONS

WE 224 Advanced Theory & Practice (Capstone)

This class is the capstone course for the NMJC welding program. Students are required to design and construct projects using several approved welding process to demonstrate the ability to analyze welding problems and to make decisions that use the most economical and practical welding process for the given task. This course concentrates on the advanced study of materials and methods, including joint work, adhering to specifications, fabrication of equipment, and completion of special projects. This is a four credit hour course.

Prerequisites: WE 114, WE 124, and WE 214

WE 224A Advanced Welding Fabrication & Projects

This course is designed to give advanced practice in individual project development, layout, and fabrication. The course may be repeated for credit, but may only be counted once by degree-seeking students. This is a four credit hour course.

Prerequisites: WE 114, WE 124

WE 243C Industrial Codes & Standards

This course includes various codes and standards that are used in welding and fabrication. API is the standard for all pipe used by companies in the oil industry. ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams. AWS includes D-11, the standards for structural welding. This is a three credit hour course.

Prerequisite or Co-requisite: WE 114

WE 244 Welding Cooperative Work Experience

The welding cooperative work experience is designed to offer an internship within the industry setting for welding. Students will work under the supervision of an approved professional / specialist in the welding field. A member of the New Mexico Junior College faculty will act as coordinator between and company, and will monitor the internship. A minimum of 180 work hours on the job site is required for successful completion of the course during the semester or the work period. This is a four credit hour course.

Prerequisite: WE 124 and the consent of the instructor and the company

PEOPLE

BOARD MEMBERS

Travis Glenn Term Expires 3-31-2015	District 1, Tatum
Pat Chappelle, Chairperson Term Expires 3-31-2019	District 2, Lovington
Manny Gomez Term Expires 3-31-2015	District 3, Hobbs
Ron Black, Secretary Term Expires 3-31-2017	District 4, Hobbs
Hector Baeza Term Expires 3-31-2019	District 5, Hobbs
Zeak Williams Term Expires 3-31-2015	District 6, Hobbs
Mary Lou Vinson Term Expires 3-31-2019	District 7, Eunice

ADMINISTRATION

Steve McCleery B.S., Lubbock Christian College (1972) M.S., Texas Tech University (1974) Ed.D., University of New Mexico (1995)	President
Dennis Atherton B.A., Lubbock Christian University (1975) M.Ed., Eastern New Mexico State University (1992) Ed.D., University of New Mexico (2003)	Vice President for Instruction
Dan D. Hardin B.B.A., New Mexico State University (1973)	Vice President for Finance
P. Phillip Roybal B.A., West Texas Sate University (1983) M.Ed., Grand Canyon (2007)	Vice President for Student Services
Robert L. Rhodes B.S., Eastern New Mexico University (1981) M.B.A., Eastern New Mexico University (1991) Ph.D., New Mexico State University (2009)	Vice President for Training & Outreach

DEANS

Michele Clingman B.A., University of Texas of the Permian Basin (1977) M.A., University of Texas of the Permian Basin (1979) Ed.D., New Mexico State University (2006)	Enrollment Management
August M. Fons A.A., New Mexico Junior College (1978) B.B.A., College of the Southwest (1985) M.Ed., College of the Southwest (1997) Ph.D., Texas Tech University (2004)	Public Safety & Career Technology
Kelly G. Holladay A.A., Tarrant County Junior College (1981) B.S., University of Texas at Arlington (1985) M.S., Texas Woman's University (1990)	Business, Math & Sciences
Jeff McCool B.B.A., New Mexico State University (1989) M.B.A., Eastern New Mexico University (2000)	Training & Outreach
Dianne R. Marquez B.S., Oklahoma State University (1995) M.S., University of Central Oklahoma (1999)	Arts & Humanities

PEOPLE

FACULTY

- Cammie J. Armstrong** **Nursing**
 A.A.S., New Mexico Junior College (2010)
 B.S.N., Texas Tech University (2011)
 M.S.N., University of Phoenix (2014)
- Kennedy O. Alila** **Chemistry**
 B.S., Rust College (2009)
 M.S., Saint Louis University (2011)
- John A. Baldwin** **Physical Education**
 B.A., Olivet College (1979)
 M.A., Eastern New Mexico University (1996)
- Jeffery S. Becker** **Physical Education / Asst. Women's
Track Coach**
 A.A., Colby Community College (1996)
 B.S., Fort Hays State University (1999)
 M.S., Fort Hays State University (2001)
- James R. Berry** **Physical Education/Head Golf Coach**
 B.S., Colorado State University (2013)
- J. Keith Blackwill** **Physical Education / Head Women's
Cross County / Indoor & Outdoor
Track Coach**
 B.S., Fort Hays State University (1996)
 M.Ed., East Central University (2012)
- Lucius D. Brister** **Accounting**
 A.A., Southwest Mississippi Community College (1994)
 B.S.B.A., University of Southern Mississippi (1997)
 M.A., Mississippi State University (2007)
- Marlena W. Bushway** **Nursing**
 A.A.S., New Mexico Junior College (2002)
 B.S.N., University of Phoenix (2006)
 M.S.N., University of Phoenix (2008)
- Debbie L. Cates** **Nursing**
 A.D.N., New Mexico State University (1995)
 B.S., New Mexico State University (1992)
 M.S.N., New Mexico State University (2003)
- Tami M. Cavitt** **Spanish / ESL**
 B.S., Texas Tech University (1979)
 M.Ed., Eastern New Mexico University (1989)
- Andrea R. Chance** **Cosmetology**
 A.A.S., New Mexico Junior College (2010)
 B.O.E., Eastern New Mexico University (2011)
- Linda E. Connell** **English**
 B.S., Texas Tech University (1969)
 M.Ed., Eastern New Mexico University (1986)
- Kendra C. Coveal** **Physical Education / Asst. Women's
Basketball Coach**
 B.A., Adams State University (2011)
- Heather R. Davis** **Biology**
 A.A., New Mexico Junior College (2003)
 B.S., Eastern New Mexico University (2006)
 M.S., Saint Joseph College (2011)
- Patricia E. Emmerich** **Government / History**
 B.S. Ed., Central Missouri State University (1973)
 M.A., Central Missouri State University (1975)
 Ed.S., Central Missouri State University (1977)
 Ph.D., Kansas State University (1998)
- Joni O. Gallegos** **Cosmetology**
 Certificate, New Mexico Junior College (2001)
- Samuel R. Gilcrease** **Automotive Technology / GM ASEP**
 Certificate, New Mexico Junior College (1977)
 A.A.S., New Mexico Junior College (2006)
 GM Master Mechanic Technician Certificate (2007)
- Katherine D. Goad** **Biology**
 B.S., Biology, New Mexico State University (1980)
 B.S., Medical Technology, New Mexico State University (1981)
 M.S., College of the Southwest (1999)
 Ed.D., New Mexico State University (2007)
- Terry K. Halladay** **High School Automotive Technology**
 ASE Oklahoma State University (1966)
 A.A.S., New Mexico Junior College (2012)
 B.S., Wayland Baptist University (2001)
- Donald B. Hancock** **CDL Trainer**
- Lorraine E. Hannah** **Nursing**
 R.N., Misericordia School of Nursing (1976)
 B.S.N., University of New Mexico (2000)
 M.S.N., University of New Mexico (2007)
- Justin Harlan** **Performing Arts / Theater**
 A.A., New Mexico Junior College, (1999)
 B.M., Northern Arizona University, (2002)
 M.F.A., San Diego State University (2006)
- Donnie L. Hayes** **Nursing**
 A.A.S., New Mexico Junior College (1985)
 B.S.N., University of Phoenix (2000)
 M.S.N., University of Phoenix (2010)
- Nelda G. Helms** **Physical Education
Head Cheerleading Coach**
 B.S., Eastern New Mexico University (1968)
 M.S., Eastern New Mexico University (1986)
- Jill D. Henning** **Nursing**
 A.A., Southeast Missouri State University (1990)
- Terry A. Holloman** **Reading / Writing in Transitional
Studies**
 B.A., Lubbock Christian University (1982)
- Christopher M. Howell** **Business / Office Technology**
 A.A.S., New Mexico Junior College (2000)
 B.S., Regents College (1998)
 M.B.A., Eastern New Mexico University (2003)
 Ph.D., North Central University (2008)
- Dallas E. Hulsey** **English**
 B.A., New Mexico State University (1997)
 M.A., New Mexico State University (1999)
 Ph.D., Louisiana State University (2005)
- Walter F. Journigan** **Psychology**
 B.A., University of Central Florida (1977)
 M.S., Eastern Kentucky University (1979)
 Ph.D., Brigham Young University (1982)
- Dustin T. Kaufman** **Art**
 A.A., Coffeyville Community College (1996)
 B.F.A., Pittsburg State University (2000)
 M.F.A., University of Kentucky (2003)
- Joel A. Keranen** **Physics / Mathematics**
 B.S., Michigan Technological University (1991)
 M.S., University of Illinois at Urbana-Champaign (1992)
 M.S., Michigan Technological University (1995)
- Erin M. King** **Cosmetology**
 A.A.S., New Mexico Junior College (2004)
- Cheryl L. Lang** **Nursing**
 B.S.N., West Chester State College (1978)
 M.S.N., University of Northern Colorado (2007)
- Nadia N. Leslie** **Physical Education/Athletic Trainer**
 A.A., Odessa College (2000)
 B.S., University of Texas, El Paso (2003)
- Brian D. Lohrey** **Physical Education / Assistant Men's
Basketball Coach**
 B.S., Colorado State University (2005)
 M.S., Dallas Baptist University (2007)

PEOPLE

- Jacob C. McCarter** **Physical Education / Assistant Men's Basketball Coach**
A.A., Navarro Junior College (2005)
B.S.E., University of Oklahoma (2008)
- Shelby L. McCorvey** **Cosmetology**
A.A.S., New Mexico Junior College (1999)
- Maria R. McCreesh** **Barbering / Cosmetology**
Certificate, New Mexico Junior College (2001)
Cosmetologist Instructor License (2006)
- Shyla G. McGill** **Mathematics**
B.F.A., University of Nebraska (1978)
M.A., University of Nebraska (1986)
- Lorraine E. Hannah** **Nursing**
R.N. diploma, Misericordia School of Nursing (1976)
B.S.N., University of New Mexico (2000)
M.S.N., University of New Mexico (2007)
- James E. Miller** **Physical Education / Head Men's Basketball Coach**
B.S., Colorado State University (2005)
M.S., University of Northern Colorado (2007)
- Richard B. Miller** **Student Success**
B.A., Southwestern Oklahoma State University (1978)
M.A., University of Oklahoma (1985)
- Peter G. Mladinic** **English**
B.A., University of Minnesota (1973)
M.F.A., University of Arkansas (1985)
- Richard L. Morris** **Physical Education / Assistant Rodeo Coach**
B.S., Colorado State University (1971)
M.Ed., University of Arizona (1973)
- Roene E. Neu** **Geology**
B.A., Adams State College (1999)
M.S., Bowling Green University (2005)
- Lynda R. Newman** **Reading / Education**
B.S., New Mexico State University (1978)
M.A., New Mexico State University (1995)
- Earl R. Nymeyer** **Welding**
A.A., New Mexico Junior College (1989)
B.A., Texas Tech University (2002)
M.A., Texas Tech University (2003)
- Debbie G. Pruitt** **Sociology**
B.A., New Mexico State University (1975)
M.A., University of the Southwest (2001)
- Kenneth E. Reed** **Psychology/Sociology**
B.S., University of the Southwest (1997)
M.Ed., Hardin-Simmons (1999)
Ed.D., Argosy University (2013)
- Belinda L. Rincones** **Nursing**
R.N., Methodist School of Nursing (1992)
B.S.N., Eastern New Mexico University (2010)
M.S.N., Lubbock Christian University (2012)
- Timothy W. Roberts** **Automotive Technology - Ford ASSET**
Certificate, Ford Motor Company Service Technician Specialty (2005)
Certificate, National Institute for Automotive Service Excellence (2005)
Certificate, National Institute for Automotive Service Excellence (2007)
Certificate, Ford Motor Company Service Technician Specialty (2008)
- Drew K. Sanders** **Physical Education Head Women's Basketball Coach**
B.S., Cameron University (1979)
M.Ed., Southwestern Oklahoma State (1984)
- Charlotte J. Schmitz** **Mathematics**
A.S., New Mexico Junior College (1996)
B.S., College of the Southwest (1998)
M.A., Texas Tech University (2004)
- Angila D. Shook** **Computer Information Systems**
B.S., Tarleton State University (1998)
- Joshua T. Simpson** **Physical Education / Head Baseball Coach**
B.S., Northwestern Oklahoma State University (2004)
M.Ed., East Central University (2010)
- Melissa Simpson** **Reading/Writing in Transitional Studies/ (Developmental)**
A.A.S., New Mexico Junior College (1985)
B.A.S., College of the Southwest (1997)
M.S., California State University (2005)
- Misty B. Stine** **Nursing**
A.A.S., New Mexico Junior College (1995)
B.S.N., University of Phoenix (2001)
M.S.N., University of Phoenix (2003)
- Sandra K. Thompson** **Biology**
B.A., Purdue University (2004)
M.S., Purdue University (2007)
M.S., Argosy University (2012)
- Rebecca Titus** **Criminal Justice / Paralegal**
A.A.S., New Mexico Junior College (2001)
B.S., College of the Southwest (2002)
M.C.J., New Mexico State University (2008)
- Stephen A. Townsend** **Government / History**
B.A., Texas A & I University (1987)
M.S., Texas A & I University (1989)
Ph.D., University of North Texas (2001)
- Maria E. Vick** **Cosmetology**
Cosmetology Instructor License, San Antonio, TX (1979)
Cosmetology / Barber License, New Mexico (1996)
A.A.S., New Mexico Junior College (2000)
B.A., College of the Southwest (2004)
M.Ed., Eastern New Mexico University (2009)
- Susan C. Waters** **English**
B.A., State University of New York College at Brockport (1973)
M.A., George Mason University (1990)
- Kimberly S. Webb** **Nursing**
A.A.S., New Mexico Junior College (1993)
B.S.N., University of Phoenix (2001)
M.S.N., University of Phoenix (2003)
- Ruth Ann J. Wong** **Education / Reading**
B.S., Illinois State University (1975)
M.A., College of the Southwest (2006)
- Yau-Sun Wong** **Music**
B.A., Hong Kong Baptist College (1978)
M.M., University of Texas at Austin (1982)
D.M., Florida State University (1993)
- Homer A. Youngblood** **EMT-B**
A.S., Eastern New Mexico University-Roswell (1999)
B.S., Texas Tech University (2005)
- Patricia J. Youngblood** **Mathematics**
B.S., College of the Southwest (1994)
M.A., Texas Tech University (2003)

PROFESSIONAL STAFF

- B. Gayle Abbott** **Director, Student Support Services**
A.A., New Mexico Junior College (1993)
B.S., College of the Southwest (1994)
M.A., University of Texas of the Permian Basin (1997)
Ed.D., New Mexico State University (2004)
- Charles H. Adams** **Canvas Administrator**
B.S., University of Tennessee (1977)

PEOPLE

- Robert Adams** Director, Bookstore
Clinton D. Agnew Public Safety Officer
 Certificate, CJ, New Mexico State University (2004)
 Certificate, EMT, Eastern New Mexico University (2006)
- Sherhil C. Alcos** Instructional Technology Specialist
 A.S., Tidewater Community College (2007)
 A.S., ECPI College of Technology (2009)
 B.S., University of the Philippines (2003)
 M.S., Fort Hayes State University (2014)
- Erin Anderson** Western Heritage Museum Curator
 B.A., Northern Illinois University (2005)
 M.A., Texas Tech University (2008)
- Buddy Bascom** Custodial Supervisor
- Darrell G. Beauchamp** Executive Director,
 Western Heritage Museum & Lea
 County Cowboy Hall of Fame
 B.S., East Texas State University (1980)
 M.S., East Texas University (1984)
 Ed.D., East Texas State University (1988)
- Mary Ann Bradshaw** Coordinator of Learning Center
 A.A., New Mexico Junior College (2007)
 B.S., Lubbock Christian University (2007)
 M.S., Lubbock Christian University (2010)
- James K. Britsch** Director of Library Services
 B.S., Utah State University (2002)
 M.L.S., University of North Texas (2004)
 Advanced Library Management Cert., University of North Texas (2005)
- Steven L. Blandin** Director, Instructional Technology
 B.A. & S., University of the Southwest (2007)
- Julie Buchanan** Assistant Director of Bookstore
 Certificate, Front Range Community College (2005)
- Angela R. Byrd** Director, Law Enforcement Training
 B.A., Newman University (1993)
 M.A., Wichita State University (1999)
- Darcie D. Capo** Assistant Director of Financial Aid
 B.S., Fort Hayes State University (2001)
- Jeremy L. Capo** Director of Athletics
 B.S., Fort Hayes State University (2002)
 M.S., Fort Hayes State University (2004)
- Charley R. Carroll** Director, Physical Plant
 B.S., California Coast University (1990)
 M.B.A., California Coast University (2003)
 Ph.D., California Coast University (2005)
- Regina A. Choate** Coordinator of Purchasing
- Natalia DeJesus** Admission Specialist
 A.A. & A.S., New Mexico Junior College (2007)
 B.A., Eastern New Mexico University (2010)
- Elena Dominguez** Upward Bound Academic Coordinator
 B.S., College of the Southwest (2000)
- Kristina A. Dyer** Recruiter, Automotive Technology
 B.L.S., University of Missouri St Louis (2008)
- Marty J. Eakin** Men's & Women's Rodeo Coach
 B.G.S., West Texas A&M (2008)
- LaRae Ellison** Counselor
 B.M.Ed., McMurry University (1982)
 M.Ed., University of North Texas (1988)
- Kathleen J. Ferrell** Director of Adult Basic Education
 A.A., New Mexico Junior College (1990)
 B.S., University of the Southwest (1995)
- Susan C. Fine** Director of Communications
 B.A., Texas Tech University (1976)
- Jose B. Flores** Programmer Analyst / Webmaster
 B.S., Eastern New Mexico University (1987)
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 Foundation
 B.S., Lubbock Christian University (1975)
 M.Ed., Texas Tech University (1980)
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 A.A., New Mexico Junior College (1999)
 B.S., Eastern New Mexico University (2004)
- Selma E. Granado** Program Planner,
 Continuing Education
 Certificate, New Mexico Junior College (1984)
 A.A.S., New Mexico Junior College (2002)
 B.B.A., College of the Southwest (2006)
 M.A., University of the Southwest (2009)
- Adam Guillen, Jr.** Academic Transfer Advisor
 B.S., Eastern New Mexico University (2003)
- D. Clay Hardin** Director / Professor,
 Equine Technology
 A.S., South Plains College (2003)
 B.S., Texas Tech University (2005)
 M.S., Tarleton State University (2007)
- J. Steve Hill** Director of Cosmetology/
 Coordinator of Early College
 B.S., West Texas A&M (1967)
 M.Ed., Texas Tech University (1974)
 Ed.D., Baylor University (2000)
- David R. Hooten** Grounds Supervisor
 NMSU Certificate, Lea County Master Gardener
- David L. Huddleston** General Maintenance Foreman
- Brandon E. Hunt** Director, Small Business Development
 Center
 A.A., New Mexico Junior College (2000)
 B.B.A., College of the Southwest (2002)
- Lorna G. Jackson** Director, Del Norte
 Police Academy, NMJC (2000)
- Diana R. Juarez** Admission Specialist
 A.A., New Mexico Junior College (2009)
 B.S., Eastern New Mexico University (2011)
- Dennis L. Kelley** Director of Public Safety
 Certificate, New Mexico Law Enforcement Academy (1979)
 A.A.S., New Mexico Junior College (2004)
- Bill C. Kunko** Director,
 Computer Information Systems
 B.B.A., New Mexico State University (1985)
- Christine J. Kunko** Accountant / Controller
 B.A., New Mexico State University (1982)
 C.P.A. (New Mexico 1989)
- Mary Jo Lyle** Director, Education
 Western Heritage Museum
 B.F.A., University of New Mexico (1976)
 M.A., Eastern New Mexico University (2010)
- Dana J. Martin** Document Center Coordinator
- Kathleen F. Miller** Human Resources Generalist
 PHR Certification (2005) (2008) (2011)
 A.A., New Mexico Junior College (2007)
- Kerrie L. Mitchell** Director, Financial Aid
 B.A. & S., University of the Southwest (2008)
 M.B.A., University of the Southwest (2011)
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 B.B.A., College of the Southwest (2004)
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 A.A., New Mexico Junior College (1991)
 FBI National Academy Certification (1993)

PEOPLE

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Certificate, University of West Indies (1989)
Certificate, Council for Opportunity in Education (2002)
B.A., University of Massachusetts (1999)
M.U.A., Boston University (2003)
- Gregory A. O'Brien** **Director/Professor of Entertainment
Technology**
Certificate, Meigs Vocational School (1980)
A.A.S., Hocking Technical College (1983)
B.S., West Virginia Institute of Technology (1995)
M.S., Indiana University (2009)
- Jal M. Oyler** **Director of TAACCT Grant**
- M. Pilar Ortiz** **Database / Server Specialist**
A.A.S., New Mexico Junior College (1993)
- Naomi G. Phillips** **Director, Corrections Training**
Corrections Academy (2001)
- Sheryl Pounds** **Human Resources / Payroll
Specialist**
- Aaron M. Prebenda** **Learning Center Tutoring Specialist**
- Courtney B. Puryear** **Director of Energy Programs**
B.A., Texas Tech University, (2009)
M.A., Texas State University (2011)
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M.S.Ed., University of the Southwest (2012)
- Luisa L. Ruiz** **Director of Transportation Training**
- Larry P. Sanderson** **Director, Institutional Effectiveness**
B.A., Michigan State University (1973)
M.S., Purdue University (1995)
Ed.D., University of New Mexico (2010)
- Steve B. Saucedo** **Workforce Training Coordinator**
A.A., New Mexico Junior College (2001)
B.A.S., College of the Southwest (2003)
- Jerrett A. Shields** **Executive Assistant to the President**
- Cyndi A. Stephenson** **Academic / Career Planner**
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B.A.S., College of the Southwest (1994)
M.S., College of the Southwest (2004)
- Rhonda Sudduth** **Database / Server Specialist**
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- Kasie L. Taylor** **Videographer**
B.A., University of North Texas (2008)
- Glen DeMond Thomas** **Coordinator of Intramurals /
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B.G.S., Wichita State University (1996)
M.S., Wichita State University (1999)
- Amanda D. Thompson** **Learning Center Tutoring Specialist**
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B.S., Texas Tech University (2013)
- Delores D. Thompson** **Director of Nursing**
A.A.S., McMurry University (1989)
B.S.N., University of New Mexico (1996)
M.S.N./F.N.P., Texas Tech Health Sciences Center (2000)
- O. Kelly Tooker** **Director of Oil & Gas Technology**
B.S., Texas Tech University (1981)
- Oscar R. Vigil** **Coordinator, Network Systems**
Certificate – American Commercial College (1988)
- Rebecca D. Whitley** **Associate Registrar**
B.S., Texas Women's University (1989)
M.Ed., Texas A&M University (1995)
- Amanda G. Wier** **Reference Librarian**
B.S., College of the Southwest (2008)
- Cynthia Zambrelli** **Counselor**
B.A., State University of New York, Brockport (1975)
M.S.Ed., State University of New York, Brockport (1981)

DEFINITIONS

Academic Advising

An opportunity for students to meet with their advisors to obtain and review their plan of study and to select courses.

Academic Advisor

College staff member or faculty member responsible for providing guidance in course or program related issues.

Academic Term (Semester)

Designated number of weeks of instruction that comprise the academic year. Fall and spring periods with 16 weeks of instruction and one week of final exams. The summer semester is shorter than 16 weeks.

Add A Course

To enroll for additional courses after registration is complete, accomplished through the Registrar's Office.

Add / Drop Period

A set period of time after the first day of classes when students can add or drop a class through the Registrar's Office.

Articulation Agreement

A formal agreement between NMJC and a four-year college or university which outlines specific course, grade point, and credit requirements necessary to transfer from NMJC to that four-year institution. Some articulation agreements are also established with high schools to provide advanced placement opportunities, advanced college credit, and College Career Pathways or 2 +2 articulated college credit.

Audit

To take a course in which the final grade is AU. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition and fees; student must register for the class through the normal processes and indicate that the class is to be taken for audit.

Career Program

A specialized degree designed to equip a student with the skills and general educational background needed for employment in a specific field.

Certificate Program

An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

Commencement

Commencement is the formal ceremony conferring degrees and certificates upon qualified graduating students.

Common Course Numbering

Common course numbering refers to courses that are numbered the same at all New Mexico state universities and colleges.

Co-Requisite

A co-requisite is a course which must be taken at the same time as another course.

Course Reference Number (CRN)

A number assigned to a specific course section in the schedule of classes.

Credit Hour

A credit hour is a standard measure of the amount of instructional time required to successfully complete a course. (For example, ENG 111, College Composition, is a 3 Credit Hour course, which usually means it will meet for 3 hours each week.) For the length of each class session and lab hours, if any, be sure to check with your advisor or a faculty member regarding specific courses.

Curriculum

Set of courses focused in a particular field (i.e., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

Degree Program

An Associate in Arts (AA) or Associate in Science (AS) or Associate in Applied Science (AAS) plan of study requiring a minimum of 64 credits for completion.

Developmental Course

A basic skill development course numbered below 100/1000 in the College catalog which is credited in meeting financial aid eligibility and veterans benefits but does not count toward the minimum requirements for graduation. (See Credit Course

Distance Learning

Courses offered via the Internet. Also, ITV courses are considered distance learning courses.

Drop From A Course

To cease to participate in a course after registration is complete, accomplished through the Registrar's Office.

Elective

Course requirement(s) in a program of study which may be fulfilled by choosing from a variety of specified courses.

Financial Aid

Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

Financial Aid Form (FAFSA)

A standardized application including detailed financial data, which is required to determine eligibility for all financial aid programs.

Full-Time (Student)

Student registered for 12 or more credits in a semester at NMJC

GPA (Cumulative Grade Point Average)

An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade, then dividing by the total number of hours.

Point values are: A=4, B=3, C=2, D=1, F=0.

Graduation

Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

Hybrid / Blended

A hybrid course combines face-to-face classroom instruction and online internet-based learning. Typically, 50 percent of the time is in the classroom and 50 percent of the time students work independently on their own computers.

In-District Resident

Students whose permanent residence is in Lea County New Mexico are charged in-district tuition. They must meet the in-state residency requirements and have lived in Lea County for the past 90 days

In-State Resident

Tuition charged to students who live in New Mexico and have established residency according to the guidelines provided by the State of New Mexico. Students are charged in-state tuition.

Lab Hours

Lab hours are learning activities, which are "hands-on" rather than the traditional lecture / discussion. Lab hours provide experiments / exercises that focus on the lecture applications. Since lab hours are the co-requisite to the lecture / discussion portion of a class, students need to register for both (lecture and lab) course reference numbers (CRN's) in the same semester.

DEFINITIONS

Non-Credit

Non-academic course oriented to personal interest or continuing education needs of persons seeking non-credit bearing instruction.

Out-of-District Resident

Students are classified as out-of-district residents if they declare their home is within the state of New Mexico but outside of Lea County. Students are charged tuition according to the out-of-district rate.

Out-of-State Resident

Students are classified as out-of-state residents if they declare their permanent residence to be outside the state of New Mexico. Students are charged according to the out-of-state tuition rate

Part of Term

A period of time within a term in which courses are scheduled. Parts of terms can be one to sixteen weeks in duration.

Part-Time (Student)

Student enrolled for 11 or fewer credits in a traditional semester.

PHI THETA KAPPA

A national honorary organization recognizing academic scholarship by community/technical college students.

Plan of Study

A worksheet of courses required to earn a degree in a chosen area of study. Used as a road map for course selection. Used to conduct a final audit for graduation.

Prerequisite

Skill or course required for entry into a course or program of study.

Program Director

Instructor who provides in-depth information about a certificate or degree program.

Program of Study

(See Degree Program and Certificate Program)

Registration

The process of signing up for courses, including paying tuition and fees.

Residence (Credits Earned In)

A minimum of 15 credit hours applicable to an associate degree must be granted by NMJC as opposed to credits transferred in from another institution of higher education or earned through proficiency examination.

Semester (Term)

See Academic Term.

Schedule of Classes

A printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

Short Session

See Part of Term.

Skill Set Certificate

A document issued by an academic division upon successful completion of a combination of approved courses that provide specific skills.

Topics Course

A course that is not a part of NMJC's regular course offerings and may change each term. Topics courses complement NMJC's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other NMJC courses.

Traditional Grade

Letter grade (A, B, C, D or F) used in calculating the grade point average.

Transcript

An official, permanent educational record of student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

Transfer Credits

Credits for courses taken at another institution and counted toward a NMJC certificate or degree, or credits taken at NMJC and applied toward a degree at another institution.

Transfer Guidelines

Informal documents which suggest courses to be taken at NMJC that transfer into a four-year college.

Transfer Program

A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

Tuition

Charges to student by the college for registration in credit courses of instruction.

Web Enhanced

Online course activity complements class sessions without reducing the number of required class meetings. Any course tied to the traditional classroom but involving some sort of computer usage while still anchored to the normal time spent in classes would fall into this category. Traditional courses and web-enhanced courses are very similar and therefore not usually considered to be distance learning courses.

Web Hybrid

Current convention is to classify a course as web hybrid if thirty percent (30%) or more of the course activity is provided online. Web hybrid courses feature a combination of synchronous and asynchronous delivery using online technologies such as a Learning Management System (LMS) or a website to present content.

Web Online

All course activity is delivered and completed online using NMJC's Learning Management System (LMS) which is currently Canvas. There are no required face-to-face sessions within the course that must take place at the home campus. However, proctored examinations may be required during the course. If a proctored examination is required, the testing site must be within close proximity of the student's location while taking the online course.

Withdraw From A Course

To cease to participate in a course after the add / drop period, accomplished through the Registrar's Office. Student can also drop a class from the T-BirdWeb Portal.

Withdraw From the College

To cease to participate in all courses for one semester or more, accomplished through the Registrar's Office.