



2010-2012 Catalog

ENMU-Ruidoso



www.ruidoso.enmu.edu





709 Mechem Dr.
Ruidoso, NM 88345

(575) 257-2120
800-934-ENMU (3668)
<http://www.ruidoso.enmu.edu>

TABLE OF CONTENTS

Admissions Application	3	Police Science - A.A.S. Degree	42
Degree & Certificate Programs	5	Pre-Nursing-Certificate	43
General Information	6	Psychology -A.A. Degree	43
Admissions and Registration	8	Studio Art -A.A. Degree	44
Early College / Dual Enrollment	10	Teacher Education Transfer - A.A. Degree	45
Tuition and Fees	12	University Studies -A.A. Degree	46
Financial Aid	13	Welding Technology Certificate	47
Academic Policies and Procedures	16	Course Descriptions	48
Testing	22	Administration	
Campus Info	24	Board of Regents	74
Special Programs and Services	25	University Administration.....	74
Graduation	27	Community College Board	74
Degree Requirements	27	Community Advisory Council	74
General Common Core	28	Faculty	75
Instructional Programs		Staff	77
Accounting - A.A.S. Degree	30	Index	78
Biology - A.A.S. Degree	31	Academic Calendar	80
Business Administration - A.A. Degree	32		
Bookkeeping/Accounting Certificate	32		
Computer Technology - A.A.S. Degree	33		
PC Support Technician Certificate	33		
Application Support Technician Certificate.....	33		
Construction Trades - A.A.S. Degree	34		
Apprenticeship Program Certificate	34		
Criminal Justice - A.A. Degree	34		
Early Care and Education - A.A. Degree	35		
Child Development Certificate	36		
Emergency Medical Technician – Basic Certificate	36		
Emergency Medical Technician – Intermediate I Certificate	36		
Emergency Medical Technician – Intermediate II Certificate	37		
Environmental Science - A.S. Degree.....	37		
General Studies – A.A. Degree	38		
History - A.A. Degree.....	38		
Hospitality & Tourism - A.A. Degree.....	39		
Culinary Arts - Certificate.....	41		
Food & Beverage Service			
Management - Certificate.....	41		
Resort & Hotel			
Management - Certificate.....	41		
Human Services: Alcohol & Drug			
Abuse Studies - Certificate.....	41		
Natural Resources – A.S. Degree	41		
Nursing Assistant -Certificate	42		



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Application for Admission



(Please complete in black ink.)

Where do you plan to begin your studies? ☐ Portales ☐ Ruidoso ☐ Roswell ☐ Other: _____
Semester you wish to start: ☐ Fall ☐ Spring ☐ Summer Year you wish to start: _____

Where do you plan to complete your studies? ☐ Portales ☐ Ruidoso ☐ Roswell ☐ Other: _____
☐ Fall ☐ Spring ☐ Summer Year you wish to start: _____

Legal name: _____
Last First Middle initial

Other names which may appear on academic records: _____

Legal mailing address: _____
Street and/or PO Box City State ZIP

Permanent physical address: _____
(if different from above) Street and/or PO Box City State ZIP

Telephone numbers: (day) _____ (evening) _____

E-mail address: _____

Date of birth: _____ Place of birth: _____ Gender: ☐ Male ☐ Female
Month Day Year City/State/Country

Social Security Number: _____
(Will not be used as your primary ID. If you are unable to provide a Social Security Number, the University will assign an alternative number to you. This will not impact the admission decision.)

Do you plan to be a ☐ part-time (1–11 credit hours) or ☐ full-time student? (12–18 credit hours)

What type of classes do you plan to take? ☐ On campus ☐ Distance education ☐ Combination of classes

Are you planning to apply for financial aid or student loans? (Degree-seeking students only)* ☐ Yes ☐ No

Were you claimed as a dependent on someone's income tax last year? ☐ Yes ☐ No

Are you applying for Veteran School Benefits?* ☐ Yes ☐ No

Have either of your parents graduated from a community college or university?* ☐ Yes ☐ No

Are your parents Eastern alumni?* ☐ Yes ☐ No

Please indicate whether you consider yourself to be Hispanic/Latino:* ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:*

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African-American
☐ Native Hawaiian or other Pacific Islander ☐ White or Non-Hispanic

The above information is voluntary and will not be used in a discriminatory manner.

Did you take college courses while in high school? ☐ Yes ☐ No

Student type (at the campus you will begin your studies):

☐ First-time freshman (0 college hours completed) ☐ Freshman (1–29 hours completed)** ☐ Sophomore (30–59 hours completed)**
☐ Junior (60–89 hours completed) ☐ Senior (90+ completed) ☐ Second bachelor's degree

Admit Type:

☐ First enrollment in any college or university after high school graduation
☐ Transfer from college or university outside New Mexico ☐ Transfer from college or university in New Mexico
☐ Readmission—returning after absence from ENMU location: ☐ Portales ☐ Roswell ☐ Ruidoso Year(s) _____
☐ Previously applied for admission but did not attend ENMU: ☐ Portales ☐ Roswell ☐ Ruidoso Year(s) _____

* Although disclosure of these items is not required, Eastern must report this data in composite form to state and federal agencies. It is the policy of ENMU not to discriminate on the basis of race, creed, sex, color, age, disability or national origin in its educational programs, activities or employment procedures.

** Includes college courses taken in high school.

Residency:

What is your legal state of residence? _____

How long have you lived in New Mexico? from - to -
Month Year Month Year

Are you a U.S. citizen? ☐ Yes ☐ No If no, country where you hold citizenship: _____

If alien resident, please provide your resident alien number: A# - -

(Please attach a copy of your residency card, front and back of this application.)

Are you active duty military? ☐ Yes ☐ No Is your spouse active duty military? ☐ Yes ☐ No

Are either of your parents active duty military? ☐ Yes ☐ No If yes, are you or your parents stationed in New Mexico? ☐ Yes ☐ No

Please contact the appropriate admissions office for Military Waiver Form.

Pre-College Education:

Last high school or home school attended _____
Name City State

High school diploma? ☐ Yes ☐ No or GED certificate? ☐ Yes ☐ No

Home school diploma? ☐ Yes ☐ No GED graduation date: /
Month Year

High school graduation date: / State tested: _____ Last grade attended: _____
Month Year

Colleges Attended

Beginning with the current or most recent, list all colleges, universities and technical-vocational schools previously attended

Note: You must include colleges you have attended while in high school.	State	From	To	Hours

Area of academic interest/major: _____

Academic intent: ☐ Certificate ☐ Associate's degree ☐ Bachelor's degree ☐ Second bachelor's degree
☐ *Nondegree: updating job skills ☐ *Nondegree: updating personal skills *Nondegree not eligible for financial aid

Required:

Have you ever been dismissed or suspended from any college or university for academic or disciplinary reasons? ☐ Yes ☐ No

Have you ever been charged with, convicted of or pled guilty to a felony offense in any court, including deferred adjudication? ☐ Yes ☐ No

* If yes, you must attach a detailed explanation. Include state and location, dates, and case number. If applicable, provide the name and phone number of a probation officer. You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit this application.

I affirm the information I have provided on this application form and all other admission material is complete, accurate and true.

I agree to submit other materials required for this admission application and understand that failure to do so, and/or the furnishing of false, incomplete or misleading information in connection with my admission or attendance at Eastern New Mexico University, may result in the termination of my admission and registration at Eastern New Mexico University.

I agree, as a student, I am subject to Eastern New Mexico University policies and procedures.

I understand that directory information as defined by the Family Educational Rights and Privacy Act (FERPA) may be made available to the general public. Directory information is generally not considered harmful to the individual or an invasion of privacy. Items may include name, address, telephone number, e-mail address, major field of study, dates of attendance, enrollment status, degrees and awards received, date and place of birth, most recent previous school attended, photographs, participation in officially recognized activities and sports, height and weight of athletes. I understand if I want to restrict any or all of this directory information, I must notify the Office of the Registrar in writing. I understand these restrictions will remain in place until I give written notice to the Office of the Registrar to release the restrictions.

I hereby give Eastern New Mexico University permission to use my image (still photograph or video) and name for all nonprofit purposes, such as promoting the University in videos, CD-ROMs, electronic and printed publications, without compensation unless I notify the Office of the Registrar no later than the end of registration week each semester or term I am enrolled at Eastern New Mexico University.

Applicant's signature _____

Date _____

Degree Programs

Associate of Arts

Business Administration
Criminal Justice
Early Care and Education
General Studies
History
Psychology
Studio Arts
Teacher Education Transfer Program
University Studies

Associate of Science

Biology
Environmental Science
Natural Resources

Associate of Applied Science

Accounting
Computer Technology
Construction Trades
Hospitality and Tourism
Police Science

CALL OR COME BY TODAY!

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Certificates of Completion

Application Support Technician
Apprenticeship Program
Bookkeeping/Accounting
Child Development
Culinary Arts
Food and Beverage Service Management
Human Services Alcohol and Drug Abuse Studies
PC Support Technician
Pre-Nursing
Resort and Hotel Management
Welding Technology

Certificates of Occupational Training

Emergency Medical Technician-Basic
Emergency Medical Technician-Intermediate I
Emergency Medical Technician-Intermediate II
Nursing Assistant

General Information

MISSION

The overarching mission of ENMU-*Ruidoso* is to enhance the lives of our students and the communities we serve, now and into the future.

ENMU-*Ruidoso* Branch Community College combines a traditional learning environment with twenty-first century instructional technology to provide an enhanced educational experience. ENMU-*Ruidoso* emphasizes liberal education, freedom of inquiry, cultural diversity and whole student life. Scholarships, cultural enrichment, excellent teaching and enriched learning define the College community's relationship and contributions.

*The mission of ENMU-*Ruidoso* Branch Community College includes seven purposes:*

- To offer general academic studies for students wishing to transfer to a University
- To offer career and technical education programs leading to gainful employment for students in their chosen field
- To offer a dual credit enrollment, early College program for qualified high school students
- To offer workforce education and training services and provide institutional leadership in the economic development of the region
- To offer programs of instruction leading to Associate degrees and Certificates of Completion
- To offer lifelong learning opportunities for all citizens through continuing education and community service programs
- To offer adult basic education for those wishing to achieve literacy skills, complete a high school equivalency diploma and obtain English proficiency

FOCUS

- Prepare students for meaningful careers and advanced study
- Impart citizenship and leadership for the betterment of the community
- Support and expand the role of higher education and excellent teaching
- Empower citizens to respond to a rapidly changing world
- Contribute to the economic viability and well-being of our community

VALUES

ENMU-*Ruidoso* is guided by the following values:

- Teaching and learning is central to everything we do
- Personalized attention and customer service define how we work
- Institutional responsiveness to students and community is core to our success

VISION STATEMENT

ENMU-*Ruidoso* Branch Community College will provide opportunities for all citizens to achieve and realize their potential.

Five vision statements guide ENMU-*Ruidoso* in accomplishing its mission. They include the following:

- ENMU-*Ruidoso* will be the first choice for students pursuing higher education in the south-central mountain region of New Mexico
- ENMU-*Ruidoso* will create strategic alliances and be a driving force in support of community and economic development in the Ruidoso Valley, Lincoln County and neighboring Mescalero Apache Reservation
- ENMU-*Ruidoso* embraces excellence in providing programs and services, and is committed to delivering high quality educational programs and services
- ENMU-*Ruidoso* is dedicated to the development of students' self-esteem and self-sufficiency
- ENMU-*Ruidoso* is committed to continuous improvement in all aspects of our enterprise

STRATEGIC PLANNING PRIORITIES

ENMU-*Ruidoso* strategic priorities include the following:

- Development of new workforce education programs in support of the rapidly growing business community, and in response to labor market demands for highly qualified employees
- Expand and renovate our educational facilities to provide state-of-the-art instructional programs
- Development and delivery of comprehensive student advising not presently available due to limited fiscal and human resources and limited facilities
- Recruitment and retention of a diverse student population with special emphasis on Mescalero Apache Tribal members and our growing Hispanic population
- Provide leadership in the economic and community development of the region

HISTORY

Established in 1991, the Ruidoso Off-Campus Instruction Center offered Lincoln County residents access to two-year College academic and career/technical curriculum. In July 2005, the Ruidoso Campus was legislatively created as a Branch of Eastern New Mexico University becoming the 18th two-year College in New Mexico. ENMU-*Ruidoso* is a comprehensive two-year College offering Certificates of Completion, Associate of Science, Associate of Arts and Associate of Applied Science degrees.

Undergraduate and graduate course work completed at ENMU-*Ruidoso*, offered on-site or through the ENMU system is fully transferable to ENMU-Portales. Additionally, ENMU-*Ruidoso* offers community education classes, customized training workshops, adult basic education courses and operates a One-Stop Career Center providing free employment services for employers and those seeking career information.

ENMU – Ruidoso Branch Community College

LIBRARY/MEDIA SERVICES

The ENMU-*Ruidoso* campus library is as an information and media services laboratory in support of the teaching and learning mission of the campus. A variety of library and reference services are available in addition to a growing collection of print and electronic reference materials, videos, DVDs, books and periodicals. The campus library also offers access to numerous electronic resources and databases. This includes access (via the Internet) to the holdings of the ENMU Golden Library in Portales as well as many other academic and public libraries throughout the United States. Students may request materials not available locally from other libraries via an electronic Interlibrary loan form. Access to numerous electronic periodical indexes and full-text periodical databases is also available at no cost to Ruidoso students. Professional research assistance and library instruction is available during regular library hours or by appointment. For more information on the resources and services offered by the ENMU-*Ruidoso* library, visit the library in Room 106, online at <http://www.ruidoso.enmu.edu/library> or contact the campus Librarian at 257-3014 or 800-934-ENMU (3668).

CAMPUS BOOKSTORE (THE PONDER-OSA)

The ENMU-*Ruidoso* bookstore sells textbooks, clothing, gift items, school and art supplies, snacks and beverages. The Bookstore is a full service operation intended to meet the needs of the campus community. All required textbooks and other related instructional and occupational materials are available each semester.

Purchases - Books and supplies can be purchased with cash, check or credit card. Students wishing to use financial aid, VA, third party pay or on-line payment plans will need to see the Cashier first to get prior approval. This must be done at the beginning of each semester. Distance education students can order their textbooks by phone or e-mail. Please allow 3-4 days shipping time for your order.

Refund Policy - The last day for exchange or refunds is the day after add/drop. Students are asked not to write or mark in books or remove covering. Returns will not be accepted without a receipt and student ID number. New books must be returned in new condition. Shrink-wrapped books must be returned shrink-wrapped.

Tax Free Window - The bookstores tax free window runs from the week before the first day of class through the week after add/drop. During this time, all items in the bookstore will be tax free to students only. Proof of student status will be required at time of purchase in order to take advantage of the tax free opportunity.

Buy Back - Help keep textbook prices down by keeping used books on campus. During finals week of each semester, the Bookstore offers a buy-back service. Bring back your used textbooks for cash. We buy books bought from other sellers. No receipts are needed. Any CD's or other materials included with the purchase of the book are required for buy back. Distance education students may also sell back textbooks through our website, shipping is free.

Store Hours:

Mon.–Thu.: 8:00 a.m. to 7:30 p.m., Fri. 8:00 a.m. to 5:00 p.m. when classes are in session. Mon. – Fri. 8:00 a.m. to 5:00 p.m. when classes are not in session. Hours are subject to change, please see bookstore for current hours.

Contact us - By phone at (575) 257-3010, toll-free (800) 934-ENMU (3668), visit us on the Web at www.ruidoso.enmu.edu or e-mail us at ruidoso.bookstore@enmu.edu.

LOCATION AND RESOURCES

Located in the heart of the multicultural “playground of the Southwest,” Ruidoso has long been the favorite recreation destination in New Mexico’s spectacular Sacramento Mountains. From the All-American Futurity (America’s richest quarter horse race) to the breathtaking grandeur of the two million acre Lincoln National Forest, the region has something to offer everyone. Rich in heritage and history, Ruidoso and Lincoln County witnessed the epic close of the American Frontier. Today, tens of thousands of tourist from all over North America visit the Ruidoso area each year. Near by is the 460,000 acre Mescalero Apache Reservation with its spectacular Inn of the Mountain Gods and Ski Apache resort. Since 1991, ENMU-*Ruidoso* has become a favorite place to pursue higher education in the “tall cool pines” of Ruidoso. ENMU-*Ruidoso*’s service area is identical with that of the Ruidoso Municipal School District. The outlying communities of Alto, Mescalero, Tularosa, Cloudcroft, the Hondo Valley, Lincoln, Capitan, Carrizozo and Corona are also served, but residents pay out-of-district tuition rates.

FACILITIES

The Ruidoso campus houses various educational services including: Student Advising Center, Business Office, College Bookstore, Library/Media Center, College Success Center general classrooms, computer labs, science lab, construction trades lab and hospitality and tourism labs. Classes are held in a variety of locations throughout Lincoln County. All facilities provide barrier-free access to individuals with limited physical movement.

ACCREDITATION AND AFFILIATIONS

Eastern New Mexico University and the ENMU-*Ruidoso* Branch are accredited by the Higher Learning Commission and are members of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440, <http://www.ncahigherlearningcommission.org>.

In addition, specific programs within the University hold accreditations by the following: the American-Speech-Language-Hearing Association, the National Council for Accreditation of Teacher Education and the Association of Collegiate Business Schools and Programs. Eastern New Mexico University is an accredited institutional member of the National Association of Schools of Music. The chemistry program is approved by the American Chemical Society as meeting the Society’s program criteria. Eastern’s geology program is recognized by the American Institute of Professional Geologists as meeting/exceeding guidelines for undergraduate programs in geology. The Bachelor of Science in Nursing Completion Program is accredited by the National League of Nursing.

MEMBERSHIPS

American Association of Colleges for Teacher Education
American Association of Community Colleges
American Hotel and Lodging Association Council of Higher Education Computing
Lincoln County Homebuilders' Association
New Mexico Association of Community Colleges
New Mexico Learning Network
The Association of American Colleges and Universities
The American Association for Higher Education
The American Association of State Colleges and Universities
Ruidoso Valley Chamber of Commerce
Ruidoso Valley Economic Development Corp.
Rural Community College Initiative

The College is a full member of the Hispanic Association of Colleges and Universities, and a Carnegie/Ford/AAC&U "Greater Expectations" best practices institution. The College of Business is a member of the American Assembly of Collegiate Schools of Business.

NOTICE

Since programs, policies, statements, fees, college calendar dates and/or courses contained herein are subject to continuous review and evaluation, ENMU-*Ruidoso* reserves the right to make changes at any time, through appropriate administrative procedure, without prior notice. The information contained within this catalog is a description of programs and courses active at the time of publication.

AFFIRMATIVE ACTION

ENMU-*Ruidoso* is an affirmative action and equal opportunity employer. The College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment.

ENMU-*Ruidoso* subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in any educational program or activity receiving federal funds.

ENMU-*Ruidoso* subscribes to Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activity receiving federal funds. Persons seeking information about the College's nondiscrimination policy should contact the Affirmative Action Officer at (575)562-2905 or ENMU Station 21, 1500 S. Ave. K, Portales, NM 88130.

TELEPHONE NUMBERS

Administration.....	257-3006
Advising Center.....	257-3007
Bookstore.....	257-3010
Business Office.....	257-3011
Community Education.....	257-3012
ENMU Toll Free.....	866-934-ENMU (3668)
Fax.....	257-9409
Information.....	257-2120
Library.....	257-3014
NM Workforce Connection.....	630-8181
NM Workforce Connection Toll Free.....	800-854-4712
Student Accounts.....	257-3016

Admissions and Registration

GENERAL REQUIREMENTS

ENMU-*Ruidoso* has an open admissions policy, applicants may be admitted to ENMU-*Ruidoso* as long as they have either graduated from high school, obtained an equivalency, or are non-degree seeking and over 23 years of age. Admission of applicants who have been convicted of a felony will be determined on an individual basis. ENMU-*Ruidoso* reserves the right to deny admissions to any student determined to be a risk to another student. In order to allow sufficient time for the preparation of registration materials, students are urged to apply for admission well in advance of registration and the start of classes. Students are not officially admitted until all of the required materials listed below are on file in the Student Advising Center:

Degree seeking students must complete and submit the following:

1. An application for admission.
2. An official high school or GED transcript verifying graduation, unless transferring 15 or more hours (60 hours if seeking financial aid) from an accredited college or University.
3. Official transcripts from all previous colleges or universities attended.

New admissions must have transcripts on file in order to be degree seeking and eligible for financial aid. Students with missing transcripts will be non-degree seeking and will not be eligible for financial aid. No more than 30 credit hours taken as a non-degree seeking student will count toward a degree.

Official transcripts are those sent directly by an official of the school attended to ENMU-*Ruidoso* Branch Community College Admissions Office. The College cannot accept copies of transcripts in a student's possession. ENMU-*Ruidoso* will assist you in requesting official transcripts from high school, GED, colleges and/or universities. Transcript request forms are available at the ENMU-*Ruidoso* Student Advising Center. Applicants with a high school grade point average or transfer grade point average of less than 2.0 on a 4.0 scale will be admitted on probation until at least 15 hours are completed at a 2.0 GPA or higher. A student misrepresenting or failing to disclose information in the completion of the admission form will be subject to disciplinary action and possible dismissal from the College.

NON-DEGREE STATUS STUDENTS

Students wishing to take credit courses, without meeting the full requirements for admission to a degree program, may apply for non-degree status, provided that the following qualifications are met:

1. Students under the age of 23 requesting non-degree status must be high school graduates or have completed a GED.
2. Students who wish to register for non-degree status must be admitted to the College.
3. Non-degree students do not qualify for financial aid.
4. Non-degree students are subject to all ENMU-*Ruidoso* policies and regulations governing registration, attendance, disciplinary probation or suspension and academic standing.

ENMU – *Ruidoso* Branch Community College

Enrollment in classes requiring prerequisites, (if those prerequisites have not been satisfied) require the written consent of the instructor. Non-degree students wishing to take a mathematics or English class must meet the required University skills levels or successfully complete the 100 level classes prior to enrollment. Non-degree students who have successfully completed freshman-level courses in mathematics and English are exempt from this requirement.

Non-degree students may complete as many hours as desired. However, no more than 30 hours earned as a non-degree student may be applied to any ENMU degree.

Non-degree students may apply to become a degree seeking student by (1) completing ENG 102, ENG 104 and 6 hours of math beginning with MATH 107, with a GPA of 2.0 or greater OR (2) submitting required transcripts, GED or other test scores to the Student Advising Center and meeting the requirements shown under General Requirements for Admission.

ENROLLMENT FOR NON-CREDIT (AUDIT)

Students may audit classes by marking NC (non-credit) on the registration form. Fees for auditing classes are the same as for taking classes for credit. Students may change the registration to grade/credit during the drop/add period. It is also possible for students to register for credit and change to audit during the drop/add period. Courses taken for noncredit will appear on the student's transcript as "NC" with no credits recorded and no grades assigned.

RE-ADMISSION

Students who have attended ENMU-*Ruidoso* but were not enrolled in classes the semester immediately preceding re-enrollment are required to file an application for readmission. Students who attended another institution during a summer session are not required to reapply for admission, but are required to provide official transcripts from that institution.

TRANSFER STUDENTS

Students transferring to ENMU-*Ruidoso* must submit an official transcript from each college or university attended. Students with fewer than 15 semester hours of acceptable transfer credit must also submit an official high school transcript.

Students on suspension from another institution who wish to enroll at ENMU-*Ruidoso* must follow the procedures outlined below. Credits earned during suspension periods may not be accepted by receiving institutions. In addition, transfer students admitted on Academic Probation or Suspension Waiver will be required to sign a Probation Agreement for the first semester.

In addition to above listed requirements, transfer students admitted on Academic Probation or Suspension Waiver will be required to sign a Probation Agreement for the first semester.

Admission – Transfer students that were disqualified for registration at another college or university will not be considered for admission to ENMU-*Ruidoso* until a suspension period has

been completed. A first suspension requires that a student sit-out one regular semester excluding summer. A second suspension requires students sit-out for two regular semesters before admission can be considered.

Catalog of Record for Transfer Students –

ENMU-*Ruidoso* students transferring from any two-year institution accredited by a CHEA recognized agency has the option to select the ENMU-*Ruidoso* catalog in effect during the student's initial college enrollment, provided the degree is completed within six (6) years of initial enrollment.

Transfer Credit – The Student Advising Center enters academic work completed elsewhere. Acceptance of transfer credits by the University does not guarantee these hours will satisfy requirements in a specific degree. To determine course transfer eligibility, students must contact the Student Advising Center. Grades of D, if accepted, will be transferred only as electives.

Grade Point Calculation – Transfer grades will be calculated for admission requirements, honors for graduation and professional licensing.

ADMISSION TO ENMU PORTALES OR ROSWELL CAMPUSES

ENMU-*Ruidoso* students wishing to change attendance to either the Portales or Roswell campus must follow the admissions procedures of each campus. Contact the admissions office for full instruction.

INTERNATIONAL STUDENTS

International students enrolled with a non-immigrant F-1 visa may be considered for admission on a full-time basis. All applicants must have an educational background equivalent to those required for United States citizens.

International students must submit an acceptable statement of ability to meet financial responsibilities prior to attending ENMU-*Ruidoso* and have a TOEFL score of 500, or complete the highest level of an intensive English program for admission consideration. Test score reports, a completed application form, complete transcripts of high school and all previous college credit hours and a financial statement are required before evaluation for admission will be considered. The applicant must request official transcripts and have testing agencies send scores directly to ENMU-*Ruidoso*.

International applicants must have these materials on file with the College 90 days prior to the semester for which application is being made. When these requirements are fulfilled, an I-20 Certificate of Eligibility and a letter of admission will be issued.

ENMU – Ruidoso Branch Community College

EARLY COLLEGE PROGRAM

DUAL CREDIT/CONCURRENT ENROLLMENT

The ENMU-*Ruidoso* Early College Program & Dual/Concurrent Enrollment Programs provide qualified junior and senior high school students the opportunity to earn college credit while still in enrolled in high school. Students may enroll in college level courses normally not offered at the high school.

Admissions to ECP & Dual/Concurrent Credit Enrollment program is a non-degree status and is not considered “Early Admissions” to the College. Students desiring to pursue degree- seeking status after high school graduation must fulfill admission requirements outlined in the current ENMU-*Ruidoso* catalog.

ECP & Dual/Concurrent Enrollment students are not obligated in any way to continue enrollment at ENMU-*Ruidoso* after high school graduation. Credits earned in ECP/Dual Credit Enrollment may be applied to an ENMU-*Ruidoso* undergraduate degree only after a student applies and is admitted to degree status.

IMPORTANT INFORMATION:

ECP/Dual Concurrent Enrollment students are subject to all ENMU-*Ruidoso* academic regulations, including attendance and course prerequisites completions. All course work attempted is recorded on the student’s permanent ENMU-*Ruidoso* record. All courses must be taken for letter grades. The “audit” option is not allowed.

Students are responsible for registering for their classes. ENMU-*Ruidoso* makes no guarantee of availability of classes. Enrollment is on a first-come, first-served basis and some classes may be cancelled or times changed as a result of enrollment demands. The high school counselor and ENMU-*Ruidoso* must approve all requested courses. Placement in English and math courses are based on either ACT/SAT or ENMU-*Ruidoso* skill assessment (Compass).

To register for college level liberal arts course test scores must be equivalent or higher:

ACT
English.....25

OR
College Placement Exams English,
writing and reading.....70

To register for college level science or math course test scores must be equivalent or higher:

ACT
math.....21

OR
College Placement Exam Math.....46
(Compass)

***IMPORTANT:** As a condition of the application process, students consent to the release of an official ENMU-*Ruidoso* transcript to their home high school. Determination of acceptance of ENMU-*Ruidoso* coursework for high school graduation is made at the discretion of high school officials.

ELIGIBILITY REQUIREMENTS

- Student must be at least 16 years old or currently enrolled as a junior or senior in high school.
- Students must have a minimum 2.5 GPA.
- Students must complete a University Placement Exam for reading, writing and mathematics prior to enrolling in classes. ECP/Dual Enrollment students are subject to the same rights and responsibilities and academic standards expected of all college students. High school credit is awarded by the high school.

High school age students enrolled in a Home Schooling Program may be eligible to participate in the Early College Program as a concurrent student. Parents or legal guardians validating their home schoolwork must sign as the student’s counselor.

Students enrolled in the GED Program (under the age of 18) who wish to enroll as a concurrent student must take the college placement exam to demonstrate minimum academic ability to perform at the level required of college courses.

ENMU-RUIDOSO'S SCHOLARSHIP PROGRAM

Classic Industries, Inc.

General Contractors: Richard J and Gloria I Lara

College Choir

Construction Trades

Crocker Accounting

Deborah Hewitt

ENMU - Burdine

ENMU-Ruidoso President's Opportunity

GED

Hubbard Foundation

Optimist Club

Otero Federal Credit Union

Ruidoso Regional Council of Arts

The NM Land/Title Association Chili Currier

The Title Company

Zia Natural Gas

**For more information on Scholarships,
pickup a scholarship guide at the
Student Advising Center.**

ENMU – Ruidoso Branch Community College

ADVANCED PLACEMENT (AP) EXAMINATIONS

Students may earn college credit from successful completion of Advanced Placement (AP) Examinations. Credit may be awarded to entering freshmen who complete AP examinations before full-time admission to ENMU-Ruidoso. Credit is awarded after successful completion of 12 or more credit hours. AP credit will be accepted for transfer students as recorded on official transcripts from accredited colleges.

ENMU ADVANCED PLACEMENT CREDIT AWARDS

Examination	Score Level	Credit Hrs	ENMU Course Equivalent
Art History	3	3	ART 165
	4.5	3	ART 165 & ART 166
Biology	4.5	8	BIOL 133/133L & BIOL 151/151L
Chemistry	4.5	5	CHEM 151/151L
Computer Science			
A	3	3	CS 123
AB	3	3	CS 123
	4.5	6	CS 123 & CS 134
Economics			
Micro Economics	3,4,5	3	ECON 222
Macro Economics	3,4,5	3	ECON 221
English			
Language & Composition	3,4,5	3	ENG 102
Literature & Composition	3	3	ENG 102
	4.5	6	ENG 102 & ENG 211
French, Level 3			
Language	3	4	FR 101 or FR 102
	4.5	6	FR 101 & FR 102 <i>pending dept. faculty review</i>
Literature	4.5	6	FR 420 & either FR 102 or FR 202 <i>pending dept. faculty review</i>
German	3	4	Language Elective
	4.5	6	Language Elective
Government & Politics			
United States	4.5	6	PSCI 102
European	4.5	6	PSCI 207
Physics			
B	3	3	PHYS 151 <i>pending dept. faculty review</i>
	4.5	6	PHYS 151 & PHYS 152 <i>pending dept. faculty review</i>
C	3	3	PHYS 151 <i>pending dept. faculty review</i>
Mechanics	4.5	6	PHYS 151 , PHYS 201 <i>pending dept. faculty review</i>
Mechanics, Electricity & Magnetism	4.5	9	PHYS 151, PHYS 201 & PHYS 202 <i>pending dept. faculty review</i>
Psychology	3,4,5	3	PSY 101
Latin	3	4	Language Elective
	4.5	6	Language Elective
Mathematics			
Calculus AB	3,4,5	4	MATH 124
	4.5	6	MATH 124 & MATH 132
Calculus BC	3	8	MATH 124 & MATH 132
	4.5	9	MATH 124 & MATH 132 & MATH 202
Music Theory	3	3	MUS 151
	4.5	6	MUS 151 & MUS 152
Spanish, Level 3			
Language	3	4	SPAN 101 OR SPAN 102
	4.5	6	SPAN 101 & SPAN 102 <i>pending dept. faculty review</i>
Literature	4.5	6	3 cr. Hrs. of upper division electives in Spanish & either
			SPAN 201 or SPAN 202 <i>pending dept. faculty review</i>

Tuition and Fees

GENERAL REQUIREMENTS

Tuition and fees are charged according to the number of credit hours enrolled each semester. Students enrolled in courses for non-credit pay the same tuition and fees as students enrolled for credit. Tuition and fees are payable at the time of registration unless prior arrangements have been made with the Business Office. An up-to-date tuition and fee listing may be found in the current semester class schedule. ENMU-*Ruidoso* offers a Deferred Tuition Payment Plan. For details, refer to the class schedule. Students are not officially enrolled until they have made a partial payment and have signed a contract with the Business Office. Tuition and fees are subject to change without notice by the Board of Regents of ENMU.

RESIDENCY

For tuition purposes, a resident is defined as a student who meets each of the requirements before the first day of classes for that term.

Residency Requirements:

In general, a financially independent, adult person over 18 years of age must have resided in New Mexico for a period of 12 consecutive months immediately prior to the term for which the petition is being filed. Furthermore, “residency” in this context means legal “residence.” Legal residence requires intent to remain in a place indefinitely, in the sense of making one’s permanent home there, as well as physical presence at the place. The distinction is that one may have any number of residences at one time, but never more than one legal residence.

In New Mexico, for most purposes, the age of majority is 18. Persons under the age of 18 are considered minors under the law. A minor’s residence is presumed to be the same as his/her parents’ or legal guardian’s. The residence decision for students under 18 is based upon the legal residence of the parents or legal guardian. In the event that a non-custodial parent is a legal resident of New Mexico, the minor student will be classified as a resident.

Out-of-state tuition is not charged during summer sessions, nor is out-of-state tuition charged to students taking six or fewer semester credits hours during any enrollment period.

NM Resident In-District Rates: (2009-10)

Students living within ENMU-*Ruidoso*’s college district (Ruidoso Municipal School District) pay \$28.50 a credit hour.

NM Resident Out-of-District Rates:

Students who do not live within ENMU-*Ruidoso*’s college district pay \$35 a credit hour.

Non-Resident Tuition Rates:

Students, who are not residents of the State of New Mexico, pay \$35 per credit hour up to 6 credit hours per semester. Non-resident students enrolled in 7 or more hours pay \$96 per credit hour.

Note: Tuition & Fee rates are subject to change as approved by the ENMU Board of Regents.

Senior Tuition:

A special \$5 per credit hour tuition rate is available, by request, for New Mexico residents age 65 plus. Enrollment is limited to space availability and restricted to 6 credit hours or less per semester. Students are responsible for payment of fees, books and other costs associated with their class. New Mexican seniors enrolled in 7 or more hours pay regular tuition rates.

PAYMENT OPTIONS

- Pay at the Cashier’s office with cash, check, money order or credit card.
- Mail check or money order to: Cashier, ENMU-*Ruidoso*, 709 Mechem Dr., Ruidoso, NM 88345.
- Call the Cashier at 257-2120 or 800-934-ENMU (3668) and pay by credit card. ENMU-*Ruidoso* accepts Discover, Mastercard and VISA.
- Setup a payment plan.

STUDENT DELINQUENT ACCOUNTS AND LOANS

Transcripts and/or other information relating to the College records of any student or former student will not be released or delivered to the student or to any other person, entity or institution until all debts of the student to the College and all of its affiliates have been paid or arrangements satisfactory to the College have been made for payment. This policy is applicable to all debts including, but not limited to, student loans as allowed by law.

COLLECTION AGENCIES

Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a bill from ENMU-*Ruidoso* does not relieve the student of the responsibility for payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. Collection fees will be added to the account, for which the student will be responsible. If ENMU-*Ruidoso* obtains judgment from a court of competent jurisdiction, the debtor shall also be liable for the court costs and attorney’s fees.



WITHDRAWAL FROM THE COLLEGE - FINANCIAL RESPONSIBILITY

Once a student registers, he or she is responsible for the total charges assessed regardless of whether the installment payment plan is used. Refund percentages are applied to total charges assessed and not the amount paid. This means that a student who withdraws before paying all installment plan payments may receive a bill rather than a refund. **Not attending classes does not constitute official withdrawal or relieve students of their financial obligations.**

TUITION AND STUDENT/ COURSE FEE REFUND POLICY

The refund schedule begins on the official first day of the semester, not on the initial class meeting. Tuition and student fees charged for more than 18 hours in a regular semester and more than 9 in a summer semester will not be refunded.

Refund schedule for fall and spring:

- a. 100% through day 5
- b. 90% through day 10
- c. 50% through day 15
- d. 25% through day 20

Refund schedule for summer:

- a. 100% through day 4
- b. 50% through day 12

TUITION REFUND APPEALS PROCEDURE

A student must submit a written appeal to the President's office explaining individual circumstance that would warrant an exception to the published refund policy. The President will make the final decision to approve or deny the appeal.

TRANSCRIPTS

There is no charge for copies of transcripts for coursework completed at ENMU-*Ruidoso*. However, transcripts cannot be issued for students who have outstanding accounts with the college. This policy applies regardless of whether the debts have been discharged in any proceeding under the United States Bankruptcy Act. Official transcripts bearing the Seal of the College are issued only to institutions and /or agencies. Student copies, without the official seal, are issued directly to students upon request.

SPECIAL FEES

Graduation	\$10.00
Commencement.....	\$15.00
Honors Cords.....	\$7.50
Replacement Diploma.....	\$25.00
Contract/Administration Fee.....	\$10.00
Return Checks.....	\$30.00
Certificate of Completion.....	\$10.00
Institutional Fee.....	\$10.00

Financial Aid

FINANCIAL ASSISTANCE

The Student Advising Center, working in collaboration with the ENMU-Portales Financial Aid Office, is responsible for the administration of financial aid. Primary responsibility for assuming the costs of education lies with the student and family. However, when the family contribution toward educational costs is insufficient, financial aid will be made available whenever possible.

The programs administered by the Financial Aid Office include Federal Pell Grant, Federal Perkins Loan Program (formerly NDSL), Federal Supplemental Education Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP - formerly New Mexico Student Incentive Grant), Federal Work-Study Program (FWSP), New Mexico Work-Study (NMWS), Federal Family Education Loan (formerly Guaranteed Student Loan/GSL) and all types of scholarships. Specific financial aid for Native American students is also available through the Mescalero Tribal Education Office for Mescalero students or through the other respective Tribal or Pueblo education offices.

Students may apply for all federal or state programs by filling out one application, the Free Application for Federal Student Aid (FAFSA). Students are encouraged to file electronically at www.fafsa.ed.gov.

Loan programs are available for students who may not be eligible for other aid. These include Parent Loans for Undergraduate Students (PLUS) and the subsidized and unsubsidized Federal Stafford Loans.

Most aid is awarded according to student need on a first-come, first-serve basis. Complete applications received by March 1 will receive priority consideration. Applications received after March 1 will be awarded as funds are available.

ELIGIBILITY

In order to be eligible for financial aid, students must be enrolled or accepted for enrollment for at least three (3) credit hours to receive Pell Grant and six (6) credit hours for other federal and state aid for the purpose of obtaining a degree or certificate. Students must maintain a grade point average (GPA) of 2.0 or better.

DEFERRED PAYMENT OF SCHOOL EXPENSES

Students awarded financial aid may be able to charge tuition and book fees until their account reflects financial aid credit. Students will be expected to pay one-third at the beginning of the semester with the remaining two-thirds paid over the course of the semester. Deferred payments must be approved prior to registration and arrangements made through the business office. Students who have a valid Student Aid Report (SAR) may charge tuition, fees and books up to the amount of Pell funds to be awarded. Students funded by WIA, HRDI, DVR, BIA and other outside agencies will be allowed to charge any expenses authorized by the agency. Students will not be permitted to charge against their account without validated SAR or agency approval.

ENMU – Ruidoso Branch Community College

GENERAL INFORMATION ON FINANCIAL AID

Students who fit any of the following categories will **NOT** be considered for financial aid:

- Students who have defaulted or are delinquent on any type of educational loan from any institution.
- Students who owe a Financial Aid Program refund to any institution.
- Students who knowingly make a false statement on a financial aid application.

Students who receive financial aid from ENMU-*Ruidoso* and leave owing a refund to a Financial Aid Program will be “placed on hold,” and no school records will be released until the refund balance is paid.

TYPES OF FINANCIAL AID

Pell Grant

This federal grant ranges in award amounts from \$400 to \$4310. A Pell Grant is intended to be the base of a student’s financial aid package and is usually combined with other forms of aid to meet a student’s financial need. Students must meet the satisfactory progress requirement. Students may receive a Pell Grant for enrollment in as few as three credit hours.

Supplemental Educational Opportunity Grant (SEOG)

The federal SEOG is for undergraduate students who have exceptional financial need. Exceptional financial need is defined as the lowest Expected Family Contribution (EFC) at an institution. Students are eligible to apply if they are enrolled at least half time as undergraduate students. Grants range from \$100 to \$4,000. Graduate students are not eligible.

Perkins Loan

The amount of funds available to lend yearly is dependent on how much was repaid the previous year. Repayment begins nine months after the student graduates or ceases to attend at least half time. The amount of the repayment depends on the amount of debt and the ability to pay. In most cases the student must pay at least \$40 per month or an amount, which will retire the loan within the 10-year maximum payout period. The maximum amount a student can borrow per academic year is \$4,000.

Stafford Loan: Federal Family Education Loan (FFEL)

There are two types of Stafford Loans: subsidized and unsubsidized. Call the Financial Aid Office for specific information on this loan program. The subsidized Stafford Loan is a cooperative loan where the federal government assists with interest payments while the student is enrolled. Repayment of the Stafford Loan begins six months after the borrower ceases to be enrolled as at least a half-time student. First time freshman borrowers will have a 30 day delay on their first disbursement.

Federal Work-Study Program (FWSP)

The FWSP provides federal funding for students with financial need to work and earn money while in school. Additionally, work-study jobs help students to develop job skills. The salary is based on the current minimum wage. The Financial Aid Office limits the work-study award and students must be enrolled at least half time.

New Mexico Work-Study Program (NMWSP)

The NMWSP was created to help provide employment opportunities for qualified students. Eligible students must be New Mexico residents, be enrolled at least half time and meet the institution’s satisfactory progress requirement. The salary is based on the current minimum wage.

Leveraging Educational Assistance Partnership (LEAP)

The LEAP is a grant that combines federal and state funds to assist needy New Mexico residents to pursue a higher education. Students must be enrolled in at least six credit hours. Students must meet the institution’s satisfactory progress policy.

Parent Loans for Undergraduate Dependent Students

Parents may borrow to pay the education expenses of a dependent child enrolled at least half time in an undergraduate program of study. The interest rate is variable but will never exceed 9%. Repayment generally begins within 60 days after final loan disbursement. There is no grace period for these loans.

The maximum amount parents may borrow on behalf of each eligible student is the cost of attendance less financial aid. These loans are subject to credit approval by the lender.

How to Apply

Complete the Free Application for Federal Student Aid (FAFSA). This form is available in January and can be obtained at high school counseling offices or through the Financial Aid Office at the Ruidoso Campus. Students are encouraged to apply online at: www.fafsa.ed.gov. To ensure that ENMU-*Ruidoso* receives your information, be sure to indicate federal school code 002651 “*Eastern New Mexico University, Highway 70, Portales, NM 88130*” on the application. Terminals are available for student use at the Ruidoso Campus.

When to Apply

Apply no later than February 14 to meet the March 1 initial packaging deadline for financial aid at ENMU- *Ruidoso*. Funds become limited the longer you wait.

How to Get Your Money

1. You must meet the requirements for Student Eligibility. See The Student Guide published by the U.S. Department of Education.
2. Your financial aid file must be complete, even if you are not eligible for a Pell Grant. Approximately 30% of financial aid applicants are selected for a process known as verification. If chosen, the Financial Aid Office will request additional documentation. Documents requested might include (but are not necessarily limited to) federal tax returns for you and your parent, W-2 forms, proof of child support, proof of untaxed income, etc. These documents must be received in order to complete the awarding process.
3. If receiving loans you must follow the instructions on the main ENMU website.

ENMU – Ruidoso Branch Community College

First Time Borrowers

1. Go to <http://www.enmu.edu/currentstudents/index.html>
2. Click on the “check on my financial aid status and awards”
3. Log in using your student ID and password
4. Click on the “student and financial aid”
5. Click on the “financial aid”
6. Click on the “complete my Stafford loan application”
7. Click on the “submit” button
8. Complete your student loan entrance counseling for Stafford loans at <http://www.mapping-your-future.org>

Returning Borrowers

1. Go to <http://www.enmu.edu/currentstudents/index.shtml>
2. Click on the “check on my financial aid status and awards”
3. Log in using your student ID and password
4. Click on the “student and financial aid”
5. Click on the “financial aid”
6. Click on the “complete my Stafford loan application”
7. Click on the “submit” button

SCHOLARSHIPS

A variety of local and regional scholarships are available for students attending ENMU-*Ruidoso*. Graduating high school seniors, continuing Ruidoso students, working adults and recent GED recipients are all eligible to apply for scholarships. Students should submit applications for fall scholarship awards to the Student Advising Center no later than July 1.

Depending on available funds, additional scholarships may be awarded for the spring semester. The deadline for these applications is no later than November 1. Many clubs, civic organizations, churches and other agencies provide scholarships to students each year. Interested students should check with the Student Advising Center on a monthly basis for updates on available scholarships and then contact these agencies directly for additional information. Withdrawal from courses prior to the completion of the semester may require repayment of the total scholarship amount.

Students are encouraged to access free scholarship information on the internet by visiting the FastWeb! site at:
<http://www.fastweb.com>.

THE NEW MEXICO LOTTERY SUCCESS SCHOLARSHIP

The Lottery success scholarship helps pay tuition expenses for New Mexico high school graduates or GED recipients who plan to attend an eligible New Mexico public college or university.

Students establish eligibility in the first regular semester immediately following their high school graduation and funding begins in the second college semester.

How Much Is Awarded?

- * Tuition only
- * Renewable if student maintains satisfactory progress and full-time status
- * May receive scholarship for a total of eight (8) consecutive semesters

What are the eligibility requirements?

- * New Mexico residents
- * Graduated from a New Mexico public high school, an accredited New Mexico private high school or have obtained a New Mexico GED
- * Home Schooled students are eligible only if they pass the New Mexico GED
- * Must be enrolled full-time and complete 12 credit hours, and a 2.5 grade point average at an eligible New Mexico public college or college, in the first regular semester following their high school graduation.
- * Undergraduate
- * Enroll full-time

LATE APPLICATIONS

Applications for financial aid may be filed at any time. Financial aid applications received after scheduled deadlines will be processed as soon as possible. Late applicants should be aware of the following:

- a. It will take longer to process late applications.
- b. It will take longer to receive an award letter.
- c. It may take four weeks or more after an award letter has been received before any money is disbursed.
- d. Full need may not be met. Available funds will determine the amount awarded.

FINANCIAL AID RECIPIENT'S SATISFACTORY ACADEMIC PROGRESS (SAP)

Students who receive financial aid must make satisfactory academic progress (SAP) to be eligible for continued financial aid. Students will be considered in good standing and making satisfactory academic progress if they maintain at least a 2.0 GPA (C average), successfully complete at least 80% of attempted hours in each semester enrolled and have less than 80 cumulative attempted hours at any post-secondary institution.

Students are allowed up to 12 attempted hours at ENMU-*Ruidoso* with less than a 2.0 GPA or completion of less than 80% of ENMU-*Ruidoso* attempted hours. If after 12 attempted hours at ENMU-*Ruidoso* the student continues to fail to make SAP, the student will be ineligible for financial aid until a written appeal is submitted to the Financial Aid Office, that appeal is approved and the student signs a contract agreeing to the stipulations set forth in the contract. If the student is a first time freshman, an appointment must be scheduled with a Student Advisor for counseling prior to the submission of a written appeal.

SAP is checked at the end of each summer semester when all grades are posted in the Registrar's office. SAP is used by ENMU-*Ruidoso* to determine eligibility for all financial aid programs, including grants, loans and the College Work Study Program.

FINANCIAL AID APPEAL PROCESS

A student not meeting satisfactory academic progress requirements is ineligible for financial aid. Students with documented extenuating circumstances may submit a written appeal. Contact the Ruidoso Campus Student Advising Center at 257-3007 or 800-934-ENMU (3668) for more information.

ENMU – Ruidoso Branch Community College

There are three levels of appeal. If a student is denied by the Financial Aid Director or designated staff, the student then has the right to appeal to the Financial Aid Appeals Committee. If the student is denied by both the Financial Aid Director and the Financial Aid Appeals committee, the student has the right to appeal to the President's Office. The President's decision is final.

REPAYMENTS TO FINANCIAL AID

Students who enroll, receive financial aid and withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the semester in which they received aid, will have their financial aid recalculated by the Financial Aid Office. **If a Title IV financial aid refund is owed, students will not be eligible for Title IV federal financial aid at any institution until all refunds have been paid.**

Financial Aid Eligibility Requirements

<i>Classification</i>	<i>GPA</i>	<i>Completion Rate</i>	<i>Maximum Time</i>
Undergraduate-2 YR	2.0	80 %	80 hrs
Undergraduate-4 YR	2.0	80 %	160 hrs
Graduate	3.0	80 %	45 hrs
2 nd Bachelor's	2.5	80 %	45 hrs
Teacher Certification*	2.5	80 %	60 hrs

*Consortium: Must comply with ENMU Satisfactory Academic Policy at ENMU and consortium school.

Definitions:

GPA – Grade point Average

Cumulative GPA maintained on all coursework at ENMU.

Percentage of Completion Rate

Must successfully complete 80% of all coursework attempted at ENMU.

Maximum Time for Degree Completion

The total of all hours attempted at *ANY* post-secondary institution.

VETERANS' EDUCATIONAL BENEFITS

All degree and certificate programs offered at ENMU-*Ruidoso* are approved for Veterans' Administration educational benefits. The Veterans' Administration **WILL NOT** fund students for courses taken other than courses which pertain to their degree programs. (This does not apply to remedial courses.) It is the student's responsibility to furnish the Student Advising Center with a degree plan at the initial certification period. The certifying official cannot certify veterans for courses taken outside the degree program.

The Student Advising Center serves as the Veterans Affairs Office for ENMU-*Ruidoso*. New Mexico Army National Guardsmen must provide Form 2384, Basic Eligibility for Army National Guard/Reserve, bearing the signature of the Educational Officer from State Headquarters in Santa Fe, before benefits will be processed.

Students applying for veterans' benefits should apply 8-10 weeks prior to the semester for which they are enrolling in order to allow the Veterans Administration (VA) sufficient processing time. Students will receive a certificate of eligibility from the VA and must bring this certificate to the Student Advising Center for processing. Students will receive benefit checks directly from the VA and are then responsible for making payment on their tuition. Further important information about benefits, procedures and VA regulations regarding educational benefits may be obtained in the Ruidoso campus Student Advising Center.

SCHEDULE OF BENEFITS FOR VETERANS' EDUCATION

<i>Undergraduate Credit Load</i>	<i>Undergraduate Credit Load</i>	<i>Benefits</i>
<i>Fall/Spring</i>	<i>Summer</i>	
12 hours	6 hours	full pay
9-11 hours	N / A	3/4 pay
6-8 hours	4-5 hours	1/2 pay
1-5 hours	1-3 hours	tuition and fees only

It is important that students understand that a reduction in their course load may result in a retroactive reduction in benefits and a debt to the VA.

TUITION PAYMENTS FORGIVEN

HB 715 requires state funded educational institutions to forgive any tuition payments owed by residents of New Mexico when the student is conscripted or enters into military service on or after August 1, 1990. Additionally, the bill requests that institutions credit the student for the full amount of the payments made when the student re-enrolls in that educational institution at a future date.

Academic Policies and Procedures

CATALOG OF RECORD

This catalog is a guide to the academic regulations and the curricula of ENMU-*Ruidoso*. Each student is solely responsible for complying with all regulations of the College and of the curricular program he/she selects. Students may graduate under the curricular requirements established in the catalog either for the year in which the degree plan was first signed and dated by a college official or for a subsequent year of enrollment according to the following provisions: (1) the degree is conferred within six years of the date of the catalog; (2) all curricular requirements are governed by one catalog and; (3) the College can reasonably continue to offer the course of study.

ENMU-*Ruidoso* reserves the right to require students to repeat or prove their competence in the content of course work considered outdated by passing a challenge examination. Specific information on this process is outlined in the "Challenge Examinations" section of this catalog. ENMU-*Ruidoso* has the authority to extend the six years for part-time students who are continuously enrolled.

Curricular requirements are established by the College and include general education courses as well as specific discipline requirements. Each student's degree program is individually planned following catalog guidelines and advisor recommendations.

Students may petition their advisors for administrative approval of exceptions to the curricular requirements of their degree programs and to the academic regulations established by this catalog.

New catalogs are effective the fall term of the year in which they are published. Students may continue to use the courses (or appropriate course substitutions) and program requirements of the catalogs used at matriculation. Academic standards and regulations, however, introduced in new catalogs apply to all students. Thus, probation and suspension regulations, specific GPA requirements, etc., apply to all students.

The College may make changes and exceptions to the curricular and academic policies provided that administrative and governance procedures are followed and that affected students are given reasonable consideration to petition individually for exceptions.

STUDENT'S RIGHTS & RESPONSIBILITIES

Student's Rights and Responsibilities may serve as a policy statement for problems that develop between a staff or faculty member and a student. Usually a conflict is the result of a simple misunderstanding of what is expected from the other person. Direct communication between the student and the staff or faculty member will usually resolve these matters. The following regulations incorporate a definition of Student's Rights and Responsibilities and both formal and informal means of due process and conflict resolution.

STUDENT'S RESPONSIBILITIES: ENMU Ruidoso students are:

1. Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Responsible for selecting courses that are consistent with his/her program objective and readiness levels.
3. Responsible for enrolling in a schedule of courses in accordance with the time and effort allocated to academic requirements.
4. Responsible for being punctual and attending classes.
5. Responsible for being attentive and for appropriately participating in class activities.
6. Responsible for completing all class assignments as directed by the instructor.
7. Responsible for consulting with the instructor as soon as possible if problems arise.
8. Responsible for complying with official announcements.
9. Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of College life.
10. Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

STUDENT'S RIGHTS. ENMU-Ruidoso students have the right:

1. Of access to scheduled class meetings and appropriate instructional and support services.
2. To a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading, and conduct.
3. To have instruction that begins promptly; is presented in a clear and concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.
4. To be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in two different outcomes. Misrepresentation of knowledge can influence a course requirement. Cheating, plagiarism or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. An act of academic dishonesty may result in both grade changes and/or disciplinary action.

Cheating behavior includes but is not limited to:

1. Dishonesty of any kind on examinations, quizzes, written assignments and projects.
2. Unauthorized possession of examinations, quizzes or instructor records.
3. Use of unauthorized notes or information during an examination or quiz exercise.
4. Obtaining information during an examination or assignment from another individual and/or assisting another to cheat.
5. Alteration of grades on an examination or assignment or in instructor or College records.
6. Illegal entry or unauthorized presence in an office of the College or residence of an instructor or unauthorized access to grade records or examination and assignment requirements.

Plagiarism includes but is not limited to: offering the work of another as one's own; offering the work of another without proper acknowledgment; and/or failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or other sources of another individual.

PENALTIES FOR ACADEMIC DISHONESTY

It is the responsibility of instructors to determine what constitutes academic dishonesty and identify its occurrence. Although the following procedures represent potential penalties for academic dishonesty, instructors have the responsibility to enforce policies distinct to their classes programs, and/or academic departments. Students should refer to individual course syllabi for instructors' policies regarding Academic Dishonesty.

ENMU – Ruidoso Branch Community College

Any student aiding another student in academic dishonesty will be potentially subject to the following actions. Students who help other students cheat, plagiarize or perform other acts of academic dishonesty are as responsible as the students who take and use the information. Written records documenting academic dishonesty, provided by the instructor, will be added to the student's permanent file in the Student Advising Center.

For an offense of academic dishonesty, one or all of the following actions may be taken:

1. The student will receive zero credit for the assignment(s).
2. The student, if enrolled in an online course not already requiring monitored testing, will be required to complete assessments in a proctored environment approved by the instructor. It is the student's responsibility to find an eligible proctor.
3. The student will sign, and thereby agree to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at ENMU-*Ruidoso*.*

*If a student is involved in a second act of academic dishonesty, determined by review of the student's Admissions and Records file by the Vice President of Student Learning, the case will be forwarded to the Academic Council. The Council will review the prior and current acts of academic dishonesty and assign appropriate penalties. Student appeals of the Academic Council ruling should be directed to the Vice President of Student Learning.

4. The student will be removed from the course in which the infraction occurred and will receive a semester grade of F.
Note: Avoiding a grade of F through a withdrawal will not be allowed.
5. The student will be administratively withdrawn from all coursework for the remainder of the semester except the course in which the infraction occurred where a grade of F will be assigned.

*The instructor reserves the right to have a student removed from his or her class; however, the power to remove a student from the College resides with the Vice President of Student Learning and the President. Therefore, a student must meet with these individuals if a faculty member requests that the student be suspended from the college.

PROBATION & SUSPENSION

Total ENMU hours for which grades were earned	Probation	Suspension
0-16	Institutional ENMU GPA Below 2.00*	Admitted on probation and both ENMU institutional and semester GPA's are below 2.00
17 or more	Institutional ENMU GPA below 2.00* AND Semester GPA 2.00 or above	Institutional ENMU GPA below 2.00* AND Semester GPA below 2.00 following one semester on probation**

The first suspension will result in a suspension for one **regular** semester (fall or spring). A second academic suspension will result in a suspension of **two regular** semesters. Upon a third academic suspension, the student is permanently suspended from the College and is not allowed to re-enroll at ENMU-*Ruidoso*. Students suspended for the first or second time may be re-instated after serving the suspension period.

Students who have completed the mandated suspension period must go to the Student Advising Center as the first step in the re-instatement process and are subject to any enrollment restrictions stipulated by that office.

Students may petition for a waiver of the mandated suspension period based on extenuating circumstances. Such students must submit a written appeal to the Vice President of the College. Student may be placed on a suspension waiver with specified conditions of enrollment. These conditions may include a required GPA, repeat of certain courses or other appropriate requirements. **Failure to meet the conditions of the suspension may result in dis-enrollment, further suspension or denial of re-admission to the College.**

APPEALING ACADEMIC DISHONESTY PENALTIES

The student may appeal ENMU-*Ruidoso* academic penalties to the ENMU-*Ruidoso* Academic Council. The appeal should be in the form of a written letter stating the student's description of the events, his or her role and why the enforced penalties should be overturned.

The appeal letter must be turned into the Student Advising Center within 5 school days when the academic penalties are applied. The Academic Council will assemble and provide a ruling within 12 working days of receiving the letter. To obtain a clear understanding and accurate ruling, the Council will request the faculty member's version of the events, in either written or verbal form, and may request to speak with the student in person. While the appeal process is taking place, the course instructor reserves the right to deny the student access to the class. However, if the academic penalties are overturned, the instructor must provide the student the opportunity to complete missed assignments.

Student appeals of the Academic Council rulings should be directed to the Vice President of Student Learning and the President of the College. Please note: If a suspension from the College stands, the student must appeal again to the Academic Council to be readmitted prior to the start of the following term.

CLEMENCY POLICY

The ENMU-*Ruidoso* academic clemency policy allows qualified students to redeem their academic record.

Philosophy

Students who have attempted college work previously and were not successful in their effort and now wish to resume their college careers but are held back by poor academic records may, through the application and granting of academic clemency, exclude from current work the poor academic record.

ENMU – *Ruidoso* Branch Community College

Criteria

To be considered for the program, a student must:

1. at the time of readmission have not attended ENMU or any of its branches for five or more years; and
2. complete the first 12 credit hours after returning with a minimum grade of “C” or better in each class taken. If more than 12 hours are attempted prior to seeking clemency, the student must earn a grade of “C” or better in each class attempted.

Procedure

Students who meet these criterion may apply for clemency in the Student Advising Center after having successfully completed the first 12 or more credit hours with a grade of “C” or better in each class taken. No courses taken prior to the student’s return will be counted in their Eastern New Mexico University institutional GPA. Courses with a grade of “D” or better will be carried forward as earned credit only and can be used to meet degree requirements. A course with a grade of “D”, however, does not count in the students major or minor.

NOTE:

1. This policy pertains to the calculation of the institutional GPA for progress toward degree completion and does not pertain to institutional GPA calculated for graduation honors, professional certification and/or licensing (such as teacher education).
2. Students can avail themselves of this policy only once, and it is not reversible. Grades earned before clemency will continue to show on the student’s record, and a statement at the time of clemency will explain the action taken.
3. The student who has already graduated may not apply for clemency.

RELEASE OF STUDENT INFORMATION POLICY

Students with outstanding balances or in violation of college non-academic regulations may have transcripts or statements of student status withheld.

FAMILY PRIVACY ACT

The Family Rights and Privacy Act of 1974 gives students certain rights regarding their records:

- A. To inspect eligible records in their files.
- B. To petition to change their records upon proof of error.
- C. To only release student records with the student’s written consent except:
 1. To school officials who have a legitimate educational interest in the records.
 2. To officials of another school, upon request, in which a student seeks or intends to enroll.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state and federally supported education programs.
 4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974. To organizations conducting certain studies for or on behalf of the educational institutions to:
 - a. Develop, validate, or administer predictive tests.
 - b. Administer student aid programs; or
 - c. Improve instruction.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To the alleged victim of any crime of violence, the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime.
11. Information to the parent or legal guardian regarding a student’s violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation.
- D. To have directory information withheld. (Directory information includes: name, local and permanent mailing addresses, e-mail addresses, telephone number, date and place of birth, most recent previous school attended, major field of study, classification, dates of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports and weight and height of members of athletic teams.) Requests for withholding directory information are to be made by completing the proper form, which must be filed at the Student Advising Center for each enrollment period (fall, spring summer within the first two weeks of the fall or spring semester and the first week of an interim or summer session.

Other information regarding disclosure of student data is posted at the Student Advising Center in compliance with the Act. ENMU-*Ruidoso* does not release records from other institutions, such as: transcripts, ACT, CLEP, GRE and GMAT scores.

PROGRAMS OF STUDY

ENMU-*Ruidoso* offers academic and career technical programs leading to an associate degree, certificate of occupational training, or certificate of completion.

STUDENT OUTCOME ASSESSMENT

As part of its continuing effort to maintain the quality of academic programs, the College has implemented a student outcome assessment. This program is designed to determine the growth of student achievement in general education and changes in student attitudes and values. Besides general education, ENMU-*Ruidoso* also assesses achievement in the student’s academic major. Student participation in the assessment program is mandatory.

While these assessment activities are required, the scores are not part of a student’s official record. Moreover, individual scores will only be reported to the student. Other use of student outcome assessment data will be in aggregate form only.

ATTENDANCE POLICY

Each student is expected to attend all class sessions of each course for which he/she enrolls. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. It is the responsibility of the student to adhere to the policies of the instructor.

Absences due to participation in sponsored College activities are considered to be authorized absences. Sanctioned activities are those which have been approved in advance by the President's office.

Participation in sponsored activities does not relieve the student of the obligation to meet the stated requirements of the course. It is the responsibility of the student to make arrangements with the instructor for any make-up work. Arrangements for make-up work will be made in advance of the absence.

ADMINISTRATIVE WITHDRAWAL FOR NONPARTICIPATION

An instructor will recommend that a student be withdrawn from class if that student has an unexcused absence from 6-8 consecutive hours of instruction OR misses 20% of the regularly scheduled class meetings. Instructors will recommend administrative withdrawal for online students if they do not access the course for 10 consecutive days without contacting the instructor. Course withdrawal for nonattendance will be initiated by instructors, reviewed by a Student Advisor, and approved by the Vice President for Student Learning.

Note: Students should be aware that administrative withdrawal for nonparticipation may reduce the amount of financial aid they receive, delay their graduation or necessitate repayment of aid already received.

CREDIT HOURS AND COURSE LOAD

All courses are recorded in terms of academic credit hours. Generally, one credit hour of instruction is equivalent to one 50-minute class period per week for 16 weeks. Courses that include laboratory work specify the number of lab hours that are required weekly. For self-paced courses or those that involve field experiences, credit hour value is not determined by the number of class meetings.

STUDENT LOAD

A full time course load is 12 through 18 credit hours during a regular semester and 6 through 10 during the summer semester. Students exceeding 18 credit hours in a regular semester or 10 in the summer semester require approval by the Student Advising Center. Students who register for fewer than 12 credit hours in a regular semester or 6 credit hours in the summer are considered part-time.

For Financial Aid purposes, 12 credit hours is full time for fall, spring and summer.

CLASSIFICATION OF STUDENTS

Students who have earned 29 or fewer credit hours of satisfactory academic work are classified as freshmen. Those who have accumulated 30 or more credit hours are classified as sophomores.

GRADING SYSTEM - GRADE POINTS

Grades are based upon student performance in each class. They are not based upon how difficult the subject is for the student, how much time the student must devote to the course or on the student's academic status. Above all, grades are not negotiable.

Grades, A, B, C, D and F are earned and recorded at ENMU-Ruidoso under certain circumstances as described below. In computing the grade point average, the total number of credits earned is divided by the total number of grade points earned.

A-Four grade points per credit hour. The "A" grade indicates that the quality of work has been of **exceptionally high** academic achievement.

B-Three grade points per credit hour. The "B" grade indicates that the quality of work has consistently been of **above average** academic achievement.

C-Two grade points per credit hour. The "C" grade indicates that the quality of work has been of **satisfactory** academic achievement.

D-One grade point per credit hour. The "D" grade indicates that the quality of work has been of **marginal** academic achievement. Course work earning a "D" grade will not be applicable to a student's major or minor program.

F-Zero grade points per credit hour. The "F" grade indicates that the quality of work has been of **unsatisfactory** academic achievement.

Other report abbreviations and their meanings include the following:

I-Incomplete: The "I" grade is given for passing work which could not be completed due to circumstances beyond the student's control. The following regulations apply to "I" grades:

1. In no case is an "I" to be used by faculty to avoid the assignment of "D" or "F" grades for marginal or failing work.
2. The instructor will submit a copy of the signed incomplete "contract form" to the Student Advising Center showing what must be done to make up the "I."
3. The work to make up an "I" must be completed by the time specified on the incomplete contract form to which the instructor and student have agreed but in no case will the time exceed beyond the next regular semester (summer does not constitute a semester for this regulation).
4. Change of an "I" is accomplished by the instructor's submission of a change of grade form to the Student Advising Center when the work has been completed.

ENMU – Ruidoso Branch Community College

An “F” grade will be given on inadequate work or work not completed in a timely fashion. A student cannot change an “I” by re-enrolling in the course. Repeating a course will give the student a new grade but will not remove the “I” from the previous grade report.

5. An “I” grade will not replace an “F” grade for GPA determination.

W-Withdrawal. “W” indicates formal withdrawal from class prior to the withdrawal deadline for each semester.

S-Satisfactory. “S” indicates satisfactory completion of a short-term workshop or other unique course which has been designated for “S-U” grading.

U-Unsatisfactory. “U” indicates unsatisfactory work in a short-term workshop or other unique course which has been designated for “S-U” grading.

AU-Audit. “AU” indicates that students are taking the course for no credit.

CRE-Credit by examination. No grade points given.

At the end of each semester, students are given a grade report that lists courses taken, grades received, grade point average (GPA) for that semester and cumulative GPA. Only those courses with grades A, B, C, D or F are included in the calculation of the GPA. Grades of NC, I, S, U and W are excluded from the calculations but are included on the grade report.

COURSE DROP/ADD/ WITHDRAWAL

A student may change his/her registration by adding and/or dropping courses or by withdrawing from a course within the deadlines set in the ENMU-*Ruidoso* Class Schedule. A course dropped during the appropriate period will not appear on the student’s transcript. A course withdrawal during the appropriate period will appear on the student’s transcript with a grade of “W.” Refunds will be made for withdrawals during these time periods according to the refund schedule printed in the class schedule and catalog. In a variable credit course, all hours must be dropped or withdrawn, not just a portion of them. All exceptions to these policies must be approved by the President’s office. Depending on the date of withdrawal and the corresponding refund schedule, students may be required to repay part or all of any financial aid or scholarship monies.

GRADE REVIEW POLICY

The principle of academic freedom dictates that a faculty member is responsible for and has authority over grades which he/she assigns and the criteria by which the student is evaluated. However, the College has developed a grade review procedure which allows for an objective review of a disputed grade. The specific Policy is available in the Vice President of Student Learning’s office or in the Student Advising Center. Grade review requests will not be considered after a period of one (1) calendar year following the recording of the grade on the transcript.

CHANGING GRADES

Once grades are recorded in the Student Advising Center, they may be changed only if a written request justifying such a change is submitted by the instructor and approved by the Coordinator of the Student Advising Center. Grade change requests will not be approved after a period of one year from the posting of grades on the transcript.

REPEAT OF COURSE

A course may be repeated once to replace the initial grade earned in a course. Any student who wishes to take advantage of this policy must file an official “First Repeat Course Form” prior to completion of the Associate’s degree. The following regulations will apply:

1. A repeat course must correspond in number, title and description to the original course taken. For courses with number or title changes, approval must be secured in advance from the department, the Vice President of Student Learning or Coordinator of Student Advising. A course of one type may never be repeated by a course of another type. A transfer student may repeat a course taken at another institution provided the request is to repeat the course for the first time and the two courses are approved as equivalents by the Vice President of Student Learning in which the repeat course is to be taken.
2. Both course enrollments and grades will appear on the transcript, but only the second grade earned will be used to calculate the cumulative grade point average. Where there is a difference of hours of credit or of course number level, the value of the repeat course will be used for the purpose of calculating the cumulative grade point average and in determining the satisfaction of degree requirements.
3. A student must receive approval, through the Student Advising Center, to allow a repeat for an equivalent course at a non ENMU-*Ruidoso* campus.
4. A grade of “I” for a repeat course will not replace a previous grade.
5. Withdrawal from a repeat course shall cause the repeat to be cancelled and the previous academic record shall remain valid. The student may choose to repeat the course again after the withdrawal.
6. A student may repeat a course only once to have his/her first grade removed from the grade point calculation. Any additional repeats will be used in computing the cumulative grade point average.
7. Any course repeated after a degree has been posted does not count for GPA adjustment as per this section.

PRESIDENT’S HONOR ROLL

Students enrolled for 12 or more credit hours at ENMU-*Ruidoso* whose end-of-semester GPA is 3.25 or better will be listed on the President’s Honor Roll. The honor roll is prepared for the fall and spring semesters only.

COMPLETE WITHDRAWAL FROM THE COLLEGE

A student may completely withdraw from the College by the deadline published in the catalog or semester schedule of classes. Full-time and part-time enrolled students must complete the College withdrawal procedures at ENMU-*Ruidoso* Student Advising Center. Grades will be posted for students who do not complete an official withdrawal. A student who is forced by emergency circumstances to leave the College without officially withdrawing should notify the campus office and request an administrative withdrawal. In the event that the student is unable to make such a call, the parents, guardian or spouse may do so on the student's behalf. Refunds will be made according to the tuition and fees refund schedule. Students may be required to repay part or all of any financial aid or scholarship monies upon withdrawal.

SPECIAL CREDIT

The maximum amount of credit from a combination of special credits (ACT, CLEP, Challenge, Military Service Credit, Dantes Advanced Placement) which may be applied toward an associate's degree is 32 credit hours. The maximum amount which may be applied toward a bachelor's degree is 50.

Testing

UNIVERSITY SKILLS PLACEMENT TEST

The Student Advising Center offers free testing services for both college students and individuals in the community. The College Skills Placement Test is an assessment tool designed to provide placement, advisement and guidance information and helps students determine their skill level in the areas of English, reading and math. Advisors will assist students in selecting the appropriate classes based on their placement test results. The test will be administered to all entering students enrolling in college classes with the following exceptions:

1. Students who have already earned a minimum of 30 hours of college credit, which must include English and mathematics, are exempt from the placement test.
2. Students with fewer than 30 hours of college credit who transfer with a passing grade in freshman level courses in English and mathematics are exempt from those portions of the placement test, but will be required to take the reading portion of the test.
3. Part-time, non-degree students are not required to take the placement test. However, they are **strongly encouraged** to take the placement test prior to enrolling for classes in English and/or mathematics. Students who change their status from non-degree to full-time or degree seeking will be required to take the placement test.

Skill tests are free and are offered M-F, 8am to 3pm at the College. Appointments to test may be scheduled by contacting the Student Advising Center at 257-3007 or 800-934-ENMU (3668). The skill test can be completed in approximately two hours. Students will review individual test results with advisors before enrollment to determine course selection that meets student and degree program requirements.

To determine placement scores please refer to the University Skills Placement Cut-Score Matrix.

UNIVERSITY SKILLS PLACEMENT CUT-SCORES

Test Level	Score	Course Placement
Pre-Algebra:	0-43	Basic Mathematical Skill (Math 100)
	44-100	Basic Algebra (Math 101)
Algebra:	0-45	Basic Algebra (Math 101)
	46-65	Intermediate Algebra (Math 107)
Intermediate Algebra:	46-65	Intermediate Algebra (Math 107)
	66-100	College Algebra (Math 119)
College Algebra:	0-45	College Algebra (Math 119)
	46-100	Plane Trigonometry (Math 120)
Trigonometry:	0-45	Plane Trigonometry (Math 120)
	46-100	Calculus I (Math 124)
Reading:	81 and above	No Developmental Reading
	61-80	College Reading Skills (RED 101)
	40-60	Basic Reading Skills (RED 100)
	Below 40	Adult Basic Education
Writing:	90 and above	English Composition & Research (ENG 104)
	70-89	English Composition (ENG 102)
	51-69	Developmental Writing (ENG 101)
	30-50	Basic English Skills (ENG 100)
	Below 30	Adult Basic Education

CHALLENGE EXAMINATIONS IN ACADEMIC PROGRAMS

Regularly enrolled students at ENMU-*Ruidoso* have the option of passing a course in their degree plan by challenge examination without class attendance. A challenge examination may take the form of tests, projects, writing assignments and other measures of course competency. To arrange a challenge examination for credit, the student must obtain and complete the following:

1. The Challenge Examination for Credit Request Form from the Student Advising Center confirming that the student (1) has not previously enrolled in the course for credit or audit and (2) has a cumulative GPA of 2.5 or higher.
2. Agreement of an instructor currently teaching the course to complete the administration of the course challenge by the last day of the semester.
3. Proof of registration and payment prior to taking the examination: the fee is nonrefundable and equal to the prevailing rate of tuition per credit hour.
4. Signatures of the (1) student, (2) student advisor, (3) faculty member and (4) Vice President of Student Learning.

Once the Vice President has returned the completed form, a separate course reference number is created. In order for the faculty member to administer the challenge, the student must

present a completed Challenge Request including proof of payment to the instructor.

If the student receives a grade of “C” or higher after completing the course challenge, the course will appear on the transcript with a CRE designation. If the student receives lower than a “C”, no entry will be made on the transcript, and the student will have the option of registering for the course in any subsequent semester.

VALIDATION EXAMINATIONS IN OCCUPATIONAL PROGRAMS

In areas of career technical studies where direct transfer of credit has not been established, students have the option of taking a validation examination in their major area under the following provisions:

1. The student had been enrolled in a similar program in another career technical school or have achieved a level of knowledge and skill from self-study and experience.
2. The level of knowledge and skill shall be determined by examination and a performance test. There will be a separate examination for each subject challenged.
3. If success is achieved, the grade entered on the transcript showing “credit by examination” for any given subject shall be the grade submitted by the instructor after testing applicants. No grade shall be recorded if the examination is not successful. A grade not lower than “C” must be earned on the examination before advanced placement is permitted.
4. A maximum of 32 credit hours may be transcribed through validation examination in two-year programs. Shorter programs will be prorated.
5. Examinations shall have the prior approval of the instructor, the Coordinator of Student Advising Center and the Vice President of Student Learning.
6. A non-refundable examination fee equal to the prevailing rate of tuition per credit hour will be required.

ACT CREDIT EXAMINATION PROGRAM

1. ENMU-*Ruidoso* will accept up to 9 hours of credit for

ACT Course	Credit Score	Applied To
English	31	3 hours ENG 102
Math	31	6 hours MATH 107 and 113
2. Credit is given to beginning or transfer freshmen who take the ACT examination BEFORE their first registration at ENMU-*Ruidoso*. High school students participating in the early admission program must have taken the examination before the first full-time registration. Credit is awarded only after successful completion of twelve (12) or more credit hours at ENMU-*Ruidoso*.
3. Any credit earned through CLEP and ACT must be mutually exclusive. For example, a student cannot earn three (3) hours of English credit through ACT and another three (3) hours of credit for English through CLEP. The total number of credits accepted from any combination of CLEP general and ACT cannot exceed thirty-two (32) credit hours. Contact the Student Advising Center for further details.

COLLEGE LEVEL EXAMINATION PROGRAM

ENMU-*Ruidoso* participates in the College Level Examination Program of the College Entrance Examination Board under the following provisions:

1. Up to 6 credit hours in each of the five CLEP General Examination areas may be established for scores at or above the 50th percentile on the examinations. (Credit will be assigned to specific courses.)
2. CLEP subject area examinations will be considered individually and accepted at the 50th percentile.
3. ENMU-*Ruidoso* will accept transfer CLEP subject credit without consideration of the percentile or score accepted by the transferring institution.
4. CLEP credit cannot be used to establish credit for a course in which an “F” grade has been recorded.
5. CLEP credit will not be awarded if a student has received college credit for the same course or its equivalent.
6. The evaluation and recording of CLEP credit will be once each semester. Official test reports must be sent by the testing organization to the Office of the Registrar.
7. Credit will be awarded to students who have earned at least 12 semester hours of credit on an ENMU campus.

CREDIT FOR MILITARY SERVICE

ENMU-*Ruidoso* accepts credit earned by United States military personnel for courses and/or military occupational specialties (MOS) as evaluated by the American Council on Education (ACE) in the Guide to the Evaluation of Educational Experiences in the Armed Services. The amount of credit will not exceed 32 semester hours for undergraduates. This limit includes credit by examination (e.g. CLEP, AP, ACT, Challenge). Military credit is accepted as elective credit by the Student Advising Center. Students may request of the Student Advising Center that specific courses be applied to associate degree requirements. Before credit will be considered official copies of courses completed or MOS rating must be sent directly to the Student Advising Center from a record center. If the ACE Guide does not have an evaluation on a course that a student has completed and if the course is comparable to a course offered by ENMU-*Ruidoso*, a student may wish to take a validation examination. Guidelines for validation examinations are outlined above.

Campus Information

DISTANCE EDUCATION

Eastern New Mexico University has been a pioneer in distance education with approximately 30 years of experience in alternative delivery systems for educational programs. ENMU began its distance education program by offering courses in other communities in 1957 and in 1978 the University began offering instruction through educational television. Today, undergraduate and graduate programs are offered in a variety of communities in southeast New Mexico. Programs feature a variety of delivery instruction, both across programs and within courses, depending on the nature and content of individual courses.

ENMU – Ruidoso Branch Community College

As part of its commitment to serving the needs of the citizens of New Mexico, Eastern New Mexico University continues to explore new technologies, such as courses on the Internet. Further, ENMU supports the Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs of the Western Interstate Commission for Higher Education. These efforts continue a tradition of service to students and communities in New Mexico. For an update on ENMU-*Ruidoso*'s distance education offerings, check the latest course schedule.

EXTENDED DEGREE AND DISTANCE EDUCATION

Upper-division and graduate courses are offered in Ruidoso through ENMU's Distance Education Program at Portales. Registration and schedules of extended degree classes will be available prior to registration each semester. Students interested in junior and senior level courses are referred to the current ENMU-Portales catalog for course descriptions.

SCIENCE LABORATORIES

Students participating in laboratory courses should be aware that such participation may expose them to contact with a variety of chemicals. Students should adhere to the rules of the laboratory to ensure the safety of everyone involved in the laboratory. The effects of such chemicals and/or their fumes upon the human embryo and fetus are often unknown and maybe harmful. Students who are pregnant should consult with a physician before enrolling in laboratory courses. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-*Ruidoso* to foster a healthy atmosphere for the pursuit of education and service. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance is prohibited on the premises of ENMU-*Ruidoso*, including but not limited to its campus grounds, facilities, vehicles or any activity held on campus premises. As a condition of enrollment, any student of ENMU-*Ruidoso* shall abide by the terms of the Drug Free Campus Policy.

LEGAL SANCTIONS

Legal sanctions will be in accordance with applicable state laws and local ordinances. Students and employees engaged in unlawful possession, distribution or use of controlled substances may also be subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

COLLEGE STANDARDS OF BEHAVIOR

Student behavior is expected to adhere to the legal codes of the United States, the State of New Mexico, the Village of Ruidoso and the regulations of ENMU-*Ruidoso*. For a detailed description of the codes refer to the latest Student Handbook. Listed below are some examples of behavior that are **UNACCEPTABLE** and **NOT** in keeping with the educational aims, purposes and philosophy of ENMU-*Ruidoso* and which subject students to disciplinary action:

- Forgery, alteration, destruction or misuse of College documents, records or other College property, including misrepresentation of identification or presentation of such by unauthorized persons.
- Obstruction, disruption or unauthorized interruption of teaching, research, administration, disciplinary procedures or other College activities, including its public service functions or other authorized activities on College premises.
- Physical or verbal abuse of any person on College-owned or controlled property or at College-approved or supervised functions or conduct that threatens or endangers the health or safety of any person.
- Theft or damage to property of the College, of a member of the College community or of a campus visitor, including possession, sale or attempted sale of stolen property of the College, of a member of the College community, of a campus visitor or to the civic community/citizens.
- Unauthorized use of, or entry into, College facilities or systems.
- Use, possession, distribution or being under the influence of narcotics or drugs, except as permitted by law while on College-owned or controlled property or at College-sponsored, approved or supervised activities.
- Disorderly conduct or lewd, indecent or obscene conduct or expressions on College-owned or controlled property or at a College-approved or supervised function.
- Possession of any weapons while on College-owned or controlled property or at College approved or supervised activities, such as, but not limited to, rifles, shotguns, ammunition, hand guns and air guns, including explosives such as firecrackers, etc.
- Failure to pay promptly all College bills, accounts and other College financial obligations when due.
- Gambling on College-owned or controlled property.
- Any act which interferes with or adversely affects the College's normal functioning or which injures or endangers the welfare of any member of the College community.
- Possession or use of alcoholic beverages on College-owned or controlled property.
- Gang related attire, including colored bandanas, will not be allowed on campus.
- Violation of properly constituted rules and regulations governing the use of motor vehicles on College-owned or controlled property.
- Failure to comply with directions of College officials acting in the performance of their duties.

DISCIPLINARY ACTIONS FOR VIOLATIONS

In the event that a violation is found to have occurred, the Vice President of Student Learning, in collaboration with other authorities, will determine disciplinary actions or sanctions appropriate to the offense. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, and probation, suspension of rights and privileges, restitution or suspension from the College.

APPEALING DISCIPLINARY ACTIONS

The student may appeal the decision of the Vice President of Student Learning to the President of ENMU-*Ruidoso*. The student must present a written appeal to the President which explains the reasons for the appeal. Appeals must be presented to the Student Advising Coordinator within 5 school days of the notification of the original decision. The decision of the Vice President is presented to the President for a final decision. The provisions of this section do not apply to matters involving academic dishonesty (i.e. plagiarism, cheating, etc.). ENMU-*Ruidoso* handles allegations of academic dishonesty in accordance with the processes found under Academic Integrity.

ENMU STATEMENT DRUG FREE SCHOOLS ACT OF 1990

Eastern New Mexico University, in compliance with the Drug Free Schools Act of 1990 has implemented a program to deter illicit possession, use or distribution of controlled substances. ENMU-*Ruidoso* is committed to drug and alcohol education for students and staff and takes an active approach toward the health and safety of all members of the College community. No alcoholic beverages other than those being used for instructional purposes are allowed on campus (i.e., public buildings, lounges, patios, foyers, arenas, parks, parking lots and other open spaces on campus). Violators of state statutes and/or College regulations governing the possession and/or consumption of alcohol or controlled substances shall be subject to institutional sanctions in addition to the regulations and/or penalties described in New Mexico state statutes. ENMU-*Ruidoso* recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/actions.

UNITED STATES CONTROLLED SUBSTANCE ACT

The ENMU-*Ruidoso* policy complies with the educational mission of the institution and applicable state laws governing controlled substances [Chapters 30-31-1 through 30-31-B of the New Mexico statutes and federal laws (21 United States Controlled Substance ACT, Sections 841, 844A and 845)]. The policy applies to the illegal possession, use, distribution and abuse of alcohol as defined in New Mexico statutes 66-8-102 through 66-8-140 and in New Mexico statute 60-7B-1 through 60-7B-10 by both students and employees. Federal sanctions are based on federal requirements in Title 21 United States Controlled Substances Act Sections 841, 844, 844A and 845. Federal regulations prohibit possession and distribution of alcohol and illegal drugs and provide for penalties of imprisonment and fines.

TOBACCO FREE INSTITUTION

ENMU-*Ruidoso* is a tobacco free institution; therefore, the use of tobacco, including cigars, cigarettes, pipes and chewing tobacco is prohibited on all campus locations.

REQUIRED SUPERVISION OF CHILDREN ON CAMPUS

Adults who bring children on campus must ensure that the children are properly supervised and do not disrupt classes, damage property, litter or endanger themselves or others.

The library, laboratory and other special areas on campus have rules regarding who may use certain facilities and equipment. Adults with children must observe these rules. Children under high school age must not be left unattended anywhere on campus. In the event a child is left unattended, ENMU-*Ruidoso* personnel will require that the responsible adult provide appropriate supervision, even if this means that the adult must leave class. Children are not allowed in the classroom. Students bringing children to class will be dismissed.

Special Programs and Services

ADULT BASIC EDUCATION

Adult Basic Education Classes are offered by ENMU-*Ruidoso* throughout Lincoln County. The Adult Basic Education (ABE) Program offers classes in General Equivalency Diploma (GED) (High School Diploma) preparation, English as a Second Language and Citizenship. Instruction is available on an individual, self-paced basis and through scheduled classes. Completion of the GED pretest is necessary prior to taking the GED Examination. The GED Examination is offered each month at the ENMU-*Ruidoso* campus.

Included in the ABE program is the Lincoln County Literacy Council which provides trained volunteer tutors to work one-on-one or in small groups with adults wishing to improve their reading, writing and/or English-speaking skills.

Tutor training workshops are offered throughout the year. Call 630-8181 or 800-854-4712 for the latest schedule. Additionally, the ABE program and the Literacy Council offer workplace and family literacy projects in partnership with local businesses and educational organizations.

All services and materials are offered free of charge. There are full and partial college scholarships available for students who have completed an Adult Basic Education Program. For more information, please call 630-8181 or 800-854-4712.

STUDENT ADVISING CENTER

The ENMU-*Ruidoso* Student Advising Center provides students assistance with academic advising, career counseling, job training counseling and degree planning. While many entering students are certain about their career goals, others need assistance in developing educational plans. One of the first steps new students take before they register for classes is to discuss their educational goals with a Student Advising staff member or an assigned advisor. Assistance is provided to new and returning students in completing class schedules to ensure that course selections are appropriate for each student's degree plan. The Student Advising Center staff works closely with the faculty to help students plan a series of courses and activities which will move students toward their educational goals. Through this learning process and with staff support, independent planning is encouraged. This support includes:

1. considering and discussing academic goals and career education.
2. being familiar with and providing information about skill requirements, opportunities, forecasts, for employment, etc.

3. suggesting, when appropriate, counseling, testing or career exploration classes.

Although advice and counseling are available, students are ultimately responsible for their decisions. For more information, please call 257-3007 or 800-934-ENMU (3668).

CAREER SERVICES

ENMU-*Ruidoso* Student Advising Center uses interest inventories, such as the O'Net software program and other career resources to help students and community residents learn more about career interests, decide what college programs might be suitable for their goals and select an appropriate major. The O'Net software program is a career information system with extensive information about occupations and career planning. O'Net helps students and job seekers implement their career plans with connections to job banks and tools for writing resumes, practicing for interviews and job searches.

COMMUNITY EDUCATION

The ENMU-*Ruidoso* Community Education Program offers flexible, short-term classes for self-enrichment and lifelong learning opportunities. Whether you are interested in improving your personal well-being or developing new professional skills, we have something for everyone!

Community Education classes are non-credit classes designed for those who love to learn and develop new interests without the pressure of taking tests or receiving grades. Our goal is to offer classes that will be of interest to area residents and Lincoln County visitors.

ENMU-*Ruidoso* now offers on-line Community Education classes. All you need is access to a computer! All classes are held continuously throughout the semester. For more information, please call: 257-3012 or 800-934-ENMU (3668).

CUSTOMIZED TRAINING

ENMU-*Ruidoso* seeks to better serve the skill training needs of business and industry in the College's service area by designing specialized, low-cost, quality training courses which meet the specific requirements of the organization. Courses can be developed and implemented in a short period of time.

Starting dates and class times are determined by the employer's needs and can be as short as an hour or as long as required to meet the course objectives. Classes can be offered on campus or brought to your doorstep.

Regardless of age, education or experience, employees will benefit from small, individualized classes where all students share the same objectives.

Our goal is to help employers train their employees in acquiring new skills, enhance existing skills, and provide for personal and professional advancement. The costs are low; contact us for details. For more information, please call: 257-3012 or 800-934-ENMU (3668).

LIFELONG LEARNING ACADEMY

The Lifelong Learning Academy is designed to meet the special interests of community members age 55 and over. Topics include, but are not limited to, skills for new computer users, health and nutrition, local history and genealogy topics. Class size is limited to ensure that each participant receives individual attention. Seniors 65 and over may register for college credit courses for \$5 per credit hour. Please refer to the ENMU-*Ruidoso* class schedules for registration details.

LINCOLN COUNTY WORKS CENTER

The Lincoln County Workforce Connection is a joint partnership of ENMU-*Ruidoso*, New Mexico Workforce Solutions (DOL) and the Region IX Education Cooperative, providing training and services for youth, students and adults. Some public supportive service benefits (mileage, child care, etc.) are available for those who qualify. Additional services include adult literacy, adult basic education and literacy classes. For more information, contact the Workforce Center office at 630-8181 or 800-854-4712.

SPECIAL SERVICES ACCOMMODATIONS

ENMU-*Ruidoso* is committed to helping students reach their academic goals. The Student Advising Center concerns itself with maximizing the educational experience for students with disabilities.

How to Obtain Disability-Related Services:

Am I Eligible?

Eligibility for academic support services is based upon need and disability documentation.

1. The need for additional testing and/or additional documentation of a disability will be determined during the intake appointment. In general, the less obvious the disability, the more information needed.
2. A confidential file, which is not a part of the permanent student record, will contain this information. Providing the services may require communicating with appropriate college personnel who have a legitimate educational need to know about the disability in order to provide these additional services.

Is There A Charge for Special Services?

Not to you, the student. We are committed to providing appropriate support services.

How Soon Can I Start Receiving Services?

Once approved, most services can begin immediately. However, students are expected to make timely and appropriate disclosures to make their needs known. Delays may result from missing, incomplete or outdated documentation and from unclear or untimely requests.

PROCTORING

ENMU-*Ruidoso* offers test proctoring services for individuals attending other colleges or universities. Testing arrangements must be scheduled in advance; contact 257-3012 or 800-934-ENMU (3668) for more information.

TUTORING

Limited tutoring services are available at no cost to students for certain classes. To make arrangements for tutoring, please call 257-3007 or 800-934-ENMU (3668). Single credit hour workshops supporting developmental math and English classes are also available and may be required for specific courses. A computer lab assistant is also available at no cost to students during most regularly scheduled computer lab hours.

Graduation

GRADUATION

All students expecting to complete their program of study (certificate, Associate of Arts, Associate of Science or Associate of Applied Science) must file an application for graduation before the application deadline. The application should be filed with the Student Advising Center. Associate of Arts, Associate of Science and Associate of Applied Science Graduates pay a \$10 graduation fee at the time the application is filed. The commencement ceremony for students graduating from ENMU-*Ruidoso* takes place each spring. Students wishing to participate in the commencement ceremony pay an additional \$15 for their cap and gown.

GRADUATING WITH HONORS

Honors are awarded to students who complete their program with a cumulative overall GPA of 3.50 or better. Cumulative grade point averages are calculated after the last grading period prior to the student's final enrollment. Students whose final enrollment grades change their graduation honor's status will have diplomas reordered to reflect the new honor's status, delaying receipt of the diploma.

EARNING A SECOND ASSOCIATE DEGREE

Students may earn more than one associate degree through ENMU-*Ruidoso*. These may be pursued concurrently by meeting the requirements of each degree. The two degrees must total at least 79 credit hours, and the second associate degree must include at least 15 hours of credit which are not applied to the first degree. The application for graduation process and related deadlines coincide with those for first degree recipients.

Degree Requirements

DEGREE REQUIREMENTS

Students have the option of completing the degree requirements as outlined in the catalog that was in effect from the date an official degree plan was filed or any subsequent catalog for up to 6 years of enrollment. If the degree is not conferred within 6 years of filing the official degree plan, the current catalog will be used in conferring the degree. Students must have been enrolled at ENMU-*Ruidoso* during the academic year covered by the catalog selected. A degree/certificate will not be issued, nor will a record of completion of a degree/certificate be posted to the students' records unless they have applied for graduation and have successfully completed the requirements for graduation.

DEGREE PLANS

The degree plan is a specific statement of the curricular program planned for the student. It defines more specifically than the catalog guidelines the course of study the student should pursue. Students are encouraged to file an official degree plan during their first semester. Each student should confer with his/her advisor to prepare a degree plan. The degree plan is official after it has been approved by the advisor and has been filed in the Student Advising Center.

DEGREES AND CERTIFICATES

ENMU-*Ruidoso* is authorized to award the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.) and Certificates of Occupational Training. Programs of study leading to an associate's degree require completion of a minimum of 64 credit hours.

NUMBERING OF COURSES

Courses at ENMU-*Ruidoso* are typically numbered according to the classification of freshman or sophomore. Acceptance as transfer credit at another institution is at the discretion of the receiving institution. Students should select courses that meet degree requirements and that satisfy pre-requisites for future classes. Permission to do otherwise must be secured from the Student Advising Center.

ASSOCIATE OF ARTS

The Associate of Arts degree is a two-year degree designed to provide general education courses consistent with those required of freshmen and sophomores in four-year universities. By careful course planning, students may also enhance their employability in certain fields. Maximum transferability can be assured when students carefully coordinate their Associate of Arts degree course work with the general education requirements of the four-year institution in which they plan to transfer.

Students pursuing an Associate of Arts degree program may design a degree program that allows them flexibility in various fields, or they may plan concentrations in arts and humanities, business, or science and mathematics.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

1. 64 hours minimum.
2. 2.00 institutional GPA.
3. 2.00 institutional GPA in major.
4. 15 hours minimum earned from an ENMU campus.
5. 35-36 hours minimum of General Education courses.
Note: ENG 102 and ENG 104 require grades of "C" or better.
6. Subject matter curricula specified in degree plan.
7. Three hours of UNIV 101 Freshman Seminar are required for all degree seeking students with fewer than 30 credit hours successfully completed. Course must be taken in the first semester of enrollment at ENMU.

NOTE: The maximum number of hours which may be applied

ENMU – Ruidoso Branch Community College

to the associate degree from ACT, advanced standing, CLEP or challenge examinations or from military credit is 32.

ASSOCIATE OF SCIENCE

Students may earn an Associate of Science degree through ENMU-Ruidoso. The Associate of Science degree requires a minimum of 64 credit hours; at least twenty of which are recommended to be in courses at the 200 (sophomore) level or above. An institutional GPA of at least 2.0 is required.

ASSOCIATE OF APPLIED SCIENCE

Students may earn an Associate of Applied Science degree through ENMU-Ruidoso by completing programs as specified under the program headings. Students who contemplate earning this degree should keep in mind that it is generally regarded as a degree denoting occupational competence and that other colleges and universities accept transfer work only at their discretion. An institutional GPA of 2.0 is required for graduation. Programs offering the Associate of Applied Science degree and its requirements are noted in the program description section.

GENERAL EDUCATION REQUIREMENTS

ENMU-Ruidoso has developed the following list of courses, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995) and Higher Education Department Rule 251 (Transfer and Articulation - General Education Core component) to facilitate the transfer of students between Ruidoso and other accredited public institutions of higher education in New Mexico. These courses are known as the General Education Common Core. These courses, once they are successfully completed, will transfer to any accredited public institution of higher education in New Mexico and apply (except as noted below) toward the bachelor's degree program requirements. ENMU-Ruidoso advises students who have identified a particular University at which they wish to complete their bachelor's degree to consult the transfer guide for that institution for more detailed advice. ENMU-Ruidoso advises students preparing for careers in engineering, health sciences or other profession-related fields that some of this course work may not transfer toward the general education requirements but will usually apply toward elective requirements.

GENERAL EDUCATION COMMON CORE

Courses in bold are not included in the New Mexico 35-hour General Education Core Matrix. Refer to page 10 for New Mexico General Education Core information. Students planning to transfer should consult the new institution regarding the acceptability of these courses for general education.

Course Requirements

I. Communicating Effectively9 hours
 ENG* 102 (NMCCNS 1113) or ENG 1083 hours
 ENG* 104 (NMCCNS 1123) or ENG 1093 hours
 Selected from COMM courses below:3 hours
 COMM 101 (NMCCNS 1213)
 COMM 102 (NMCCNS COMM 1113)
 COMM 202

*Note: Grade of "C" or better required for satisfactory completion.

II. Understanding and Applying Mathematical Principles (selected from courses below)3 hours
 MATH 113, MATH 114
 MATH 119 (NMCCNS MATH 1113)
 MATH 120 (NMCCNS MATH 1213)
 MATH 124 (NMCCNS MATH 1614)
 STAT 213 (NMCCNS MATH 2114)
 III. Science (with labs)8 hours
 Classes cover the scientific method and history of science, focusing on "discovery" approaches and general themes as opposed to primarily being a data-oriented class.
ANTH 245/L (NMCCNS ANTH 2213/2211), BIOL, CHEM, GEOL, PHYS
 IV. Social Science
 (Two classes from different disciplines)6-9 hours
 Classes focus on individual and society and an understanding of social behavior from various modes of inquiry. Classes also relate the student's own experiences to the complex, pluralistic and global societies.
 ANTH/GEOG 103 (NMCCNS ANTH/GEOG 1113),
 ANTH 233
 ANTH 243 (NMCCNS ANTH 2113)
 BUS 151 (NMCCNS BUSA 1113)
 ECON 200, 221 (NMCCNS 2113)
 ECON 222 (NMCCNS ECON 2123)
FCS/ELED 221
 PSCI 101 (NMCCNS POLS 1113)
 PSCI 102 (NMCCNS POLS 1123)
 PSY 101 (NMCCNS PSYC 1113), or **PSY 201, or PSY 202**
 SOC 101 (NMCCNS SOCI 1113)
 SOC 212 (NMCCNS SOCI 2113)
 SOC 215 (NMCCNS SOCI 2213)
 V. Humanities and Fine Arts6-9 hours
 Courses must come from different disciplines and must include a minimum of 3 hours from category a and three hours from category b. **Note:** Total number of hours from categories IV and V combined must be 15.
 a. Fine Arts. Classes focus on creative thinking, concept of beauty, the process of expressing art and its role in culture, etc.; includes appreciation and creative applications classes.
 ART 101 or ART 106
 ART 131 (NMCCNS ARTS 1113)
 ART 165 (NMCCNS ARTS 2113)
 ART 166 (NMCCNS ARTS 2123)
ART 210, or 231 or 271
 DNC 101 (NMCCNS DANC 1013)
 DNC 210
 MUS 101
 MUS 113 (NMCCNS MUSI 1113)
 MUS 113B (NMCCNS MUSI 1413)
 MUS 113E, MUS 163 or 241 or Music Ensembles
 THTR 111 (NMCCNS THTR 1113), THTR 113 or THTR 121
 b. Humanities. Classes explore traditions and thinking which shaped the Western world, various modes of analysis and varied ways people have experienced their culture and the larger world. This section includes traditional "humanities" disciplines such as history, philosophy, literature, languages and religion, but might also include classes from other disciplines.
 HIST 101 (NMCCNS HIST 1113)

ENMU – Ruidoso Branch Community College

HIST 102 (NMCCNS HIST 1123)
HIST 121 (NMCCNS HIST 1053)
HIST 122 (NMCCNS HIST 1063)
HIST 203 (NMCCNS HIST 2113)
ENG 201
ENG 201A (NMCCNS ENGL 2343)
ENG 201B (NMCCNS ENGL 2323)
ENG 201D (NMCCNS ENGL 2313)
ENG 211 (NMCCNS ENGL 2213)
ENG 221 (NMCCNS ENGL 2413)
ENG 222 (NMCCNS ENGL 2423)
ENG 251 (NMCCNS ENGL 2513)
ENG 252 (NMCCNS ENGL 2523)
ENG 275
FR 101 (NMCCNS FREN 1114)
FR 102 (NMCCNS FREN 1124)
FR 201 (NMCCNS FREN 2113)
FR 202 (NMCCNS FREN 2123)
HUM 221 or HUM 222
PHIL 201 (NMCCNS PHIL 1113)
PHIL 202 (NMCCNS PHIL 1213)
PHIL 211 (NMCCNS PHIL 2113)
REL 101 or REL 103
SPAN 101 (NMCCNS SPAN 1114)
SPAN 102 (NMCCNS SPAN 1124)
SPAN 201 (NMCCNS SPAN 2113)
SPAN 202 (NMCCNS SPAN 2123)

Total Associate Degree General

Education Requirements35–36 hours

TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS

Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core

Students enrolling for first-year study who have not yet selected either an academic focus or the institution from which they wish to graduate are advised to take courses during the freshman year outlined in the Lower Division General Education Common Core. These courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

NEW MEXICO COMMON CORE NUMBERING SYSTEM (NMCCNs)

New Mexico colleges and universities have devised a Common Course Numbering System to assist New Mexico students who are transferring between institutions within the state. The NMCCNS uses four letters and four digits. The letters indicate the subject area. The first of the four digits indicate whether the course is freshman (1) or sophomore (2). The middle two digits act as one number and indicate the sequence of the course. The last digit represents the number of credit hours assigned to the course, typically 3 or 4. All transferable courses have a New Mexico course number in parenthesis following the ENMU-Ruidoso course number in the New Mexico General Education Common Core and the course descriptions. The courses with the NMCCNS designation share similar course content and are directly transferrable.

The New Mexico General Education Common Core (Core) is designed to include as many course options as possible. While all courses with NMCCNS will transfer, the degree plans of (1) ENMU-Ruidoso and (2) their selected four-year transfer institution may restrict the courses that may be used to fulfill Core requirements. Courses in the Core with NMCCNS designations, but not in the degree plans, would transfer as electives. Courses in the Core without NMCCNS designation may not transfer. We encourage students to develop a degree plan with an advisor during the first semester.

COMPLAINT PROCEDURE

An applicant who wishes to appeal the transfer evaluation should follow the steps outlined below:

1. File a written appeal with the Student Advising Center, providing information regarding the course(s) being appealed. A course description, syllabus of the course at the time it was taken, and/or other documentation about the content of the course being appealed should be attached.
2. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing. If the appeal is denied, the letter will explain reason for the denial.
3. If the student is denied and wishes to continue the appeal, the student must indicate this in writing to the Vice President. The second appeal must be submitted within 30 days of the first appeal decision letter.
4. Within 30 days of the second appeal letter, the file will be reviewed and the student will be contacted in writing.
5. If the student is denied and wishes to continue the appeal, the student may appeal directly to the New Mexico Higher Education Department.



709 Mechem Dr. • Ruidoso, NM 88345 • Phone: 257-2120 • Toll Free: 800-934-ENMU • Fax: 575-257-9409
www.ruidoso.enmu.edu

Instructional Programs

ACCOUNTING

Associate of Applied Science Degree
65 credit hours

The Accounting Associate of Applied Science degree is a two-year program designed to prepare students for entry into the accounting profession. Graduates will have the background to assume positions as accounting technicians with the ability to prepare financial statements and basic tax returns.

General Requirements 9 hours

COMM 101: Interpersonal Communications – 3
or COMM 102: Public Speaking – 3
ENG 102: English Composition – 3
MATH 107: Intermediate Algebra – 3

Institutional Requirements 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements 27 hours

BUS 151: Introduction to Business – 3
BUS 230: Legal Environment of Business – 3
ENG 133: Writing for Technical Professionals - 3
IS 151: Basic Computer Skills – 3
CS 121: Introduction to Computer Information Systems - 3
CAS 263: Microsoft Word – 3
CAS 274: Microsoft Excel – 3
MKT 201: Principles of Marketing - 3
MGT 201: Principles of Management – 3
or FIN 201: Principles of Finance - 3

Program Requirements 26 hours

ACCT 201: Introductory Accounting I – 4
ACCT 202: Introductory Accounting II – 4
ACCT 204: Basic Income Tax – 3
ACCT 206: Accounting for Small Business – 3
ACCT 209: Microcomputer Accounting – 3
ACCT 212: Advanced Bookkeeping – 3
ACCT 215: Certified Bookkeeper – 3
ACCT 289: Accounting Internship – 3
or ACCT 214: Volunteer Income Tax Preparer – 2
ACCT 214L: Volunteer Income Tax Preparer Internship – 1

BIOLOGY

Associate of Science
67 credit hours

General Degree Requirements 35 hours

Communications: 9 hours
ENG 102: English Composition – 3
ENG 104: English Composition and Research – 3
COMM 101: Interpersonal Communications – 3

Fine Arts: 3 hours

ART 101: Beginning Drawing I – 3
ART 106: Design I – 3

ART 131: Art Appreciation – 3
ART165: Art History I – 3
ART166: Art History II – 3
ART 210: Photography I – 3
ART 231: Beginning Ceramics I/Lab – 4
ART 271: Beginning Jewelry – 3
DNC 101: Introduction to Dance – 3
MUS 113: Music Appreciation – 3
THTR 111: Theater Appreciation – 3
THTR 121: Beginning Acting – 3

Humanities: 6 hours

Courses must come from two different areas.

ENG 211: Introduction to Literature – 3
ENG 215: Types of Literature: Poetry – 3
ENG 216: Types of Literature: Novel – 3
ENG 217: Types of Literature: Short Story – 3
ENG 221: British Literature Survey I – 3
ENG 222: British Literature Survey II – 3
ENG 251: Survey of American Literature I – 3
ENG 252: Survey of American Literature II -3
ENG 275: The Motion Picture - 3
FR 101: Beginning French
HIST 101: Survey of American History to 1877 – 3
HIST 102: Survey of American History Since 1877 – 3
HIST 121: Survey of Western Civilization I– 3
HIST 122: Survey of Western Civilization II – 3
HIST 203: New Mexico History - 3
HUM 221: Introduction to World Humanities – 3
HUM 222: Introduction to Modern World Humanities – 3
PHIL 201: Introduction to Philosophy – 3
PHIL 202: Introduction to Logic – 3
PHIL 211: Ethics – 3
REL 101: Old Testament Survey – 3
REL 103: New Testament Survey – 3
SPAN 101: Beginning Spanish – 3

Life Science with Lab: 4 hours

BIOL 151/L: General Biology I/L - 4

Mathematics: 3 hours

MATH 119: College Algebra – 3
MATH 120: Plane Trigonometry – 3
MATH 124: Calculus I – 4

Physical Science with Lab: 8 hours

CHEM151/L: General Chemistry I/L – 4
CHEM152/L: General Chemistry II/L-4

Social Sciences: 6 hours

Courses must be taken from two different areas.

ANTH/GEOG 103: Humans and Their Environment – 3
ANTH/GEOG 233: Peoples and Cultures of the World – 3
ANTH 243: Introduction to Cultural Anthropology – 3
PSCI 101: Introduction to Political Science – 3
PSCI 102: American National Government – 3
PSY 101: Introductory Psychology – 3
PSY 201: Child Psychology – 3
PSY 202: Adolescent Psychology – 3
SOC 101: Introductory Sociology – 3

ENMU – Ruidoso Branch Community College

SOC 212: Contemporary Social Issues – 3

SOC 215: Marriage and the Family – 3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar – 3

Program Requirements 23 hours

BIOL 152/L: General Biology II/L – 4

BIOL 214/L: Microbiology/L – 4

BIOL 222: Cell Biology – 3

BIOL 231/L: Genetics/L – 4

STAT 213: Statistical Methods I – 4

PHYS 151/L: General Physics/L – 4

Related Requirements 2 hours

HPE Activity Course - 1

HPE 142: Fundamentals of Physical Well-Being – 1

BUSINESS ADMINISTRATION

Associate of Arts Degree

71 credit hours

The Associate of Arts degree in Business Administration gives students a broad knowledge of the fundamentals of business operations. It prepares students for two alternatives: (1) to obtain technical knowledge and proficiency in basic business subjects leading to gainful employment or (2) to transfer to a bachelor's degree program granted at a four-year institution.

General Education Requirements 33 hours

Arts: 3 hours

ART 101: Beginning Drawing I – 3

ART 106: Design I – 3

ART 131: Art Appreciation – 3

ART 165: Art History I – 3

ART 166: Art History II - 3

ART 210: Photography I – 3

ART 231: Beginning Ceramics I/Lab – 4

ART 271: Beginning Jewelry – 3

DNC 101: Introduction to Dance – 3

DNC 102: Modern Dance I - 3

MUS 101: Music Reading - 3

MUS 113: Music Appreciation – 3

THTR 111: Theater Appreciation – 3

THTR 121: Beginning Acting – 3

Communications: 9 hours

ENG 102: English Composition – 3

ENG 104: English Composition and Research – 3

Choose one of the following:

COMM 101: Interpersonal Communications – 3

COMM 102: Public Speaking – 3

Humanities: 3 hours

ENG 201A: Types of Literature (Short Story)-3

ENG 201B: Types of Literature (Novel)-3

ENG 201D: Types of Literature (Poetry)-3

ENG 211: Introduction to Literature-3

ENG 221: British Literature Survey I-3

ENG 222: British Literature Survey II-3

ENG 251: Survey of American Literature I-3

ENG 252: Survey of American Literature II-3

FR 101: Beginning French-4

FR 102: Continuation of Beginning French-4

FR 201: Intermediate French-3

FR 202: Continuation of Intermediate French-3

HIST 101: Survey of American History to 1877 – 3

HIST 102: Survey of American History Since 1877 – 3

HIST 121: Survey of Western Civilization I– 3

HIST 122: Survey of Western Civilization II – 3

HIST 203: New Mexico History - 3

HUM 221: Introduction to World Humanities – 3

HUM 222: Introduction to Modern World Humanities – 3

PHIL 201: Introduction to Philosophy – 3

PHIL 202: Introduction to Logic – 3

PHIL 211: Ethics – 3

REL 101: Old Testament Survey – 3

REL 103: New Testament Survey – 3

SPAN101: Beginning Spanish - 4

SPAN 102: Continuation of Beginning Spanish - 4

SPAN 201: Intermediate Spanish-3

SPAN 202: Continuation of Intermediate Spanish-3

Life Science with Lab: 4 hours

BIOL (any BIOL course with lab)

Mathematics: 6 hours

MATH 119: College Algebra-3

STAT 213: Statistical Methods I-4

Physical Science with Lab: 4 hours

ANTH 245/L: Introduction to Archaeology

CHEM (any CHEM course with lab)

GEOL (any GEOL course with lab)

PHYS (any PHYS course with lab)

Social Science: 3 hours

BUS 151: Introduction to Business-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Related Course Requirements 6 hours

IS 151: Basic Computer Skills-3

IS 281: Spreadsheets and Data Analysis-3

Program Requirements 29 hours

ACCT 201: Introductory Accounting I-4

ACCT 202: Introductory Accounting II-4

BUS 201: Business Communications-3

BUS 230: Legal Environment of Business-3

ECON 221: Principles of Macro Economics-3

ECON 222: Principles of Micro Economics-3

FIN 201: Principles of Finance-3

MGT 201: Principles of Management-3

MKT 201: Principles of Marketing-3

BOOKKEEPING/ACCOUNTING

Certificate of Completion

34 or 35 credit hours

The Bookkeeping/Accounting certificate program is a one-year program including all the essentials needed to equip students to assume positions ranging from entry-level to full-charge bookkeepers, including preparation of financial statements and simple tax returns.

ACCT 200: Basic Bookkeeping and Accounting-3

ACCT 201: Introductory Accounting I-4

ACCT 204: Basic Income Tax-3

ACCT 206: Accounting for Small Business-3

or ACCT 215: Certified Bookkeeper-3

ACCT 209: Microcomputer Accounting-3

BUS 151: Introduction to Business-3

BUS 201: Business Communications-3

BUS 230: Legal Environment of Business-3

IS 151: Basic Computer Skills-3

or CAS 274/274L: Microsoft Excel-4

ENG 102: English Composition-3

FIN 201: Principles of Finance-3

Entering students with prior experience in accounting may, with the consent of the instructor, substitute ACCT 201 and ACCT 202 for ACCT 200 and ACCT 201.

COMPUTER TECHNOLOGY

Associate of Applied Science Degree

68 credit hours

The Computer Technology program is a two-year career-technical course of study culminating in an Associate of Applied Science degree at ENMU-*Ruidoso* and will transfer into a Bachelor of Applied Arts and Sciences (BAAS) degree at ENMU-Portales. It offers the student a broad foundation of computer technology skills including hardware, operating systems and applications courses. It also offers the student an opportunity to apply their skills and knowledge in the workplace through an internship.

General Education Requirements 19 hours

COMM 101: Interpersonal Communications-3

ENG 102: English Composition-3

MATH 107: Intermediate Algebra-3

MATH 119: College Algebra- 3

Science/Lab: 4 hours

BIOL 113/113L: Biology for General Education-4

CHEM 121/121L: Chemistry for Today-4

PHYS 113/113L: Survey of Physics-4

Social Science: 3 hours

BUS 151: Introduction to Business-3

ECON 221: Principles of Macro Economics-3

PSY 101: Introduction to Psychology-3

SOC 101: Introductory Sociology-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Related Course Requirements 12 hours

BUS 151: Introduction to Business-3

CAS 241: Business Mathematics-3

Communication: 3 hours

BUS 201: Business Communication-3

ENG 133: Writing for Technical Professionals-3

Management: 3 hours

MGT 201: Principles of Management-3

MGT 239: Small Business Management-3

Technical Requirements 34 hours

IS 101/101L: Fundamentals of Computer Hardware and

Software/Lab-4

IS 110: Operating Environments-3

IS 151: Basic Computer Skills-3

CS 121: Computing Concepts-3

IS 241: Introduction to Web Development-3

IS 230: Internship-3

CS 123: Programming Fundamentals-3

Computer Applications & Software: 12 hours

CAS 263/263L: MOS Microsoft Word/Lab-4

CAS 274/274L: MOS Microsoft Excel/Lab-4

CAS 284/284L: MOS Microsoft Access/Lab-4

CAS 285/285L: MOS Microsoft PowerPoint/Lab-4

PC SUPPORT TECHNICIAN

Certificate of Completion

13 credit hours

The following certificate prepares the student to enter the field of personal computer systems support. Upon completion of this certificate, the student may choose to complete either the CompTIA A+ Computer Service Technician or the Microsoft Certified Desktop Support Technician exam. To successfully complete either exam, the student needs a minimal amount of additional, specialized training depending upon which exams they choose to pursue.

BUS 151 Introduction to Business-3

or CAS 241 Business Mathematics-3

IS 101/101L Fundamentals of Computer Hardware and software

Software/Lab- 4 hours

IS 110 Operating Environments-3

IS 151 Basic Computer Skills-3

APPLICATION SUPPORT TECHNICIAN

Certificate of Completion

17 credit hours

The following certificate prepares the student to enter the field of personal computer applications support. Upon completion of this certificate, the student may choose to complete the Microsoft Office Specialist exams for the applications of their choosing. To successfully complete an exam, the student needs a minimal amount of additional, specialized training depending upon which applications they choose to pursue.

BUS 151 Introduction to Business-3
or CAS 241 Business Mathematics-3
IS 110 Operating Environments-3
IS 151 Basic Computer Skills-3

Computer Applications & Software: 8 hours

Choose 2 classes

CAS 263/263L MOS Microsoft Word/Lab-4
CAS 274/274L MOS Microsoft Excel/Lab-4
CAS 284/284L MOS Microsoft Access/Lab-4
CAS 285/285L MOS Microsoft PowerPoint/Lab-4

CONSTRUCTION TRADES

Associate of Applied Science Degree

67 credit hours

The Construction Trades program at ENMU-*Ruidoso* is designed as an apprenticeship model. Students eligible to attend the College are welcome to participate in the program but certain classes require a student to be employed by a local licensed contractor. ENMU-*Ruidoso* will facilitate placement of candidates with local contractors. The Construction Trades program is a two-year course of study culminating in an Associate of Applied Science degree at ENMU-*Ruidoso*. It offers the student a blend of employability, construction and business skills to prepare him/her for a successful career in the construction industry. The program also offers students an opportunity to apply their skills and knowledge in the workplace through an internship while addressing the staffing needs of builders in Lincoln County and the surrounding area.

General Education Requirements 16 hours

BUS 151: Introduction to Business-3
ENG 102: English Composition-3
MATH 107: Intermediate Algebra-3
PHYS 113: Survey of Physics-4
Any approved arts or humanities class-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Related Requirements 11 hours

IS 151: Basic Computer Skills-3
CNST 101(A): Math for Construction Trades-3
CNST 102(A): Tool and Equipment Safety-1
CNST 103(A): Employability Skills-1

CNST 104(A): Introduction to Engineering-1
CNST 205(A): First Aid w/ CPR-2

Technical Requirements 37 hours

CNST 294(A): Co-op/Internship Training*-8
CNST 111(A): Basic Woodworking for Constructors*-3
CNST 121(A): Blueprint Reading*-1
CNST 131(A): Construction Estimating*- 3
CNST 141(A): Residential Building Construction I*-3
CNST 222(A): Drafting for Constructors*- 3
CNST 239(A): GB98/GB2 Licensure Exam Preparation -3
CNST 242(A): Residential Building Construction II*-3
CNST 261(A): Residential Plumbing*-3
CNST 271(A): Residential Wiring*-3
WELD 110: Introduction to Welding- 4

CONSTRUCTION TRADES APPRENTICESHIP PROGRAM

Certificate of Completion

49 credit hours

This apprenticeship program is a relationship between an employer and an employee during which the worker, or apprentice, learns a trade. This program covers most aspects of the trade and includes a minimum of both 1600 hours (200 days) of on-the-job training and 213 hours (16 credits) of related instruction per year. Related instruction generally takes place in a classroom and covers the techniques of the trade as well as the theory behind the techniques. It includes detailed discussion of how typical tasks are performed and the safety precautions that must be taken. Classes, which are taught by experienced craft workers and other skilled persons, require the study of trade manuals and educational materials.

First Semester:

CNST 294: Co-op/Internship Training*- 4
CNST 101: Math for Construction Trades-3
CNST 102: Tool and Equipment Safety-1
CNST 103: Employability Skills-1
CNST 111: Basic Woodworking for Constructors*-3

Second Semester:

CNST 294: Co-op/Internship Training*-4
CNST 121: Blueprint reading*-1
CNST 131: Construction Estimating*-3
CNST 141: Residential Building Construction I*-3
CNST 104: Introduction to Engineering-1

Third Semester:

CNST 294: Co-op/Internship Training*-4
CNST 205: First Aid w/ CPR-2
CNST 222: Drafting for Constructors*-3
CNST 242: Residential Building Construction II*-3

Fourth Semester:

CNST 239: GB98/GB2 Licensure Exam Preparation - 3
CNST 294: Co-op/Internship Training*-4
CNST 261: Residential Plumbing*-3
CNST 271: Residential Wiring*-3

ENMU – Ruidoso Branch Community College

*Student must be participating in the Construction Trades Apprenticeship Program and be actively employed in the construction industry to enroll in this class.

(A) Classes included in the Construction Trades Apprenticeship Program.

CRIMINAL JUSTICE

Associate of Arts Degree

65 credit hours

The AA in Criminal Justice transfers to a Bachelor of Arts or Sciences (BA/BS) Degree program at ENMU. The Criminal Justice Associate of Arts degree program prepares graduates to begin careers in law enforcement, corrections, probation and/or juvenile corrections. This curriculum can serve as a terminal occupational degree program for students seeking immediate employment in the private sector or in government agencies at the local, state or national level. The balanced liberal arts emphasis of this degree, which includes the study of law, criminal justice, social sciences, humanities, behavioral sciences, natural sciences and general education courses, can apply toward a bachelor's degree in Criminal Justice or other majors at several of New Mexico's four-year state universities. Students who plan to transfer to an upper-level institution should consult catalogs and advisors at those institutions to determine transferability of all courses taken at ENMU-Ruidoso. Students who have successfully completed a New Mexico Department of Public Safety basic or NMDPS-approved satellite police certification training academy will receive credit for CJ102, CJ 202, CJ 215 and CJ 289 upon provision of an official transcript. Students who have successfully completed the New Mexico Department of Corrections correctional officer basic training academy will receive credit for CJ 102 and CJ 203 upon provision of an official transcript.

General Education Requirements 35 hours

CS 121: Computing Concepts-3
or IS 151: Basic Computer Skills-3
ENG 102: English Composition-3
ENG 104: English Composition and Research-3
or ENG 233: Technical Writing-3
HIST 101: Survey of American History to 1877-3
or HIST 102: Survey of American History Since 1877-3
HPE 141: Exercise and Wellness Education-2
MATH 107: Intermediate Algebra-3
MATH 119: College Algebra-3
STAT 213: Statistical Methods I-4

Fine Arts: 3 hours

ART 131: Art Appreciation-3
ART 165: Art History I-3
ART 166: Art History II-3
ENG 275: The Motion Picture-3
MUS 113: Music Appreciation-3
THTR 111: Introduction to Theatre Arts-3

Life Science: 4 hours

BIOL 113/113L: Biology for General Education/Lab-4
BIOL 151/151L: General Biology I/Lab-4
BIOL 151/151L: General Biology II/Lab-4

Physical Science: 4 hours

CHEM 121/121L: Survey of General Chemistry/Lab-4
CHEM 151/151L: General Chemistry I/Lab-4
CHEM 152/152L: General Chemistry II/Lab-4
GEOL 151/151L: Physical Geology/Lab-4
GEOL 152/152L: Historical Geology/Lab-4
GEOL 222/222L: Planetology/Lab-4
PHYS 141/141L: Astronomy/Lab-4
PHYS 151/151L: General Physics I/Lab-4
PHYS 152/152L: General Physics II/Lab-4
PHYS 202/202L: General Physics II/Lab-4

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Technical Course Requirements 12 hours

CJ 101/Soc 102: Introduction to Criminal Justice-3

Criminal Justice: 9 hours

CJ 205: Criminal Procedures-3
CJ 225: Gangs in American Society-3
CJ 233: Juvenile Justice-3
CJ 234: Victimization in American Society-3
CJ 235: Rules of Evidence-3
CJ 284: American Judicial Systems-3
CJ 287: Criminal Law-3
CJ 293: Topics in Criminal Justice-3
CJ 294: Practicum-3

Related Requirements 15 hours

COMM 101: Interpersonal Communication-3
or COMM 102: Public Speaking-3
PSCI 102: American National Government-3
PSCI 202: Introduction to State and Local Government-3
PSY 101: Introductory Psychology-3
SOC 212: Contemporary Social Issues-3

EARLY CARE AND EDUCATION

Associate of Arts Degree

67 credit hours

The Associate of Arts in Early Care and Education is designed to prepare individuals in a variety of settings, especially in day care. The program includes general education and child development courses compatible with pursuing a bachelor degree with a major and licensure in teaching Early Childhood Education.

General Education Requirements 35 hours

Art: 6 hours

ART 101: Beginning Drawing I-3
ART 106: Design I-3
ART 131: Art Appreciation-3
ART 165: Art History I-3
ART 166: Art History II-3
DNC 101: Introduction to Dance-3
MUS 101: Music Reading-3
MUS 113: Music Appreciation-3

ENMU – Ruidoso Branch Community College

MUS 151:
MUS 163: Literature of Music-3
THTR 111: Theater Appreciation-3
THTR 121: Beginning Acting-3

Communication: 9 hours

ENG 102: English Composition-3
ENG 104: English Composition and Research-3
COMM 101: Interpersonal Communications-3
or COMM 102: Public Speaking-3

Humanities: 3 hours

HIST 101: Survey of American History to 1877 – 3
HIST 102: Survey of American History Since 1877 – 3
HIST 121: Survey of Western Civilization I – 3
HIST 122: Survey of Western Civilization II – 3
HIST 203: New Mexico History - 3
HUM 221: Introduction to World Humanities – 3
HUM 222: Introduction to Modern World Humanities – 3

Life Science with Lab: 4 hours

BIOL: (any BIOL course with a lab)

Mathematics: 3 hours

MATH 113: Mathematical Discovery-3
Math 119: College Algebra-3
MATH 261: Mathematical Concepts I-3

Physical Science with Lab: 4 hours

ANTH 245/L: Introduction to Archaeology
CHEM: (any CHEM course with a lab)
GEOL: (any GEOL course with a lab)
PHYS: (any PHYS course with a lab)

Social Science: 6 hours

PSY 201: Child Psychology-3

Choose one from the following:

ANTH 123: New Mexico – Enchanted Lands and Diverse Cultures-3
ANTH 233: People and Cultures of the World-3
ANTH 243: Introduction to Cultural Anthropology-3
ECON 221: Principles of Macro Economics-3
GEOG 233: People and Cultures of the World-3
PSCI 101: Introduction to Political Science-3
PSCI 102: American National Government-3
SOC 101: Introductory Sociology-3
SOC 212: Contemporary Social Issues-3
SOC 215: Marriage and the Family-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar – 3

Program Requirements: 29 hours

EDF 222: Structured Observations of Teaching-3
FCS 107: Health, Safety and Nutrition-2
FCS 220: Professionalism in Early Childhood-2
FCS 221: Child Growth, Development and Learning-3
FCS 223: Assessment of Children and Program Evaluation I-3
FCS 239: Curriculum Development and Implementation I-3
FCS 239L: Curriculum Development and Implementation I Lab-2

FCS 240: Curriculum Development and Implementation II-3
FCS 240L: Curriculum Development and Implementation II Lab-2
FCS 265: Guiding Young Children-3
FCS 280: Family and Community Collaboration I-3

CHILD DEVELOPMENT

Certificate of Completion

32 credit hours

ENG 102: English Composition-3
FCS 107: Health, Safety, and Nutrition-2
FCS 124: Child Care Basic Competencies-3
FCS 220: Professionalism in Early Childhood-2
FCS 221: Child Growth, Development and Learning-3
FCS 239: Curriculum Development and Implementation I-3
FCS 239L: Curriculum Development and Implementation I Lab-2
FCS 240: Curriculum Development and Implementation II-3
FCS 240L: Curriculum Development and Implementation II Lab-2
FCS 265: Guiding Young Children-3
FCS 280: Family and Community Collaboration I-3
UNIV 101: Freshman Seminar-3

EMERGENCY MEDICAL TECHNICIAN-BASIC

Certificate of Occupational Training

8 credit hours

This eight-credit-hour course of study consists of approximately 176 clock hours of classroom and clinical time, providing a solid introduction to the field of pre-hospital emergency medical care. Emphasis is placed on recognition and basic life support treatment of emergency medical and traumatic conditions. After successful completion of the program, the graduate is eligible for the New Mexico Injury Prevention/EMS Bureau's Exam and the National Registry of EMT's Exam.

Requirements for Acceptance into the Program

1. Completion of college admission requirements.
2. Completion of University Skills Placement Testing.
3. Students must be sixteen years of age or older at the time of enrollment.
4. Completion of health guidelines of clinical agencies.
5. Mandatory drug screening and criminal background checks may be required for all EMT-Basic students prior to entering the clinical areas. This will be scheduled by the EMS faculty. Students should contact their instructor for details. Students must pass the mandatory drug screening and not have significant criminal offenses to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.

EMS 101: Cardiopulmonary Resuscitation-1
EMS 111: EMT-Basic-5
EMS 111L: EMT-Basic Practicum-2

EMERGENCY MEDICAL TECHNICIAN- INTERMEDIATE I

Certificate of Occupational Training

8 credit hours

This eight-credit-hour course of study consists of 190 (minimum) clock hours of classroom and clinical time. The curriculum includes patient assessment, intravenous and fluid therapy, respiratory emergencies with special emphasis on advanced airway management, drug therapy and management of the traumatized patient. This program is based on the New Mexico EMS Minimal Curriculum Standard. Upon successful completion of the program, the graduate is eligible to take the New Mexico Injury Prevention/EMS Bureau Licensing Exam.

Requirements for Acceptance into the Program

1. Completion of college admission requirements.
2. Current New Mexico State License as an EMT-Basic.
3. A grade of “B” or better in EMS 111/111L or successful completion of the EMS pre-test.
4. Completion of University Skills Placement Testing.
5. Completion of health guidelines of clinical agencies.
6. Current CPR Certification.
7. Mandatory drug screening and criminal background checks are required for all EMT-Intermediate students prior to entering the clinical areas. This will be scheduled by the EMS faculty. Students should contact their instructor for details. Students must pass the mandatory drug screening and not have significant criminal offenses to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.

EMS 175: EMT-Intermediate I-6

EMS 175L: EMT-Intermediate I Practicum Lab-1

EMS 176L: EMT-Intermediate I Clinical Practicum-1

EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE II (NATIONAL STANDARD CURRICULUM)

Certificate of Occupational Training

8 credit hours

This eight-credit-hour course of study consists of 210 (minimum) clock hours of classroom and clinical time and is a continuation of the EMT-Intermediate I level. The curriculum builds on the knowledge and skills acquired in the New Mexico EMT Intermediate I level and provides the additional knowledge and skills to meet the EMT-Intermediate: National Standard Curriculum. Included in this program are the areas of advanced pharmacology, invasive airway management, advanced cardiac management and comprehensive patient assessment. Upon successful completion of the program, the graduate will be eligible to take the National Registry of EMT’s EMT-Intermediate Exam.

Requirements for Acceptance into the Program

1. Completion of college admission requirements.
2. Current New Mexico State License as an EMT-Intermediate or concurrent enrollment in EMS175, 175L and 176L.
3. A grade of “B” or better in EMS 111/111L or successful completion of the EMS pretest.

4. Completion of the University Skills Placement Testing.
5. Completion of health guidelines of clinical agencies.
6. Current CPR Certification.
7. Mandatory drug screening and criminal background checks are required for all EMT-Intermediate students prior to entering the clinical areas. This will be scheduled by the EMS faculty. Students should contact their instructor for details. Students must pass the mandatory drug screening and not have significant criminal offenses to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.

EMS 195: EMT-Intermediate II (NSC)-5

EMS 195L: EMT-Intermediate II Practicum Lab (NSC)-1

EMS 196L: EMT-Intermediate II Clinical Practicum (NSC)-2

ENVIRONMENTAL SCIENCE

Associate of Science Degree

68 credit hours

The Associate of Science in Environmental Science articulates into the BS at the ENMU Portales campus. Environmental scientists are at the forefront of the “green industry” and work for governments (local, state and federal), companies in the natural resources, science, technology fields and companies in the energy fields. The complexities of environmental interactions require a broad background in physical science and mathematics. Students in this program will learn how biological, chemical and geological processes interact in the natural world and the effects of human interaction on these processes.

General Degree Requirements 34 hours

BIOL 151/L: General Biology I/L-4

CHEM151/L: General Chemistry I/L-4

COMM 101: Interpersonal Communications-3

ENG 102: English Composition-3

ENG 104: English Composition and Research-3

HPE Activity Course-1

HPE 142: Fundamentals of Physical Well-Being-1

MATH 119: College Algebra-3

MATH 120: Plane Trigonometry-3

Fine Arts: 3 hours

ART 101: Beginning Drawing I-3

ART 106: Design I-3

ART 131: Art Appreciation-3

ART 165: Art History I-3

ART 166: Art History II-3

ART 210: Photography I-3

ART 231: Beginning Ceramics I/Lab-4

ART 271: Beginning Jewelry-3

DNC 101: Introduction to Dance-3

MUS 113: Music Appreciation-3

THTR 111: Theater Appreciation-3

THTR 121: Beginning Acting-3

Humanities: 3 hours

Courses must come from two different areas.

ENG 211: Introduction to Literature-3

ENMU – *Ruidoso* Branch Community College

ENG 215: Types of Literature: Poetry-3
ENG 216: Types of Literature: Novel-3
ENG 217: Types of Literature: Short Story-3
ENG 221: British Literature Survey I-3
ENG 222: British Literature Survey II-3
ENG 251: Survey of American Literature I-3
ENG 252: Survey of American Literature II -3
ENG 275: The Motion Picture-3
FR101: Beginning French-4
HIST 101: Survey of American History to 1877-3
HIST 102: Survey of American History since 1877-3
HIST 121: Survey of Western Civilization I-3
HIST 122: Survey of Western Civilization II-3
HIST 203: New Mexico History-3
HUM 221: Introduction to World Humanities-3
HUM 222: Introduction to Modern World Humanities-3
PHIL 201: Introduction to Philosophy-3
PHIL 202: Introduction to Logic-3
PHIL 211: Ethics-3
REL 101: Old Testament Survey-3
REL 103: New Testament Survey-3
SPAN 101: Beginning Spanish-3

Social Sciences: 3 hours

Courses must be taken from two different areas.

ANTH/GEOG 103: Humans and Their Environment-3
ANTH/GEOG 233: Peoples and Cultures of the World-3
ANTH 243: Introduction to Cultural Anthropology-3
PSCI 101: Introduction to Political Science-3
PSCI 102: American National Government-3
PSY 101: Introductory Psychology-3
PSY 201: Child Psychology-3
PSY 202: Adolescent Psychology-3
SOC 101: Introductory Sociology-3
SOC 212: Contemporary Social Issues-3
SOC 215: Marriage and the Family-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Program Requirements 31 hours

BIOL 152/L: General Biology II/L-4
BIOL 214/L: Microbiology/L-4
GEOL 151/L: Physical Geology-4
NATR 111: Environmental Conservation-3
PHYS 151/L: General Physics/L-4
STAT 213: Statistical Methods I-4
MATH 124: Calculus I-4
CHEM 152/I: General Chemistry II-4

GENERAL STUDIES

Associate of Arts Degree

64-65 credit hours

The Associate of Arts in General Studies provides students flexibility in creating a program of study focused on individual academic or career interests. The general education component includes courses transferable into many liberal arts and sciences two-year or four-year degree plans and elective hours from one or more academic areas that may be used towards a major,

minor or emphasis area in some two-year or four-year programs. Students who wish to pursue the General Studies degree plan are encouraged to work with an academic advisor in order to insure that elective course selections are well suited to the student's academic or career objectives.

General Education Requirements 35-36 hours.

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Electives (25-26 hours)

It is recommended that at least 15 hours be in one area of concentration within the liberal arts and sciences. The final 15 hours must be completed at ENMU-*Ruidoso*.

HISTORY

Associate of Arts Degree

66 credit hours

The Associate of Arts in History articulates into the BA or BS in History at the ENMU Portales campus. History majors may work in museums, historic sites, state monuments, state and national parks, byway centers, tourism offices, visitor centers, cultural centers, archives, or state and county historical societies. History requires that students receive graduate level training (Masters) in order to teach history at a community college or a Ph.D. to teach at a university.

General Education Requirements 29 hours

Arts: 3 hours

ART 101: Beginning Drawing - 3
ART 106: Design I - 3
ART 131: Art Appreciation – 3
ART 165: Art History – 3
ART 166: Art History II - 3
ART 210: Photography I - 3
ART 231: Beginning Ceramics I - 3
ART 271: Beginning Jewelry - 3
DNC 101: Introduction to Dance - 3
DNC 102: Modern Dance I - 3
DNC 108: Introduction to Ballet - 3
MUS 101: Music Reading -3
MUS 113: Music Appreciation - 3
MUS 163: Literature of Music - 3
MUS 168: College Bell Choir - 3
MUS 192: Concert Band - 3
THTR 111: Theatre Appreciation - 3
THTR 121: Beginning Acting - 3

Communications: 9 hours

ENG 102: English Composition – 3 (requires grade of “C” or better)
ENG 104: English Composition - 3 (requires grade of “C” or better)
COMM 101: Interpersonal Communication – 3
or COMM 102: Public Speaking - 3
or COMM 202: Dynamics of Group Behavior - 3

ENMU – Ruidoso Branch Community College

Humanities: 3 hours

ENG 201: Types of Literature - 3
ENG 211: Introduction to Literature - 3
ENG 221: British Literature - 3
ENG 222: British Literature Survey I - 3
ENG 251: Survey of American Literature I - 3
ENG 252: Survey of American Literature II - 3
ENG 275: The Motion Picture - 3
FR 101: Beginning French - 3
FR 102: Continuation of Beginning French - 3
FR 201: Intermediate French - 3
FR 202: Continuation of Intermediate French - 3
PHIL 201: Introduction to Philosophy - 3
PHIL 202: Introduction to Logic - 3
PHIL 211: Ethics - 3
REL 101: Old Testament Survey - 3
REL 103: New Testament Survey - 3
SPAN 101: Beginning Spanish - 3
SPAN 102: Continuation of Beginning Spanish - 3
SPAN 201: Intermediate Spanish - 3
SPAN 202: Continuation of Intermediate Spanish - 3

Life Science with Lab: 4 hours

BIOL (Any Biology with lab)

Mathematics: 3 hours

MATH 119: College Algebra - 3
STAT 213: Statistical Methods - 3

Physical Science with Lab: 4 hours

ANTH 245: Introduction to Archaeology - 3
ANTH 245L: Introduction to Archaeology Laboratory - 3
CHEM 113: Chemistry for Today - 3
CHEM 113L: Chemistry for Today Laboratory - 1
GEOL 113: The Geological Environment - 3
GEOL 113L: The Geological Environment Laboratory - 1
PHYS 113: Survey of Physics - 3
PHYS 113L: Survey of Physics Laboratory - 1
PHYS 141: Astronomy - 3
PHYS 141L: Astronomy Laboratory - 1

Social Science: 3 hours

(Courses must be taken from 2 different disciplines)
ANTH/GEOG 103: Humans and Their Environments - 3
ANTH 243: Introduction to Cultural Anthropology - 3
BUS 151: Introduction to Business - 3
ECON 200: Survey of Economics - 3
ECON 222: Principles of Macro Economics - 3
PSCI 101: Introduction to Political Science - 3
PSY 101: Introduction to Political Science - 3
PSY 201: Child Psychology - 3
PSY 202: Adolescent Psychology - 3
SOC 101: Introductory Sociology - 3
SOC 212: Contemporary Social Issues - 3
SOC 215: Marriage and the Family - 3

Institutional Requirements 3 hours

UNIV 101: Freshman Seminar - 3

Related Course Requirements 10 hours

ECON 221: Principles of Macro Economics - 3

GEOG 233: People and Cultures of the World - 3
HPE 142: Fund of Physical Well-Being - 1
IS 151: Basic Computer Skills - 3

Program Requirements 24 hours

HIST 101: Survey American History to 1877 - 3
HIST 102: Survey American History since 1877 - 3
HIST 121: Survey Western Civilization I - 3
HIST 122: Survey Western Civilization II - 3
HIST 203: New Mexico - 3
HUM 221: Intro to World Humanities - 3
HUM 222: Modern World Humanities - 3
PSCI 102: American National Government - 3

HOSPITALITY & TOURISM

Associate of Applied Science Degree

66-67 credit hours

This program is designed to equip the student with the skills and knowledge needed to enter one of the primary and fastest growing industries in the region. The program is designed with multiple career pathways so the student may decide to pursue one or more certificates, a general associate degree or a specialized associate degree. The Associate of Applied Science degree in Hospitality and Tourism has four possible areas of concentration:

- Resort & Hotel Management
- Food & Beverage Management
- Culinary Arts
- General Hospitality Management

The degree plan includes courses in general education, basic business knowledge and practical hospitality and tourism skills to equip the student with the background necessary for a variety of managerial positions.

The Certificates of Completion are designed to provide the student with the specific skills needed for a successful entry into the hospitality and tourism industry. Courses are taught in a variety of formats including on-line and face-to-face daytime and evening classes to accommodate the non-traditional schedules of students in this industry.

General Requirements 15 hours

ENG 102: English Composition-3
COMM 101: Interpersonal Communications -3
or COMM 102: Public Speaking-3
MATH 107: Intermediate Algebra-3

Choose one of the following for 3 hours

BUS 151: Introduction to Business-3
ECON 221: Principles of Macro Economics-3
PSY 101: Introductory Psychology-3
SOC 101: Introductory Sociology-3
SOC 212: Contemporary Social Issues-3
SOC 215: Marriage and the Family-3
ANTH 233: People and Cultures of the World-3
GEOG 103: Humans and their Environment-3

Choose one of the following for 3 hours

HIST 101: Survey of American History to 1877-3

ENMU – Ruidoso Branch Community College

HIST 102: Survey of American History since 1877-3
PHIL 201: Introduction to Philosophy-3
PHIL 211: Ethics-3
PHIL 202: Introduction to Logic-3
HUM 221: Introduction to World Humanities-3
ART 131: Art Appreciation-3
ART 165: Art History I-3
MUS 113: Music Appreciation-3

Institutional Requirements 3 hours

UNIV 101: Freshman Seminar-3

Related Requirements 11 hours

BUS 201: Business Communications-3
BUS 210: Employability Skills-2
BUS 241: Business Math -3
IS 151: Basic Computer Skills-3

Program Requirements:

Concentration in Resort & Hotel Management 37 hours

HRTM 151: Introduction to Hospitality Management-3
HRTM 200: Management of Food & Beverage Operations-3
HRTM 201: Basic Hotel and Restaurant Accounting-3
HRTM 205: Hospitality Supervision-3
HRTM 208: Managing Front Office & Housekeeping Operations-3
HRTM 210: Marketing for the Hospitality Industry-3
HRTM 230: Customer Service Management-3
HRTM 235: Technology in the Hospitality Industry-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM 250: Hotel/Resort Operations Management-3
HRTM 276: Accounting for Hospitality Managers-3
HRTM/HTCA 289: Hospitality Internship-4

Concentration in Food & Beverage Service Management 37 hours

HRTM 151: Introduction to Hospitality Management-3
HRTM 200: Management of Food & Beverage Operations-3
HRTM 201: Basic Hotel and Restaurant Accounting-3
HRTM 205: Hospitality Supervision-3
HRTM 210: Marketing for the Hospitality Industry-3
HRTM 230: Customer Service Management-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM/HTCA 289: Hospitality Internship-4

Choose 12 hours from the following

HRTM 240: Catering, Restaurant and Food Management-3
HRTM 255: Planning and Control for Food and Beverage-3
HTCA 260: Sanitation and Safety-1
HTCA 151: Introduction to Culinary Arts -3
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic-2
HTCA 271: Beverage Management – Wines of the World-1
HTCA 262: Food Preparation I-3
HTCA 262L: Food Preparation I Lab-1

Concentration in Culinary Arts 38 hours

HRTM 151: Introduction to Hospitality Management-3
HRTM 200: Management of Food & Beverage Operations-3
HTCA 151: Introduction to Culinary Arts -3

HRTM 240: Catering, Restaurant and Food Management-3
HRTM 255: Planning and Control for Food and Beverage-3
HTCA 260: Sanitation and Safety-1
HTCA 262: Food Preparation I -3
HTCA 262L: Food Preparation Lab I -1
HTCA 263: Food Preparation II-3
HTCA 263L: Food Preparation Lab II- 1
HTCA 265: Global Cuisines – 3
HTCA 265L: Global Cuisines Lab -1
HTCA 266: Specialty Cooking -3
HTCA 266L: Specialty Cooking-1
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic-2
HRTM/HTCA 289: Hospitality Internship-4

Concentration in General Hospitality Management 37 hours

HRTM 151: Introduction to Hospitality Management-3
HRTM 200: Management of Food & Beverage Operations-3
HRTM 201: Basic Hotel and Restaurant Accounting-3
HRTM 205: Hospitality Supervision-3
HRTM 210: Marketing for the Hospitality Industry-3
HRTM 230: Customer Service Management-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM/HTCA 289: Hospitality Internship-4

Choose 12 hours from the following

HRTM 240: Catering, Restaurant and Food Management-3
HRTM 235: Technology in the Hospitality Industry-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM 250: Hotel/Resort Operations Management-3
HRTM 255: Planning and Control for Food and Beverage-3
HRTM 276: Accounting for Hospitality Managers-3
HTCA 151: Introduction to Culinary Arts -3
HTCA 260: Sanitation and Safety-1
HTCA 262: Food Preparation I-3
HTCA 262L: Food Preparation I Lab-1
HTCA 263: Food Preparation II-3
HTCA 263L: Food Preparation Lab II- 1
HTCA 265: Global Cuisines – 3
HTCA 265L: Global Cuisines Lab -1
HTCA 266: Specialty Cooking -3
HTCA 266L: Specialty Cooking-1
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic-2
HTCA 271: Beverage Management – Wines of the World-1



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HOSPITALITY & TOURISM

Certificates of Completion

RESORT & HOTEL MANAGEMENT 32 HOURS

BUS 210: Employability Skills-2
HRTM 151: Introduction to Hospitality Management-3
HRTM 201: Basic Hotel and Restaurant Accounting-3
HRTM 205: Hospitality Supervision-3
HRTM 208: Managing Front Office & Housekeeping Operations-3
HRTM 210: Marketing for the Hospitality Industry-3
HRTM 230: Customer Service Management-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM 250: Hotel/Resort Operations Management-3
HRTM 276: Accounting for Hospitality Managers-3
HRTM 289: Hospitality Internship- 3

FOOD AND BEVERAGE SERVICE MANAGEMENT 33 HOURS

BUS 210: Employability Skills-2
HRTM 200: Management of Food & Beverage Operations-3
HRTM 205: Hospitality Supervision-3
HRTM 230: Customer Service Management-3
HRTM 240: Catering, Restaurant and Food Management-3
HRTM 245: Managing Hospitality Human Resources-3
HRTM 255: Planning and Control for Food and Beverage-3
HTCA 260: Sanitation and Safety-1
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic-2
HTCA 151: Introduction to Culinary Arts -3
HTCA 262: Food Preparation I-3
HTCA 262L: Food Preparation I Lab-1
HRTM 289 Hospitality Internship- 3

CULINARY ARTS 33 HOURS

BUS 210: Employability Skills-2
HTCA 151: Introduction to Culinary Arts -3
HRTM 200: Management of Food & Beverage Operations-3
HRTM 255: Planning and Control for Food and Beverage-3
HTCA 260: Sanitation and Safety- 1
HTCA 262: Food Preparation I -3
HTCA 262L: Food Preparation Lab I -1
HTCA 263: Food Preparation II-3
HTCA 263L: Food Preparation Lab II- 1
HTCA 265: Global Cuisines – 3
HTCA 265L: Global Cuisines Lab -1
HTCA 266: Specialty Cooking -3
HTCA 266L: Specialty Cooking-1
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic-2
HTCA 289: Hospitality Internship- 3

HUMAN SERVICES ALCOHOL & DRUG ABUSE STUDIES

Certificate of Completion

18 credit hours

Students completing the Human Services Occupational Training Certificate from ENMU-*Ruidoso* may apply for licensure as an Alcohol and Drug Abuse Counselor or Substance Abuse Associate with the State of New Mexico. The education for the licensure includes 276 clock hours of specific training in alcohol and drug counseling and 6 clock hours of ethics. The six Human Services courses from ENMU-*Ruidoso* complete those clock hour requirements.

HS 202: Introduction to Alcohol and Drug Abuse—3
HS 203: Biopsychosocial Foundation of Alcohol and Drug Abuse—3
HS 204: Principles of Prevention and Research in Alcohol and Drug Abuse—3
HS 205: Principles of Treatment and Recovery in Alcohol and Drug Abuse-3
HS 206: Alcohol and Drug Abuse Counseling: Families and Groups-3
HS 207: Alcohol and Drug Abuse Counseling: Special Populations-3

NATURAL RESOURCES

Associate of Science Degree

65 credit hours

The Natural Resources two year degree plan provides the graduate with a background in scientific principles pertaining to the natural environment. Students working toward an Associate of Science in Natural Resources are instructed in conservation, resource management, restoration and ecology. This degree plan includes both academic coursework and hands on experience in the Lincoln National Forest and surrounding communities. Upon completion of the degree, potential entry-level positions include forestry aide, biological aide, surveying aide or employment in the timber industry. The natural resources degree has three options depending on the student's area of interest. Students may choose the general natural resources degree option, the forestry option or the wildlife science option.

Institutional Requirement 3 hours

UNIV 101 Freshman Seminar-3

General Education Requirements 17 hours

BIOL 151/151L: General Biology I/Lab-4
COMM 101: Interpersonal Communication-3
or COMM 102: Public Speaking-3
ENG 102: English Composition-3
GEOL 151/151L: Physical Geology-4
MATH 119: College Algebra -3

Related Course Requirements 16 or 17 hours

CHEM 151/151L General Chemistry I-4
or CHEM 121/121L: Survey of General Chemistry -4



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CIS 151: Basic Computer Skills-3
or STAT 213: Statistical Methods I-4
ENG 133: Writing for Technical Professionals-3

Business and Communication: 6 hours

BUS 201: Business Communication-3
ECON 200: Survey of Economics-3
MGT 201: Principles of Management-3

Technical Requirements 29 hours

Required for all options: 14 hours
BIOL 110/110L: Introduction to Wildlife and Fisheries Sciences-4
BIOL 266/266L: Rocky Mountain Life Zones-4
NATR 121: Introduction to Forestry-3
NATR 289: Natural Resources Internship-3

Natural Resources – General Option 15 Hours

Choose Any Five Courses:

BIOL 235: Introduction to Aquatic Ecology- 3
BIOL 236: Introduction to Ichthyology- 3
BIOL 216: General Botany - 3
NATR 261/BIOL 261: Vertebrate Zoology - 3
BIOL 241: Wilderness Survival - 3
NATR 223: Forest Soils - 3
NATR 111: Environmental Conservation - 3
NATR 131/131L: Geology of Lincoln & Otero Counties - 3
NATR 151: Wildland-Urban Interface - 3
NATR 201: Mapping and Measurement - 3
NATR 222: Intro Forestry Projects Planning, Design - 3
NATR 233: Hydrology – 3

Natural Resources – Forestry Option 15 Hours

BIOL 216: General Botany - 3
NATR 151: Wildland-Urban Interface - 3
NATR 201: Mapping and Measurement - 3
NATR 222: Intro Forestry Projects Planning, Design - 3

Choose Any Additional Course:

BIOL 235: Introduction to Aquatic Ecology- 3
BIOL 236: Introduction to Ichthyology- 3
BIOL 216: General Botany - 3
NATR 261/BIOL 261: Vertebrate Zoology - 3
BIOL 241: Wilderness Survival - 3
NATR 223: Forest Soils - 3
NATR 111: Environmental Conservation - 3
NATR 131/131L: Geology of Lincoln & Otero Counties - 3
NATR 233: Hydrology - 3

Natural Resources – Wildlife Option 15 Hours

BIOL 216: General Botany - 3
NATR 261/BIOL 261: Vertebrate Zoology - 3
NATR 111: Environmental Conservation - 3

Choose Any Two Courses:

BIOL 236: Introduction to Ichthyology- 3
BIOL 231: Genetics - 3
BIOL 241: Wilderness Survival - 3
NATR 223: Forest Soils - 3
NATR 131/131L: Geology of Lincoln & Otero Counties - 3

NATR 151: Wildland-Urban Interface - 3
NATR 201: Mapping and Measurement - 3
NATR 222: Intro Forestry Projects Planning, Design - 3
NATR 233: Hydrology – 3

NURSING ASSISTANT

Certificate of Occupational Training

5 credit hours

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Nursing assistants are a part of the health care team whose purpose is to care for people who are ill or have impaired self-care capabilities. They may work in the hospital, nursing home, or home under the supervision of a professional nurse in carrying out patient care assignments. Mandatory drug screening is required by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program.

Required Courses:

NA 111: Nursing Assistant-2
NA 111L: Nursing Assistant Lab-3

POLICE SCIENCE

Associate of Applied Science Degree

66 credit hours

Associate of Applied Science (AAS) in Police Science provides a 66 credit hour course of study for those people interested in a law enforcement career with a New Mexico law enforcement agency. Students must meet the stringent qualifications for entrance to the New Mexico State Police (NMSP), New Mexico Department of Public Safety (NMDPS) or the Federal Law Enforcement Training Center Indian Police Academies. These requirements include, but are not limited to, age limitations, physical fitness and psychological testing, an oral interview and a background check.

General Education Requirements 30 hours

IS 151: Basic Computer Skills-3
or CS 121: Computing Concepts-3
CJ 102: Introduction to Criminal Justice-3
CJ 287: Criminal Law-3
COMM 101: Interpersonal Communication-3
or COMM 102: Public Speaking-3
ENG 102: English Composition-3
MATH 107: Intermediate Algebra-3
or MATH 119: College Algebra-3
PSCI 102: American National Government-3
PSY 101: Introductory Psychology-3
SOC 101: Introductory Sociology-3
SPAN 103: Beginning Spanish for the Professional-3

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Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Technical Requirement 33 hours

Successful completion of training at the New Mexico State Police (NMSP) or New Mexico Department of Public Safety (NMDPS) Academy will equate to 30 credit hours toward the technical requirements.

Choose 1 course: 3 hours

CJ 202, 203, 205, 233, 235; HIST 101, 102, 121, 122, 203; PHIL 211, PSCI 101, 202

PRE-NURSING

Certificate of Completion

36 credit hours

The Pre-Nursing Certificate of Completion is for students planning to transfer to the Roswell Associate of Science Degree in Nursing and provides the maximum transfer of credit and a seamless transition to the Roswell campus. ENMU-Ruidoso students must successfully fulfill the ENMU-Roswell academic and admissions requirements to be admitted into the ENMU-Roswell Nursing Program. Students seeking to transfer to a nursing program at another institution should consult an advisor at the receiving institution to verify transferability of credits prior to enrolling in this program.

BIOL 152/152L: General Biology II/Lab-4
BIOL 209/209L: Anatomy and Physiology I/Lab-4
BIOL 210/210L: Anatomy and Physiology II/Lab-4
BIOL 214/214L: Microbiology/Lab-4
COMM 101: Interpersonal Communication-3
ENG 102: English Composition-3
NA 111/111L: Nursing Assistant/Lab-5
PSY 101: Introductory Psychology-3
SOC 101: Introductory Sociology-3
UNIV 101: Freshman Seminar-3

PSYCHOLOGY

Associate of Arts Degree

67 credit hours

The Associate of Arts in Psychology articulates into the BA or the BS in Psychology at the ENMU Portales campus. Psychology requires that practitioners receive graduate level training in order to practice professionally.

General Education Requirements 34 hours

STAT 213: Statistical Methods I-4

Communication: 3 hours

COMM 101: Interpersonal Communication-3
COMM 102: Public Speaking-3

Computer Literacy: 3 hours

IS 151: Basic Computer Skills-3
CS 121: Computing Concepts-3

English: 6 hours

ENG 102: English Composition-3
ENG 104: English Composition and Research-3
ENG 235: Advanced Composition-3

Humanities and Fine Arts: 6 hours

(Courses must be from 2 different subjects)

ART 131: Art Appreciation-3
ART 165: Art History I-3
ART 166: Art History II-3
ENG 201: Types of Literature-3
ENG 211: Introduction to Literature-3
ENG 221: Survey of British Literature I-3
ENG 222: Survey of British Literature II-3
ENG 275: The Motion Picture-3
HIST 101: Survey of American History to 1877-3
HIST 102: Survey of American History Since 1877-3
HIST 121: Survey of Western Civilization I-3
HIST 122: Survey of Western Civilization II-3
HUM 221: Introduction to World Humanities-3
HUM 222: Introduction to Modern World Humanities-3
MUS 113: Music Appreciation-3
PHIL 201: Introduction to Philosophy-3
PHIL 211: Ethics-3
PHIL 202: Introduction to Logic-3
THTR 111: Introduction to Theatre Arts-3

Life Science: 4 hours

BIOL 113/113L: Biology for General Education/Lab-4
BIOL 151/151L: General Biology I/Lab-4
BIOL 152/152L: General Biology II/Lab-4

Mathematics: 3 hours

MATH 119: College Algebra-3
MATH 124: Calculus I-4
MATH 132: Calculus II-4
MATH 202: Calculus III-4
MATH 113: Mathematical Discovery-3

Physical Education: 2 hours

HPE 141: Exercise and Wellness Education-2
HPE 103, 104, 105, 106, 108, 109, 111, 115, 117, 120, 123, 130, 145, 201, 205, 219, 221, 224, 225, 233, 234, 243, 259—all 1 hour courses

Physical Science: 4 hours

CHEM 121/121L: Survey of General Chemistry/Lab-4
CHEM 151/151L: General Chemistry I/Lab-4
CHEM 152/152L: General Chemistry II/Lab-4
GEOL 151/151L: Physical Geology/Lab-4
GEOL 152/152L: Historical Geology/Lab-4
GEOL 222/222L: Planetology/Lab-4
PHYS 141/141L: Astronomy/Lab-4
PHYS 151/151L: General Physics I/Lab-4
PHYS 152/152L: General Physics II/Lab-4
PHYS 202/202L: General Physics II/Lab-4

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Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Related Course Requirements 9 hours

Social and Behavioral Sciences: 9 hours

ANTH 111: The Dawn of Humanity-3
BUS 151: Introduction to Business-3
ECON 221: Principles of Macro Economics-3
ECON 222: Principles of Micro Economics-3
GEOG 103: Humans and their Environment-3
PSCI 101: Introduction to Political Science-3
PSCI 102: American National Government-3
SOC 101: Introductory Sociology-3
SOC 212: Contemporary Social Issues-3
SOC 215: Marriage and the Family-3

Program Requirements 21 hours

PSY 101: Introductory Psychology-3
PSY 134: Psychology of Adjustment-3
PSY 201: Child Psychology-3
PSY 202: Adolescent Psychology-3

Psychology: 9 hours

PSY 200: Human Growth and Development-3
PSY 210: Human Sexuality-3
PSY 224: Social Psychology-3
PSY 268: Workshop in Psychology-3
PSY 293: Topics in Psychology-3

STUDIO ARTS

Associates of Arts Degree
66 credit hours

The Department of Fine Arts offers quality courses aimed at developing conceptual and technical capabilities of students in the field of art in order to empower them to become studio artists. The curriculum stresses learning and thinking skills leading to personal and educational growth with the belief that art and design are guided as much by the intellect as by the hand. This foundation two-year program offers an interdisciplinary approach to the visual arts. Students are introduced to techniques, methods and concepts common to the creative disciplines. The program offers a variety of ideas and techniques with materialism design, drawing, computers and photography. Student's are encouraged to investigate the differences between wet and dry media, additive and subtractive processes, two- and three dimensional forms and the relationship between ideas and materials. Formal concerns such as line, shape, color, value, texture, scale and composition are explored.

General Education Requirements 15 hours

ENG 102: English Composition - 3
COMM 101: Interpersonal Communications - 3
Or COMM 102: Public Speaking – 3
MATH 107 Intermediate Algebra- 3
BUS 151: Introduction to Business - 3

Choose one of the following for 3 hours

MUS 113: Music Appreciation - 3
THTR 111: Theatre Appreciation - 3
THTR 121: Beginning Acting - 3

Institutional Requirements 3 hours

UNIV 101: Freshman Seminar - 3

Related Course Requirements 15 hours

ART 166: Art History II - 3
ART 204: The Human Figure I - 3
ART 205: The Human Figure II - 3
ART 211: Digital Photography II - 3
ART 232: Ceramics II - 3
ART 242: Sculpture II - 3
ART 253: Digital Imaging I - 3
ART 254: Digital Imaging II - 3
ART 228: Mural Painting II - 3
ART 268: Workshop in Art - 3 (May be Repeated Once for Credit)
ART 293: Topics in Art - 3 (May be Repeated Once for Credit)
ART 289: Art Internship - 3

Program Requirements 33 hours

ART 101: Drawing I - 3
ART 102: Drawing II - 3
ART 106: Design I - 3
ART 107: Design II - 3
ART 165: Art History I - 3
ART 210: Digital Photography I - 3
ART 221: Painting I - 3
ART 222: Painting II - 3
ART 231: Ceramics I - 3
ART 241: Sculpture I - 3
ART 227: Mural Painting I - 3



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TEACHER EDUCATION TRANSFER PROGRAM

Associate of Arts Degree

64 credit hours

The A.A. in Teacher Education transfers into a Bachelor of Arts (BA) degree program at ENMU. The Transfer Module for Teacher Education is consistent with requirements of the Postsecondary Education Articulation Act [21 – 1B NMSA 1978]. The Transfer Module, for use statewide by students pursuing a program of study leading to teacher certification, replaces three earlier teacher education modules.

Students who anticipate transferring to one of the New Mexico public universities and majoring in education should follow this module of lower division course. Students who successfully complete this preparatory curriculum for teacher education are strongly advised to take the New Mexico Teacher Assessment (NMTA) of Basic Skills and General Knowledge before transferring to a university. Admission to most teacher education programs requires successful completion of the Basic Skills portion of the NMTA.

General Education Requirements: 61 hours

Computer Literacy: 3 hours

IS 151: Basic Computer Skills-3

English and Communication: 12 hours

ENG 102: English Composition -3

ENG 104: English Composition and Research -3

Choose one from the following: 3 hours

COMM 101: Interpersonal Communications

or COMM 102: Public Speaking-3

or COMM 202: Dynamics of Group Behavior-3 (ELED)

Choose one from the following: 3 hours

ENG 201: Types of Literature-3

ENG 211: Introduction to Literature-3

ENG 221: Survey of British Literature I-3

ENG 222: Survey of British Literature II-3

Fine Arts: 6 hours

ART 165: Art History I-3

ART 166: Art History II-3

History: 12 hours

HIST 203: New Mexico -3 *Choose three from the following -9 hours*

HIST 101: Survey of Am History to 1877-3

HIST 102: Survey of Am History since 1877-3

HIST 121: Survey of Western Civilization I-3

HIST 122: Survey of Western Civilization II-3

Humanities: 3 hours

Choose one from the following

HUM 221: Introduction to World Humanities-3

HUM 222: Introduction to Modern World Humanities-3

Laboratory Sciences: 12 hours

Choose One Life Science: 4 hours

BIOL 113/L: Biology for General Ed/ Lab-4

BIOL 151/L: General Biology I/ Lab-4

BIOL 152/L: General Biology II/ Lab-4

Choose one Physical Science: 4 hours

CHEM 121/L: Survey of General Chem/ Lab-4

CHEM 151/L: General Chem I/ Lab-4

CHEM 152/L: General Chem II/ Lab-4

PHYS 151/L: General Physics I/ Lab-4

PHYS 152/L: General Physics II/ Lab-4

Choose one from either Life Science or Physical Science -4

Mathematics: 3 hours

MATH 261: Mathematical Concepts I-3

Physical Education: 1 hour

Any HPE Course: 1

Social Behavioral Science: 6 hours

ANTH/GEOG 233: People and Cultures of the World-3

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Related Requirements:

Pre-Service Curriculum: 3 hours

EDF 222: Structured Observation of Teaching-3

Choose one from the following: 3 hours

PSY 201: Child Psychology-3 (ELED)

PSY 202: Adolescent Psychology-3 (SED)

SOC 101: Introductory Sociology-3



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UNIVERSITY STUDIES

Associate of Arts Degree

65 credit hours

The University Studies Associate of Arts degree program is a two-year transfer degree designed to be consistent with freshman and sophomore courses in four-year universities. Maximum transferability can be assured when students carefully coordinate their Associate of Arts degree course work with the general education requirements of the four-year institution to which they plan to transfer. To receive the Associate of Arts degree in University Studies, students must complete the 49 credit hours from the General Education Requirements listed below, plus 15 credit hours of electives, which may be in a specific field or from various fields of study. The degree requires a minimum of 64 credit hours, at least 20 of which must be in courses at the 200 (sophomore) level. A cumulative GPA of at least 2.0 is required. Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in courses required. The General Education Common Core Requirements included in the suggested course list below are for an Associate of Arts degree. The courses listed with ** below meet the general guidelines established for the statewide General Education Common Core. Students interested in transferring to a four-year institution after completion of their ENMU-Ruidoso coursework should consult with an advisor regarding transferability of specific courses. ENMU-Ruidoso advises students preparing for careers in engineering, health sciences or other profession-related fields that some of this course work may not transfer toward the general education requirements but will usually apply toward elective requirements. Students who have identified a particular University at which they wish to complete their bachelor's degree should consult the transfer guide for that institution for more current and detailed advice.

General Education Requirements 47 hours

ENG 102: English Composition-3**

ENG 104: English Composition and Research-3**

Communications: 3 hours

COMM 101: Interpersonal Communications-3**

COMM 102: Public Speaking-3**

COMM 202: Dynamics of Group Behavior-3

Fine Arts: 3 hours

ART 101: Beginning Drawing I-3

ART 106: Design I-3

ART 131: Art Appreciation-3**

ART 165: Art History I-3**

ART 166: Art History II-3**

ART 210: Photography I-3

ART 231: Beginning Ceramics I-3

DNC 101: Introduction to Dance-3

ENG 275: The Motion Picture-3**

MUS 101: Music Reading-3

MUS 103: Introduction to Jazz-3

MUS 113: Music Appreciation-3**

THTR 111: Theatre Appreciation-3**

THTR 121: Beginning Acting-3

Humanities: 9 hours

(2 courses from different subjects):

ENG 201: Types of Literature-3**

ENG 211: Introduction to Literature-3**

ENG 221: Survey of British Literature I-3**

ENG 222: Survey of British Literature II-3**

ENG 281: Comparative Mythology-3

HIST 101: Survey of Am History to 1877-3**

HIST 102: Survey of Am History since 1877-3**

HIST 121: Survey of Western Civilization I-3**

HIST 122: Survey of Western Civilization II-3**

HIST 203: New Mexico-3

HUM 105: Introduction to Women's Studies-3

HUM 171: The Chicano in Am Humanities-3

HUM 221: Introduction to World Humanities-3**

HUM 222: Introduction to Modern World Humanities-3**

HUM 272: The Chicano in Am Humanities in the Twentieth Century-3

PHIL 201: Introduction to Philosophy-3**

PHIL 202: Introduction to Logic-3**

PHIL 211: Ethics-3**

SPAN 101: Beginning Spanish-4

SPAN 102: Continuation of Beginning Spanish-3

SPAN 103: Beginning Spanish for the Professional-3

SPAN 201: Intermediate Spanish-3

SPAN 202: Continuation of Intermediate Spanish-3

Life Science: 4 hours

BIOL 110/110L: Wildlife and Fisheries Science/ Lab-4

BIOL 113/113L: Biology for General Ed/ Lab-4**

BIOL 151/151L: General Biology I/ Lab-4**

BIOL 152/152L: General Biology II/ Lab-4**

BIOL 209/209L: Anatomy & Physiology I/ Lab-4

BIOL 210/210L: Anatomy & Physiology II/ Lab-4

BIOL 214/214L: Microbiology/ Lab-4

BIOL 266/266L: Rocky Mountain Life Zones/ Lab-4

Mathematics: 6 hours

MATH 107: Intermediate Algebra-3

MATH 113: Math Discovery* -3**

MATH 119: College Algebra-3**

MATH 124: Calculus I-3**

MATH 132: Calculus II-3**

MATH 202: Calculus III-3**

MATH 261: Mathematical Concepts I*-3

STAT 213: Statistical Methods I-4

**MATH 113 does not satisfy degree*

requirements at all institutions; consult degree requirements at the transfer institution before enrolling in MATH 113.

**MATH 113 and MATH 261 cannot be used in combination to satisfy the six-hour mathematics requirement.*

Physical Science: 4 hours

ANTH 245/245L: Introduction to Archaeology/ Lab-4

CHEM 121/121L: Survey of General Chem/ Lab-4**

CHEM 151/151L: General Chem I/ Lab-4**

CHEM 152/152L: General Chem II/ Lab-4**

GEOL 113/113L: The Geological Environment/ Lab-4

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GEOL 123/123L: Earth Resources/ Lab-4
GEOL 151/151L: Physical Geology/ Lab-4**
GEOL 152/152L: Historical Geology/ Lab-4**
GEOL 222/222L: Planetology/ Lab-4
PHYS 113113/L: Survey of Physics-4
PHYS 141/141L: Astronomy/ Lab-4**
PHYS 151/151L: General Physics/ Lab I-4
PHYS 152/152L: General Physics II/ Lab-4

Social Science: 9 hours (Courses from at least 2 different subjects)

ANTH/GEOG 103: Humans and Their Environments-3
ANTH 111: The Dawn of Humanity-3**
ANTH/GEOG 233: People and Cultures of the World-3**
ANTH 243: Introduction to Cultural Anthropology-3
BUS 151: Introduction to Business-3
ECON 221: Principles of Macro Economics-3**
ECON 222: Principles of Micro Economics-3**
PSCI 101: Introduction to Political Science-3**
PSCI 102: American National Government-3**
PSCI 202: Intro to State and Local Governments-3
PSY 101: Introductory Psychology-3**
PSY 134: Psychology of Adjustment-3
PSY 201: Child Psychology-3
PSY 202: Adolescent Psychology-3
SOC 101: Introductory Sociology-3**
SOC 212: Contemporary Social Issues-3**
SOC 215: Marriage and the Family-3**

In addition to the Common Core courses, ENMU-*Ruidoso* requires students to successfully complete the following General Education courses for some Associate of Arts degrees. These courses typically transfer as part of a student's requirement or electives for a bachelor degree.

Computer Literacy: 3 hours

IS 151: Basic Computer Skills-3
CAS 263: Microsoft Word-3
CAS 274: Microsoft Excel-3
IS 110: Operating Environments-3

Physical Education: 2 hours

HPE 142: Fundamentals of Physical Well-being-1
and One HPE activity course

Institutional Requirement 3 hours

UNIV 101: Freshman Seminar-3

Technical Requirements 15 hours

Additional Electives: 15 hours

WELDING TECHNOLOGY

Certificate of Completion

45-47 credit hours

It is recommended that students take the welding courses in sequential order as presented in the degree plan. Students successfully completing the Program will be skilled in the latest advances in welding technology and will be given assistance in locating appropriate employment.

CAS 101: Introduction to Keyboarding-3
CAS 241: Business Math and Calculating Machines-3
COMM 101: Interpersonal Communication-3
UNIV 101: Freshman Seminar-3
WELD 101: Employability Skills-1
WELD 110: Introduction to Welding-4
WELD 115: Print Reading-3
WELD 120: Oxy/Acetylene-4
WELD 125: Gas Metal Arc/Flux Core-6
WELD 131: Beginning Arc I-4
WELD 132: Beginning Arc II-4
WELD 135: Gas Tungsten Arc-6
WELD 294: Co-op/Internship Training-(1-3)

Additional Welding Course Offerings:

WELD 210 Intermediate Arc/Cutting -6
WELD 221 Advanced Arc/Pipe I-4
WELD 222 Advanced Arc/Pipe II-4
WELD 268 Workshop-(1-3)
WELD 293 Special Topics-(1-3)



709 Mechem Dr. * Ruidoso, NM 88345 * Phone: 257-2120 * Toll Free: 800-934-ENMU * Fax: 575-257-9409
www.ruidoso.enmu.edu

Course Descriptions

The courses listed below are guaranteed to transfer to any other public college or University in New Mexico toward fulfillment of the receiving institution's lower division general education requirements. These courses have been agreed upon by all institutions as part of the New Mexico Higher Education Department statewide common core of lower division general education. A receiving institution may or may not accept additional courses as fulfilling these requirements, but it must accept the courses listed in these matrices.

ACCOUNTING (ACCT)

ACCT 200 - Basic Bookkeeping and Accounting. (3)

Composition and implementation of a basic system. Areas of concentration include preparing the balance sheet, journalizing an open entry from the source document, journalizing and posting other daily transactions, preparing a trial balance on a worksheet, preparing adjusting entries and preparing a post-closing trial balance to complete the bookkeeping cycle.

ACCT 201 - Introductory Accounting I (NMCCNS ACCT 2113).

(4) Fundamental accounting principles and concepts, procedures in data accumulation presentation and preparation of financial reports.

ACCT 202 - Introductory Accounting II (NMCCNS ACCT 2123).

(4) Partnerships, corporations, financing of business entities, cost accounting and budget analysis. Prerequisite: ACCT 201.

ACCT 204 - Basic Income Tax. (3) Income tax forms and laws which affect a small business, including payroll and income tax returns, emphasizing individual taxes.

ACCT 206 - Accounting for Small Business. (3) Full charge bookkeeping activities for a small business. payroll, payroll taxes with both state and federal tax payments and reporting, development and upkeep of a chart of accounts, combined journals, microcomputer accounting, preparation and analysis of financial statements. Prerequisite: ACCT201.

ACCT 209 - Microcomputer Accounting. (3) Elementary accounting principles for business concerns with transactions recorded and processed using a microcomputer. A proprietary, integrated accounting software program will be used for numerous illustrative short problems. Emphasis will be on accounting areas which lend themselves to computerization. Prerequisite: ACCT 200 or 201.

ACCT 212-Advanced Bookkeeping. (3) Procedures and practices in bookkeeping with emphasis on computerized accounting. Accounting software, Excel spreadsheets, and payroll software will be used to complete problems and practice sets for small businesses. Prerequisites: ACCT 202, ACCT 209, CAS 274.

ACCT 214-Volunteer Tax Preparer. (2) Introduction to basic income tax return preparation issues and software for basic tax returns for low-income and elderly taxpayers. Students will be required to take a certification exam. Prerequisite: ACCT 204. Corequisite: ACCT 214L.

ACCT 214L-Volunteer Tax Preparer Internship. (1) Students apply current tax code to prepare individual tax returns for low-income and elderly taxpayers. Thirty hours of volunteer tax return preparation work during spring term is required along with passing a certification examination. Corequisite: ACCT 214.

ACCT 215 - Certified Bookkeeper. (3) Certification prep course including fundamental accounting principles and concepts, procedures in data accumulation, presentation and preparation of and adjustments to financial reports. Payroll, payroll laws and payroll tax processing are covered. Detailed examination of accounting for inventory, depreciation, internal controls and fraud. Corequisite/Prerequisite: ACCT 212 and consent of instructor.

ACCT 251 - Intermediate Accounting I. (3) Theory pertaining to assets, special purpose funds, liabilities, the balance sheet, income and retained earnings statements. Prerequisite: ACCT 202. [ENMU-Portales accepts for ACCT 301]

ACCT 268 - Workshop in Accounting. (1-9) As announced. (May be repeated for credit.)

ACCT 289-Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

ACCT 293 - Topics in Accounting. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

AGRICULTURE (AG)

AG 268 - Workshop in Agriculture. (1-3) As announced. (May be repeated for maximum of 4 credit hours.)

AG 289-Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

AG 293 - Topics in Agriculture. (1-3) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ANTHROPOLOGY (ANTH)

ANTH/GEOG 103 - Humans and Their Environments (NMCCNS ANTH 1113). (3) The relationship between natural environment and human activities. A basic introduction to geography. (Does not count towards anthropology major.)

ANTH 111 - The Dawn of Humanity. (3) Physical and cultural characteristics of the human being: human origins until the close of the last ice age; changing views of evolutionary theory and adaptation as well as cultural adaptations until the historic period. (Does not count towards anthropology major.)

ANTH 123 - New Mexico: Enchanted Lands and Diverse Cultures (NMCCNS ANTH 2313). (3) The rich cultures of New Mexico: its peoples and varied environmental settings, with emphasis on understanding multicultural aspects and potential for growth. (Does not count towards anthropology major.)

ANTH/GEOG 233 - People and Cultures of the World. (3) The diverse societies that exist in various geographical areas of the world, with emphasis on understanding relationships between cultural systems and natural environments.

ANTH 243 - Introduction to Cultural Anthropology (NMCCNS ANTH 2113). (3) A beginning course that emphasizes a cross-cultural view of human adaptation, comparative linguistics, economies, political systems, kinship and religion.

ANTH 245 - Introduction to Archaeology (NMCCNS ANTH 2213). (3) Contemporary goals, theories, techniques and methods: draws examples from prehistory, and emphasizes reconstructing past life ways. Concurrent enrollment: ANTH 245L.

ANTH 245L - Introduction to Archaeology Laboratory (NMCCNS ANTH 2211). (1) Laboratory provides hands-on experience in excavation methods and analysis in a simulated laboratory context. Concurrent enrollment: ANTH 245.

ANTH 268 - Workshop in Anthropology. (1–3) As announced. (May be repeated for a maximum of 6 hours.)

ANTH 289-Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

ANTH 293 - Topics in Anthropology. (1–3) As announced. (May be repeated for credit.) Prerequisite: ANTH 243.

ART (ART)

ART 101 - Drawing I. (3) An introduction to the basic principles, materials and skills of freehand drawing from life. The course synthesizes studies in representation, proportion, perspective, value and composition. Additional art supplies will be required. (Open to non-Art majors and minors.)

ART 102 - Drawing II. (3) An extension of the student's drawing ability beyond ART 101. Guided work from life, imagination and abstraction, using a variety of media, methods and techniques. Special problems of drawing in pencil, pen and ink, wash, pastel and colored pencil. Includes advanced perspective and composition. Additional art supplies will be required. Prerequisite: ART 101 or consent of instructor.

ART 106 - Design I. (3) A two-dimensional exploration of visual elements, principles of design and color through classroom application, problem solving and experimentation. Included is an introduction to the arts. Additional art supplies will be required. (Open to non-art majors)

ART 107 - Design II. (3) Further study of an exploration of visual elements, principles of design and color with an emphasis on three-dimensional applications. Additional art supplies will be required. Prerequisite: ART 106 or consent of instructor.

ART 110- Navajo Weaving. (3) This course introduces the student to the art of tapestry weaving in the Navajo style. Students learn how to dress a Navajo loom, design a rug and complete their design in a small rug through the techniques of Navajo weaving.

ART 131 - Art Appreciation (NMCCNS ART 1113). (3) Introductory course exploring the visual arts. This lecture course surveys the role of arts in society. Emphasis on design principles and fine and applied arts.

ART 165 - Art History I (NMCCNS ART 2114). (3) Survey of the art of prehistoric and historic people in Western and non-Western cultures through the 16th century with exploration of cultural traditions in art by examining the impact of social, political and economic organizations.

ART 166 - Art History II (NMCCNS ART 2124). (3) Concentrates on Western and non-Western traditions from the 16th through the 20th century with exploration of cultural traditions in art by examining the impact of social, political and economic organizations. A continuation of ART 165.

ART 206 - Human Figure I. (3) Advanced drawing principles applied to the human form and its structure. Using a variety of materials, the emphasis will be on gesture, contour and proportion. Additional art supplies will be required. Prerequisite: ART 101, or consent of instructor.

ART 207 - Human Figure II. (3) Further study of the human form from live models, sculpture and photography. With emphasis on placing figure in composition, the use of varied media and encouragement of individual direction. Students may choose to work in any medium available to them. Additional art supplies will be required. Prerequisite: ART 101 and ART 206 or consent of instructor.

ENMU – Ruidoso Branch Community College

ART 210 - Digital Photography I. (3) A basic course with an emphasis on the camera and design basics. Students must have access to a digital camera with adjustable features. There are no prerequisites for this class. This is a virtual arts class and views the camera as a tool in the hands of the artist. The primary objective of the class is to learn to create with the camera and to develop visual discrimination for the design photography. Students will become familiar with all the functions of the camera.

ART 211 - Digital Photography II. (3) Intermediate course with emphasis on studio techniques. Use creative lighting and subjects such as commercial portrait, wildlife and landscape. Students may use any professional format including 35mm.

ART 221 - Painting I. (3) Basic skills in painting with oils, and watercolors. Work from life, still life, landscape, composition and thematic concepts. Additional art supplies will be required. Prerequisite: ART 101 or consent of instructor.

ART 222 - Painting II. (3) A further study of artistic painting techniques which encourage a more individualized approach. The student is allowed more flexibility in choice of subject matter and in their choice of painting media. Additional art supplies will be required. Prerequisite: ART 101 and ART 221 or consent of instructor.

ART 227 - Mural Painting I. (3) Basic techniques of outdoor and indoor mural painting are demonstrated. Some art experience is helpful but none is required. This is part of an ongoing program to create murals. Students are expected to meet for additional lab time in lieu of homework. Students meet at various predetermined mural sites each week. (Open to non-Art majors and minors.)

ART 228 - Mural Painting II. (3) Advanced techniques of outdoor and indoor mural painting are demonstrated and experienced. Students take a lead role in concept and execution of each mural. Further study of art marketing through commissioned artworks is presented. This is part of an ongoing program to create murals in Ruidoso and surrounding communities. Students are expected to meet for additional lab time in lieu of homework. Students meet at various predetermined mural sites each week. (Open to non-Art majors and minors.)

ART 231 - Ceramics I. (3) An introduction to basic clay forming techniques including pinch, coil, slab, wheel throwing and glaze application. Additional art supplies will be required. Corequisite: ART 231L.

ART 231L - Ceramics I Lab. (1) Tutorial session designed to reinforce the skills developed in ART 231. Corequisite: ART 231L.

ART 232 - Ceramics II. (3) Continuation of ART 231. A concentration on wheel throwing as well as glaze formulation, application and kiln firing techniques. Additional art supplies will be required. Prerequisite: ART 231 or consent of instructor. Corequisite: ART 232L.

ART 232L - Ceramics II Lab. (1) Tutorial session designed to reinforce the skills developed in ART 232. Corequisite: ART 232.

ART 240 - Art as a Profession. (4) Course develops the necessary skills to work as a studio artist in today's art world. Emphasis on professional preparation in the art field, including artist statements, resume writing, producing a portfolio, photographic documentation, web-site design and content, exhibition planning and marketing skills. Emphasis is on art related problems. Additional art supplies will be required. Prerequisite: 15 credit hours in ART.

ART 241 - Sculpture I. (3) Methods, materials, and safety as applied to three-dimensional art fabrication. Additive and subtractive processes are covered and materials may include stone, wood, steel, brass, clay and plaster. Additional art supplies will be required. Prerequisite: ART 106.

ART 242 - Sculpture II. (3) Continued exploration of 3-D concepts with emphasis on mixed media, special problems and an introduction of casting. Additional art supplies will be required. Prerequisite: ART 241.

ART 250 - Plein Air Painting. (3) Plein Air Painting is for the intermediate and expert painter. The course emphasizes plein air painting and acquiring the tools and knowledge necessary to handle the challenges of outdoor painting. In the tradition of "alla prima" students learn how to work quickly to capture the effects of light. Additional art supplies will be required. Prerequisite: ART 221 and 222.

ART 253 - Digital Imaging. (3) An introduction to the fundamental concepts and features of image-editing computer software, including production of digital images, use of editing and special effects tools, clip art and scanning techniques. A working knowledge of a Windows operating environment is recommended. Additional art supplies will be required.

ART 254 - Digital Imaging II. (3) Digital Imaging II will provide students the opportunity to further develop skills in the fundamental concepts and features of image editing computer software, including production of digital images, use of editing and special effects tools, vector images and actions. Additional supplies will be required. Prerequisite: ART 253.

ART 259 – Masters Painting. (3) Concentration on a sophisticated color palette and manipulation of media. Exploring personal statements. Continuation of painting with added emphasis on individual achievement and style. Continuation of painting skills to either specialize in one medium or pursue multi-media to develop personal style. Additional art supplies will be required. Prerequisite: 12 credit hours in ART.

ENMU – Ruidoso Branch Community College

ART 268 - Workshop in Art. (1-9) As announced. (May be repeated for credit.)

ART 289 - Art Internship. (1-9) Upon recommendation of the instructor, the student may be placed in an art studio, museum, art gallery, or foundry. This opportunity provides the student with actual work experience in a professional setting. One credit per 60 hours of approved job experience. Prerequisite: 18 credit hours in ART, a minimum GPA of 3.0 and instructors approval.

ART 293 - Topics in Art. (1-4) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

BILINGUAL EDUCATION (BLED)

BLED 201 - Introduction to Bilingual Education. (3) A historical overview with a focus on present trends and practices.

BLED 268 - Workshop in Bilingual Education. (1-9) As announced. (May be repeated for credit.)

BLED 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

BLED 293 - Topics in Bilingual Education. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

BIOLOGY (BIOL)

Those courses specifically designed for the non-science major should not be taken by those working toward an Associate of Arts degree in the sciences. Students planning to pursue a Bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

BIOL 110 - Introduction to Wildlife and Fisheries Science. (3) Introduction to fundamental principles of animal populations, communities and ecosystems, as well as the conservation and management of wild animals and their habitats. Corequisite: BIOL 110L.

BIOL 110 L – Introduction to Wildlife and Fisheries Science Lab. (1) Scheduled field trips to local sites of interest in wildlife management. Emphasis on field identification and record keeping. Corequisite: BIOL 110.

BIOL 113 - Biology for General Education (NMCCNS BIOL 1113). (3) Principles of biology. Credit not applicable toward biology major or minor. Corequisite: BIOL 113L.

BIOL 113L - Biology for General Education Laboratory (NMCCNS BIOL 1111). (1) A two-hour laboratory per week to be taken in conjunction with BIOL 113.

BIOL 151 - General Biology I* (NMCCNS BIOL 1213). (3) A survey of ecology and evolutionary biology leading to an introduction of the basic biology of animals, plants and micro-organisms. Serves as an introductory course for students majoring in biology. Concurrent enrollment: BIOL 151L.

BIOL 151L - General Biology I Laboratory* (NMCCNS BIOL 1211). (1) Concurrent enrollment: BIOL 151.

BIOL 152 - General Biology II* (NMCCNS BIOL 1223). (3) An introduction to subcellular and cellular mechanisms and organization of biological systems. Serves as an introductory course for students majoring in biology. Concurrent enrollment: BIOL 152L.

BIOL 152L - General Biology II Laboratory* (NMCCNS BIOL 1221). (1) Concurrent enrollment: BIOL 152.

BIOL 209 - Anatomy and Physiology I (NMCCNS BIOL 2413). (3) Part of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers the skeletal and control systems including the nervous system, the endocrine system and signal transduction. Corequisite: BIOL 209L. Prerequisites: BIOL 152/152L.

BIOL 209L - Anatomy and Physiology I Lab (NMCCNS BIOL 2411). (1) Concurrent enrollment: BIOL 209.

BIOL 210 - Anatomy and Physiology II (NMCCNS BIOL 2423). (3) Part two of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers the muscular and other major body systems including cardiovascular, respiratory, renal and gastrointestinal systems. Corequisite: BIOL 210L. Prerequisites: BIOL 209/209L.

BIOL 210L - Anatomy and Physiology II Lab (NMCCNS BIOL 2421). (1) Concurrent enrollment: BIOL 210.

BIOL 214 - Microbiology (NMCCNS BIOL 2513). (3) Fundamentals of microbiology: growth, metabolism, genetics of microbes; survey of microbes; control of microbes; host-microbe interactions; infectious diseases; environmental and applied microbiology. Concurrent enrollment: BIOL 214L. Prerequisites: BIOL 152/152L highly recommended. CHEM 151/151L recommended.

BIOL 214L - Microbiology Laboratory (NMCCNS BIOL 2511). (1) Laboratory practice in techniques of identification and growth of bacteria; practice in the use of selective and differential media. Concurrent enrollment: BIOL 214. Prerequisite: BIOL 152/152L strongly recommended.

BIOL 216 - General Botany. (3) Introduction to the physiology, morphology and diversity of plants. Topics include plant anatomy and transport, reproduction, photosynthesis, ecology and a broad overview of the diversity of the land plants. Prerequisites: BIOL 151/151L.

ENMU – Ruidoso Branch Community College

BIOL 222 - Cell Biology. (3) Origin and function of living systems, cellular structure and physiology, energetics and metabolism, differentiation, multicellular systems. Prerequisites: BIOL 151/151L, 152/152L.

BIOL 231 - Genetics. (3) Mendelian pattern of inheritance, cytogenetics, molecular genetics, basic bioinformatics and genetic engineering. Prerequisites: BIOL 152/152L. Corequisite: BIOL 231.

BIOL 231L - Genetics Lab. (1) Corequisite: BIOL 231.

BIOL 235 - Introduction to Aquatic Ecology. (3) Introduction to the study of freshwater habitats and the ecology, distribution and identification of common freshwater organisms of the southwest. Field visits are required.

BIOL 236 - Introduction to Ichthyology. (3) Introduction to the biology and classification of fishes. Field visits are required. Prerequisites: BIOL 151 and BIOL 151L.

BIOL 241 - Wilderness Survival. (3) Designed for students interested in careers associated with outdoor recreation or professionalism. Emphasis on utilization of national forests and parks as recreational and educational facilities. Basic ecological relationships, survival techniques and life zones of the United States. Two hours lecture weekly, plus a weekend field trip into a wilderness area.

BIOL 261 /NATR 261 - Introduction to Vertebrate Zoology. (3) Evolution, ecology and diversity of vertebrates. Topics include comparative anatomy and physiology, biogeography, community ecology, behavior and conservation of fishes, amphibians, reptiles, birds and mammals. Field trips required. Prerequisites: BIOL 151 and BIOL 151L.

BIOL 266 - Rocky Mountain Life Zones. (3) A week-long field trip to introduce the major life zones of New Mexico, their characteristic flora and fauna and indicator species. Techniques of field identification and field note record keeping.

BIOL 266L - Rocky Mountain Life Zones Lab. (1) Corequisite: BIOL 266.

BIOL 268 - Workshop in Biology. (1–9) As announced. (May be repeated for a maximum of 4 hours.)

BIOL 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

BIOL 293 - Topics in Biology. (1–9) As announced. (May be repeated for credit.)

BUSINESS ADMINISTRATION (BUS)

BUS 151 - Introduction to Business (NMCCNS BUSA 1113). (3) The basic nature of business in an essentially market-disciplined economic system: the interdisciplinary nature of business and broad administrative principles governing organized human endeavor. Integrated study in the field of business. Discusses the whole business culture as a dynamic social system. Basic level to serve students majoring in any area of the University.

BUS 201 - Business Communication. (3) The vital role of effective communication in business and development of skill in business writing with emphasis on preparation of letters and reports; presenting information in a logically organized and acceptable form. Examines theory of communication, principles and techniques of effective business writing, verbal and nonverbal communication and organizational skills and an in-depth participatory look at the interviewing process. Prerequisites: CAS 101 or equivalent or consent of instructor and ENG 102.

BUS 203 - Business Ethics. (3) This course will study the subject of ethics within the modern business world and environment. Industry guidelines, the role of government, the degree of corporate social responsibility and accepted standards of conduct will be covered in the course. Students will practice the ethical decision-making process and examine cases of ethical dilemmas.

BUS 206 - Today's Entrepreneur. (3) This course is an introduction to the skills and personality traits needed to overcome the risks and efforts required to start and operate a new business. Topics also covered include the structure of ownership, sources of capital and information, dealing with diversity and uncertainty and the forces of changing social and economic conditions.

BUS 210 - Employability Skills. (2) This course is designed to help students/potential employees recognize and develop positive personal qualities in preparation for successful employment. It also focuses on the communication skills, including interviewing and resume preparation, customer service skills, effective interpersonal skills, productivity, ethical standards and career development that are in demand by employers.

BUS 221 - Principles of Real Estate. (3) Real estate as an academic and practical discipline; designed to introduce students to theory, principles, practices, problem-solving and decision-making techniques applicable to the purchase, transfer, lease, financing, appraisal, and brokerage of interests in land and buildings.

BUS 230 – Legal Environment of Business. (3) Survey of the legal environment of business including: the legal system (court system, sources and types of law, litigation and dispute resolution), ethics and corporate social responsibility, administrative law, tort law, contract law, agency and employment law.

ENMU – Ruidoso Branch Community College

BUS 234 - Launching a New Business. (3) Entrepreneurial students will learn the process and activities that must be performed before launching a new business venture. The course will guide the student through the process of analyzing potential customers, the forces of competition, financial projections and the impact of the economic climate. This course will lead the student through the process of recognizing an opportunity, testing a business concept and communicating the business opportunity to potential investors and lenders.

BUS 268 - Workshop in Business Administration. (1-9) As announced. (May be repeated for credit.)

BUS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

BUS 293 - Topics in Business Administration. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CHEMISTRY (CHEM)

Those working toward an Associate of Arts degree in the sciences should not take the courses specifically designed for the non-science major. Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

CHEM 113 - Chemistry for Today (NMCCNS CHEM 1113). (3) A non-mathematical approach to chemistry for non-science majors; chemistry of the real world and its role in modern technology and its effect on quality of life. Corequisite: CHEM 113L.

CHEM 113L - Chemistry for Today Laboratory (NMCCNS CHEM 1111). (1) Hands-on experience with common chemicals. Corequisite: CHEM 113.

CHEM 121 - Survey of General Chemistry. (3) A one-semester course in basic principles of general chemistry and its application. Corequisite: CHEM 121L (unless prior credit has been earned). Prerequisite: Math 107 or higher.

CHEM 121L - Survey of General Chemistry Lab. (1) Lab techniques to accompany CHEM 121. Three hours lab weekly. Corequisite: CHEM 121.

CHEM 151 - General Chemistry I* (NMCCNS CHEM 1213). (3) Basic laws and principles of chemistry, part I: metric units, scientific notation, periodic table, gas laws, chemical equations, thermodynamics, atomic and molecular structure and bonding. Students withdrawing from this course must receive instructor's permission to retain CHEM 151L. Prerequisite: MATH 119. Corequisite: CHEM 151L.

CHEM 151L - General Chemistry I Laboratory* (NMCCNS CHEM 1211). (1) Basic general chemical laboratory techniques. Students withdrawing from CHEM 151 may retain this course only with instructor's permission. Corequisite: CHEM 151.

CHEM 152 - General Chemistry II* (NMCCNS CHEM 1223). (3) Basic laws and principles of chemistry, part II: liquids, solids, solutions, reaction rates and mechanisms, equilibrium, acids and bases, oxidation/reduction and advanced topics. Students withdrawing from this course must receive instructor's permission to retain CHEM 152L. Prerequisites: CHEM 151/151L. Corequisite: CHEM 152L.

CHEM 152L - General Chemistry II Laboratory* (NMCCNS CHEM 1221). (1) Laboratory techniques in chemical principles and phenomena. Students withdrawing from CHEM 152 may retain this course only with instructor's permission. Corequisite: CHEM 152.

CHEM 268 - Workshop in Chemistry. (1-3) As announced. (May be repeated for maximum of 4 hours credit.)

CHEM 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

CHEM 293 - Topics in Chemistry. (1-3) As announced. (May be repeated for credit if topics are different.)

CONSTRUCTION TRADES (CNST)

CNST 101 - Math for Construction Trades. (3) Fundamental mathematics necessary to a broad range of building construction applications. Includes measurement, decimals, fractions, areas, volumes and angles. Prerequisite: Students must attain a Placement test arithmetic score of 57 or better or successfully complete MATH 101 (Basic Algebra).

CNST 102 - Tool and Equipment Safety. (1) An introduction to the proper and safe use of carpentry-related equipment with special emphasis on power tools.

CNST 103 - Employability Skills. (1) Training in the skills necessary to obtain and hold a job in the construction industry. Includes workplace ethics, resume writing and interviewing techniques.

CNST 104 - Introduction to Engineering. (1) Fields and functions of engineering; the engineering approach to problem solving; use of electronic calculators; graphical presentation; spoken and written communications; professionalism.

CNST 111 - Basic Woodworking for Constructors. (3) An introduction to the safe and correct use of hand and power tools commonly used in the construction trades.

ENMU – Ruidoso Branch Community College

CNST 121 - Blueprint Reading. (1) An introduction to the various architectural drawings and symbols with emphasis on extracting information and specifications from drawings. Prerequisites: CNST 101.

CNST 131 - Construction Estimating. (3) An introduction to various methods of cost estimation in residential construction and includes budgets and bid presentations. Prerequisite: CNST 101. Co-requisite: CNST 121.

CNST 141 - Residential Building Construction I. (3) A introduction to terminology and methods used to construct residential footings, foundations, stem walls, floors and walls. Co-requisite: CNST 121.

CNST 205 - First Aid w/ CPR. (2) A thorough overview of first aid skills and knowledge including CPR.

CNST 222 - Drafting for Constructors. (3) An introduction to the terminology and methods used to produce simple drawings needed by contractors.

CNST 239 - GB98/GB2 Licensure Exam Preparation. (3) Material covered includes licensing requirements, rules and regulations, business and law and other important aspects of owning and running a construction business. This capstone course is for students completing the Construction Trades apprenticeship program and anyone in the construction field with two years, fulltime experience or more.

CNST 242 - Residential Building Construction II. (3) A continuation of CNST 141 including more advanced wall framing techniques and roofs. Prerequisite: CNST 141.

CNST 261 - Residential Plumbing. (3) An introduction to the terminology and methods of the residential plumbing industry. Application of the basic fundamentals of residential plumbing including the importance of safety specific to the plumbing trades. Includes the layout and design of residential and light commercial water, drain, and gas piping and fixture installation.

CNST 268 - Workshop in Construction Trades. (1-9) As announced. (May be taken for credit with instructor and administrative approval.)

CNST 271 - Residential Wiring. (3) Application of the National Electrical Code, local codes and regulations for installation of branch circuits, services, feeders, temporary services and associated materials and equipment for residential and light commercial applications. Prerequisite: CNST 101.

CNST 289 – Internship Training. (1-16) This internship is required to complete the AAS in Construction Trades. Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

CNST 293 – Topics in Construction Trades. (1-9) As announced. (May be taken for credit with instructor and administrative approval.)

COMMUNICATION (COMM)

COMM 101 - Interpersonal Communication (NMCCNS COMM 1213). (3) The development of communication skills necessary for effective interaction with persons on an interpersonal level and in small groups; theoretical dimensions of interpersonal communication; provides opportunities for practical application.

COMM 102 - Public Speaking (NMCCNS COMM 1113). (3) Training in the composition of informative and persuasive discourse with emphasis on the use of evidence, reasoning, delivery skills and audience analysis.

COMM 103 - Introduction to Mass Communication. (3) General history and current trends in mass media; various types of mass media, investigation of opportunities and requirements of industries.

COMM 202 - Dynamics of Group Behavior. (3) Principles and practices of effective participation in small group discussion, with emphasis on improvement of critical thinking, problem solving, organizational skills and group cooperation.

COMM 203 - News Writing. (3) Principles of news and feature stories (computer assisted). Prerequisites: ENG 102 and basic computer skills. Corequisite: COMM 203L.

COMM 203L - News Writing Laboratory. (NC). Corequisite: COMM 203.

COMM 210 - Audio Production. (3) Basic orientation of principles and techniques of radio and television audio production equipment. Course includes technical and creative use of microphones, mixing consoles, music, sound effects and recorders for radio, television and film sound tracks. Concurrent enrollment COMM 210L.

COMM 210L - Audio Production Laboratory. (NC) Concurrent enrollment: COMM 210.

COMM 212 – Introduction to Digital Photography. (3) Basics of digital photography to be used in media covered. Topics include: camera operation, software application, framing, news value and legal and ethical considerations.

COMM 215 - Newspaper Practicum. (2) Practical experience through work on student newspaper or yearbook as staff writers or editors under the supervision of the instructor. (May be repeated for a maximum of four hours.) Pre/Corequisite: COMM 203 or consent of instructor.

COMM 231 - Argumentation Theory. (3) Techniques of broadcast announcing, voice development, microphone techniques and practical experience with various materials in broadcast situations.

COMM 250 - Techniques of Listening. (3) Students learn principles and techniques of listening to improve their concentration level, interpersonal relationships and job effectiveness. Attitudes, behaviors and habits of effective listening are explored.

COMM 260 - Public Relations. (3) Introduction to the theory in practice of public relations. Study of its functions in organizations, society, issues, concepts and theories. Emphasis on practical applications.

COMM 268 - Workshop in Communication. (1-9) As announced. (May be repeated for credit.)

COMM 293 - Topics in Communication. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

COMM 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

COMPUTER APPLICATIONS AND SUPPORT (CAS)

CAS 101 - Keyboarding. (3) Development or upgrading of the techniques of touch keyboarding and introduction to Microsoft Word through the creation of basic business documents such as letters, interoffice memorandums and reports.

CAS 263 - Microsoft Word. (3) Emphasis on today's most widely-used business word processing software: Microsoft Word. Students will progress through basic to intermediate levels of document creation and manipulation; mail merge; graphics; and a basic introduction to desktop publishing.

CAS 263L - Microsoft Word Lab. (1) This lab is designed for students seeking Microsoft Certification in Word. It includes sample exams and tasks, records how students complete each task and grades student results. Corequisite: CAS 263 - Microsoft Word.

CAS 168/268 - Workshop in Computer Applications and Support. (1-9) As announced. (May be repeated for credit.)

CAS 274 - Microsoft Excel. (3) Basic to intermediate coverage of spreadsheets using the Microsoft Excel software will allow students to create and manipulate worksheets and charts, use formulas and functions and query databases.

CAS 274L - Microsoft Excel Lab. (1) This lab is designed for students seeking Microsoft Certification in Excel by utilizing an assessment manager software to prepare for the exam. It includes sample exams and tasks, records how students complete each task and grades student results. Corequisite: CAS 274 - Microsoft Excel.

CAS 284 - Microsoft Access. (3) The course provides a comprehensive presentation of the Microsoft Access program. Topics include creating and designing databases, tables, forms and reports. It also includes querying, maintaining and establishing relationships between databases. Students learn how to create data access pages, combo boxes; using OLE fields, hyperlinks and subforms. They also learn how to create an application system using the Switchboard Manager.

CAS 284L - Microsoft Access Lab. (1) This lab is designed for students seeking Microsoft certification in Access by utilizing an assessment manager software to prepare for the exam. It includes sample exams and tasks, records how students complete each task and grades student results. Corequisite: CAS 284 - Microsoft Access.

CAS 285 - Microsoft PowerPoint. (3) This is a complete presentation graphics program that provides students with the tools to produce professional presentations. Students learn how to create and work with design templates, auto layouts and background slides. Also covered are how to add tables, charts, clip art, pictures, video, sound and animation effects.

CAS 285L - Microsoft PowerPoint Lab. (1) This lab is designed for students seeking Microsoft Certification in PowerPoint by utilizing an assessment manager software to prepare for the exam. It includes sample exams and tasks, records how students complete each task and grades student results. Corequisite: CAS 285 - Microsoft PowerPoint.

CAS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

CAS 193/293 - Topics in Computer Applications and Support. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CRIMINAL JUSTICE (CJ)

CJ 102/SOC 102 - Introduction to Criminal Justice.

(3) Analysis of law and society with emphasis on the police, prosecution, the courts, corrections, and probation and parole.

CJ 202 - Introduction to Criminal Investigation. (3) An overview analysis of the science of criminal investigation. All aspects of the investigative process are surveyed from the preliminary investigation at the crime scene through prosecution and trial.

CJ 203 - Introduction to Corrections. (3) An overview and critical analysis of contemporary correctional theory and practice. Course compares mainline American corrections with historical, cross-cultural, philosophical and non-traditional views of corrections.

CJ 205 - Criminal Procedures. (3) Criminal procedure, including laws of arrest, search and seizure and leading case law.

CJ 212 - Industrial and Retail Security. (3) Deals with retail functions, internal theft, shoplifting, public relations; surveys and prevention in public and private settings.

CJ 225 - Gangs in American Society. (3) Study of juvenile and adult groups that have joined together to engage in delinquent and criminal acts.

CJ 233 - Juvenile Justice. (3) A comprehensive overview of the contemporary juvenile justice system. Analysis of the philosophical aspects as well as the challenges and changes to the prevailing juvenile justice system. The New Mexico Children's Code is compared to policies and laws in other states.

CJ 234 - Victimization in American Society. (3) Study of crime victims. Focuses on the physical, emotional and financial harm people suffer at the hands of criminals.

CJ 235 - Rules of Evidence. (3) Deals with the principles and rules of law emphasizing evidentiary problems related to criminal cases. Prerequisite: CJ 102.

CJ 268 - Workshop in Criminal Justice. (1-9) As announced. (May be repeated for credit.)

CJ 284 - American Judicial Systems. (3) Analysis of law and society with emphasis on the rights of the accused, the role of the district attorney, the judge, the defense attorney and legal terminology.

CJ 287 - Criminal Law. (3) A study of the general principles and doctrines of substantive criminal law to include the sources of law, classifying crimes and ideological perspectives. Legal definitions of crimes codified in the New Mexico Criminal Code are emphasized. Prerequisite: CJ 102.

CJ 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

CJ 293 - Topics in Criminal Justice. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CJ 294 - Practicum. (3) Supervised practical field experience in a Criminal Justice agency. A minimum of six (6) hours per week will be in direct service or contact. One (1) hour per week supervision and critique of activities. Prerequisites: CJ 102 and a minimum of nine credit hours in 200-level CJ courses.

COMPUTER SCIENCE (CS)

CS 121 - Computing Concepts. (3) Introduction to computing disciplines: computer science and computer information systems. Topics may include: computer organization, programming languages, algorithms and problem solving. Prerequisite: MATH 101 or ACT math score of at least 21 or SAT math score of at least 550.

CS 123 - Programming Fundamentals. (3) Concepts and programming techniques fundamental to the practice and theory of Computer Science: I/O, operators and expressions, control structures, functions and arrays. Prerequisite: MATH 107 or satisfactory ACT/SAT score.

DANCE (DNC)

DNC 101 - Introduction to Dance (NMCCNS DANC 1013). (3) Introduction to fundamentals of dance technique, dance history and aesthetics studied through text, video and participation.

DNC 102 - Modern Dance I. (3) Introduction and development of basic modern dance technique and its history approached through academic study and participation.

DNC 108 - Introduction to Ballet. (2) Basic technique, vocabulary and classical ballet history approached through academic study and participation. Practical application of anatomical placement, posture and control.

DNC 268 - Workshop in Dance. (1-9) As announced. (May be repeated for credit.)

DNC 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

DNC 293 - Topics in Dance. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)



DEAF STUDIES (DS)

The Deaf Studies curriculum is designed to promote awareness of and communication with the Deaf community. It is a basic approach to the appreciation of Deaf Culture and the art of sign language.

DS 101 - American Sign Language I (ASL I). (3) Interactive approach to ASL by use of vocal and non-verbal instruction. Develops basic sign vocabulary.

DS 102 - American Sign Language II (ASL II). (3) A continuation of DS 101. Develops basic competencies for communication. Introduction to ASL grammar and syntax. Prerequisite: DS 101.

DS 110 - Introduction to American Deaf Culture. (3) Study of psychological and social aspects of deafness. General overview of American Sign Language (ASL) and manual communication systems: Pidgin Signed English (PSE), Manual Coded English (MCE) and Signing Exact English (SEE). It is recommended that this course be taken before or in conjunction with DS 101.

ECONOMICS (ECON)

ECON 200 - Survey of Economics. (3) An introductory level course in economics designed for non-business majors. Emphasis is placed on understanding of how economic principles apply to domestic and global issues in today's world.

ECON 221 - Principles of Macro Economics (NMCCNS ECON 2113). (3) Interrelationships involving inflation, unemployment, gross national product, taxes, government spending and the domestic and world monetary systems.

ECON 222 - Principles of Micro Economics (NMCCNS ECON 2123). (3) Economics of resource allocation with applications to the current economic problems of poverty, agriculture, monopoly, labor unions and market structure. Prerequisite: ECON 221.

EDUCATION FOUNDATIONS (EDF)

EDF 222 - Structured Observations of Teaching. (3) Introduction to the study and practice of teaching. For students interested in pursuing a career in teaching. Includes early field experience in precollegiate teaching. Required for advancement in the Teacher Education Program.

EDF 250 – Introduction to Online Course Design. (3) Introduction to learning management systems, course design and to online teaching and learning. Includes structure and organization of online courses, design and implementation of online activities and assessments, and creation and moderation of effective online discussion. Prerequisite: Consent of Instructor and administrative approval. Required for new ENMU-Ruidoso online instructors.

EDF 268 - Workshop in Education Foundations. (1-9) As announced. (May be repeated for a maximum of (6) in all education work shops.)

EDF 281 - Arts and Crafts for the Elementary Teacher. (3) Application of techniques, methods, and materials of arts and crafts in the teaching of subject matter by the elementary classroom teacher. Additional art supplies will be required.

EDF 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

EDF 293 - Topics in Education Foundations. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

EMERGENCY MEDICAL SERVICES (EMS)

EMS 101 - Cardiopulmonary Resuscitation. (1) Covers the principles and techniques of basic cardiac life support, prudent living, risk factors and action for survival. Students will also acquire skills in airway and breathing management using adjuncts, an automatic defibrillator and initial management of life threatening situations. Upon completion, students are eligible for Basic Life Support Certification by the American Heart Association. This course has required Precourse work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS instructor for more information. (May be repeated for credit.)

EMS 102 - Basic Emergency Care. (1) Uses the National Green Cross curriculum for the general public response to medical and traumatic emergencies. This course is suitable for business and industry and meets all local, state and federal requirements for first aid at industrial sites. Includes first aid, airway management and public access defibrillation. (May be repeated for credit.)

EMS 103 - Wilderness First Aid. (1) Provides comprehensive information about how to deal with medical and traumatic emergencies when help is hours, even days, away. This course is suitable for outdoor recreationists and people who work or live in remote locations. This course uses the National Green Cross curriculum.

EMS 104 - First Aid and CPR for Child Care Providers. (1) Prepares personnel childhood education and other child care fields to respond to emergencies involving children. This course meets all local, state and federal requirements for first aid and CPR training of child care providers. This course uses the National Green Cross curriculum. (May be repeated for credit.)

EMS 105 - First Responder. (3) Provides initial basic prehospital life-saving knowledge and skills. First responders are individuals attained to assess patients and provide emergency care.

ENMU – Ruidoso Branch Community College

EMS 106 - First Responder Refresher. (1) Reviews and updates the knowledge base and skills of the First Responder. Prerequisite: current First Responder card. (May be repeated for credit.)

EMS 107 - First Aid and CPR for Firefighters. (1) This course was developed in conjunction with the New Mexico Fire Academy and the EMS Academy to fulfill the first aid requirements of the Fire Fighter One Program as outlined by the NFPA 1001 Fire Fighter Professional Qualification, 1992 edition.

EMS 111 - EMT-Basic. (5) Provides an introductory survey of emergency medical services with emphasis on intermediate care, aid and transportation of the sick and injured. Corequisite: EMS 101/111L.

EMS 111L - EMT-Basic Practicum. (2) Local EMS facilities will be used for application and practice of skills learned in EMS 111. Local EMS facilities will also be used in conjunction with this lab to provide field and hospital experience in EMS. Corequisite: EMS 111.

EMS 121 - EMT-Basic Refresher. (1) Reviews and updates the knowledge base and skills of the currently certified EMT-Basic. Prerequisite: Current EMT-B license and current CPR card. (May be repeated for credit.)

EMS 175 - EMT-Intermediate I. (6) Provides the EMT-B with information covering New Mexico EMS as it affects the EMT-I. Prerequisite: Acceptance to EMT-I program. Corequisite: EMS 175L and 176L.

EMS 175L - EMT-Intermediate I Lab. (1) Uses local facilities for the application of knowledge and the practice of skills related to the intermediate care of patients learned in EMS 175. Corequisite: EMS 175 and 176L.

EMS 176L - EMT-Intermediate I Clinical Practicum. (1) Uses local clinical facilities for the clinical application of knowledge and the practice of skills related to the intermediate care of patients learned in EMS 175. Students may be required to travel to complete some clinical requirements. Corequisite: EMS 175 and 175L.

EMS 185 - EMT-Intermediate Refresher. (1) Reviews and updates the knowledge base and skills of the currently certified EMT-Intermediate. Prerequisites: Current EMT-I license and current CPR card. (May be repeated for credit.)

EMS 195 - EMT-Intermediate II [NSC]. (5) Based on the EMT-Intermediate: National Standard Curriculum and exceeds the level of instruction of a New Mexico EMT-I. Prerequisite: Acceptance to EMT (NSC) program. Corequisite: EMS 195L and 196L.

EMS 195L - EMT-Intermediate II Practicum Lab [NCS]. (1) Uses the College's EMS lab for the application of knowledge and the practice of skills learned in EMS 195. Corequisite: EMS 195 and 196L.

EMS 196L - EMT-Intermediate II Clinical Practicum [NSC]. (2) Uses local clinical facilities for the clinical application of knowledge and the practice of skills learned in EMS 195.

EMS 195L. Students may be required to travel to complete some clinical requirements. Corequisite: EMS 195 and 195L.

EMS 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisite: Consent of instructor.

EMS 293 – Topics in Emergency Medical Services. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ENGLISH (ENG)

Students must attain the required level on the English and reading portions of the University Skills Placement Test or ACT or successfully complete ENG 101 (Developmental Writing) and RED 101 (College Reading Skills) before they may enroll in English 102. It is highly recommended that students meet these requirements prior to enrollment in any English course. No student will be awarded a certificate of completion or an associate degree without achieving the required level of University skills in English.

ENG 100 -Basic English Skills. (3) Developmental course designed to improve writing skills by focusing on the fundamentals of sentence structure, correct usage, grammar and punctuation. *Credit not applicable toward degree requirements.*

ENG 100L - Basic English Skills. (1) This lab offers self-paced computer-assisted instruction designed to reinforce the English and writing skills developed in ENG 100. *Credit not applicable toward degree requirements.*

ENG 101 - Developmental Writing. (3) A transitional course between ENG 100 and ENG 102. Examines the writing process from simple paragraphs to the essay by exploring topics, creating topic sentences, organizing details and revising. Students incorporate reading skills into the writing process and will summarize, critique and evaluate essays as a means for revising their own work. Includes a review of grammar, usage, punctuation and sentence structure. *Credit not applicable toward degree requirements.* Prerequisite: Placement test, ACT scores or ENG 100. Corequisite: ENG 101L.

ENG 101L - Developmental Writing Lab. (1) Tutorial session designed to reinforce the writing skills developed in ENG 101. *Credit not applicable toward degree requirement.* Corequisite: ENG 101.

ENMU – Ruidoso Branch Community College

ENG 102 - English Composition (NMCCNS ENGL 1113). (3) Sentence and paragraph grammar; literary models; writing narrative, persuasive and expository papers; enhanced critical thinking and writing skills. Prerequisite or Corequisite: Placement by ACT score, English and reading portion of the University Skills Placement Test or successful completion of ENG 101 and RED 101.

ENG 104 - English Composition and Research (NMCCNS ENGL 1123). (3) A continuation of ENG 102; applies critical thinking, reading and writing skills to research paper writing. In order to enhance students' interdisciplinary research, special topics may be selected. Prerequisite: ENG 102.

ENG 133 - Writing for Technical Professionals. (3) Sentence and paragraph grammar applied to professional and technical writing, including email, reports, proposals, letters and other media. Prerequisite or Corequisite: UNIV 101 or UNIV 102, placement by ACT score, English and reading portion of the University Skills Placement Test or successful completion of ENG 101 and RED 101.

ENG 201 - Types of Literature. (3) An introduction to a literary genre. Subtitles vary by semesters. A. Short Story; B. Novel; C. Drama; D. Poetry; E. Science Fiction. If instructor consents, may be repeated for credit under different subtitle. Designed primarily for non-majors.

ENG 211 - Introduction to Literature (NMCCNS ENGL 2213). (3) Elements of the short story, the novel, poetry and drama; mythology, literary terms, basic techniques of each literary form; practice in writing about literature. (3) Overview of British literature from Beowulf to Eighteenth Century.

ENG 221 - British Literature (NMCCNS ENGL 2413). (3) Overview of British literature from Beowulf to eighteenth Century.

ENG 222 - British Literature Survey I (NMCCNS ENGL 2423). (3) Overview of British literature from Pre-Romanticism to the Contemporary period.

ENG 235 - Advanced Composition. (3) For students striving for fluency, maturity and significance in their writing. Short works of master writers are studied for ideas, style and structure. Prerequisite: ENG 104.

ENG 251 - Survey of American Literature I (NMCCNS ENGL 2513). (3) Overview of American Literature from the earliest works to the Civil War.

ENG 252 - Survey of American Literature II (NMCCNS ENGL 2523). (3) Overview of American Literature from the Civil War to present.

ENG 268 - Workshop in English. (1-9) As announced. (May be repeated for credit.)

ENG 275 - The Motion Picture. (3) Criticism of film as an art and literary form; selected films with attention to composition and final impact.

ENG 281 - Comparative Mythology. (3) An introduction to the mythology of various cultures. Offers a broad multicultural acquaintance with the literary masterpieces of world mythology from its beginning to the present.

ENG 293 – Topics in Language Arts. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

FAMILY AND CONSUMER SCIENCES (FCS)

FCS 107 - Health, Safety and Nutrition. (2) Strategies for promoting physical and mental health, appropriate nutrition and safe environments for young children.

FCS 124 - Child Care Basic Competencies. (3) Designed for entry level early care, education and family support professionals. Knowledge, skills and attitude development with practice in the seven early childhood education competency areas. For elective credit only. Prerequisite: (consent of instructor.)

FCS 220 - Professionalism in Early Childhood. (2) An examination of the code of ethics, advocacy practices and current issues of the early childhood profession.

FCS 221 - Child Growth, Development and Learning. (3) Physical, social, emotional and cognitive growth and development of the child from conception through age eight. Includes observations of children.

FCS 223 - Assessment of Children and Program Evaluation I. (3) Assessment strategies, including observation, for gathering and reporting information about young children. Techniques for evaluating early childhood programs.

FCS 239 - Curriculum Development and Implementation I. (3) Development of appropriate experiences and learning environments for young children through integrated content and curriculum based on social, cognitive, physical and emotional areas of development. Concurrent enrollment: FCS/ELED 239L. Prerequisite: FCS 221.

FCS 239L - Curriculum Development and Implementation I Lab. (2) Supervised experience planning and participating in experiences with young children; application of principles of child growth and development for families and teachers. Concurrent enrollment: FCS/ELED 239. Prerequisite: FCS 221.

FCS 240 - Curriculum Development and Implementation II. (3) Development of appropriate experiences and learning environments for young children that integrate content and curriculum based on social, cognitive, physical and emotional areas of development. Concurrent enrollment: FCS 240L. Prerequisites: FCS 221, 239/L.

FCS 240L - Curriculum Development and Implementation

II Lab. (2) Supervised experience planning and participating in experiences with young children; application of principles of child growth and development for families and teachers. Concurrent enrollment: FCS 240. Prerequisites: FCS 221, 239/L.

FCS 265 - Guiding Young Children. (3) The teacher's use of appropriate guidance to support the development of self-regulatory capacities in young children. Indirect guidance in the classroom environment. Prerequisite: FCS 221.

FCS 268 - Workshop in Family and Consumer Sciences. (1–3). As announced. (May be repeated for a maximum of 6 hours.)

FCS 280 - Family and Community Collaboration I. (3) The dynamics of working with family members, community agencies and other professionals to meet the needs of young children.

FCS 293 - Topics in Family and Consumer Sciences. (1–3) As announced. (May be repeated for credit.)

FILM (FILM)

FILM 209/HIST 209 - Lincoln County War thru Film. (3) Course content includes motion picture films and documentaries related to the Lincoln County War. Content also includes criticism of major motion pictures.

FILM 268 - Workshop in Film. (1-9) As announced. (May be repeated for credit.)

FILM 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

FILM 291 - Directed Studies. (1-3) This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU *Ruidoso*. Assignments must as a minimum require 30 hours of work per credit hour, in the form of a substantial research paper, study or project. Prerequisite: completion of Directed Studies Request Form, consent of instructor and administrative approval. (May be repeated for credit.)

FILM 293 - Topics in Film. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

FILM 294 - Practicum. (3) Supervised experience in film making. A minimum of six (6) hours per week are in direct service or contact. One (1) hour per week supervision and critique of activities.

FINANCE (FIN)

FIN 201 - Principles of Finance (NMCCNS FIN 2113). (3) Provides an introduction to financial relationships in our economic environment stressing concepts and techniques of financial management. Also included are the time value of money, basic instruments of financing, financial planning, capitalization, marketing of securities, dividend policies, financial combinations, the international dimensions and social policy. Prerequisites: ACCT 200 or ACCT 201.

FIN 206 - Finance for Small Business. (3) This course offers a general introduction to the study of financial management, with an emphasis on the small business. The course covers issues such as sources of capital, financial statement analysis, time value of money, budgeting, financial structures and other factors that influence the financial decisions of small business management.

FIN 268 - Workshop in Finance. (1-9) As announced. (May be repeated for credit.)

FIN 287 - Personal Finance. (3) Relationship of personal goals to money management in terms of expenditures, savings and tax considerations. Financial media that serve the individual, such as life insurance, savings, securities and consumer and mortgage credit.

FIN 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

FIN 293 - Topics in Finance. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

FRENCH (FR)

FR 101 - Beginning French (NMCCNS FREN 1114). (4) Development of speaking, reading and writing skills and introduction to linguistic structures in a cultural context.

FR 102 - Continuation of Beginning French (NMCCNS FREN 1124). (4) Second semester of Beginning French. Prerequisite: FR 101 or equivalent (consult with instructor).

FR 201 - Intermediate French (NMCCNS FREN 2113). (3) Grammar review and discussion of introductory literary texts from throughout the French speaking World. Prerequisite: two semesters of Beginning French or equivalent (consult with instructor).

FR 202 - Continuation of Intermediate French (NMCCNS FREN 2123). (3) Second semester of Intermediate French. Prerequisite: FR 201 or equivalent (consult with instructor).

ENMU – Ruidoso Branch Community College

FR 268 - Workshop in French. (1–3) As announced. (May be repeated for credit.)

FR 293 - Topics in French. (1–3) As announced. (May be repeated for credit.)

FIRE PROTECTION TECH (FPT)

FPT 101 - Introduction to Fire Protection. (3) History and philosophy of fire protection and review of statistics of loss of life and property by fire. Introduction to agencies involved in fire protection and career orientation. Recruitment and training for fire departments, pay and current related problems. Future of expanding fire service.

FPT 268 - Workshop in Fire Protection Technology. (1-9) As announced. (May be repeated for credit)

FPT 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

FPT 293 - Topics in Fire Protection Technology. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

GEOGRAPHY (GEOG)

GEOG/ANTH 103 - Humans and Their Environments (NMCCNS GEOG 1113). (3) The relationship between natural environment and human activities. A basic introduction to geography. (Does not count towards anthropology major.)

GEOG/ANTH 233 - People and Cultures of the World (NMCCNS GEOG 1213). (3) The diverse societies that exist in various geographical areas of the world, with emphasis on understanding relationships between cultural systems and natural environments.

GEOG/ANTH 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

GEOG 293 - Topics in Geography. (1-9) As announced. (May be repeated for a maximum of 6 with consent of instructor.)

GEOLOGY (GEOL)

Those working toward an Associate of Arts degree in the sciences should not take those courses designed specifically for the non-science degree. Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

GEOL 113 - The Geological Environment (NMCCNS ENVS 1113). (3) Geological processes and hazards, resources and environmental problems including pollution, global warming and waste disposal. For non-majors only. Corequisite: GEOL 113L.

GEOL 113L - The Geological Environment Laboratory (NMCCNS ENVS 1111). (1) Materials and processes of the solid earth. Corequisite: GEOL 113.

GEOL 151 - Physical Geology (NMCCNS GEOL 1113). (3) The study of earth materials and the important internal and surface processes shaping the earth. A field trip is required. Concurrent enrollment: GEOL 151L.

GEOL 151L - Physical Geology Laboratory (NMCCNS GEOL 1111). (1) Materials and processes of the solid earth. Three hours laboratory work per week. Concurrent enrollment: GEOL 151.

GEOL 152 - Historical Geology* (NMCCNS GEOL 1213) . (3) Evolution of the earth's surface and the biosphere; ancient environments and plate tectonics. A field trip is required. Prerequisites: GEOL 113/113L or 151/151L. Concurrent enrollment: GEOL 152L.

GEOL 152L - Historical Geology Laboratory* (NMCCNS GEOL 1211). (1) Fossils, geological environments and processes. Three hours laboratory work per week. Concurrent enrollment: GEOL 152.

GEOL 222 - Planetology. (3) A comparative study of the planets and moons comprising our solar system. Incorporates the most recent findings of the space probes. Prerequisites: GEOL 151 and 152 or consent of instructor. Corequisite: GEOL 222L.

GEOL 222L - Planetology Lab. (1) Laboratory investigations of the properties of the planets such as orbits, geologic history and chemical and physical attributes. Direct observation of planets will be attempted when possible. Corequisite: GEOL 222.

GEOL 268 - Workshop in Geology. (1-9) As announced. (May be repeated for a maximum of 4 hours.)

GEOL 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

GEOL 293 - Topics in Geology. (1–9) As announced. (May be repeated for credit with permission of advisor.)



ENMU – Ruidoso Branch Community College

GERMAN (GER)

GER 101 - Beginning German. (4) Development of speaking, reading and writing skills and introduction to linguistic structures in a cultural context.

GER 102 - Continuation of Beginning German. (4) Second semester of Beginning German. Prerequisite: GER 101 or equivalent with instructor approval.

GER 268 - Workshop in German. (1-9) As announced. (May be repeated for credit.)

GER 293 - Topics in German. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HEALTH AND PHYSICAL EDUCATION (HPE)

Activity Courses

HPE 103 - Racquetball. (1)

HPE 104 - Beginning Aerobic Exercise. (1)

HPE 106 - Step Aerobics. (1)

HPE 109 - Aqua Aerobics. (1)

HPE 111 - Jogging. (1)

HPE 115 - Personal Defense. (1)

HPE 125 - Stretch and Tone. (1)

HPE 127 - Aqualogix. (1)

HPE 130 - Social Dance. (1)

HPE 133 - Beginning Hiking. (1)

HPE 134 - Intermediate Hiking. (1)

HPE 145 - Walking for Fitness. (1)

HPE 146 - Swim for Fitness. (1)

HPE 155 - Basic Horsemanship. (1)

HPE 205 - Volleyball. (1)

HPE 221 - Weight Training. (1)

HPE 222 - Intro to Skiing. (1)

HPE 223 - Intro to Snowboarding. (1)

HPE 224 - Beginning Golf. (1)

HPE 225 - Advanced Golf. (1)

HPE 243 - Beginning Tennis. (1)

HPE 259 - Intro to Bowling. (1)

HPE 260 - Intermediate Bowling. (1)

HPE 280 - Lifelong Wellness. (1-2)

Non-Activity Courses

HPE 121 - Concepts of Health/Wellness. (3) Concepts of physical, mental/psychological and social health; implications for lifelong health and wellness as influenced by personal behavior choices.

HPE 141 - Exercise and Wellness Education. (2) Designed as an introductory course at the College level. Covers many areas in the broad field of physical fitness and wellness education. The primary purpose of this course is to acquaint students with basic knowledge, understanding and values of wellness as they relate to optimal, healthful living.

HPE 142 - Fundamentals of Physical Well-being. (1) Concepts of physical well-being: introduction to a variety of lifetime physical activities; cognitive components of physical fitness, nutrition, stress management, disease prevention and other health-related topics.

HPE 220 - First Aid. (2) A thorough overview of first aid skills and knowledge. Required for RED CROSS CERTIFICATION.

HPE 268 - Workshop in Physical Education. (1-9) As announced. (May be repeated for credit.)

HPE 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

HPE 293 - Topics in Physical Education. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HISTORY (HIST)

HIST 101 - Survey of American History to 1877 (NMCCNS HIST 1113). (3) Development of American principles and ideals from the colonial era through the early national period; issues in sectional divergence, the Civil War and Reconstruction.

HIST 102 - Survey of American History since 1877 (NMCCNS HIST 1123). (3) Changes which brought the urban/industrial society of today into being; World War I and II and after.

HIST 121 - Survey of Western Civilization I (NMCCNS HIST 1053). (3) Egyptian, Mesopotamian and Cretean civilizations; early Greek political and intellectual development; Rome and the rise of the Christian Church; life and society in the medieval period; and the Renaissance in Italy and the North.

HIST 122 - Survey of Western Civilization II (NMCCNS HIST 1063). (3) The Protestant Reformation and the birth of the modern world; rise of Absolutism, reactions to the rise in war and revolution; Western technology, social and intellectual history; and political trends to the present.

HIST 203 - New Mexico (NMCCNS HIST 2113). (3) New Mexico's Indian, Spanish, Mexican and American epochs; internal development and problems in the state; New Mexico's place in the United States.

HIST 205 - Lincoln County History. (3) History of the Lincoln County region and the Mescalero reservation. Course includes formation of the town of Lincoln, history of key institutions and people and history of the region framed in national and international context.

ENMU – Ruidoso Branch Community College

HIST 207 - Lincoln County War. (3) History of the Lincoln County War including origin of the war, related events, key figures and social context of war in the American West.

HIST 168/268 – Workshop in History. (1- 9) As announced. (May be repeated for credit.)

HIST 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. Prerequisites: Consent of instructor.

HIST 291 – Directed Studies. (1-3) This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Ruidoso. Assignments must, as a minimum, require 30 hours of work per credit hour, in form of a substantial research paper, study or project. Prerequisite: completion of Directed Studies Request Form; consent of instructor and administrative approval. (May be repeated for credit.)

HIST 293 - Topics in History. (1-9) As announced. (May be repeated with credit with consent of instructor and administrative approval.)

HOSPITALITY & TOURISM (HRTM)

HRTM 151-Introduction to Hospitality Management. (3)
An overview of the hospitality industry – lodging, food and beverage, tourism, events management, club and resort management.

HRTM 200 - Management of Food & Beverage Operations.
(3) Introduction to concepts related to the preparation and presentation of food and beverage products. Topics covered will include the components of a dining room operation and the understanding of quality customer service; awareness of varieties of alcoholic and nonalcoholic beverages; purchasing, pricing and cost controls; and marketing.

HRTM 201-Basic Hotel and Restaurant Accounting. (3)
This is an introductory course in accounting principles for hospitality students. The course provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data and the preparation and analysis of financial statements to aid in managerial decisions.

HRTM 205-Hospitality Supervision. (3) This course familiarizes students with the principles of supervision as they apply specifically to the hospitality industry. It covers topics such as supervisory and management processes, effective communications and supervisory responsibilities. Students learn about establishing productivity standards, controlling labor costs, motivating, discipline and managing conflict.

HRTM 208-Managing Front Office & Housekeeping Operations. (3) This course introduces the student to the

management of the critical front office and housekeeping departments. Topics include customer service, revenue management techniques, planning, organizing and staffing. Techniques for increased coordination between the two functions will also be stressed.

HRTM 210-Marketing for the Hospitality Industry. (3)
This course familiarizes students with the essential skills of defining a service market, developing a market plan and directing personnel to follow the plan. Emphasis is on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market.

HRTM 220-Special Attractions and Events Management.
(3) An introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and function involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events.

HRTM 230-Customer Service Management. (3) This course includes a focus on courtesy, an essential function of the hospitality industry, emphasizing personal and interpersonal relationships in a work environment. Students acquire skills in human relations and methods of improving communications. Also included is an examination of the organization and management of the hotel front office and guest service operations.

HRTM 235-Technology in the Hospitality Industry. (3)
This course will provide students with skills for operating hotel management and food and beverage operations computer systems. It will expose the student to the uses and applications of computer and high-technology equipment in the hospitality industry.

HRTM 240-Catering, Restaurant and Food Management. (3)
This course provides an overview of the restaurant industry with focus on the major segments. Emphasis is on developing plans for marketing, accounting systems, staffing, training, menu development and cost controls for restaurant operations. Other topics covered will include safety and sanitation and legal regulation in the restaurant industry.

HRTM 245-Managing Hospitality Human Resources. (3)
This course will provide the student with the latest strategies for attracting workers, minimizing turnover and maximizing productivity. Topics also include labor market issues, legal and political environments and corporate cultures.

HRTM 248-Convention and Meetings Management. (3)
This course covers the management and operation of the convention and meetings market of the hospitality industry. It includes an introduction to the meetings industry, promotional activities, convention market salesmanship, customer service and convention service.

HRTM 250-Hotel/Resort Operations Management. (3)
This course includes a more detailed presentation of hotel and motel operations and management in specific areas including

ENMU – Ruidoso Branch Community College

front desk operations, housekeeping and sanitation, food and beverage and facility management.

HRTM 252-Security and Loss Prevention for the Hospitality Industry. (3) This course covers security issues that are key concerns at every property. It includes a discussion of physical security, asset protection, guest protection, security equipment, emergency management and OSHA requirements.

HRTM 255-Planning and Control for Food and Beverage. (3) This course covers the principles and procedures involved in an effective food and beverage control system, including standards determining the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control and computer applications. Prerequisites: HRTM 200.

HRTM 268-Workshop in Hospitality and Tourism. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HRTM 276-Accounting for Hospitality Managers. (3) This course will cover the essentials of operational management and accounting controls as they relate to the hospitality industry. Attention will be given to report analysis, cost controls for food and beverage outlets, managerial planning and control of labor functions, with emphasis on profit maximization.

HRTM 278-Purchasing for Hospitality Operations. (3) This course will provide the student with the techniques and tools to become a wiser buyer. Topics include practices for buying major commodities and non-food supplies, specifics on negotiation, data management, distribution systems, price forecasting and market analysis.

HRTM 289 - Hospitality Internship. (1-12) A practical experience required to complete the Hospitality & Tourism degree. Presentation of a detailed work experience report will be required.

HRTM 293 - Topics in Hospitality & Tourism Management (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HOSPITALITY AND TOURISM – CULINARY ARTS (HTCA)

HTCA 151 - Introduction to Culinary Arts (3) An over view of a career in the culinary arts field. Introduction to the history of the industry, kitchen and cooking terminology, commercial kitchen equipment and atmosphere and basic food handling and preparation.

HTCA 260 - Sanitation and Safety. (3) The primary focus of this course is on food service sanitation and food service safety. The student will learn food handling practices to avoid food borne illness of guests and employees, proper reactions if an incident should occur and provide and cultivate a safe working environment for all employees and guests.

HTCA 262 - Food Preparation I. (3) This course is designed to prepare the student for either a career in the hospitality and tourism food service management field or culinary arts. It will involve discussions of various styles of cuisine and proper methods of food and equipment handling. Included is an introduction to kitchen design, workflow, techniques and applications of basic food production principles. Prerequisite: HTCA 151. Corequisite: HTCA 262L.

HTCA 262L - Food Preparation I Lab. (1) Provides the student with hands-on experience in food preparation, kitchen design and workflow. Corequisite: HTCA 262.

HTCA 263 - Food Preparation II. (3)

This course will involve a transition from basic to more advanced foods skills. Sanitation practices will be re-emphasized and reinforced. The course will explore the culinary arts from a managerial perspective dealing with such subjects as menu planning, restaurant development, labor planning and scheduling, dining room service and beverage service. Prerequisite: HTCA 262. Corequisite: HTCA 263L.

HTCA 263L - Food Preparation II Lab. (1) Provides the student with hands-on experience in advanced food preparation as well as restaurant management applications. Corequisite: HTCA 263.

HTCA 265 - Global Cuisines. (3) This course builds on skills learned in Food preparation I and II and adds an international appeal to cooking and presentation. The course includes planning and preparing complete international meals. Prerequisite: HTCA 262 and HTCA 263. Corequisite: HTCA 265L.

HTCA 265L - Global Cuisines Lab. (1) Reinforcement of skills learned in HTCA 265. Corequisite: HTCA 265.

HTCA 266 - Specialty Cooking. (3) This course covers the fundamentals of specialty positions in a commercial kitchen including baking, cold preparation, sauces and fry cook. It will include exposure to commercial equipment and processes. It will include exposure to commercial equipment and processes. Prerequisite: HTCA 263.

HTCA 266L - Specialty Cooking Lab. (1) Provides the student with hands-on experience baking a variety of foods using commercial equipment and processes. Corequisite: HTCA 266.

HTCA 267 - The Art and Science of Culinary Preparation. (3)

This course covers quality food production and standard recipes. Also included is the importance of proper food presentation and adding creativity to the plate.

HTCA 267L - The Art and Science of Culinary Preparation

Lab. (1) Provides the student with hands-on experience in quality food production and creative presentation.

HTCA 270 - Beverage Management: Alcoholic and Non-Alcoholic Beverages. (2) This course provides the fundamentals of identification, production, purchasing and service of spirits, wine and beer products. Emphasis is on developing plans for marketing, menu developing and cost.

HTCA 271 - Beverage Management – Wines of the World. (1) This course will teach students about the beverage industry as it relates to the hospitality and tourism industry. Tastings will have an integral part of the class, with lecture and discussion of such topics as the history, production, storage, merchandising, marketing and appreciation for the various types of beverages. Prerequisite: Must be 21 and show proof of age.

HTCA 289 – Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. Prerequisites: Consent of instructor.

HCTA 293 - Topics in Culinary Arts. (1-9) As announced. (May be repeated for credit with the consent of the instructor and administrative approval.)

HUMANITIES (HUM)

HUM 105 - Introduction to Women's Studies. (3) The history of women represented in popular culture, literature and art, and the female experience in relationships, education and employment. Emphasis on interactions of race, class and gender.

HUM 221 - Introduction to World Humanities. (3) Classical world traditions; African, Asian, European and Native American, including their philosophies, arts, literature and history in selected representative works.

HUM 222 - Introduction to Modern World Humanities. (3) Modern world cultures of Africa, Asia, Europe and North and South America; their philosophies, arts, literature and history in selected representative works.

HUM 268 - Workshop in Humanities. (1-9) As announced. (May be repeated for credit.)

HUM 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

HUM 293 - Topics in Humanities. (1-9). As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HUMAN SERVICES (HS)

HS 182 - Introduction to Human Services. (3) This course will include (a) overview of Human Services Technology, (b) defining the Helping Relationships, and (c) developing techniques and skills essential to the helping process.

HS 202 - Introduction to Alcohol & Drug Abuse. (3) This course provides a broad overview of the field, including issues of alcohol and other drugs in history and society; definitions and prevalence of alcohol and drug use, misuse and addiction; major theoretical perspectives on the causes and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development and evolution of the alcohol and drug abuse counseling field.

HS 203 - Biopsychosocial Foundation of Alcohol & Drug Abuse. (3) A comprehensive survey of the contributions of biology, medicine, psychology, sociology, anthropology and other disciplines to the understanding of substance use disorders and addictive disease. Research is presented from genetics, neurochemistry, learning theory, socialization and cultural views of addiction and recovery.

HS 204 - Principles of Prevention & Research in Alcohol & Drug Abuse. (3) This course provides a broad overview of the methods and effectiveness of primary, secondary and tertiary prevention efforts. Emphasis is given to research supported strategies directed to individuals, communities and special populations. Prevention is examined from both risk factor and protective factor perspectives.

HS 205 - Principles of Treatment & Recovery in Alcohol & Drug Abuse. (3) This course defines the legal and ethical scope of practice for alcohol and drug counselors; surveys the research support for the effectiveness of alcohol and drug abuse treatments; provides an understanding of the processes of change, relapse and recovery; and imparts skills in self-help facilitation, cognitive-behavioral techniques and motivational interviewing approaches in individual counseling.

HS 206 - Alcohol & Drug Abuse Counseling: Families & Groups. (3) This course emphasizes the techniques and skills required for counseling with families and groups, including systems theory, family intervention, employee assistance practice and group processes.

HS 207 - Alcohol & Drug Abuse Counseling: Special Problems. (3) This course emphasizes the techniques and skills required for counseling with special populations including women, minorities, youth and persons with co-occurring physical and mental disabilities and disorders.

HS 268 - Workshop in Human Services. (1-9) As announced. (May be repeated for credit.)

HS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience.

ENMU – Ruidoso Branch Community College

Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

HS 293 - Topics in Human Services. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HS 294 - Practicum. (3) Supervised experience in Human Services Agency. A minimum of six hours per week will be in direct service or contact. One hour per week supervision and critique of activities. Prerequisite: HS 182.

INFORMATION SYSTEMS (IS)

IS 101 - Fundamentals of Computer Hardware/Software. (3) Introduces hands-on concepts such as installing operating systems, installation of computer hardware and software, viruses, troubleshooting and upgrading computer parts and equipment. Corequisite: IS 101L.

IS 101L - Fundamentals of Computer Hardware/Software Lab. (1) Introduces hands-on concepts such as operating systems, installation of computer hardware, viruses, troubleshooting and upgrading computer parts and equipment. Corequisite: IS 101.

IS 110 - Operating Environments. (3) This course is designed to give the student an introduction to operating systems concepts and operation. The student will learn and apply concepts such as file management, problem solving, software installation and introductory networking using the Windows - operating systems.

IS 151 - Basic Computer Skills. (3) Microcomputer operations; terminology, concepts and applications including Microsoft Access, Excel, Internet Explorer, PowerPoint and Word. Students who do not have a working knowledge of the computer keyboard and mouse should take CAS 101 before registering for this class.

IS 185 - Introduction to Computer Information Systems. (3) Survey of information management; computer requirements, hardware functions, systems development and applications software (e.g. spreadsheets and word processing). Coverage includes microcomputers to mainframes.

IS 241 - Introduction to Web Development. (3) Basic fundamentals of Internet related technologies and their impact. Effective design of World Wide Web pages using current www publishing language. Prerequisites: IS 151 or consent of instructor.

IS 245 Developing Online Courses. (3) This course is designed to assist potential online instructors at ENMU-Ruidoso in the development of a course in their respective specialty area and includes the training needed to be a successful teacher in an online format. The course, which takes place over eight weeks, is divided into units that move from understanding what is involved in online learning to the actual development of their own course.

IS 268 - Workshop in Computer Information Systems. (1-9) As announced. (May be repeated for credit.)

IS 281 - Spreadsheets and Data Analysis. (3) Evaluation of and advanced applications of electronic spreadsheets. Basic concepts of business statistics, data analysis and management science integrated in a contemporary spreadsheet environment. Emphasizes practical applications and business decision making. Prerequisite: STAT 213.

IS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

IS 293 - Topics in Computer Information Systems. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

MANAGEMENT (MGT)

MGT 201 - Principles of Management. (3) Includes analysis of organization and systems for coordinating use of resources. Historical perspectives as well as classic management function analysis.

MGT 206 - Retail Management for Small Business. (3) This course studies the total management efforts needed to operate a retail establishment effectively. It addresses the manager's strategy of operation as well as the requirements of daily operation, and does so from the standpoint of the specific decisions a retail manager must make to achieve success. The retail management course addresses buying, marketing, merchandising, operations, inventory control, personnel and finance.

MGT 239 - Small Business Management. (3) Fundamentals of starting and operating a small business. Location, financing, organization, sales promotion and their relationship to a successful business.

MGT 268 - Workshop in Management. (1-9) As announced. (May be repeated for credit.)

MGT 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

MGT 293 - Topics in Management. (1-9). As announced. (May be repeated for credit with consent of instructor and administrative approval.)

MARKETING (MKT)

MKT 201 - Principles of Marketing (NMCCNS MKTG 2113). (3) Functions, organizations and methods involved in marketing agricultural and manufactured products; marketing problems, policies and trends. ENMU-Portales accepts for MKT 301.

MKT 206 - Marketing for Small Business. (3) This course is a general introduction to fundamental marketing principles and policies as they apply to the small business. Topics covered include: marketing functions, price policies and controls, trade channels, merchandising, sources of marketing research information and integration of marketing with other activities of the business.

MKT 268 - Workshop in Marketing. (1-9) As announced. (May be repeated for credit.)

MKT 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

MKT 293 - Topics in Marketing. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

MATHEMATICS (MATH)

Students must attain required levels on the math portion of the University Skills Placement Test or ACT/SAT or successfully complete MATH 101 (Basic Algebra) before they may enroll in any college mathematics class. No student will be awarded a certificate of completion or an associate degree without achieving the required level of University skills in mathematics. Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

Note: Some math courses require prerequisites that can be fulfilled with satisfactory ACT/SAT scores. These minimum scores may be satisfied in the following ways:

For courses with MATH 101 as a prerequisite, satisfactory scores are defined as:

1. ACT math score of 19 or higher **OR**
2. SAT math score of 470 or higher.

For courses with MATH 107 as a prerequisite, satisfactory scores are defined as:

1. ACT math of 24 or higher **OR**
2. ACT math of 22 or 23 **AND** an algebra/geometry subscore of 9 **OR**
3. SAT math of 530 or higher.

For courses with MATH 119 as a prerequisite, satisfactory scores are defined as:

1. ACT math of 26 or higher **OR**
2. SAT math of 600 or higher.

MATH 100 - Basic Mathematics Skills. (3) Developmental course designed for students who need a comprehensive review of arithmetic, including the study of whole numbers, fractions, decimals, ratio and proportions, basic percent, basic measurement, powers, signed numbers and simple equations. *Credit not applicable toward degree requirements.* Corequisite: MATH 100L.

MATH 100L – Basic Mathematics Skills Lab. (1) Tutorial session designed to reinforce the mathematics skills developed in MATH 100. *Credit not applicable toward degree requirements.* Corequisite: MATH 100.

MATH 101 – Basic Algebra. (3) Brief review of fractions, decimals and percents. Operations in algebra, first-degree equations and inequalities, rational expressions, exponents, polynomials and factoring. *Credit not applicable toward degree requirements.* Corequisite: MATH 101L.

MATH 101L - Basic Algebra Lab. (1) Tutorial session designed to reinforce the algebra skills developed in MATH 101. *Credit not applicable toward degree requirement.* Corequisite: MATH 101.

MATH 107 - Intermediate Algebra. (3) Linear equations, inequalities, systems of equations, polynomials and factoring, quadratic equations, rational expressions and graphing. Prerequisite: Satisfactory ACT/SAT score or MATH 101 with a grade of “C” or better.

MATH 113 - Mathematical Discovery. (3) Appreciation for the beauty and extent of mathematics; logical reasoning and problem solving strategies. Topics chosen from: set theory, logic, algebra, geometry, recreational math, number theory, graph theory, matrix algebra. Prerequisite: Satisfactory ACT/SAT score or MATH 107 with a grade of “C” or better.

MATH 114 - Mathematics of Decision Making. (3) Critical thinking in everyday life. Topics: Probability, counting techniques, expected value, fundamental ideas of statistics, the use and misuse of statistics encountered in everyday life. Prerequisite: Satisfactory ACT/SAT score of MATH 101 with a grade of “C” or better.

MATH 119 - College Algebra (NMCCNS MATH 1113) (3) Equations and inequalities, functions and their graphs, exponential and logarithmic functions, polynomial functions, complex numbers, graphs of rational functions, solving several linear equations in several unknowns, slope as a rate of change. Prerequisite: Satisfactory ACT/SAT score or MATH 107 with a grade of “C” or better.

MATH 120 - Plane Trigonometry (NMCCNS MATH 1213). (3) Trigonometric functions, logarithms, complex numbers. Prerequisite: Satisfactory ACT/SAT score or MATH 107 with a grade of “C” or better.

ENMU – Ruidoso Branch Community College

MATH 124 - Calculus I (NMCCNS MATH 1614). (4) Limits, derivatives, the mean value theorem, curve sketching, max-min problems, Newton's Method, exponential and logarithmic functions, antiderivatives, the definite integral, the fundamental theorem of calculus, area, average of a function. Prerequisites: MATH 119 and 120 both with a grade of "C" or better or satisfactory ACT/SAT score.

MATH 132 - Calculus II (NMCCNS MATH 1624). (4) Volume, work, inverse functions, inverse trig functions, L'Hospital's rule, techniques of integration, improper integrals, arc length, moments and centers of mass, sequences and series. Prerequisite: MATH 124.

MATH 202 - Calculus III (NMCCNS MATH 2614). (4) Parametric equations, polar coordinates, three-dimensional geometry and vectors, partial derivatives, multiple integrals, vector calculus. Prerequisite: MATH 132.

MATH 215 - A Survey of Calculus. (3) Basic concepts of differential and integral calculus to provide an operational knowledge of calculus. Methods and techniques to solve quantitative problems in business, economics and the sciences. Prerequisite: MATH 119 with a grade of C or better or satisfactory ACT/SAT score.

MATH 261 - Mathematical Concepts I. (3) The fundamental operations and an intuitive development of whole numbers, fractions, elementary number theory; introduction to problem solving strategies; introduction to functions and modeling.

MATH - 262 Mathematical Concepts II. (3) Development of rational numbers, real numbers, functions of various degrees, statistics and probability. A continued emphasis on building problem solving ability. Prerequisite: Math 261.

MATH 268 - Workshop in Mathematics. (1-9) As announced. (May be repeated for a maximum of 6 hours.)

MATH 293 - Topics in Mathematics. (1-9) As announced. (May be repeated for credit.)

MEDICAL ASSISTING (MDST)

MDST/PBE 102 - Medical Terminology. (3) The study of the pronunciation, spelling and definition of medical terms; building medical terms from prefixes, suffixes, word roots and combining forms and use of appropriate abbreviations and symbols.

MDST 103 - Anatomy and Physiology for Allied Health. (3) An introduction to the body systems and concepts of human physiology.

MUSIC (MUS)

MUS 101 - Music Reading (NMCCNS MUSI 1113). (3) For non-music majors. Notation, note values, meters, scales, key signatures, intervals and chords. Exercises in music reading and aural perception. Recommended for elementary classroom teachers and for others wishing to develop skills in reading music. Also a basic course for music majors deficient in musical background.

MUS 103 - Introduction to Jazz. (3) For non-music majors. Major styles in jazz from ragtime to rock and beyond, approached through its most innovative and influential performers. No previous music experience required.

MUS 113 - Music Appreciation. (3) For non-music majors. Attempts to answer the question "What is music?" by acquainting students with knowledge and appreciation of music from several cultures and times. Includes contact with music through discussion, guest artists and recorded music. No previous music training is required.

MUS 119 - Fundamentals of Guitar. (1) Basic guitar skills, including both classical and folk styles. For students with little or no previous training in guitar. (May be repeated for credit.)

MUS 120 Intermediate Guitar. (1)

MUS 126 - Community Choir. (1-3) Performance class with emphasis on music notation, breathing and three/four part singing. The class will also include large group and sectional singing. (May be repeated for credit.)

MUS 134 - Chamber Chorale. (1-3) Small group performance class with emphasis on knowledge and practical experience in vocal production. Fundamentals of sound and expressive singing will be studied. (May be repeated for credit.) Audition required.

MUS 163 - Literature of Music. (3) A survey of music through listening and score study emphasizing musical styles, form and works of composers.

MUS 168 - College Bell Choir. (1) Small group hand bell performance class providing an opportunity to utilize bell ringing skills in a group setting with a public performance as its final goal. Includes basic music reading and development of basic ringing technique, style and music expression. (May be repeated for credit.)

MUS 192 - Concert Band. (1-3) Performance class with emphasis on music reading, rhythms and musical expression through the use of a string, woodwind, brass or percussion instruments. The class will include large group and sectional performance. Students must provide own instrument. Will also explore musical and artist expression. (May be repeated for credit.)

ENMU – Ruidoso Branch Community College

MUS 208 - Private Lessons for the Non-Major. (1) Studio instruction in voice, keyboard, percussion, string or wind instruments for students not majoring in music. (May be repeated for credit.) Prerequisite: Consent of instructor.

MUS 268 - Workshop in Music. (1-9) (May be repeated for credit.)

MUS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

MUS 293 - Topics in Music. (1-3) As announced. (May be repeated for credit.)

NURSING ASSISTANT (NA)

NA 111 - Nursing Assistant. (2) Includes fundamental of patient care, technical procedures and ethics. Prepares the student to perform in the hospital, nursing home or home care setting. Grading is on a pass-fail basis. Corequisite: NA 011L.

NA 111L - Nursing Assistant Lab. (3) Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 011. Grading is on a pass-fail basis. Corequisite: NA 011.

NA 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisite: Consent of instructor.

NA 293 - Topics in Nursing Assistant. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

NATURAL RESOURCES (NATR)

NATR 111 - Environmental Conservation. (3) Introduction to the broad discipline of environmental science. Environmental science is an interdisciplinary study, combining ideas from natural sciences and social sciences to present a general idea of how nature works and is interconnected. This course will identify environmental and resource problems and propose solutions to improve quality of life. Field visits are required.

NATR 121 - Introduction to Forestry. (3) Introduction to the basic elements of forest ecology, natural resource stewardship and management and timber and woodlands management practices. Field visits are required.

NATR 131 - Geology of Lincoln and Otero Counties. (3) Introduction to rocks and minerals of Lincoln and Otero Counties; field identification, topography and map reading will be introduced. Corequisite: NATR 131L.

NATR 131L - Geology of Lincoln and Otero Counties Laboratory. (1) Introduction to rocks and minerals of Lincoln and Otero Counties; field identification, topography and map reading will be introduced. Frequent field visits are required. Corequisite: NATR 131.

NATR 151 - The Wildland-Urban Interface. (3) Introduction to the challenges of wildland forestry in an urban setting, including growth of WUI geography and related socioeconomics. Prerequisite: NATR 121.

NATR 201 - Mapping and Measurement. (3) Introduction to forest land measurements, surveying, mapping, GIS/GPS use, tree measurements for forestry applications and wildlife population sampling techniques. Frequent field visits are required. Prerequisite: NATR 121 and MATH 107 or higher.

NATR 222 - Introduction to Forestry Projects: Planning, Design and Layout. (3) Includes tree identification, tree marking, project design for forest, watershed or wildlife habitat improvement and basic silvicultural treatments and practices. Students will design a forestry project utilizing collected ecological data. Frequent field visits are required. Prerequisite: NATR 121.

NATR 223 - Forest Soils. (3) Introduction to the chemical, physical and biological properties of forest or wildland (i.e., non-agricultural) soils. Additionally, development and classification of forest soils, how forest management activities influence soil properties and the role of forest soils in global climatic change will be discussed. Field trips required.

NATR 232 - Hydrogeology. (3) An introduction to the field and concepts of hydrogeology. Study of the source, distribution, movement and disturbance of surface water, vadose zone and groundwater in geological and environmental context. Includes aquifer testing, watershed hydrology and some groundwater and water quality modeling. Field trips to well fields, treatment facilities and local watersheds. Prerequisite: NATR 121.

NATR 233 - Hydrology. (3) Introduction to the concepts of hydrology. Course includes discussion of distribution, movement and disturbance of surface water and groundwater in forest watersheds. Hydraulic function, water testing, watershed mapping and stream classification will be covered. Frequent field trips to local watersheds are required. Prerequisite: NATR 121.

NATR 261/ BIOL 261 - Introduction to Vertebrate Zoology. (3) Evolution, ecology and diversity of vertebrates. Topics include comparative anatomy and physiology, biogeography, community ecology, behavior and conservation of fishes, amphibians, reptiles, birds and mammals. Field trips required. Prerequisites: BIOL 151 and BIOL 151L.

NATR 268 - Workshop in Natural Resources. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.) Prerequisite: NATR 121.

NATR 289 - Internship. (3-9) A minimum of 180 hours on the job experience is required to complete the requirements of the AAS in Natural Resources degree. One credit per 60 hours of approved job experience will be given. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Completion of core requirements and consent of instructor. Prerequisite: NATR 121.

NATR 293 - Topics in Natural Resources. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.) Prerequisite: NATR 121.

PHILOSOPHY (PHIL)

PHIL 201 - Introduction to Philosophy (NMCCNS PHIL 1113). (3) Elementary problems and history of philosophy and the major philosophical systems.

PHIL 202 - Introduction to Logic (NMCCNS PHIL 1213). (3) The nature and structure of logical thinking with concrete applications.

PHIL 211 - Ethics (NMCCNS PHIL 2113). (3) The development of morality and principles of individual and social behavior; contemporary ethical issues.

PHIL 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

PHIL 293 - Topics in Philosophy. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

PHLEBOTOMY (PBE)

PBE/MDST 102 - Medical Terminology. (3) The study of the pronunciation, spelling and definition of medical terms, building medical terms from prefixes, suffixes, word roots, and combining forms and use of appropriate abbreviations and symbols.

PHYSICS (PHYS)

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

PHYS 113 - Survey of Physics. (3) Important concepts in physics and their application to the everyday world. A course designed for non-scientists with an emphasis on conceptual understanding. Corequisite: PHYS 113L.

PHYS 113L - Survey of Physics Laboratory. (1) A two-hour optional laboratory designed to give a hands-on exploration of the basic concepts of physics introduced in the accompanying class. Corequisite: PHYS 113.

PHYS 141 - Astronomy (NMCCNS ASTR 1113). (3) An introduction to the sky and a survey of the objects in the violent universe from our own solar system to globular clusters, nebulae, galaxies and quasars. Prerequisite: MATH 119. Corequisite: PHYS 141L.

PHYS 141L - Astronomy Laboratory (NMCCNS ASTR 1111). (1) A laboratory investigation of physical principles relevant to understanding astronomical objects and the techniques of observational astronomy. Some lab sessions will meet at night. Corequisite: PHYS 141 or consent of instructor.

PHYS 151 - General Physics* (NMCCNS PHYS 1113). (3) A non-calculus treatment of principles of mechanics, thermodynamics, electricity and magnetism and optics. Prerequisite: MATH 119. Corequisite: PHYS 151L.

PHYS 151L - General Physics Laboratory* (NMCCNS PHYS 1111). (1) Laboratory investigations related to lecture material. Meets three hours per week. Corequisite: PHYS 151.

PHYS 152 - General Physics* (NMCCNS PHYS 1123). (3) Continuation of PHYS 151. Prerequisites: PHYS 151/151L. Corequisite: PHYS 152L.

PHYS 152L - General Physics Laboratory* (NMCCNS PHYS 1121). (1) Continuation of PHYS 151L. Meets three hours per week. Corequisite: PHYS 152.

PHYS 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

POLITICAL SCIENCE (PSCI)

PSCI 101 - Introduction to Political Science (NMCCNS POLS 1113). (3) A comparative introduction to the fundamental concepts of political science including: ideologies, political culture, parties, institutions and case studies of various political systems in regions of the world.

PSCI 102 - American National Government (NMCCNS POLS 1123). (3) American national government; formation and principles of the Constitution; relation of state to the national government; political parties, structure of legislative, executive and judicial branches; civil rights; and current trends and issues.

PSCI 200 - Political Science Research Methods. (3) political science research techniques. Emphasis will be on critical thinking and empirical methodology.

PSCI 202 - Introduction to State and Local Government. (3) Relationship of state to the national government; functions and powers of state; and types of municipal governments and their growth and operation.

PSCI 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

PSCI 293 - Topics in Political Science. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

PSYCHOLOGY (PSY)

PSY 101 - Introductory Psychology (NMCCNS PSYC 1113). (3) Psychology as the science of behavior. Physiological bases of behavior, sensation, perception, learning, emotion and motivation. Prerequisite: ENG 102.

PSY 134 - Positive Psychology. (3) A study of the dynamics of human behavior from a life adjustment approach. Representative topics will include stress management, understanding personality, love, marriage, human sexuality and death and bereavement. Prerequisite: ENG 102.

PSY 200 - Human Growth and Development. (3) A life span view of the development of the individual from conception to death. Prerequisite: PSY 101.

PSY 201 - Child Psychology. (3) Psychological, physiological and social development of childhood. Prerequisite: PSY 101.

PSY 202 - Adolescent Psychology. (3) Psychological, physiological and social development of adolescence. Prerequisite: PSY 101.

PSY 210 - Human Sexuality. (3) A survey of the psychological, biological, cultural and ethical issues pertaining to human sexuality. Course includes consideration of sexual behavior, anatomy, physiological functions, gender issues, victimization, STD's and consumerism. Prerequisite: PSY 101.

PSY/SOC 224 - Social Psychology (3). Human interaction in social groups; the social aspects of human behavior. Prerequisite: SOC 101 or PSY 101.

PSY 268 - Workshop in Psychology. (1-9) As announced. (May be repeated for a maximum of four credits.)

PSY 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

PSY 293 - Topics in Psychology. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

READING (RED)

Students must attain the required level on the reading portion of the University Skills Placement Test or ACT or successfully complete RED 101 (College Reading Skills) before they may enroll in English 102. No student will be awarded a certificate of completion or an associate degree without achieving the required level of University skills in reading.

RED 100 - Basic Reading Skills. (3) Developmental course designed to improve reading skills by emphasizing word attack, comprehension, vocabulary, reference skills following directions and listening skills. *Credit not applicable toward degree requirements.* Corequisite: RED 100L.

RED 100L-Basic Reading Skills Lab. (1) This lab offers self-paced computer-assisted instruction designed to reinforce the reading skills developed in RED 100. *Credit not applicable toward degree requirements.* Corequisite: RED 100.

RED 101 - College Reading Skills. (3) Presents guided practice to help students identify and assess the different types of reading skills required in college courses. Students will learn a variety of reading/study strategies to apply to college-level textbooks, increase reading rate, improve comprehension skills and expand vocabulary. *Credit not applicable toward degree requirements.* Prerequisite: Placement test, ACT scores or RED100/100L.

RED 101L - College Reading Skills Lab. (1) This lab serves to reinforce the reading skills developed in RED 101. *Credit not applicable toward degree requirements.*

RED 268 - Workshop in Reading. (1-9) As announced. (May be repeated for credit)

RED 293 - Topics in Reading. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

RELIGION (REL)

REL 101 - Old Testament Survey. (3) Survey of the history and religious traditions of ancient Israel; emphasis on the types of literature, cultural setting and political and religious developments of the ancient world.

REL 103 - New Testament Survey. (3) Survey of the history, literature and content of the New Testament period, and the influence of the literature of Western Culture.

ENMU – Ruidoso Branch Community College

REL 105 - Life of Christ. (3) The life, teachings and work of Christ as set forth in the Synoptic Gospels.

REL 107 - Introduction to Religion (NMCCNS RELI 1113). (3) A study of religion to include the universal forms of religious experience and expression and the classical forms of religious belief and practice.

REL 211 - The Book of Acts. (3) The work of Peter and other early Christian leaders in Palestine; missionary journeys of Paul; spread of early Christianity beyond Palestine.

REL 220 - Biblical Perspectives on Relationships. (3) Application of Biblical ethics and values to contemporary relationships including singleness, marriage and family life. Prerequisites: REL 101 and 103.

REL 231 - History of the Christian Church. (3) The history of Christianity from its inception to the present; influences which have resulted in the present situation; tendencies in the life of the church. Required for a major in religion.

REL 268 - Workshop in Religion. (1-3) As announced. (May be repeated for a maximum of six credits.)

REL 293 - Topics in Religion. (1-3) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

SOCIOLOGY (SOC)

SOC 101 - Introductory Sociology (NMCCNS SOCI 1113). (3) General overview of the field, including basic concepts, perspectives and approaches. Prerequisite: ENG 102.

SOC 102/CJ 102 - Introduction to Criminal Justice. (3) Analysis of law and society with emphasis on the police, prosecution, the courts, corrections, and probation and parole. Prerequisite: ENG 102.

SOC 212 - Contemporary Social Issues (NMCCNS SOCI 2113). (3) Assessment of current social problems in the U.S.A. Prerequisite: SOC 101 or PSY 101.

SOC 215 - Marriage and the Family. (3) Social aspects of family living with emphasis on mate selection, courtship, engagement, marriage and parenting in a changing society. Prerequisite: SOC 101 or PSY 101.

SOC/PSY 224 - Social Psychology. (3) Human interaction in social groups; the social aspects of human behavior. Prerequisite: SOC 101 or PSY 101.

SOC 268 - Workshop in Sociology. (1-9) As announced. (May be repeated for credit.)

SOC 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

SOC 293 - Topics in Sociology. (1-3) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

SPANISH (SPAN)

SPAN 101 - Beginning Spanish (NMCCNS SPAN 1114). (4) Development of speaking, reading and writing skills, and introduction to linguistic structures in a cultural context.

SPAN 102 - Continuation of Beginning Spanish (NMCCNS SPAN 1124). (4) A continuation of SPAN 101. Prerequisite: SPAN 101.

SPAN 103 - Beginning Spanish for the Professional. (3) Beginning conversational Spanish course for students whose career goals or present occupation would be enhanced by a basic working knowledge of the Spanish language. Required for Human Services majors, also recommended for students preparing for careers in health occupations, business and education.

SPAN 104 - Beginning Spanish for the Professional II. (3) A continuation of SPAN 103. Prerequisite: SPAN 103.

SPAN 105 - Beginning Spanish: Native Speaker. (3) The first in a sequence of two semesters designed for Spanish speakers of the Southwest. Intensive work to develop the skills of conversation, reading and writing, concentrating on local dialects.

SPAN 201 - Intermediate Spanish (NMCCNS SPAN 2113). (3) Grammar review, conversation and reading at the intermediate level. Prerequisite: SPAN 101.

SPAN 202 - Continuation of Intermediate Spanish (NMCCNS SPAN 2123). (3) A continuation of SPAN 201. Prerequisite: SPAN 201.

SPAN 205 - Intermediate Spanish: Native Speaker. (3) Continuation of SPAN 105, for Spanish speakers of the Southwest. Intensive work to develop the skills of conversation, composition and reading, concentrating on the relationship between local dialects and World Spanish. Prerequisite: SPAN 105.

SPAN 268 - Workshop in Spanish. (1-9) As announced. (May be repeated for credit.)

SPAN 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

SPAN 293 - Topics in Spanish. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

SPECIAL EDUCATION (SPED)

SPED 293 - Topics in Special Education. (1-3) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

STATISTICS (STAT)

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

STAT 115 - Introduction to Statistics and Computer Programming. (3) Statistics and the application of elementary computer programming to statistical problems.

STAT 213 - Statistical Methods I* (NMCCNS MATH 2114). (4) Beginning course in basic statistical methodology; measures of central tendency, variability and association; probability and sampling distribution; estimation of parameters and testing hypotheses. Prerequisite: MATH 107 or equivalent.

STAT 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

THEATRE (THTR)

THTR 111 - Theatre Appreciation (NMCCNS THTR 1113). (3) For non-majors. Basic theories of performance arts as applied to theatre and film. Includes application through discussion of acting, audiences, stage craft, scenic and costume design and dramatic criticism.

THTR 121 - Beginning Acting. (3) Techniques, principles of stage movements and basic problems common to all actors.

THTR 268 - Workshop in Theatre. (1-9) As announced. (May be repeated for credit.)

THTR 289 - Internship. (1-9) Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

THTR 293 - Topics in Theatre. (1-9) As announced. (May be repeated for a maximum of six credits with consent of instructor.)

UNIVERSITY STUDIES (UNIV)

UNIV 100 - College Basics. (3) (This is a basic skills class for developmental students.

UNIV 101 - Freshman Seminar. (3) Aiding academic and social transition to the University, this required interdisciplinary course focuses on study skills, critical thinking, social issues for new students; exploration of campus resources and community building. Prerequisite: ENG 101 or college placement writing score of 70 or greater.

UNIV 293 - Special Topics in University Studies. (1-9) As announced (May be repeated for credit with consent of instructor and administrator approval.)

WELDING (WELD)

WELD 101 - Employability Skills. (1) Training in the skills necessary to obtain and hold a job. Includes resume writing and interviewing techniques.

WELD 110 - Introduction to Welding. (4) Provides a practical hands-on introduction and orientation to the welding industry and the various cutting processes used. The course will provide an in-depth study of welding hazards and discuss material data sheets along with common safety procedures. Weld joints and weld positions will be studied. Students will learn the proper names of the parts of a weld and will be able to identify good welds and point testing techniques used in industry along with discussion of welding certification, job opportunities, business opportunities and state and contractor licensing requirements.

WELD 115 - Print Reading. (3) Provides students with the knowledge to read and interpret blueprints and welding symbols and transfer this knowledge to the workplace with layout tools and measuring instruments.

WELD 120 - Oxyacetylene Welding. (4) Provides students with the basic techniques of oxyacetylene welding, brazing and cutting on a variety of different materials and thicknesses in all positions. Includes the necessary metallurgy for these procedures and emphasizes the safety requirements of these techniques.

WELD 125 - Gas Metal Arc/Flux Core. (6) Provides students with the basic theory of the MIG and Flux Core welding processes along with safety requirements. Acquaints students with the various types of MIG gasses and machine settings that are used to change from one type of metal transfer to another. Study of the electrode classification system. Weld a variety of metal types and thicknesses with the MIG, flux core and self-shielded wire. Welding will be done in all positions. Along with practice exercises, students will be expected to participate in shop projects.

WELD 131 - Beginning Arc Welding I. (4) Provides students with the basic techniques of arc welding. Includes electrode classification and welding nomenclature. Teaches the necessary metallurgy for these procedures and emphasizes the safety requirements of these techniques. Students will weld common joints in all positions using a variety of different steel thicknesses and electrodes. Welding skill will be developed through the use of practice welding along with shop projects.

WELD 132 - Beginning Arc Welding II. (4) A continuation of WELD 131.

WELD 135 - Gas Tungsten Arc. (6) Provide knowledge of the principles, terminology, gases, electrodes and polarities used in Gas Tungsten Arc welding along with proper safety. Welding in all positions on a variety of metal thicknesses, shapes and types. Welding skills will be applied toward shop projects.

WELD 210 - Intermediate Arc/Cutting. (6) Continuation of WELD 125 with a strong emphasis on WELD testing, testing procedures and code welding. Certification in the vertical and overhead position is expected. Arc metal cutting procedures such as SMAW, Air Carbon Arc Cutting and Plasma Arc Cutting will also be covered. Along with practice exercises, students must participate in shop projects.

WELD 221 - Advanced Arc/Pipe I. (4) Pipe welding theory, terminology and procedures will be studied. Students will weld carbon steel pipe according to API and AWS codes with certification under the AWS code system. The welding of stainless steel (food service) tubing will be emphasized. GTA/MIG and the flux core processes will also be used to weld pipe.

WELD 222 - Advanced Arc/Pipe II. (4) A continuation of WELD 221.

WELD 268 - Workshop in Welding. (1-9) As announced. (May be repeated for credit.)

WELD 289- Internship Training. (1-3) Practical applications in a welding industry/work environment. (May be repeated for a maximum of 6 credit hours.)

WELD 293 - Special Topics in Welding. (1-9) As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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709 Mechem Dr. * Ruidoso, NM 88345 * Phone: 257-2120 * Toll Free: 800-934-ENMU * Fax: 575-257-9409
www.ruidoso.enmu.edu

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Admission Application.....	3	Dance Course Descriptions.....	56
Academic Calendar	80	Deaf Studies Course Descriptions	57
Academic Integrity	17	Degrees and Certifications.....	5
Academic Policies and Procedures	16	Degree Plans	27
Accounting Course Descriptions	48	Degree Requirements.....	27
Accounting Degree Plan (A.A.S.).....	30	Distance Education	24
Accreditation and Affiliations	7	Drop/Add/Withdraw, of Course.....	21
ACT Credit Examination Program	23	Drug Free School Act.....	25
Administration	74	Dual Credit Enrollment.....	10
Admission and Registration.....	8	Early Care and Education Degree Plan (A.A.)	35
Adult Basic Education	25	Early College Program.....	10
Advanced Placement (AP) Examinations.....	11	Economics Course Descriptions	57
Advanced Placement Credit Awards.....	11	Education Foundations Course Descriptions	57
Advising, Counseling Information	26	Emergency Medical Technician-Basic (Certificate)	36
Agriculture Course Descriptions	48	Emergency Medical Technician-Intermediate I (Certificate).....	36
Anthropology Course Descriptions	49	Emergency Medical Technician-Intermediate II (Certificate)	37
Applications Support Technician (Certificate).....	33	Emergency Medical Services Course Descriptions	57
Applying for Financial Aid	13	English Course Descriptions.....	58
Art Course Descriptions	49	Environmental Science Degree Plan (A.S.).....	37
Associate of Applied Science	28	Evaluation of Transfer Credit	9
Associate of Arts	28	Extended Degree or Distance Education Classes	24
Associate of Science	28	Facilities	7
Associate Degree Requirements	28	Faculty.....	75
Associate Degree General Education Requirements	28	Family & Consumer Sciences Course Descriptions.....	59
Attendance Policy	20	Family Privacy Act	19
Auditing (Enrollment for Non Credit).....	9	Federal Family Education Loan	14
Bilingual Education Course Descriptions	51	Federal Pell Grant	14
Biology Course Descriptions	51	Federal Perkins Loan	14
Biology Degree Plan (A.S.).....	31	Federal Supplemental Educational Opportunity	14
Board of Regents.....	74	Federal Work-Study Program	14
Bookkeeping/Accounting (Certificate)	32	Film Course Descriptions	60
Business Administration Course Descriptions.....	52	Finance Course Descriptions	60
Business Administration Degree Plan (A.A.)	32	Financial Aid (Assistance), Loans, Grants, Work-study.....	14
Career Services	26	Eligibility.....	13
Challenge Examinations in Academic Programs	23	Deferred Payment of School Expenses.....	13
Change of Attendance to the Portales or Roswell Campuses	9	General Information.....	13
Changing Grades.....	21	Satisfactory Academic Progress (SAP).....	15
Chemistry Course Descriptions	49	Appeal Process	15
Child Development (Certificate).....	36	Late Applications	15
Children, Supervision of	25	Repayments	16
Classification of Students	20	Fire Protection Tech Course Descriptions	61
Clemency Policy	18	Focus.....	6
CLEP (College Level Examination Program)	23	Food & Beverage Service Management (Certificate).....	41
Communication Course Descriptions	54	French Course Descriptions.....	60
Community College Board.....	74	GED Enrollment.....	10
Community Advisory Council	74	General Requirements (Admission).....	8
Community Education	26	General Education Common Core	28
Complete Withdrawal From the College	22	General Education Requirements	28
Computer Applications and Support Course Descriptions	55	General Information	6
Computer Science Course Description	56	General Information on Financial Aid	13
Computer Technology Degree Plan (A.A.S.)	33	General Studies Degree Plan (A.A.)	38
Applications Support Technician (Certificate).....	33	Geography Course Descriptions	61
PC Support Technician (Certificate)	33	Geology Course Descriptions	61
Construction Trades Degree Plan (A.A.S.).....	32	German Course Descriptions.....	61
Apprenticeship Program (Certificate)	34	Grade Review Policy	21
Construction Trades Course Descriptions.....	53	Grading System - Grade Points, Changing Grades.....	20
Course Descriptions	48	Graduating with Honors.....	27
Credit by Examination	23	Graduation.....	27
Credit for Military Service.....	23	Health and Physical Education Course Descriptions.....	62
Credit Hours and Course Load	20	High School Enrollment	10
Criminal Justice Degree Plan (A.A.)	34	History Course Descriptions	62
Criminal Justice Course Descriptions.....	56	History Degree Plan (A.A.).....	38
Culinary Arts (Certificate).....	41		
Customized Training.....	26		

ENMU – Ruidoso Branch Community College

History of ENMU-Ruidoso.....	6	Schedule of Benefits for Veterans' Education	16
Home School Student Enrollment	10	Scholarships	15
Honor Roll, President's	21	Science Laboratories	24
Hospitality & Tourism Course Descriptions.....	63	Second Associate Degree, Earning a	27
Hospitality & Tourism Degree Plan (A.A.).....	39	Sociology Course Descriptions	71
Hospitality & Tourism (Certificate).....	40	Spanish Course Descriptions	72
Human Services Course Descriptions.....	65	Special Education Course Descriptions	72
Human Services (Certificate).....	41	Special Fees	13
Humanities Course Descriptions.....	65	Special Services/Accommodations	26
Information Systems Course Descriptions.....	65	Special Programs and Services.....	25
International Students	9	Staff.....	77
Instructional Programs	30	Statistics Course Descriptions	72
		Strategic Planning	6
Late Application.....	15	Student Load	20
Legal Sanctions	24	Student Outcome Assessment	19
Leveraging Educational Assistance Partnership	14	Student Advising Center	26
Library/Media Services	7	Studio Art Degree Plan (A.A.)	44
LifeLong Learning Academy	26		
Location and Resources	7	Table of Contents	2
		Teacher Education Transfer Program (A.A.)	45
Management Course Descriptions	66	Telephone Numbers	8
Marketing Course Descriptions	66	Testing	22
Mathematics Course Descriptions	67	Title IX Statement (Affirmative Action).....	8
Medical Assisting Course Descriptions	68	Theatre Course Descriptions	72
Mission Statement.....	6	Tobacco Free Institution	25
Music Course Descriptions	68	Transcripts	13
		Transfer Among New Mexico Higher Education Institutions	29
Natural Resources Course Descriptions.....	68	Transfer Credit, Acceptance of, Evaluation of	9
Natural Resources Degree Plan (A.S.).....	41	Transfer Students	9
New Mexico Lottery Success Scholarship	15	Tuition and Fees, Residency Requirements	12
New Mexico Workforce Connection	26	Tuition Payments Forgiven.....	16
New Mexico Work-study Program	14	Tutoring.....	27
Non-Degree Status Students	8	Types of Financial Aid	14
Numbering of Courses	27		
Nursing Assistant (Certificate)	42	University Calendar	80
Nursing Assistant Course Descriptions.....	68	University Skills Placement Test	22
		University Studies Course Descriptions	73
Parent Loans for Undergraduate Dependent Students	14	University Studies Degree Plan (A.A.).....	46
PC Support Technician (Certificate).....	33		
Philosophy Course Descriptions	69	Validation Examinations in Vocational Programs	23
Phlebotomy Course Descriptions.....	69	Values.....	6
Physical Education Course Descriptions (see "Health")	62	Veterans' Educational Benefits	16
Physics Course Descriptions	70	Vision Statement	6
Police Science Degree Plan (A.A.).....	42		
Political Science Course Descriptions	70	Welding Technology Course Descriptions	73
Pre-Nursing (Certificate).....	43	Welding Technology (Certificate)	47
Probation and Suspension	18	Withdrawal, of Courses, Financial Responsibility	12
Programs of Study	19	Work Study Federal Work-Study Program	14
Psychology Course Descriptions	70		
Psychology Degree Plan (A.A.)	43		
Reading Course Descriptions.....	71		
Readmission.....	9		
Refund Policy (Course fee, Tuition)	13		
Refund Appeals Procedure, Tuition	13		
Release of Student Information Policy	19		
Religion Course Description	71		
Repeating Courses	21		
Residency Requirements for Tuition	12		
Resort & Hotel Management (Certificate).....	41		



709 Mechem Dr. * Ruidoso, NM 88345 * Phone: 257-2120 * Toll Free: 800-934-ENMU * Fax: 575-257-9409
www.ruidoso.enmu.edu

