

# contact information

ENMU-*Ruidoso* Branch Community College  
709 Mechem Drive  
Ruidoso, NM 88345  
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[www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu)

|  |                     |
|--|---------------------|
| Administration .....                   | 257-3006            |
| Student Services Center.....           | 257-3007            |
| Bookstore.....                         | 257-3010            |
| Business Office.....                   | 257-3011            |
| Community Education.....               | 257-3012            |
| ENMU- <i>Ruidoso</i> Foundation.....   | 257-2120            |
| ENMU Toll Free .....                   | 866-934-ENMU (3668) |
| Fax.....                               | 257-9409            |
| GED Classes.....                       | 257-9296            |
| GED (Test Info Only).....              | 257-3012            |
| Information.....                       | 257-2120            |
| Library.....                           | 257-3014            |
| Marketing.....                         | 257-3012            |
| NM Workforce Connection.....           | 258-1730            |
| Fax.....                               | 630-0416            |
| NM Workforce Connection Toll Free..... | 800-854-4712        |
| Proctoring.....                        | 257-3012            |
| Student Account/Cashier.....           | 257-3016            |

## ***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.

# our purpose and goals

## MISSION

**The overarching mission of ENMU-*Ruidoso* is to enhance the lives of our student (s) 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 a meaningful career 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:

- Develop 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
- Recruit and retain 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

# **accreditations**

## **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 New Mexico University 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  
 LERN  
 Lincoln County Homebuilders' Association  
 New Mexico Association of Community Colleges  
 New Mexico Consortium of Academic Libraries  
 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  
 PACE  
 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 College and Universities and a Carnegie/Ford/AACU "Greater Expectations" best practices institution.

## **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.

**FOR THE MOST UP TO DATE INFORMATION ON CLASSES, DEGREE PLANS AND FEES, PLEASE CONSULT THE COLLEGE WEBSITE AT [WWW.RUIDOSO.ENMU.EDU](http://WWW.RUIDOSO.ENMU.EDU).**



## ruidoso and lincoln county

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. Nearby 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.

## history of enmu-ruidoso

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.

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# 2011 – our 20th anniversary

The year 2011 is an important one for the College. Twenty years ago, Ruidoso voters approved a mill levy to fund an institution of higher learning. In this anniversary year, ENMU-*Ruidoso* is looking to expand yet again in order to meet the increasing number of students and programs.

Already the College has partnered with the Ruidoso School District to refurbish and occupy the building that formerly housed the White Mountain Intermediate School. At the main campus, the bookstore moved into the old art classroom to accommodate added art supplies, food and drink offerings and indoor and outdoor setting areas. The old bookstore is now the Cyber Security Center of Excellence where state-of-the-art computers and programs are helping to train students for jobs in the expanding and vital cyber security field.

From the first 480 students registered in 1991 to the over 1,000 students who attend today, ENMU-*Ruidoso* is dedicated to meet the challenges of educating students from the area and, thanks to online classes and programs, the nation and even the world.

We want the year 2011 to be one of celebration, of reflection and of a renewed commitment to the students and communities we serve. We hope you'll celebrate with us.

## 20th anniversary timeline

- Feb. 7, 1991:** Ruidoso voters approve mill levy to fund a branch operation of ENMU
- July 15, 1991:** Ruidoso campus opens at 306 Sudderth (now Action Ski and Snowboard)
- July 15, 1991:** Dr. Jim Miller, Jr. begins his job as Director of the Ruidoso Instructional Center
- Aug. 15, 1991:** First registration for classes in business, art, math, English, Spanish and technology taught by 8 instructors begins
- Sept. 18, 1991:** 480 students register for classes
- Jan. 12, 1992:** Spring semester begins with 26 instructors
- Jan. 14, 1992:** ENMU-*Ruidoso* hosts Business After Hours at their new location at 1400 Sudderth Drive
- Oct. 9, 1992:** ENMU-*Ruidoso* sponsors Women's Conference
- Feb. 24, 1993:** ENMU-*Ruidoso* joins the Economic Development Corporation of Lincoln County
- May 1993:** Ruth Guthrie and Michelle Autry are the first two Ruidoso campus graduates
- Sept. 2, 1993:** Enrollment increases by 40 percent to 558 students
- Nov. 11, 1993:** UNM and ENMU RN and BSN programs offered via ITV
- Jan. 13, 1994:** ENMU-*Ruidoso* and La Junta Guest Ranch host a statewide summer orchestra camp for high school students
- Mar. 10, 1994:** Spring enrollment totals 516 students
- Sept. 12, 1994:** Several grants for training literacy tutors are secured
- Oct. 12, 1994:** ENMU Regents approve the gift of 2.6 acres and a 40,000 sq. ft. building by Dale Walthall
- Jan. 19, 1995:** College Success classes are offered for college and high school credit
- Aug. 24, 1995:** Bachelor's program and graduate level classes offered through ITV
- Sept. 28, 1995:** Ruidoso voters approve the doubling of the mill rate from 1% to 2%
- Jan. 11, 1996:** ENMU-*Ruidoso* has grand opening at the Mechem Drive campus
- Oct. 23, 1996:** Classes in child development, banking certification, political science and geology are added
- Feb. 12, 1997:** Enrollment students jumps to 635 students
- Feb. 12, 1997:** Introduction to Psychology, Introduction to College and Developmental Algebra come to Capitan and two math classes

are taught in Mescalero

**June 18, 1997:** An 1600 square foot expansion allows for a 3 room teleconference area

**Oct. 8, 1997:** A \$25,000 grant from NASA allows local teachers to launch a summer science camp

**Apr. 28, 1998:** ENMU-*Ruidoso* Community Orchestra debuts

**June 5, 1998:** The state awards ENMU-*Ruidoso* an adult education and welfare-to-work program

**July 21, 1998:** 25 graduates receive Associate of Arts degrees and 2 graduates receive Certificates in Childhood Development

**Jan. 13, 1999:** 80 local classes, 62 upper division and graduate classes through ITV and 2 classes via internet offered

**May 10, 1991:** ENMU-*Ruidoso* Community Choir join the ENMU-*Ruidoso* Community Orchestra in a concert

**Aug. 4, 1999:** NM Coalition of Literacy rates ENMU-*Ruidoso*'s Adult Literacy as one of the top literacy programs in the state

**Mar. 29, 2000:** Summer classes reorganized into fine arts, teacher training, field sciences, online classes as part of computer technology and continuing classes for returning students

**May 5, 2000:** Ruidoso's "One Stop" approach used as a model for labor centers in the state's formation of regional workforce development boards

**July 28, 2000:** Village ad hoc committee for economic development sees opportunity to fill job vacancies with ENMU students

**Mar. 16, 2001:** ENMU-*Ruidoso* and the Ruidoso School District offer the Cisco Networking Academy Program

**Mar. 30, 2001:** A 9.35 percent increase in enrollment represents the highest percentage in the state

**July 15, 2001:** 10th year anniversary celebration takes place

**Jan. 9, 2002:** Building trades class builds a spec house in Rancho Ruidoso Estates

**Mar. 6, 2002:** Proxy server set up so students have access to ENMU Portales library databases

**Oct. 23, 2002:** A computer lab in Mescalero is made possible through a collaborative effort among Gateway computers, the Mescalero Apache tribe and ENMU-*Ruidoso*

**Jan. 8, 2003:** Funding for ABE/GED programs cut by 22 percent forcing the consolidation of rural programs to Ruidoso

**Feb. 26, 2003:** Rural Community College Initiative selects ENMU-*Ruidoso* to participate in the rural economic development education initiative

**Apr. 25, 2003:** ENMU-*Ruidoso* donates computers to senior centers in Capitan, Corona, Hondo and Ruidoso

**Sept. 24, 2003:** Web and instructional TV classes boost credit hours by 8.69 percent to 4832

**Jan. 14, 2004:** ENMU-*Ruidoso* joins 12 other NM colleges as part of the web-based NM Virtual College to offer course work over the web

**Mar. 19, 2004:** Lincoln County Commissioners approve a resolution backing the creation of a Ruidoso Branch Community College

**Apr. 2, 2004:** ENMU Board of Regents pass a resolution supporting ENMU-*Ruidoso* as a full branch campus of ENMU

**May 12, 2004:** GED graduates receive diplomas in first procession at the Spencer Theater

**July 9, 2004:** ENMU-*Ruidoso*'s dean Dr. Jim Miller, Jr. announces his retirement

**Oct. 27, 2004:** NM Commission on Higher Education approves the preliminary plan for ENMU-*Ruidoso* to become a branch campus of ENMU

**Nov. 24, 2004:** Dr. Michael Elrod chosen as new dean of ENMU-*Ruidoso*

**Mar. 18, 2005:** Governor Bill Richardson signs the bill authorizing ENMU-*Ruidoso* as a branch community college

**July 1, 2005:** ENMU-*Ruidoso* officially becomes a Branch Community College of ENMU

**Jan. 4, 2006:** \$750,000 in capital outlay funding for classroom furniture and instructional equipment and \$1,250,000 for the buildout of the campus sought

**Apr. 14, 2006:** ENMU-*Ruidoso* and Lincoln County Works hold their first career fair

**May 1, 2006:** The first commencement convocation takes place at the Spencer Theater

**July 26, 2006:** Construction Trades and Natural Resource Management programs offered

**Sept. 6, 2006:** 150 feet of the south wall collapses due to the water-saturated ground. Damages in the hundreds of thousands of dollars

**Feb. 14, 2007:** A record 807 students register

**Mar. 19, 2007:** The Higher Learning Commission of the North Central Association recommends 10 year re-accreditation

**Mar. 21, 2007:** Grand re-opening of the newly renovated campus

**Sept. 17, 2008:** Enrollment of 980 students is a new all-time high

**Apr. 1, 2009:** Due to legislative budget cuts, ITV is eliminated

**Apr. 8, 2009:** Dr. Michael Elrod announces his retirement

**Sept. 8, 2009:** ENMU-*Ruidoso* embraces the Ticket to College initiative which assures admission to all high school graduates

**Oct. 7, 2009:** Dr. Clayton Alred is named President of ENMU-*Ruidoso*

**Apr. 12, 2010:** ENMU Board of Regents approves tuition increase in a new state requirement that 9 percent of tuition be used to offset the state's financial problems

**Dec. 21, 2010:** A lease agreement is approved to allow ENMU-*Ruidoso* to use the White Mountain Intermediate School campus

# degrees

## 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 Completion and Occupational Training. Programs of study leading to an associate's degree require completion of a minimum of 64 credit hours.

### 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 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.

### 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.

# certificates

ENMU-*Ruidoso* offers Certificates of Completion in Application Support Technician, Apprenticeship Program, Bookkeeping/Accounting, Child Development, Computer and Network Security, Culinary Arts, Food and Beverage Service Management, Human Services: Alcohol and Drug Abuse Studies, PC Support Technician, Pre-Nursing, Resort and Hotel Management and Welding Technology. Certificates and Occupational Training are offered in Emergency Medical Technician--Basic, Intermediate I and Intermediate II and Nursing Assistant.

# admissions

### 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 admission to any student determined to be a risk to anyone else. 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 are on file in the Student Services 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 30 or more hours from an accredited college or university
3. Official transcripts from all previously attended colleges or universities.

New admissions must have transcripts on file in order to be degree-seeking and eligible for financial aid.

Admissions into the ECP are not considered “Early Admissions” to the College and students are classified as non-degree status. Students desiring to continue in degree status after high school graduation must fulfill admission requirements described in the current ENMU-*Ruidoso* catalog.

Official transcripts are those sent directly by an official from previously attended schools to the ENMU-*Ruidoso* Branch Community College Student Services Center. The College cannot accept copies of transcripts in a student’s possession. Transcript request forms are available at the ENMU-*Ruidoso* Student Services 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. Students with missing transcripts will not receive financial aid.

### **NON-DEGREE STATUS STUDENTS**

Students wanting 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 must be admitted to the College
2. Non-degree students do not qualify for financial aid
3. Non-degree students are subject to all ENMU-*Ruidoso* policies and regulations governing registration, attendance, disciplinary probation or suspension and academic standing.

Non-degree students wanting to take a mathematics or English class must meet the required college 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 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 enrollment from graded to audited and vice versa during the drop/add period ONLY. Courses taken for non-credit 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 re-admission. Students who attended another institution during a summer session are not required to re-apply 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 30 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 in the previous section. In addition, 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 (16 week fall or spring) semester. 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 Services Center enters academic work completed elsewhere. Acceptance of transfer credits by the College does not guarantee these hours will satisfy requirements in a specific degree. To determine course transfer eligibility, students must contact the Student Services 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.

## early college program

The Early College Program (ECP) provides qualified high school students the opportunity to earn college credit while still enrolled in high school by taking college level courses normally not offered at participating high schools. ECP includes dual credit and concurrently enrolled students.

**Dual Credit Student:** Any student receiving both high school and college credit for the successful completion of one course. Dual credit students do not pay ENMU-*Ruidoso* tuition, however the student is responsible for any institutional or class fees. Textbooks are provided by the student’s high school. Further information regarding textbooks should be directed to a high school counselor.

**Concurrent Enrollment Student:** Any student currently enrolled full-time in high school who is also enrolled at ENMU-*Ruidoso* and is only receiving college credit, not high school credit, for courses completed at the College. Concurrently enrolled students typically pay for their own tuition, books and fees but may receive scholarships to cover some or all of those costs.

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

### \*\* IMPORTANT INFORMATION \*\*

- ECP students are subject to all ENMU-*Ruidoso* academic regulations. All course work attempted is recorded on the student’s permanent college transcript. Dual Credit grades will be included in the Legislative Lottery Scholarship GPA calculations. All courses must be taken for letter grades. The

“audit” option is not allowed.

- Students are responsible for registering for 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 changed as a result of enrollment demands. The high school counselor and ENMU-*Ruidoso* must approve all requested courses.
- Students must take the College Placement Skills Test before enrolling in classes. Placement in all English and math courses are based on ACT/SAT or placement assessment exam scores. ACT scores can be used for class placement. Students need to bring in a copy of their ACT scores to the Student Services Center.
- HPE classes and remedial classes are not approved classes for the Dual Credit program.
- ECP students must release an official ENMU-*Ruidoso* transcript to the high school. Any determination of acceptance of ENMU-*Ruidoso* coursework for high school graduation is made at the discretion of high school officials.

### ELIGIBILITY REQUIREMENTS

- Students 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 College Placement Skills Test for reading, writing and mathematics prior to enrolling in class.
- Students can use their ACT score for placement when enrolling into classes. Students will need to bring in a copy of their ACT scores to the Student Services Center.

Dual Credit and Concurrent 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.

**Enrollment for Students in Home Schooling:** High school students enrolled in a Home Schooling Program may be eligible to participate in the Early College Program as a Concurrent Enrollment student. They must provide appropriate documentation that they are registered with the state of New Mexico as a Home School student. The person validating their home schoolwork must sign as the student’s counselor.

**Enrollment for Students in GED Program:** Students enrolled in the GED Program who are under the age of 18 and who wish to enroll as a Concurrent Enrollment student at ENMU-*Ruidoso* must take the College Skills Placement Test to show they have sufficient academic ability to perform at the level required for the courses in which they wish to enroll.

# ADVANCED PLACEMENT (AP) EXAMINATIONS

Students may earn college credit through 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   |
|------------------------------------|-------------|------------|--|
| <b>Art History</b>                 | 3           | 3          | ART 165  |
|                                    | 4.5         | 3          | ART 165 & ART 166  |
| <b>Biology</b>                     | 4.5         | 8          | BIOL 133/133L & BIOL 151/151L  |
| <b>Chemistry</b>                   | 4.5         | 5          | CHEM 151/151L  |
| <b>Computer Science</b>            |             |            |  |
| A                                  | 3           | 3          | CS 123   |
| AB                                 | 3           | 3          | CS 123   |
|                                    | 4.5         | 6          | CS 123 & CS 134  |
| <b>Economics</b>                   |             |            |  |
| Micro Economics                    | 3,4,5       | 3          | ECON 222   |
| Macro Economics                    | 3,4,5       | 3          | ECON 221   |
| <b>English</b>                     |             |            |  |
| Language & Composition             | 3,4,5       | 3          | ENG 102  |
| Literature & Composition           | 3           | 3          | ENG 102  |
|                                    | 4.5         | 6          | ENG 102 & ENG 211  |
| <b>French, Level 3</b>             |             |            |  |
| 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> |
| <b>German</b>                      | 3           | 4          | Language Elective  |
|                                    | 4.5         | 6          | Language Elective  |
| <b>Government &amp; Politics</b>   |             |            |  |
| United States                      | 4.5         | 6          | PSCI 102   |
| European                           | 4.5         | 6          | PSCI 207   |
| <b>Physics</b>                     |             |            |  |
| 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>    |
| <b>Psychology</b>                  | 3,4,5       | 3          | PSY 101  |
| <b>Latin</b>                       | 3           | 4          | Language Elective  |
|                                    | 4.5         | 6          | Language Elective  |
| <b>Mathematics</b>                 |             |            |  |
| 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                                       |
| <b>Music Theory</b>                | 3           | 3          | MUS 151  |
|                                    | 4.5         | 6          | MUS 151 & MUS 152  |
| <b>Spanish, Level 3</b>            |             |            |  |
| 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>             |

## **ADMISSION TO ENMU PORTALES OR ROSWELL CAMPUSES**

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

## **INTERNATIONAL STUDENTS**

Admissions for international students are facilitated by ENMU Portales campus. Complete instructions are available by calling the ENMU Admissions Office (575) 562-1011, referring to the ENMU Portales catalog or online at <http://www.enmu.edu/future-students/international/apply.shtml>.

# **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 Board of Regents of ENMU.

Tuition rates are determined by a student's residency. New Mexico In-District rates apply to students living within ENMU-*Ruidoso*'s college district (Ruidoso Municipal School District). New Mexico Out-of-District rates are applicable for students who live in-state but outside of ENMU-*Ruidoso*'s college district. Non-Resident rates apply to students who are not residents of New Mexico. There are different rates for Non-Residents based on the number of credit hours. Refer to the current class schedule for the most up-to-date rates and fees.

### **Senior Tuition**

A special \$5.00 per credit hour tuition rate is available, by request, for New Mexico residents age 65 or older. 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 Mexico resident seniors enrolled in 7 or more hours pay regular tuition rates.

## **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 to be considered a resident. 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 or her parent(s)' 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.

## **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
- Pay by credit card. Call the Cashier at 257-3016 or 800-834-ENMU (3668). ENMU-*Ruidoso* accepts Discover, MasterCard and VISA
- Set up a payment plan
- Pay on line at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu). Click "Pay Online," sign in and follow the directions.

## **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 owed by 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 as allowed by law including, but not limited to, student loans.

## **COLLECTION AGENCIES**

During 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 to pay 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 a 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 an 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. The 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, class and institutional fees may apply. Please refer to the current class schedule for more information.

## **financial aid**

The Student Services 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 family contributions toward educational costs is insufficient, financial aid will be made available, whenever possible.

The programs administered by the Student Services Center include: Federal Pell Grant, Federal Perkins Loan Program (formerly NDSL), Federal Supplemental Education Opportunity Grant (FSEOG), Leveraging Education Assistance Partnership (LEAP – formerly New Mexico Student Incentive Grant), Federal Work-Study Program (FWSP), New Mexico Work-Study (NMWS) 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](http://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-served basis. Complete applications received by March 1st will receive priority consideration. Applications received after March 1st 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 and complete 67 percent of the classes that are attempted. Withdraws counts against this completion percentage.



## ***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-fourth at the beginning of the semester with the remaining three-fourths 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.

## ***GENERAL INFORMATION ON FINANCIAL AID***

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

- a. Students who have defaulted or are delinquent on any type of educational loan from any institution and do not have a default clearance letter.
- b. Students who owe a financial aid program refund to any institution.
- c. Students who knowingly make a false statement on a financial aid application.
- d. Students who have not met the SAP (Satisfactory Academic Progress) requirements from previous semesters which includes maintaining a 2.0 GPA or above with a 67 percent completion ratio. Also must have less than 106 attempted hours if associate degree-seeking.
- e. Students who have already received an associate's degree and are not currently seeking a bachelor's degree.
- f. Students who have received a bachelor's, master's or doctorate degree cannot be considered for grants unless seeking a second bachelor's and are under 196 attempted hours.
- g. Students who have not received a high school diploma or GED or have not met the requirements for ability to benefit.
- h. Students who are not US citizens or eligible non-citizens must have permanent alien resident card.
- i. Students who are non degree-seeking.
- j. Students who have not provided copies of any and all official transcripts from high school/GED and/or colleges attended. (Official transcripts must be in a sealed envelope.)

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***

A grant awarded through strict rules set by the Department of Education and is determined through a calculation that gives a number called the EFC (Expected Family Contribution). This grant provides a "foundation" of financial aid, to which aid from other Federal and non-Federal sources may be added. The maximum award that a student may receive for the year is \$5,500 for 2011-2012.

### ***Supplemental Educational Opportunity Grant (SEOG)***

The SEOG program was established to assist in making post-secondary education available to qualified students who lack financial means of their own. Priority is given to those students who qualify for PELL grants.

### ***Perkins Loan***

A need-based, low-interest loan available to students rather than their parents. The student will be held responsible for this loan, not the parent. A student typically has a six-month grace period during which the student will be responsible for interest while attending school. Perkins loans offer low interest rates to students and can be repaid within ten years.

### ***Stafford Loan Subsidized and Unsubsidized Loans***

Federal Subsidized Stafford Loan – A program in which a student may borrow from a bank or other financial institution. The federal government will pay the interest on the loan while the student is enrolled at least half-time in school and during authorized deferment periods. The interest on the loan varies, but the borrower's interest remains constant for the original loan.

### ***Federal Unsubsidized Stafford Loan***

A loan that is available to students without financial need or whose need is not met by other resources. The interest rate is fixed at 6.8 percent and interest accrues while the student is enrolled. The interest may be deferred and then capitalized when the loan goes into repayment six months after the student ceases half-time enrollment. Interest may also be paid monthly, quarterly or be added to the principal amount of the loan. You must complete the FAFSA to be considered for this program.

### ***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 Student Services Center limits the work-study award and students must be enrolled for at least 3 credit hours and be Associates seeking for ENMU-*Ruidoso* work study positions.

### ***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 in at least 6 credit hours. Students must meet the institution's satisfactory progress policy and be associates-seeking with ENMU-Ruidoso.

### ***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.

### ***Federal Parent Loan for Undergraduate Students (PLUS)***

These loans are intended to assist parents in borrowing to help pay their children's educational expenses. For 2011-2012, the variable rate for these PLUS Loans is 3.28 percent. Interest is charged on a PLUS Loan from the date of the first disbursement until the loan is paid in full. Parents pay a fee of up to 4 percent of the loan, deducted proportionately each time a loan disbursement is made. For PLUS loans made to parents that are first disbursed on or after July 1, 2011, the borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis.

### ***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 Student Services Center. Students are encouraged to apply online at: [www.fafsa.ed.gov](http://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. Computers are available for student use at the Ruidoso Campus as well as workshops offered by the ENMU-Ruidoso financial aid specialist.

### ***When to Apply***

Apply for financial aid for ENMU-Ruidoso after filing your taxes for the year. Funds become limited the longer you wait.

### ***Disbursement of Financial Aid***

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 percent of financial aid applicants are selected for a process known as verification. If chosen, the Student Services Center will request additional documentation. Documents requested might include (but are not necessarily limited to) federal tax returns for you and your parents, 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.

### ***First Time and Returning Borrowers***

1. Go to: <http://www.enmu.edu/myenmu>
  2. Log in using your student ID and PIN
  3. Click on the "Award Information" link at the bottom of the page
  4. Select appropriate aid year using the drop down menu
  5. Click the "Submit" button
  6. Click on the "Accept Award Offer" tab to review awards
  7. If you wish to accept a partial amount:
  8. Use the drop down menu to choose "Accept"
  9. Enter the amount you want to borrow in the "Accept Partial Amount" box (If this is a fall/spring loan you will receive one-half of the total each term)
  10. Click the "Submit Decision" button
  11. If you wish to accept the full amount of all offered awards:
  12. Click the "Accept Full Amount All Awards" button
  13. If you do not wish to borrow at this time, "Undecided" awards will remain offered until the end of the term in case you decide to accept at a later date
- After submitting your decision, a new screen will show the updated status of your awards.
- You may need to scroll down to the bottom of the page to review Outstanding Disbursement Requirements and follow instructions to complete them.
- All borrowers must complete annual Federal Direct Loan Entrance Counseling for Stafford loans at <http://www.studentloans.gov>. Borrowers new to the Federal Direct Loan program must also sign a Direct Loan Master Promissory Note.
- You will need to "Sign in" using your FAFSA Pin to complete the process.

## ***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 the upcoming year's scholarship awards to the Student Services Center no later than June 30th. If a student is selected to be awarded a scholarship, a thank you letter must be sent before the scholarship may be redeemed. Scholarships money is posted to the student's account if all above requirements are met on the add/drop date of the semester.

Many clubs, civic organizations, churches and other agencies provide scholarships to students each year. Interested students should check the ENMU-Ruidoso website for any updates to the ENMU-Ruidoso scholarship guide at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu) >>> Students >>> Scholarship

Guide on a monthly basis for updates on available scholarships. 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>

## **STATE SCHOLARSHIP PROGRAMS**

### **1. BRIDGE TO LOTTERY SUCCESS**

**SCHOLARSHIP** – This is a first-semester “bridge” to the New Mexico Lottery Success Scholarship. This scholarship will cover tuition for the first regular semester. The funds are given to the college from the state for this program. Students must be a New Mexico resident and US citizen or permanent resident, graduated from a NM public (or accredited private) high school or be a NM GED recipient, achieve minimum high school GPA (2.5) or GED score (530) and enroll full-time in a public New Mexico college or university as a degree-seeking student the first regular semester after high school graduation or successfully completing the GED exam. Students who do not complete 12 credit hours with a 2.5 grade point average their first semester will not be eligible for the New Mexico Legislative Lottery Success Scholarship. Therefore, it is extremely important that you meet the eligibility requirements.

### **2. ENMU-Ruidoso BOOST TO SUCCESS**

**SCHOLARSHIP** – This is a first-semester scholarship to help those students that would not otherwise qualify for the “Bridge to Lottery” scholarship. This scholarship will cover tuition for the first regular semester. Students must be a New Mexico resident and US citizen or permanent resident, graduated from a NM public (or accredited private) high school or be a NM GED recipient, achieve a minimum high school GPA of 2.0 or GED score of 500 and enroll full-time (12 credit hours) with ENMU-Ruidoso as a degree-seeking student the first regular semester after high school graduation or successfully completing the GED exam. This scholarship is based on state funding and may only be awarded based on the availability of funds from the state.

### **3. NEW MEXICO LOTTERY SUCCESS**

**SCHOLARSHIP** – The Lottery Scholarship is funded from the New Mexico Lottery and covers the cost of tuition at any NM public college or university. New Mexico residents, who attend classes at ENMU-Ruidoso on a full-time basis during the next regular semester after receiving a NM high school diploma or GED or having completed a state recognized, accredited home school correspondence program are eligible to participate. There is no deadline, and students need not apply to this program. It is automatic if a student completes the necessary criteria. Students maintain their eligibility for the scholarship by completing 12 or more credit hours with a 2.5 or higher GPA each semester. Scholarships will be awarded during the second semester of the first year of enrollment and will continue three consecutive regular semesters (fall and spring) if the student

meets all eligibility criteria. The scholarship continues for an additional four semesters if the eligible student enrolls full-time in ENMU Portales classes or transfers to another NM public four-year institution and continues to meet the scholarship requirement. For more information, call ENMU-Ruidoso at 575-257-3007 or the New Mexico Commission on Higher Education at 800-279-9777.

### **4. NEW MEXICO SCHOLARS SCHOLARSHIP**

**PROGRAM** – The scholarship was created by the 1989 New Mexico Legislature to assist outstanding New Mexico high school graduates. The scholarship covers tuition and fees plus \$700 per academic year, excluding lab and course fees and is awarded for four consecutive years, provided a student maintains a 3.0 grade point average on at least 24 credit hours per year. In order to be considered for this scholarship the applicant must be a New Mexico resident, graduated in the top 5 percent of the high school class or scored 25 or higher on the ACT or 1130 or higher on the SAT and has a family income of \$30,000 or less; \$40,000 or less if more than one family member is a student in postsecondary education. Note: Students who receive the New Mexico Scholars Scholarship are not eligible for the New Mexico Lottery Success Scholarship.

## **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:

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

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory academic progress (SAP) standards are measured to ensure students receiving Title IV federal student financial aid funds—grants, workstudy, Stafford and Perkins Loans—are meeting these requirements:

- Completion Rate—Attempted hours should be completed
- GPA—Grades earned should be sufficient to apply to degree or certificate plan
- Maximum Time Frame—Degree program should be completed in a timely manner

Following is the policy used by Eastern New Mexico University in compliance with federal regulations to determine whether or not students are meeting SAP and are eligible to receive Title IV federal student financial aid:

**SAP Requirements**

| Degree                            | ENMU Completion Rate | ENMU GPA | Overall Maximum Time Frame |
|-----------------------------------|----------------------|----------|----------------------------|
| Associate's or 2-year Certificate | 67%                  | 2.0      | 106 Attempted Hours        |
| Bachelor's                        | 67%                  | 2.0      | 196 Attempted Hours        |
| Second Bachelor's                 | 67%                  | 2.5      | 196 Attempted Hours        |
| Teacher Certification*            | 67%                  | 2.8      | 196 Attempted Hours        |
| Master's                          | 67%                  | 3.0      | 70 Attempted Hours         |

**ENMU Completion Rate--Definition**

The percentage of work a student has successfully completed at all campuses of Eastern New Mexico University.

**ENMU Completion Rate:**

$$\frac{\text{Institutional Hours Passed}}{\text{Institutional Hours Attempted}}$$

**Example:**

$$\frac{72 \text{ Hours Passed}}{85 \text{ Attempted}} = 84\%$$

**ENMU GPA--Definition**

Cumulative Grade Point Average (GPA) earned on course work at all campuses of Eastern New Mexico University.

**Overall Maximum Time Frame**

Maximum Time Frame is calculated as 150 percent of the hours necessary to complete the degree program and includes hours attempted at all post-secondary institutions. Title IV financial aid eligibility expires once the time frame is exceeded. Students with progressive history may request extension by submitting a course outline and degree plan to the Student Services Center. Students granted extension must complete all attempted hours with the GPA required by their program.

**\*Teacher Certification**

Teacher Certification applies to students who already have a bachelor's degree and are returning for certification only.

**Grade Calculation**

Grades of "F," "I," "U" and "W" are considered unsuccessful completion of the course and count against the completion rate and maximum time frame calculations. Grade of "S" will count as work completed and will be counted as successful completion of the course. Since no

grade point is given for the grade, it is not calculated into the GPA.

**Academic Progress Status**

Once grades are posted at the end of each semester, Financial Aid SAP Status will be updated for the next term. Students will be assigned a new status based on the semester's results:

**SAP Status**

| Academic Progress Status Result | Status    | Result                  |
|---------------------------------|-----------|-------------------------|
| Meeting Completion Rate and GPA | Eligible  | Eligible                |
| 1st Failure                     | Warning   | Provisional Eligibility |
| 2nd Failure                     | Probation | Provisional Eligibility |
| 3rd Failure                     | Denied    | Not Eligible            |

Students may review their Financial Aid Academic Progress online by accessing their personal ENMU account at [www.enmu.edu/current-students](http://www.enmu.edu/current-students) and following links to the Financial Aid area.

Denied status means a loss of Title IV financial aid funding eligibility. The student will have to pay for classes until SAP requirements are met.

**Reinstatement**

The Financial Aid and Scholarship Committee will only review written requests for reinstatement for students who have extreme mitigating circumstances which prevented them from complying with the SAP Policy. The financial aid director/vice president of Student Affairs may review decisions of the committee. The decision of the vice president of Student Affairs is final. Contact Student Services Center at 257-3007 for more information.

**Academic Standing**

Academic Progress maintained by the Student Services Center and is not the same as Academic Standing which is maintained by the Student Services Center. Students must be academically eligible and registered at ENMU before written requests concerning academic progress will be reviewed.



### **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 Student Services Center at 257-3007 or 800-934-ENMU (3668) for more information.

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 vice president of Student Affairs in Portales. The VP'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 percent of the semester in which they received aid will have their financial aid recalculated by the Student Services Center. 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.

## **veterans' educational**

All degree and certification 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 Services 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 Services 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 to 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 Services Center for processing. Students are responsible for having official transcripts sent to ENMU-*Ruidoso*, including military transcripts. Students will receive benefit checks directly from the VA and are then responsible for making payment on their tuition. Additional information about benefits, procedures and VA regulations regarding educational benefits may be obtained in the Student Services Center.

### **SCHEDULE OF BENEFITS FOR VETERANS' EDUCATION**

| <i>Undergraduate</i><br><b>Credit Load</b> | <i>Undergraduate</i><br><b>Credit Load</b> |                       |
|--|--|-----------------------|
| <i>Fall/Spring</i>                         | <i>Summer</i>                              | <b>Benefits</b>       |
| 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 education 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 institutions at a future date.

## **students with disabilities**

ENMU-*Ruidoso* is committed to helping students reach their academic goals. The Student Services Center concerns itself with maximizing the educational experience for students with disabilities. If a student has a documented disability or believes that he or she has a disability, contact Student Services at (575) 257-3007 to schedule an appointment. Bring any documentation to the appointment.

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 a disability in order to provide additional services.

There is no charge to the student. We are committed to providing appropriate support 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.



### COLLEGE SKILLS PLACEMENT TEST

The Student Services 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.

Placement tests are free and are offered Monday through Friday, 8:00 am to 3:00 pm at the College.

Appointments to take the tests may be scheduled by contacting the Student Services Center at 257-3007 or 800-934-ENMU (3668). A valid photo ID must be presented in order to take the placement test. Students may study for the placement test by visiting our website at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu). Click on Students>click on Prospective Students>click on Getting Started> scroll down to College Placement Prep Test link. The placement test can be

completed in approximately 2-3 hours. Students will review individual test results with an advisor before enrollment to determine course selection that meets student and degree program requirements.

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

| ACT Subtest Score | SAT Subtest Score | COLLEGE PLACEMENT SCORES                    | MATH PLACEMENT                   |
|-------------------|-------------------|---|----------------------------------|
| 10 - 15           | 220 - 410         | Arithmetic 21 - 54                          | MATH 094                         |
| 16 - 20           | 420 - 540         | Arithmetic 55 - 100<br>Elem. Algebra 0 - 45 | MATH 097                         |
| 21 - 23           | 550 - 590         | Elem. Algebra 46 - 65                       | MATH 107                         |
| 24 - 25           | 600 - 630         | Elem. Algebra 66 - 100                      | MATH 119<br>MATH 120<br>STAT 213 |
| ACT Subtest Score | SAT Subtest Score | COLLEGE PLACEMENT SCORES                    | ENGLISH PLACEMENT                |
| 10 - 15           | 410 - 420         | Pre-Basic Skills 30 - 50                    | ENG 094                          |
| 16 - 18           | 430 - 460         | Basic Sent. Skills 51 - 69                  | ENG 097                          |
| 19 - 30           | 470 - 699         | College Sent. Skills 70 - 89                | ENG 102                          |
| 31 - 36           | 700               | College Sent. Skills 90 - 100               | ENG 104                          |
| ACT Subtest Score | SAT Subtest Score | COLLEGE PLACEMENT SCORES                    | READING PLACEMENT                |
| 10 - 15           | N/A               | 31 - 60                                     | RED 094                          |
| 16 - 18           | N/A               | 61 - 80                                     | RED 097                          |

### 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 Services 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 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 EXAMINATION 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 has 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 place is permitted.
4. A maximum of 32 credit hours may be transcribed through validation examination in two-year programs. Shorter programs will be pro-rated.
5. Examinations shall have the prior approval of the instructor, the coordinator of Student Services 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/SAT CREDIT EXAMINATION PROGRAM**

1. ENMU-*Ruidoso* will award up to nine hours of credit for ACT/SAT examination scores as follows:

| <b>ACT</b> | <b>SAT</b>       | <b>Credit Applied To</b>     |
|------------|------------------|------------------------------|
| English 31 | Verbal 700       | ENG 102 (3 credit hours)     |
| Math 31    | Quantitative 690 | MATH 107 and 113 (6 credits) |

2. Credit is given to students who take the ACT/SAT examination before the first registration at ENMU-*Ruidoso*. Credit is awarded within the first semester of attendance. Transfer students must submit ACT/SAT scores for consideration for this credit.
3. Any credit earned through CLEP, AP and ACT/SAT must be mutually exclusive. For example, a student cannot earn three hours of English credit through ACT/SAT and another three hours of credit for English through CLEP or AP. The total number of credits accepted from any combination of CLEP general and ACT/SAT cannot exceed 30 credit hours.
4. Contact the Student Services Center for more information.

### **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 Student Services Center.
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 Education 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 and Challenge). Military credit is accepted as elective credit by the Student Services Center. Students may request of the Student Services Center that specific courses be applied to an associate’s degree requirements. Before credit will be considered official copies of courses completed or MOS rating must be sent directly to the Student Services Center from a record center. If the ACE Guide does not have an evaluation on 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.

## **COURSE WORK**

### **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 COURSE 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 Services 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.

## 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 prerequisites for future classes. Permission to do otherwise must be secured from the Student Services Center.

## GENERAL EDUCATION REQUIREMENTS

ENMU-Ruidoso has developed the following lists 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 component) to facilitate the transfer of students between ENMU-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 want 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.

## TRANSFERABLE 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. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current 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.

### Course Requirements

|  |         |
|--|---------|
| I. Communicating Effectively.....            | 9 hours |
| ENG* 102 (NMCCNS ENGL 1113) or ENG 108 ..... | 3 hours |
| ENG* 104 (NMCCNS ENGL 1123) or ENG 109 ..... | 3 hours |
| Selected from COMM courses below: .....      | 3 hours |
| COMM 101 (NMCCNS COMM 1213).....             | 3 hours |
| COMM 102 (NMCCNS COMM 1113).....             | 3 hours |
| COMM 202.....                                | 3 hours |

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

|  |         |
|--|---------|
| II. Understanding and Applying Mathematical Principles (selected from courses below) ..... | 3 hours |
| MATH 119 (NMCCNS MATH 1113).....   | 3 hours |
| MATH 120 (NMCCNS MATH 1213).....   | 3 hours |
| MATH 124 (NMCCNS MATH 1614).....   | 3 hours |
| STAT 213 (NMCCNS MATH 2114).....   | 4 hours |

|  |         |
|--|---------|
| III. Science (with Lab).....   | 8 hours |
| Classes cover the scientific method and history of science, focusing on "discovery" approaches and general themes as opposed to primarily data-oriented classes. |         |
| ANTH 245/L (NMCCNS ANTH 2213/2211).....  | 4 hours |
| Any 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).....   | 3 hours   |
| ANTH 233.....  | 3 hours   |
| ANTH 243 (NMCCNS ANTH 2113).....   | 3 hours   |
| BUS 151 (NMCCNS BUSA 1113).....  | 3 hours   |
| ECON 200, 221 (NMCCNS ECON 2113).....  | 3 hours   |
| ECON 222 (NMCCNS ECON 2123).....   | 3 hours   |
| FCS/ELED 221.....  | 3 hours   |
| PSCI 101 (NMCCNS POLS 1113).....   | 3 hours   |
| PSCI 102 (NMCCNS POLS 1123).....   | 3 hours   |
| PSY 101 (NMCCNS PSYC 1113) or PSY 201 or PSY 202 .....   | 3 hours   |
| SOC 101 (NMCCNS SOCI 1113).....  | 3 hours   |
| SOC 212 (NMCCNS SOCI 2113).....  | 3 hours   |
| SOC 215 (NMCCNS SOCI 2213).....  | 3 hours   |



|   |                      |
|---|----------------------|
| V. Humanities and Fine Arts .....   | 6-9 hours            |
| Courses must come from different disciplines and must include a minimum of three hours from category (a) and three hours from category (b). Note: Total number of hours from categories IV and V combined must be 15 hours.   |                      |
| 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.....   | 3 hours              |
| ART 131 (NMCCNS ART 1113).....  | 3 hours              |
| ART 165 (NMCCNS ART 2113).....  | 3 hours              |
| ART 166 (NMCCNS ART 2123).....  | 3 hours              |
| ART 210 or 231.....   | 3 hours              |
| DNC 101 (NMCCNS DANC 1013).....   | 3 hours              |
| MUS 101 (NMCCNS MUSI 1113).....   | 3 hours              |
| MUS 113.....  | 3 hours              |
| MUS 163.....  | 3 hours              |
| THTR 111 (NMCCNS THTR 1113) or THTR 121.....  | 3 hours              |
| 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).....  | 3 hours              |
| HIST 102 (NMCCNS HIST 1123).....  | 3 hours              |
| HIST 122 (NMCCNS HIST 1063).....  | 3 hours              |
| HIST 203 (NMCCNS HIST 2113).....  | 3 hours              |
| ENG 201.....  | 3 hours              |
| ENG 201A (NMCCNS ENGL 2343).....  | 3 hours              |
| ENG 201B (NMCCNS ENGL 2323).....  | 3 hours              |
| ENG 201D (NMCCNS ENGL 2313).....  | 3 hours              |
| ENG 211 (NMCCNS ENGL 2213).....   | 3 hours              |
| ENG 221 (NMCCNS ENGL 2413).....   | 3 hours              |
| ENG 222 (NMCCNS ENGL 2423).....   | 3 hours              |
| ENG 251 (NMCCNS ENGL 2513).....   | 3 hours              |
| ENG 252 (NMCCNS ENGL 2523).....   | 3 hours              |
| ENG 275.....  | 3 hours              |
| FR 101 (NMCCNS FREN 1114).....  | 4 hours              |
| FR 102 (NMCCNS FREN 1124).....  | 4 hours              |
| FR 201 (NMCCNS FREN 2113).....  | 3 hours              |
| FR 202 (NMCCNS FREN 2123).....  | 3 hours              |
| HUM 221 or HUM 222.....   | 3 hours              |
| PHIL 201 (NMCCNS PHIL 1113).....  | 3 hours              |
| PHIL 202 (NMCCNS PHIL 1213).....  | 3 hours              |
| PHIL 211 (NMCCNS PHIL 2113).....  | 3 hours              |
| REL 101 or REL 103.....   | 3 hours              |
| SPAN 101 (NMCCNS SPAN 1114).....  | 4 hours              |
| SPAN 102 (NMCCNS SPAN 1124).....  | 4 hours              |
| SPAN 201 (NMCCNS SPAN 2113).....  | 3 hours              |
| SPAN 202 (NMCCNS SPAN 2123).....  | 3 hours              |
| <b>Total Associate Degree General</b>   |                      |
| <b>Education Requirements .....</b>   | <b>35 – 36 hours</b> |

## 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 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 **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 Services 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 Services Center when the work has been completed. An "F" grade will be given for inadequate work or work not completed in a timely fashion. (In the event the student

does not complete the work and no change of grade is submitted by the faculty at the end of the regular semester, the grade will automatically revert to the grade of "F.") 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 grade "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 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 the 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 vice president. 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 or 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 Services 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 Services 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 Services 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. The following regulations will apply:

1. The original and any repeat courses must be from an ENMU campus.
2. 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 Services. A course of one type may never be repeated by a course of another type, e.g., a directed study for a regularly scheduled classroom course, etc.
3. All course enrollments and grades will appear on the transcript but only the highest graded earned will be used to calculate the grade point average. Where there is a difference of hours of credit or of course number level, the value of the repeat course with the highest grade will be used for the purpose of calculating the grade point average and in determining the satisfaction of degree requirements.
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 canceled and the previous academic record shall remain valid. The student may choose to repeat the course again after the withdrawal.

### ***WITHDRAWAL FROM THE COLLEGE***

A student may completely or partially withdraw from the College by the deadline published in the class schedule. Full-time and part-time enrolled students must complete the College withdrawal procedures at ENMU-Ruidoso Student Services 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. Withdrawals will have an effect on financial aid based on their current status of Satisfactory Academic Progress (SAP). Withdrawals will count as



attempted hours and will affect the completion ratio requirements of SAP. Partial withdrawals will also require a student to payback any scholarship monies awarded if the student falls below the number of eligible credit hours required to receive that scholarship. Please contact the Student Services Center before making a decision to withdraw from the College.

### ***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.

### ***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 with 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 without NMCCNS destination may not transfer. We encourage students to develop a degree plan with an advisor during the first semester.

## **degree plans**

### ***DEGREE REQUIREMENTS***

Students have the option of completing the degree requirements as outlined in the catalog that were 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 student's records unless he or she has applied for graduation and has 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 or 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 Services Center.

## **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 Services Center. Associate of Arts, Associate of Science and Associate of Applied Science graduates pay a graduation fee at the time the application is filed. The commencement ceremony for students graduating from ENMU-*Ruidoso* takes place each spring. Students wanting to participate in the commencement ceremony pay an additional fee for their cap and gown. Graduation application deadlines are:

Fall Semester 2nd Friday in October  
Spring Semester 1st Friday in March  
Summer Semester 1st Friday in June

### ***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 status, delaying receipt of the diploma.

### ***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 semester only.

# transferring to other institutions

## **TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS**

### ***Transfer Among New Mexico Higher Education Institutions***

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

### ***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.

## **COMPLAINT PROCEDURES**

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

1. File a written appeal with the Student Services 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 the reason for the denial.
3. If the student is denied and wants 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.

# student's rights and 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:**

1. Responsible for selecting a program of study that is consistent with his or her interests, skills and abilities
2. Responsible for selecting courses that are consistent with his or 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 instructors, 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 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 on 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.

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 student who takes and uses the information. Written records documenting academic dishonesty, provided by the instructor, will be added to the student's permanent file in the Student Services Center.

For the 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 agrees 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.*

## 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 Services Center within 5 school days after 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.

## 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 who have completed the mandated suspension period must go to the Student Services 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. A written appeal must be submitted to the vice president of the College.

Students 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 disenrollment, further suspension or denial of re-admission to the College.

## CLEMENCY POLICY

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

### Philosophy

Students who have attempted course work at ENMU and were not successful in their effort, but who wish to resume their college careers may, through the granting of academic clemency, exclude the poor academic record from current work.

### 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 criteria may apply for clemency in the Student Service 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 student's 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 EDUCATIONAL RIGHTS AND 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.
  6. To accrediting organizations to carry out their functions
  7. To comply with a judicial order or a lawfully issued subpoena
  8. To appropriate parties in a health or safety emergency
  9. To the alleged victim of any crime or violence, the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime
  10. 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
  11. 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, date of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports, 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 Services Center for each enrollment period (fall, spring and 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 Services Center in compliance with the Act.

# **student's obligations and expectations**

## **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 accordance 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 a 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 explosive 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
- 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 coordinator of Student Services within five 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.

### ***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 or 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.

## ***facilities***

The Ruidoso campus houses various educational services including: Student Services 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.

### ***STUDENT SERVICES CENTER***

The ENMU-*Ruidoso* Student Services Center provides students assistance with academic advising, career counseling, job training counseling and degree planning. While many incoming 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 Services 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 Services 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).

### ***LIBRARY/MEDIA SERVICES***

The ENMU-*Ruidoso* campus library is 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 Gold 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. A student ID is required for all book purchases and returns.

**Purchases** – Books and supplies can be purchased with cash, check or credit card. Students wishing to use financial aid, VA, third-party pay or online 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. Students can expect 3-4 days shipping time for your order.

**Refund Policy** – The last day for exchange or refunds is the day after add/drop deadline. 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.

**Buy Back** – During finals week of each semester, the Bookstore offers a buy-back service where used textbooks can be redeemed for cash. The bookstore buys back books

bought from other sellers. No receipts are needed. Any CDs 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.

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

### ***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 may be harmful. Students who are pregnant should consult with a physician before enrolling in laboratory courses.

### ***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 offices at 258-1730 or 800-854-4712 or stop by at 203 E. White Mountain Drive.



### ***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.

### ***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 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 students and employees responsible for their own decisions and actions.

### **DRUG-FREE CAMPUS POLICY**

ENMU-*Ruidoso* is a drug-free campus. Drug and alcohol use 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.

### **UNITED STATES CONTROLLED SUBSTANCE ACT**

The ENMU-*Ruidoso* policy complies with the educational mission of the institution and applicable state laws governing controlled substances [Chapter 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 statutes 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.

**No Smoking on Campus** - Effective June 15, 2007, the Dee Johnson Clean Indoor Air Act prohibits smoking at all workplaces and public facilities. In order to comply with

the new provisions of the law, smoking is banned inside or within 30 feet of any ENMU property or leased facilities including WMA, Ruidoso High School, Lincoln County Works and any other location where classes are held.

### **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 and litter or endanger themselves or others.

The library, laboratory and other special areas on campus have rules regarding the use of 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.



### **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 wanting to improve their reading, writing and/or English-speaking skills.

Tutor training workshops are offered throughout the year. Call 258-1730 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 education 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 258-1730 or 800-854-4712.



## **CAREER SERVICES**

ENMU-*Ruidoso* Student Services 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.

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

Online classes are also available. All Community Education classes are held 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 an 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 are offered on campus and/or in area businesses.

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

The goal of Customized Training 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 art classes. Class size is limited to ensure that each participant receives individual attention.

On the credit side of the College, 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.

## **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, 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.

## **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 education 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.

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 and 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 are 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.

# 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 or 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 the 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.



# Instructional programs

## ACCOUNTING

*Associate of Applied Science Degree*

65 credit hours

The Associate of Applied Science Degree in Accounting is designed to prepare students for entry into the accounting profession at an Accounting Technician position. The two-year program emphasizes internal accounting procedures and General Accepted Accounting Principles (GAAP) as they apply to external reporting. The program also provides a foundation for a more advanced degree leading toward professionalism in the accounting field.

The outcomes of the program include:

- Meet demands for immediate professional skill training of existing personnel.
- Provide a sound background in accounting skills to meet the considerable demand in the industry.
- Provide the foundation to enable students to obtain progressively advanced credentials such the designations of Certified Bookkeeper, Certified Management Accountant or Certified Public Accountant.
- Enable the student to obtain an Associate of Applied Science Degree that will meet requirements toward a Bachelor of Business Administration.
- Provide the student with a basic foundation in the “language of business” used in other business functions such as management, finance and marketing.

### 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 30 hours

BUS 151: Introduction to Business – 3

BUS 230: Legal Environment of Business – 3

BUS 241: Business Mathematics – 3

ENG 133: Writing for Technical Professionals – 3  
or BUS 201: Business Communication – 3  
ECON 221: Principles of Macro Economics – 3  
ECON 222: Principles of Micro Economics – 3  
IS 151: Basic Computer Skills – 3  
IS 153: Introduction to Information Systems – 3  
IS 281: Spreadsheets and Data Analysis – 3  
MGT 201: Principles of Management – 3

### Technical Requirements 23 hours

ACCT 201: Introductory Accounting I – 4

ACCT 202: Introductory Accounting II – 4

ACCT 204: Basic Income Tax – 3

ACCT 209: Microcomputer Accounting – 3

ACCT 206: Accounting for Small Business – 3

or ACCT 212: Advanced Bookkeeping – 3

or ACCT 215: Certified Bookkeeper – 3

ACCT 289: Accounting Internship – 3

or ACCT 214/L: Volunteer Income Tax Preparer/L – 3

FIN 201: Principles of Finance – 3

## BIOLOGY

*Associate of Science*

67 credit hours

The Associate of Science in Biology is designed to provide the foundation for earning the Bachelor of Science Degree at ENMU Portales or other university. The biology degree is a broad foundation for students intending to continue their studies in the medical or dental fields; botanical or zoological studies; or secondary education with science as the teaching emphasis.

The outcomes of the program include:

- Provide students with the general and specific skills needed as a foundation to pursue future employment in a variety of science or educational fields.
- Provide students with technical skills needed to work as technicians in outdoor fields such as natural resources and wildlife sciences; or in laboratory based fields such as found throughout the medical profession.
- Enable students to earn an Associate's of Science Degree that will meet requirements towards a Bachelor's of Science Degree in Biology at Eastern Mexico University – Portales.

### General Requirements 39 hours

Communications: 9 hours

ENG 102: English Composition – 3

ENG 104: English Composition and Research – 3

COMM 101: Interpersonal Communications – 3

COMM 102: Public Speaking – 3

COMM 103: Introduction to Mass Communication – 3

*Fine Arts: 3 hours*

ART 101: 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/L: Ceramics I/L – 4

DNC 101: Introduction to Dance – 3

MUS 101: Music Reading – 3

MUS 113: Music Appreciation – 3

MUS 163: Literature of Music – 3

THTR 111: Theatre Appreciation – 3

THTR 121: Beginning Acting – 3

*Humanities: 6 hours*

*Courses must come from two different areas.*

ENG 201: Types of Literature – 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

ENG 275: The Motion Picture – 3

ENG 281: Comparative Mythology – 3

FR 101: 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 – 4

SPAN 102: Continuation of Beginning Spanish – 4

SPAN 103: Beginning Spanish for the Professional – 3

SPAN 201: Intermediate Spanish – 3

SPAN 202: Continuation of Intermediate 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*

CHEM 151/L: General Chemistry I/L – 4

CHEM 152/L: General Chemistry II/L – 4

*Social Science: 6 hours*

*Courses must be taken from two different areas.*

ANTH/GEOG 103: Humans and Their Environment – 3

ANTH/GEOG 233: People 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 23 hours**

BIOL 152/L: General Biology II/L – 4

BIOL 214/L: Microbiology/L – 4

BIOL 222: Cell Biology – 3

STAT 213: Statistical Methods I – 4

PHYS 151/L: General Physics/L – 4

PHYS 152/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***

#### *65 credit hours*

The Associate of Arts Degree in Business Administration is designed to give 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.

The outcomes of the program include:

- Meet demands for immediate professional skill training of existing personnel.
- Provide a sound background in business skills to meet the considerable and varied demand in the industry.
- Provide the foundation to enable students to either seek employment among the variety of business enterprises or to provide the skills to be a more successful business owner.
- Enable the student to obtain an Associate of Arts



degree that will meet requirements toward a Bachelor of Business Administration.

- Provide the student with a basic foundation in various business functions such as management, finance and marketing.

### General Education Requirements 33 hours

#### Art: 3 hours

ART 101: Drawing 1 – 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: Ceramics I – 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: Theatre Appreciation – 3  
 THTR 121: Beginning Acting – 3

#### Communications: 9 hours

ENG 102: English Composition – 3  
 ENG 133: Writing for Technical Professionals – 3  
 or BUS 201: Business Communication – 3  
 COMM 101: Interpersonal Communications – 3  
 or COMM 102: Public Speaking – 3

#### Humanities: 3 hours

ENG 201A: Types of Literature (Short Story) – 3  
 ENG 201B: Types of Literature (Novel) – 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  
 ENG 281: Comparative Mythology – 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 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 – 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: 7 hours

MATH 119: College Algebra – 3  
 STAT 213: Statistical Methods I – 4

#### Physical Science with Lab: 4 hours

ANTH 245/L: Introduction to Archaeology – 3  
 CHEM (any CHEM course with lab)  
 GEOL (any GEOL course with lab)  
 PHYS (any PHYS course with lab)

#### Social Science: 3 hours

PSY 101: Introductory Psychology – 3  
 or SOC 101: Introductory Sociology – 3

### Institutional Requirement 3 hours

UNIV 101: Freshman Seminar – 3

### Related Requirements 12 hours

BUS 151: Introduction to Business – 3  
 BUS 230: Legal Environment of Business – 3  
 IS 151: Basic Computer Skills – 3  
 IS 281: Spreadsheets and Data Analysis – 3

### Program Requirements 17 hours

ACCT 201: Introductory Accounting I – 4  
 ACCT 202: Introductory Accounting II – 4  
 ECON 221: Principles of Macro Economics – 3  
 ECON 222: Principles of Micro Economics – 3  
 FIN 201: Principles of Finance – 3  
 or MGT 201: Principles of Management – 3  
 or MKT 201: Principles of Marketing – 3

## BOOKKEEPING/ACCOUNTING

### *Certificate of Completion*

#### 34 credit hours

The Bookkeeping/Accounting certificate program is designed to prepare students for entry into the accounting profession at positions ranging from entry-level single function to full-charge bookkeepers. This one-year program emphasizes internal accounting procedures, preparation of financial statements and simple tax returns.

The outcomes of the program include:

- Meet demands for immediate professional skill training of existing personnel.
- Provide a sound background in accounting skills to meet the considerable demand in the industry.
- Provide the foundation to enable students to obtain progressively advanced credentials such as the designation of Certified Bookkeeper.



- Enable the student to obtain a Certificate of Completion that will meet requirements toward an Associate of Applied Science Degree in Accounting.
- Provide the student with a basic foundation in the “language of business” used in other business functions such as management, finance and marketing.

### Certificate Requirements

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 Bookkeeping – 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 IS 281: Spreadsheets and Data Analysis – 3

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.

## CONSTRUCTION TRADES

*Associate of Applied Science Degree*

67 credit hours

The Associate of Applied Science in Construction Trades 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 Construction Trades has four possible areas of concentration:

- Residential Building
- Commercial Building
- Remodeling older buildings
- General Home weatherization

The outcomes of the program include:

- Meet demands for immediate professional skill training of existing personnel while simultaneously addressing the future need of a growing industry.

- Provide students with the general and specific skills to be successful in the industry.
- Enable students to successfully complete the requirements for various certifications offered by the CID of NM.
- Enable students to obtain progressively advanced industry recognized credentials beginning with a Certificate of Completion, industry certifications and an Associate of Applied Science Degree in Construction.
- Enable students to obtain an Associate of Applied Science Degree that will meet the requirements toward a career in both residential and commercial building fields.
- Provide students with the flexibility to pursue a concentration of study within the area of construction nationwide that meets their needs.

### General Education Requirement 16 hours

BUS 151: Introduction to Business – 3

ENG 102: English Composition – 3

ENG 133: Writing for Technical Professionals – 3

MATH 107: Intermediate Algebra – 3

PHYS 113: Survey of Physics – 4

### Institutional Requirements 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 with CPR – 2

### Technical Requirements 37 hours

CNST 294 (A): Co-op/Internship Training\* – 8

CNST 111 (A): Basic Woodworking for Construction\* – 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

*(A) Indicates courses that are included in the Apprenticeship Program*

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

## **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 with 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

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

## **CRIMINAL JUSTICE**

### ***Associate of Arts Degree***

62 credit hours

The Associate of Arts in Criminal Justice is designed to transfer to a Bachelor of Arts or Sciences (BA/BS) Degree program at ENMU Portales or other university. 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 towards a Bachelor's degree in Criminal Justice or other majors at several New Mexico four-year state universities.

The outcomes of the program include:

- Enable students to understand the relationship between crime trends and the corrections system.
- Enable students to understand the process of the legal system including law enforcement, courts, corrections, probation and parole.
- Enable students to understand current research related to crime in the U.S.
- Enable students to understand the physical, emotional and financial harm people suffer at the hands of criminals.

### **General Education Requirements 35 hours**

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 142: Fundamentals of Physical Well Being – 1  
HPE: Activity Course – 1  
IS 153: Introductions of Information Systems – 3  
or IS 151: Basic Computer Skills – 3  
MATH 119: College Algebra – 3  
STAT 213: Statistical Methods I – 4

### Communications: 3 hours

COMM 202: Dynamics of Group Behavior – 3

### 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: Theatre Appreciation – 3

Science with Lab: 8 hours

BIOL 113/L: Biology for General Education/L – 4  
 BIOL 151/L: General Biology I/L – 4  
 BIOL 151/L: General Biology II/L – 4  
 CHEM 121/L: Survey of General Chemistry/L – 4  
 CHEM 151/L: General Chemistry I/L – 4  
 CHEM 152/L: General Chemistry II/L – 4  
 GEOL 151/L: Physical Geology/L – 4  
 GEOL 152/L: Historical Geology/L – 4  
 GEOL 222/L: Planetology/L – 4  
 PHYS 141/L: Astronomy/L – 4  
 PHYS 151/L: General Physics I/L – 4  
 PHYS 152/L: General Physics II/L – 4  
 PHYS 202/L: General Physics II/L – 4

**Institutional Requirement 3 hours**

UNIV 101: Freshman Seminar – 3

**Related Requirements 12 hours**

COMM 101: Interpersonal Communication – 3  
 or COMM 102: Public Speaking – 3  
 PSCI 102: American National Government – 3  
 PSY 101: Introductory Psychology – 3  
 SOC 212: Contemporary Social Issues – 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  
 CJ287: Criminal Law – 3  
 CJ293: Topics in Criminal Justice – 3  
 CJ294: Practicum – 3

## **EMERGENCY MEDICAL TECHNICIAN**

***Certificate of Occupational Training***

***10 credit hours***

This ten credit hour (10) course of study consists of approximately 200 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 EMS Bureau's Exam and the National Registry of EMT's Exam.

The outcomes of the program include:

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
- Administer appropriate emergency medical care based on assessment findings of the patient's condition.
- Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
- Perform safely and effectively the expectations of the job description.

**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-Basics 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.

**Certificate Requirements**

EMS 101: Cardiopulmonary Resuscitation – 1  
 EMS 111: EMT-Basic – 5  
 EMS 111L: EMT-Basic Practicum – 2  
 EMS 113: EMT Capstone – 0.5

## **ADVANCED EMERGENCY MEDICAL TECHNICIAN**

***Certificate of Occupational Training***

***10.5 Credit Hours***

This course of study consists of 218 (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 EMS Bureau Licensing Exam.

### Requirements for Acceptance into the Program:

1. Notarized New Mexico State EMT License.
2. Successful completion of the AEMT pretest.
3. Completion of health guidelines of clinical agencies.
4. Current CPR Certification.
5. Mandatory drug screening and criminal background checks may be required for all EMT-Advanced 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.

### Certificate Requirements

EMS 175: Advanced EMT – 8  
 EMS 175L: Advanced EMT Practicum/L – 1  
 EMS 176L: Advanced EMT Clinical Practicum – 1  
 EMS 177: Advanced EMT Capstone – 0.5

## ENVIRONMENTAL SCIENCE

### Associate of Science Degree

65 credit hours

The Associate of Science in Environmental Science is designed to provide the foundation for earning the Bachelor of Science Degree 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 or technology fields, as well as industry in the fields of energy and renewable resources. The complexities of environmental interactions require a broad background in physical sciences, life sciences 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.

The outcomes of the program include:

- Provide students with the general and specific skills needed to pursue future employment in a variety of environmental science or educational fields.
- Provide students with technical skills needed to work as technicians in natural resources and environmental sciences with industry or governmental agencies.
- Enable students to earn an Associate of Science degree that will meet requirements towards a Bachelor of Science degree in Biology at Eastern

Mexico University Portales.

### General Degree Requirements 32 hours

#### Communications: 9 hours

ENG 102: English Composition – 3  
 ENG 104: English Composition and Research – 3  
 COMM 101: Interpersonal Communications – 3  
 COMM 102: Public Speaking – 3  
 COMM 103: Introduction to Mass Communications – 3

#### Mathematics: 3 hours

MATH 119: College Algebra – 3  
 MATH 120: Plane Trigonometry – 3

#### Life Science with Lab: 4 hours

BIOL 151/L: General Biology I/L – 4

#### Physical Science with Lab: 4 hours

CHEM 151/L: General Chemistry I/L – 4

#### Fine Arts: 3 hours

ART 101: 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: Ceramics I – 3  
 DNC 101: Introduction to Dance – 3  
 MUS 101: Music Reading – 3  
 MUS 113: Music Appreciation – 3  
 MUS 163: Literature of Music – 3  
 THTR 111: Theatre Appreciation – 3  
 THTR 121: Beginning Acting – 3

#### Humanities: 3 hours

*Courses must come from two different areas.*

ENG 201: Types of Literature – 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  
 ENG 275: The Motion Picture – 3  
 ENG 281: Comparative Mythology – 3  
 FR 101: 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  
 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

*Social Science: 6 hours*

*Courses must be taken from two different disciplines.*

ANTH/GEOG 103: Humans and Their Environment – 3  
 ANTH/GEOG 233: Peoples and Cultures of the World – 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  
 PSY 101: Introduction to 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

**Related Requirements 2 hours**

HPE Activity Course – 1  
 HPE 142: Fundamentals of Physical Well-Being – 1

**Program Requirements 28 hours**

GEOL 113/L: The Geological Environment/L – 4  
 or GEOL 151/L: Physical Geology – 4  
 GEOL 123: Earth Resources – 4  
 PHYS 151/L: General Physics/L – 4  
 PHYS 152/L: General Physics/L – 4  
 STAT 213: Statistical Methods I – 4  
 MATH 124: Calculus I – 4  
 CHEM 152/L: General Chemistry II – 4

***FAMILY AND CONSUMER SCIENCE/  
 EARLY CHILDHOOD***

*Associate of Arts Degree*

*67 credit hours*

The Associate of Arts Degree in Family and Consumer Science/Early Childhood is the first step towards teacher licensure in Early Childhood Education in the state of New Mexico. It transfers into a Bachelor of Arts (BA) degree in Early Childhood Education at Eastern New Mexico University and most New Mexico four-year institutions. Students who anticipate transferring to one of New Mexico's public universities and majoring in education should follow this program of lower division courses.

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 four-year university. Admission to most teacher education programs requires successful completion of the Basic Skills portion of the NMTA.

The outcomes of the program include:

- Develop strategies for promoting safe environments for children.
- Understand professional codes of ethics in the early childhood profession.
- Demonstrate knowledge of child development from conception through age eight.
- Demonstrate knowledge of assessment strategies used to evaluate early childhood programs.
- Develop curriculum based on social, cognitive, physical and emotional areas of development.
- Demonstrate knowledge of methods of guiding the development of self-regulatory capacities in young children.
- Demonstrate knowledge of the dynamics of working with family members, community agencies and other professionals to meet the needs of young children.

**General Education Requirements 35 hours**

*Art: 6 hours*

*Courses must be taken from two different disciplines*

ART 101: 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  
 MUS 163: Literature of Music – 3  
 THTR 111: Theatre 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

*Life Science with Lab: 4 hours*

BIOL: (any BIOL course with a lab)

*Mathematics: 3 hours*

MATH 261: Mathematical Concepts I – 3

*Physical Science with Lab: 4 hours*

ANTH 245/L: Introduction to Archaeology – 3

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 Cultures of the World – 3

ECON 221: Principles of Macro Economics – 3

GEOG 233: People and Cultures of the World – 3

PSCI 101: Introduction to Political Science – 3

PSCI102: 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/L – 2

FCS 240: Curriculum Development and Implementation II – 3

FCS 240L: Curriculum Development and Implementation II/L – 2

FCS 265: Guiding Young Children – 3

FCS 280: Family and Community Collaboration I – 3

## ***FAMILY AND CONSUMER SCIENCE/ CHILD DEVELOPMENT***

***Certificate of Completion***

***32 credit hours***

The Certificate of Completion in Family and Consumer Science/Child Development is a terminal degree designed to meet state requirements for employment in licensed day care facilities. This is one of the fastest growing employment opportunities and requires employees to continually recertify. The courses in the Child Development program meet those requirements. The certification program requires fewer general education classes than the associate's degree.

The outcomes of the program include:

- Knowledge of strategies for promoting safe environments for children.
- Demonstrate knowledge of the seven early childhood education competency areas.
- Demonstrate knowledge of child development from conception through age eight.
- Develop curriculum based on social, cognitive, physical and emotional areas of development.
- Demonstrate knowledge of methods of guiding the development of self-regulatory capacities in young children.
- Demonstrate knowledge of the dynamics of working with family members, community agencies and other professionals to meet the needs of young children.

### **Certificate Requirements**

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

FCS239L: Curriculum Development and Implementation I/L – 2

FCS240: Curriculum Development and Implementation II – 3

FCS 240L: Curriculum Development and Implementation II/L – 2

FCS 265: Guiding Young Children – 3

FCS 280: Family and Community Collaboration I – 3

UNIV 101: Freshman Seminar – 3

## ***GENERAL STUDIES***

***Associate of Arts Degree***

***63-65 credit hours***

The Associate of Arts in General Studies is designed to provide 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.

The outcomes of the program include:

- Develop academic credentials for students in areas of personal interest.
- Focus students in areas of studies that will result in an associate's degree while allowing students creative vision of a college degree.
- Allow students to organize multiple academic paths into a manageable area of study that allows students to further study for a bachelor's degree.

### **General Education Requirements 35-36 hours**

See General Education Common Core Courses

### **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 is designed to introduce students to the skills and knowledge needed to enter the discipline of history. The program is designed to offer several career paths. The associate's may be awarded as a terminal degree. The student may also continue his or her education by transferring to a four-year college or university and obtain a bachelor's, master's and/or Ph.D. in history. This degree articulates into the Bachelor's of Arts 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, libraries or state and county historical societies.

History requires that students receive graduate level training (master's) in order to teach history at a community college or a Ph.D. to teach at a university.

History majors are also prepared to enter numerous academic or career paths. These include political science, politics, government, law, diplomacy, libraries and archives.

The outcomes of the program are:

- To introduce students to the study of history.
- To introduce students to critical thinking in history.
- To introduce students to historical methods.
- To introduce students to research methods in history.
- To introduce students to pedagogy in the history classroom.
- To prepare students with basic competency in state, national and international history.
- To prepare students as citizens/leaders in a global society.

### **General Education Requirements 29 hours**

#### *Fine Arts: 3 hours*

ART 101: 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: Ceramics I – 3

MUS 113: Music Appreciation – 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

#### *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

ENG 281: Comparative Mythology – 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

Mathematics: 3 hours

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

Science with Lab: 8 hours

BIOL (Any Biology with lab)  
 CHEM 113/L: Chemistry for Today/L – 4  
 GEOL 113/L: The Geological Environment/L – 4  
 PHYS 113/L: Survey of Physics/L – 4  
 PHYS 141/L: Astronomy/L – 4

Social Science: 3 hours

*Courses must be taken from 2 different disciplines.*

ANTH/GEOG 103: Humans and Their Environments – 3  
 ANTH/GEOG 243: Introduction to Cultural Anthropology – 3  
 BUS 151: Introduction to Business – 3  
 ECON 222: Principles of Micro Economics – 3  
 PSCI 101: Introduction to Political Science – 3  
 PSY 101: Introduction to Psychology – 3  
 PYS 200: Human Growth and Development – 3  
 PSY 201: Child 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  
 ANTH/GEOG 233: People and Cultures of the World – 3  
 HPE 142: Fundamentals of Physical Well-Being – 1  
 IS 151: Basic Computer Skills – 3

**Program Requirements 24 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 – 3  
 HUM 221: Introduction to World Humanities – 3  
 HUM 222: Modern World Humanities – 3  
 PSCI 102: American National Government – 3

## ***HOSPITALITY AND TOURISM***

### ***Associate of Applied Science Degree***

62-65 credit hours

The Associate of Applied Science in Hospitality and Tourism 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 and Hotel Management
- Food and Beverage Management
- Culinary Arts
- General Hospitality Management

The outcomes of the program include:

- Meet demands for immediate professional skill training of existing personnel while simultaneously addressing the future need of a growing industry.
- Expose students to real world experiences through hands-on instruction, case study evaluation, industry professional speakers and industry networking.
- Provide students with the general and specific skills to be successful in the hospitality and tourism industry.
- Enable students to obtain progressively advanced industry recognized credentials beginning with a Certificate of Completion, industry certifications and an Associate of Applied Science Degree in Hospitality and Tourism.
- Enable students to obtain an Associate of Applied Science Degree that will meet the requirements toward a Bachelor of Applied Arts and Sciences degree offered by ENMU Portales.
- Provide the student with the flexibility to pursue a concentration of study within the hospitality and tourism program that most meets the student's needs and interests.

**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\*

*\*Not required for concentration in Culinary Arts*



*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  
 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  
 HIST 102: Survey of American History Since 1877 – 3  
 HIST 203: NM History – 3  
 HIST 205: Lincoln County History – 3  
 PHIL 201: Introduction to Philosophy – 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 Culinary Arts 38 hours**

HRTM 151: Introduction to Hospitality Management – 3  
 HRTM 200: Management of Food and Beverage Operations – 3  
 HRTM 240: Catering, Restaurant and Food Management – 3  
 HRTM 255: Planning and Control for Food and Beverage – 3  
 HTCA 151: Introduction to Culinary Arts – 3  
 HTCA 260: Sanitation and Safety – 1  
 HTCA 262/L: Food Preparation I/L – 4  
 HTCA 263/L: Food Preparation II/L – 4  
 HTCA 265/L: Global Cuisines/L – 4  
 HTCA 266/L: Specialty Cooking/L – 4  
 HTCA 270: Beverage Management: Alcoholic and Non-Alcoholic Beverages – 2  
 HRTM/HTCA 289: Hospitality Internship – 4

### **Program Requirements**

#### **Concentration in Resort and Hotel Management 33 hours**

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 and Housekeeping Operations – 3  
 HRTM 230: Customer Service Management – 3  
 HRTM 245: Managing Hospitality Human Resources – 3  
 HRTM 250: Hotel/Resort Operations Management – 3  
 HRTM/HTCA 289: Hospitality Internship – 4

*Choose 8 hours from program electives*

### **Concentration in Food and Beverage Service Management 33 hours**

HRTM 151: Introduction to Hospitality Management – 3  
 HRTM 200: Management of Food and Beverage Operations – 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 255: Planning and Control for Food and Beverage – 3  
 HRTM/HTCA 289: Hospitality Internship – 4

*Choose 8 hours from program electives*

### **Concentration in General Hospitality Management 33 hours**

HRTM 151: Introduction to Hospitality Management – 3  
 HRTM 201: Basic Hotel and Restaurant Accounting – 3  
 HRTM 205: Hospitality Supervision – 3  
 HRTM/HTCA 289: Hospitality Internship – 4

*Choose 20 hours of program electives*

*Choose program electives from the following:*

HRTM 200: Management of Food and Beverage Operations – 3  
 HRTM 201: Basic Hotel and Restaurant Accounting – 3  
 HRTM 208: Managing Front Office and Housekeeping Operations – 3  
 HRTM 210: Marketing for the Hospitality Industry – 3  
 HRTM 220: Special Attractions and Events Management – 3  
 HRTM 230: Customer Service Management – 3  
 HRTM 240: Catering Restaurant and Food Management – 3  
 HRTM 245: Managing Hospitality Human Resources – 3  
 HRTM 250: Hotel/Resort Operations Management – 3  
 HRTM 252: Security and Loss Prevention for the Hospitality Industry – 3  
 HRTM 255: Planning and Control for Food and Beverage – 3  
 HRTM 268: Workshop in Hospitality and Tourism  
 HRTM 293: Topics in Hospitality and Tourism Management  
 HTCA 151: Introduction to Culinary Arts – 3  
 HTCA 260: Sanitation and Safety – 1  
 HTCA 262/L: Food Preparation I/L – 4  
 HTCA 263/L: Food Preparation II/L – 4  
 HTCA 266/L: Specialty Cooking/L – 4  
 HTCA 270: Beverage Management: Alcoholic and Non-Alcoholic Beverages – 2  
 HTCA 271: Beverage Management – Wines of the World – 1

## **HOSPITALITY AND TOURISM**

### ***Certificate of Completion***

#### ***32-33 credit hours***

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

The outcomes of the program include:

- Expose students to real world experiences through hands-on instruction, case study evaluation, industry professional speakers and industry networking.
- Provide students with the general and specific skills to be successful in the hospitality and tourism industry.
- Enable students to obtain progressively advanced industry recognized credentials beginning with a Certificate of Completion, industry certifications and an Associate of Applied Science Degree in Hospitality and Tourism.
- Provide the student with the flexibility to pursue a concentration of study within the hospitality and tourism program that most meets the student's needs and interests.

#### **Resort and 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 and Housekeeping Operations – 3  
 HRTM 230: Customer Service Management – 3  
 HRTM 245: Managing Hospitality Human Resources – 3  
 HRTM 250: Hotel/Resort Operations Management – 3  
 HRTM/HTCA 289: Hospitality Internship – 3  
*Choose 6 hours from program electives*

#### **Food and Beverage Service Management 32 hours**

BUS 210: Employability Skills – 2  
 HRTM 151: Introduction to Hospitality Management – 3  
 HRTM 200: Management of Food and Beverage Operations – 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 255: Planning and Control for Food and Beverage – 3

HRTM/HTCA 289: Hospitality Internship – 3  
*Choose 6 hours from program electives*

#### **Culinary Arts 33 hours**

BUS 210: Employability Skills – 2  
 HTCA 151: Introduction to Culinary Arts – 3  
 HRTM 200: Management of Food and Beverage Operations – 3  
 HRTM 255: Planning and Control for Food and Beverages – 3  
 HTCA 260: Sanitation and Safety – 1  
 HTCA 262/L: Food Preparation I/L – 4  
 HTCA 263/L: Food Preparation II/L – 4  
 HTCA 265/L: Global Cuisines/L – 4  
 HTCA 266/L: Specialty Cooking/L – 4  
 HTCA 270: Beverage Management: Alcoholic and Non-Alcoholic Beverages – 2  
 HTCA 289: Hospitality Internship – 3

## **HUMAN SERVICES ALCOHOL AND DRUG ABUSE STUDIES**

### ***Certificate of Completion***

#### ***18 credit hours***

The Certificate of Completion in Human Services Alcohol and Drug Abuse Studies is designed to prepare students to apply for licensure as an Alcohol and Drug Abuse Counselor or Substance Abuse Associate with the State of New Mexico. The education for this certificate includes 276 clock hours of specific training in alcohol and drug counseling and 6 clock hours of ethics.

The outcomes of the program include:

- Understand the historical viewpoint and overview of addiction counseling.
- Use the physiological and psychological ways to administer treatment.
- Be fluent in using motivational interviewing techniques.
- Have an understanding that addicts can be treated.
- Understand behavioral patterns, treatment plans and a discharge summary.

#### **Certificate 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

## **INFORMATION SYSTEMS**

### ***Associate of Applied Science Degree***

64 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. The Associate of Applied Science degree in Computer Technology has three possible areas of concentration:

- PC Support Technician
- Computer and Network Security
- Other Domains/disciplines to be defined.

The outcomes of the program include:

- Improving organizational processes and understanding that it is one of the key capabilities of all IS graduates.
- Seeing how organizations can benefit from technology capabilities by converting opportunities created by information technology innovations into sustainable organizational value through systematic processes.
- Designing and Managing Enterprise Architecture that is fully aligned with general organizational goals.
- Understanding threats and identifying high-level solutions to protecting the organization.
- Understanding, managing and controlling organizational risks that are associated with the use of IT-based solutions (e.g., security, disaster recovery, obsolescence, etc.).
- Identify and design opportunities for IT-enabled organizational improvement, analyze trade-offs, design and implement information systems solutions and managing on-going information technology operations.

- Demonstrate leadership and collaboration, communication and negotiation skills, analytical and critical thinking, including creativity and ethical analysis and mathematical foundations.
- Recognize myriad domains including business specialties (such as accounting or finance), government, health care, the legal profession and non-governmental organizations.

### **General Education Requirements 19 hours**

COMM 101: Interpersonal Communications – 3

ENG 102: English Composition – 3

MATH 119: College Algebra – 3

STAT 115: Introduction to Statistics and Computer Programming – 3

#### Science/Lab: 4 hours

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

CHEM 151/L: Chemistry for Today/L – 4

PHYS 151/L: Survey of Physics/L – 4

#### Social Science: 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

### **Institutional Requirement 3 hours**

UNIV 101: Freshman Seminar – 3

### **Related Course Requirements 12 hours**

BUS 151: Introduction to Business – 3

BUS 241: Business Mathematics – 3

#### Communication: 3 hours

ENG 133: Writing for Technical Professionals – 3

#### Management: 3 hours

MGT 201: Principles of Management – 3

### **Technical Requirements 30 hours**

IS 151: Basic Computer Skills – 3

IS 153: Introduction of Information Systems – 3

IS 160: Overview of Operating Systems and Utilities – 3

IS 170: Systems Analysis and Design – 3

IS 241: SML Languages – 3

IS 270: Data and Information Management -3

IS 281: Spreadsheets and Data Analysis – 3

IS 287: Application Development – 3

CS 123: Programming Fundamentals – 3

CS 234: Intermediate Programming – 3

## **PC SUPPORT TECHNICIAN**

### ***Certificate of Completion***

15 credit hours

The Certificate of Completion 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.

The outcomes of the program include:

- The ability to perform tasks such as installation, configuration, diagnostics, preventive maintenance and basic networking.
- Understanding and application of security, safety and environmental issues and communication and professionalism.
- Knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance with additional elements of security and soft skills.
- Knowledge to validate the basic skills needed by any entry-level service technician regardless of job environment.
- In-depth knowledge of PC workstations and peripherals including the skills required to install, configure, upgrade and maintain PC workstations, the Windows OS and SOHO networks.
- Utilization of troubleshooting techniques and tools to effectively and efficiently resolve PC, OS and network connectivity issues and implement security practices.

### **Certificate Requirements**

BUS 151: Introduction to Business – 3  
 IS 101: Computer Technical Support Essentials – 3  
 IS 102: Computer Technician's Practical Applications – 3  
 IS 151: Basic Computer Skills – 3  
 IS 160: Overview of Operating Systems and Utilities – 3

## **COMPUTER AND NETWORK SECURITY CERTIFICATION PROGRAM**

### ***Certificate of Completion***

15 credit hours

This program is specifically designed to prepare students as entry-level computer/networking security technicians or provide current Information Systems professionals with an Information Systems security certification to meet the needs of current and future employer requirements. Upon completion of this program, students will receive a college Certification of Completion and be prepared and encouraged to take the CompTIA Security+ test to receive the industry certifications.

The outcomes of the program include:

- Students will plan, analyze, develop, implement, maintain, and enhancing information systems security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data.
- Students will demonstrate their ability to implement higher-level security requirements; integrate security programs across disciplines; define security plans and policies; assess new system design methodologies to improve software quality; and institute measures to ensure awareness and compliance.
- Students will assess new security technologies and/or threats and recommend changes; review and evaluate security incident response policies; and develop long-range plans for IT security systems.
- Students will demonstrate their ability to resolve integration issues related to the implementation of new systems with the existing infrastructure.

### **Certificate Requirements**

IS 131: Network Security Fundamentals – 3  
 IS 136: Guide to Disaster Recovery – 3  
 IS 253: Firewalls and How They Work – 3  
 IS 257: Network Defense and Counter Measures – 3  
 IS 258: Cyber Ethics, Professionalism and Career Development – 3



## **NATURAL RESOURCES**

### ***Associate of Science Degree***

#### ***66-68 credit hours***

The Associate of Science in Natural Resources degree is designed to provide 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.

The outcomes of the program include:

- Provide students with the general and specific skills needed to pursue future employment in the fields of natural resource management, forestry or wildlife and biological sciences.
- Provide students with technical skills needed to work as technicians in forestry, fuels management or biological sciences.
- Enable students to earn an Associate of Science Degree that will provide a foundation towards the requirements of a Bachelor of Science Degree in natural resource management, forestry or wildlife sciences at four year institutions.

#### **General Education Requirements 23 hours**

##### ***Communications: 6 hours***

COMM 101: Interpersonal Communication – 3

or COMM 102: Public Speaking – 3

ENG 102: English Composition – 3

##### ***Mathematics: 3 hours***

MATH 119: College Algebra – 3

##### ***Life Science with Lab: 4 hours***

BIOL 151/L: General Biology I/L – 4

##### ***Physical Science with Lab: 4 hours***

GEOL 151/L: Physical Geology/L – 4

##### ***Social Science: 6 hours***

*Courses must be taken from 2 different disciplines.*

ANTH/GEOL 103: Humans and Their Environment – 3

ANTH/GEOL 233: Peoples and Cultures of the World – 3

BUS 151: Introduction to Business – 3

ECON 221: Principles of Macro Economics – 3

ECON 222: Principles of Micro Economics – 3

MGT 201: Principles of Management – 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

#### **Related Course Requirements 11 hours**

CHEM 151/L: General Chemistry I/L – 4

or CHEM 121/L: Survey of General Chemistry/L – 4

STAT 213: Statistical Methods I – 4

ENG 133: Writing for Technical Professionals – 3

#### **Technical Requirements 29-31 hours**

*The following additional 14 hours are required for all options:*

BIOL 110/L: Introduction to Wildlife and Fisheries Science/L – 4

BIOL 266/L: Ecology of the Southwest Uplands/L – 4

NATR 121: Introduction to Forestry – 3

NATR 289: Natural Resources Internship – 3

#### **Natural Resources – General Option 15-16 hours**

*Choose any 5 courses from the following:*

BIOL 111/L: Environmental Science/L – 4

BIOL 235: Introduction to Aquatic Ecology – 3

BIOL 236: Introduction to Ichthyology – 3

BIOL 216: General Botany – 3

BIOL 241: Wilderness Survival – 3

GEOL 123: Earth Resources/L – 4

NATR 261/BIOL 261: Vertebrate Zoology – 3

NATR 223: Forest Soils – 3

NATR 131/L: Geology of Lincoln and Otero Counties/L – 4

NATR 151: Wildland – Urban Interface – 3

NATR 201: Mapping and Measurement – 3

NATR 222: Introduction to Forestry Projects: Planning, Design and Layout – 3

NATR 233: Hydrology – 3

#### **Natural Resources – Forestry Option 16-17 hours**

BIOL 216/L: General Botany/L – 4

NATR 151: Fire Ecology – 3

NATR 201: Mapping and Measurement – 3

NATR 222: Introduction to Forestry Projects: Planning, Design and Layout – 3

*Choose any additional course:*

BIOL 111/L: Environmental Science – 4

BIOL 235: Introduction to Aquatic Ecology – 3

BIOL 236: Introduction to Ichthyology – 3

BIOL 216/L: General Botany/L – 4  
 BIOL 241: Wilderness Survival – 3  
 GEOL 123/L: Earth Resources/L – 4  
 NATR 261/BIOL 261: Vertebrate Zoology – 3  
 NATR 223: Forest Soils – 3  
 NATR 131/131L: Geology of Lincoln and Otero Counties/L – 4  
 NATR 233: Hydrology – 3

#### **Natural Resources – Wildlife Option 16 hours**

BIOL 111/L: Environmental Science/L – 4  
 BIOL 216: General Botany – 3  
 GEOL 123/L: Earth Resources/L – 4  
 NATR 261/BIOL 261: Vertebrate Zoology – 3

*Choose any 2 courses from the following:*

BIOL 236: Introduction to Ichthyology – 3  
 BIOL 241: Wilderness Survival – 3  
 NATR 223: Forest Soils – 3  
 NATR 131/131L: Geology of Lincoln and Otero Counties/L – 4  
 NATR 151: Fire Ecology – 3  
 NATR 201: Mapping and Measurement – 3  
 NATR 222: Introduction to Forestry Projects: Planning, Design and Layout – 3  
 NATR 233: Hydrology – 3

## ***NURSING ASSISTANT***

### ***Certificate of Occupational Training***

6 credit hours

The Certificate of Occupational Training in Nurse Assisting is designed to prepare students to successfully sit for the state nurse assisting certification examination.

The Nurse Assisting Program is designed to educate students in physical, emotional and spiritual assessment of residents' needs and concerns. Students receive training and practice in all state required resident care skills in the classroom lab as well as in several community settings. Students learn resident rights as well as the laws that protect those rights. Understanding of the role of the nurse assistant within the legal scope of practice is an expected outcome of this program.

The outcomes of the program include:

- How to care for people who are ill or have impaired self-care capabilities.
- Gain employment in a setting as a nurse assistant such as a hospital, nursing home or home health facility.
- Students will be prepared in all aspects of the nurse assisting skills for resident care required by the state of New Mexico.

- Students will be educated in the physical as well as mental aspects of the human body which supports the resident care they will perform.
- Understand the legal and ethical aspects of practice.
- Students will be prepared to successfully pass the written and skill exam required by the state of New Mexico to receive their certification as a nurse assistant.

### **Certificate Requirements**

NA 111: Nursing Assistant – 3  
 NA 111L: Nursing Assistant/L – 3

## ***POLICE SCIENCE***

### ***Associate of Applied Science Degree***

68 credit hours

Associate of Applied Science in Police Science provides a course of study for those 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 of Indian Academies. These requirements include, but are not limited to, age limitations, physical fitness and psychological testing, an oral interview and a background check.

The outcomes of the program include:

- Enable students who have completed the NMSP, NMDPS or Federal Law Enforcement Training Center of Indian Academies to obtain an AAS in Police Science.
- Enable students to understand the relationship between crime trends and the corrections system.
- Enable students to understand the process of the legal system including law enforcement, courts, corrections, probation and parole.
- Enable students to understand current research related to crime in the U.S.

### **General Education Requirements 32 hours**

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  
 HPE 142: Fundamentals of Physical Well Being – 1  
 HPE: Activity Course – 1  
 IS 151: Basic Computer Skills – 3  
 or IS 153: Introduction to Information Systems – 3

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

#### **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 hours toward the technical requirements.

*Choose one of the following for three 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 Certificate of Completion in Pre-Nursing 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-Roswell 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.

The outcomes of the program include:

- Complete the pre-requisite requirements needed to apply for a Registered Nurse program

#### **Certificate Requirements**

BIOL 152/L: General Biology II/L – 4  
 BIOL 209/L: Anatomy and Physiology I/L – 4  
 BIOL 210/L: Anatomy and Physiology II/L – 4  
 BIOL 214/L: Microbiology/L – 4  
 COMM 101: Interpersonal Communication – 3  
 ENG 102: English Composition – 3  
 NA 111/111L: Nursing Assistant/L – 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 is designed to introduce students to the skills and knowledge necessary to enter the field of psychology. The Associate of Arts in Psychology articulates into the Bachelor of Arts or Bachelor of Science in Psychology at the ENMU Portales campus. Psychology requires that practitioners receive graduate level training in order to practice professionally.

The outcomes of the program include:

- To introduce students to the study of psychology
- To introduce students to critical thinking in psychology
- To introduce students to research methods in psychology
- To prepare students to transfer to a four-year university with a solid foundation, basic skills and competencies in psychology.

#### **General Education Requirements 34 hours**

Communications: 3 hours

COMM 101: Interpersonal Communications – 3  
 COMM 102: Public Speaking – 3  
 COMM 202: Dynamics of Group Behavior – 3

Computer Literacy: 3 hours

IS 151: Basic Computer Skills – 3  
 IS 153: Introduction to Information Systems – 3

English: 6 hours

ENG 102: English Composition – 3  
 ENG 104: English Composition and Research – 3

Humanities and Fine Arts: 9 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  
 ENG 281: Comparative Mythology – 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  
 FR 268: Workshop in French – (1-3)  
 GER 101: Beginning German – 4  
 GER 102: Continuation of Beginning German – 4

GER 268: Workshop in German – (1-9)  
 GER 293: Topics in German – (1-9)  
 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 221: Introduction to World Humanities – 3  
 HIST 222: Introduction to Modern World Humanities – 3  
 MUS 113: Music Appreciation – 3  
 PHIL 201: Introduction to Logic – 3  
 PHIL 211: Ethics – 3  
 PHIL 202: Introduction to Logic – 3  
 SPAN 101: Beginning Spanish – 4  
 SPAN 102: Continuation of Beginning Spanish – 4  
 SPAN 105: Beginning Spanish: Native Speaker – 3  
 SPAN 201: Intermediate Spanish – 3  
 SPAN 202: Continuation of Intermediate Spanish – 3  
 SPAN 205: Intermediate Spanish: Native Speaker – 3  
 SPAN 268: Workshop in Spanish – (1-9)  
 THTR 111: Introduction to Theatre Arts – 3

Mathematics: 3 hours

MATH 119: College Algebra – 3  
 MATH 124: Calculus I – 4  
 MATH 132: Calculus II – 4  
 MATH 202: Calculus III – 4  
 STAT 213: Statistical Methods I – 4

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)

Science with Lab: 8 hours

BIOL 111/L: Environmental Science/L – 4  
 BIOL 113/L: Biology for General Education/L – 4  
 BIOL 151/L: General Biology I/L – 4  
 BIOL 152/L: General Biology II/L – 4  
 CHEM 121/L: Survey of General Chemistry/L – 4  
 CHEM 151/L: General Chemistry I/L – 4  
 CHEM 152/L: General Chemistry II/L – 4  
 GEOL 151/L: Physical Geology/L – 4  
 GEOL 152/L: Historical Geology/L – 4  
 GEOL 222/L: Planetology/L – 4  
 PHYS141/L: Astronomy/L – 4  
 PHYS 151/L: General Physics I/L – 4  
 PHYS 152/L: General Physics II/L – 4  
 PHYS 202/L: General Physics II/L – 4

**Institutional Requirement 3 hours**

UNIV 101: Freshman Seminar – 3

**Related Course Requirements 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

*Choose 9 hours from the following list:*

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

### Associate of Arts Degree

67 credit hours

The Associate of Arts in Studio Arts is designed to introduce students to the skills and knowledge needed to become a working studio artist. This two-year program offers an interdisciplinary approach to the visual arts. The curriculum stresses learning technical and thinking skills leading to personal artistic growth. Students are introduced to a variety of ideas and techniques, methods and concepts common to the creative disciplines. Formal concerns such as line, shape, color, value, texture, scale and composition are explored. Classes investigate the aesthetic differences between wet and dry media, additive and subtractive processes, two- and three-dimensional forms and the relationship between ideas and materials.

The outcomes of the program include:

- Present general and specific skills needed to be successful as a working studio artist.
- Enable students to obtain an Associates of Studio Arts Degree that meets the requirements toward a Bachelor's degree in Art offered by ENMU Portales.
- Guide student critiques to recognize and exploit their particular artistic strengths while creatively addressing weaknesses.
- Strive to help students establish their own unique aesthetic style developed from a foundation of historically prominent schools of artistic thought.



**General Education Requirements 37 hours**English: 6 hours

ENG 102: English Composition – 3

ENG 104: English Composition and Research – 3

Communication: 3 hours

COMM 101: Interpersonal Communication – 3

COMM 102: Public Speaking – 3

Humanities: 6 hours*Courses must be 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 251: Survey of American Literature I – 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

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 – 4

SPAN 102: Continuation of Beginning Spanish – 3

SPAN 103: Beginning Spanish for the Professional – 3

FR 101: French I – 3

FR 102: French II – 3

Physical Education: 2 hours

HPE 142: Fundamentals of Physical Well-being – 1

And One HPE activity course – 1

Social Science: 6 hours*Courses must be from different subjects*

ANTH/GEOG 103: Humans and Their Environments – 3

ANTH 233: People and Cultures of the World – 3

ANTH 243: Introduction to Cultural Anthropology – 3

BUS 151: Introduction to Business – 3

ECON 200: Survey of Economics – 3

ECON 221: Principles of Macro Economics – 3

ECON 222: Principles of Micro Economics – 3

FCS/ELED 221: Child Growth, Development and Learning – 3

PSCI 101: Introduction to Political Science – 3

PSCI 102: American National Government – 3

PSY 101: Introductory to 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 Family – 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

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

Mathematics : 3 hours

MATH 113: Mathematical Discovery – 3

MATH 119: College Algebra – 3

STAT 213: Statistical Methods I – 4

**Institutional Requirement 3 hours**

UNIV 101: Freshman Seminar - 3

**TEACHER EDUCATION TRANSFER PROGRAM****Associate of Arts Degree**70 credit hours

The Associate of Arts Degree in Teacher Education is the first step towards teacher licensure in the state of New Mexico. This program addresses the various teaching specialization areas offered at universities. It transfers into a Bachelor of Arts (BA) in Education degree program at ENMU Portales and most New Mexico four-year institutions. Students who anticipate transferring to one of New Mexico's public universities and majoring in education should follow this program of lower division courses.

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.

The outcomes of the program include:

- Students will examine and discuss education theories, issues, research and court decisions.
- Students will be familiar with interactive learning equipment, materials and classroom design.

- Students will engage in reflective practices.
- Students will begin developing a philosophy of education.
- Students will further develop oral and written communication and interviewing skills.

Students will be familiar with effective teaching and learning strategies, learning styles, motivation techniques, effective planning and classroom management.

### **General Education Requirements 64**

#### Associate's Degree Requirements: 6 hours

IS 151: Basic Computer Skills – 3

IS 160: Overview of Operating Systems Utilities – 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 (Recommended for Elementary Teaching certification)

#### Choose one from the following: 3 hours

ENG 201: Types of Literature Short Story – 3

ENG 201: Types of Literature Novel – 3

ENG 211: Introduction to Literature – 3

ENG 221: Survey of British Literature I – 3

ENG 222: Survey of British Literature II – 3

ENG 251: Survey of American Literature I – 3

ENG 252: Survey of American Literature II – 3

ENG 281: Comparative Mythology – 3

#### Fine Arts: 3 hours

ART 165: Art History I – 3

ART 166: Art History II – 3

ART 101: Drawing 1 – 3

ART 106: Design 1 – 3

ART 131: Art Appreciation – 3

ART 210: Photography 1 – 3

ART 231 Ceramics – 3

DNC 101: Introduction to Dance – 3

MUS 101: Music Reading – 3

MUS 113: Music Appreciation – 3

MUS 163: Literature of Music – 3

THTR 111: Theatre Appreciation – 3

#### History: 9 hours

HIST 203: New Mexico – 3 (Required)

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

#### Laboratory Sciences: 12 hours

Choose one of the following for 4 hours:

BIOL 111/L: Environmental Science/L – 4

BIOL 113/L: Biology for General Ed/L – 4

BIOL 151/L: General Biology I/L – 4

BIOL 152/L: General Biology II/L – 4

BIOL 110/L: Introduction to Wildlife and Fisheries Science/L – 4

BIOL 209/L: Anatomy and Physiology/L – 4

BIOL 214/L: Microbiology/L – 4

BIOL 266/L: Ecology of the Southwest Uplands/L – 4

#### Choose one Physical Science: 4 hours

CHEM 113/L: Chemistry for Today/L – 4

CHEM 121/L: Survey of General Chemistry/L – 4

CHEM 151/L: General Chemistry I/L – 4

CHEM 152/L: General Chemistry II/L – 4

GEOL 113/L: The Geological Environment/L – 4

GEOL 151/L: Physical Geology/L – 4

GEOL 152/L: Historical Geology/L – 4

PHYS 113/L: Survey of Physics/L – 4

PHYS 141/L: Astronomy/L – 4

PHYS 151/L: General Physics I/L – 4

PHYS 152/L: General Physics II/L – 4

Choose one from either Life Science or Physical Science – 4 hours

#### Mathematics: 6 hours

MATH 261: Mathematical Concepts I – 3 (Required)

MATH 262: Mathematical Concepts II – 3 (Required)

#### Health/Physical Education: 2 hours

Any HPE Activity Course – 1

HPE 142: Fundamentals of Physical Well Being – 1

#### Government, Economics, Sociology: 6 hours

PSY 201 (ELED) or PSY 202 (SECONDARY) – 3 (Required)

Choose one from the following:

ANTH/GEOL 233: People and Cultures of the World – 3

ANTH 243: Introduction to Cultural Anthropology – 3

ANTH 123: New Mexico: Enchanted Lands and Diverse Cultures – 3

PSCI 101: Introduction to Political Science – 3

PSCI 102: American National Government – 3

ECON 221: Principles of Macro Economics – 3

ECON 222: Principles of Micro Economics – 3

SOC 101: Introductory Sociology – 3

SOC 212: Contemporary Social Issues – 3

SOC 215: Marriage and Family – 3

#### Foreign Languages: 8 hours

The 8 hours must be in the same language.

DS 101: American Sign Language 1 – 3

DS 102: American Sign Language 11 – 3

FR 101: Beginning French – 4  
 FR 102: Continuation of Beginning French – 4  
 GER 101: Beginning German – 4  
 GER 102: Continuation of Beginning German – 4  
 SPAN 101: Beginning Spanish – 4  
 SPAN 102: Continuation of Beginning Spanish – 4

### **Institutional Requirements 3 hours**

UNIV 101: Freshman Seminar – 3

### **Related Requirements**

#### Pre-Service Curriculum: 3 hours

EDF 222: Structured Observation of Teaching – 3  
 (Required)

## **UNIVERSITY STUDIES**

### **Associate of Arts Degree**

67 credit hours

The Associate of Arts degree in University Studies is designed for students who want to experience a broad spectrum of course offerings in general studies. The student with a liberal education gains the knowledge common to educated people and learns to integrate that knowledge to produce the interconnections of thoughts and idea. This is a two-year transfer degree designed to be consistent with freshman and sophomore courses in four-year universities. The balanced liberal arts emphasis of this degree which includes communications, fine arts, humanities, life science, mathematics, physical science, social sciences, computer literacy and physical education, can apply toward most bachelor's degrees in university studies. Maximum transferability can be assured when students carefully coordinate education requirements of the four-year institution to which they plan to transfer.

The outcomes of the program include:

- To demonstrate the ability to use critical thinking, reasoning and analyzing skills.
- To use effective communication skills both in speaking and writing.
- To practice the ability to integrate diverse knowledge and experience.
- To demonstrate the ability to make informed and intelligent decisions.
- To participate responsibly with one's natural, social and political environment.

### **General Education Requirements 49 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: 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 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

*Choose 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 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 – 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\*\*  
 SPAN 101: Beginning Spanish – 4  
 SPAN 102: Continuation of Beginning Spanish – 3  
 SPAN 201: Intermediate Spanish – 3  
 SPAN 202: Continuation of Intermediate Spanish – 3

#### Science with Lab: 8 hours

ANTH 245/245L: Introduction to Archaeology/L – 4  
 BIOL 110/L: Wildlife and Fisheries Science/L – 4  
 BIOL 111/L: Environmental Science/L – 4  
 BIOL 113/L: Biology for General Ed/L – 4\*\*  
 BIOL 151/L: General Biology I/L – 4\*\*  
 BIOL 152/L: General Biology II/L – 4\*\*  
 BIOL 209/L: Anatomy and Physiology I/L – 4  
 BIOL 210/L: Anatomy and Physiology II/L – 4  
 BIOL 214/L: Microbiology/L – 4  
 BIOL 266/L: Ecology of the Southwest Uplands/L – 4  
 CHEM 121/L: Survey of General Chemistry/L – 4\*\*  
 CHEM 151/L: General Chemistry I/L – 4\*\*  
 CHEM 152/L: General Chemistry II/L – 4\*\*

GEOL 113/L: The Geological Environment/L – 4  
 GEOL 123/L: Earth Resources/L – 4  
 GEOL 151/L: Physical Geology/L – 4\*\*  
 GEOL 152/L: Historical Geology/L – 4\*\*  
 GEOL 222/L: Planetology/L – 4  
 PHYS 113/L: Survey of Physics/L – 4  
 PHYS 141/L: Astronomy/L – 4  
 PHYS 151/L: General Physics I/L – 4  
 PHYS 152/L: General Physics II/L – 4

Mathematics: 6 hours

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

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 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's degree.

Computer Literacy: 3 hours

IS 151: Basic Computer Skills – 3  
 IS 160: Overview of Operating Systems and Utilities – 3  
 IS 153: Introductions (Foundations) of Information Systems – 3  
 IS 281: Spreadsheets and Data Analysis – 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 credit hours

The Certificate of Completion in Welding Technology is designed to equip the student with the skills and knowledge needed to enter the welding industry through classroom instruction and practice in the welding lab. It provides an introduction and orientation to the welding industry and various cutting processes. The courses will provide an in-depth study of welding hazards and discuss material data sheets along with common safety procedures. Weld joints and weld positions are studied. Students will learn the proper names of the parts of a weld and be able to identify good welds and point out defects in bad welds. Students will learn basic metal identification and metallurgy. Students will learn the names of common metal shapes. The course will study weld and metal testing techniques used in industry along with discussion of welding certification, job opportunities and business opportunities.

The outcomes of the program include:

- Oxyacetylene Torch Cutting and Welding (OFC/ OFW)
- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW)
- Flux Core Arc Welding (FCAW)
- Gas Tungsten Arc Welding (GTAW)

### Certificate Requirements

BUS 241: Business Math and Calculating Machines – 3  
 COMM 101: Interpersonal Communication – 3  
 UNIV 101: Freshman Seminar – 3  
 CNST 103: Employability Skills – 3  
 WELD 110: Introduction to Welding – 4  
 WELD 115: Print Reading – 3  
 WELD 120: Oxy/Acetylene – 4  
 WELD125: 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)



# COURSE descriptions

Courses listed that include a New Mexico Common Core Numbering System (NMCCNS) number 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. 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 bookkeeping 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: ACCT 201.

**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 and ACCT 209.

**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/Prerequisites: 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. Prerequisite: 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 credit.)

**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. Prerequisite: 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.

**ANTH 123 – New Mexico: Enchanted Lands and Diverse Cultures (NMCCNS ANTH 2313).** (3) The rich cultures of New Mexico as investigated through archaeology, anthropology and history; its peoples and varied environmental settings, with emphasis on understanding multicultural diversity aspects and potential for growth. *Credit not applicable toward degree requirements.*

**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. Corequisite: ANTH 245L.

**ANTH 245L – Introduction to Archaeology Laboratory (NMCCNS ANTH 2213).** (1) Laboratory provides hands-on experience in excavation methods and analysis in a simulated laboratory context. Corequisite: ANTH 245.

**ANTH 268 – Workshop in Anthropology.** (1-3) As announced. (May be repeated for credit.)

**ANTH/GEOG 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.

**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) 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) An 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 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 2213).** (3) Survey of the art of prehistoric and historic people in Western and non-Western cultures through the 15<sup>th</sup> 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 2213).** (3) Concentrates on Western and non-Western traditions from the 16<sup>th</sup> through the 20<sup>th</sup> 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. Prerequisites: ART 101 and ART 206 or consent of instructor.

**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. The primary objective of the class is to learn to create with the camera and to develop visual discrimination.

**ART 211 – Digital Photography II.** (3) Intermediate course with emphasis on studio techniques. Use of creative lighting and subjects and commercial portrait, wildlife and landscape settings. Students may use any professional format. Prerequisite: ART 210.

**ART 221 – Painting I.** (3) Basic skills in painting with oils and watercolors. Work from life, still life, or landscape. Composition and thematic concepts are emphasized. 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 encouraging a more individualized approach. The student is allowed more flexibility in choice of subject matter and in choice of painting media. Additional art supplies will be required. Prerequisites: 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 in Ruidoso and surrounding communities. Students are expected to meet for additional lab time. Students are expected to 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. Students meet at various predetermined mural sites each week. (Open to non-art majors and minors.) Prerequisite: ART 227.

**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 231.

**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.** (3) 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. Additional art supplies will be required. Prerequisite: 6 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 material 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 three-dimensional concepts with emphasis on mixed media, special problems and an introduction to 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 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.

**ART 253 – Digital Imaging I.** (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 provides 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) Continuation of painting with added emphasis on individual achievement and style. Concentration on a sophisticated color palette and



manipulation of media. Additional art supplies will be required. Prerequisite: 9 credit hours in ART.

**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. Prerequisites: 18 credit hours in ART, a minimum GPA of 3.0 and consent of instructor. (May be repeated once for credit.)

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

## **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. Prerequisite: 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 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 110L – 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 111 – Environmental Science.** (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. Corequisite: BIOL 111L.

**BIOL 111L – Environmental Science Lab.** (1) Laboratory and field techniques designed to support material presented in BIOL 111. Corequisite: BIOL 111.

**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. Corequisite: 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. Corequisite: BIOL 151L.

**BIOL 151L – General Biology I Laboratory\* (NMCCNS BIOL 1211).** (1) Corequisite: 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. Corequisite: BIOL 152L.

**BIOL 152L – General Biology II Laboratory\* (NMCCNS BIOL 1221).** (1) Corequisite: 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) Corequisite: 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) Corequisite: 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. Corequisite: BIOL 214L. Prerequisites: BIOL 152/152L. 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. Corequisite: BIOL 214. Prerequisites: BIOL 152/152L strongly.

**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.

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

**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/BIOL 151L.

**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/ BIOL 151L.

**BIOL 266 – Ecology of the Southwest Uplands.** (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. Corequisite: BIOL 266L.

**BIOL 266L – Ecology of the Southwest Uplands Lab.** (1) Corequisite: BIOL 266.

**BIOL 268 – Workshop in Biology.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: 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 as 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 College.

**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: ENG 102 or consent of instructor.

**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 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 communications 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.

**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 241 – Business Mathematics.** (3) Application of the principles of mathematics in solving business problems, including: working with checking accounts, percentages, invoicing and discounts, markup and markdown, payroll, inventory, simple and compound interest, present and future value, taxes and business statistics. Prerequisite: MATH 094 or equivalent.

**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. Prerequisite: 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 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. Prerequisite: 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 097 (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 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 presentations; 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.

***CNST 121 – Blueprint Reading.*** (1) An introduction to the various architectural drawings and symbols with emphasis on extracting information and specifications from drawings. Prerequisite: 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. Corequisite: CNST 121.

***CNST 141 – Residential Building Construction I.*** (3) An introduction to terminology and methods used to construct residential footings, foundations, stem walls, floors and walls. Corequisite: 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 repeated 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. Prerequisite: Consent of instructor.

***CNST 293 – Topics in Construction Trades.*** (1-9) As announced. (May be repeated 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. Corequisite: COMM 210L.

**COMM 210L – Audio Production Laboratory.** (NC)  
Corequisite: 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 credit.) 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 material 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 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.

**COMM 293 – Topics in Communication.** (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. Prerequisite: ENG 102.

**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 procedures, 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.

**CJ235 – Rules of Evidence.** (3) Deals with the principles and rules of law emphasizing evidentiary problems related to criminal cases. Prerequisite: CJ/SOC 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 including 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/departmental review and course credit may require additional projects or assignments. Prerequisite: 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 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.

**CS 234 – Intermediate Programming** (3) Intermediate object-oriented programming techniques; arrays, strings, files, exceptions and inheritance. Prerequisites: CS 123 and either MATH 119 or ACT math score of at least 26 or SAT math score of at least 640.

## 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/departmental review and course credit may require additional projects or assignments. Prerequisite: 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 communications 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.

## 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 pre-collegiate 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 credit.)

**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. Prerequisite: 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 100 – HeartSaver/CPR First Aid.** (1) First Aid course teaches rescuers to effectively recognize and treat adult emergencies in the critical first minutes until emergency medical services personnel arrive. The course also provides a health and safety training solution for first aid, adult and pediatric CPR and AED.

**EMS 101 – Basic Life Support Provider (CPR).** (.5)  
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, use of 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. (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 105 – Emergency Medical Responder.** (4) This 60-hour course of instruction provides initial basic pre-hospital lifesaving knowledge and skills. First responders are individuals trained to assess patients and provide emergency care. This course meets or exceeds the National EMS Education Standards and New Mexico Scope of Practice. Upon successful completion of this course, students will be eligible for Licensure with the New Mexico EMS Bureau and/or National Registry of EMTs. Students will also be issued an American Heart Association BLS Provider Card.

**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 110 – Emergency Medical Responder to EMT.** (8) A continuation of the Emergency Medical Responder class. Upon successful completion, the graduate will have met all EMT requirements and will be eligible for licensure as an EMT. Prerequisites: Successful completion of New Mexico approved Emergency Medical Responder or Emergency Medical Responder Refresher course with 2 years, current BLS provider card and satisfactory performance on a course pretest (administered on the first day of class). Co-requisite: EMS 113.

**EMS 111 – EMT-Basic.** (7) Provides an introductory survey of emergency medical services with emphasis on intermediate care, aid and transportation of the sick and injured. This course meets or exceeds the National EMS Education Standards and New Mexico Scope of Practice. Co-requisites: EMS 101/111L, 113.

**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. Co-requisite: EMS 111.

**EMS 113 – EMT Capstone.** (0.5) This final course is for the EMT student to demonstrate competency on cognitive knowledge and psychomotor skills. Successful completion of this course will allow the student to receive an EMT course completion certificate making them eligible to apply for licensing exams. Knowledge and skills from the core curriculum courses will be tested. Course may be repeated with instructor approval.

**EMS 130 – Out-of-state Transition.** (1-3) This course meets the requirements of the New Mexico Injury Prevention and

EMS Bureau for EMT-Basic and Intermediate requesting reciprocity for New Mexico licensure. Included in this course are NM rules and regulations, scope of practice issues and preparation for the NM state EMS exam. This course is offered each fall or upon request. Prerequisites: Students must apply for NM licensure and have received a confirmation letter from the NM IP/EMS Bureau.

**EMS 135 – EMS Refresher.** (1.5) This 24-hour course meets the refresher requirements of the New Mexico EMS Bureau and/or National Registry of EMT. EMTs and Advanced EMTs will receive a course completion certificate upon successful completion. Emergency Medical Responders will receive a course completion certificate and eight hours of continuing education. Prerequisites: Current EMT or Emergency Medical Responder License. Repeatable for credit.

**EMS 175 – Advanced EMT (AEMT).** (8) Provides the EMT with information covering New Mexico EMS as it affects the EMT. This course meets or exceeds the National EMS Education Standards and New Mexico Scope of Practice. Corequisites: EMS 175L, 176L and 177. Prerequisite: Acceptance to AEMT program.

**EMS 175L – Advanced EMT Lab.** (1) Uses local facilities for application of knowledge and practice of skills related to the intermediate care of patients learned in EMS 175. Corequisites: EMS 175 and 176L.

**EMS 176L – Advanced EMT Field/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. Co-requisites: EMS 175 and 175L.

**EMS 177 – Advanced EMT Capstone.** (0.5) This final course is for the Advanced EMT student to demonstrate competency on cognitive knowledge and psychomotor skills. Successful completion of this course will allow the student to receive an EMT course completion certificate making them eligible to apply for licensing exams. Knowledge and skills from the core curriculum courses will be tested. (May be repeated for credit with consent of instructor.)

**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 097 (Developmental Writing) and RED 097 (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.

**ENG 094 – 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.* Corequisite: ENG 094L.

**ENG 094L – Basic English Skills Lab.** (1) This lab offers self-paced computer-assisted instruction designed to reinforce the English and writing skills developed in ENG 094. *Credit not applicable toward degree requirements.* Corequisite: ENG 094.

**ENG 097 – Developmental Writing.** (3) A transitional course between ENG 094 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 094. Corequisite: ENG 097L.

**ENG 097L – Developmental Writing Lab.** (1) Tutorial session designed to reinforce the writing skills developed in ENG 097. *Credit not applicable toward degree requirements.* Corequisite: ENG 097.

**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. Prerequisites: Placement by ACT score, English and reading portion of the College Placement Exam or successful completion of ENG 097 and RED 097.

**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 e-mail, reports, proposals, letters and other media. Prerequisites or Corequisites:



placement by ACT score, English and reading portion of the University Skills Placement Test or successful completion of ENG 097.

**ENG 201 – Types of Literature.** (3) An introduction to a literary genre. Subtitles vary by semesters. A. Short Story; B. Novel; D. Poetry. Designed primarily for non-majors. Prerequisite: ENG 211. (May be repeated for credit under a different subtitle with consent of instructor.)

**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. Prerequisite: ENG 102.

**ENG 221 – British Literature I (NMCCNS ENGL 2213).** (3) Overview of British literature from Beowulf to eighteenth century. Prerequisite: ENG 102.

**ENG 222 – British Literature II (NMCCNS ENGL 2423).** (3) Overview of British literature from Pre-Romanticism to the Contemporary period. Prerequisite: ENG 102.

**ENG 251 – Survey of American Literature I (NMCCNS ENGL 2513).** (3) Overview of American literature from the earliest works to the Civil War. Prerequisite: ENG 102.

**ENG 252 – Survey of American Literature II (NMCCNS ENGL 2513).** (3) Overview of American literature from the Civil War to present. Prerequisite: ENG 102.

**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. Prerequisite: ENG 102.

**ENG 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.

**ENG 293 – Topics in English.** (1-3) 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 112 – Introduction to Nutrition.** (3) Study of basic nutrition principles. Selection of nutritionally sound diets for individuals and families. Computer analysis of one's diet, factors influencing diet and diet selection. Recent developments and controversies in nutrition.

**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. Corequisite: FCS 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. Corequisite: FCS 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. Corequisite: FCS 240L. Prerequisites: FCS 221 and 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. Corequisite: FCS 240. Prerequisites: FCS 221 and 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 credit.)

**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 Through 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. Prerequisite: 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. Prerequisites: 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. Prerequisite: 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. Prerequisite: 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. Prerequisites: 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).

**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 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.

**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.

**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 268 – Workshop in Geography.** (1-9) As announced. (May be repeated for credit.)

**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.

**GEOG 293– Topics in Geography.** (1-9) As announced. (May be repeated for credit 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 123 – Earth Resources.** (3) The occurrence, exploitation and use of Earth resources including metals, agricultural chemicals and minerals, industrial rocks and minerals, energy resources, soil and water resources.

**GEOL 123L – Earth Resources Laboratory.** (1) Identification and study of important rock and mineral commodities. Solving of practical problems faced by resource geologists. Corequisite: GEOL 123.

**GEOL 151 – Physical Geology (NMCCNS GEOL 1113).** (3) The study of earth materials and the important internal and surface process shaping the earth. A field trip is required. Corequisite: GEOL 151L.

**GEOL 151L – Physical Geology Laboratory (NMCCNS 1111).** (1) Materials and processes of the solid earth. Three hours laboratory work per week. Corequisite: 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. Corequisite: GEOL 152L.

**GEOL 152L – Historical Geology Laboratory\* (NMCCNS GEOL 1211).** (1) Fossils, geological environments and processes. Three hours laboratory work per week. Corequisite: GEOL 152.

**GEOL 268 – Workshop in Geology.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: Consent of instructor.

**GEOL 293 – Topics in Geology.** (1-9) As announced. (May be repeated for credit with consent of instructor.)

## **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)**

### 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)

### HPE 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. Prerequisite: 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 to 1500 (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 from 1500 (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.

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

**HIST 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. Prerequisite: 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. Prerequisites: 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 AND 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 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 and 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 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 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: MATH 101 or placement score into Math 117.

**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 289 – Hospitality Internship.** (1-12) A practical experience required to complete the Hospitality and Tourism degree. Presentation of a detailed work experience report will be required.

**HRTM 293 – Topics in Hospitality and 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 overview 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.** (1) 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 application of basic food production principles. Prerequisite: HTCA 151. Co-requisite: HTCA 262L.

**HTCA 262L – Food Preparation I Lab.** (1) Provides the student with hands-on experience in food preparation, kitchen design and workflow. Co-requisite: 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. Co-requisite: 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. Co-requisite: 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. Prerequisites: HTCA 262 and 263. Co-requisite: HTCA 265L.

**HTCA 265L – Global Cuisines Lab.** (1) Reinforcement of skills learned in HTCA 265. Co-requisite: 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. Prerequisite: HTCA 151. Co-requisite: HTCA 266L.

**HTCA 266L – Specialty Cooking Lab.** (1) Provides the student with hands-on experience baking a variety of foods using commercial equipment and processes. Co-requisite: HTCA 266.

**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 be 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. Prerequisites: 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. Prerequisite: Consent of instructor.

**HTCA 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 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. Prerequisite: Consent of instructor.

**HUM 293 – Topics in Humanities.** (1-9) As announced. (May be repeated for credit 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 and Drug Abuse.** (3) 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 perspective on the causes and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development of the evolution of the alcohol and drug abuse counseling field.

**HS 203 – Biopsychosocial Foundation of Alcohol and 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 and Research in Alcohol and 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 and Recovery in Alcohol and 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 and Drug Abuse Counseling: Families and 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 and 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 or approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisite: 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 a 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 – Computer Technical Support Essentials.** (3) The Essentials class covers a wide range of skills for the student to prepare him or her for a position as a technical support technician. This course covers troubleshooting hardware and software problems that a helpdesk operator might face on the job. From booting the machine or workstation to helping the user or client login to a secure network, the student will gain the knowledge to ask the right questions in order to help the end user in the most efficient and professional manner possible.

**IS 102 – Computer Technician Practical Applications.** (3) The Practical Applications class will give the technician the hands-on experience with equipment and hardware that most companies and businesses are likely to have on a network environment. The student will learn best practices and procedures for almost any user or operator workstation or peripherals, from printers to secure network connections. Students will have the opportunity to build or rebuild a workstation computer, in order to gain a better understanding of how digital information flows within the multiple components.

**IS 131 – Computer and Security Fundamentals.** (3) A comprehensive overview of network security concepts that include: remote access, e-mail, the web, directory and file transfer, wireless data, common network attacks, cryptography, operational/organizational security, disaster recovery, business continuity and cyber ethics.

**IS 136 – Guide to Business Continuity and Disaster Recovery.** (3) Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an

enterprise-wide approach to developing a disaster recovery plan.

**IS 140 – Introduction to Web Design and Management.** (3) This course focuses on creating and managing web sites, the tasks and tools involved in building and maintaining a web site and the web administrator's roles and responsibilities and challenges.

**IS 141 – Web Authoring (Script Language).** (3) An exploration of the complete set of web authoring skills using HTML and/or other scripting languages. The topics covered in this course includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

**IS 142 – Web Editing Tools.** (3) This course provides tools used for designing and building web pages that are easy to use and have a pleasing look. The student will develop web pages using a web page development program. The use of images, forms, frames, tables, templates and layers will be covered in this course.

**IS 151 – Basic Computer Skills.** (3) Microcomputer operations; terminology, concepts and applications including Microsoft Access, Excel, Internet Explorer, PowerPoint and Word. Students should have a working knowledge of the computer keyboard and mouse before registering for this class.

**IS 153 – Introductions (Foundations) of Information Systems.** (3) This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems - people, software, hardware, data and communication technologies, INFOSEC/OPSEC processes and how these components can be integrated and managed to create competitive advantage.

**IS 160 – Overview of Operating Systems and Utilities.** (3) This course is an overview of computer operating systems from PCs to mainframes. Including OS theory and structure as well as an introduction to systems control parameters, utilities, services and command language. Prerequisite: IS 153.

**IS 170 – Systems Analysis and Design.** (3) This course discusses the processes, methods, techniques and tools that organizations use to determine how they should conduct their business, with a particular focus on how computer-based technologies can most effectively contribute to the way a business is organized. The course covers a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need and articulating business requirements for the technology solution.



**IS 241 – XML Languages.** (3) An introduction to XML language structure and syntax. The course examines supporting tools such as XSL and CSS and examines the possibilities of using XML with popular technologies such as JAVA SAX, SOAP, RDF and the DOM.

**IS 242 – Web Scripting and Application Development.** (3) This course explores the complete set of web scripting skills needed to develop web applications. The course content includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on cookie values, setting flags, working with frames, creating objectives in a hidden frame, using History Object, writing HTML to another window, determining browser and detecting keystrokes.

**IS 250 – IT Infrastructure.** (3) An introduction to IT infrastructure issues for students majoring in Information Systems. Included are topics related to both computer and systems architecture and communication networks, with an overall focus on the services and capabilities that IT infrastructure solutions enable in an organizational context. The course focuses strongly on Internet-based solutions, computer and network security, business continuity and the role of infrastructure in regulatory compliance.

**IS 253 – Firewalls and How They Work.** (3) This course introduces students to the design and implementation of firewalls. The course covers such topics as firewalls using CISCO Routers, the Microsoft server and UNIX platforms. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. Prerequisite: IS 131 or consent of instructor.

**IS 257 – Computer and Network Defense and Counter Measures.** (3) The tools, techniques and technologies used in the technical securing of information assets. Students will receive in-depth information about the software and hardware components of Information Security and Assurance. Prerequisite: IS 131.

**IS 258 – Cyber Ethics, Professionalism and Career Development.** (3) This course provides students seeking a career in cyber security insight on professional behavior required in a security job and how to develop a professional career in cyber security.

**IS 259 – Computer Forensics.** (4) This course exposes the student to the topic of Computer Forensics and Investigation. The course provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computing forensics, file structures, data recovery techniques, computer forensic tools, analysis and application. The objectives of this course map to International Association of Computer Investigative Specialist (IACIS).

**IS 268 – Workshop in Computer Information Systems.** (1-9) As announced. (May be repeated for credit.)

**IS 270 – Data and Information Management.** (3) An introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques and implementing and utilizing a relational database using an industrial-strength database management system.

**IS 272 – Introduction to Human-Computer Interaction.** (3) This course provides an introduction to the field of human-computer interaction (HCI), an interdisciplinary field that integrates cognitive psychology, design, computer science and others. Examining the human factors associated with information systems provides the student with knowledge to understand what influences usability and acceptance of IS. This course will examine human performance, components of technology, methods and techniques used in design and evaluation of IS. Societal impacts of HCI such as accessibility will also be discussed.

**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. The course emphasizes practical applications and business decision making. Prerequisite: STAT 213.

**IS 282 – Business Process Management.** (3) In this course students will be introduced to key concepts and approaches to business process management and improvement. The main focus of this course is both understanding and designing business processes. Students will learn how to identify, document, model, assess and improve core business processes. Students will be introduced to process design principles.

**IS 283 – IT Audit and Controls.** (3) This course introduces the fundamental concepts of the information technology audit and control function. The main focus of this course is on understanding information controls, the types of controls and their impact on the organization and how to manage and audit them.

**IS 284 – Innovation and New Technologies.** (3) New IS technologies are being used to change how organizations operate, produce products and services and communicate both internally and as well as with external partners. This course is designed to introduce students to new and innovative technologies and examine how these powerful systems have fundamentally re-shaped modern organizations along with our society.



**IS 285 – IS Project Management.** (3) The processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process.

**IS 287 – Application Development.** (3) The purpose of this course is to introduce the students to the fundamental concepts and models of application development so that they can understand the key processes related to building functioning applications and appreciate the complexity of application development. Students will learn the basic concepts of program design, data structures, programming, problem solving, programming logic and fundamental design techniques for event-driven programs.

**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 assignment.

**IS 290 – IT Security and Risk Management.** (3) This course provides an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop and perform security tasks. The course will address hardware, software, processes, communications, applications and policies and procedures with respect to organizational IT Security and Risk Management.

**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 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 operations 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. Prerequisite: 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) A general introduction to fundamental marketing principles and policies as they apply to the small business. Topics include; marketing functions, price policies and controls, trade channels, merchandising, sources 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. Prerequisite: 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)

**MATH 094 – Basic Mathematics.** (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 094L.

**MATH 94L – Basic Mathematic Skills Lab.** (1) Tutorial session designed to reinforce the mathematics skills developed in MATH 094. Credit not applicable toward degree requirements. Co-requisite: MATH 094.

**MATH 097 – Basic Algebra.** (3) Brief review of fractions, decimals and percents. Operations in algebra, first-degree equations and inequalities, rational expressions, exponents, polynomials, factoring. Credit not applicable toward degree requirements. Corequisite: MATH 097L.

**MATH 097L – Basic Algebra Lab** (1) Tutorial session designed to reinforce the algebra skills developed in MATH 097. Credit not applicable toward degree requirement. Corequisite: MATH 097.

**MATH 107 – Intermediate Algebra.** (3) Linear equations, inequalities, systems of equations, polynomials and factoring, quadratic equations, rational expressions and graphing. Prerequisite: MATH 097 with a grade of “C” or higher or ACT math score of at least 21 or SAT math score of at least 550. Prerequisites completed within the last two years or a satisfactory score on the math placement test taken in the last year. Corequisite: MATH 107L required.

**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: MATH 107 with a grade of “C” or higher or ACT math score of at least 24 or SAT math score of at least 600. Prerequisites completed within the last two years or a satisfactory score on the math placement test taken in the last year.

**MATH 120 – Plane Trigonometry (NMCCNS MATH 1213).** (3) Trigonometric functions, logarithms, complex numbers. Prerequisite: MATH 107 with a grade of “C” or higher or ACT math score of at least 24 or SAT math score of at least 600.

**MATH 124 – Calculus I (NMCCNS MATH 1614).** (4) Limits, derivatives, the mean value theorem, curve sketching, maximin 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 higher or ACT math score of at least 26 or SAT math score of at least 640.

**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 with a grade of “C” or better.

**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 higher or ACT math score of at least 26 or SAT math score of at least 640.

**MATH 261 – Elementary 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 – Elementary 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 with a grade of “C” or higher.

**MATH 268 – Workshop in Mathematics.** (1-3) As announced. (May be repeated for a maximum of 6 hours if topics are different.)

**MATH 293 – Topics in Mathematics.** (1-3) As announced. (May be repeated for credit if topics are different.)

## 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) 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 wanting to develop skills in reading music. (For non-music majors. Also a basic course for music majors deficient in musical background.)

**MUS 103 – Introduction to Jazz.** (3) Major styles in jazz from ragtime to rock and beyond, approached through its most innovative and influential performers. No previous music experience required. (For non-music majors.)

**MUS 113 – Music Appreciation.** (3) 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. (For non-music majors.)

**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. Audition required. (May be repeated for credit.)

**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. Will also explore musical and artist expression. Students must provide own instrument. (May be repeated for credit.)

**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. Prerequisite: Consent of instructor. (May be repeated for credit.)

**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. Prerequisite: Consent of instructor.

**MUS 293 – Topics in Music.** (1-3) As announced. (May be repeated for credit.)

## **NURSING ASSISTANT (NA)**

**NA 111 – Nursing Assistant.** (3) Includes fundamentals 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. Prerequisites: MDST 102 and 103 or consent of instructor. Corequisite: NA 111L.

**NA 111L – Nursing Assistant Lab.** (3) Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 111. Grading is on a pass-fail basis. Corequisite: NA 111.

**NA 268 – Workshop in Nursing Assistant.** (1-9) (May be repeated for credit.)

**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 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 – Fire Ecology.** (3) This course provides an overview of natural fire systems in the Rocky Mountains, how fire management has shaped our current natural systems and corresponding fire regimes and how modern fire science is shedding light on the management of fire within the wildland-urban interface (WUI) and natural settings. 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. Prerequisites: 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 wild land (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 a geological and environmental contexts. 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 241 – Backcountry Travel Wilderness Emergency Management.** (3) This course is intended for students interested in careers in natural resources or outdoor recreation and includes basic wilderness first aid, backcountry navigation, rudimentary survival skills and outdoor ethics based on Leave No Trace (LNT) principles.

**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.

**NATR 293 – Topics in Natural Resources.** (1-9) As announced. Prerequisite: NATR 121. (May be repeated for credit with consent of instructor and administrative approval.)

## 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 268 – Workshop in Philosophy.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: 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 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 I\*** (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 I\*** (NMCCNS PHYS 1111). (1) Laboratory investigations related to lecture material. Meets three hours per week. Corequisite: PHYS 151.

**PHYS 152 – General Physics II \*** (NMCCNS PHYS 1123). (3) Continuation of PHYS 151. Prerequisites: PHYS 151/151L. Corequisite: PHYS 152L.

**PHYS 152L – General Physics Laboratory II\*** (NMCCNS PHYS 1121). (1) Continuation of PHYS 151L. Meets three hours per week. Corequisite: PHYS 152.

**PHYS 268 – Workshop in Physics.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: Consent of instructor.

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

## **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 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 268 – Workshop in Political Science.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: 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. Criminal justice and psychology majors are strongly encouraged to complete PSY 101 first.

**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.

**PSY 268 – Workshop in Psychology.** (1-9) As announced. (May be repeated for credit.)

**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. Prerequisite: 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 097 (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 094 – 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 094L.

**RED 094L – Basic Reading Skills Lab.** (1) This lab offers self-paced computer-assisted instruction designed to reinforce the reading skills developed in RED 094. *Credit not applicable toward degree requirements.* Corequisite: RED 094.

**RED 097 – 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. Corequisite: RED 097L.

**RED 097L – College Reading Skills Lab.** (1) This lab serves to reinforce the reading skills developed in RED 097. *Credit not applicable toward degree requirements.* Corequisite: RED 097.

**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.

**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 Perspective 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 credit with consent of instructor and administrative approval.)

**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 US.

***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.

***SOC/PSY 224 – Social Psychology.*** (3) Human interaction in social groups; the social aspects of human behavior.

***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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 and 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 credit with consent of instructor.)

## ***UNIVERSITY STUDIES (UNIV)***

***UNIV 100 – College Basics.*** (3) A basic course designed to improve student success in college by introducing students to the college environment and focusing on skills, needed to succeed. Students are encouraged to become self-directed learners. *Credit not applicable towards degree requirements.*

***UNIV 101 – Freshman Seminar.*** (3) Aiding academic and social transition to the College, this required interdisciplinary course focuses on study skills, critical thinking, social issues for new students; exploration of campus resources and community building. Prerequisite: ENG 097 or college placement writing score of 70 or greater.

***UNIV 293 – Topics in University Studies.*** (1-9) As announced. (May be repeated for credit with consent of instructor and administrator approval.)

## ***WELDING (WELD)***

***WELD 110 – Introduction to Welding.*** (4) Provides a practical hands-on introduction and orientation to the welding industry and the various cutting processes used.

Provides an in-depth study of welding hazards and discusses material data sheets along with common safety procedures. Weld joints and weld positions are 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 practices 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 credit.)

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

# administration

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