

eastern new mexico university-ruidoso



catalog
2013-15

*college attitude
education with an attitude*



GENERAL INFORMATION

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 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:

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

HISTORY

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

Associate of Science, Associate of Arts and Associate of Applied Science degrees.

Undergraduate 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.

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/~enmu/index.php/facility-and-book-store/library> or contact the campus Librarian at **257-3014** or **800-934-ENMU (3668)**.

***ENMU-Ruidoso* CAMPUS BOOKSTORE**

The all new ENMU-Ruidoso Bookstore sells textbooks, Dell computers, electronic tablets, clothing, school and office supplies, art supplies, and an expanded offering of snacks and beverages. We are now serving breakfast and lunch Monday thru Thursday, 11:30am – 1:30pm, and we welcome our ENMU-Ruidoso students and our community to have breakfast and lunch with us.

Purchases – Books and supplies can be purchased with cash, check or credit card. Students wishing to use Financial Aid, VA, Third Party Pay or on-line payment plans will need to obtain approval from the Cashier at the beginning of each semester before making book purchases. Distance Ed students can order textbooks from our NEW Virtual Bookstore by going to <http://www.ruidoso.enmu.edu/~enmu/index.php/facility-and-book-store/book-store>.

Financial Aid students will need to check your ENMU email for a voucher number to use at the Virtual Bookstore. Please allow 4-5 days for shipping.

Refund Policy – Books and supplies may be returned for refund up to the Add/Drop date for the current semester. Books must be returned unopened in original packaging with no marks or damage. Returns will only be accepted **with a receipt**. New books must be returned in **new** condition. Shrink-wrapped books must be returned shrink-wrapped.

Buy Back – Help keep textbook prices down by keeping used books on campus. During Finals Week of each semester, the Campus Bookstore offers a buy-back service. Bring back your used textbooks for cash. We also buy books bought from other universities. No receipts are needed. Any CD's or other materials included with the purchase of the book are required for buy-

back. You can also use our website @ <http://www.ruidoso.enmu.edu/~enmu/index.php/facility-and-book-store/book-store> to sell your books back anytime, anywhere. There is no timeframe when using the website.

LOCATION AND RESOURCES

Located in the heart of the multicultural “playground of the Southwest,” Ruidoso has long been the favorite recreation destination in New Mexico’s spectacular Sacramento Mountains. From the All-American Futurity (America’s richest quarter horse race) to the breathtaking grandeur of the two million acre Lincoln National Forest, the region has something to offer everyone. Rich in heritage and history, Ruidoso and Lincoln County witnessed the epic close of the American Frontier. Today, tens of thousands of tourist from all over North America visit the Ruidoso Area each year. 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.

FACILITIES

The Ruidoso campus houses various educational services including: Student services, Business Office, College Bookstore, Library/Media Center, College Success Center, general classrooms, computer labs, science lab, and construction trades lab and hospitality and tourism labs. Classes are held in a variety of locations throughout Lincoln County. All facilities

provide barrier-free access to individuals with limited physical movement.

ACCREDITATION AND AFFILIATIONS

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

In addition, specific programs within the University hold accreditations by the following: the American-Speech-Language-Hearing Association, the National Council for Accreditation of Teacher Education and the Association of Collegiate Business Schools and Programs. Eastern New Mexico University is an accredited institutional member of the National Association of Schools of Music. The chemistry program is approved by the American Chemical Society as meeting the Society's program criteria. Eastern 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

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

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/AAC&U "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.

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 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.

ADMISSIONS AND REGISTRATION

Important Phone Numbers

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

STUDENT SERVICES

The ENMU-*Ruidoso* Student services 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. Student Services staff works closely with the faculty

to help students plan a series of courses and activities which will move students toward their educational goals. Through this learning process and with staff support, independent planning is encouraged. This support includes:

1. Considering and discussing academic goals and career education.
2. Being familiar with and providing information about skill requirements, opportunities, forecasts, for employment, etc.
3. Suggesting, when appropriate, counseling, testing or career exploration classes.

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

CAREER SERVICES

ENMU-*Ruidoso* Student services 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.

STUDENTS WITH DISABILITIES

ENMU-*Ruidoso* is committed to helping students reach their academic goals. Student Services concerns itself with maximizing the educational experience for students with disabilities. If you have a documented disability or you believe that you have a disability then please contact Student

Services (575) 257-3007 to schedule an appointment. If you have documentation, bring it with you to your 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 the disability in order to provide these additional services.

How soon can I start receiving services?

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

Proctoring

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

Tutoring

Limited tutoring services are available at no cost to students for certain classes. To make arrangements for tutoring, please call 257-3007 or 800-934-ENMU (3668). Single credit hour workshops supporting 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.

STUDENT CONDUCT

The Student Code of Conduct is printed in its entirety in the Student Handbook and can be found on the ENMU-*Ruidoso* website at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/current-students>.

STUDENT'S RIGHTS & RESPONSIBILITIES

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

Student's Responsibilities:

1. Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Responsible for selecting courses that are consistent with his/her program objective and readiness levels.
3. Responsible for enrolling in a schedule of courses in accordance with the time and effort allocated to academic requirements.
4. Responsible for being punctual and attending classes.
5. Responsible for being attentive and for appropriately participating in class activities.

6. Responsible for completing all class assignments as directed by the instructor.
7. Responsible for consulting with the instructor as soon as possible if problems arise.
8. Responsible for complying with official announcements.
9. Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of College life.
10. Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the 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.

ATTENDANCE POLICY

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

Participation in sponsored College activities is considered to be authorized absences. However, students are responsible for communicating the absence to their instructor(s). Sanctioned activities are those which have been approved in advance by the Vice President of Student Learning.

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.

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

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 agree to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at ENMU-*Ruidoso*. *

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

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

*An instructor can request that a student be removed from his or her class by petitioning 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 Student Services 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. 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 next semester.

ADMISSIONS

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 or obtained an equivalency, Early College Program, or are non-degree seeking and 18 years of age or older. ENMU-*Ruidoso* reserves the right to deny admission to any person when

admission is determined not to be in the best interest of ENMU-*Ruidoso* or when there is reason to believe that the person presents a danger to himself or herself or other members of the College community. Conviction of a felony will not be an automatic bar to admissions but will be evaluated on a case by case basis by the Admissions Appeals Committee. 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. It is highly recommended, students needing accommodations, schedule an appointment with the Students with Disabilities Liaison during completion of the admissions process and/or no later than two weeks prior to the start of the semester for each semester of attendance at ENMU-*Ruidoso*. Students are not officially admitted as degree seeking until all of the Degree Seeking requirements below have been met and are on file in Student Services.

DEGREE SEEKING STUDENT REQUIREMENTS

1. An application for admission.
2. An official high school or GED transcript verifying graduation.
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. Students with missing transcripts will not be officially admitted as degree seeking until all Degree Seeking Requirements above have been met and students will not be eligible for financial aid. No more than 30 credit hours taken as a non-degree seeking student will count towards a degree unless credit was obtained through the Early College Program.

Official transcripts are those sent directly by an official from previously attended schools to ENMU-*Ruidoso* Student Services. The College cannot accept copies of transcripts in a student's possession. Transcript request forms are available at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/registrar> or a transcript request form can be obtained from Student Services. 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 STUDENT REQUIREMENTS

1. Students wanting to take credit courses without meeting the full requirements for admission to a degree program may apply for non-degree status. Non-degree students do not qualify for financial aid.
2. 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 take the college placement exam or transfer in qualifying courses.

Non-degree students may apply to become a degree seeking student by submitting required HS /GED/College transcripts to Student Services.

TRANSFER STUDENTS

Students transferring to ENMU-*Ruidoso* must submit an official transcript from each HS/GED/ College or University attended.

ACADEMIC DISMISSAL OR SUSPENSION

Students on academic suspension from the last college or university attended who wish to enroll at ENMU-*Ruidoso* must follow the procedures outlined in the Satisfactory Academic Progress (SAP) policy. Transfer students admitted on Academic Probation or Suspension Waiver may be required to complete an Action Plan to be developed by the Vice President of Student Learning. Failure to disclose this information on admissions application may result in suspension.

Non-Academic Dismissal or Suspension -

Transfer students that were disqualified for admissions/registration at any college or university must provide documentation disclosing the circumstances for the Non-Academic Dismissal or Suspension. Students must appeal to Vice President of Student Learning for approval for admissions. Failure to disclose this information on admissions/registration forms may result in suspension.

Transfer Credit – 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 Student Services. 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.

RE-ADMISSION

Students must apply for re-admissions if they did not attend the prior semester. Students who attended another institution prior to readmission are required to provide official transcripts from that institution if

student is degree seeking. ENMU-*Ruidoso* students who have not attended classes in the past five years or more may be eligible for Clemency, refer to ENMU-*Ruidoso* Clemency policy under Academic Standing.

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.

INTERNATIONAL STUDENTS

Admissions for degree seeking international students are facilitated by ENMU Portales campus. Complete instructions are available by calling the ENMU Admissions Office (800)367-3668; refer to the ENMU Portales online catalog, at <http://www.enmu.edu/>.

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. ECP includes dual credit and concurrently enrolled students.

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 under Admissions requirements of this catalog. 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 fees (institutional or class) and textbooks are provided by the

student’s high school. Further information regarding textbooks should be directed to their high school counselor.

Concurrent Enrollment Student: Any student currently enrolled fulltime 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 ****

- Dual Credit and Concurrent students are subject to the same rights and responsibilities and academic standards expected of all college students. 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.

- HPE classes and remedial classes are not approved classes for the ECP program.
- ECP students must release an official ENMU-*Ruidoso* transcript to the high school. High school credit is awarded by the high school.

ELIGIBILITY REQUIREMENTS

- Student must be at least 16 years old or currently enrolled as a **junior** or **senior** in high school.
- Students must have a minimum 2.5 GPA.
- Students must complete a College Skills Placement 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 Student Services.

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 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. **HPE classes and remedial classes are not approved classes for the Dual Credit program.**

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 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.

COLLEGE SKILLS PLACEMENT TEST

Student Services 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 levels in Reading, English, 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. 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 am to 3 pm at the College.

Appointments to take the tests may be scheduled by contacting Student Services 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 <http://www.ruidoso.enmu.edu/~enmu/index.php/students/prospective-students>, scroll down to College Placement Prep Test link. The placement test can be completed in approximately 1-1/2 -2 hours. Students will

review individual test results with advisors before enrollment to determine course selection that meets student and degree program requirements.

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

COLLEGE SKILLS PLACEMENT CUT-SCORES

<u>Test Level</u>	<u>Score</u>	<u>Course Placement</u>
Arithmetic	0-34	Adult Basic Education
Arithmetic	35-54	Basic Mathematical Skills (Math 100)
Elementary Algebra	0-45	
Arithmetic	55-100	Basic Algebra (Math 101)
Elementary Algebra	46-65	Intermediate Algebra (Math 107)
Elementary Algebra	66-100	
College Level Math	0-45	College Algebra (Math 119)
College Level Math College	46-80	Plane Trigonometry (Math 120)
Level Math	81-100	Calculus 1 (Math 124)
Basic Sentence Skills	51-69	College Basics (UNIV 100)
College Sentence Skills	70+	Freshmen Seminar (UNIV 101)
Elementary Read Comp	0-30	Adult Basic Education
Elementary Read Comp	31-60	Basic Reading Skills (RED 100)
Pre-College Read Comp	61-80	College Reading Skills (RED 101)
College Read Comp	81-100	No Reading Required
Pre-Sentence Skills	0-29	Adult Basic Education
Pre-Sentence Skills	30-50	Basic English Skills (ENG 100)
Basic Sentence Skills	51-69	Developmental Writing (ENG 101)
College Sentence Skills	70-89	English Composition (ENG 102)
College Sentence Skills	90-100	English Composition and Research (ENG 104)

SPECIAL CREDIT

The maximum amount of credit from a combination of special credits (ACT, AP, CLEP, Course Challenge, Military Service Credit, and Validation of Credit,) which may be applied toward an associate's degree is 32 credit hours.

ADVANCED PLACEMENT (AP) EXAMINATIONS

Students may earn college credit from successful completion of Advanced Placement (AP) Examinations. Credit may be awarded to entering freshmen who complete AP examinations before registering in the first semester at ENMU-*Ruidoso*. The actual 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

AP Examination Scores	Score Level	Sem. Hrs.	ENMU Course Equivalent
Art History			
	3	3	Art 165
	4,5	6	Art 165 and 166
Biology			
	4,5	4	BIOL 113/L
Chemistry			
	4,5	4	CHEM 151/L
Computer Science			
A	3	3	CS 123
	4,5	6	CS 123 and CS 234
Economics			
Microeconomics	3,4,5	3	ECON 222
Macroeconomics	3,4,5	3	ECON 221
English			
Language and Composition	3,4,5	3	ENG 102
Literature and Composition	3	3	ENG 102
	4,5	6	ENG 102 and ENG 211
French			
Language and Culture	4	8	FR 101 and 102
	5	7	FR 102 and 201
German			
	3	4	Lower Division language elective
	4,5	6	Lower Division language elective
Latin-Vergil			
	3	4	Lower Division language elective
	4.5	6	Lower Division language elective
Government & Politics			
United States	4,5	3	PSCI 02
Comparative	4,5	3	PSCI 207
History			

AP Examination Scores	Score Level	Sem. Hrs.	ENMU Course Equivalent
United States	4,5	6	HIST 101 and 102
European	4,5	6	HIST 121 and 122
Mathematics			
Calculus AB	3	4	MATH 124
	4,5	8	MATH 124 and 132
Calculus BC	3	8	MATH 124 and 132
	4,5	12	MATH 124, 132, and 202
Physics			
B	3	4	PHYS 151/L
	4,5	8	PHYS 151/L and 152/L
C	3	4	PHYS 151/L
(mechanics)	4,5	4	PHYS 151/L
(electricity and magnetism)	4,5	4	PHYS 151/L
Psychology			
	3,4,5,	3	PSY 101
Spanish			
Language	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
Literature	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
Statistics			
	3,4,5,	4	STAT 213
For students who take both the language and literature tests and earn a 4 or higher on both tests, 11 credits will be awarded, SPAN 101, 102, and 201.			

ACT CREDIT EXAMINATION PROGRAM

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

<i>ACT Course</i>	<i>Credit Score</i>	<i>Applied</i>	<i>To</i>
English	31	3 hours	ENG 102
Math	31	6 hours	MATH 104 and MATH 113

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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 not to

exceed 30 hours and not to exceed 32 hours when combined with ACT, AP, Course Challenge, Military Service Credit, and Validation of credit).

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

GENERAL EXAMINATIONS	Cut off Score	Hours	ENMU COURSE EQUIVALENT
College Composition	50	3	ENG 102 English Composition
Humanities	50	6	ENG 202 Short Story
College Mathematics	50	6	MATH 107 Intermediate Algebra & MATH 113 Mathematical Discovery
Social Science & History	50	3	Transcript credit for general Education, Social Studies Only
Subject Examinations			
Biology	50	4	BIOL 113/L Biology for General Education
Business Law, Introductory	50	3	BUS 230 Business Law and Ethics I
Calculus	50	4	MATH 124 Calculus I
Pre-Calculus	50	3	MATH 119 College Algebra
Chemistry	50	8	CHEM 151/L AND 152/L General Chemistry I & II
College Algebra	50	3	MATH 119 College Algebra
College Composition	50	3	ENG 102 English Composition
Educational Psychology, Intro to	50	3	Psychology elective TPS/Intro to Educational Psychology
Financial Accounting	50	3	ACCT 201 Intro to Financial Accounting
French Language	50	8	FR 101 and 102 Beginning French
German Language	50	8	Lower-division selective in modern language credit
History of USA I (Early Colonization in 1877	50	3	HIST 101 Survey of American History to 1877
History of USA II (1865 to present)	50	3	HIST 102 Survey of American History since 1877
Human Growth and Development	50	3	PSY 201 Child Psychology
Information Systems and Computer Applications	50	3	IS 293 TPS/Information Systems and Computer Applications
Macroeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics
Management, Principles	50	3	BUS 293 TPS/Principles of Management
Marketing, Principles of	50	3	MKT 201 course credit
Microeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics

Subject Examinations	Cut off Score	Hours	ENMU COURSE EQUIVALENT
Psychology, Introductory	50	3	PSY 101 Introductory Psychology
Sociology, Introductory	50	3	SOC 101 Introductory Sociology
Spanish Language	50	8	SPAN 101 and 102 Beginning Spanish I and II
Spanish Language	50	7	SPAN 102 Continuation of Beginning Spanish II & SPAN 201 Intermediate Spanish I
Western Civ. I: Ancient Near East to 1648	50	3	HIST 121 Survey of Western Civilization to 1500
Western Civ II: 1648 to present	50	3	HIST 122 Survey of Western Civilization since 1500
*Credit will be granted only for CLEP exams on this list			

ENMU DSST (Dantes)

Examination Title	Cut-off Scores for Credit	Hours	ENMU Course Equivalent
Business, Introduction to	46	3	Bus 151 Introduction to Business
Civil War and Reconstruction, The	47	3	HIST 293 TPS/ The Civil War Era
Computing, Introduction to	45	3	IS 151 Basic Computer Skills
Criminal Justice	49	3	CJ 102 Introduction to Criminal Justice
Financial Accounting, Principles of	49	3	ACCT 201 Introduction to Financial
Fundamentals of College Algebra	47	3	MATH 107 Intermediate Algebra
History of Vietnam War	44	3	HIST 293 TPS/ Vietnam
Human Resources Management	46	3	MGT 293 TPS/ Human Resource Management
Law Enforcement, Introduction to	45	3	CJ 293 TPS/ Introduction to Law Enforcement
Management Information Systems	46	3	IS 281 Spreadsheets and Data Analysis
Money and Banking	48	3	FIN 293 TPS/ Money and Banking
Organizational Behavior	48	3	MGT 293 TPS/ Organizational Behavior
Statistics, Principles of	48	3	STAT 213 Statistical Methods I
Supervision, Principles of	46	3	BUS 293 TPS/ Principles of Supervision
World Religions, Introduction to	48	3	REL 293 TPS/ Introduction to World Religions

*Credit will only be granted for DSST or DANTES exams on this list.

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., AP, ACT, CLEP, Course Challenge, DSST, and Validation Examination Credit). Military Service credit is accepted as elective credit by Student Services. Before credit will be considered official copies of courses completed or MOS rating must be sent directly to Student Services from a record center. If the ACE Guide does not have an evaluation on the course that a student has completed and if the course is comparable to a course offered by ENMU-*Ruidoso*, a student may wish to take a validation examination. Guidelines for validation examinations are outlined below.

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 awarded on transcripts through validation examination, ACT, AP, Course Challenge, CLEP, and/or Military Credit in two-year programs. Shorter programs will be prorated.
5. Examinations shall have the prior approval of the instructor, Student Advisor 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.

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 Student Services 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. Approval by Department Chair and Vice President of Student Learning.
4. Proof of payment prior to taking the examination: the fee is nonrefundable

and equal to the prevailing rate of tuition per credit hour.

5. Signatures of the (1) Student, (2) Student Advisor, (3) Faculty member, Department Chair, and (4) Vice President of Student Learning.

Once the Vice President of Student Learning has returned the completed form to the Faculty member, 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. A maximum of 21 credits may be earned through course challenging.

ACADEMIC POLICIES AND PROCEDURES

CATALOG OF RECORD

This catalog is a guide to the academic regulations and the curricula of ENMU-*Ruidoso*. **Each student is responsible for complying with all regulations of the College and of the curricular program he/she selects.**

Students may graduate under the curricular requirements established in the catalog either for the year in which they were first enrolled at ENMU-*Ruidoso* or for a subsequent year of enrollment according to the following provisions: (1) the degree is conferred within six years from the end date of the catalog from which the student was enrolled, (2) the student has been continuously enrolled, (3) all curricular requirements are governed by one catalog

and (4) the College can reasonably continue to offer the course of study.

If a student is readmitted to the College following an absence of no more than two regular semesters, the student may petition the Department Chair and Vice President of Student Learning for permission to stay within his or her previous catalog of record. If the student is readmitted to the College following more than two regular semesters, the catalog of record will be changed to the readmit year.

Colleges have the authority to extend the six years for part-time students who are continuously enrolled. A memorandum must be submitted to Student Services with the approval from the Vice President of Student Learning. 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. 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 opportunity to petition for exceptions.

OFFICIAL 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 with a Student Services Advisor. Each student should confer with his/her advisor to prepare a degree plan. The degree plan is official after it has been approved by the advisor and has been filed in Student Services.

It is the student's responsibility:

1. To read and follow degree requirements established in the current catalog.
2. To declare an official degree plan with Student Services.
3. Initiate changes and substitutions regarding his or her advisor.
4. Assignment, major, minor and other degree requirements.
5. Upon receipt of the official degree plan from Student Services to review with his/her faculty advisor the coursework.
6. Required for graduation.
7. To apply for graduation at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/register> or through Student Services.

ASSOCIATE DEGREES AND CERTIFICATES

ENMU-*Ruidoso* is authorized to award the Associate's of Arts degree (A.A.), the Associate's of Science degree (A.S.), the Associate's 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.

FRESHMEN SEMINAR

Freshmen Seminar (UNIV 101) is a three credit-hour, graded orientation course that is required for all degree programs. Required to be taken during the first academic year of enrollment, it helps students transition successfully to college as they discover the resources available to them at ENMU-

Ruidoso. It supports academic success by actively involving students in their learning process while strengthening skills, broadening horizons and developing academic and social independence. Students learn new skills, practice time management, and discover their preferred learning styles. Suggested Co-req: English or Reading.

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

An academic full time course load is 12 through 18 credit hours during a regular semester (fall and spring) and greater than 6 during the summer semester. Students exceeding 18 credit hours in a regular semester or greater than 10 in the summer semester require approval by the Vice President of Student Learning. 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 are 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.

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 noncredit will appear on the student's transcript as "NC" with no credits recorded and no grades assigned and will not count towards certificates or degree programs.

Attendance Policy

Attendance is expected at all sessions of each course for which the student is enrolled; the responsibility of attendance is placed on the student. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. Faculty members are not responsible for withdrawing students who do not attend courses.

CAMPUS INFORMATION

DISTANCE EDUCATION

Eastern New Mexico University has been a pioneer in distance education with approximately 30 years of experience in alternative delivery systems for educational programs. ENMU began its distance education program by offering courses in other communities in 1957 and in 1978 the University began offering instruction through 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 through ENMU's Distance Education Program at Portales. Students interested in junior and senior level courses are referred to the ENMU-Portales website for course descriptions.

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 by the end of the add/drop deadline unless prior arrangements have been made with the Cashier. An up-to-date tuition and fee listing may be found on the ENMU-Ruidoso website at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/current-students>. ENMU-Ruidoso offers a Deferred Tuition Payment Plan. For details, refer to the ENMU-Ruidoso website at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/current-students>, under "Class Schedule". Students are not officially enrolled until they have made a partial payment and have signed a contract with the

Cashier. Tuition and fees are subject to change without notice by Board of Regents of ENMU.

Tuition rates are determined by 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 enrolled credit hours.

Out-of-state tuition is not charged during summer sessions. During fall and spring semesters if a student is enrolled in 6 or less credit hours tuition will be charged at the in-state-tuition rate however, if a student enrolls in more than 6 hours at any time during the semester all credit hours will be adjusted to the out-of- state tuition rate.

RESIDENCY

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

1. 12 months consecutive presence requirement.
2. Financial independence.
3. Written declaration of "intent" to become a resident.
4. Specific overt acts documenting intent.

For more detailed information on the above and other circumstances related to these regulations please contact the Student Services or go to <http://hed.state.nm.us/>.

Petitions for changes in residency status will be accepted from the time of registration up to the third Friday after the start of the semester. Petition forms and further information may be obtained from Student Services.

Senior Tuition

A special \$5.00 per credit hour tuition rate is available for New Mexico residents age 65 or older. Enrollment is restricted to 6 credit hours or less per semester however, if a Senior Student enrolls in more than 6 hours at any time during the semester all credit hours will be adjusted to the applicable tuition rate. Students are responsible for payment of fees, books and other costs associated with their class.

SPECIAL FEES

*Graduation, class, and institutional fees may apply. Please refer to ENMU-*Ruidoso* website at*

[http://www.ruidoso.enmu.edu/~enmu/index.php/using-joomla/extensions/components/content-component/article-categories/87-prospective-students-sub#Tuition & Fees.](http://www.ruidoso.enmu.edu/~enmu/index.php/using-joomla/extensions/components/content-component/article-categories/87-prospective-students-sub#Tuition%20&%20Fees)

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 (575) 257-3016 or 800-834-ENMU (3668). ENMU-*Ruidoso* accepts Discover, MasterCard and VISA.
- Set up a payment plan.
- Pay online at <http://www.ruidoso.enmu.edu/~enmu/index.php/students/current-students>

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 academic calendar for the semester. 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: please refer to ENMU-*Ruidoso* refund schedule at [http://www.ruidoso.enmu.edu/~enmu/index.php/using-joomla/extensions/components/content-component/article-categories/87-prospective-students-sub#Tuition & Fees](http://www.ruidoso.enmu.edu/~enmu/index.php/using-joomla/extensions/components/content-component/article-categories/87-prospective-students-sub#Tuition_&_Fees)

TUITION REFUND APPEALS PROCEDURE

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

FINANCIAL AID

The Department of Education Federal Student Aid programs and the State of New Mexico provide grants, loans and work-study employment assistance to qualifying students. Federal and State aid can help cover expenses such as tuition and fees, room and board, books and supplies and transportation.

Go to <http://studentaid.ed.gov/> or <http://www.hed.state.nm.us> for more information.

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) See SAP requirements.
- e. Students who have already received an Associate's degree and is 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.
- h. Students who are not US citizens or an eligible non-citizen (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.

DEFERRED PAYMENT OF SCHOOL EXPENSES

Students awarded financial aid may be able to charge tuition and book fees until their account reflects financial aid credit. Students will be expected to pay one-third at the beginning of the semester with the remaining two-thirds paid over the course of the semester. Deferred payments must be approved prior to registration and arrangements made through the Student Accounts/Cashier 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.

SOURCES OF FINANCIAL AID

Merit Based Aid—Based on academic achievement or performance, usually a scholarship.

Need Based Aid—Awarded to students who can show need according to a formula. The three types of need-based aid are:

1. **Grants**—aid that does not have to be paid back. Examples of grants available at ENMU are Pell Grants, SEOG, and NMSIG.
2. **Loans**—aid that is borrowed and has to be paid back over a period of time, usually after a student leaves school or is enrolled less than half-time. ENMU participates in the Perkins Loan program, the Direct Stafford Subsidized and Unsubsidized Loan programs, and the PLUS Loan for Undergraduate and Graduate Students.
3. **Work-Study**—aid that a student earns by working part-time.

Information concerning types of aid and eligibility criteria can be found at <http://www.ruidoso.enmu.edu/~enmu/index.php/using-joomla/extensions/components/content-component/article-categories/91-financial-aid>, or by contacting the Financial Aid Specialist at 575-257-3007.

When to Apply

For the best opportunity to receive maximum financial aid awards, students should complete the FAFSA as soon as possible each year. Although FAFSA forms become available January 1st, the student's most current financial information must be used. The student (and parents if the student is a dependent) should complete the income tax return first. Some funds are limited so it

is best to complete the FAFSA as soon as the updated financial information is available.

How to Apply

Students applying for financial aid should complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is designed to determine, in accordance with state and federal guidelines, the difference between what students or their families are expected to contribute and the cost of attending ENMU. A current FAFSA must be on file at the Office of Financial Aid for any type of federal or state student aid including work-study and loans. Students should complete the FAFSA online at www.fafsa.gov. To be reviewed for financial aid at ENMU, students must list Eastern New Mexico University as a school of interest. ENMU's school code is 002651.

Financial Aid Award Process

1. Complete the FAFSA.
2. Receive a Student Aid Report (SAR) by mail or e-mail. ENMU will receive the same information and request additional information from the student if necessary.
3. Receive an ENMU Financial Aid and Scholarship Notification listing awards and amounts, sent by mail and ENMU email.
4. Additional steps are required if students wish to accept and borrow loans.
5. Aid is applied to student's account.

Verification

The verification process confirms that reported FAFSA information matches tax return, transcripts and other documents. Such documentation may include copies of the most recent IRS income tax return transcript for students, and/or spouse or parents of students. Proof of citizenship, copies of Social Security benefit statements and W-2 forms may also be requested along

with other required documents. FAFSA applications are selected for verification by the Federal Processor. The Office of Financial Aid will contact students who are selected for verification via mail and email once the college is notified by the Department of Education. FAFSA processing will be postponed until the required information and/or forms are provided. Verified FAFSAs will be processed in date order. Documentation is logged as it is received, so time sensitive funds can be awarded accordingly. Once documentation is reviewed and all data matches, the FAFSA will be released for the next awarding cycle. If corrections are necessary, the Office of Financial Aid will submit them electronically to the Federal Processor. Once confirmation is received that the changes were accepted, the FAFSA will be released for the next awarding cycle.

Awards

Once the FAFSA file is complete, aid will be awarded based on the following:

1. Cost of attendance.
2. Expected Family Contribution (EFC).
3. Other financial assistance.
4. Financial need (unmet need).
5. Availability of funds.

Estimated Cost of Attendance

These components are used to compute financial aid cost of attendance:

1. Tuition and Fees.
2. Room and Board.
3. Books and Supplies.
4. Personal and Miscellaneous Expenses.
5. Transportation.

The estimated cost of attendance is used strictly for financial aid purposes and is not the actual cost to attend ENMU. Information on ENMU's actual cost of

attendance may be obtained from the Office of Student Accounts.

Expected Family Contribution (EFC)

One of the principles behind need-based aid is that students and their families should pay what they can afford for educational expenses. A standard formula is used to calculate a student's Expected Family Contribution based on information submitted through the FAFSA. The federal funding formula takes into consideration family size, number of people—excluding parents—who are attending college at least half time, family income and assets.

Other Financial Assistance (Resources)

Other financial assistance refers to any outside scholarships, tuition waivers, stipends, Workforce Investment Act (WIA), Department of Vocational Rehabilitation (DVR), State or Federal program award, participation awards, grants or assistance received by the student other than federal financial aid. To report additional resources please e-mail the Financial Aid Office at financial.aid@enmu.edu or call 575-562-2194 or 1.800.FOR.ENMU (367-3668). All Financial Aid offers are subject to revision due to changes in policy, law, regulations, errors or funding.

Need Calculation

Financial need is the difference between total annual educational expenses and the amount the student and family are expected to pay:

- Cost of Attendance
- (-) Expected Family Contribution
- (-) Resources
- Need Based Aid Eligibility

Availability of Funds

Some funds are limited so they are awarded to students whose FAFSAs are completed first. New FAFSAs and those which go through the verification process are tracked

to ensure they go through the award cycle in order. Please remember all financial aid offers are based on information provided by students, and/or spouses and parents of students, availability of funds and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial aid will not pay for audited courses or some repeats. Offers are subject to revision due to changes in policy, law, regulations, additional resources, and calculation or funding.

Notification

As soon as the FAFSA is processed by ENMU, a Financial Aid and Scholarship Notification will be mailed to the student's current address and ENMU email. Any time awards are increased, decreased, canceled or new awards added, students will receive a new notification. Students should compare any new notification to the previous one so they understand changes. Registered students should be able to view their awards by logging into MyENMU at www.ruidoso.enmu.edu.

Aid Disbursement

ENMU will automatically transfer student financial aid and scholarship awards to pay toward allowable College costs. Allowable costs may include: tuition, student fees, room and board, bookstore charges, library fines and returned check fees. Any aid received in excess of posted, allowable College costs will be refunded to students in the form of a check or direct deposit from the Office of Student Accounts approximately 10 days after the beginning of each semester. If financial aid and scholarship awards will not cover the entire

semester's expenses, students are liable for the balance.

Returning Title IV Federal Student Aid (R2T4)

Title IV Federal Student Aid funds are awarded under the assumption students will attend classes for the entire period for which the aid is awarded. When students completely withdraw, officially or unofficially, they may no longer be eligible to receive the full amount of Title IV aid originally awarded. Academically related attendance activities are recorded by physically attending classes, taking exams, submitting required assignments, attending school assigned study groups, etc. When students who begin the academic period do not complete at least 60 percent of the period, a recalculation must occur to show the percentage of aid which was earned. This percentage is derived by dividing the number of day's students attended by the number of days in the period. If the amount of aid disbursed to students is greater than the amount of aid students earned, any unearned funds must be returned to the appropriate aid program. If the amount disbursed to

students is less than the amount students earned, and for which he/she is otherwise eligible, any earned funds may be made available to students as a post-withdrawal disbursement.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Requirements

Satisfactory academic progress (SAP) standards are measured at the end of each semester to ensure students receiving Federal Student Aid funds-Grants, Work study, Stafford, PLUS and Perkins Loans-are meeting these requirements:

1. Completion Rate–Attempted hours should be completed.
2. GPA–Grades earned should be sufficient to apply to degree or certificate plan.
3. Maximum Time Frame–Degree program must be completed in a timely manner.

Following is the policy used by Eastern New Mexico University in compliance with federal regulations to determine students are meeting SAP and should be considered to receive Federal Student Aid:

Degree	ENMU Completion Rate	ENMU GPA	Overall Maximum Time Frame
2-year Certificate	67%	2.0	56 attempted hours
Associate's	67%	2.0	106 attempted hours
Bachelor's	67%	2.0	196 attempted hours
Second Bachelor's	67%	2.0	196 attempted hours
Teacher Certification	67%	2.0	196 attempted hours
Master's	67%	2.0	70 attempted hours

Completion Rate

The percentage of work a student has successfully completed at all post-secondary institutions. All attendance including remedial course work, repeated coursework and periods when students did not receive

financial aid are counted in the total hours attempted and other SAP rules.

Completion Rate = Cumulative Hours Passed

Example: $\frac{60 \text{ Hours Passed}}{74 \text{ Hours Attempted}} = 81\%$

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 in ENMU-*Ruidoso* Foundation drop box in front of the Student Services office by the posted deadline. If a student is selected to be awarded a scholarship, they must first send a thank you letter before they can receive the scholarship. Scholarships money is posted to the student 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 <http://www.ruidoso.enmu.edu/~enmu/index.php/students/finaid-2>. 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, based upon available funds. The funds are given to the college from the state for this program. Students must be a New Mexico resident and U.S. Citizen or permanent resident, graduate 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 General Equivalency 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, based upon available funds.** Students must be a New Mexico resident and U.S. Citizen or permanent resident, graduate 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 General Equivalency Exam.

3. New Mexico Legislative Lottery Scholarships

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 at a four-year institution and continues to meet the scholarship requirement. If you have questions, please call ENMU-*Ruidoso* Student Services at 575-257-3007 or the New Mexico Higher Education Department New Mexico Higher Education Department at (505) 476-8400.

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, books and fees per academic year, excluding lab, and course fee, and is awarded for four consecutive years.

Eligibility Requirements

- New Mexico residents
- Graduate from New Mexico high school in the top 5% of their class or score 25 on ACT.
- Attend eligible college or university by the end of 21st birthday.
- Undergraduate.

- Enroll full-time.
- Combined family income may not exceed \$30,000 per year.

Note: Students who receive the New Mexico Scholars 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:

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

Teacher Certification

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

Grade Calculation and Completion

Grades of "F", "I", "U", and "W" are considered unsuccessful completion of the course and count against 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, is not calculated into the GPA. Successful completion of the term is defined as completion of all attempted hours with grades sufficient to satisfy the degree plan checklist. Federal Student Aid funds may be awarded once for a previously passed course.

ENMU Financial Aid SAP Status

Once grades are posted at the end of each semester, Financial Aid SAP Status will be updated for the next term for those students

who are registered and have a current FAFSA. Students will be assigned a new status based on the semester's results.

SAP STATUS

Academic Progress Status Result	Status	Result
Meeting Completion Rate & GPA	Eligible	Eligible
First Failure Completion Rate and/or GPA	Warning-Meet SAP by next Term	One Semester Provisional Eligibility
Second Failure Completion Rate and/or GPA	Ineligible-Rate/GPA	Not Eligible
May Exceed Maximum Time Frame	Ineligible-Over Max Time Limit	Not Eligible
Exceed Maximum Time Frame	Ineligible-Over Max Time Limit	Not Eligible
Approved Petition/ Academic Plan	Probation/Follow Plan	One Semester Provisional Eligibility

Students may review their financial aid academic progress online by accessing their MyENMU account and following links to the financial aid area. Students with Provisional Eligibility should not waste this opportunity to make successful progress. Denied status means the student will lose Federal Student Aid funding eligibility and have to pay for classes until SAP requirements are met.

Students may review their Financial Aid Academic Progress on-line by accessing MyENMU at www.ruidoso.enmu.edu.

Reinstatement

The Financial Aid and Scholarship Committee will review written requests for reinstatement from students who have extreme mitigating circumstances which prevented them from complying with the SAP Policy. Mitigating circumstances are defined as unanticipated and unavoidable events beyond a student's control. In-person reviews will be offered to students following the Committee's denial. Contact the ENMU-*Ruidoso* Student Services Financial

Aid Specialist at 575-257-3007 for more information.

Academic Standing

Academic Progress maintained by the Office of Financial Aid is not the same as Academic Standing which is maintained by the ENMU system.

VETERANS' STANDARDS OF PROGRESS

The State Approving Agency in Santa Fe, New Mexico approves courses in the ENMU-*Ruidoso* undergraduate catalog for veterans claiming benefits under the Montgomery GI Bill. Entitlement programs are offered for honorably discharged veterans, active duty personnel and dependents of medically discharged or disabled veterans. To apply for Veterans Education Benefits the recipient must apply online at www.gibill.va.gov. Once recipient has applied for educational benefits the potential recipient must interview with the Veterans Administration Certifying Official (VACO) located in Student Services and provide required documentation for approval from the Veterans Administration Regional Office (VARO). Once approval has been granted, the student must follow the VARO written guidelines given at the time of the interview which included satisfactory standards of progress. Failure to comply with the VARO guidelines may result in discontinuation of benefits.

Credit for Military Service

Military credit is accepted as elective credit, and it is the decision of the individual colleges how the credit may be applied to degree requirements. If the American Council on Education Guide (ACE) does not have an evaluation of a course completed, and if the course is comparable to a course

offered by ENMU, an individual may take a course challenging examination. For these guidelines, see "Course Challenging" of the catalog.

Active duty military and veterans may secure a waiver of the 1 hour well-being general education requirement (HPE 142) and 3 hours of physical activity general education requirement

RELEASE OF STUDENT INFORMATION POLICY

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

FAMILY PRIVACY ACT

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

- A. To inspect 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.
- D. To have directory information withheld (Directory information includes: name, local and permanent mailing addresses, e-mail addresses, telephone number, date and place of birth, most recent previous school attended, major field of study, classification, 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 Student Services 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.

Students may contact Student Services regarding disclosure of student data in compliance with the Act.

GRADE REVIEW POLICY

The principle of academic freedom dictates that a faculty member is responsible for and has authority over grades which he/she assigns and the criteria by which the student is evaluated. However, the College has developed a grade review procedure which allows for an objective review of a disputed grade. 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 Student Services, they may be changed only if a written request justifying such a change is submitted by the instructor to Student Services. 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 to replace a grade earned in it. The following regulations will apply:

1. The original and any repeat courses must be from an ENMU campus (Portales or Ruidoso).
2. 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 grade 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.

Courses that are allowed to be repeated may be viewed in the course description part of the catalog.

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 an Incomplete Grade Request electronic form in MyENMU.
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 Student Services 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 an “F”).

5. A student cannot re-enroll into the course while completing coursework required under an “Incomplete Agreement”.

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 WITHDRAWALS

A student may change his/her registration by adding and/or dropping courses or by withdrawing from a course within the deadlines set in the ENMU-*Ruidoso* Class Schedule. A course dropped during the appropriate period will not appear on the student’s transcript. A course withdrawal

during the appropriate period will appear on the student’s transcript with a grade of “W.”

**Refunds will be made for withdrawals during these time periods according to the refund schedule printed in the class schedule and catalog. In a variable credit course, all hours must be dropped or withdrawn, not just a portion of them. All exceptions to these policies must be approved by the Vice President of Student Learning. 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.

Complete Withdrawal from the College

A student may completely withdraw from the College within the deadlines set in the College class schedule. Students who will be withdrawing from the College must contact Student Services. Grades will be posted for students who do not go through official withdrawal. A student who is forced by emergency circumstances to leave the college without officially withdrawing should notify Student Services. In the event the student is unable to make such a call, the parents or guardian may do so on the student’s behalf. Refunds will be made according to the tuition and fees as set in the College class schedule.

Request Course Drop/Withdrawal or a Complete Withdrawal from the College after the Deadline

The College has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students make timely and effective decisions regarding their course work and progress toward degree completion and **protect their financial aid eligibility status**. A request to add, drop or withdraw from a course or to completely withdraw from the College after the deadline can only be honored in **extreme circumstances**, and such requests must be accompanied by **appropriate**

documentation. The form can be requested from Student Services.

The completed form must be returned with the following documentation to Student Services.

1. Statement of the student's extreme circumstances.
2. Appropriate documentation.

3. Student's signature (on form or by using the student's enmu.edu e-mail address).

All documentation will be reviewed by the Vice President of Student of Learning. If drop or withdrawal receives Vice President of Student Learning approval, Student Services will process the withdrawal. If denied the student may appeal to the President's Office.

ACADEMIC STANDING

Hours	Academic Standing	
0 – 16	Warning	ENMU GPA is below 2.00 following first enrollment period (summer, fall or spring). Student is placed on academic warning.
	Probation	New student admitted on academic warning who fails to raise the ENMU cumulative GPA to 2.00 and to earn a semester GPA OF 2.00 is placed on probation.
17 - 29	Probation	ENMU cumulative GPA is below 2.00; student's semester GPA is 2.00 or above. Student is on probation.
	Suspension	Admitted on probation, the student's ENMU cumulative and semester GPAs are below 2.00 OR ENMU GPA is below 2.00 after one semester on probation.
30 –more	Probation	ENMU cumulative GPA is below 2.00; student's semester GPA is 2.00 or above.
30 –more	Suspension	ENMU cumulative GPA is below 2.00; student's semester GPA is below 2.00 following one semester of academic 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* for a minimum of five years and with the Vice President of Student Learning approval.

Students who have completed the mandated suspension period must go to Student Services as the first step in the re-instatement process and are subject to any enrollment restrictions stipulated by that office. Students may be required to complete an Action Plan for Success. Students will write a reinstatement letter to the Student Services Coordinator. Students may be required to take a part time course load to prove the student is capable of successfully completing courses.

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

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 Student Services. 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 will need to order their cap and gown from the ENMU-Ruidoso bookstore. Graduation applications must be turned into Student Services before the deadline dates:

Graduation Application Deadline Dates

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’s status, delaying receipt of the diploma.

EARNING A SECOND ASSOCIATE DEGREE

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

Transcripts

There is no charge for copies of transcripts for coursework completed at ENMU; 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.

NM WORKFORCE CONNECTION

The NM 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 (575) 258-1730 or 800-854-4712.

Special Programs and Services

ADULT BASIC EDUCATION

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

Literacy Council which provides trained volunteer

tutors to work one-on-one or in small groups with adults wanting to improve their reading, writing and/or English-speaking skills.

Tutor training workshops are offered throughout the year. Call (575) 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, call (575) 258-1730 or 800-854-4712.

COMMUNITY EDUCATION

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

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

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

CUSTOMIZED TRAINING

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

Starting dates and class times are determined by the employer's needs and can be as short as an hour or as long as required to meet the course objectives.

Classes can be offered on campus or brought to your doorstep.

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

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

LIFELONG LEARNING ACADEMY

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

NUMBERING OF COURSES

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

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.

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.

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.

Required Supervision of Minors on Campus:

Minors under the age of 18 must be accompanied by an adult unless enrolled in a course, an approved activity, or has legitimate business with ENMU-*Ruidoso*. In addition, minors are not allowed in the classroom or on campus while the responsible adult is attending courses. The responsible adult must provide appropriate supervision, even if this means the adult must leave class and the campus.

TYPES OF DEGREES

ASSOCIATE'S 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'S 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’S OF SCIENCE

Students may earn an Associate of Science degree through ENMU-*Ruidoso*. The Associate’s of Science degree requires a minimum of 64 credit hours. An institutional GPA of at least 2.0 is required.

ASSOCIATE’S OF APPLIED SCIENCE Students may earn an Associate’s 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’s of Applied Science degree and its requirements are noted in the program description section.

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.

GENERAL EDUCATION COMMON CORE REQUIREMENTS

Courses in bold are not included in the New Mexico General Education Core Matrix but do meet general education requirements on the ENMU Portales campus. Students planning to transfer to another institution should consult the receiving institution regarding the acceptability of these courses for general education.

Course Requirements

- I. Communicating Effectively**9 hours
 - ENG* 102 (NMCCNS 1113)3 hours
 - ENG* 104 (NMCCNS 1123)3 hours
 - ENG* 233 (NMCCNS 2113)3 hours
 - Selected from COMM courses below:....3 hours
 - COMM 101 (NMCCNS 1213)
 - COMM 102 (NMCCNS COMM 1113)
 - COMM 202
 - *Note:** Grade of “C” or better required for satisfactory completion
- II. Understanding and Applying Mathematical Principles**
(selected from courses below)3 hours
 - MATH 113
 - MATH 119 (NMCCNS MATH 1113)
 - MATH 120 (NMCCNS MATH 1213)
 - MATH 124 (NMCCNS MATH 1614)
 - STAT 213 (NMCCNS MATH 2114)
- III. Science (with labs)**.....8 hours
 - Classes cover the scientific method and history of science, focusing on “discovery” approaches and general themes as opposed to primarily being a data-oriented class.
 - ANTH 245/L**
 - BIOL 110/L**

BIOL 111/L

BIOL 113/L (NMCCNS BIOL1113/1111)

BIOL 154/L (NMCCNS BIOL1223/1221)

BIOL 155/L (NMCCNS BIOL1213/1211)

BIOL 209/L (NMCCNS BIOL2413/2411)

BIOL 210/L (NMCCNS BIOL2423/2421)

BIOL 214/L (NMCCNS BIOL2513/2511)

BIOL 216/L**BIOL 266/L**

CHEM 113/L (NMCCNS CHEM1113/1111)

CHEM 121/L

CHEM 151/L (NMCCNS CHEM1213/1211)

CHEM 152/L (NMCCNS CHEM1223/1221)

GEOL 113/L (NMCCNS ENVS1113/1111)

GEOL 123/L

GEOL 151/L (NMCCNS GEOL1113/1111)

GEOL 152/L (NMCCNS GEOL1213/1211)

NATR 131/L

PHYS 113/L

PHYS 141/L (NMCCNS ASTR 1113/1111)

PHYS 151/L (NMCCNS PHYS1113/1111)

PHYS 152/L (NMCCNS PHYS1123/1121)

IV. Social Science (Two classes from different disciplines)6-9 hours

Classes focus on individual and society and an understanding of social behavior from various modes of inquiry. Classes also relate the student's own experiences to the complex, pluralistic and global societies.

ANTH/GEOG 103 (NMCCNS ANTH/GEOG 1113)

ANTH 105

ANTH 123 (NMCCNS ANTH 2313)

ANTH 233 (NMCCNS ANTH 2113)

ANTH 243 (NMCCNS ANTH 2113)

ANTH 245/L (NMCCNS ANTH 2213/2211)

ECON 200

ECON 221 (NMCCNS ECON 2113)

ECON 222 (NMCCNS ECON 2123)

FCS 221

PSCI 101 (NMCCNS POLS 1113)

PSCI 102 (NMCCNS POLS 1123)

PSY 101 (NMCCNS PSYC 1113)

PSY 201**PSY 202**

SOC 101 (NMCCNS SOCI 1113)

SOC 212 (NMCCNS SOCI 2113)

SOC 215 (NMCCNS SOCI 2213)

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).

- 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

ART 131 (NMCCNS ARTS 1113)

ART 135

ART 165 (NMCCNS ARTS 2113)

ART 166 (NMCCNS ARTS 2123)

ART 210**ART 231/L**

DNC 101 (NMCCNS DANC 1013)

MUS 101 (NMCCNS MUSI 1213)

MUS 113 (NMCCNS MUSI 1113)

MUS 163

THTR 111 (NMCCNS THTR 1113)

THTR 121

- b. Humanities. Classes explore traditions and thinking which shaped the Western world, various modes of analysis and varied ways people have experienced their culture and the larger world. This section includes traditional "humanities" disciplines such as history, philosophy, literature, languages and religion, but might also include classes from other disciplines.

CDIS 144**CDIS 244****CDIS 245**

ENG 211 (NMCCNS ENGL2213)

ENG 221 (NMCCNS ENGL2413)

ENG 222 (NMCCNS ENGL2423)

ENG 251 (NMCCNS ENGL 2513)

ENG 252 (NMCCNS ENGL 2523)

ENG 275

ENG 281

FR 101 (NMCCNS FREN 1114)

FR 102 (NMCCNS FREN 1124)

FR 201 (NMCCNS FREN 2113)

FR 202 (NMCCNS FREN 2123)

GER 101 (NMCCNS GERM 1114)

GER 102 (NMCCNS GERM 1124)

HIST 101 (NMCCNS HIST 1113)

HIST 102 (NMCCNS HIST 1213)

HIST 121 (NMCCNS HIST 1053)

HIST 122 (NMCCNS HIST 1063)

HIST 203 (NMCCNS HIST 2113)

HUM 221

HUM 222

PHIL 201 (NMCCNS PHIL 1113)

PHIL 202 (NMCCNS PHIL 1213)

PHIL 211 (NMCCNS PHIL 2113)

REL 101

REL 103

REL 107 (NMCCNS RELI 1113)

SPAN 101 (NMCCNS SPAN 1114)

SPAN 102 (NMCCNS SPAN 1124)

SPAN 201 (NMCCNS SPAN 2113)
SPAN 202 (NMCCNS SPAN 2123)

Total Associate Degree General

Education Requirements35-36 hours

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

Student Responsibility

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

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

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

***NEW MEXICO COMMON CORE NUMBERING
SYSTEM (NMCCNS)***

New Mexico colleges and universities have devised a Common Course Numbering System to assist New Mexico students who are transferring between institutions within the state. The NMCCNS uses four letters and four digits. The letters indicate the subject area. The first of the four digits indicate

whether the course is freshman (1) or sophomore (2). The middle two digits act as one number and indicate the sequence of the course. The last digit represents the number of credit hours assigned to the course, typically 3 or 4. All transferable courses have a New Mexico course number in parenthesis following the ENMU-*Ruidoso* course number in the New Mexico General Education Common Core and the course descriptions. The courses with the NMCCNS designation share similar course content and are directly transferrable.

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

COMPLAINT PROCEDURES

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

1. File a written appeal with Student Services, 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.



INSTRUCTIONAL PROGRAMS

ACCOUNTING

Associate's of Applied Science Degree

66 credit hours

The Associate's 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.

Upon program completion students will be able to:

- Demonstrate the accounting skills needed to meet the demand in the industry.
- Demonstrate the accounting skills needed to continue toward progressively advanced credentials, such as the designations of Certified Bookkeeper, Certified Management Accountant, or Certified Public Accountant, or toward the requirements for a Bachelor's of Business Administration.
- Apply a basic foundation in accounting to other business functions such as economics, finance, management and marketing.

Any student who is ineligible for state, national, or industry licensure is ineligible for entry into this program.

General Education Common Core Requirements – 19 hours

I. Communications: 9 hours

COMM 101: Interpersonal Communications – 3
or COMM 102: Public Speaking – 3
ENG 102: English Composition – 3
ENG 233: Writing for Technical Professionals – 3

II. Mathematics: 4 hours

STAT 213: Statistical Methods – 4

IV. Social Science: 6 hours

ECON 221: Principles of Macroeconomics – 3
ECON 222: Principles of Microeconomics – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 22 hours

BUS 151: Introduction to Business – 3
BUS 241: Business Mathematics – 3
FIN 201: Principles of Finance – 3
IS 151: Basic Computer Skills – 3
IS 281: Spreadsheets and Data Analysis – 3
MATH 106: General Mathematics – 4
MGT 201: Principles of Management – 3
or MKT 201: Principles of Marketing – 3

Technical Requirements – 22 hours

ACCT 201: Introduction to Financial Accounting 4
ACCT 202: Introduction to Managerial Accounting 4
ACCT 204: Basic Income Tax – 3
ACCT 209: Microcomputer Accounting – 3
ACCT 215: Certified Bookkeeper – 3
ACCT 289: Accounting Internship – 4
ACCT 299: Programmatic Capstone – 1

BIOLOGY

Associate's of Science Degree

66 credit hours

The Associate's of Science in Biology is designed to provide the foundation for completing a Bachelor of Science Degree in Biology at a four year institution. The biology degree is a broad foundation for students intending to continue their studies in medical or dental fields; botanical or zoological studies; or secondary education with science as the teaching emphasis.

Upon program completion students will be able to:

- Demonstrate the general and specific skills needed as a foundation to pursue future employment in a variety of science or educational fields.
- Apply the technical skills needed to work as technicians in outdoor fields such as natural resources and wildlife sciences; or in laboratory based fields such as those found throughout the medical profession.

- Apply current course knowledge in the pursuit of a Bachelor's of Science Degree at another institution of higher learning.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

III. Science:

BIOL 154/L: General Biology I/L – 4

CHEM 151/L: General Chemistry I/L – 4

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 8 hours

MATH 104: Preparatory Algebra – 4

STAT 213: Statistical Methods I – 4

Program Requirements – 20 hours

BIOL 155/L: General Biology II/L – 4

BIOL 214/L: Microbiology/L – 4

BIOL 222: Cell Biology – 3

BIOL 299: Programmatic Capstone – 1

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

PHYS 151/L: General Physics/L – 4

BOOKKEEPING/ACCOUNTING

Certificate of Completion

38 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.

Upon program completion students will be able to:

- Demonstrate the accounting skills needed to meet the demand in the industry.
- Demonstrate the accounting skills needed to obtain the designation of Certified Bookkeeper.
- Demonstrate the accounting skills needed to continue toward meeting the requirements for an Associate's of Applied Science Degree in Accounting.

- Apply a basic foundation in accounting to other business functions such as economics, finance, management, and marketing.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

ACCT 200: Survey of Accounting – 3

ACCT 201: Introduction to Financial Accounting 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 241: Business Mathematics – 3

ENG 102: English Composition – 3

FIN 201: Principles of Finance – 3

IS 151: Basic Computer Skills – 3

MATH 106: General Mathematics – 4

BUSINESS ADMINISTRATION

Associate's of Arts Degree

67 credit hours

The Associate's 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.

Upon completion of the program students will be able to:

- Demonstrate the business skills needed to gain employment among a variety of business enterprises.
- Demonstrate the ability to apply the basic business functions of accounting, economics, finance, management, and marketing to become a successful business owner.

- Obtain an Associate's of Arts Degree that will meet requirements toward a Bachelor's of Business Administration.

**General Education Common Core Requirements
minimum 35 hours -**

The minimum 35 credit hour general education requirements must include the following courses:

I. Communications:

ENG 233: Writing for Technical Professionals – 3

IV. Social Science:

ECON 221: Principles of Macroeconomics – 3

ECON 222: Principles of Microeconomics – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 14 hours

BUS 151: Introduction to Business – 3

IS 151: Basic Computer Skills - 3

or IS 281: Spreadsheets and Data Analysis – 3

MATH 106: General Mathematics – 4

STAT 213: Statistical Methods I – 4

Program Requirements – 15 hours

ACCT 201: Introduction to Financial

Accounting – 4

ACCT 202: Introduction to Managerial

Accounting – 4

BUS 230: Business Law and Ethics I – 3

BUS 299: Programmatic Capstone – 1

FIN 201: Principles of Finance – 3

or MGT 201 Principles of Management – 3

or MKT 201: Principles of Marketing – 3

Note: MKT 201 is required by ENMU – Portales as a Foundation Core Requirement of all BBA Degrees.

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.

Upon program completion students will be able to:

- Demonstrate 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.
- Demonstrate knowledge of curriculum development based on social, cognitive, physical, and emotional areas of development.
- Demonstrate knowledge of curriculum development 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.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

ECE 107: Health, Safety, and Nutrition – 2

ECE 124: Child Care Basic Competencies – 3

ECE 220: Professionalism in Early Childhood – 2

ECE 239/L: Curriculum Development and Implementation I /L– 5

ECE 240/L: Curriculum Development and Implementation II/L – 5

ECE 265: Guiding Young Children – 3

ECE 280: Family and Community Collaboration I – 3

ENG 102: English Composition – 3

FCS 221: Child Growth, Development and Learning – 3

UNIV 101: Freshman Seminar – 3

Communication

Associate's of Arts Degree

64 credit hours

The Associate's of Arts in Communication program develops the skills and experience you need to build a successful career in the fast-growing field of business, corporate and global communications.

The program explores the underpinnings of communication, from interpersonal and group communications skills to organizational and intercultural communication dynamics. It also provides focused attention to practice areas such as marketing and public relations.

As a graduate, you'll be prepared to pursue a bachelor's degree at ENMU-Portales or other university leading to a wide array of career options, including positions in:

- Marketing
- Public Relations
- Management
- Human Resources
- Event Planning
- Sales

Upon program completion students will be able to:

- Demonstrate the business communication skills needed to gain employment among a variety of business enterprises.
- Demonstrate the ability to apply the basic business communication functions of public relations, management, human resources, event planning, sales, and marketing to become a successful business Communications professional.
- Obtain an Associate's of Arts Degree that will meet requirements toward a Bachelor's of Business Administration with a major in business communications.

**General Education Common Core Requirements
minimum 35 hours**

The minimum 35 credit hour general education requirements must include the following courses:

I. Communications:

COMM 101: Interpersonal Communications – 3
ENG 233: Writing for Technical Professionals – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 4 hours

MATH 106: General Mathematics – 4

Program Requirements – 22 hours

COMM 102: Public Speaking – 3
COMM 103: Introduction to Mass Communication – 3
COMM 202: Dynamics of Group Communication – 3
COMM 204: Foundational Writing for the Communication Field– 3
COMM 205: Beginning Reporting – 3
COMM 212: Introduction to Digital Photography – 3
COMM 260: Introduction to Public Relations – 3
COMM 299: Programmatic Capstone – 1

Computer and Network Security Certification Program

Certificate of Completion

19 credit hours

This program is specifically designed to prepare and certify students as *Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011 and CNSSI No. 4016 Entry Level Risk Analysts* 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 prepared and encouraged to take the CompTIA Security+ test during the program to receive the industry certifications.

Upon program completion students will be able to:

- Plan, analyze, develop, implement, maintain, and enhance information systems security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data.



- 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.
- 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.
- Resolve integration issues related to the implementation of new systems with the existing infrastructure.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

IS 131: Computer and Security Fundamentals – 3
 IS 136: Guide to Business Continuity and Disaster Recovery – 3
 IS 153/L: Introductions (Foundations) of Information Systems/Lab – 4
 IS 253: Firewalls and How They Work – 3
 IS 257: Computer and Network Defense and Counter Measures – 3
 IS 258: Cyber Ethics, Professionalism, and Career Development – 3

CONSTRUCTION TRADES

Associate of Applied Science Degree

66 credit hours

The Associates 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

Upon program completion students will be able to:

- Meet demands for immediate professional skill training of existing personnel while simultaneously addressing the future need of a growing industry. GB-98, GB-2
- 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 Associates of Applied Science Degree in Construction.
- Enable students to obtain an Associates of Applied Science Degree that will meet the requirements toward a career in the building field both residential and commercial.
- Provide the student with the flexibility to pursue a concentration of study within the area of construction nationwide that meets their needs.

General Education Common Core Requirements 10 hours

I. Communications: 6 hours

ENG 102: English Composition – 3
 ENG 233: Writing for Technical Professionals - 3

III. Science (with labs): 4 hours

PHYS 113/L: Survey of Physics/Lab – 4

Institutional Requirements 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements 10 hours

BUS 151: Introduction to Business – 3
 IS 151: Basic Computer Skills – 3
 MATH 104: Preparatory Algebra – 4

Technical Requirements 45 hours

CNST 101: Math for Construction Trades – 3
 CNST 102: Tool and Equipment Safety – 1

CNST 103: Employability Skills – 1
 CNST 104: Introduction to Engineering – 1
 CNST 111: Basic Woodworking for
 Construction - 3
 CNST 121: Blueprint Reading - 1
 CNST 131: Construction Estimating - 3
 CNST 141: Residential Building Construction I
 - 3
 CNST 222: Drafting for Constructors - 3
 CNST 239: GB98/GB2 Licensure Exam
 Preparation – 3
 CNST 242: Residential Building Construction
 II* - 3
 CNST 261: Residential Plumbing - 3
 CNST 271: Residential Wiring - 3
 CNST 294: Co-op/Internship Training -8
 WELD 110: Introduction to Welding – 4

CONSTRUCTION TRADES APPRENTICESHIP PROGRAM

Certificate of Completion

49 credit hours

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

Certificate Requirements

CNST 101: Math for Construction Trades – 3
 CNST 102: Tool and Equipment Safety – 1
 CNST 103: Employability Skills – 1
 CNST 104: Introduction to Engineering – 1
 CNST 111: Basic Woodworking for
 Constructors* - 3
 CNST 121: Blueprint reading* - 1
 CNST 131: Construction Estimating* - 3
 CNST 141: Residential Building Construction
 I* - 3
 CNST 222: Drafting for Constructors* - 3
 CNST 239: GB98/GB2 Licensure Exam
 Preparation – 3

CNST 242: Residential Building Construction
 II* - 3
 CNST 261: Residential Plumbing* - 3
 CNST 271: Residential Wiring* - 3
 CNST 294: Co-op/Internship Training - 16

CRIMINAL JUSTICE

Associate's of Arts Degree

64 credit hours

The Associate's of Arts in Criminal Justice is designed to equip graduates, whether potential and incumbent criminal justice system employees or graduates intent on transferring to a Bachelor of Arts or Sciences (BA/BS) Degree program at ENMU, with a comprehensive knowledge of the governmental structures, limitations, and theoretical underpinnings of the American criminal justice system. 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 in 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 of New Mexico's four-year state universities.

Upon program completion students will be able to:

- Describe the historical development, roles, interrelationships, and criminal justice system functions of agencies, actors, structures, and operations of criminal justice agencies.
- Identify and describe major national measures of crime and major theories on causes of criminality.
- Explain functions of criminal laws, Constitutional limitations on laws, and application of laws in criminal courts.
- Identify current trends in crime, police techniques, offender sentencing, corrections practices, and offender reintegration.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

**General Education Common Core Requirements
minimum 35 hours**

The minimum 35 credit hour general education requirements must include the following courses:

II. Mathematics:

STAT 213: Statistical Methods I – 4

IV. Social Science:

PSCI 102: American National Government – 3

PSY 101: Introductory Psychology – 3

SOC 212: Contemporary Social Issues – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 7 hours

IS 151: Basic Computer Skills – 3

MATH 106: General Mathematics – 4

Program Requirements – 19 hours

CJ 102/SOC 102: Introduction to Criminal Justice – 3

CJ 299: Programmatic Capstone - 1

Choose 12 hours from the following

CJ 203: Introduction to Corrections – 3

CJ 215: Introduction to Policing in America - 3

CJ 233: Juvenile Justice – 3

CJ 284: American Judicial Systems – 3

CJ 287: Criminal Law – 3

**Choose 3 hours from the following or the above CJ
200-level course not yet taken**

CJ 205: Criminal Procedures – 3

CJ 293: Topics in Criminal Justice – 3

CJ 294: Practicum – 3

CULINARY ARTS

Associate's of Applied Science Degree

68 credit hours

The Associate's of Applied Science in Culinary Arts is designed to equip the student with kitchen, product and personnel skills and knowledge to enter into one of the fastest growing industries in the United States. The program is designed to introduce students to all aspects of kitchen management to help drive success in one of the many career pathways within culinary arts.

Students may pursue an associate degree or a certificate.

Upon program completion students will be able to:

- Apply basic kitchen skills including cooking techniques, product management and supervision to real world situations.
- Manage all aspects of production including product selection, ordering, cost control, and food preparation and presentation.
- Demonstrate industry standard procedures for kitchen safety, food handling and sanitation practice.
- Pursue a Bachelor degree from a four year university in culinary arts or hospitality and tourism.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements 15 hours

I. Communications: 9 hours

COMM 101: Interpersonal Communications – 3

or COMM 102: Public Speaking – 3

ENG 102: English Composition – 3

ENG 233: Writing for Technical Professionals –

3

III. Social Science: 3 hours

ANTH/GEOG 103: Humans and their Environment – 3

ANTH 233: People and Cultures of the World – 3
ECON 221: Principles of Macroeconomics – 3

PSY 101: Introductory Psychology – 3

SOC 101: Introductory Sociology – 3

V. Humanities and Fine Arts: 3 hours

ART 131: Art Appreciation – 3

ART 165: Art History I – 3

HIST 101: Survey of American History to 1877 – 3

HIST 102: Survey of American History since 1877 – 3

HIST 203: New Mexico -3

HUM 221: Introduction to World Humanities – 3

MUS 113: Music Appreciation – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 15 hours

BUS 151: Introduction to Business – 3
 BUS 210: Employability Skills – 2
 BUS 241: Business Math – 3
 IS 151: Basic Computer Skills – 3
 MATH 106: General Mathematics – 4

Technical Requirements – 35 hours

HRTM 151: Introduction to Hospitality Management – 3
 HRTM 200: Management of Food & Beverage Operations – 3
 HRTM 240: Catering 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/Lab – 4
 HTCA 263/L: Food Preparation II/Lab – 4
 HTCA 266/L: Specialty Cooking/Lab – 4
 HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic - 2
 HRTM/HTCA 289: Hospitality Internship – 4
 HTCA 299: Programmatic Capstone - 1

CULINARY ARTS***Certificate of Completion*****38 credit hours**

The Certificate of Completion in Culinary Arts is designed to equip the student with kitchen, product and personnel skills and knowledge to enter into one of the fastest growing industries in the United States. The program is designed to introduce students to all aspects of kitchen management to help drive success in one of the many career pathways within culinary arts.

Upon program completion students will be able to:

- Apply basic kitchen skills including cooking techniques, product management and supervision to real world situations.
- Manage all aspects of production including product selection, ordering, cost control, and food preparation and presentation.
- Demonstrate industry standard procedures for kitchen safety, food handling and sanitation practice.

- Pursue an AAS degree from ENMU-Ruidoso in culinary arts or hospitality and tourism.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

HRTM 151: Introduction to Hospitality Management – 3
 HRTM 200: Management of Food & Beverage Operations – 3
 HRTM 240: Catering 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/Lab – 4
 HTCA 263/L: Food Preparation II/Lab – 4
 HTCA 266/L: Specialty Cooking/Lab – 4
 HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic – 2
 HRTM/HTCA 289: Hospitality Internship – 4
 MATH 106: General Mathematics – 4

EARLY CARE AND EDUCATION***Associate's of Arts Degree*****68 credit hours**

The Associate's of Early Care and Education is designed to prepare the student to work with young children in a variety of day care settings and/or to prepare the student to work toward a Bachelor's degree in Early Childhood Education.

Upon program completion students will be able to:

- Demonstrate understanding of promoting children's health and safety through awareness, effective practices, and health education.
- Use and explain the rationale for developmentally appropriate methods that include play, small group projects, open-ended questioning, group discussion, problem solving, cooperative learning and inquiry experiences to help young children

develop intellectual curiosity, solve problems and make decisions.

- Demonstrate knowledge and skill in the use of developmentally appropriate guidance techniques and strategies that provide opportunities to assist children in developing positive thoughts and feelings about themselves and others through cooperative interaction with peers and adults. Students will develop, implement, and evaluate an integrated curriculum that focuses on children's development and interests, using their language, home experiences, and cultural values.
- Adapt content to meet the needs of each child, including the development of Individualized Family Service Plans (IFSP) and/or Individualized Education Plans (IEP) for children with special needs through the team process with families and other team members.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

IV. Social Science:

PSY 201: Child Psychology – 3
FCS 221: Child Growth, Development and Learning – 3

V. Humanities and Fine Arts:

HIST 203: New Mexico – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements 7 hours

EDF 222/L: Structured Observations of Teaching/Lab – 3
MATH 261: Mathematical Concepts I – 3

Program Requirements – 24 hours

ECE 107: Health, Safety and Nutrition – 2
ECE 220: Professionalism in Early Childhood -
2

ECE 223: Assessment of Children and Program Evaluation I – 3

ECE 239/L: Curriculum Development and Implementation I/L – 5

ECE 240/L: Curriculum Development and Implementation II/L – 5

ECE 265: Guiding Young Children – 3

ECE 280: Family and Community Collaboration I – 3

ECE 299: Programmatic Capstone – 1

EMERGENCY MEDICAL TECHNICIAN

Certificate of Occupational Training

16 credit hours

This certificate will equip students with a solid introduction to the field of pre-hospital emergency medical care. Emphasis is placed on recognition and basic life support treatment of emergency medical and traumatic conditions. After successful completion of the program, the graduate is eligible for the New Mexico Injury Prevention/EMS Bureau's Exam and the National Registry of EMT's Exam. The sixteen-credit-hour course of study consists of approximately 218 clock hours of classroom and clinical time.

Upon completion of the program students will be able to:

- 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 a basic EMT job description.

Requirements for Acceptance into the Program

1. Completion of college admission requirements.
2. Completion of College Skills Placement Testing.
3. Students must 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.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

EMS 101: Cardiopulmonary Resuscitation – 1
 EMS 111: EMT-Basic – 9
 EMS 111L: EMT-Basic Practicum – 2
 EMS 114: Introduction to EMS – 3
 EMS 299: Programmatic Capstone – 1

ADVANCED EMERGENCY MEDICAL TECHNICIAN

Certificate of Occupational Training

17 Credit Hours

This certificate will equip students with skills in 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. This course of study consists of 218 (minimum) clock hours of classroom and clinical time.

Upon completion of the program students will be able to:

- Provide basic and limited advanced emergency medical care and transportation for critical and

emergent patients who access the emergency medical system

- React as part of a comprehensive EMS response, under medical oversight
- Perform interventions with the basic and advanced equipment typically found on an ambulance
- Function as a link from the scene to the emergency health care system

Any student who is ineligible for state or national licensure is ineligible for entry into this program.

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

BIOL 109: Survey of Anatomy &
 Physiology for Allied Health – 3
 EMS 114: Introduction to EMS - 3
 EMS 175: Advanced EMT - 8
 EMS 175L: Advanced EMT Practicum Lab - 1
 EMS 176L: Advanced EMT Clinical Practicum
 - 1
 EMS 299: Programmatic Capstone – 1

ENGLISH LITERATURE

Associate's of Arts Degree

64 credit hours

The English Literature program will assist students to achieve mastery of composition and comprehension through writing about literature. This Associate's of Arts degree will provide the first two years of a four year program that will lead to a Bachelor's of Arts degree in English. This program will provide those students who plan careers either in writing or teaching with courses that will prepare them for their higher academic degree and, ultimately, their chosen careers. For those not planning a BA, it will satisfy their intellectual curiosity through exposure to the ideas of a variety of writers.

Upon completion of this program students will be able to:

- Transfer to ENMU Portales or other university and continue their studies in English with no, or minimal, loss of credit.
- Demonstrate a knowledge of the major features of each American/European literary period.
- Identify the major authors of each literary period.
- Use the commonly accepted literary terms when writing and speaking about literature.
- Create written analysis papers about literature.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

V. b. Humanities

ENG 211: Introduction to Literature – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related requirements – 4

MATH 106: General Mathematics – 4

Program requirements – 22

ENG 221: British Literature Survey I – 3
ENG 222: British Literature Survey II – 3
ENG 251: American Literature Survey I – 3
ENG 252: U.S. Literature Survey II – 3
ENG 275: The Motion Picture – 3 (will not transfer to Portales)

ENG 281: Comparative Mythology – 3

ENG 289: Internship – 3

ENG 299 – Programmatic Capstone – 1

ENVIRONMENTAL SCIENCE

Associate's of Science Degree

67 credit hours

The Associate's of Science in Environmental Science is designed to provide the foundation for earning the Bachelor's of Science Degree at a four year institution. Environmental scientists are at the forefront of the "green industry" and work for government agencies (local, state, or 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.

Upon program completion students will be able to:

- Demonstrate the general and specific skills needed to pursue future employment in a variety of environmental science or educational fields.
- Apply the technical skills needed to work as technicians in natural resources and environmental sciences with industry or governmental agencies.
- Apply current course knowledge in the pursuit of a Bachelor's of Science Degree at another institution of higher learning.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

II. Mathematics:

MATH 119: College Algebra – 3

III. Science:

BIOL 155/L: General Biology II/L – 4

CHEM 151/L: General Chemistry I/L – 4

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 12 hours

HPE 142: Fundamentals of Physical Well-Being – 1

MATH 104: Preparatory Algebra – 4

MATH 120: Trigonometry – 3

STAT 213: Statistical Methods I – 4

Program Requirements – 17 hours

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

GEOL 123/L: Earth Resources/L – 4

GEOL 151/L: Physical Geology/L – 4

GEOL 299: Programmatic Capstone – 1

PHYS 151/L: General Physics/L – 4

GENERAL STUDIES

Associate of Arts Degree

64 credit hours

The Associate of Arts in General Studies is designed to provide students with flexibility in creating a program of study focused on individual academic or career interest. Many of the courses will be transferable to a four-year institution. Students who wish to pursue the General Studies degree plan are encouraged to work with an academic advisor to insure that elective course selections are well suited to the individual student's academic or career objectives.

Upon program completion students will be able to:

- Demonstrate the ability to use critical thinking.
- Use effective communication skills both in speaking and writing.
- Participate responsibly in the social and political environment.

**General Education Common Core Requirements
minimum 35 hours**

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 4 hours

MATH 106: General Mathematics – 4

or MATH 104: Preparatory Algebra – 4

Electives – 22 hours

It is recommended that at least 15 hours be in one area of concentration within the liberal arts and sciences.

HISTORY

Associate's of Arts Degree

65 credit hours

The Associate's 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 Associates may be awarded as a terminal degree. The student may also continue his/her education by transferring to a four year college or university and obtain a Bachelor's, Masters', and/or Ph.D. in history. This degree articulates into the BA 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 (Masters) 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.

Upon program completion students will be able to:

- Explain the significance of history as an academic discipline.
- Apply critical thinking in history.
- Evaluate historical methods.
- Demonstrate basic competency in state, national, and global history.
- Evaluate philosophies and practices of citizenship/leadership in a global society in the past and present.

**General Education Common Core Requirements
minimum 35 hours**

The minimum 35 credit hour general education requirements must include the following courses:

IV. Social Science:

ANTH/GEOG 233: People and Cultures of the World – 3
ECON 221: Principles of Macro Economics – 3
PSCI 102: American National Government – 3

V.b. Humanities:

HUM 221: Introduction to World Humanities – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Course Requirements – 8 hours

HPE 142: Fundamentals of Physical Well-Being – 1
IS 151: Basic Computer Skills – 3
MATH 104: Preparatory Algebra – 4
or MATH 106: General Mathematics – 4
Program Requirements – 19 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
HIST 299: Programmatic Capstone – 1
HUM 222: Modern World Humanities – 3

HOTEL, RESTAURANT & TOURISM MANAGEMENT

Associate's of Applied Science Degree

65-66 credit hours

The Associate's of Applied Science in Hospitality and Tourism is designed to equip the student with skills and knowledge to enter one of the primary and fastest growing industries in the region. The program is designed with multiple career pathways including management, personnel supervision, customer service, and marketing and sales so the student may decide to pursue one or more certificates, a general associate degree or a specialized associate's degree. The Associate's of Applied Science in Hospitality and Tourism has three areas of concentration:

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

Upon program completion students will be able to:

- Transfer skills obtained through course work to real world and professional experiences.
- Apply basic knowledge to a wide variety of industry segments such as front desk, sales, human resources and line supervision.
- Pursue a Bachelor's degree from a four year university in hospitality and tourism or business

General Education Common Core Requirements – 15 hours

I. Communications: 9 hours

COMM 101: Interpersonal Communications – 3
or COMM 102: Public Speaking – 3
ENG 102: English Composition – 3
ENG 233: Writing for Technical Professionals – 3

3

III. Social Science: 3 hours

ANTH/GEOG 103: Humans and their Environment – 3
ANTH 233: People and Cultures of the World – 3
ECON 221: Principles of Macro Economics – 3
PSY 101: Introductory Psychology – 3
SOC 101: Introductory Sociology – 3

V. Humanities and Fine Arts: 3 hours

ART 131: Art Appreciation – 3
ART 165: Art History I – 3
HIST 101: Survey of American History to 1877 – 3
HIST 102: Survey of American History since 1877 – 3
HIST 203: New Mexico – 3
HUM 221: Introduction to World Humanities – 3
MUS 113: Music Appreciation – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 15 hours

BUS 151: Introduction to Business – 3
BUS 210: Employability Skills – 2
BUS 241: Business Math – 3
IS 151: Basic Computer Skills – 3

MATH 106: General Mathematics – 4

Concentrations (Choose One):

Food & Beverage Service Management

Concentration – 33 hours

HRTM 151: Introduction to Hospitality Management – 3
HRTM 200: Management of Food & 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
HTCA 151: Introduction to Culinary Arts – 3
HTCA 260: Sanitation and Safety – 1
HRTM/HTCA 289: Hospitality Internship – 4
HRTM 299: Programmatic Capstone – 1

Choose 3 additional hours from program electives below.

General Tourism Management Concentration – 32 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
HRTM 299: Programmatic Capstone – 1

Choose 18 additional hours of program electives below.

Resort & Hotel Management Concentration– 32 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 & 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
HRTM 299: Programmatic Capstone – 1

Choose 6 additional hours from program electives below.

Program Electives:

HRTM 200: Management of Food & Beverage Operations – 3
HRTM 201: Basic Hotel and Restaurant Accounting – 3
HRTM 208: Managing Front Office & 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 & 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 265/L: Global Cuisines/L – 4
HTCA 266/L: Specialty Cooking/L – 4
HTCA 270: Beverage Management: Alcoholic & Non-Alcoholic – 2
HTCA 271: Beverage Management – Wines of the World – 1

HOTEL, RESTAURANT & TOURISM MANAGEMENT

Certificate of Completion

35 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. Students may choose from the following specialties:

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

Upon program completion students will be able to:

- Transfer skills obtained through course work to real world and professional experiences.
- Apply basic knowledge to a wide variety of industry segments such as front desk, sales, human resources and line supervision.
- Pursue an Associate's of Applied Science degree from ENMU-Ruidoso in hospitality and tourism.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Food & Beverage Service Management

Certificate Requirements

BUS 210: Employability Skills – 2
 HRTM 151: Introduction to Hospitality Management – 3
 HRTM 200: Management of Food & 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
 HTCA 151: Introduction to Culinary Arts -3
 HTCA 260: Sanitation and Safety – 1
 HRTM/HTCA 289: Hospitality Internship – 3

Choose 5 additional hours from program electives
 (Electives listed under Hospitality & Tourism AAS requirements.)

General Tourism Management

Certificate Requirements

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/HTCA 289: Hospitality Internship – 3

Choose 21 additional hours of program electives
 (Electives listed under Hospitality & Tourism AAS requirements.)

Resort & Hotel Management

Certificate Requirements

BUS 210: Employability Skills – 2
 HRTM 151: Introduction to Hospitality Management – 3
 HRTM 201: Basic Hotel and Restaurant Accounting – 3
 HRTM 205: Hospitality Supervision – 3
 HRTM 208: Managing Front Office & Housekeeping Operations – 3
 HRTM 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 9 additional hours from program electives
 (Electives listed under Hospitality & Tourism AAS requirements.)

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 meet the State of New Mexico's Counseling & Therapy Practice Board criteria for licensure as a Licensed Substance Abuse Associate (LSAA). To satisfy licensure requirements you must have a minimum of an Associate's degree as well as successfully completing this program. Certificate topics include public policy and its impact on drug use, the effects of varied controlled substances and alcohol on the human body and brain, how to conduct assessments and interviews, implementing early prevention programs, and applying counseling methods supported by evidenced based research. The curriculum for this certificate includes 276 clock hours of specific training in alcohol and drug counseling and 6 clock hours of ethics.

Upon program completion students will be able to:

- Explain the history of addiction counseling.
- Describe physiological and psychological methodology for addiction treatment, including assessment of behavioral

patterns.

- Demonstrate client interview techniques.
- Describe proven methods of addiction treatment.
- Demonstrate planning and execution of treatment plans and discharge summaries.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

HS 202: Introduction to Alcohol and Drug Abuse – 3

HS 203: Bio-psychosocial 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's of Applied Science Degree

66 credit hours

The Associate's of Applied Science in Information Systems (IS) is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this program will be on the key components of information systems - people, software, hardware, data, security, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society.

Upon program completion students will be able to:

- Understand and explain how and why information systems are used today and the technology, people, and organizational components of information systems.
- Understand globalization and the role information systems play in this evolution and how businesses are using information systems for competitive advantage vs. competitive necessity.
- Understand and analyze various types of information systems, provide the information needed to gain business intelligence to support the decision making for the different levels and functions of the organization, the value of information systems investments, how organizations develop and acquire information systems and technologies, as well as learn to formulate a business case for a new information system, including estimation of both costs and benefits.
- Understand and apply the major components of an information systems infrastructure.
- Understand, apply and evaluate how to secure information systems resources, mitigate risks as well as plan for and recover from disasters, focusing on both human and technological safeguards, ethical concerns that information systems raise in society, and the impact of information systems on crime, terrorism, and war.
- Understand how enterprise systems foster stronger relationships with customers and suppliers and how these systems are widely used to enforce organizational structures and processes, emerging technologies that enable new forms of communication, collaboration, and partnering, and how information systems are enabling new forms of commerce between individuals, organizations, and governments.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements 19 hours

I. Communications: 9 hours

COMM 101: Interpersonal Communications – 3
ENG 102: English Composition – 3
ENG 233: Writing for Technical Professionals – 3

II. Mathematics: 3 hours

MATH 119: College Algebra – 3

III. Science with Lab: 4 hours

Any Science with a Lab

IV. Social Science: 3 hours

BUS 151: Introduction to Business – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Course Requirements – 11 hours

BUS 241: Business Mathematics – 3
HPE 142: Fundamentals of Well-being – 1
MATH 104: Preparatory Algebra – 4
MGT 201: Principles of Management – 3

Technical Requirements – 33 hours

CS 123/L: Programming Fundamentals/L – 4
CS 234: Intermediate Programming – 3

26 hours from the following:

IS 131: Computer and Security Fundamentals – 3
IS 136: Guide to Business Continuity and Disaster Recovery
IS 151: Basic Computer Skills – 3
IS 153/L: Introduction of Information Systems/L – 4
IS 160: Overview of Operating Systems & Utilities – 3
IS 170: Systems Analysis & Design – 3
IS 241: Introduction to Web Design – 3
IS 253: Firewalls and How They Work – 3
IS 257: Computer and Network Defense and Counter Measures – 3
IS 258: Cyber Ethics, Professionalism, and Career Development – 3
IS 270: Data and Information Management – 3
IS 281: Spreadsheets and Data Analysis – 3
IS 287: Application Development – 3
IS 299: Programmatic Capstone – 1

IT PC TECHNICIAN A++

Certificate of Completion

19 credit hours

The IT-Pathway IT A++ certification is the starting point for a career in IT. The program covers installation, maintenance, and troubleshooting of PCs, peripherals devices, mobile devices, laptops, operating systems, security, and customer end-user support.

Upon program completion students will be able to:

- Demonstrate understanding of history of computers, current computer technology and terminology and understand computing disciplines: computer science and information systems.
- Operate a personal computer in a stand-alone and networked environment and create and edit documents using word processing, basic spreadsheets and graphs, simple database, and presentation software.
- Perform a step-by-step assembly of a desktop computer and install and navigate an operating system, including configurations, preventive maintenance, troubleshooting, upgrade or replace components of computing devices and peripherals based on customer needs.
- Differentiate and distinguish between the different network design elements, components, their respective threats, mitigation techniques, and to determine the appropriate use of network security tools to facilitate network security.
- Conduct periodic audits of system security settings and discuss how to improve analysis by auditing network security procedures and carry out vulnerability assessments using common tools.
- Describe scenarios customers may call in with and provide practical solutions to quickly, efficiently and effectively resolve the customers' issues and complaints.
- Demonstrate good communications skills and professional behavior while working with customer's to effectively convey various viewpoints on computing issues, understand components and goals, codes of

ethics for computing, and have a basis for judging ethics in computing.

Certificate Requirements

IS 101: IT Essentials I: PC Hardware and Software (SUN IT201) – 3
IS 102: IT Essentials II: Network Operating Systems (SUN IT202) – 3
IS 131: IT Security Fundamentals (SUN IT210) – 3
IS 151: Introduction to Computing (SUN IT101) – 3
IS 220: Technical Customer Service (SUN-IT 220) – 3
IS 230: Social & Ethical Issues in Computing (SUN-IT 230) – 1
IS 289: Internship (SUN-IT 240) – 3

NATURAL RESOURCES

Associate's of Science Degree

64 credit hours

The Associate's 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's of Science in Natural Resources are instructed in conservation, resource management, restoration, and ecology. This degree plan will include both academic coursework and hands on experience in an outdoor learning environment. Upon completion of the degree, potential entry-level positions include forestry aide, biological aide, surveying aide or employment in the timber industry.

Upon program completion students will be able to:

- Demonstrate the general and specific skills needed to pursue future employment in the fields of natural resource management, forestry, or wildlife and biological sciences.
- Apply the technical skills needed to work as technicians in forestry, fuels management, or biological sciences.
- Apply current course knowledge in the pursuit of a Bachelor's of Science Degree in natural resource management, forestry or wildlife sciences at another institution of higher learning.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

II. Mathematics:

STAT 213: Statistical Methods I – 4

III. Science:

BIOL 155/L: General Biology II/L – 4

CHEM 151/L: General Chemistry I/L-4

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Course Requirements – 7 hours

ENG 234: Writing for Science Professionals – 3

MATH 104: Preparatory Algebra – 4

or MATH 106: General Mathematics – 4

Program Requirements – 18 hours

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

NATR 121: Introduction to Forestry – 3

NATR 299: Programmatic Capstone – 1

Choose ONE 4-hour lab course and TWO 3-hour courses from the following:

BIOL 111/L: Environmental Science/L – 4

BIOL 216/L: General Botany/L – 4

BIOL 234: Introduction to Ecology – 3

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

BIOL: Introduction to Vertebrate Zoology – 3

NATR 151: Fire Ecology – 3

NATR 201: Forestry Techniques – 3

NATR 251: Wildlife Techniques – 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 resident's 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.

Upon program completion students will be able to

- Care for people who are ill or have impaired self-care capabilities.
- Have the necessary knowledge of body system functions including normal ranges for vital signs so that they are able to, assess and report patients/residents status to nursing staff.
- Provide basic patient care such as feeding, bathing, range of motion exercises, transfer patients, change linens, mouth and dental care and repositioning.
- Provide all indirect care as required by state guidelines including patient safety, patient rights and preferences, infection control and patient/resident comfort.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

NA 111: Nursing Assistant – 3

NA 111L: Nursing Assistant Lab – 3

POLICE SCIENCE

Associate's of Applied Science Degree

64 or 65 credit hours

The Police Science Associate's of Applied Science is designed to equip certified police officers with a comprehensive knowledge of the governmental structures, limitations, and theoretical underpinnings of the American criminal justice system. This curriculum is intended as a terminal occupational degree program for students who are incumbents in governmental police agencies at the local, state or national level. The balanced liberal arts emphasis this degree, which includes the study of law, criminal justice, social sciences, humanities, behavioral sciences, natural sciences and general

education courses, will provide graduates a broader understanding of the criminal justice system than is currently practical within the confines of police certification or licensure programs.

Upon program completion students will be able to:

- Describe the historical development, roles, interrelationships, and criminal justice system functions of agencies, actors, structures, and operations of criminal justice agencies.
- Identify and describe major national measures of crime and major theories on causes of criminality.
- Explain functions of criminal laws, Constitutional limitations on laws, and application of laws in criminal courts.
- Identify current trends in crime, police techniques, offender sentencing, corrections practices, and offender reintegration.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements 18 hours

I. Communications – 6 hours

COMM 101: Interpersonal Communication – 3

or COMM 102: Public Speaking – 3

ENG 102: English Composition – 3

III. Social Science – 9 hours

PSCI 102: American National Government – 3

PSY 102: Introductory Psychology – 3

SOC 212: - Contemporary Social Issues – 3

V.b. Humanities – 3 hours

PHIL 211 – Ethics – 3

or any language course – 3-4

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 3 or 4 hours

IS 151: Basic Computer Skills – 3

or IS 153/L: Introduction to Information Systems – 4

Technical Requirement – 40 hours

Successful completion of training at the New Mexico State Police (NMSP) Academy, New Mexico Department of Public Safety (NMDPS) Academy, the United States Border Patrol Basic Training Program (USBPI), the Federal Air Marshal Basic Training Program (FAMTP), or the Land Management Basic Police Training Program (LMPT) will equate to 30 hours toward the technical requirements. Military Police may also qualify but must meet the same qualifications as required by NMDPS and will be considered on a case by case basis.

CJ 203: Introduction to Corrections – 3
CJ 233: Juvenile Justice – 3
CJ 284: American Judicial Systems – 3
or CJ 205: Criminal Procedures – 3
CJ 299: Programmatic Capstone – 1

PRE-NURSING

Certificate of Completion

37 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-Ruidoso students must successfully fulfill the ENMU-Roswell academic and admissions requirements to be admitted into the ENMU-Roswell Nursing Program. Students seeking to transfer to a nursing program at another institution should consult an advisor at the receiving institution to verify transferability of credits prior to enrolling in this program.

Upon program completion students will be able to:

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

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

BIOL 154/L: General Biology I/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/L: Nursing Assistant/L – 6
PSY 101: Introductory Psychology – 3
SOC 101: Introductory Sociology – 3
UNIV 101: Freshman Seminar – 3

PSYCHOLOGY

Associate's of Arts Degree

65-66 credit hours

The Associate's of Arts in Psychology is designed to introduce students to the knowledge and skills necessary to enter the field of psychology. The Associate of Arts in Psychology articulates into the BA or BS in Psychology at the ENMU Portales campus. Psychology requires that practitioners receive graduate level training in order to practice professionally.

Upon program completion students will be able to:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Understand basic research methods in psychology, including research design, data analysis, and interpretation.
- Respect and use critical and creative thinking, skeptical inquiry, and the scientific approach to solve problems related to behavior and mental processes.
- Understand and apply psychological principles to personal, social, and organizational issues.
- Transfer to a four-year university with a solid foundation, basic skills and competencies in psychology.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

II. Mathematics:

STAT 213: Statistical Methods I - 4

IV. Social Science:

PSCI 101: American National Government – 3
PSY 101: Introductory Psychology – 3
SOC 212: Contemporary Social Issues – 3

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Course Requirements – 7-8 hours

IS 151: Basic Computer Skills – 3
or IS 153/L: Introduction (Foundations) to
Information Systems/Lab – 4
MATH 106: General Mathematics – 4

Program Requirements – 19 hours

PSY 134: Psychology of Adjustment – 3
PSY 201: Child Psychology – 3
PSY 202: Adolescent Psychology – 3
PSY 299: Programmatic Capstone – 1

Choose 9 hours from the following list

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

STUDIO ARTS

Associate's of Arts Degree

66 credit hours

The Associate's Degree in Studio Arts is designed to prepare the student to enter a Bachelor's program in art or open and run a gallery/studio. Students must successfully submit for adjudication a portfolio reflecting the work completed in the required courses to attain this degree.

Upon program completion students will be able to:

- Apply general and specific skills needed to be successful as a working studio artist.
- Evaluate their artwork targeting areas of needed improvement and noting areas illustrating skill.
- Create a portfolio that demonstrates their own aesthetic style developed from a foundation of historically prominent schools of thought.

General Education Common Core Requirements minimum 35 hours

The minimum 35 credit hour general education requirements must include the following courses:

V a. Fine Arts:

ART 165: Art History I – 3
ART 166: Art History II – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 4 hours

MATH 106: General Mathematics – 4

Program Requirements – 24 hours

ART 101: **Beginning Drawing** – 3

ART 135: Design I – 3
ART 137: Drawing II – 3
ART 206: Human Figure I – 3
ART 210: Digital Photography I – 3
ART 221: Painting I – 3
ART 231/L: Ceramics I/L – 4
ART 289: Internship – 1
ART 299: Programmatic Capstone – 1

TEACHER EDUCATION TRANSFER PROGRAM

Associate's of Arts Degree

65-66 credit hours

The Associate's of Arts degree in Teacher Education Transfer Program will allow students to enter a Bachelor's program leading to teacher certification in the state of New Mexico.

Upon completion of this program students will be able to:

- Analyze and discuss educational issues, theories, and research.
- Examine and evaluate effective teaching strategies and techniques, effective planning approaches, motivation strategies, and classroom management.
- Observe, create and execute a lesson using current research strategies.
- Evaluate students' diversities and individual learning differences.
- Demonstrate how the proper integration of technology facilitates student learning.

- Analyze ones' own qualifications and commitment to becoming a teacher.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

General Education Common Core Requirements
minimum 35 hours (See General Common Core Requirements)
Of the minimum 35 credit hour general education requirements the following courses must be included.

I. Communications: 9 hours

ENG 102: English Composition
 ENG 104: English Composition & Research

Choose 3 hours from the following:

COMM 101: Interpersonal Communications – 3
 COMM 102: Public Speaking – 3
 COMM 202:
 EDF 110: Communications for Educators – 3*
 *Student transferring to Portales should take
 EDF 110. EDF 110 may not transfer to other
 universities.

IV. Social Science:

PSY 201: Child Psychology – 3 (ELED/SPED
 and ECE)
or PSY 202 Adolescent Psychology – 3 (SED)

Choose 3 hours from the following

ANTH/GEOG 233: People and Cultures of the
 World – 3
 ANTH 243: Introduction to Cultural
 Anthropology – 3
 ECON 221: Principles of Macroeconomics – 3
 ECON 222: Principles of Microeconomics – 3
 PSCI 101: Introduction to Political Science – 3
 PSCI 102: American National Government – 3
 SOC 101: Introduction to Sociology – 3
 SOC 212: Contemporary Social Issues – 3
 SOC 215: Marriage and the Family – 3

V.b. Humanities:

HIST 203: New Mexico – 3

Choose 3 hours from the following

HIST 101: Survey of American History to 1877
 – 3
 HIST 102: Survey of American History since
 1877 – 3
 HIST 121: Survey of Western Civilization to
 1500 – 3
 HIST 122: Survey of Western Civilization from
 1500 – 3

Institutional Requirements – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 22 hours

HPE Activity Course – 1
 HPE 142: Fundamentals of Wellness – 1
 IS 151: Basic Computer Skills – 3
 MATH 261: Mathematical Concepts I – 3**
 MATH 262: Mathematical Concepts II – 3
 SPAN 101: Beginning Spanish – 4
 and SPAN 102: Continuation of Beginning
 Spanish – 4
or CDIS 244: American Sign Language I – 3
 and CDIS 245: American Sign Language II – 3
or FR 101: Beginning French – 4
 and FR 102: Continuation of Beginning French

– 4

or GER 101: Beginning German – 4
 and GER 102: Continuation of Beginning
 German – 4

Choose 3 hours from the following

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

Program Requirements – 5 hours

EDF 222/L: Structured Observation of Teaching
 /Lab – 4
 EDF 299: Programmatic Capstone – 1

**Students transferring to Portales for ELED/SPED may substitute MATH 261 for the General Education Area II MATH requirement. If course is substituted an additional science with a lab course needs to be taken to meet the 64 minimum hour requirement for and Associate's Degree.

UNIVERSITY STUDIES

Associate's of Arts Degree

65 credit hours

The Associate's of Arts degree in University Studies is designed for students who want to experience a broad spectrum of course offerings. It includes the core curriculum that will allow a student to transfer to a four-year university to complete the final two years of a Bachelor's degree. Maximum transferability can be assured when students carefully coordinate education requirements with the four-year institution of their choice. Successful completion of the degree will be

attained when the student can transfer to a four-year institution as a junior.

Upon program completion students will be able to:

- Demonstrate the ability to use critical thinking.
- Use effective communication skills both in speaking and writing.
- Participate responsibly in the social and political environment.

General Education Common Core Requirements minimum 35 hours

Institutional Requirement – 3 hours

UNIV 101: Freshman Seminar – 3

Related Requirements – 9 hours

HPE activity course – 1

HPE 142: Fundamentals of Physical Well-Being – 1

IS 151: Basic Computer Skills – 3

MATH 106: General Mathematics – 4

or MATH 104: Preparatory Algebra – 4

Electives – 18 hours

Electives must have at least 15 hours in one area of concentration

WELDING TECHNOLOGY

Certificate of Completion

16 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 by providing an introduction and orientation to the welding industry and the various cutting processes used. The program is designed with multiple welding processes which may 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).

Upon program completion students will be able to:

- Demonstrate proper weld joints and weld positions.
- Identify proper names of the parts of a weld and be able to analyze welds to determine good versus defective.
- Apply understanding of basic metal identification and metallurgy and names of common metal shapes.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

Certificate Requirements

WELD 110: Introduction to Welding – 4

WELD 120: Oxy/Acetylene – 4

or WELD125: Gas Metal Arc/Flux Core – 4

WELD 131: Beginning Arc I – 4

WELD 289: Internship Training – 4

COURSE DESCRIPTIONS

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

ACCOUNTING (ACCT)

ACCT 200 – Basic Bookkeeping and Accounting (3)

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

**ACCT 201 – Introductory Accounting I
(NMCCNS ACCT 2113) (4)**

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

**ACCT 202 – Introductory Accounting II
(NMCCNS ACCT 2123) (4)**

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

ACCT 204 – Basic Income Tax (3)

Income tax forms and laws which affect a small business, including payroll and income tax returns, emphasizing individual taxes.

ACCT 206 – Accounting for Small Business (3)

Full charge bookkeeping activities for a small business. Payroll, payroll taxes with both state and federal tax payments and reporting, development and upkeep of a chart of accounts, combined journals, microcomputer accounting, preparation and analysis of financial statements. Prerequisite: 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, ACCT 209, CAS 274.

ACCT 214 – Volunteer Tax Preparer (2)

Introduction to basic income tax return preparation issues and software for basic tax returns for low-

income and elderly taxpayers. Students will be required to take a certification exam. Prerequisite: ACCT 204, Co-requisite: 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. Co-requisite: 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. Co-requisite/Prerequisite: ACCT 212 and consent of instructor.

ACCT 251 – Intermediate Accounting I (3)

Theory pertaining to assets, special purpose funds, liabilities, the balance sheet, income and retained earnings statements. Prerequisite: ACCT 202 [ENMU – Portales accepts for ACCT 301].

ACCT 268 – Workshop in Accounting (1-9)

As announced (May be repeated for credit).

ACCT 289 – Internship (1-9)

Student working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of Instructor.

ACCT 293 – Topics in Accounting (1-9)

As Announced. (May be repeated for credit with consent of instructor and administrative approval).

ACCT 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

AGRICULTURE (AG)

AG 268 – Workshop in Agriculture (1-3)

As Announced. (May be repeated for maximum of 4 credit hours).

AG 289 – Internship (1-9)

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

AG 293 – Topics in Agriculture (1-3)

As announced. (May be repeated for credit with consent of instructor and administrative approval).

ANTHROPOLOGY (ANTH)

ANTH/GEOG 103 – Humans and Their Environments (NMCCNS ANTH 1113) (3)

The relationship between natural environment and human activities. A basic introduction to geography.

ANTH 105 – Introduction to Anthropology (3)

An introduction to anthropology incorporating each of the four fields of this holistic study of humankind: archaeology, linguistics, biological and sociocultural.

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. Co-requisite: 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. Co-requisite: ANTH 245.

ANTH 268 – Workshop in Anthropology (1-3)

As announced (May be repeated for a maximum of 6 hours).

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. Prerequisites: Consent of instructor.

ANTH 293 – Topics in Anthropology (1-3)

As announced (May be repeated for credit).

ART (ART)

ART 101 – Beginning Drawing (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 131 – Art Appreciation (NMCCNS ANTH 2213) (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 135 – Design I (3)

An introduction to the basics of two-dimensional design, compositional development, and color theory. Emphasis is placed upon building an understanding of the visual vocabulary, compositional principles, and color theory as it is applied in projects and class critiques.

ART 136 - Design II (3)

An exploration of the visual elements and principles of 3-D design through classroom application and experimentation. Prerequisite: ART 135 or consent of instructor.

ART 137 – Drawing II (3)

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

ART 142 – Digital Media 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 143 – Digital Media II (3)

Digital Imaging II will provide students the opportunity to further develop skills in the fundamental concepts and features of image editing computer software, including production of digital images, use of editing and special effects tools, vector images and actions. Additional supplies will be required. Prerequisite: ART 142.

ART 165 – Art History I (NMCCNS ANTH 2213) (3)

Survey of the art of prehistoric and historic people in Western and non-Western cultures through the 16th century with exploration of cultural traditions in art by examining the impact of social, political and economic organizations.

ART 166 – Art History II (NMCCNS ANTH 2213) (3)

Concentrates on Western and non-Western traditions from the 15th through the 20th century with exploration of cultural traditions in art by examining the impact of social, political and economic organizations. A continuation of ART 165.

ART 206 – Human Figure I (3)

Advanced drawing principles applied to the human form and its structure. Using a variety of materials, the emphasis will be on gesture, contour and proportion. The course is taught primarily with clothed and nude models. Additional art supplies will be required. Prerequisite: ART 101, or consent of instructor.

ART 207 – Human Figure II (3)

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

ART 210 – Digital Photography I (3)

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

ART 211 – Digital Photography II (3)

Intermediate course with emphasis on studio techniques. Use creative lighting and subjects such as commercial portrait, wildlife and landscape. Students may use any professional format including 35mm.

ART 221 – Painting I (3)

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

ART 222 – Painting II (3)

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

ART 227 – Mural Painting I (3)

Basic techniques of outdoor and indoor mural painting are demonstrated. Some art experience is helpful but none is required. This is part of an ongoing program to create murals. Students are expected to meet at various predetermined mural sites each week. (Open to non-Art majors and minors).

ART 228 – Mural Painting II (3)

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

ART 231 – Ceramics I (3)

An introduction to basic clay forming techniques including pinch, coil, slab, wheel throwing and glaze application. Additional art supplies will be required. Co-requisite: ART 231L.

ART 231L – Ceramics I Lab (1)

Tutorial session designed to reinforce the skills developed in ART 231. Co-requisite: ART 231L.

ART 232 – Ceramics II (3)

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

ART 232L – Ceramics II Lab (1)

Tutorial session designed to reinforce the skills developed in ART 232. Co-requisite: ART 232.

ART 240 Art as a Profession (4)

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

ART 241 – Sculpture I (3)

Methods, materials, and safety as applied to three-dimensional art fabrication. Additive and subtractive processes are covered and 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 3-D concepts with emphasis on mixed media, special problems and an introduction of casting. Additional art supplies will be required. Prerequisite: ART 241.

ART 250 – Plein Air Painting (3)

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

ART 259 – Masters Painting (3)

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

ART 268 – Workshop in Art (1-9)

As announced (May be repeated for credit).

ART 289 – Art Internship (1-9)

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

ART 293 – Topics in Art (1-4)

As announced. (May be repeated for credit with consent of instructor and administrative approval).

ART 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: 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/departamental 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)

BIOL 109 - Survey of Anatomy & Physiology for Allied Health (3)

This one-semester survey course is a study of normal structure and function of human anatomy and physiology, including an understanding of the relationship of all body systems in maintaining homeostasis. Topics to be covered include cells, tissues, and organ systems. This is an introductory course for students entering Emergency Medical Services, Mortuary Science, Occupational Therapy Assistant, Radiographic Technology or Respiratory Therapy. Not equivalent to BIOL 209/210. Credit not applicable toward Biology major/minor, Dental Hygiene, Nursing, or other Allied Health programs.

BIOL 110 – Introduction to Wildlife and Fisheries Science (3)

This course is an introduction to the fundamental principles of animal populations, communities and ecosystems, as well as the conservation and management of wild animals and their habitats. Co-requisite: BIOL 110L required.

BIOL 110L – Introduction to Wildlife and Fisheries Science Lab (1)

This laboratory course involves scheduled field visits to local sites of interest in wildlife and fisheries management and/or science. Includes an emphasis on field identification and record keeping. Co-requisite: BIOL 110 required.

BIOL 111 – Environmental Science (3)

This course provides an introduction to the broad discipline of environmental science in an interdisciplinary study, combining ideas from natural sciences and social sciences. The course examines general ideas of how nature works and how human populations affect natural systems. This course will identify environmental and resource

problems and propose solutions to improve quality of life. Field visits are required.

BIOL 111L – Environmental Science Lab (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 111. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding basic biological, geological, and ecological principles. Co-requisite: in BIOL 111 required.

BIOL 113 – Biology for General Education (NMCCNS BIOL 1113) (3)

This course is an overview of the principles of biology including the scientific method, cell biology, genetics, evolution and ecology. This course will familiarize students with the world we live in and assist them in understanding and analyzing issues that affect our everyday lives. Credit is not applicable toward a biology major or minor. Concurrent enrollment in BIOL 113L required.

BIOL 113L – Biology for General Education Laboratory (NMCCNS BIOL 1111) (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 113. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding basic biological principles. Concurrent enrollment in BIOL 113 required.

BIOL 154– General Biology: Subcellular through Organismic Biology (NMCCNS BIOL 1223) (3)

This course serves as an introduction to subcellular and cellular mechanisms and organizations of biological systems, as well as biochemistry, cellular respiration, photosynthesis, cellular reproduction, genetics and evolution. Serves as an introductory course for students majoring in biology. Concurrent enrollment in BIOL 154L required.

BIOL 154L – General Biology: Subcellular through Organismic Biology Laboratory (NMCCNS BIOL 1221) (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 154. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding biological principles. Co-requisite: BIOL 154.

BIOL 155 – General Biology: Organismic through Supraorganismic Biology (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. Co-requisite: BIOL 155L.

BIOL 155L – General Biology: Organismic through Supraorganismic Biology Laboratory (NMCCNS BIOL 1211) (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 155. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding biological principles. Co-requisite: BIOL 155.

BIOL 209 – Anatomy and Physiology I (NMCCNS BIOL 2413) (3)

This course is part one of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers terminology, basic biochemistry, cellular metabolism, cell structure and cell function. Structural anatomy is included, covering the skeletal and muscular systems. The integumentary and digestive systems are studied, as well as whole-body nutrition and metabolism. Co-requisite: BIOL 209L required. BIOL 154/154L prerequisite.

BIOL 209L – Anatomy and Physiology I Lab (NMCCNS BIOL 2411) (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 209. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding principles of anatomy and

physiology. Concurrent enrollment in BIOL 209 required. BIOL 154/154L prerequisite. Co-requisite: BIOL 209.

BIOL 210 – Anatomy and Physiology II (NMCCNS BIOL 2423) (3)

This course is part two of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers the major body systems including cardiovascular, lymphatic, respiratory, urinary, reproductive, nervous and endocrine systems. Co-requisite: BIOL 210L required. BIOL 154/154L and BIOL 209/209L are prerequisites.

BIOL 210L – Anatomy and Physiology II Lab (NMCCNS BIOL 2421) (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 210. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding principles of anatomy and physiology Co-requisite: BIOL 210 required. BIOL 152/152L and BIOL 209/209L are prerequisites.

BIOL 214 – Microbiology (NMCCNS BIOL 2513) (3)

This course covers the fundamentals of microbiology including a general survey of microbes, growth and metabolism of microbes, genetics and evolution of microbes, host-microbe interactions and a review of microbial control. Co-requisite: BIOL 214L. Prerequisites: BIOL 154/154L and CHEM 151/151L.

BIOL 214L – Microbiology Laboratory (NMCCNS BIOL 2511) (1)

This laboratory practice in techniques of identification and growth of microbes as well as the use of selective and differential media in microbial culturing. Co-requisite: BIOL 214. Prerequisite: BIOL 154/154L and CHEM 151/151L.

BIOL 216 – General Botany (3)

This course provides an 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 155/155L. Co-requisite: BIOL 216L.

BIOL 216L – General Botany Lab (1)

This course is a weekly laboratory to be taken in conjunction with BIOL 216. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding plant science. Co-requisite: BIOL 216.

BIOL 222 – Cell Biology (3)

This course will cover the origin and function of living systems, cellular structure and physiology, energetics and metabolism, differentiation, and multicellular systems.

BIOL 234 – Introduction to Ecology (3)

This course is an introduction to how organisms sustain themselves, maintain health and reproduce in the ecosystems in which they reside. Includes an introduction to how living things interact with their environment, including other organisms, and how organisms respond to the physical conditions of the habitat in which they live.

BIOL 261– Introduction to Vertebrate Zoology (3)

This course is an introduction to the 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. Includes scheduled field visits. Prerequisites: BIOL 155/L.

BIOL 266 – Ecology of the Southwest Uplands (3)

A field course intended to introduce the major life zones of New Mexico including the organisms that characterize these areas and species prevalent in certain zones. Emphases are placed on identification and record-keeping in the field. Additional fees are associated with this offering. Co-requisite: BIOL 266L.

BIOL 266L – Ecology of the Southwest Uplands (1)

The laboratory section of this course consists primarily of field identification of flora and fauna native to the Sacramento Mountains and Tularosa Basin, and includes maintenance of a comprehensive field notebook as well as an oral presentation on a specific subject related to the course. Additional fees are associated with this offering. Co-requisite: BIOL 266.

BIOL 268 – Workshop in Biology: (1-9)

As announced. (May be repeated for a maximum of 4 hours).

BIOL 289 – Internship (1-9)

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

BIOL 293 – Topics in Biology (1-9)

As announced. (May be repeated for credit).

BIOL 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

BUSINESS ADMINISTRATION (BUS)

BUS 151 – Introduction to Business (NMCCNS BUSA 1113) (3)

The basic nature of business is 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: CAS 101 or equivalent or consent of instructor and ENG 102.

BUS 203 – Business Ethics (3)

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

BUS 206 – Today's Entrepreneur (3)

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

BUS 210 – Employability Skills (2)

This course is designed to help students/potential employees recognize and develop positive personal qualities in preparation for successful employment. It also focuses on the 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 – Business Law and Ethics I (3)

Survey of the legal environment of business including the sources of law, dispute resolution and

the U.S. court systems, crime, intentional torts, negligence, strict liability, contracts, introduction to the Uniform Commercial Code, ethics and social responsibility, ethical application of the law, relationship between ethics and the law. Prerequisites: ENG 102, 104; COMM 101 or 102 or 202.

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 106 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. Prerequisites: Consent of instructor.

BUS 293 – Topics in Business Administration (1-9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

BUS 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for

their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

CHEMISTRY (CHEM)

CHEM 113 – Chemistry for Today (NMCCNS CHEM 1113) (3)

A survey of basic concepts in chemistry for non-science majors; chemistry of the real world and its role in modern technology and its effect on quality of life. Prerequisites: MATH 104 with a grade of “C” or higher or ACT math score of at least 21 or SAT math score of at least 550. Co-requisite: CHEM 113L.

CHEM 113L – Chemistry for Today Laboratory (NMCCNS CHEM 111) (1)

Hands-on experience with common chemicals. Designed with science education component. If students withdraw from CHEM 113 lecture, they must withdraw from the lab. Co-requisite: CHEM 113.

CHEM 121 – Survey of General Chemistry (3)

A one-semester course in basic principles of general chemistry and its application. Co-requisite: CHEM 121L (unless prior credit has been earned). Prerequisite: Math 104 or higher.

CHEM 121L – Survey of General Chemistry Lab (1)

Lab techniques to accompany CHEM 121. Three hours lab weekly. Co-requisite: CHEM 121.

CHEM 151 – General Chemistry I* (NMCCNS CHEM 1213) (3)

Basic laws and principles of chemistry, part I: Scientific notation, isotopes, atomic and molecular ions, states of matter, Lewis dot structures, periodic chart, ionic compounds, units, significant figures, density, classification of chemical reactions, chemical equations, atomic and molecular weights and molar masses, solutions and concentration, electromagnetic radiation and photons, atomic orbitals, atomic electronic configurations, ionization potentials, electronegativity, chemical bonds, dipole moments, intermolecular interactions, gases and an

introduction to thermodynamics. Students withdrawing from this course must receive instructor's permission to continue in CHEM 151L. Prerequisite: MATH 119 with a grade of "C" or higher, MATH 119 may be taken concurrently. Concurrent enrollment: 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. Co-requisite: CHEM 151.

CHEM 152 – General Chemistry II* (NMCCNS CHEM 1223) (3)

Basic laws and principles of chemistry, part II: Molarity concentration, chemical equilibrium, acids and bases, molecular orbital theory, valence bond theory, kinetics, thermodynamics and advanced topics. Students withdrawing from this course must receive instructor's permission to continue in CHEM 152L. Prerequisites: CHEM 151/L; MATH 119 with a grade of "C" or higher. Co-requisite: CHEM 152L.

CHEM 152L – General Chemistry II Laboratory * (NMCCNS CHEM 1221) (1)

Basic general laboratory techniques, titration curves. Students withdrawing from CHEM 152 may continue in this lab only with instructor's permission. Co-requisite: CHEM 152.

CHEM 268 – Workshop in Chemistry (1 – 3)

As announced. (May repeated for maximum of 4 hours credit).

CHEM 289 – Internship (1 – 9)

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

CHEM 293 – Topics in Chemistry (1-3)

As announced. (May be repeated for credit if topics are different).

COMMUNICATION (COMM)

COMM 101 – Interpersonal Communication (NMCCNS COMM 1213) (3)

An introduction to the study of interpersonal communication that focuses on experiencing and expressing emotion, listening, developing interpersonal competence, and managing interpersonal conflict. Other topics include family, romantic relationships, friendship, and relationships in the workplace.

COMM 102 – Public Speaking (NMCCNS COMM 1113) (3)

A practical introduction to the fundamental principles of public speaking that emphasizes audience analysis, reasoning, the use of evidence, and effective delivery. Students will prepare and deliver a range of professional presentations, including autobiographical, informative, persuasive, and impromptu speeches.

COMM 103 – Introduction to Mass Communication (3)

A survey of the history and current trends in mass communication that focuses on media literacy and the relationship between mass media society. Topics include books, newspapers, radio, television, film, the Internet, advertising, public relations, global media, media law, and media ethics.

COMM 202 – Dynamics of Group Communication (3)

Explores the principles and practices of effective participation in small groups, with emphasis on critical thinking, problem solving, organizational skills and cooperative methods. Combines a theoretical foundation with practical application to help students better understand the dynamics of group communication in both professional and social contexts, including exploration of group norms, group roles, leadership styles, cultures, and conflict.

COMM 204 – Foundational Writing for the Communication Field (3)

Teaches the fundamentals of writing for the communication field by focusing on identifying,

evaluating, constructing, and organizing effective persuasive arguments; conducting research and ethically documenting sources; and producing, efficient writing styles that can be adapted to various writing situations and industry standards within the communication field. Pre-requisite: ENG 102 and ENG 104.

COMM 205 – Beginning Reporting (3)

Introduces students to fundamentals of news writing for all forms of mass media. Focuses on essential news gathering skills including interviewing, cultivating sources, generating story ideas, information-gathering strategies, reporting, writing, story components, news values, reporting principles, and Associated Press Style. Combines a theoretical foundation with practical application.

COMM 210 – Audio Production (3)

Introduction to the principles and techniques of radio and television audio production. Course includes technical and creative use of microphones, mixing consoles, music, sound effects, and audio recorders for radio, television, and film sound tracks. Lab fee required. Co-requisite COMM 210L. Prerequisite: COMM 103.

COMM 210L – Audio Production Laboratory (NC)

Co-requisite: COMM 210L.

COMM 212 – Introduction to Digital Photography (3)

Provides a comprehensive introduction to digital photography, including camera operation, software application, framing, news value and legal and ethical considerations. Students must own or have access to a digital camera with manual functions. Lab fee required.

COMM 215 – Newspaper Practicum (2)

Practical experience through work on student newspaper or yearbook as staff writers or editors under the supervision of the instructor. (May be repeated for a maximum of four hours.) Pre/Co-requisite: 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 – Introduction to Public Relations (3)

Introduction to the theory and practice of public relations, including its functions in organizations and society, as well as issues, concepts and theories. Emphasis on practical applications. Lab fee required.

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/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

COMM 293 – Topics in Communication (1 -9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

COMM 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

COMMUNICATIVE DISORDERS (CDIS)

CDIS 144 Introduction to American Sign Language (3).

Develop basic visual/receptive and expressive signed communication skills with working vocabulary of 500 signs and “survival phrases.” Acquire basic information about ASL structure and grammar, including fingerspelling. Introductory information about deaf culture and deaf community.

CDIS 244 American Sign Language I (3).

Continuation of introductory ASL course. Increase vocabulary by 300+ signs with a primary focus on grammatical features, structure and syntax. Additional topics include advanced fingerspelling, numbers, classifiers and basic conversational functions. Prerequisite: CDIS 144.

CDIS 245 American Sign Language II (3)

Continuation of American Sign Language I, providing students with a more advanced study of sign lexicon, ASL structure and grammar, and language in context. The course will focus on sign narratives and storytelling. Additional topics to be addressed will be ASL classifiers, spatial referencing and role shifting in narratives, Deaf culture, and Deaf history. Prerequisite: CDIS 244.

COMPUTER SCIENCE (CS)

CS 121 – Computing Concepts (3)

Introduction to computing disciplines: computer science and computer information systems. Topics may include: computer organization, programming languages, algorithms and problem solving. Prerequisite: MATH 104 or ACT math score of at least 21 or SAT math score of at least 550.

CS 123 – Programming Fundamentals. (3)

Concepts and programming techniques fundamentals using JAVA to the practice and theory of Computer Science: I/O, operators and

expressions, control structures, functions and arrays. Prerequisite: MATH 104.

CS 123L – Programming Fundamentals Lab (1)

Lab provides students hands on programming using JAVA NETBEANS environment. This allows students to gain hands on experience of developing, testing, debugging and production programming processes.

CS 234 – Intermediate Programming (3)

Concepts and application of programming technique fundamentals using JAVA in the practice and theory of Computer Science: Using I/O, operators and expressions, control structures, functions and arrays as part of coding, testing and implementing JAVA programs. Prerequisite: CS123 Programming Fundamentals.

CONSTRUCTION TRADES (CNST)

CNST 101 – Math for Construction Trades (3)

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

CNST 102 – Tool and Equipment Safety (1)

An introduction to the proper and safe use of carpentry-related equipment with special emphasis on power tools.

CNST 103 – Employability Skills (1)

Training in 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. Prerequisites: CNST 101.

CNST 131 – Construction Estimating. (3)

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

CNST 141 – Residential Building Construction I (3)

An introduction to terminology and methods used to construct residential footings, foundations, stem walls, floors and walls. Co-requisite: CNST 121.

CNST 222 – Drafting for Constructors (3)

An introduction to the terminology and methods used to produce simple drawings needed by contractors.

CNST 239 – GB98/GB2 Licensure Exam Preparation. (3)

Material covered includes licensing requirements, rules and regulations, business and law and other important aspects of owning and running a construction business. This capstone course is for students completing the Construction Trades apprenticeship program and anyone in the construction field with two years, fulltime experience or more.

CNST 242 – Residential Building Construction II (3)

A continuation of CNST 141 including more advanced wall framing techniques and roofs. Prerequisite: CNST 141.

CNST 261 – Residential Plumbing (3)

An introduction to the terminology and methods of the residential plumbing industry. Application of

the basic fundamentals of residential plumbing including the importance of safety specific to the plumbing trades. Includes the layout and design of residential and light commercial water, drain, and gas piping and fixture installation.

CNST 268 – Workshop in Construction Trades (1-9)

As announced (May be taken for credit with instructor and administrative approval.).

CNST 271 – Residential Wiring (3)

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

CNST 289 – Internship Training (1 – 16)

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

CNST 293 – Topics in Construction Trades (1 – 9)

As announced (May be taken for credit with instructor and administrative approval).

CRIMINAL JUSTICE (CJ)

CJ 102/SOC - 102 Introduction to Criminal Justice (3) (NMCCNS CRJI 1113)

Analysis of crime, trends, law and society with an emphasis on the police, prosecution, the courts, corrections, probation and parole.

CJ 202 – Criminal Investigation (3)

An overview of the science of criminal investigation. All aspects of the investigative process are surveyed from the preliminary crime scene investigation through prosecution and trial.

CJ 203 – Introduction to Corrections (3) (NMCCNS CRJI 2303)

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 215 – Introduction to Policing in America (3)

This course is a comprehensive look at the police industry and relevant issues in the United States, ranging from historical development of policing systems to analysis of the work of police officers and agencies. Issues of law enforcement fragmentation and jurisdiction will be explored along with specific topics related to community interaction, enforcement discretion deployment strategies, deviance, police, mythology, use of force, personnel selection, socialization, tactics and stress. Prerequisites: CJ/SOC 102 or graduation from a New Mexico police or corrections certification academy.

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) (NMCCNS CRJI 2603)

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

CJ 234 – Victimization in American Society – (3)

Study of crime victims. Focuses on the physical, emotional and financial harm people suffer at the hands of criminals.

CJ 268 – Workshop in Criminal Justice (1 – 9)

As announced (May be repeated for credit).

CJ 284 – American Judicial Systems (3) (NMCCNS CRJI 2503)

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) (NMCCNS CRJI 2053)

A study of the general principles and doctrines of substantive criminal law to include the sources of law, classifying crimes and ideological perspectives. Legal definitions of crimes codified in the New Mexico Criminal Code are emphasized.

CJ 289 – Internship (1 – 9)

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

CJ 293 – Topics in Criminal Justice (1 -9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

CJ 294 – Practicum (3)

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

CJ 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

DANCE (DNC)

DNC 101 – Introduction to Dance (NMCCNS DANC 1013) (3)

Introduction to fundamentals of dance technique, dance history and aesthetics studied through text, video and participation.

DNC 102 – Modern Dance I (3)

Introduction and development of basic modern dance technique and its history approached through academic study and participation.

DNC 108 – Introduction to Ballet (2)

Basic technique, vocabulary and classical ballet history approached through academic study and participation. Practical application of anatomical placement, posture and control.

DNC 268 – Workshop in Dance (1 – 9)

As announced (May be repeated for credit).

DNC 289 – Internship (1 – 9)

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

DNC 293 – Topics in Dance (1 -9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

Early Childhood Education (ECE)

ECE 107 –Health, Safety and Nutrition (2)

This course will help parents and caregivers understand the health, safety, and nutritional needs of young children. The course is part of the sequence for early childhood education.

ECE 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.

ECE 220 – Professionalism in Early Childhood (2)

An examination of the code of ethics, advocacy practices and current issues of the early childhood profession.

ECE 223 – Assessment of Children and Program Evaluation I (3)

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

ECE 239 – Curriculum Development and Implementation I (3)

The beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways on integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSP's and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: ECE/ELED 239L. Prerequisite: ECE 221.

ECE 239L – Curriculum Development and Implementation I Lab (2)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for your children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science,

social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. Co-requisite: FCS/ELED 239. Prerequisite: FCS 221.

ECE 240 – Curriculum Development and Implementation II (3)

Students will participate in the 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. Co-requisite: ECE 240L. Prerequisites: ECE 221, ECE 239/L.

ECE 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. Co-requisite: ECE 240. Prerequisites: ECE 221/ECE 239/L.

ECE 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.

ECE 268 – Workshop in Family and Consumer Sciences (1 -3)

As announced (May be repeated for a maximum of 6 hours).

ECE 280 – Family and Community Collaboration I (3)

This class will help the student learn to develop partnerships with families based on trust and respect. Students will apply the dynamics of working with family members, community agencies, and other professionals to meet the needs of young children. The following outcomes and competencies are taken from the New Mexico State Department of Education's Common Core Competencies for early childhood professionals.

ECE 293 – Topics in Family and Consumer Sciences (1 – 3)

As announced (May be repeated for credit).

ECE 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

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 Macroeconomics (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 Microeconomics (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 110 – Communication for Educators (3)

Strategies for communicating with students, parents, administrators and the community. Topics include professional writing, public speaking (interpersonal and small group) and diversity in communication styles in educational settings. Note: This course is a general education course within the English section.

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. Must be completed with grade of “C” or higher. Concurrent enrollment: EDF 222L.

EDF 222L Structured Observations of Teaching Laboratory (0).

Students will be placed in K–12 public school settings. Concurrent enrollment: EDF 222.

EDF 250 – Introduction to Online Course Design (3)

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

EDF 268 – Workshop in Education Foundations (1 – 9)

As Announced (May be repeated for a maximum of (6) in all education workshops).

EDF 281 – Arts and Crafts for the Elementary Teacher (3)

Application of techniques, methods, and materials of arts and crafts in the teaching of subject matter by the elementary classroom teacher. Additional art supplies will be required.

EDF 289 – Internship – (1 – 9)

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

EDF 293 – Topics in Education Foundations (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

EDF 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 100 – Heart Saver/CPR First Aid (1)

The Heart Saver 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 – Cardiopulmonary Resuscitation (1)

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

EMS 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 – First Responder (3)

Provides initial basic pre-hospital life-saving knowledge and skills. First responders are individuals attained to assess patients and provide emergency care.

EMS 106 – First Responder Refresher. (1)

Reviews and updates the knowledge base and skills of the First Responder. Prerequisite: current First Responder care. (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 (9)

Provides an introductory survey of emergency medical services with emphasis on intermediate care, aid and transportation of the sick and injured. Co-requisite: EMS 101/111L.

EMS 111L – EMT-Basic Practicum (2)

Local EMS facilities will be used for application and practice of skills learned in EMS 111. Local EMS facilities will also be used in conjunction with this lab to provide field and hospital experience in EMS. Co-requisite: EMS 111.

EMS 114 - Introduction to Emergency Medical Services. (3)

An orientation to the principles and practices of pre-hospital emergency medical services including the history of EMS, EMT wellbeing, medical-legal, illness and injury prevention, ethics, survey of anatomy and physiology, life span development, communication skills, and a general overview of EMS.

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 on continuing education. Prerequisites: Current EMT or Emergency Medical Responder License. Repeatable for credit.

EMS 175 – Advanced EMT (AEMT). (8)

Provides the EMT-B with information covering New Mexico EMS as it affects the EMT-1. Prerequisite: Acceptance to EMT-1 program. Co-requisite: EMS 175L and 176L.

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. Co-requisites: 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-requisite: 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. Course may be repeated with instructor approval.

EMS 265 - Neonatal Resuscitation Program (NRP). (1)

Consists of eight lessons designed to teach the knowledge and skills necessary to effectively resuscitate the newborn. Upon successful completion of the program, students will be awarded a course completion card from the American Academy of Pediatrics and American Heart Association. Prerequisite: EMT, LPN, RN, or RCP. (Repeatable for credit.) *This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS Program for more information.

EMS 270 - Teaching in EMS. (3)

Designed as an instructional methodology course which meets the 1994 National Standard EMT Basic Instructor Curriculum, including the learning process, adult learner, principles of learning, course development, lesson planning, course coordination, and student evaluation. After successful completion of the didactic portion, the student will be required to successfully complete an 80 hour (minimum) competency based internship. Completion of this course DOES NOT imply any commitment by ENMU-Ruidoso or any New Mexico Emergency Bureau (EMSB) approved training program for employment. Prerequisites: New Mexico licensed EMT Intermediate or higher and a current AHS BCLS Instructor Card.

EMS 271 - Management in EMS. (3)

Focuses on human resources, quality management, managed care, legal and regulatory aspects of EMS, protocol development, EMS operations, patient account services, and developing community support. Intended for EMS personnel desiring to become managers or who are already in management roles.

EMS 272 - EMS Communications. (3)

Focuses on system status control, telecommunications/radio communication technology, statewide EMS communications, medical priority dispatching, legal aspects of communication, and computer aided dispatching. Intended for EMS dispatching, management, and

field personnel. It is not an Emergency Medical Dispatcher course.

EMS 273 - EMS Computer Applications. (3)

Introduces computer applications with an emphasis on those used in the Out-hospital environment. Focuses on word processing, handheld computers, pen-chart applications, EMS data entry, and communication applications.

EMS 285 - EMT-Paramedic Refresher. (3)

Reviews and updates the knowledge base and skills of the currently certified EMT-Paramedic. This course meets National Registry of EMTs and the New Mexico EMS Bureau requirements for a Paramedic Refresher. This course may meet in a traditional format, web-based, or in combination of the two. Prerequisites: Current EMT-P license. (Repeatable for credit.).

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 290 - Critical Care EMT-Paramedic. (6)

This course will consist of 80 hours (classroom/skills). The content will include laboratory data collection, hemodynamic monitoring, 12 Lead EKG monitoring, implantable cardioverter defibrillator and cardiac pacemakers, intra-aortic balloon pumps, feeding tubes, catheters and ostomies, ventilators, invasive lines, IV pumps, pressure infusers, and much more. Upon successful completion of this course the student will receive Critical Care EMT-Paramedic course completion certification from UMBC Emergency Health Services, which is valid for 3 years. Prerequisite: Paramedic or registered nurse who has worked in that capacity for two (2) years.

EMS 295 - Pediatric & Neonatal Critical Care. (5)

The Pediatric and Neonatal Critical Care Transport Program is designed to prepare paramedics, nurses and respiratory therapists to function as members of a pediatric and neonatal critical care transport team. Critical pediatric patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Prerequisites: Current NRP and PALS Provider Card. Co-requisites: EMS 265 (if not a current NRP Provider.).

EMS 293 – Topics in Emergency Medical Services. (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

EMS 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

ENGLISH (ENG)

ENG 097 – Basic Writing Skills (3)

Specific instruction in basic composition, sentence construction, paragraph development and introduction to the essay. Class format includes individualized instruction. Credit not applicable to associate degree.

ENG 097L – Basic Writing Skills Lab (1)

This lab offers self-paced computer-assisted instruction designed to reinforce the English and writing skills developed in ENG 097. Credit not applicable toward degree requirements.

ENG 102 – English Composition (NMCCNS ENGL 1113) (3)

Specific instruction in college-level reading and writing, various types/forms of academic essays, writing as a process, critical thinking, close reading and standards of academic discourse. Placement by College Placement Test score. Must earn grade of “C” or higher.

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 with a grade of “C” or higher.

ENG 211 – Introduction to Literature (NMCCNS ENGL 2213) (3)

Elements of the short story, the novel, poetry and drama; mythology, literary terms, basic techniques of each literary form; practice in writing about literature. (3) Overview of British literature from Beowulf to Eighteenth Century. Prerequisite: ENG 102.

ENG 221 – British Literature Survey I (NMCCNS ENGL 2213) (3)

Overview of British literature from Beowulf to eighteenth Century.

ENG 222 – British Literature Survey II (NMCCNS ENGL 2423) (3)

Overview of British literature from Pre-Romanticism to the Contemporary period. Prerequisite: ENG 102.

ENG 233 – Writing for Technical Professionals. (3)

Sentence and paragraph grammar applied to professional and technical writing, including email, reports, proposals, letters and other media. Placement by College Placement Test score. Must earn grade of “C” or higher.

ENG 234 – Writing for the Sciences (3)

Writing for the Sciences is geared toward professional writing in science-based management positions (government agencies), academic positions, or scientific work in the private sector. This includes proper use of grammar in sentence and paragraph construction as appropriate for technical writing including scientific proposals, abstracts, reports, letters, emails and other media. An overview of résumé, curriculum vitae and cover letter preparation is included, as is reading and critique of outside scientific literature.

ENG 251 – American Literature Survey I (NMCCNS ENGL 2513) (3)

Literatures of U.S. territories from their beginnings in pre-colonial Native American oral narratives to 1865. Overview of American Literature from the earliest works to the Civil War. Prerequisite: ENG 102.

ENG 252 – U. S. Literature Survey II (NMCCNS ENGL 2513) (3)

An overview of U.S. American literatures from 1865 to the 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.).

ENG 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

FAMILY AND CONSUMER SCIENCES (FCS)

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 268 – Workshop in Family and Consumer Sciences (1 -3)

As announced (May be repeated for a maximum of 6 hours).

FCS 293 – Topics in Family and Consumer Sciences (1 – 3)

As announced. (May be repeated for credit).

FILM (FILM)

FILM 209/HIST 209 – Lincoln County War thru Film (3)

Course content includes motion picture films and documentaries related to the Lincoln County War. Content also includes criticism of major motion pictures.

FILM 268 – Workshop in Film (1 – 9)

As announced (May be repeated for credit).

FILM 289 – Internship (1 – 9)

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

FILM 291 – Directed Studies (1 – 3)

This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Ruidoso. Assignments must as a minimum require 30 hours of work per credit hour, in the form of a substantial research paper, study or project. Prerequisite: completion of Directed Studies Request Form,

consent of instructor and administrative approval.
(May be repeated for credit).

FILM 293 – Topics in Film (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

FILM 294 – Practicum (3)

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

FINANCE (FIN)

FIN 201 – Principles of Finance (NMCCNS FIN 2113) (3)

Concepts and techniques of financial management. Also included are the time value of money, basic instruments of financing, financial planning, capitalization and marketing of securities. Prerequisites: ACCT 201, 202; MATH 119.

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)

Relating personal financial goals to financial management including credit use, savings, tax considerations and risk management. Financial planning and instruments such as insurance, mortgages, securities and credit cards. Prerequisites: ENG 104, MATH 106.

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/departamental review and course credit may require additional

projects or assignments. Prerequisites: Consent of instructor.

FIN 293 – Topics in Finance (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval).

FRENCH (FR)

FR 101 – Beginning French (NMCCNS FREN 1114) (4)

Development of speaking, reading and writing skills and introduction to linguistic structures in a cultural context.

FR 102 – Continuation of Beginning French (NMCCNS FREN 1124) (4)

Second semester of Beginning French. Prerequisite: FR 101 or equivalent (consult with instructor).

FR 201 Intermediate French (NMCCNS FREN 2113) (3)

Grammar review and discussion of introductory literary texts from throughout the French speaking world. Prerequisite: two semesters of Beginning French or equivalent (consult with instructor).

FR 202 – Continuation of Intermediate French (NMCCNS FREN 2123) (3)

Second semester of Intermediate French. Prerequisite: FR 201 or equivalent (consult with instructor).

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).

GEOGRAPHY (GEOG)

GEOG/ANTH 103 – Humans and Their Environments (NMCCNS GEOG 1113) (3)

The relationship between natural environment and human activities. A basic introduction to

geography. (Does not count towards anthropology major.).

GEOG/ANTH 233 – People and Cultures of the World (NMCCNS GEOG 1213) (3)

The diverse societies that exist in various geographical areas of the world, with emphasis on understanding relationships between cultural systems and natural environments.

GEOG 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 on 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 a maximum of 6 with consent of instructor).

GEOLOGY (GEOL)

GEOL 113 – The Geological Environment (NMCCNS ENVS 1113) (3)

Geological processes and hazards, resources, and environmental problems including population growth, earthquakes and other natural disasters, water resources, and waste disposal. Co-requisite: GEOL 113L.

GEOL 113L The Geological Environment Laboratory (1) (NMCCNS ENVS 1111)

Materials and processes of the solid earth. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding geological principles. Co-requisite: 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. Co-requisite: 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. Co-requisite: GEOL 151L.

GEOL 151L – Physical Geology Laboratory (NMCCNS 1111) (1)

Materials and processes of the solid earth. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding geological principles. Co-requisite: 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. Co-requisite: GEOL 152L.

GEOL 152L – Historical Geology Laboratory* (NMCCNS GEOL 1211) (1)

Fossils, geological environments and processes. Three hours laboratory work per week. Co-requisite: GEOL 152.

GEOL 268 – Workshop in Geology (1 – 9)

As announced (May be repeated for a maximum of 4 hours).

GEOL 289 – Internship (1 – 9)

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

GEOL 293 – Topics in Geology: (1 – 9)

As announced (May be repeated for credit with permission of advisor.).

GEOL 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: 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 ACTIVITIES COURSES

HPE 103 – Racquetball (1)

HPE 104 – Dance Aerobics-Golden (1)

HPE 108 – Dance Aerobics-Wild

HPE 109 – Aqua Aerobics (1)

HPE 110 – Latin Dance Aerobics-Mild (1)

HPE 111 – Walking/Jogging (1)

HPE 112 – Latin Dance Aerobics-Wild (1)

HPE 115 – Personal Defense (1)

HPE 116 – Volleyball (1)

HPE 123 – Stretch and Tone (1)

HPE 124 – Weight Training (1)

HPE 125 – Social Dance (1)

HPE 127 – Aquatic Exercise (1)

HPE 128 – Lifelong Wellness (1 – 2)

HPE 130 – Pilates (1)

HPE 132 – Golf I (1)

HPE 133 – Beginning Hiking (1)

HPE 134 – Intermediate Hiking (1)

HPE 135 – Group Resistance Training (1)

HPE 136 – Group Strength and Stretch (1)

HPE 137 – Kickbox Conditioning (1)

HPE 139 – Group Stationary Cycling (1)

HPE 146 – Swim for Fitness (1)

HPE 155 – Basic Horsemanship (1)

HPE 221 – Weight Training (1)

HPE 222 – Intro to Skiing (1)

HPE 223 – Intro to Snowboarding (1)

HPE 232 – Golf II (1)

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/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

HPE 293 – Topics in Physical Education (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

HISTORY (HIST)**HIST 101 – Survey of American History to 1877 (NMCCNS HIST 1113) (3)**

Development of American principles and ideals from the colonial era through the early national period; issues in sectional divergence, the Civil War and Reconstruction.

HIST 102 – Survey of American History since 1877 (NMCCNS HIST 1123) (3)

Changes which brought the urban/industrial society of today into being; World War I and II and after.

HIST 121 – Survey of Western Civilization 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 since 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 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, departamental review and course credit. May require additional projects or assignments. Prerequisites: Consent of instructor.

HIST 293 – Topics in History (1 – 9)

As announced
(May be repeated with credit with consent of instructor and administrative approval).

HIST 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

HOSPITALITY & TOURISM (HRTM)

HRTM 151 – Introduction to Hospitality Management (3)

An overview of the hospitality industry – lodging, food and beverage, tourism development, events management, club and resort management.

HRTM 200 – Management of Food & Beverage Operations (3)

Introduction to the unique atmosphere of the restaurant industry through real world exposure to what restaurant managers experience in daily operations. Topics covered include leadership styles, personnel management, customer service, purchasing and a professional development plan.

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. 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.

HRTM 205 – Hospitality Supervision (3)

This course familiarizes students with topics such as supervisory and management processes, effective communications and supervisory responsibilities, establishing productivity standards, controlling labor costs, motivating, discipline and managing conflict.

HRTM 208 – Managing Front Office & Housekeeping Operations (3)

This course introduces the student to the management of the critical front office and housekeeping departments. Topics include customer service, revenue management techniques, planning, organizing and staffing. Techniques for increased coordination between the two functions will also be stressed.

HRTM 210 – Marketing for the Hospitality Industry (3)

This course familiarizes students with the essential skills of defining a service market, developing a market plan and directing personnel to follow the plan. Emphasis is on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market.

HRTM 220 – Special Attractions and Events Management (3)

An introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and function involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events.

HRTM 230 – Customer Service Management (3)

This course includes a focus on courtesy, an essential function of the hospitality industry, emphasizing personal and interpersonal relationships in a work environment. Students acquire skills in human relations and methods of improving communications. Also included is an examination of the organization and management of the hotel front office and guest service operations.

HRTM 240 – Catering and Food Management (3)

Restaurants and catering operations are multi-faceted and require a broad understanding of basic business principles. Topics discussed include operational procedures that are unique to the restaurant and catering industry, types of events and how to service efficiently, hands-on application of food set-up and menu design with emphasis on developing successful catering events.

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 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 106 with a grade of “C” or higher or a placement test score into MATH 113, 119, or higher.

HRTM 268 – Workshop in Hospitality and Tourism (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

HRTM 289 – Hospitality Internship (1 - 12)

A practical experience required to complete the Hospitality & Tourism degree. Presentation of a detailed work experience report will be required.

HRTM 293 – Topics in Hospitality & Tourism Management (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

HRTM 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

HOSPITALITY AND TOURSIM-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 (3)

The primary focus of this course is on food service sanitation and food service safety. The student will learn food handling practices to avoid food borne illness of guests and employees, proper reactions if an incident should occur and provide and cultivate a safe working environment for all employees and guests.

HTCA 262 – Food Preparation I (3)

This course is designed to prepare the student for either a career in the hospitality and tourism food service management field or culinary arts. It will involve discussions of various styles of cuisine and proper methods of food and equipment handling. Included is an introduction to kitchen design, workflow, techniques and 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 262L.

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, front of house 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 263L.

HTCA 265 – Global Cuisines (3)

This course builds on skills learned in Food Preparation I and II and adds an international appeal to cooking and presentation. The course includes planning and preparing complete international meals. Prerequisite: HTCA 262 and 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. It will include exposure to commercial equipment and processes. Prerequisite: HTCA 151.

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 268 – Workshop in Culinary Arts (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval).

HTCA 270 – Beverage Management: Alcoholic and Non-Alcoholic Beverages (2)

This course provides the fundamentals of identification, production, purchasing and service of spirits, wine and beer products. Emphasis is on

developing plans for marketing, menu developing and cost.

HTCA 271 – Beverage Management – Wines of the World (1)

This course will teach students about the beverage industry as it relates to the hospitality and tourism industry. Tastings will have an integral part of the class, with lecture and discussion of such topics as the history, production, storage, merchandising, marketing and appreciation for the various types of beverages. Prerequisite: Must be 21 and show proof of age.

HTCA 289 – Internship (1 – 9)

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. 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.).

HTCA 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

HUMANITIES (HUM)

HUM 105 – Introduction to Women's Studies (3)

The history of women represented in popular culture, literature and art, and the female experience in relationships, education and employment. Emphasis on interactions of race, class and gender.

HUM 221 – Introduction to World Humanities (3)

Classical world traditions; African, Asian, European and Native American, including their philosophies,

arts, literature and history in selected representative works.

HUM 222 – Introduction to Modern World Humanities (3)

Modern world cultures of Africa, Asia, Europe and North and South America; their philosophies, arts, literature and history in selected representative works.

HUM 268 – Workshop in Humanities (1 – 9)

As announced (May be repeated for credit).

HUM 289 – Internship (1 – 9)

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

HUM 293 – Topics in Humanities (1 – 9)

As announced (May be repeated for credit of instructor and administrative approval.).

HUMAN SERVICES (HS)

HS 202 – Introduction to Alcohol & Drug Abuse (3)

This course provides a broad overview of the field, including issues of alcohol and other drugs in history and society; definitions and prevalence of alcohol and drug use, misuse and addiction; major theoretical perspective on the causes and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development of evolution of the alcohol and drug abuse counseling field.

HS 203 – Bio psychosocial Foundation of Alcohol & Drug Abuse (3)

A comprehensive survey of the contributions of biology, medicine, psychology, sociology, anthropology and other disciplines to the understanding of substance use disorders and addictive disease. Research is presented from genetics, neurochemistry, learning theory, socialization and cultural views of addiction and recovery.

HS 204 – Principles of Prevention & Research in Alcohol & Drug Abuse (3)

This course provides a broad overview of the methods and effectiveness of primary, secondary and tertiary prevention efforts. Emphasis is given to research supported strategies directed to individuals, communities and special populations. Prevention is examined from both risk factor and protective factor perspectives.

HS 205 – Principles of Treatment & Recovery in Alcohol & Drug Abuse (3)

This course defines the legal and ethical scope of practice for alcohol and drug counselors; surveys the research support for the effectiveness of alcohol and drug abuse treatments; provides an understanding of the processes of change, relapse and recovery; and imparts skills in self-help facilitation, cognitive-behavioral techniques and motivational interviewing approaches in individual counseling.

HS 206 – Alcohol & Drug Abuse Counseling: Families & Groups (3)

This course emphasizes the techniques and skills required for counseling with families and groups, including systems theory, family intervention, employee assistance practice and group processes.

HS 207 – Alcohol & Drug Abuse Counseling: Special Problems (3)

Introduction to various theories based on their currency, contribution and comprehensiveness. Theories discussed will address their own theoretical constructs and their views on development, motivation, dysfunction and psychological health.

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. Prerequisites: Consent of instructor.

HS 293 – Topics in Human Services (1 -9)

As announced (May be repeated for credit with consent of instructor and administrative approval).

HS 294 – Practicum (3)

Supervised experience in Human Services Agency. A minimum of six hours per week will be in direct service or contact. One hour per week supervision and critique of activities.

INFORMATION SYSTEMS (IS)

IS 101 - Computer Technical Support Essentials (3)

The Essentials class will cover a wide range of skills for the student, which will prepare them for a position as a technical support technician. This course covers troubleshooting most every manner of hardware and software problem that a helpdesk operator might need. 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's 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 151 - Basic Computer Skills (3)

The basics of information systems, including the terminology, components of IT systems, file management, information management, and issues related to security, privacy and ethics.

Students get hands-on experience with applications to enhance their skills in word processing, spreadsheets, presentations and using the Internet to conduct research.

IS 153 -Introductions (Foundations) of Information Systems (3)

Information systems are an integral part of all business activities and careers. 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, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society.

IS 153L -Introductions (Foundations) of Information Systems Lab (1)

Information systems are an integral part of all business activities and careers. This lab is designed to an assessment of knowledge and skills that are an integral part of the educational process. The hands-on labs will cover the materials discussed in class, which are reflective of in-class lecture and hands-on exercise assignments. They are based on INFOSEC 4011 certification. Co-requisite – IS 153.

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 & 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 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, articulating business requirements for the technology solution.

IS 241 - Introduction to Web Design (3)

This course provides students with an introduction to the HTML language's structure and syntax. The course examines supporting tools such as CSS. Basic fundamentals of Internet related technologies and their impact. Effective design of World Wide Web pages using current WWW publishing language. The course provides the basics in creating a web page or updating and maintaining an existing web site. Students will become familiar with the elements of HTML and Cascading Style Sheets. Pre-requisite: CS123 Programming Fundamentals.

IS 242 Advanced Web Design and XML Language's (3)

This course provides students with an introduction to the XML language's structure and syntax. The course examines supporting tools such as XSL and

CSS. This course is an intermediate web design course that goes into some scripting and dynamic page rendering. Pre-requisites: CS123 and IS241.

IS 250 -IT Infrastructure (3)

This course provides an introduction to IT infrastructure issues for students majoring in Information Systems. It covers 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, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. PREREQUISITE: IS 131 or Instructor's permission.

IS 257 –Computer and Network Defense and Counter Measures (3)

This course examines 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 exposes the student to the topic of Cyber Ethics, Professionalism, and Career Development. The 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. (This course may be repeated for credit).

IS 270 -Data and Information Management (3)

The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of DBMSs. Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

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 students 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. Prerequisites: 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 reshaped modern organizations along with our society.

IS 285- IS Project Management (3)

This course discusses 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. Program development will incorporate the program development life cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

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 IT -Topics in Computer Information Systems (1 - 9)

As announced. (This course may be repeated for credit with consent of instructor and administrative approval).

IS 299-Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

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. Prerequisites: Consent of instructor.

MGT 293 – Topics in Management (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

MARKETING (MKT)

MKT 201 – Principles of Marketing (NMCCNS MKTG 2113) (3)

Functions, organizations and methods involved in marketing agricultural and manufactured products; marketing problems, policies and trends. ENMU-Portales accepts for MKT 301.

MKT 206 – Marketing for Small Business (3)

This course is a general introduction to fundamental marketing principles and policies as they apply to the small business. Topics covered include; marketing functions, price policies and controls, trade channels, merchandising, sources of marketing with other activities of the business.

MKT 268 – Workshop in Marketing (1 – 9)

As announced (May be repeated for credit.).

MKT 289 – Internship (1 – 9)

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

MKT 293 – Topics in Marketing (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

MATHEMATICS (MATH)

MATH 094– Pre-Algebra (4)

Review of fractions, decimals and percent's. Operations in algebra, real number operations, first-degree equations and inequalities, exponents. Credit not applicable to associate or baccalaureate degrees. Co-requisite: MATH 100L.

MATH 094L – Pre-Algebra Lab (1)

Tutorial session designed to reinforce the mathematics skills developed in MATH 100. Credit not applicable toward degree requirements. Co-requisite: MATH 094.

MATH 097 –Algebra (3)

Brief review of fractions, decimals and percent's. Operations in algebra, first-degree equations and inequalities, rational expressions, exponents, polynomials and factoring. Credit not applicable toward degree requirements. Co-requisite: MATH 097L.

MATH 097L – Basic Algebra Lab (1)

Tutorial session designed to reinforce the algebra skills developed in MATH 094. Credit not applicable toward degree requirement. Co-requisite: MATH 097.

MATH 104 Preparatory Algebra (4).

Graphing, equations, inequalities, functions, and factoring. Focused preparation for MATH 119 for students who place below minimums for MATH 119.

MATH 106 General Mathematics (4).

This course provides the student with a deeper understanding of mathematics through classroom and group interaction. Students will read and understand the relevant scenarios from non-technical fields and be able to justify their finding and conclusions in multiple ways. An understanding of mathematical notation and formula solving will be emphasized. Students will use technology throughout the course to research, collect and analyze data as well to make predications and present findings.

MATH 107 – Intermediate Algebra (4)

Linear equations, inequalities, systems of equations, polynomials and factoring, quadratic equations, rational expressions and graphing. Prerequisite: Satisfactory ACT/SAT score or MATH 101 with a grade of "C" or better.

MATH 112 Liberal Arts Math Support (1).

Refresh prerequisites for MATH 113 and work in-depth on MATH 113 concepts. Must be taken concurrently with MATH 113.

MATH 113 Liberal Arts Math (3)

A study of the mathematics needed for the critical evaluation of quantitative information including graphs, tables, simple mathematical models, and statistical surveys and studies. This course uses a problem solving approach to mathematics as it applied to life and the world of work. Prerequisite: Satisfactory ACT/SAT score or MATH 106 with a grade of "C" or better.

MATH 118 College Algebra Support (1).

Refresh prerequisites for MATH 119 and work in-depth on MATH 119 concepts. Must be taken concurrently with MATH 119.

MATH 119 – College Algebra (NMCCNS MATH 1113) (3)

A focus on modeling data using 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 104 with a grade of “C” or higher Prerequisites completed within the last two years or a satisfactory score on the math placement test taken in the last year. Concurrent enrollment in MATH 118 may be required.

MATH 120 –Trigonometry (NMCCNS MATH 1213) (3)

Trigonometric functions, logarithms, complex numbers. Prerequisites: Satisfactory ACT/SAT score or MATH 119 with a grade of “C” or better.

MATH 124 – Calculus I (NMCCNS MATH 1614) (4)

Limits, derivatives, the mean value theorem, curve sketching, max-min problems, Newton’s Method, exponential and logarithmic functions, anti-derivatives, the definite integral, the fundamental theorem of calculus, area, average of a function. Prerequisites: MATH 119 and 120 both with a grade of “C” or better or satisfactory ACT/SAT scores.

MATH 132 – Calculus II (NMCCNS MATH 1624) (4)

Volume, work, inverse functions, inverse trig functions, L’Hospitals’s rule, techniques of integration, improper integrals, arc length, moments and centers of mass, sequences and series. Prerequisite: MATH 124.

MATH 202 – Calculus III (NMCCNS MATH 2614) (4)

Parametric equations, polar coordinates, three-dimensional geometry and vectors, partial

derivatives, multiple integrals, vector calculus. Prerequisite: MATH 132.

MATH 215 – A Survey of Calculus (3)

Basic concepts of differential and integral calculus to provide an operational knowledge of calculus. Methods and techniques to solve quantitative problems in business, economics and the sciences. Prerequisite: MATH 119 with a grade of “C” or better or satisfactory ACT/SAT scores.

MATH 261 – Mathematical Concepts I (3)

The fundamental operations and an intuitive development of whole numbers, fractions, elementary number theory; introduction to problem solving strategies; introduction to functions and modeling.

MATH 262 Mathematical Concepts II (3)

Development of rational numbers, real numbers, functions of various degrees, statistics and probability. A continued emphasis on building problem solving ability. Prerequisite: Math 261.

MATH 268 – Workshop in Mathematics (1 – 9)

As announced (May be repeated for a maximum of 6 hours).

MATH 293 – Topics in Mathematics (1 – 9)

As announced. (May be repeated for credit.).

MEDICAL ASSISTING (MDST)**MDST/PBE 102 – Medical Terminology. (3)**

The study of the pronunciation, spelling and definition of medical terms; building medical terms; building medical terms from prefixes, suffixes, word roots and combining forms and use of appropriate abbreviations and symbols.

MDST 103 – Anatomy and Physiology for Allied Health (3)

An introduction to the body systems and concepts of human physiology.

MUSIC (MUS)

MUS 101 – Music Reading (NMCCNS MUSI 1113) (3)

For non-music majors. Notation, note values, meters, scales, key signatures, intervals and chords. Exercises in music reading and aural perception. Recommended for elementary classroom teachers and for others wanting to develop skills in reading music. Also a basic course for music majors deficient in musical background.

MUS 113 – Music Appreciation (3)

For non-music majors. Attempts to answer the question “What is music?” by acquainting students with knowledge and appreciation of music from several cultures and times. Includes contact with music through discussion, guest artists and recorded music. No previous music training is required.

MUS 119 – Fundamentals of Guitar (1)

Basic guitar skills, including both classical and folk styles. For students with little or no previous training in guitar. (May be repeated for credit.).

MUS 126 – Community Choir (1 – 3)

Performance class with emphasis on music notation, breathing and three/four part singing. The class will also include large group and sectional singing. (May be repeated for credit.).

MUS 134 – Chamber Chorale (1 – 3)

Small group performance class with emphasis on knowledge and practical experience in vocal production. Fundamentals of sound and expressive singing will be studied. (May be repeated for credit.) Audition required.

MUS 163 – Literature of Music (3)

A survey of music through listening and score study emphasizing musical styles, form and works of composers.

MUS 192 – Concert Band (1 – 3)

Performance class with emphasis on music reading, rhythms and musical expression through the use of a string, woodwind, brass or percussion instruments. The class will include large group and sectional performance. Students must provide own

instrument. Will also explore musical and artist expression. (May be repeated for credit.).

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 (2)

Includes fundamental of patient care, technical procedures and ethics. Prepares the student to perform in the hospital, nursing home or home care setting. Grading is on a pass-fail basis.

Co-requisite NA 111.

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. Co-requisite: NA 111.

NA 112 – Medical Terminology (3)

Provides an overview of medical terminology used in Nursing Assisting careers including introduction to common prefixes and suffixes, review of word relationships to anatomy and physiology, and review of common abbreviations.

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)

This course provides an 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. Co-requisite: 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. Co-requisite 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 172 – Intermediate Wildland Fire Fighting and Behavior (3)

Students will continue developing wildland fire behavior prediction knowledge and skills. Course content builds upon the basics learned in previous classes but with more detailed information about characteristics and interactions of the wildland fire environment (fuels, weather, and topography) that affect wildland fire behavior for safety purposes.

Students will also learn to identify environmental factors and indicators of hazardous fire conditions, and how to use these indicators when implementing the Risk Management Process. Prerequisite: FPT 102/NATR 171. (Equivalent to NWCG S-133 and S-290.).

NATR 201 – Forestry Techniques (3)

This course provides an introduction to forestry measurement, including survey techniques, tree measurement, mapping, and GIS/GPS use in forestry applications. Students will collect data and explore analysis methods. Scheduled field visits are required. Prerequisite: NATR 121 and MATH 104 or higher.

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.

NATR 241 – Wilderness Survival (3)

This is a week-long field course intended for students interested in careers associated with outdoor recreation including positions that involve extensive fieldwork, backcountry travel and/or emergency management. Emphasis is placed on utilization of public lands as recreational and/or educational facilities. Includes study of basic ecological relationships, survival techniques, and life zones of the United States.

NATR 251 – Wildlife Techniques (3)

This course provides an overview of field techniques used by wildlife biologists to survey, census and study individuals, populations and communities of wildlife and fishes in a natural setting. Includes an introduction to ornithological methodologies, studies of mammals, and techniques used to survey fishes, reptiles and amphibians. A brief introduction to data use and analysis is involved. Scheduled field visits are required.

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 271 – Wildland Firefighter Safety and Survival (3).

Students will design their own safety program by working in small groups to discuss and develop the Lookout, Communications, Escape Routes, and Safety Zones (LCES) system including creating a list of performance standards and a safety contract. Students will also research wildland fire accident reports and develop plans to minimize the likelihood future tragedies. (Course includes NWCG S-134 and must include a minimum of 23 hours of content beyond S-134.).

NATR 289 – Internship (3 – 9)

A minimum of 180 hours on the job experience is required to complete the requirements of the AAS in Natural Resources degree. One credit per 60 hours of approved job experience will be given. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Completion of core requirements and consent of instructor. Prerequisite: NATR 121.

NATR 293 – Topics in Natural Resources (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval.)
Prerequisite: NATR 121.

NATR 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

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 268 – Workshop in Philosophy (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

PHIL 289 – Internship (1 – 9)

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

PHIL 293 – Topics in Philosophy (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

PHLEBOTOMY (PBE)

PBE/MDST 102 – Medical Terminology. (3)

The study of the pronunciation, spelling and definition of medical terms, building medical terms from prefixes, suffixes, word roots, and combining forms and use of appropriate abbreviations and symbols.

PHYSICS (PHYS)

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. Co-requisite: PHYS 113L.

PHYS 113L – Survey of Physics Laboratory (1)

A two-hour optional laboratory designed to give a hands-on exploration of the basic concepts of physics introduced in the accompanying class. Co-requisite: 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 104. Co-requisite: PHYS 141L.

PHYS 141L – Astronomy Laboratory (NMCCNS ASTR 1111) (1)

This course is a weekly laboratory to be taken in conjunction with PHYS 141. This laboratory is an investigation of physical principles relevant to understanding astronomical objects and the techniques of observational astronomy. Laboratory sessions will utilize experiential learning and planetarium software to assist students in understanding principles of Astronomy. Co-requisite: PHYS 141.

PHYS 151 – General Physics* (NMCCNS PHYS 1113) (3)

This is the first semester of a two-semester non-calculus treatment of principles of mechanics, thermodynamics, electricity and magnetism, and optics. Primarily for pre-medical and pre-dental students and others requiring basic knowledge of physics. Prerequisite: MATH 119. Co-requisite: PHYS 151L.

PHYS 151L – General Physics Laboratory* (NMCCNS PHYS 1111) (1)

This course is a weekly laboratory to be taken in conjunction with PHYS 151. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding principles of physics. Co-requisite: PHYS 151.

PHYS 152 – General Physics * (NMCCNS PHYS 1123) (3)

Continuation of PHYS 151. Prerequisites: PHYS 151/151L. Co-requisite: PHYS 152L.

PHYS 152L – General Physics Laboratory* (NMCCNS PHYS 1121) (1)

Continuation of PHYS 151L. Meets three hours per week. Co-requisite: PHYS 152.

PHYS 268 – Workshop in Physics (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval.).

PHYS 289 – Internship (1 – 9)

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

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 (NMCCNS POLS 1213) (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 (1–3).

As announced. (May be repeated for a maximum of 6 hours if topics are different.).

PSCI 289 – Internship (1 – 9)

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

PSCI 293 – Topics in Political Science (1 – 9)

As announced (May be repeated for credit with consent of instructor and administrative approval.).

PSYCHOLOGY (PSY)

PSY 101 – Introductory Psychology (NMCCNS PSYC 1113) (3)

Psychology as the science of behavior. Physiological bases of behavior, sensation, perception, learning, emotion and motivation. Prerequisite or Co-requisite: ENG 102.

PSY 134 – Positive Psychology (3)

Positive Psychology is the scientific study of the strengths and virtues that enable individuals and communities to thrive. This field is founded on the belief that people want to lead meaningful and fulfilling lives, to cultivate what is best within themselves, and to enhance their experiences of love, work, and play. Prerequisite or Co-requisite: ENG 102.

PSY 200 – Human Growth and Development (3)

A life span view of the development of the individual from conception to death. Prerequisite or Co-requisite: ENG 102.

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. Prerequisite or Co-requisite: ENG 102.

PSY 202 – Adolescent Psychology (3)

Psychological, physiological and social development of adolescence. Prerequisite or Co-requisite: ENG 102.

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 or Co-requisite: ENG 102.

PSY/SOC 224 – Social Psychology (3)

Human interaction in social groups; the social aspects of human behavior. Prerequisite or Co-requisite: ENG 102.

PSY 268 – Workshop in Psychology (1 – 9)

As announced. (May be repeated for a maximum of four credits.).

PSY 289 – Internship (1 – 9)

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

PSY 293 – Topics in Psychology (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval.).

PSY 299 – Programmatic Capstone (1)

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. Prerequisite: Consent of instructor.

READING (RED)

Students must attain the required level on the reading portion of the College 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 College skills in reading.

RED094– 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. Co-requisite: 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 100. Credit no applicable toward degree requirements. Co-requisite: 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 or ACT scores.

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.

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; emphasis on the historical background of the New Testament.

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 or Co-requisite: ENG 102.

SOC 102/CJ 102 – Introduction to Criminal Justice. (3)

Analysis of crime, trends, law and society with an emphasis on the police, prosecution, the courts, corrections, probation and parole. Prerequisite or Co-requisite: ENG 102.

SOC 212 – Contemporary Social Issues (NMCCNS SOCI 2113) (3)

Assessment of current social problems in the US. Prerequisite or Co-requisite: ENG 102.

SOC 215 – Marriage and the Family (3)

Social aspects of family living with emphasis on mate selection, courtship, engagement, marriage and parenting in a changing society. Prerequisite or Co-requisite: ENG 102.

SOC/PSY 224 – Social Psychology (3)

Human interaction in social groups; the social aspects of human behavior. Prerequisite or Co-requisite: ENG 102.

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/departamental review and course credit may require additional projects or assignments. Prerequisites: Consent of instructor.

SOC 293 – Topics in Sociology. (1 -3) As announced

(May be repeated for credit with consent of instructor and administrative approval.).

SPANISH (SPAN)

SPAN 101 – Beginning Spanish (NMCCNS SPAN 1114) (4)

Development of speaking, reading and writing skills, and introduction to linguistic structures in a cultural context.

SPAN 102 – Continuation of Beginning Spanish (NMCCNS SPAN 1124) (4)

A continuation of SPAN 101. Prerequisite: SPAN 101.

SPAN 103 – Beginning Spanish for the Professional (3)

Beginning conversational Spanish course for students whose career goals or present occupation would be enhanced by a basic working knowledge of the Spanish language. Required for Human Services majors, also recommended for students preparing for careers in health occupations, business and education.

SPAN 104 – Beginning Spanish for the Professional II (3)

A continuation of SPAN 103. Prerequisite: SPAN 103.

SPAN 105 – Beginning Spanish: Native Speaker. (3)

The first in a sequence of two semesters designed for Spanish speakers of the Southwest. Intensive work to develop the skills of conversation, reading and writing, concentrating on local dialects.

SPAN 201 – Intermediate Spanish (NMCCNS SPAN 2113) (3)

Grammar review, conversation and reading at the intermediate level. Prerequisite: SPAN 101.

SPAN 202 – Continuation of Intermediate Spanish (NMCCNS SPAN 2123) (3)

A continuation of SPAN 201. Prerequisite: SPAN 201.

SPAN 205 – Intermediate Spanish:

Native Speaker (3)

Continuation of SPAN 105, for Spanish speakers of the Southwest. Intensive work to develop the skills of conversation, composition and reading, concentrating on the relationship between local dialects and World Spanish. Prerequisite: SPAN 105.

SPAN 268 – Workshop in Spanish (1 – 9)

As announced. May be repeated for credit.).

SPAN 289 – Internship (1 – 9)

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

SPAN 293 – Topics in Spanish (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval.).

SPECIAL EDUCATION (SPED)

SPED 293 – Topics in Special Education (1 – 3)

As announced. (May be repeated for credit with consent of instructor and administrative approval.).

STATISTICS (STAT)

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

STAT 212 Statistical Methods I Support (1).

Refresh prerequisites for STAT 213 and work in-depth on STAT 213 concepts. Must be taken concurrently with STAT 213.

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 106 or MATH 107 or MATH 119 with a grade of "C" or higher.

STAT 268 Workshop in Statistics (1–3)

As announced. (May be repeated for a maximum of 6 hours if topics are different.).

STAT 289 – Internship (1 – 9)

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

STAT 293 Topics in Statistics (1–3)

As announced. (May be repeated for credit if topics are different.).

THEATRE (THTR)

THTR 111 – Theatre Appreciation (NMCCNS THTR 1113) (3)

For non-majors. Basic theories of performance arts as applied to theatre and film. Includes application through discussion of acting, audiences, stage craft, scenic and costume design and dramatic criticism.

THTR 121 – Beginning Acting (3)

Techniques principles of stage movements and basic problems common to all actors.

THTR 268 – Workshop in Theatre (1 – 9)

As announced. (May be repeated for credit.).

THTR 289 – Internship (1 – 9)

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

THTR 293 – Topics in Theatre. (1 – 9)

As announced. (May be repeated for a maximum of six credits with consent of instructor.).

UNIVERSITY STUDIES (UNIV)

UNIV 101 – Freshman Seminar (3)

Aiding academic and social transition to the University, this required interdisciplinary course focuses on study skills, critical thinking, social issues for new students; exploration of campus resources and community building.

UNIV 293 – Special Topics in University Studies (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrator approval.).

WELDING (WELD)

WELD 101 – Employability Skills (1)

Training in the skills necessary to obtain and hold a job. Includes resume writing and interviewing techniques.

WELD 110 – Introduction to Welding (4)

Provides a practical hands-on introduction and orientation to the welding industry and the various cutting processes used. The course will provide an in-depth study of welding hazards and common safety procedures.

WELD 115 – Print Reading (3)

Provides students with the knowledge to read and interpret blueprints and welding symbols and transfer this 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. Provides basic study of the structure and properties of metals.

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. Welding will be done in all positions and students will participate in class 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. 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 222 – Advanced Arc/Pipe II (4)

A continuation of WELD 221.

WELD 268 – Workshop in Welding (1 – 9)

As announced. (May be repeated for credit.).

WELD 289 – Internship Training (1 – 3)

Practical applications in a welding industry/work environment. (May be repeated for a maximum of 6 credits hours.).

WELD 293 – Special Topics in Welding (1 – 9)

As announced. (May be repeated for credit with consent of instructor and administrative approval.).

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