

# NEW MEXICO JUNIOR COLLEGE 2011—2012 Catalog

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New Mexico Junior College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award associate degrees and certificates. Information about the Higher Learning Commission can be located at [www.ncahlc.org](http://www.ncahlc.org). Additionally, NMJC meets all guidelines and standards as set forth by the New Mexico Higher Education Department. New Mexico Junior College is accredited by or holds membership in these national or regional associations:

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

New Mexico Junior College shall not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

This catalog is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students. New Mexico Junior College reserves the right to withdraw courses at any time, change tuition, fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and New Mexico Junior College.

### **NMJC Regulations Interpretation**

The NMJC Catalog is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner* and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time by way of appropriate administrative procedure, without prior notice. Please check the NMJC website for periodic updates and most current information at <http://www.nmjc.edu>. Not all courses listed in the NMJC Catalog are offered every term. If the minimum number of students required for a course is not enrolled, the course may be cancelled.

Interpretation of regulations in this catalog, in case of misunderstanding or lack of clarity, is left to the President of New Mexico Junior College.



# NEW MEXICO JUNIOR COLLEGE

Welcome to New Mexico Junior College!

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

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

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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Steve McCleery". The signature is written in a cursive, flowing style.

Dr. Steve McCleery

# ACADEMIC CALENDAR

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2011	S	M	T	W	T	F	S
<b>August</b>		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
<b>September</b>					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
<b>October</b>							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
<b>November</b>			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
<b>December</b>					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

2012	S	M	T	W	T	F	S
<b>January</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>February</b>				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29			
<b>March</b>					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<b>April</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
<b>May</b>			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
<b>June</b>						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>July</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>August</b>				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

# ACADEMIC CALENDAR

## FALL 2011

### August 2011

- 15 Faculty Report
- 15-19 Registration
- 18 Student Housing Opens
- 20 Welcome Activities (Student Orientation)
- 22 Classes Begin (Full term & 1st eight week sessions)
- 22-26 Late Registration (\$25 Fee)
- 26 Last Day to Add/Enroll for Credit/Audit (Full & 1st eight week sessions)

### September

- 5 **Labor Day Holiday (Campus closed)**
- 9 Census Day (Full term & 1st eight week sessions)
- 15 Constitution Day (Classes will meet)
- 30 Last Day to Withdraw (1st eight-week session)

### October

- 13 Last Day of Classes (1st eight week session)
- 17 Final Exams (1st eight week session)  
(8 am)Mid-term Grades Due (Full term session)  
(8 am)Final Grades Due (1st eight week session)  
Classes Begin (2nd eight week session)
- 17-19 Late Registration (\$25 Fee) (2nd eight week session)
- 19 Last Day to Add/Enroll/Pay for Credit/Audit (2nd eight week session)
- 21 Discovery Day for High School Seniors (Classes will not meet)
- 28 Census Day (2nd eight week session)

### November

- 3 County-wide In-service (Evening classes will meet)
- 22 Last Day to Withdraw (Full term & 2nd eight week sessions)
- 23-25 **Thanksgiving Holiday (Campus closed)**

### December

- 9 Last Day of Classes (Full term & 2nd eight week sessions)
- 12-14 Final Exams (Full term & 2nd eight week sessions)
- 15 Student Housing Closes
- 16 (5 pm) Faculty Break
- 19 (8 am) Final Grades Due (Full term & 2nd eight week sessions)
- 21 (5 pm) Staff Break (Campus closed)

## WINTER BREAK TERM 2011

### November

- 7 Registration Begins

### December

- 8 Classes Begin
- 8-9 Late Registration (\$25 Fee)
- 9 Last Day to Add/Enroll/Pay for Credit/Audit
- 16 Census Day

### January

- 5 Last Day to Withdraw
- 6 Last Day of Classes
- 6 Final Exams
- 9 Monday (8 am) Final Grades Due

## SPRING SEMESTER 2012

### November

- 7 Registration Begins

### January

- 5 Staff Report
- 5-13 Registration
- 10 Faculty Report
- 12 Student Housing Opens
- 16 Martin Luther King Day (Campus closed)
- 17 Classes Begin (Full term & 1st eight week sessions)
- 17-23 Late Registration (\$25 Fee)
- 23 Last Day to Add/Enroll for Credit/Audit (Full & 1st eight week sessions)

### February

- 3 Census Day (Full term & 1st eight week sessions)
- 20 In-service (Evening classes will meet)
- 24 Last Day to Withdraw (1st eight week session)

### March

- 8 Last Day of Classes (1st eight week session)
- 9 (8 am) Mid-term Grades Due (Full term session)  
(8 am) Final Grades Due (1st eight week session)
- 12-16 **Spring Break (Campus closed)**
- 19 Classes Begin (2nd eight week session)
- 19-21 Late Registration (\$25 Fee) (2nd eight week session)
- 21 Last Day to Add/Enroll/Pay for Credit/Audit (2nd eight week session)

### April

- 5 Census Day (2nd eight week session)
- 6 **Good Friday (Campus closed)**
- 9 Summer Registration Begins & Fall 2012 Registration
- 13 Deadline to File to Walk in Graduation Ceremony
- 17 (4:30 pm) Student Awards Ceremony (Evening classes will begin @ 7:00 pm)
- 19 Last Day to Withdraw (Full term & 2nd eight week sessions)

### May

- 4 Last Day of Classes (Full term & 2nd eight week sessions)
- 7-9 Final Exams (Full term & 2nd eight week sessions)
- 10 Student Housing Closes
- 11 **7:00 p.m. Commencement**
- 14 (8 am) Final Grades Due (Full term & 2nd eight week sessions)

# ACADEMIC CALENDAR

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## SUMMER 2012 (MAY SEMESTER)

<b>April</b>	
9	Summer Registration Begins & Fall 2012 Registration
<b>May</b>	
18	Last Day of Pre-registration
21	Faculty Report
21	Classes Begin
21-22	Late Registration (\$25 Fee)
22	Last Day to Add/Enroll/Pay for Credit/Audit
25	Census Day
28	Memorial Day (Campus closed)
<b>June</b>	
8	Last Day to Withdraw
13	Last Day of Classes/Final Exams
18	(8 am) Final Grades Due/May Semester Ends

## SUMMER 2012 (1ST FIVE-WEEK SESSION)

<b>May</b>	
25	Last Day of Pre-registration
28	Memorial Day (Campus closed)
29	Faculty Report
	Classes Begin
29-30	Late Registration (\$25 Fee)
30	Last Day to Add/Enroll /Pay for Credit/Audit
<b>June</b>	
1	Last Day to Add/Enroll/Pay for Credit/Audit
1	Day/Evening Classes Meet
6	Census Day
21	Last Day to Withdraw
28	Last Day of Classes/Final Exams
<b>July</b>	
2	(8 am) Final Grades Due

## SUMMER 2012 (EIGHT-WEEK SESSION)

<b>May</b>	
25	Last Day of Pre-registration
28	Memorial Day (Campus closed)
29	Faculty Report
	Classes Begin
29-30	Late Registration (\$25 Fee)
30	Last Day to Add/Enroll /Pay for Credit/Audit
<b>June</b>	
1	Day/Evening Classes Meet
12	Census Day
<b>July</b>	
4	Independence Day (Campus closed)
6	Day/Evening Classes Meet
12	Last Day to Withdraw
19	Last Day of Classes/Final Exams
23	(8 am) Final Grades Due
	Summer Eight Week Internet Session Ends

## SUMMER 2012 (10-WEEK SESSION)

<b>May</b>	
25	Last Day of Pre-registration
28	Memorial Day (Campus closed)
29	Faculty Report
	Classes Begin
29-30	Late Registration (\$25 Fee)
30	Last Day to Add/Enroll /Pay for Credit/Audit
<b>June</b>	
1	Day/Evening Classes Meet
12	Census Day
<b>July</b>	
4	Independence Day (Campus closed)
6	Day/Evening Classes Meet
26	Last Day to Withdraw
<b>August</b>	
2	Last Day of Classes/Final Exams
6	(8 am) Final Grades Due
	Summer Ten Week Internet Session Ends

## SUMMER 2012 (2ND FIVE-WEEK SESSION)

<b>June</b>	
29	Last Day of Pre-registration
<b>July</b>	
2	Faculty Report
	Classes Begin
2-3	Late Registration (\$25 Fee)
3	Last Day to Add/Enroll/Pay for Credit/Audit
4	Independence Day (Campus closed)
6	Day/Evening Classes Meet
11	Census Day
26	Last Day to Withdraw
<b>August</b>	
2	Last Day of Classes/Final Exams
6	(8 am) Final Grades Due

## SUMMER 2012 (AUGUST SEMESTER)

<b>July</b>	
20	Last Day of Pre-registration
23	Faculty Report
	Classes Begin
23-24	Late Registration (\$25 Fee)
24	Last Day to Add/Enroll/Pay for Credit/Audit
27	Census Day
<b>August</b>	
3	Last Day to Withdraw
10	Last Day of Classes/Final Exams
13	(8 am) Final Grades Due
	August Semester Ends

# CONTENTS

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NMJC at a Glance . . . . .	8
Admission Information . . . . .	12
Registration . . . . .	24
Money Matters: Tuition, Expenses, & Financial Assistance . . . . .	28
Campus Housing & Meals . . . . .	38
Student Services & Support . . . . .	40
Student Life . . . . .	46
Student Policies: Quick Overview . . . . .	48
Academic Procedures & Policies . . . . .	54
Degree & Program Offerings . . . . .	65
Course Descriptions . . . . .	122
People . . . . .	157
Definitions . . . . .	162

# NMJC AT A GLANCE

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## MISSION, VISION, VALUES

### Mission

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

### Vision

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

### Values

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

### Access

In keeping with this value, the college

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

### Responsiveness

In keeping with this value, the college

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

### Effectiveness

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

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

### Excellence

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

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



## HISTORY

New Mexico Junior College enjoys the distinction of being the first junior college built in the state. Today, NMJC occupies 243 total acres, with approximately 500,000 square ft. of building space. The campus has a student population of approximately 3,000 students and 265 full-time employees, as well as a facility count of 24 buildings, including the student apartments, the Western Heritage Museum Complex & Lea County Cowboy Hall of Fame, and the Training & Outreach Facility.

NMJC offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees, along with certificates in the business and industry trades, and is comprised of four divisions including Arts, Humanities, & Career Technology; Business, Math & Sciences; Public Safety & Industry; and Training & Outreach. In addition, the college offers nationally renowned NJCAA athletic programs in baseball, men's and women's basketball, golf, women's cross country, women's track, and men's and women's rodeo. Through its outstanding programs, staff, and services, New Mexico Junior College fills an important educational need for Lea County and the surrounding area by actively promoting success through learning.

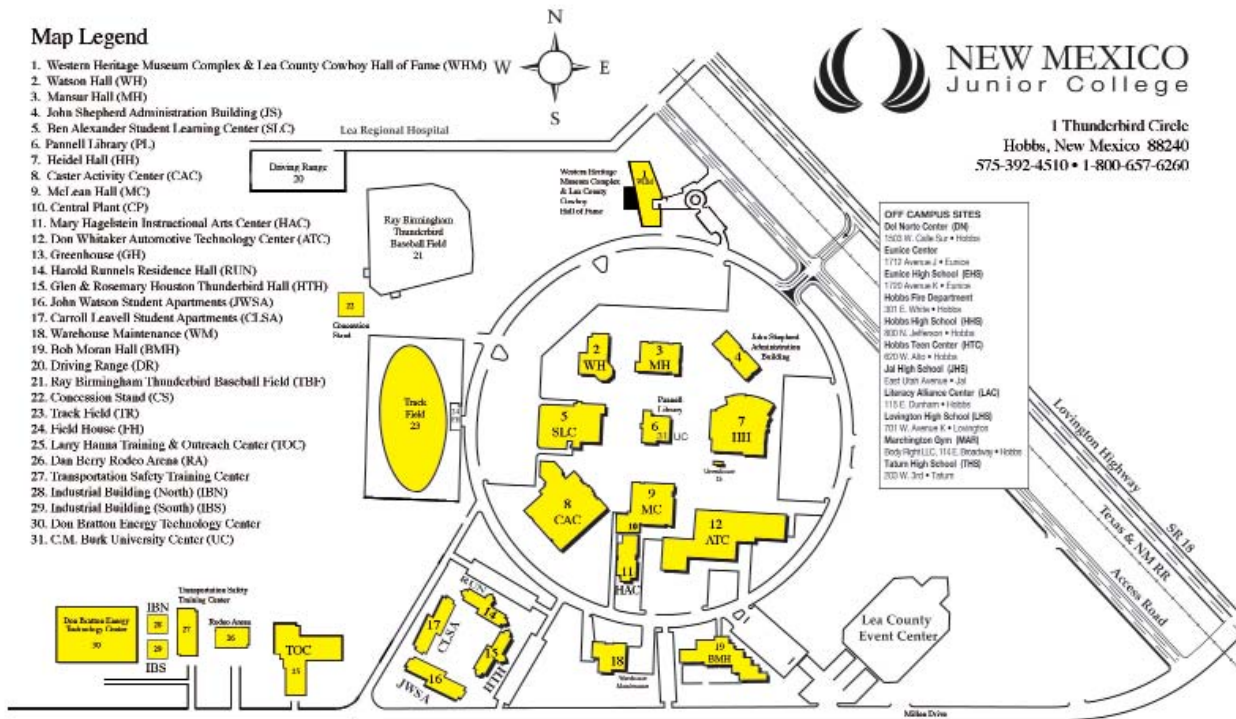
## CAMPUS

The main campus of New Mexico Junior College is composed of several building complexes that contain the primary services and departments of the College. Within these buildings are faculty offices, classrooms, laboratories, and other facilities. This section of the Student Handbook is designed to help you locate the different campus facilities.

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

# NMJC AT A GLANCE

17. Carroll Leavell Student Apartments – The Carroll Leavell Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access, cable TV connections, and local phone service. Also available 24/7 is a laundry facility located on the second floor.
18. Warehouse / Maintenance – This building is utilized by the Maintenance Department and houses the motor vehicles utilized for company travel.
19. Bob Moran Hall – This facility houses instructional classrooms and laboratories for a variety of disciplines such as computer science, office technology, public safety, and agriculture. It also houses a variety of meeting areas and offices, including the office of the Dean of Public Safety and Industry.
20. Driving Range – Students enrolled in a golf class and / or the members of the NMJC Golf team have access to the on-campus driving range. (The driving range is not open to the public.)
21. Ray Birmingham Thunderbird Baseball Field–NMJC's collegiate baseball field for practice and games was named for the legendary coach who, among other honors, led the T-Birds to a national championship in 2005. The facility has a seating capacity of 700.
22. Concession Stand for Baseball Field
23. Track Field – This facility is primarily utilized by Cross Country / Track & Field teams but is open to the public year round.
24. Field House
25. Larry Hanna Training & Outreach Center – The Larry Hanna Training and Outreach Center is a full-service training and education conference center uniquely designed to facilitate training seminars, continuing education programs, conferences, business meetings, sales meetings, marketing presentations, and networking meetings. The Division of Training & Outreach includes the following departments which are housed in this facility: Workforce Training, Professional Development, Continuing Education, Events, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning. The facility also houses the Office of the Vice President for Training and Outreach.
26. Dan Berry Arena – NMJC's intercollegiate rodeo practice facilities are located here.
27. Transportation Safety Training Center – This building houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Driver's Education. It also contains the classrooms for CDL training.
28. Industrial Building (North) IBN
29. Industrial Building (South) IBS
30. Don Bratton Energy Technology Center – The Don Bratton Energy Technology Center is an innovative partnership with the oil and gas / alternative industries to meet the needs of both oil and gas producers and potential alternative energy workers in the Permian Basin. It houses both corporate and traditional classrooms and outdoor labs.
31. C. M. Burk University Center – The C. M. Burk University Center, located on the 2nd floor of Pannell Library, provides space for NMJC's four year university partners, which include Eastern New Mexico University, the University of New Mexico, and New Mexico Institute of Mining and Technology. These partnerships were designed to provide educational opportunities and to enhance the transfer rates and completion rates of two year students in their pursuit of advanced degrees. The University Center also houses the offices of Distance Learning whose staff works with students and faculty in a support role for online and ITV classes.



## Reasons for Attending NMJC

### **Cost**

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

### **“Open Door” Policy**

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

### **Individual Assistance**

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

### **Preparation in Fundamentals**

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

### **College Transfer Courses**

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

### **General Education Courses**

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

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

### **Vocational and Technical Preparation**

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

### **Extended Learning**

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

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

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

### **NMJC Foundation**

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

# AT A GLANCE: LIST OF DEGREE OFFERINGS

## DEGREES AND CERTIFICATES

NMJC is comprised of four academic divisions offering a number of high-demand programs or courses. Arts, Humanities, & Career Technology covers adult basic education, college success prep classes, communications, learning lab/testing center, technical resource center, English, Spanish, music, art, transitional studies, tutoring, cosmetology, elementary and secondary education, and early childhood development.

Business, Math & Sciences offers coursework in athletic training, biology, business, chemistry, computer information systems, geology, government, history, physical education, physics, psychology, math, and sociology, as well as courses in pre-engineering, and pre-medical/dental.

The Division of Public Safety & Industry, which focuses on community services and support, includes the corrections academy, criminal justice, paralegal studies, and the law enforcement academy, as well as automotive technology and welding.

The fourth division, Training & Outreach, consists of the New Mexico Small Business Development Center, continuing education, distance and video-based learning, energy technology, professional development and customized workforce training, and transportation training opportunities that meet the broader community needs which cannot be met within the framework of NMJC's more traditional academic offerings.

New Mexico Junior College fills an important educational need that actively provides and promotes success through learning.

The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees. Requirements for the degrees are outlined in the section on degree requirements. One and two-year certificates and skill set certificates are also awarded by the Board. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree from New Mexico Junior College.

### **ASSOCIATE OF ARTS (AA) OR ASSOCIATE OF SCIENCE (AS) UNIVERSITY TRANSFER PROGRAM**

Accounting  
Agriculture  
Anthropology  
Art  
Athletic Training  
Business (All Concentrations)  
Communication / Speech  
Computer Science  
Criminal Justice  
Early Childhood Education  
Economics  
Education  
English  
General Studies  
Geography  
Government  
History  
Music  
Philosophy  
Physical Education  
Pre-Professional  
Psychology  
Sociology  
Spanish

### **ASSOCIATE OF APPLIED SCIENCE (AAS)**

Automotive Technology  
Ford ASSET  
General Motors ASEP  
Business  
Accounting  
Entrepreneurship  
Executive Assistant/Office Manager  
Management  
Computer Information Systems  
Cosmetology  
Cosmetology, Barbering  
Criminal Justice  
Energy Technology  
Nuclear Technician  
Radiological Control Technician  
Industrial Technology  
Nursing - RN  
Paralegal  
Welding

### **CERTIFICATE PROGRAM**

Accounting  
Administrative Assistant  
General Management / Supervision  
Automotive Technology  
Certified Nursing Assistant (CNA)  
Computer Information Systems  
Cosmetology  
Barbering  
Cosmetology  
Esthetician  
Instructor  
Manicurist/Facialist  
Manicurist/Pedicurist  
Criminal Justice  
Correction Academy  
Law Enforcement Academy  
Early Childhood Education  
Energy Technology  
Energy Technician  
Nuclear Technician  
Radiological Control Technician  
Transportation  
CDL  
CDL/Petroleum Safety  
Welding

# AT A GLANCE: TYPES OF CLASSES

## Ways to Take Classes at New Mexico Junior College

### On-campus, Traditional Classes

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

### Internet via Blackboard

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

### Hybrid Courses (A combination of Internet and classroom instruction)

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

### ITV

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

### Dual Credit

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

### High School Concurrent

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



# ADMISSION INFORMATION

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

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

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

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

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

The Dean of Enrollment Management directs all functions of the Admissions & Records Office and is responsible for administering the admissions policies and procedures of the College. Correspondence concerning admission to NMJC should be addressed to Admissions, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240. The Office of Admissions is located in the Ben Alexander Student Learning Center.

## GENERAL ADMISSION REQUIREMENTS

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

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

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

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

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

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

# ADMISSION INFORMATION

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## BASIS OF ADMISSION

### High School Graduate

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

### Non-High School Graduate

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

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

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

### Transfer Student

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

### Readmission

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

### High School-Aged Student Enrollment Programs

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

- **Dual Credit**  
Dual Credit provides high school juniors and seniors who attend a public high school (with whom NMJC has a Dual Credit agreement) and who qualify for New Mexico in-state tuition status the opportunity to take college courses for which they will simultaneously earn both college credit and high school elective credit. Students should see their high school counselor for Dual Credit information.
- **Concurrent Enrollment**  
Concurrent Enrollment provides high school juniors and seniors who attend a private school or a public high school, or are currently home-schooled students and at least 16 years of age, the opportunity to take college courses. Students seeking concurrent enrollment must see the Dean of Enrollment Management.
  - \* An application must be completed and clearly marked "concurrent enrollment."
  - \* The student and parent must complete a Concurrent form.

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

# ADMISSION INFORMATION

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

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

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

### Application Deadlines for International Students

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

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



# ADMISSION INFORMATION

## ENROLLMENT OPTIONS

### Enrollment Status

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

#### Degree Seeking Status

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

#### Non-Degree Status

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

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

### Applying for Admission

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

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

### Admission Classification

New Mexico Junior College classifies students by the following categories:

- Freshman** – a student who has earned fewer than 30 academic semester credit hours
- Sophomore** – a student who has earned 30 or more academic semester credit hours

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

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

## RESIDENCY

### Residency Classification for Tuition Purposes

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

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

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

# ADMISSION INFORMATION

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

## Additional Residency Information

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

## Petitions for New Mexico Residency for Tuition Purposes

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

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

# ADMISSION INFORMATION

## TRANSFER CREDIT

### Transferring Credit to NMJC

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

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

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

### Transfer Among New Mexico Higher Education Institutions

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

### Transferable Lower-Division General Education Common Core

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

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

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

To facilitate the transfer of students and course credit among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in-state transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Students should consult with an academic advisor about which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements, but in most cases will apply toward elective requirements.

Lower division transfer modules presently exist for: business, criminal justice, and early childhood education. Copies of these transfer modules may be obtained from the Counseling Office or from the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us).

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

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

# ADMISSION INFORMATION

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## The Lower Division General Education Common Core (NMGCEC)

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

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

### Area II: Mathematics (Select 3 semester hours)

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

### Area III: Laboratory Science (Select 8 credit hours)

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

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

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

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

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

**Total to be selected: 35 credit hours**

### Transfer Credit Appeal

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

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

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

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

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

## ALTERNATIVE METHODS FOR EARNING CREDIT

### Credit for Prior Learning

#### Law Enforcement / Corrections (Criminal Justice)

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

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

#### Automotive Technology / ASE Certification

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

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

#### ASE Certification

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

#### AT Program Course

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

# ADMISSION INFORMATION

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## Institutional Challenge

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

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

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

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

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

## Advanced Placement (AP) Exams

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

### AP

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

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

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

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



# ADMISSION INFORMATION

## College Level Examination Program (CLEP)

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

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

# REGISTRATION

## REGISTRATION

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

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

### A Quick Overview of How to Get Started at NMJC

#### 1. Apply!

- ✍ **Apply for Admissions!** New Mexico Junior College has an open admissions policy. Fill out our free online application at [www.nmjc.edu](http://www.nmjc.edu) or in person in the Ben Alexander Student Learning Center.
- ✍ **Apply for Scholarships!** Complete our scholarship application at [www.nmjc.edu](http://www.nmjc.edu). Our scholarships range from general to specific. Check our website for application due dates.
- ✍ **Apply for Financial Aid!** Fill out the FAFSA (Free Application for Federal Student Aid) as soon as possible to see if you are eligible for Federal Aid [www.fafsa.edu.gov](http://www.fafsa.edu.gov). To have your FAFSA report sent to NMJC, be sure to use code 002655. This document is also necessary for NMJC scholarships and work study positions on campus. For more information, call our Financial Aid Office at 575.392.5172.

#### 2. Take Your Course Placement Test(s)

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

#### 3. Visit With Your Advisor

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

#### 4. Register for Courses. Two ways to register!

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

#### 5. Pay Your Tuition and Fees

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

#### 6. Purchase Your Books

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

#### 7. Explore information regarding

- ✍ On-campus housing. Call 575.392.5366 or visit [www.nmjc.edu](http://www.nmjc.edu) for an application.
- ✍ Campus activities



## The Registration Process

### 1. Receive information on registration.

Registration information is published on NMJC's website, [www.nmjc.edu](http://www.nmjc.edu), and in local newspapers prior to the start of classes.

### 2. Plan your schedule.

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

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

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

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

### Students may be exempt from testing if they

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

### 4. Register for classes.

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

### 5. Pay tuition and fees.

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

## REGISTRATION GUIDELINES

### Cancellation of Enrollment Before the Term Begins

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

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

### Course Adding / Dropping—Schedule Changes

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

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

### Dropping a Class or Withdrawing

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

# REGISTRATION

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

## Course Load

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

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

## Course Repetition

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

If a student chooses to repeat a course he/she must submit a repeat class form to the Registrar’s Office. The new course must have the same number of credits as the original course. All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation.

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

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

## Grade Options

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

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

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

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

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

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

## Incomplete Grade Assignment and Removal

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

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

## **Prerequisites & Corequisite**

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

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

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

## **Late Registration**

A student's success is enhanced by completing the matriculation process before the start of the semester. However, if this is impossible, late registration is available. All course fees must be paid at that time. Students will then be officially enrolled. Refer to the academic calendar each semester for registration deadline dates.

## **Wait Lists**

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

## **Distance Education—Online Courses**

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

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

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

## **Procedures for Proctored Test in an Online Course**

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

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

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

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

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

NMJC distance learning classes use Blackboard Learning System, a course management system. Blackboard works with a computer's Internet browser to create a "virtual classroom" where online tools such as a discussion board, chat room, e-mail, online quizzes and more are used. Students can login to Blackboard through the TBirdWeb Portal on the homepage, [www.nmjc.edu](http://www.nmjc.edu).

# MONEY MATTERS: FEES, EXPENSES & FINANCIAL ASSISTANCE

## TUITION & FEES

### TUITION POLICY

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

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

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

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

Tuition and fees are payable as indicated in the NMJC calendar published in the NMJC Catalog and NMJC Schedule of Classes. Tuition and fees are subject to change without notice by the NMJC Board.

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

#### Tuition Per Semester

NMJC in-district resident

Maximum cost for twelve (12) hours or more	\$396.00
Cost per hour for one through eleven hours	33.00

New Mexico out-of-district resident

Maximum cost for twelve (12) hours or more	\$622.00
Cost per hour for one through eleven hours	52.00

Out-of-state resident

Maximum cost for twelve (12) hours or more	\$720.00
Cost per hour for one through eleven hours	60.00

#### Residency

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

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

#### Special Fees

Additional class schedule copies	1.00
Dishonored check Charge	25.00
General Usage Fee	16.00 per credit hour
Graduation	25.00
Housing and Meal Plan	Contact the Student Life Office
Internet Course	40.00
Interactive Television Course	40.00
Late Registration	25.00
Transcript Fee (first one free)	2.00

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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## Course, Lab, Testing, and Other Fees

Some classes have additional fees associated with the class.

## Auditing Classes

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

## Senior Citizens

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

## Western Undergraduate Exchange (WUE)

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

## Refunds

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

- Through the last day of late registration for the semester or session—100%
- After the last day of late registration for the semester or session—NO REFUND

An immediate tuition refund will not be made upon request, but a refund check will be mailed to the address left by the student dropping from classes. Students are not officially withdrawn until the withdrawal form is returned to the Admissions and Records Office. The correct refund procedure is as follows:

1. Contact the Dean of Enrollment Management for instructions.
2. Complete the appropriate withdrawal or drop forms and obtain approval from the appropriate college officials, as instructed by the Dean of Enrollment Management.
3. Present the form to the Business Office as application for refund.

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

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

## Tuition Refund Appeals Procedure

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

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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## PAYMENT POLICY

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

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

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

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

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

### FACTS Payment Plan

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

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

In order to use the payment plan, you must register online through the T-Birdweb Portal. Next, within T-Birdweb Portal, select the "Review/Pay Account" option. Review your schedule and statement for accuracy then click on the "Pay by Account" option. Review your schedule and statement for accuracy, and then click on the "Pay by FACTS" button. You will be taken to FACTS' eCashier payment portal.

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

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

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

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



# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

## FINANCIAL AID & SCHOLARSHIPS

### Financial Aid

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

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

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

### Awards

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

### Enrollment Requirements for Financial Aid

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

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

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

## VERIFICATION POLICY

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at New Mexico Junior College for a process called "Verification." The Financial Aid Office is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as federal income tax returns, Social Security statements, statements regarding untaxed income and other necessary documents. In addition, to those students selected by the U.S. Department of Education, the NMJC Financial Aid Office reserves the right to select additional students for the process of verification at its discretion. This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions, Federal Register 10/31/89 Vol. 54, No. 209, p.45997 "Policies and Procedures," and the 2011-2012 Application and Verification Guide for Title IV Financial Aid Programs.

### Notification and Communication

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

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

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

## Minimum Documentation Required

Dependent Student	Independent Student
Signed Dependent Student Verification Worksheet (available at <a href="http://www.nmjc.edu/admissions/financialaid/forms.asp">http://www.nmjc.edu/admissions/financialaid/forms.asp</a> on the Financial Aid webpage).	Signed Independent Student Verification Worksheet (available at <a href="http://www.nmjc.edu/admissions/financialaid/forms.asp">http://www.nmjc.edu/admissions/financialaid/forms.asp</a> on the Financial Aid webpage).
Signed photocopy of student's federal tax return	Signed photocopy of student's federal tax return
Signed photocopy of Parents/Stepparents federal tax return	Signed photocopy of Spouse' (if applicable) federal tax return
Additional documents when requested by NMJC	Additional documents when requested by NMJC

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

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

### Loss of Aid Eligibility

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

### Conflicting Information Policy

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

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

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

### Correction of Information

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

### Misuse of Financial Aid and Referral Process

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



# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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## Award Change Notification

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

## FEDERAL TITLE IV PROGRAMS

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

- have a high school diploma, GED, or pass an independently administered test approved by the Department of Education;
- have a Social Security Number;
- be enrolled as a regular student in an eligible program;
- be a U.S. citizen or eligible Non-Citizen;
- maintain satisfactory academic progress standards as determined by college policy;
- sign certification statements of educational purpose, refunds and defaults, and updated information; and
- register with Selective Service.

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

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

## GRANTS

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

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

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

## LOANS

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

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

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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## SCHOLARSHIPS

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

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

## STUDENT WORK-STUDY PROGRAMS

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

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

## VETERANS' BENEFITS

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

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

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

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

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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

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

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

## CHECK RELEASE

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

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

## SATISFACTORY ACADEMIC PROGRESS POLICY

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

### Qualitative Standards

#### Grade Point Average Requirements

NMJC students must maintain the following cumulative grade point average (GPA) dependent on their classification to maintain financial aid eligibility:

#### Financial Aid GPA Warning Status

A review of cumulative GPA is conducted at the end of each semester. A student shall be placed on financial aid GPA warning status for one semester if his/her cumulative GPA is less than that required as shown in Table A. Students will be notified if considered to be on financial aid GPA warning status. Students are still eligible for federal, state, and NMJC-controlled aid while on GPA warning status. A student on GPA warning status shall be removed from that status at the end of the semester if he/she achieves the required cumulative GPA. If unable to obtain required GPA aid will be denied the subsequent semester.

Table A

CLASSIFICATION	CREDITS	CUMULATIVE GPA
Undergraduate Freshman	0-29 HOURS	2.0
Undergraduate Sophomore	30+ HOURS	2.0

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

## Quantitative Standards

### Credit Completion Pace Requirement

NMJC students must complete at least 67% (two thirds) of the total cumulative credit hours attempted. For example, a student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 40 credit hours to meet the requirement ( $60 \times .67 = 40.20$ ; round decimals to whole numbers). Note that repeating courses that have already been passed with a grade of D or better will decrease the credit completion pace rate.

### Credit Completion Pace Warning Status

A review of cumulative attempted credit hours is conducted at the end of each semester. Failure to complete at least 67% of the total hours attempted will result in credit completion pace warning status for the next semester of enrollment. Students will be notified if placed on credit completion pace warning status. Students are still eligible for federal, state, and NMJC-controlled aid while on credit completion pace warning status. Students must raise their cumulative credit completion rate to 67% or higher or aid will be denied the subsequent semester.

### Maximum Time Frame Requirement

A review of cumulative attempted credit hours is conducted at the end of each semester. Students may not exceed a maximum time frame measured by attempted credit hours equal to 150% of the length of their primary degree program (see examples in Table B). Once the maximum attempted credit hours are reached, financial aid eligibility is denied for the subsequent credit hours of enrollment. All transfer credits that appear on the NMJC transcript and even courses attempted toward a minor or second major are counted in the calculation of cumulative attempted hours.

Table B

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

### Maximum Time Frame and Multiple Degrees or Majors

Students seeking a second degree at the same level as first degree must complete the subsequent degree within the maximum time frame (or appeal). In the appeal the student may need to explain the rationale for the pursuit of a second degree. In addition, a student seeking multiple majors must complete the primary degree within the maximum time frame (or appeal). In the appeal the student may need to explain the rationale for the pursuit of multiple majors if this causes them to exceed the maximum time frame.

### Courses and Grades Used in Determining Satisfactory Academic Progress

All coursework attempted, including repeated, reprieved, English as a second language (ESL) courses, remedial courses or withdrawals recorded on the academic record at the time of the progress check is considered when determining if the student meets satisfactory academic progress standards.

Transfer credits on the student academic record are considered for purposes of satisfactory academic progress review. Courses that are retaken to improve a grade are counted in attempted hours but only one passing grade is counted towards the credit completion pace rate. Grades of "A," "B," "C," "D," "S," or "P" are considered successful completion of a course. Grades of F, W, I, AU (Audit) are not considered successful completion.

Students taking distance education courses receive grades that are considered in determining satisfactory academic progress standing (including "I" grades if coursework not completed). Audit courses are not counted in the total hours attempted or as successful completion of a course.

### Appeal Process If Aid Denied

A student denied financial aid based on satisfactory academic progress policy may submit a written appeal with an academic plan of study to the Financial Aid Office, Ben Alexander. The letter of appeal should address in detail any extenuating circumstances that have affected the student's academic performance. The student must work with his/her academic advisor to complete an academic plan as part of the appeal

# MONEY MATTERS: TUITION, EXPENSES & FINANCIAL ASSISTANCE

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process. A student paying for their own classes or sitting out for an enrollment period does not necessarily re-establish aid eligibility, but the student may appeal. For more information about the appeal process, contact the Financial Aid Office.

A student whose financial aid has been denied for reasons other than exceeding the maximum time frame component may receive financial aid reinstatement by successful appeal or by meeting both of the following criteria: (1) achieve the required cumulative GPA in Table A and (2) successfully complete 67% of the total cumulative credit hours attempted at NMJC.

Action taken on a financial aid appeal is transmitted to the student in writing, via T-Bird web, or via email. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student must withdraw from classes. In other words, a student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the “Tuition and Fees Refund Policy” in the New Mexico Junior College Catalogue.

Students who have an academic progress appeal approved will be placed on financial aid probation status for the subsequent semester(s). While on financial aid probation status students must maintain a specified minimum semester index, a specified percentage of semester coursework, and graduate as planned or aid eligibility will be denied.

# CAMPUS HOUSING & MEALS

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## CAMPUS HOUSING

### Campus Housing Requirement

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

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

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

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

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

### Schedule of Housing Opening / Closing Dates

Fall 2011

Residence halls open at 9:00 a.m. August 18, 2011

Residence halls close at 5:00 p.m. December 15, 2011

(Students must move out)

Spring 2012

Residence halls open at 9:00 a.m. January 12, 2012

Residence halls close at 5:00 p.m. May 10, 2012

(Students must move out)

Summer 2012

Residence halls open at 9:00 a.m. May 26, 2012

Residence halls close at 5:00 p.m. Aug 3, 2012

(Students must move out)

### Schedule of rates per semester (per person).

#### Residence Halls

Double Rate (16 weeks)	\$825.00
Designated Single Rate (16 weeks)	1,200.00
By the week	120.00
Summer Double (5 weeks)	300.00
Summer Single (5 weeks)	375.00

#### Student Apartment

16 weeks	\$1,700.00
By the Week	120.00
Summer (5 weeks)	500.00

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

Meal Plan	Rate
7 meals per week (Apartments only)	\$ 626.00
15 meals per week (240 meals)	\$ 1,175.00
19 meals per week (304 meals)	\$ 1,225.00

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

# CAMPUS HOUSING & MEALS

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## **Application and Payment**

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

## **Cancellation Policy**

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

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

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

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

## **Payment Policy**

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

The Campus Housing Handbook is available at [www.nmjc.edu](http://www.nmjc.edu), or you may contact the Student Life Office for additional information.

## **FOOD SERVICES**

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

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

## **Contact Information**

Food Services  
Ben Alexander Student Learning Center  
575.492.2586



# STUDENT SERVICES & SUPPORT

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## STUDENT RESOURCES & SUPPORT

New Mexico Junior College provides a variety of resources to students to ensure that their college experience is rewarding. If students are in need of services pertaining to academics, social activities, physical needs, or psychological needs, they should contact a counselor in the Counseling Office for referral. Do not be afraid to ask. College personnel are available to help students receive the services needed to succeed. New Mexico Junior College provides a variety of resources to students to ensure that their college experience is rewarding. If students are in need of services pertaining to academics, social activities, physical needs, or psychological needs, they should contact a counselor in the Counseling Office for referral. Do not be afraid to ask. College personnel are available to help students receive the services needed to succeed.

## ACADEMIC COUNSELING & ADVISEMENT

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

### Counselors provide assistance with the following:

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

### Assessment (Testing)

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

### Contact Information

Counseling Office

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

575.492.2577

## BOOKSTORE

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The Bookstore also carries Sony laptop computers and other electronic devices. Business hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 3:00 p.m. on Friday. The bookstore is closed Saturday and Sunday.

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

Textbooks are identified by course number and CRN number. NMJC students should bring their class schedule to the Bookstore when purchasing books. This is to insure that students purchase the correct book.

Textbooks may be ordered online and shipped to the student through our website

[www.nmjcbookstore.com](http://www.nmjcbookstore.com). The same methods of payment are accepted as in the store. Books usually ship in 1-2 business days.

A receipt is required for ALL returns. Books are refunded ONLY during the add / drop period of each semester with a drop slip. There will be a \$10 per book restocking fee for books returned without a drop slip. Books must be unopened to be returned.



# STUDENT SERVICES & SUPPORT

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The NMJC Bookstore offers three options for book buy back:

- Traditional, on-campus book buy back at the end of each semester  
The buy back is held in front of the bookstore in the hallway of the Ben Alexander Student Learning Center. **Please bring any CDs or materials that came with your textbook.**
- Online book buy back  
This option is available through the NMJC bookstore web site ([www.nmjcbkstore.com](http://www.nmjcbkstore.com)).
- Daily buyback in the bookstore  
This is only available on a limited basis.

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

## Contact Information

Elisa Autry, Director Bookstore Services

[eaury@nmjc.edu](mailto:eaury@nmjc.edu)

575.492.2599

## CHECK CASHING

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

## EMERGENCY NOTIFICATION SYSTEM

Rave Mobile Safety (Emergency Notification System)

New Mexico Junior College has entered into a multiyear agreement with Rave Mobile Safety. This system allows certain key college personnel to send out emergency text, voice, and emails to individuals who work and attend classes on the campus. One example of this could be the closing or delaying of school due to inclement weather such as snow or ice. The emergency notification system also permits the notification of individuals for other emergency situations that might occur in or around the campus including campus crime alerts or other situations where there is a need to make immediate notification to students and faculty. Students and faculty are encouraged to make sure that the college has current phone numbers and email addresses.

## Contact Information

Bill Morrill, Director of Administrative Services

575.492.2791

## FAX SERVICES

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

## FINANCIAL AID

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

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

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

# STUDENT SERVICES & SUPPORT

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## Contact Information

Financial Aid Office

Ben Alexander Student Learning Center

575.392.5172

## GED EXAM

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

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

### Contact Information

Call 575.492.2630

## ID CARDS

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

### Contact information

Student Life Office

Ben Alexander Student Center

575.392.5366

## JOB PLACEMENT SERVICES

New Mexico Junior College offers students a job placement service to assist in identifying and obtaining employment. The placement service provides students with listings of available jobs both on and off campus and provides assistance with resumes, interview techniques, and successful job hunting. There is no charge for the job placement service. The job placement office is located within the Counseling Office in the Ben Alexander Student Learning Center.

## LEARNING RESOURCE CENTER

The Learning Resource Center, located in Mansur Hall, is equipped with computers for use in preparing assignments and for Internet access. There are volumes of audiovisual materials and software that may be used by the student to enhance the learning process. Assistance is available for the beginning to more advanced college student. For additional information, call 575.492.2623.

## LIBRARY

### Pannell Library and Information Resource Center

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

### Library Resources

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

### Services Offered by Pannell Library

- Public access computers are available for finding information both in print at the library and on the web.
- Staff are available during library hours to assist patrons in locating materials, searching the Internet, and answering questions.
- Library instruction workshops ranging from general orientation tours to specialized workshops for students, faculty, or staff are available.
- Staff collaboration with instructors on classroom assignments or research topics is available.

# STUDENT SERVICES & SUPPORT

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- Personalized reference and research consultation is available by appointment.
- Students can use this library to borrow books, videos, and obtain articles from other libraries around the world.
- From our website you may use the electronic version of many popular reference books.
- Find links to printable New Mexico legal forms on our webpage.
- As a member of the Estacado Library Information Network (ELIN) Consortium, students have access to databases composed of hundreds of thousands of articles on any subject imaginable, many in full text - all provided free to you by the State of New Mexico. This allows for the use of library resources by anyone with a valid library card from any of our member libraries: the Carlsbad Public Library, the Eunice Public Library, the Hobbs Public Library, the Lovington Public Library, New Mexico Junior College library, Southwest University, and the Woolworth Community Library in Jal.

## Contact Information

Mary A. Tuytschaevers, Director  
575.492.2873

## LOST & FOUND

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

## Contact Information

Security Office  
Ben Alexander Student Learning Center  
575.399.2033

## ORIENTATION

New Student Orientation is offered each semester on campus and online. All students are encouraged to take orientation, but all degree-seeking students are required to take orientation during their first semester. Topics covered include degree plans, transferability of courses, student services available, campus life, policies and procedures of NMJC and advising. Please check with the Office of Enrollment Management for orientation dates and times. Getting the right start at college can improve a student's chances for success. Students can complete one of three different orientation programs:

- PS110, College Orientation acquaints students with college services, procedures, and key policies. This is offered both online and on-campus. Check with Enrollment Management for dates and times. On-campus orientation is offered each month; furthermore, at the beginning of the fall semester, on-campus orientation offers additional activities to acquaint students with the community and college life.
- PS113A, Freshman Seminar, is a three-credit hour class that is offered online or in a classroom setting. This class covers study skills and other key issues facing students.

## PARKING & TRAFFIC

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

## Contact information

Student Life Office  
575.392.5366

## SECURITY

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

# STUDENT SERVICES & SUPPORT

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

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

## Contact Information

Security Office  
Ben Alexander Student Center  
575.399.2033 or 575.492.2589

## SPECIAL NEEDS SERVICES (SNS)

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

Students must self-identify with SNS and provide current documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologist, educational diagnostician, or other qualified provider). Eligibility for services is based on the effects / limitations and suggestions for reasonable accommodations.

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

## Contact Information

Kristine Saucer, Special Needs Services Coordinator  
[ksaucer@nmjc.edu](mailto:ksaucer@nmjc.edu)  
Counseling Office, Ben Alexander Student Learning Center  
575.492.2576

## STUDENT SUPPORT SERVICES – TRiO

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

## Contact Information

Dr. Gayle Abbott, Director of Student Support Services  
[gabbott@nmjc.edu](mailto:gabbott@nmjc.edu)  
Ben Alexander Student Learning Center  
575.492.2617

## TESTING CENTER

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

# STUDENT SERVICES & SUPPORT

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## **TUTORING**

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

# STUDENT LIFE

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## INTERCOLLEGIATE ATHLETICS

New Mexico Junior College's Intercollegiate Athletic program is rich in tradition and program success. NMJC currently fields teams in the following areas. Please contact the specific coach for more details.

<u>Team</u>	<u>Coach</u>	<u>Phone #</u>
Men's Basketball	Chris Tift	492.2749
Women's Basketball	Drew Sanders	492.2750
Men's Rodeo	Philip Berry	399.0640
Women's Rodeo	Philip Berry	399.0640
Men's Baseball	Josh Simpson	492.2752
Women's Track	Keith Blackwill	492.2747
Men's Golf	James Ross Black	492.2746

NMJC is a member of the Western Junior College Athletic Conference, which includes two-year colleges from Texas and southeastern New Mexico. The NMJC Rodeo program competes under the auspices of the Southwest Region of the National Intercollegiate Rodeo Association.

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

## INTRAMURAL ACTIVITIES

The Department of Student Life provides opportunities for students to compete in a variety of intramural activities. A schedule will be published at the beginning of each semester and will be distributed to students. Typical events include, but are not limited to, volleyball, basketball, flag football, racquetball, pool, table tennis, track, golf, and other sports and activities as student demand dictates. NMJC strives to provide positive activities and programs to meet student needs. All students are encouraged to make program requests to the Activities Coordinator for consideration and possible subsequent action.

### Contact Information

DeMond Thomas, Student Services Coordinator  
Student Life Office  
Ben Alexander Student Learning Center  
575.492.2580

## HONOR SOCIETY

Phi Theta Kappa is the official international honor society for junior and community colleges. NMJC's chapter of Phi Theta Kappa is the Sigma Kappa Delta chapter. Students who have a declared major in an associate's degree program, have completed 12 or more credit hours at NMJC, and have a cumulative GPA of 3.5 or higher are invited to join Phi Theta Kappa.

### Contact Information

Professor Maria Vick or Professor Terry Holloman  
mvick@nmjc.edu or tholloman@nmjc.edu

## PERFORMING ARTS

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

### Contact Information

Dr. Yau-Sun Wong  
Music Department  
575.492.2844

## STUDENT LIFE ACTIVITIES

NMJC offers its students a number of activities which are meant to enrich life on campus and to provide for a complete and holistic approach to your educational experience. Students can become a member of the Student Senate, join a club or organization, or take part in activities and events that are provided throughout the year. New clubs are encouraged and may be chartered through the NMJC Student Government. The following clubs are recognized by NMJC as active, productive groups, which have a positive impact throughout the campus community.

Band Club  
Campus Ambassadors  
College Democrats  
College Republicans  
Fellowship of Christian Athletes  
Mu Alpha Theta (Math)  
Phi Beta Lambda (Business)  
Phi Theta Kappa

For a description of the purpose and function of any of the above listed clubs, please contact the Student Life Office.



# STUDENT POLICIES: QUICK VIEW

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NMJC has specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the NMJC community, students have a responsibility to understand and adhere to the codes and policies that govern and prescribe acceptable student behavior. Essential components of these policies and codes are discussed briefly below. However, students should review and become familiar with the full content of each policy and code found in the *Student Handbook*.

## CODE OF CONDUCT

The college's primary function is to provide education for those persons who enroll within the system. The goal of the college is to provide an educational environment that will include the opportunity for academic, social, and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions.

Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Student Conduct and Discipline."

The college assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The college strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline. (For detailed information, please refer to the *Student Handbook*, which is available online at [www.nmjc.edu](http://www.nmjc.edu) or a hard copy is available in the Student Life Office.)

## POLICIES / REGULATIONS

### AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable law, NMJC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities.

No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of the institution's programs or activities. If a student wishes to discuss a possible accommodation or has concerns about NMJC's compliance, he or she should contact the Special Needs Services Coordinator at 575.492.2576, the Counseling Office at 575.392.5081, or e-mail [ksaucer@nmjc.edu](mailto:ksaucer@nmjc.edu).

### E-MAIL AS AN OFFICIAL MEANS OF COMMUNICATION TO STUDENTS

New Mexico Junior College (NMJC) provides an e-mail address to all registered students and uses e-mail as an official means of sending information to students. NMJC e-mail shall be considered an appropriate delivery method for official communication by New Mexico Junior College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to pay tuition and fees, apply for graduation, etc.

#### Student Responsibilities:

- Students are responsible for checking their official student e-mail regularly (at least twice a week).
- Students must be aware of mailbox capacity and insure there is sufficient space in their accounts.
- Students must recognize that certain communications may be time-critical. Students may forward e-mail from their NMJC account to another e-mail account at their own risk.
- Students will not be held responsible for college e-mail system malfunctions that limit their access to time critical information

#### College Responsibilities:

- The Computer Services Department is responsible for creating and maintaining e-mail accounts.
- The content of e-mail communications is the responsibility of the originating department.
- The college will not use e-mail to transmit sensitive or confidential information.
- Students should report problems with their student e-mail accounts to the Computer Services Department at 575-492-2500.

#### Related Policies and / or information:

- Student Records Policy (in accordance to confidentiality and privacy of records) which can be found in the NMJC Catalog <http://www.nmjc.edu/aboutnmjc/catalog.asp> and NMJC Student Handbook <http://www.nmjc.edu/student-services/publications/studenthandbook.asp>
- The Computer Usage Policy <http://www.nmjc.edu/library/information/policies/computeruse.asp>
- Steps to Setup a Student E-mail Account <http://www.nmjc.edu/currentstudents/studentemail.aspx>

# STUDENT POLICIES: QUICK VIEW

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## EQUAL OPPORTUNITY POLICY

NMJC affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, or marital status in any of its policies, practices, or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees.

This provision includes, but is not limited to, employment, admissions, testing, financial aid, and educational services. The College confirms that the above provision by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state, or local laws.

Any student who wants to file a complaint or who has questions about illegal discrimination, retaliation, or harassment based on these laws should contact the Vice President for Student Services at 575.492.2670.

## EMERGENCY CONTACT INFORMATION; CONFIDENTIALITY

All NMJC students (both those living in student housing and those residing off-campus) can designate one or more confidential emergency contacts to be maintained in NMJC's records for such purposes. All students are encouraged to identify at least two emergency contacts and to keep such information current. Students are also encouraged to provide NMJC contact information for the College to use to reach the student in emergencies or when urgent communications need to be sent to the student. See the Emergency Contact policy elsewhere in this handbook for details regarding how to designate and update your emergency contact.

Emergency contact information will be maintained as a confidential student record by NMJC and will be accessible only by authorized college officials and law enforcement as determined appropriate by the Director of Administrative Services or the Vice President of Student Services.

## FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. NMJC complies with FERPA regulations and guidelines.

### Public Directory Information

In compliance with the Family Educational Rights and Privacy Act, NMJC gives notice that directory information will be released to the general public without the written consent of the student. NMJC has defined public directory information as

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

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request at the time of each registration. Such a request will remain in effect until the student authorizes the removal in writing. Release of any additional information pertaining to student records must be authorized, in writing, by the student, except as authorized under the law. Students have the right to inspect, review, request copies of, and challenge the contents of their educational records. A fee will be charged for copies provided.

The Registrar's Office is the repository of student records. The staff will supply students with information related to their College records and refer those students requiring additional assistance to the proper College official or office.

### Students' Rights

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

- Students have the right to inspect and review information contained in their student records.  
Upon written request, the university shall provide a student access to his or her educational records except for financial records of the student's parent(s) or guardian(s) and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at a cost of ten cents per page, and an official transcript of academic record for two dollars. Educational records covered by FERPA normally will be made available within forty-five days of the request.

# STUDENT POLICIES: QUICK VIEW

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

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Dean of Enrollment Management.

## INFORMATION TECHNOLOGY USE POLICY

This policy establishes the guidelines by which NMJC's computer, network, and telecommunication systems can be used and defines what is acceptable. The prevailing concept is that technology use on campus should be for instruction, learning, academic research, and administrative purposes only. The complete policy can be found in the Student Handbook and at [www.nmjc.edu](http://www.nmjc.edu).

## MISSING STUDENT NOTIFICATION PROCEDURE

NMJC respects and promotes its students' independence and self-sufficiency. At the same time, NMJC seeks to ensure the safety and security of all persons on its campus. If you have a concern or reason to believe that an NMJC student is missing, you are strongly encouraged to make a report of your concerns.

### Reporting a Student as Missing

Any person may report any NMJC Student as missing. Concerned persons should contact NMJC Security at 575-399-2033. It is not necessary to wait twenty-four (24) hours before making a report to Security. A report should be made if a student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's life, habits, routines or plans. If a report to Security is not possible for some reason, you are encouraged to make a report directly to local law enforcement personnel.

### What Happens When a Report is Made

Upon receiving a report that a student's whereabouts are unknown under circumstances indicating the student may be missing, NMJC Security will immediately notify the Director of Administrative Services, the Vice President for Student Services and all campus housing staff of the report. Campus Security will check all campus buildings and make a thorough attempt to locate the student on the campus. Housing staff will assist by checking their area of responsibility, including the student's room. Campus Security will also try to contact the student using available information and means of communication and may request the assistance of persons who know the student in such efforts. Other campus personnel as authorized by the Director of Administrative Services or the Vice President of Student Services may pursue additional investigative activities as are reasonable under the circumstances.

### Further Actions by NMJC

If the initial efforts by NMJC to locate a student are not successful and it is determined either that the student has been missing for twenty-four (24) hours or that the available information and circumstances reasonably suggest that the student may be injured or otherwise in danger, NMJC will notify the following persons/agencies: (a) local law enforcement; (b) any Emergency Contact for the student on file with NMJC; and (c) the custodial parents or legal guardians of a student under the age of eighteen (18).

NMJC also reserves the right to notify parents, legal guardians and other family members of any student who may be missing, both in the course of trying to locate the student and upon contacting local law enforcement.

# STUDENT POLICIES: QUICK VIEW

Once local law enforcement has been notified, NMJC will coordinate and cooperate with law enforcement regarding all additional steps to be taken in trying to locate a student believed to be missing.

## SEXUAL OFFENDER REGISTRATION

As required by state statute, any person who is required to register in New Mexico as a sex offender must also register at NMJC. In compliance with NMSA 29-11A-07:

- When a sex offender who is registered or required to register is employed, begins a vocation, or is enrolled as a student at an institution of higher education in New Mexico, the sex offender shall disclose his status as a sex offender in writing to the county sheriff for the county in which the institution of higher education is located, the law enforcement entity responsible for the institution of higher education, and the registrar for the institution of higher education no later than ten days after beginning employment, beginning a vocation, or enrolling at the institution of higher education. The sex offender shall also send written notice of any change regarding his employment, vocation, or enrollment status at an institution of higher education to the county sheriff, the law enforcement entity, and the registrar no later than ten days after the change in his employment, vocation, or enrollment status.
- A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section after a first or subsequent conviction for a violation pursuant to this section is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978. The willful failure to comply with any registration requirement set forth in this section shall be deemed part of a continuing transaction or occurrence. A conviction pursuant to this subsection shall not be considered a felony for purposes of the imposition of sentencing enhancements pursuant to the provisions of Section 31-18-17 NMSA 1978.

## STUDENT COMPLAINT PROCESS

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

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

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

The complaint form will then be submitted to the Vice President for Student Services for logging purposes.

## SUBSTANCE ABUSE POLICY

It is NMJC's belief that abuse of alcohol or drugs impairs functioning, disrupts the learning process, and poses a potential threat to the safety and well being of the NMJC community. This policy statement, found in the Student Handbook and online at [www.nmjc.edu](http://www.nmjc.edu) supports NMJC's commitment to maintaining a drug- and alcohol-free campus.

Information regarding the use / abuse of drugs and alcohol by employees and students is provided pursuant to public law 101-226, Section 22, The Drug Free Schools and Communities Act Amendments of 1989. Although every effort is made to update and present current information in college publications, including this catalog, some information may be dated at the time of printing.

It is the intent of NMJC to provide students with pertinent information related to illicit drug use and / or alcohol abuse in an effort to prevent such abuse. As a recipient of federal funds, the college is obligated to inform all students that the possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities is prohibited, and is a violation of policy. Students who violate this prohibition will be subject to appropriate disciplinary action. It is also a federal requirement and a College policy that, as a condition of employment on campus, any student will notify his or her immediate supervisor within five (5) days after conviction of a criminal drug offense occurring in the workplace. NMJC is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws.

# STUDENT POLICIES: QUICK VIEW

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## Safety Information

### Student Emergency / Critical Incident Information

New Mexico Junior College is committed to providing a safe environment for all visitors, staff, and students. This Emergency/Critical Incident Information sheet is intended to highlight potential areas of risk to campus personnel and facilities. New Mexico Junior College has identified potential risks and has prepared a plan to prepare for emergencies. This will not prepare students for all eventualities, but it is intended to give students a basic awareness of disaster preparedness. Students should familiarize themselves with the information provided and be prepared to take action in the event of an emergency. (Students are encouraged to notify faculty and the Coordinator of Special Needs Services at (575) 492-2576, of potential medical conditions that may require emergency response.)

### Building Evacuation

In the event an occupied building of New Mexico Junior College has to be evacuated because of an emergency, the building representative will be contacted, and the NMJC Evacuation Plan will be activated. Classes in session will be contacted, and the instructor will be advised of the type of emergency. Should the decision be made to evacuate the building, the instructor will advise the students, who should leave the building in an orderly manner. If the campus is not being evacuated, the students will gather in a predetermined “muster area” until the emergency can be evaluated and a decision can be made regarding whether to resume or to dismiss classes. Maps indicating the safe areas determined for evacuation are distributed to students in their course syllabus.

If the campus is being evacuated, students are requested to proceed to their vehicle and drive off campus in an orderly manner, observing the traffic rules. Students living in the residential halls should return to the halls, where college transportation will be provided if needed.

### Building Safe Areas

Staff and students are responsible for knowing the location of safe areas in each of the NMJC buildings. Directional signs will be posted in each building. The buildings will be utilized in the event of a tornado, inclement weather, or flash flood situations. Staff and students are also requested to familiarize themselves with the location of fire extinguishers and fire alarms in the buildings.

### Emergency Notification System

#### Rave Mobile Safety (Emergency Notification System)

New Mexico Junior College has entered into a multiyear agreement with Rave Mobile Safety. This system allows certain key college personnel to send out emergency text, voice, and emails to individuals who work and attend classes on the campus. One example of this could be the closing or delaying of school due to inclement weather such as snow or ice. The emergency notification system also permits the notification of individuals for other emergency situations that might occur in or around the campus including campus crime alerts or other situations where there is a need to make immediate notification to students and faculty. Students and faculty are encouraged to make sure that the college has current phone numbers and email addresses.

### Specific Emergencies

- Tornado: The best protection is in an interior room on the lowest level of the building. Go to a safe area and stay until the danger has passed. If no building is available, lie in a ditch or low-lying area.
- Fire: Know the location of fire extinguishers and fire alarms in buildings. Activate the nearest fire alarm, or call 911. Evacuate the building in a calm, orderly manner. Your personal safety is more important than fighting the fire.
- Prison Escape: In the event of an escape from the Lea County Correctional Facility, notification will be made to classes in progress and decisions will be made whether to dismiss classes. All persons are requested to be good witnesses and to report suspicious activity.

### Weather—Inclement

From time to time inclement weather can pose problems for students and others using the colleges central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach centers. No student or staff member is encouraged to travel when conditions are considered dangerous. In the event of inclement weather, the following procedure will be followed:

- If conditions appear to warrant closing, postponing or restricting college activities, the President or his / her designee will make the decision as to the course of action to be taken.
- When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his /her designee will notify the NMJC Public Relations & Marketing Office, who will in turn notify the listed county radio station (KLEA 101.7 FM, KPER 95.7 FM, KEJL 100.9 FM, KLMA 96.5 FM, KYKK 1100 AM, KZOR 94.1 FM, KIXN 102.9 FM, KPZA 103.7 FM, KBIM FM 94.9, KIKZ 106.3 FM ) and television stations (KOAT, KOBR, and KBIM) using a prepared, written statement.
- Normally the decision to postpone, cancel, or otherwise restrict college classes /activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.
- Each supervisor is responsible for notifying his / her staff of any change in schedule.



## Rules Governing Classrooms and Labs

### Academic Dishonesty / Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity. The college reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other college records. (Refer to the complete policy in the Academic Policy section of this catalog.)

### Attendance

Regular, punctual attendance is required for classes at NMJC. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences, and instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to make arrangements with the affected classes /professors to take care of required work; however, arrangements for make-ups should be made within a reasonable time frame, usually within one week of absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

### Children on Campus

Children (or other non-students) are not allowed to accompany adults to class. All children who are under age 15 and are on NMJC's campus must be accompanied by an adult at all times.

### Classroom Conduct

The professor is responsible for evaluating all classroom conduct and student behavior in the class. By registering for a class, the student is assumed to have entered into an agreement with New Mexico Junior College and the professor to attend the class regularly and to behave in an appropriate manner at all times. Disruptive behavior may result in the student being removed from the class and dropped for the semester.

### Dress

Students are expected to dress appropriately on campus at all times.

### Electronic Devices

When students are in class or a lab, all cellular telephones, pagers, and beepers must be turned off or switched to silent or vibration mode. Electronic entertainment devices are to be turned off and headphones removed.

### Food and Drink

Food items and soft drinks may not be consumed in NMJC classrooms. Students are discouraged from bringing any food and drink items into the classroom even though these items remain in sealed packaging. Bottled water is the exception and is allowed in classrooms.

### Plagiarism (See Academic Integrity)

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports, or other writings of a fellow student, is guilty of plagiarism. Plagiarism violates the academic honesty policy and is considered cheating.

### Smoking

All interior spaces of the college are non-smoking areas in accordance with City of Hobbs' ordinance.

*Reminder:* Each of these rules and policies is explained more fully in the *Student Handbook* which is available online at [www.nmjc.edu](http://www.nmjc.edu) or a hard copy is available in the Student Life Office.

# ACADEMIC PROCEDURES & POLICIES

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## CATALOG LIMITATIONS

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

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

All students enrolled for any course are responsible for knowledge of the information appearing in this *College Catalog* and any updates of costs, course revisions, curriculum changes, and published course schedules. All students are responsible for knowledge of the policies and procedures in the *Student Handbook*. The *Student Handbook* contains all general student policies and the basic residence hall rules and procedures. The college reserves the right to change procedures and policies in the *Catalog* and the *Student Handbook* as deemed necessary and revise the college curricula as may be necessary and desirable.

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

## ABSENCES

### NMJC Authorized Absences

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

### Military Service

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

## ACADEMIC ADVISING & COUNSELING

### Academic Advisor

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

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

- know and meet graduation requirements;
- meet with their advisor during registration periods;



# ACADEMIC PROCEDURES & POLICIES

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

## Academic Placement & Assessment

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

## ACADEMIC RECORDS/COMPLIANCE WITH FEDERAL & STATE REGULATIONS FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

### Academic Records

The Registrar's Office maintains official academic records. The records include, but are not limited to the admissions form, high school and / or college transcripts, grades, and academic standing.

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

### Access to Student Academic Records

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

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

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

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

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

### Change of Address

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

### Change of Name

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

# ACADEMIC PROCEDURES & POLICIES

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## Public Directory Information

NMJC has defined public directory information as

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

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

## Retention of Student Records

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

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

## Social Security Number

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

## Students' Rights

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

- Students have the right to inspect and review information contained in their student records.
  - Upon written request, the university shall provide a student access to his or her educational records except for financial records of the student's parent(s) or guardian(s) and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at a cost of ten cents per page, and an official transcript of academic record for two dollars. Educational records covered by FERPA normally will be made available within forty-five days of the request.
- Students have the right to request an amendment of the contents of their records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights. Students must submit a written statement to the custodian of records clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
  - The fairness of a grade may not be challenged under this provision.
  - Any dispute over the contents of the record will be handled through informal discussions between the student and the Dean of Enrollment Management. If such meetings are not satisfactory, the student has the right to a formal hearing before an appeals committee.
- Students have the right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from their records.
  - The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, NMJC assumes no liability that may arise out of its compliance with a request that such information be withheld.
  - It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.
- Students have the right to secure a copy of the college's policy.

# ACADEMIC PROCEDURES & POLICIES

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- Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Dean of Enrollment Management.

## TRANSCRIPTS

### Release of Transcripts

Official NMJC transcripts are available directly from the Registrar's Office. Transcript request forms are available at this office and online at [www.nmjc.edu](http://www.nmjc.edu). Transcripts may be requested in person or by fax; telephone requests are not accepted. Students receive one (1) official transcript free of charge. Additional transcripts cost \$2 each. No transcript is issued until all institutional obligations are paid.

Students may obtain a copy of their transcripts from other institutions received by NMJC upon request. Students must complete a request form and pay the required fee. These transcripts are stamped "unofficial copy."

### Transcript Holds

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

## COURSE SCHEDULE INFORMATION

### COURSE LOAD

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

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

### COURSE SCHEDULE CHANGES

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

### COURSE SCHEDULE CHANGES (ADDING / DROPPING)

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

### DROPPING A CLASS OR WITHDRAWING

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

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

# ACADEMIC PROCEDURES & POLICIES

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## GRADING SYSTEM

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

## GRADE DISTRIBUTION / LETTER GRADES

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

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

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

### Grades for Nursing Students

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

90 - 100.00 = A
83 - 89.99 = B
79 - 82.99 = C
75 - 78.99 = D
0 - 74.99 = F

## DEFINITION OF LETTER GRADES

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

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

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

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

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

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

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

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

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

# ACADEMIC PROCEDURES & POLICIES

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

**NC (No Credit)** In courses taken for CR / NC, students who do not satisfactorily complete minimum course requirements will receive NC.

A grade of NC is not computed in the GPA and the student will not receive credit for the course.

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

## GRADE POINTS

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

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

## GRADE REPORTS

An end-of-the-semester grade report is issued to each student by the Office of Enrollment Management after the semester's work is completed and may be obtained on the NMJC official web site, through Self Service Banner. If a student desires to receive a paper copy of a grade report, he / she may come to the Office of Enrollment Management and receive the grade report. Unrecorded mid-semester grades are distributed by the ninth week of the long semester for advising purposes. If mid-semester grades are issued in a course, those may be accessed through the student's Self Service Banner account; access to Self Service Banner is on the NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu).

## GRADE CHANGES

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

## GRADE APPEALS

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

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

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

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

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

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

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

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

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

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

### **Profess for a formal, written Grade Appeal**

# ACADEMIC PROCEDURES & POLICIES

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## I. Written Appeal to Professor

- a. The student is to obtain the Formal Grade Appeal Form from the Academic Division in which the course was offered or from the Registrar's Office.
- b. The student is to contact the Professor and provide the Formal Grade Appeal Form with the top section already completed by the student. This is to allow written documentation of reasons for the appeal.

This contact with the Professor may be by any method including person-to-person, letter, or e-mail. If the Professor is not available, the student should submit the Formal Grade Appeal Form to the Dean who supervises the Professor. (This information may be obtained from the Registrar's Office or the Vice President of Instruction's Office.)

- c. The Professor will complete his/her part of the Form within 10 business days (Monday – Friday) following receipt of the form from the student.
- d. If the Professor agrees with the student request for grade change, within 5 business days of that decision, a Grade Change Form will be initiated by the Professor and submitted to the Registrar.
- e. If the Professor does not agree with the student, the grade remains unchanged.
- f. The student may either accept the Professor's decision or advance the appeal to the appropriate Academic Dean no later than 20 business days following receipt of the Professor's decision.

## II. Written Appeal to the Academic Dean

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

## III. Written Appeal to the Vice President of Instruction

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

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

## ACADEMIC DISHONESTY POLICY

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

### ACADEMIC DISHONESTY

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

- Cheating – Use of material, information, or study aids not permitted by the professor during tests, quizzes, or other graded in-class activities. The cheating might be premeditated as in the case of preparing “cheat sheets” or securing a copy of the test beforehand or opportunistic as in the case of looking at another student's test.
- Plagiarism – Use of another person or group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's individual work. To avoid plagiarism, a student must give credit when he/she uses:
  - o another person's idea, opinion, or theory
  - o any facts, statistics, graphs, or drawings that are not common knowledge
  - o quotations of another person's spoken or written words



# ACADEMIC PROCEDURES & POLICIES

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- o paraphrases of another person's spoken or written words
- o another person's data, solutions, or calculations without permission of the source, including an individual's computerized files
- It is the responsibility of the college student to understand what constitutes plagiarism as ignorance is not a legitimate defense against a charge of plagiarism.
- o Falsification/Fabrication – Intentional and unacknowledged invention or alteration of any data, incidents, quotations, or citations in an academic exercise.
- o Unauthorized Collaboration – Intentional sharing of information or working together on an academic exercise when such collaboration is not approved by the professor.
- o Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another student to violate any aspect of academic dishonesty.

## ACADEMIC SANCTIONS

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

## APPEAL PROCESSES

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

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

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

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

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

## ORIENTATION

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

## ACADEMIC RENEWAL—FRESH START

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

### Academic Fresh Start: Criteria

#### Student requirements:

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



# ACADEMIC PROCEDURES & POLICIES

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## Terms of Academic Fresh Start:

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

## REPEATING COURSES

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

If a student chooses to repeat a course he / she must submit a repeat class form to the Registrar's Office. The new course must have the same number of credits as the original course. All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation.

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

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

## ACADEMIC STANDING

### SCHOLASTIC HONORS

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

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

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

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

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

# ACADEMIC PROCEDURES & POLICIES

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## ACADEMIC PROBATION AND SUSPENSION

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

### Probation

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

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

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

### Suspension

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

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

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

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

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

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

### Suspension Appeals

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

# ACADEMIC PROCEDURES & POLICIES

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## GRADUATION

### GRADUATION REQUIREMENTS

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

#### Graduation / Degree Posting

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

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

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

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

Requirements for the Associate of Arts, Associate of Science, Associate of Applied Science, and certificates are listed in this catalog. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive a degree.

### GRADUATION COMMENCEMENT CEREMONY

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

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

## HONORS PROGRAM

The Honors Program provides an enhanced, creative, and supportive learning environment for talented students.

### HONORS PROGRAM REQUIREMENTS

Students may be considered for participation in the Honors Program at New Mexico Junior College if they meet one or more of the following criteria:

- graduated in the top 10% of their high school class,
- have a combined score of 1100 on the SAT (with a minimum of 500 on each part of the exam),
- have a composite score of 25 on the ACT (with a minimum of 20 in Mathematics and English),
- have a GPA of 3.25 or higher on 12 or more semester hours of college work, or
- are a member of Phi Theta Kappa

A contract is required between the student and professor detailing an Honors project. This project will be designed to take students beyond the normal requirements for the course and is not a part of the regular course grading criteria. The Honors Program is designed to offer Honors credit in a wide range of disciplines.

# DEGREE & PROGRAM OFFERINGS

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## DEGREE & PROGRAM OFFERINGS

The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees. One and two-year certificates and skill set certificates are also authorized by the Board. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree from NMJC.

### ASSOCIATE DEGREES

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

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

### GENERAL GRADUATION REQUIREMENTS

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

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

### CERTIFICATES

Certificate programs are designed primarily for those students not currently working on an associates degree. A certificate program prepares students to enter skilled or paraprofessional occupations or to upgrade work skills and knowledge.

Candidates for certificates must meet the following minimum requirements:

- A minimum of 30 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at New Mexico Junior College.
- The student must have a cumulative grade point average of at least 2.0.

# DEGREE & PROGRAM OFFERINGS: ASSOCIATE OF ARTS

## ASSOCIATE OF ARTS (AA) DEGREE

University Parallel, Transfer Program

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

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

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

### Associate of Arts Degree Plan

#### College Requirement

PS 110 College Orientation (PS 113A Freshman Seminar may be substituted for PS 110) . . . .	0
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#### General Education Requirements (40 hrs.)

EN 113 Composition and Rhetoric . . . . .	3
EN 123 Composition and Literature . . . . .	3
English Elective (200 level) . . . . .	3
Social Science Electives . . . . .	9
(AN, EC, GG, GO, HI, PI, or SO)	
Laboratory Science Electives (BI, CH, GE, PH) . . . . .	8
Behavioral Science Elective (PS or SO) . . . . .	3
Humanities Elective . . . . .	3
(AR, DR, EN, MU, PI, RE, SE, SP)	
Mathematics Elective (MA Prefix) . . . . .	3
Communications Elective (EN or SE) . . . . .	3
PY 111H Fitness for Life . . . . .	1
Physical Education Activity Elective . . . . .	1

**Electives** . . . . . 24

**Total credit hours required for AA degree:** . . . . . 64

## SUGGESTED COURSE SCHEDULING

### Semester 1

PS 110 College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110) . . . .	0
Communication Elective . . . . .	3
EN 113 Rhetoric & Composition . . . . .	3
MA Math class . . . . .	3
Social Science class . . . . .	3
Elective . . . . .	3
Elective . . . . .	3

### Semester 2

EN 123 Composition & Literature . . . . .	3
Behavior Science Elective . . . . .	3
Humanities Elective . . . . .	3
Lab Science . . . . .	4
PY 111H Fitness for Life . . . . .	1
Social Science Elective . . . . .	3

### Semester 3

EN Elective (200 level) . . . . .	3
Lab Science . . . . .	4
Social Science . . . . .	3
PY Elective . . . . .	3
Elective . . . . .	3
Elective . . . . .	3

### Semester 4

Elective . . . . .	3
Elective . . . . .	3
Elective . . . . .	3
Elective . . . . .	3
Elective . . . . .	3

# ASSOCIATE OF ARTS DEGREE PLAN

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ID#: \_\_\_\_\_

## INSTITUTIONAL REQUIREMENTS

## ELECTIVES: 24 CREDIT HOURS

Course	Course #	CR	Grade
PS 110, College Orientation OR	_____	___	___
PS 113A Freshman Seminar	_____	___	___

Course	Course #	CR	Grade
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___

## GENERAL EDUCATION REQUIREMENTS

**Behavioral Science: 3 hours**

Any PS or SO class \_\_\_\_\_ 3 \_\_\_\_\_

**Communications: 3 hours**

(Any EN or SE classes)

\_\_\_\_\_ 3 \_\_\_\_\_

**English: 9 hours**

ENG 113, Composition & Rhetoric EN 113 3 \_\_\_\_\_

ENG 123, Composition & Lit EN 123 3 \_\_\_\_\_

ENG (3 hour class) EN \_\_\_\_\_ 3 \_\_\_\_\_

**Humanities: 3 hours**

(Example: any AR, DR, EN, MU, PI, RE, SE, SP)

\_\_\_\_\_ 3 \_\_\_\_\_

**Laboratory Science: 8 hours**

(Example: any BI, CH, GE, or PH class)

\_\_\_\_\_ 4 \_\_\_\_\_

\_\_\_\_\_ 4 \_\_\_\_\_

**Mathematics: 3 hours**

MA \_\_\_\_\_ \_\_\_\_\_

**Physical Education: 2 hours**

Physical Education: 1 hour PY \_\_\_\_\_ 1 \_\_\_\_\_

PY 111H, Fitness for Life PY 111H 1 \_\_\_\_\_

**Social Science: 9 hours**

(Example: any AN, EC, GG, GO, HI, PI, or SO)

\_\_\_\_\_ 3 \_\_\_\_\_

\_\_\_\_\_ 3 \_\_\_\_\_

\_\_\_\_\_ 3 \_\_\_\_\_

**Minimum credit hours required: 64**

**Total credit hours acquired:**

**Cumulative GPA:**

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

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_

Date: \_\_\_\_\_

# DEGREE & PROGRAM OFFERINGS: ASSOCIATE OF SCIENCE

## ASSOCIATE OF SCIENCE (AS) DEGREE

University Parallel, Transfer Program

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

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

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

### Associate of Science (AS) Degree Plan

#### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110).....0

#### General Education Requirements (41 hrs.)

EN 113	Composition and Rhetoric	.....3
EN 123	Composition and Literature	.....3
	English Elective (200 level)	.....3
	Social Science Electives	.....6
	(AN, EC, GG, GO, HI, PI, or SO)	
	Laboratory Science Electives (BI, CH, GE, PH)	.....12
	Behavioral Science Elective (PS or SO)	.....3
	Humanities Elective	.....3
	(AR, DR, EN, MU, PI, RE, SE, SP)	
	Mathematics Elective (MA Prefix)	.....6
	PY 111H Fitness for Life	.....1
	Physical Education Activity Elective	.....1

**Electives** .....23

**Total credit hours required for AS degree:** .....64

## SUGGESTED COURSE SEQUENCING

### Semester 1

PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110)	.....0
EN 113	Rhetoric & Composition	.....3
MA	Math class	.....3
	Social Science class	.....3
	Elective	.....3
	Elective	.....3

### Semester 2

EN 123	Composition & Literature	.....3
	Behavior Science Elective	.....3
	Humanities Elective	.....3
	Lab Science	.....4
	Math	.....3

### Semester 3

EN	Elective (200 level)	.....3
	Lab Science	.....4
	Social Science	.....3
	PY Elective	.....3
	Elective	.....3

### Semester 4

	Elective	.....3
	Elective	.....3
	Elective	.....3
	Elective	.....3
	Elective	.....3
	Elective	.....3



# ASSOCIATE OF SCIENCE DEGREE PLAN

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ID#: \_\_\_\_\_

## INSTITUTIONAL REQUIREMENTS

Course	Course #	CR	Grade
PS 110, College Orientation OR	_____	___	____
PS 113A Freshman Seminar	_____	___	____

## ELECTIVES: 23 CREDIT HOURS

Course	Course #	CR	Grade
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____
_____	_____	___	____

## GENERAL EDUCATION REQUIREMENTS

### Behavioral Science: 3 hours

Any PS or SO class \_\_\_\_\_ 3 \_\_\_\_\_

### English: 9 hours

ENG 113, Composition & Rhetoric EN 113 3 \_\_\_\_\_

ENG 123, Composition & Literature EN 123 3 \_\_\_\_\_

ENG (3 hour class) EN \_\_\_\_\_ 3 \_\_\_\_\_

### Humanities: 3 hours

(Example: AR, DR, EN, MU, PI, RE, SE, SP classes) \_\_\_\_\_ 3 \_\_\_\_\_

### Laboratory Science: 12 hours

(Example: Any BI, CH, GE, or PH class) \_\_\_\_\_ 4 \_\_\_\_\_

\_\_\_\_\_ 4 \_\_\_\_\_

### Mathematics: 6 hours

(Any MA prefix) \_\_\_\_\_ \_\_\_\_\_

### Physical Education: 2 hours

Physical Education: 1 hour PY \_\_\_\_\_ 1 \_\_\_\_\_

PY 111H, Fitness for Life PY 111H 1 \_\_\_\_\_

### Social Science: 6 hours

(Example: Any AN, EC, GG, GO, HI, PI, or SO) \_\_\_\_\_ 3 \_\_\_\_\_

Minimum credit hours required: 64

Total credit hour acquired:

Cumulative GPA:

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

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_

Date: \_\_\_\_\_

# AUTOMOTIVE TECHNOLOGY

## AUTOMOTIVE TECHNOLOGY (AT)

- Associate of Applied Science
  - \* Ford Motor Company (ASSET) Automotive Student Service Educational Training
  - \* General Motors (ASEP) Automotive Service Educational Program
- Certificate

### Program Description

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

### Career & Advancement Opportunities

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

### Special Requirements

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

### Contact Information

Professor Tim Roberts

*troberts@nmjc.edu*

575.492.2888 or

Professor Sam Gilcrease

*sgilcrease@nmjc.edu*

575.492.2863

# AUTOMOTIVE TECHNOLOGY: ASSET

## ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY: ASSET

(Ford Motor Company (ASSET) Automotive Student Service Educational Training)

### College Requirement

- PS 110 College Orientation
- (PS 113A Freshman Seminar may be substituted for PS 110) . . . . . 0

### General Education Requirements (16 credit hours)

- EN 103 English Fundamentals for Specialized Programs . . . . . 3
- EN 113 Composition and Rhetoric . . . . . 3
- MA 114B Technical Mathematics I . . . . . 4
- PH 113 Technical Physics . . . . . 3
- PS 213B Human Relations . . . . . 3

### Departmental Requirements (76 credit hours)

- FM 113 Technology for Technicians . . . . . 3
- FM 114 Automotive Fundamentals . . . . . 4
- FM 114A Cooperative Work Experience I . . . . . 4
- FM 114B Cooperative Work Experience II . . . . . 4
- FM 114C Cooperative Work Experience III . . . . . 4
- FM 124 Electronics I . . . . . 4
- FM 124B Electronics II . . . . . 4
- FM 124C Brake Systems . . . . . 4
- FM 124D Diesel Engine Operations . . . . . 4
- FM 124E Electronics III . . . . . 4
- FM 211 Noise, Vibration, and Harshness . . . . . 1
- FM 214 Engine Repair . . . . . 4
- FM 214A Manual Drive Train and Axles . . . . . 4
- FM 214B Heating and Air Conditioning . . . . . 4
- FM 214C Automatic Transmissions and Transaxles . . . . . 4
- FM 224 Engine Performance Operation & Diagnosis . . . . . 4
- FM 224A Cooperative Work Experience IV . . . . . 4
- FM 224B Suspension and Steering Systems . . . . . 4
- FM 224C Cooperative Work Experience V . . . . . 4
- FM 234 Advanced Driveability Diagnosis . . . . . 4

### Non-Departmental Requirements (1 credit hour)

- HM 101 Safety and Hazardous Materials . . . . . 1

**Total credit hours required for the AAS . . . . . 93**

## SUGGESTED COURSE SEQUENCING

### Semester 1 (Fall, 1st year)

- PS 110 College Orientation or  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . . 0
- EN 103 English Fundamentals for Specialized Programs . . . . . 3
- FM 113 Technology for Technicians . . . . . 3
- FM 114 Automotive Fundamentals . . . . . 4
- FM 124 FM Electronics I . . . . . 4
- FM 114A FM Co-op Work Experience I . . . . . 4
- HM 101 Safety & Hazardous Material . . . . . 1
- PS 213B Human Relations . . . . . 3

### Semester 2, (Spring, 1st year)

- EN 113 Composition & Rhetoric . . . . . 3
- FM 114B Co-op Work Experience II . . . . . 4
- FM 124B FM Electronics II . . . . . 4
- FM 214 Engine Repair . . . . . 4

### Semester 3 (Summer, 1st year)

- FM 124C Brake Systems . . . . . 4
- FM 214B Heating/Air Conditioning . . . . . 4

### Semester 4 (Fall, 2nd Year)

- FM 114C Co-op Work Experience III . . . . . 4
- FM 114D Electronics III . . . . . 4
- FM 224 Engine Performance Operation & Diagnosis . . . . . 4
- FM 224B Suspension / Steering Systems . . . . . 4
- MA 114B Technical Mathematics I . . . . . 4

### Semester 5 (Spring, 2nd year)

- FM 224A Co-op Work Experience IV . . . . . 4
- FM 214A Manual Drive Train & Axles . . . . . 4
- FM 214C Automatic Transmissions & Transaxles . . . . . 4
- FM 234 Advanced Drivability Diagnosis . . . . . 3
- PH 113 Technical Physics . . . . . 3

### Semester 6 (Summer, 2nd year)

- FM 224C Co-op Work Experience V . . . . . 4

# AUTOMOTIVE TECHNOLOGY: ASEP

## ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY: ASEP (General Motors Automotive Service Educational Program)

### College Requirement

PS 110	College Orientation	
PS 113A	Freshman Seminar may be substituted for PS 110)	0

### General Education Requirements (16 credit hours)

EN 103	English Fundamentals for Specialized Programs	3
EN 113	Composition and Rhetoric	3
MA 114B	Technical Mathematics I	4
PH 113	Technical Physics	3
PS 213B	Human Relations	3

### Departmental Requirements (75 credit hours)

GM 113	Technology for Technicians	3
GM 114	Automotive Fundamentals	4
GM 114A	Cooperative Work Experience I	4
GM 114B	Cooperative Work Experience II	4
GM 114C	Cooperative Work Experience III	4
GM 124	Electronics I	4
GM 124A	Engine Performance I	4
GM 124B	Electronics II	4
GM 124C	Brake Systems	4
GM 214	Engine Repair	4
GM 214A	Manual Drive Train and Axles	4
GM 214B	Heating and Air Conditioning	4
GM 214C	Automatic Transmissions and Transaxles	4
GM 214D	Electronics III	4
GM 224	Engine Performance II	4
GM 224A	Cooperative Work Experience IV	4
GM 224B	Suspension and Steering Systems	4
GM 224C	Cooperative Work Experience V	4
GM 224D	New Product Issues	4

### Non Departmental Requirements (1 credit hour)

HM 101	Safety and Hazardous Materials	1
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**Total credit hours required for the AAS . . . . .92**

## SUGGESTED COURSE SEQUENCING

### Semester 1 (Fall, 1st year)

PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110).	0
EN 103	English Fundamentals for Specialized Programs	3
GM 113	Technology for Technicians	3
GM 114	Automotive Fundamentals	4
GM 124	FM Electronics I	4
GM 114A	FM Co-op Work Experience I	4
HM 101	Safety & Hazardous Material	1
PS 213B	Human Relations	3

### Semester 2, (Spring, 1st year)

EN 113	Composition & Rhetoric	3
GM 114B	Co-op Work Experience II	4
GM 124A	Engine Performance I	4
GM 124B	GM Electronics II	4
GM 214	Engine Repair	4

### Semester 3 (Summer, 1st year)

GM 124C	Brake Systems	4
GM 214B	Heating/Air Conditioning	4

### Semester 4 (Fall, 2nd Year)

GM 114C	Co-op Work Experience III	4
GM 114D	Electronics III	4
GM 224	Engine Performance II	4
GM 224B	Suspension / Steering Systems	4
MA 114B	Technical Mathematics I	4

### Semester 5 (Spring, 2nd year)

GM 224A	Co-op Work Experience IV	4
GM 214A	Manual Drive Train & Axles	4
GM 214C	Automatic Transmissions & Transaxles	4
GM 224D	GM New Product Issues	3
PH 113	Technical Physics	3

### Semester 6 (Summer, 2nd year)

GM 224C	Co-op Work Experience V	4
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# AUTOMOTIVE TECHNOLOGY: CERTIFICATES

## CERTIFICATE: AUTOMOTIVE TECHNOLOGY (WITHOUT CO-OP)

Requirements: A total of 37 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110	College Orientation (PS113A Freshman Seminar may be substituted for PS 110) . . . .	0
AT 113	Engine Repair . . . . .	3
AT 123C	Brake Systems . . . . .	3
AT 124	Electronics . . . . .	4
AT 124A	Engine Performance . . . . .	4
AT 213A	Manual Drive Trains and Axles . . . . .	3
AT 213B	Heating and Air Conditioning Systems . . . . .	3
AT 213C	Automatic Transmissions and Transaxles . . . . .	3
AT 223B	Suspension and Steering Systems . . . . .	3
AT 223C	Automotive Service Management . . . . .	3
HM 101	Safety and Hazardous Materials . . . . .	1
MA 114B	Technical Mathematics I . . . . .	4
PS 213B	Human Relations . . . . .	3
<b>Total credit hours required for the Certificate . . . . .</b>		<b>37</b>

## SUGGESTED COURSE SEQUENCING

Semester 1 (Fall, 1st year)		
PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110) . . . .	0
AT 113	Engine Repair . . . . .	3
AT 124	Electronics . . . . .	4
AT 213C	Automatic Transmissions & Transaxles . . . . .	3
HM 101	Safety & Hazardous Materials	
MA 114B	Technical Mathematics I . . . . .	4
Semester 2, (Spring, 1st year)		
AT 124A	Engine Performance I . . . . .	4
AT 213A	Manual Drive Trains & Axles . . . . .	3
AT 223B	GM Suspension / Steering Systems . . . . .	3
AT 223C	Automotive Service Management . . . . .	3
PS 213B	Human Relations . . . . .	3
Semester 3 (Summer, 1st year)		
AT 123C	Brake Systems . . . . .	3
AT 213B	Heating/Air Conditioning . . . . .	3

# BUSINESS

## BUSINESS

- Associate of Applied Science
- Certificates
  - Accounting
  - Administrative Assistant
  - General Management / Supervision

### Program Description

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

### Career and Advancement Opportunities

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

### Special Requirements

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

### Contact Information

Counseling Office  
575.392.5081 or  
Business, Math, & Sciences  
575.492.2801 or  
Professor Robert Guthrie  
575.492.2532

## ASSOCIATE OF APPLIED SCIENCE IN BUSINESS

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

### College Requirement

- PS 110 College Orientation
- (PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

### General Education Requirements (18 credit hours)

- EN 113 Composition and Rhetoric . . . . . 3
- EN 123 Composition and Literature . . . . . 3
- Behavioral Science . . . . . 3
- Lab Science . . . . . 4
- MA 113 College Algebra or . . . . . 3
- MA 113D Math Analysis I
- PY 111H Fitness for Life . . . . . 1
- Physical Education Activity Elective . . . . . 1

### Departmental Requirements (16 credit hours)

- AC 114 Principles of Accounting I . . . . . 4
- BU 113 Introduction to Business . . . . . 3
- BU 223 Business Communications . . . . . 3
- CS 123D Business Computer Applications . . . . . 3
- SC 223D Microsoft Word . . . . . 3

### Departmental Electives (Any Combination of 9 hours)

- AC 124 Principles of Accounting II . . . . . 4
- BU 223B Human Resource Management . . . . . 3
- EC 213 Principles of Economics (Macro) . . . . . 3
- EC 223 Principles of Economics (Micro) . . . . . 3
- SC 113B Business Calculating Machines. . . . . 3

### Emphasis Areas (21 hours of required and advisor approved related courses) Select one emphasis.

#### Accounting

- AC 213 Intermediate Accounting I . . . . . 3
- AC 223 Intermediate Accounting II . . . . . 3
- AC 213A Microcomputer Accounting I . . . . . 3
- AC 223B Microcomputer Accounting II . . . . . 3
- AC 233A Income Tax I . . . . . 3
- Course(s) approved by advisor . . . . . 6

#### Entrepreneurship

- BU 213 Principles of Management or
- BU 213G Supervision . . . . . 3
- BU 223A Marketing. . . . . 3
- BU 223C Small Business Management. . . . . 3
- BU 223D Entrepreneurship . . . . . 3
- BU 223E E-Commerce . . . . . 3
- Course(s) approved by advisor . . . . . 6

#### Executive Assistant / Office Manager

- AC 213A Microcomputer Accounting I . . . . . 3
- SC 113E Business English . . . . . 3
- SC 123 Keyboarding & Document Processing II . . . . . 3
- SC 133 Records Management. . . . . 3
- SC 223B Office Procedures . . . . . 3
- Course(s) approved by advisor . . . . . 6

#### Management

- BS 213 Business Law I. . . . . 3
- BU 213 Principles of Management. . . . . 3
- BU 213G Supervision . . . . . 3
- BU 223A Principles of Marketing . . . . . 3
- Course(s) approved by advisor . . . . . 9
- Total credit hours required for the AAS . . . . . 64

## SUGGESTED COURSE SEQUENCING

### AAS in Business Accounting Emphasis

Semester 1	
PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110)..... 0
AC 114	Principles of Accounting I..... 4
BU 113	Introduction to Business..... 3
EN 113	Composition & Rhetoric..... 3
MA 113	College Algebra OR
MA 113D	Math Analysis I..... 3
PY 111H	Fitness for Life ..... 1
Semester 2	
	Departmental Elective..... 3
EN 123	Composition & Literature..... 3
CS 123D	Business Computer Applications..... 3
	Behavioral Science (PS or SO)..... 3
	Physical Education Activity Elective..... 1
	Lab Science ..... 4
Semester 3	
	Departmental Elective..... 3
SC 113B	Business Calculating Machines ..... 3
AC 213A	Microcomputer Accounting I..... 3
AC 223	Intermediate Accounting I..... 3
BU 223	Business Communications ..... 3
SC 223D	Microsoft Word ..... 3
Semester 4	
	Departmental Elective..... 3
AC 223	Intermediate Accounting II ..... 3
AC 223B	Microcomputer Accounting II..... 3
AC 233A	Income Tax I..... 3
	Course Approved by Advisor..... 3
	Course Approved by Advisor..... 3

### AAS in Business: Executive Assistant/Office Manager

Semester 1	
PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110)..... 0
AC 114	Principles of Accounting I..... 4
BU 113	Introduction to Business..... 3
EN 113	Composition & Rhetoric..... 3
MA 113	College Algebra OR
MA 113D	Math Analysis I..... 3
PY 111H	Fitness for Life ..... 1
Semester 2	
	Departmental Elective..... 3
AC 213A	Microcomputer Accounting I..... 3
EN 123	Composition & Literature..... 3
CS 123D	Business Computer Applications..... 3
	Behavioral Science (PS or SO)..... 3
	Physical Education Activity Elective..... 1
Semester 3	
	Departmental Elective..... 3
BU 223	Business Communications ..... 3
SC 123	Keyboarding & Document Processing II..... 3
SC 133	Records Management ..... 3
SC 223D	Microsoft Word ..... 3
Semester 4	
	Departmental Elective..... 3
BU 113E	Business English..... 3
SC 223B	Office Procedures..... 3
	Course Approved by Advisor..... 3
	Course Approved by Advisor..... 3
	Lab Science ..... 4

### AAS in Business: Entrepreneurship Emphasis

Semester 1	
PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110)..... 0
AC 114	Principles of Accounting I..... 4
BU 113	Introduction to Business..... 3
EN 113	Composition & Rhetoric..... 3
MA 113	College Algebra OR
MA 113D	Math Analysis I..... 3
PY 111H	Fitness for Life ..... 1
Semester 2	
	Departmental Elective..... 3
BU 223C	Small Business Management..... 3
EN 123	Composition & Literature..... 3
CS 123D	Business Computer Applications..... 3
	Behavioral Science (PS or SO)..... 3
	Physical Education Activity Elective..... 1
Semester 3	
	Departmental Elective..... 3
BU 213	Principles of Management or
BU 213G	Supervision ..... 3
BU 223	Business Communications ..... 3
BU 223A	Marketing ..... 3
SC 223D	Microsoft Word ..... 3
Semester 4	
	Departmental Elective..... 3
BU 223D	Entrepreneurship ..... 3
BU 223E	E-Commerce..... 3
	Course Approved by Advisor..... 3
	Course Approved by Advisor..... 3
	Lab Science ..... 4

### AAS in Business: Management

Semester 1	
PS 110	College Orientation or (PS 113A Freshman Seminar may be substituted for PS 110)..... 0
AC 114	Principles of Accounting I..... 4
BU 113	Introduction to Business..... 3
EN 113	Composition & Rhetoric..... 3
MA 113	College Algebra OR
MA 113D	Math Analysis I..... 3
PY 111H	Fitness for Life ..... 1
Semester 2	
	Departmental Elective..... 3
BS 213	Business Law I..... 3
EN 123	Composition & Literature..... 3
CS 123D	Business Computer Applications..... 3
	Behavioral Science (PS or SO)..... 3
	Physical Education Activity Elective..... 1
Semester 3	
	Departmental Elective..... 3
BU 213	Principles of Management ..... 3
BU 213G	Supervision ..... 3
BU 223	Business Communications ..... 3
BU 223A	Marketing ..... 3
SC 223D	Microsoft Word ..... 3
Semester 4	
	Departmental Elective..... 3
	Course Approved by Advisor..... 3
	Course Approved by Advisor..... 3
	Course Approved by Advisor..... 3
	Lab Science ..... 4



# AAS IN BUSINESS

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## CERTIFICATE: ACCOUNTING

### Requirements

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

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
AC 114	Principles of Accounting	4
AC 124	Principles of Accounting II	4
AC 213A	Microcomputer Accounting I	3
AC 223B	Microcomputer Accounting II	3
AC 233A	Income Tax I	3
BU 223	Business Communications	3
CS 123D	Business Computer Applications	3
CS 213	Introduction to Spreadsheets	3
EC 213	Principles of Economics (Macro)	3
SC 113B	Business Calculating Machines	3
MA 113	College Algebra or	
MA 113D	Mathematical Analysis with Business Applications I	3
<b>Total credit hours required for the Certificate in Accounting.</b>		<b>35</b>

### Suggested Course Sequencing: Certificate: Accounting

#### Semester 1

PS 110	College Orientation or	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
AC 114	Principles of Accounting I	4
AC 213A	Microcomputer Accounting I	3
BU 223	Business Communications	3
CS 213	Excel	3
MA 113	College Algebra OR	
MA 113D	Math Analysis I	3

#### Semester 2

AC 124	Principles of Accounting II	4
AC 223B	Microcomputer Accounting II	3
AC 233A	Income Tax I	3
EC 213	Principles of Economics (Macro)	3
SC 113B	Business Calculating Machines	3

# BUSINESS CERTIFICATES

## CERTIFICATE: ADMINISTRATIVE

### ASSISTANT

#### Certificate Requirements

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

PS 110	College Orientation	
(PS 113A)	Freshman Seminar may be substituted for PS 110)	0
BU 223	Business Communications	3
BU 223B	Human Resource Management	3
CS 123D	Business Computer Applications	3
CS 213	Introduction to Spreadsheets	3
SC 113B	Business Calculating Machines	3
SC 113C	Business Math	3
SC 113E	Business English	3
SC 123	Keyboarding and Document Processing II	3
SC 123B	Introduction to Accounting <b>or</b>	
AC 114	Principles of Accounting	3-4
SC 133	Records Management	3
SC 223B	Office Procedures	3
SC 223D	Microsoft Word	3
<b>Total credit hours required for the Certificate</b>		<b>36</b>

## SUGGESTED COURSE SEQUENCING

### Certificate: Administrative Assistant Semester 1

PS 110	College Orientation or	
(PS 113A)	Freshman Seminar may be substituted for PS 110)	0
AC 114	Principles of Accounting I or	4
SC 123B	Introduction to Accounting	
CS 123D	Business Computer Applications	3
SC 113	Keyboarding & Document Process I (is a prerequisite for SC 123)	3
SC 113E	Business English	3
SC 223C	Business Math	3
SC 223D	Microsoft Word	3
Semester 2		
BU 223	Business Communications	3
BU 223B	Human Resource Management	3
CS 213	Introduction to Spreadsheets	3
SC 123	Keyboarding & Document Process II	3
SC 133	Records Management	3
SC 223B	Office Procedures	3
SC 113B	Business Calculating Machines	3

## CERTIFICATE: GENERAL MANAGEMENT / SUPERVISION

#### Certificate Requirements

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

PS 110	College Orientation	
(PS 113A)	Freshman Seminar may be substituted for PS 110)	0
AC 114	Principles of Accounting I or	
SC 123B	Introduction to Accounting	3
BU 113	Introduction to Business	3
BU 213	Principles of Management	3
BU 213G	Supervision	3
BU 223	Business Communications	3
BU 223A	Principles of Marketing	3
BU 223B	Human Resource Management	3
CS 123D	Business Computer Applications	3
PS 213B	Human Relations	3
SC 113C	Business Math	3
SC 113E	Business English	3
<b>Total credit hours required for the certificate</b>		<b>33</b>

## SUGGESTED COURSE SEQUENCING

### Certificate: General Management / Supervision Semester 1

PS 110	College Orientation or	
(PS 113A)	Freshman Seminar may be substituted for PS 110)	0
AC 114	Principles of Accounting I or	4
SC 123B	Introduction to Accounting	
BU 113	Introduction to Business	3
BU 213	Principles of Management	3
CS 123D	Business Computer Applications	3
SC 113E	Business English	3
SC 223C	Business Math	3
Semester 2		
BU 213G	Supervision	3
BU 223	Business Communications	3
BU 223A	Principles of Marketing	3
BU 223B	Human Resource Management	3
PS 213B	Human Relations	3

# COMPUTER INFORMATION SYSTEMS

## COMPUTER INFORMATION SYSTEMS

- Associate of Applied Science
- Certificate

### Program Description

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

### Career and Advancement Opportunities

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

### Special Requirements

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

### Contact Information

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

## ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . .0

### General Education Requirements (18 credit hours)

Behavioral Science . . . . .3  
EN 113 Composition & Rhetoric . . . . .3  
EN 123 Composition & Literature OR . . . . .3  
EN 123A Report Writing for Technicians . . . . .3  
Lab Science . . . . .4  
Math (MA Prefix) . . . . .3  
PY 111H Fitness for Life . . . . .1  
Physical Education Activity Elective . . . . .1

### Non-Departmental Requirements (9 credit hours)

AC 114 Principles of Accounting I OR  
SC 123D Introduction to Accounting. . . . .3  
BU 213 Principles of Management . . . . .3  
SC 223D Microsoft Word. . . . .3

### Departmental Requirements (12 credit hours)

CS 113 Fundamentals of Programming . . . . .3  
CS 113D Ethics & Technology . . . . .3  
CS 123D Business Computer Applications . . . . .3  
CS 213 Introduction to Spreadsheets . . . . .3

### Departmental Electives (27 credit hours of CS courses) . . . . .27

**Total credit hours required for the AAS . . . . .66**

## SUGGESTED COURSE SEQUENCING

### Semester 1

PS 110 College Orientation or  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . .0  
CS 113 Fundamentals of Programming. . . . .3  
CS 123D Business Computer Applications I . . . . .3  
EN 113 Composition & Rhetoric . . . . .3  
MA Any math class . . . . .3  
PY 111H Fitness for Life . . . . .1  
SC 223D Microsoft Word . . . . .3

### Semester 2

CS 113D Ethics and Technology . . . . .3  
CS 213 Introduction to Spreadsheets. . . . .3  
CS Any CS prefix . . . . .3  
EN 123 Composition & Literature . . . . .3  
Lab Science. . . . .4

### Semester 3

AC 114 Principles of Accounting I OR  
SC 123D Introduction to Accounting . . . . .3  
BU 213 Principles of Management . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
EN 123A Report Writing for Technicians. . . . .3

### Semester 4

Behavioral Science course . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
CS Any CS prefix . . . . .3  
Physical Education Activity Elective . . . . .1

# COMPUTER INFORMATION SYSTEMS

## CERTIFICATE: COMPUTER INFORMATION SYSTEMS

### Certificate Requirements

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

### College Requirement

PS 110 College Orientation or  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

### Departmental Requirements (12 hours)

CS 113 Fundamentals of Programming . . . . . 3  
 CS 113D Ethics and Technology . . . . . 3  
 CS 123D Business Computer Applications I . . . . . 3  
 CS 213 Introduction to Spreadsheets . . . . . 3

### Departmental Electives (24 credit hours of CS courses)

CS Any CS prefix course . . . . . 24

**Total credit hours required for the certificate . . . . . 36**

## SUGGESTED COURSE SEQUENCING

### Semester 1

PS 110 College Orientation or  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0  
 CS 113 Fundamentals of Programming . . . . . 3  
 CS 113D Ethics and Technology . . . . . 3  
 CS 123D Business Computer Applications I . . . . . 3  
 CS 213 Introduction to Spreadsheets . . . . . 3

### Semester 2

CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3

### Semester 3

CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3  
 CS Any CS prefix . . . . . 3

# COSMETOLOGY / AAS IN BARBERING

## COSMETOLOGY

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

### Program Description

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

### Career and Advancement Opportunities

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

### Requirements

Interested students must interview with the Coordinator of the Program and complete an application to the program.

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

### Contact

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

### Associate of Applied Science in Barbering

#### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

#### General Education Requirements (21 credit hours)

EN 113 Composition and Rhetoric . . . . . 3  
EN 123 Composition and Literature . . . . . 3  
Behavioral Science . . . . . 3  
Lab Science . . . . . 4  
Math (MA Prefix). . . . . 3  
SE 113 Interpersonal Communication. . . . . 3  
PY 111H Fitness for Life . . . . . 1  
Physical Education Activity Elective . . . . . 1

#### Departmental Requirements (48 credit hours)

COSM 111 Theory I . . . . . 1  
COSM 112 Hair Cutting I. . . . . 2  
COSM 112A Hair Cutting II. . . . . 2  
COSM 121 Theory II . . . . . 1  
COSM 124 Hairstyling. . . . . 4  
COSM 132 Sterilization & Sanitation . . . . . 2  
COSM 142 Shampoo, Rinses and Scalp Treatments . . . . . 2  
COSM 211 Theory III . . . . . 1  
COSM 212B Haircutting III . . . . . 2  
COSM 213 Hair Coloring/Bleaching. . . . . 3  
COSM 216 Chemical Rearranging/Perms and Relaxers. . . . . 6  
COSM 220 Cosmetology/Barbering Clinic Practicum. . . . . 10  
COSM 222 Salon Business & Board Review. . . . . 2  
COSM 225 Facials . . . . . 5  
COSM 235 Shaving/Crossover . . . . . 5

**Total credit hours required for the AAS in Barbering . . . . . 69**

**CHECK WITH YOUR ACADEMIC ADVISOR FOR COURSE SEQUENCING. STUDENTS MUST BE ACCEPTED INTO THE PROGRAM BEFORE TAKING COSMETOLOGY CLASSES.**

# AAS IN COSMETOLOGY / CERTIFICATES

## ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY

### College Requirement

PS 110	College Orientation	
	(PS 113A Freshman Seminar may be substituted for PS 110)	0

### General Education Requirements (21 credit hours)

EN 113	Composition and Rhetoric	3
EN 123	Composition and Literature	3
	Behavioral Science	3
	Lab Science	4
	Math (MA Prefix)	3
SE 113	Interpersonal Communication	3
PY 111H	Fitness for Life	1
	Physical Education Activity Elective	1

### Departmental Requirements (48 credit hours)

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

**Total credit hours required for the AAS in Cosmetology . . . . . 69**

## CERTIFICATE: BARBERING

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

PS 110	College Orientation	
	(PS 113A Freshman Seminar may be substituted for PS 110)	0
COSM 111	Theory I	1
COSM 112	Hair Cutting I	2
COSM 112A	Hair Cutting II	2
COSM 121	Theory II	1
COSM 124	Hairstyling	4
COSM 132	Sterilization & Sanitation	2
COSM 142	Shampoo, Rinses and Scalp Treatments	2
COSM 211	Theory III	1
COSM 212B	Haircutting III	2
COSM 213	Hair Coloring/Bleaching	3
COSM 216	Chemical Rearranging/Perms & Relaxers	6
COSM 220	Cosmetology/Barbering Practicum	10
COSM 222	Salon Business & Board Review	2
COSM 225	Facials	5
COSM 235	Shaving / Crossover	5

	Any PS or SO prefix course	3
SE 113	Interpersonal Communication	3

**Total credit hours required for the Certificate in Barbering . . . . . 54**

## CERTIFICATE: COSMETOLOGY

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

PS 110	College Orientation	
	(PS 113A Freshman Seminar may be substituted for PS 110)	0
COSM 111	Theory I	1
COSM 112	Haircutting I	2
COSM 112A	Haircutting II	2
COSM 115	Manicuring/Pedicuring	5
COSM 121	Theory II	1
COSM 124	Hairstyling	4
COSM 132	Sterilization and Sanitation	2
COSM 142	Shampoo, Rinses and Scalp Treatments	2
COSM 211	Theory III	1
COSM 212B	Haircutting III	2
COSM 213	Hair Coloring/Bleaching	3
COSM 216	Chemical Rearranging/Perms & Relaxers	6
COSM 220	Clinical Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

	Any PS or SO prefix course	3
SE 113	Interpersonal Communication	3

**Total credit hours required for the Certificate in Cosmetology . . . . 54**

## CERTIFICATE: COSMETOLOGY

### INSTRUCTOR

#### Certificate Description

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

#### Requirements

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

PS 110	College Orientation	
	(PS 113A Freshman Seminar may be substituted for PS 110)	0
COSM 233	Testing and Student Evaluation	3
COSM 234	Professional Educator	4
COSM 237	Course Development and Lesson Planning	7
COSM 239	Theory Teaching and Classroom Management	9
COSM 245	Theory for Instructor	5
COSM 247	Laboratory or Clinic Supervision	7
COSM 257	Teaching Methods and Teaching Aids	7

**Total credit hours required for the Certificate in  
Cosmetology Instructor . . . . . 42**

# COSMETOLOGY CERTIFICATES

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## COSMETOLOGY SKILL SET CERTIFICATES

### Skill Set Certificate: Esthetician

#### Program Description

The Esthetician Certificate Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

#### Prerequisites

Students must have proof of high school diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$25.00 Money Order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111E	Esthetician Theory	1
COSM 132	Sterilization and Sanitation	2
COSM 220E	Esthetician Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

**Total credit hours required for the Skill Set Certificate. . . . . 20**

### Skill Set Certificate: Manicurist / Facialist Specialist

#### Program Description

The Manicurist / Facialist Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

#### Requirements

Students must have proof of High School Diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$25.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111M	Manicurist/Esthetician Theory	1
COSM 115	Manicuring/Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220M	Manicurist/Facialist Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

**Total credit hours required for the Skill Set Certificate. . . . . 25**

### Manicurist / Pedicurist Skill Set Certificate

#### Program Description

The Manicuring / Pedicuring Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

#### Requirements

Students must have proof of high school diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$25.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application for from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111N	Nail Technology Theory	1
COSM 115	Manicuring / Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220P	Manicurist/Pedicurist Practicum	10
COSM 222	Salon Business and Board Review	2

**Total credit hours required for the Skill Set Certificate. . . . . 20**



# CRIMINAL JUSTICE / PUBLIC SAFETY

## CRIMINAL JUSTICE / PUBLIC SAFETY

- Associate of Applied Science in Criminal Justice
- Certificates
  - Criminal Justice
- Skills Set Certificate
  - Corrections

### Program Description

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

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

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

### Career and Advancement Opportunities

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

### Special Requirements

A minimum of 65 credit hours are required for the Associate of Applied Science degree, and the requirements for the certificates are listed below. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

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

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

### Contact Information

Dr. August Fons, Dean  
575.492.2721

## ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . .0

### General Education Requirements (20 credit hours)

EN 113 Composition and Rhetoric . . . . .3  
EN 123 Composition and Literature . . . . .3  
Behavioral Science . . . . .6  
Communications (Any SE Prefix) . . . . .3  
Math (Any MA Prefix) . . . . .3  
Physical Fitness . . . . .2  
LA 112 Physical Training & Wellness for Law Enfmt. Officers or  
CA 111X Physical Training & Wellness for Corr. Officers and  
1 PY Activity Class or  
PH 111H Fitness for Life and 1 PY Activity Class

### Departmental Requirements (18 credit hours)

CJ 113 or LA 113 Intro to Criminal Justice . . . . .3  
CJ 113B or LA 113B Substantive Criminal Law . . . . .3  
CJ 113E or LA 113E Introduction to the Courts . . . . .3  
CJ 113F Juvenile Justice & Delinquency . . . . .3  
CJ 113J or CA 113J Introduction to Corrections . . . . .3  
CJ 113P or CJ 113P Police & Society . . . . .3

### Departmental Electives (27 credit hours)

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

Any CJ / LA / CA courses  
RW or HM courses can be used -- up to 12 hours  
LS 123C Family Law . . . . .3  
LS 223B Torts/Negligence . . . . .3  
SO 223C Criminology . . . . .3

**Total credit hours required for the AAS . . . . .65**

# CRIMINAL JUSTICE / PUBLIC SAFETY

## COURSE SEQUENCING

### Semester 1

CA 111X	Physical Training & Wellness for Correction Officers OR	
PH 111H	Fitness for Life. . . . .	1
PH	Physical Activity Class . . . . .	1
EN 113	Composition & Rhetoric. . . . .	3
MA	Any math class . . . . .	3
PS 110	Orientation . . . . .	0
SE	Any communications course with a SE prefix . . . . .	3

### Semester 2

	Behavior Science Class (Any PS or SO). . . . .	3
	Behavior Science Class (Any PS or SO). . . . .	3
CJ 113B	Substantive Criminal Law . . . . .	3
CJ 113E	Introduction to the Courts . . . . .	3
CJ 113F	Juvenile Justice & Delinquency. . . . .	3
EN 123	Composition & Literature. . . . .	3

### Semester 3

CJ 113J	Introduction to Corrections . . . . .	3
CJ 113P	Police & Society . . . . .	3
LS 123C	Family Law . . . . .	3
SO 223C	Criminology . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3

### Semester 4

	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
	Any CJ/LA/CA courses (RW or HM courses can be used up to 12 hours) . . . . .	3
LS 223B	Torts/Negligence. . . . .	3

## CERTIFICATE: CRIMINAL JUSTICE

### Certificate Description

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

PS 110	College Orientation	
(PS 113A	Freshman Seminar may be substituted for PS 110) . . . .	0
LA 111	First Aid/CPR for Public Safety . . . . .	1
LA 112	Physical Training & Wellness for Law Enfnt Officers . . . .	2
LA 113	Introduction to Criminal Justice . . . . .	3
LA 113B	Substantive Criminal Law. . . . .	3
LA 113E	Introduction to the Courts . . . . .	3
LA 113P	Introduction to Policing . . . . .	3
LA 114	Custody, Control, Chem Agents & Officer Safety . . . . .	4
LA 121	Case Preparation & Presentation. . . . .	1
LA 123F	Traffic Law & Accident Investigation . . . . .	3
LA 123P	Law Enforcement Patrol Procedures. . . . .	3
LA 213A	Criminal Investigation . . . . .	3
LA 213B	Criminal Procedure. . . . .	3

**Total credit hours required for the Certificate in Criminal Justice . 32**

## SKILLS SET CERTIFICATE: CORRECTIONS

### Skill Set Certificate Description

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

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

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

# EARLY CHILDHOOD EDUCATION

## EARLY CHILDHOOD EDUCATION

- Associate of Arts (AA) in Early Childhood Education
- Certificate

### Program Description

Early Childhood Education is appropriate for those students planning to work with children from birth through eight-years-old. In order to meet New Mexico state competencies, the Associate of Arts degree for Early Childhood Education has specific course requirements. Sixty-four (64) semester hours are needed. Upon satisfactory completion of the Early Childhood Education core (26 hours), plus Composition and Rhetoric (EN 113, 3 hrs.), and Early Childhood Growth and Development (EG 213G, 3 hrs.), the student will be awarded a certificate from the State of New Mexico-Office of Child Development.

### Career & Advancement Opportunities

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

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

### Special Requirements

A minimum of twelve (12) semester hours must be earned at NMJC. All courses, other than General Education Requirements, must be completed with a "C" or better. Many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer.

### Contact

Professor Lynda Newman  
575.492.2826  
Professor Ruth Wong  
575.492.2839

## ASSOCIATE OF ARTS IN EARLY CHILDHOOD EDUCATION

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . 0

### General Education Requirements (38 hours)

EN 113 Composition and Rhetoric . . . . . 3  
EN 123 Composition and Literature . . . . . 3  
ED 213G Early Childhood Growth & Development . . . . . 3  
SE Prefix . . . . . 3  
Social Science . . . . . 3  
Social Science . . . . . 3  
Social Science . . . . . 3  
Lab Science . . . . . 4  
Lab Science . . . . . 4  
MA Prefix . . . . . 3  
Humanities . . . . . 3  
Humanities . . . . . 3

### Departmental Requirements (26 hours)

ED 112 Professionalism . . . . . 2  
ED 112A Practicum I-L . . . . . 2  
ED 113A Guiding Young Children . . . . . 3  
ED 113B Curriculum Development & Implementation I . . . . 3  
ED 123 Family & Community Collaboration . . . . . 3  
ED 212 Practicum II-L . . . . . 2  
ED 213C Assessment of Children & Evaluation of Programs. . 3  
ED 222 Health, Safety, & Nutrition . . . . . 2  
ED 223C Curriculum Development & Implementation II . . . . 3  
ED 223D Introduction to Reading & Literacy Development . . 3

**Total credit hours required for AA in Early Childhood: . . . . . 64**

## COURSE SEQUENCING

### Semester 1

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

### Semester 2

ED 112A Practicum I-L . . . . . 2  
ED 113B Curriculum Development & Implementation . . . . . 3  
ED 213G Early Childhood Growth & Development . . . . . 3  
EN 123 Composition & Literature . . . . . 3  
MA Any math course . . . . . 3  
SE Any SE course . . . . . 3

### Semester 3

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

### Semester 4

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

# EARLY CHILDHOOD EDUCATION

## CERTIFICATE IN EARLY CHILDHOOD

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

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
ED 112	Professionalism	2
ED 112A	Practicum 1-L	2
ED 113A	Guiding Young Children	3
ED 113B	Curriculum Development & Implementation I	3
ED 123	Family & Community Collaboration	3
ED 212	Practicum II-L	2
ED 213C	Assessment of Children & Evaluation of Programs	3
ED 213G	Childhood Growth, Development & Learning	3
ED 222	Health, Safety, & Nutrition	2
ED 223C	Curriculum Development & Implementation II	3
ED 223D	Introduction to Reading & Literacy Development	3
EN 113	Composition and Rhetoric	3
<b>Total credit hours required for certificate</b>		<b>32</b>

## COURSE SEQUENCING

Semester 1		
ED 112	Professionalism	2
ED 112A	Practicum 1-L	2
ED 113A	Guiding Young Children	3
ED 113B	Curriculum Development & Implementation	3
ED 213G	Early Childhood Growth & Development	3
EN 113	Composition & Rhetoric	3
PS 110	College Orientation	0
Semester 2		
ED 123	Family & Community Collaboration	3
ED 212	Practicum II-L	2
ED 213C	Assessment of Children & Evaluation of Programs	3
ED 222	Health, Safety, & Nutrition	3
ED 223C	Curriculum Development & Implementation II	3
ED 223D	Introduction to Reading & Literacy Development	3

## ENERGY TECHNOLOGY

- Associate of Applied Science in Energy Technology
- Certificates

Students must maintain a cumulative grade point average of at least 2.0.

### Contact Information

Phillip Roybal  
575.492.4714

## AAS IN ENERGY TECHNOLOGY

### College Requirement

PS 110 College Orientation ..... 0  
(PS 113A Freshman Seminar may be substituted for PS 110) ..... 0

### General Education Requirements (19 credit hours)

EN 113 Composition & Rhetoric ..... 3  
EN 123A Report Writing for Technicians ..... 3  
MA Any MA Prefix course (Math class) ..... 3  
MA Any MA Prefix course (Math class) ..... 3  
PH 114C Introduction to Physics or  
CH 114 Current Concepts of Chemistry ..... 4  
SE Any SE Prefix course (Communication class) ..... 3

### Departmental Requirements (30 credit hours)

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

### Emphasis (Choose 1 area)

#### Radiological Control (24 credit hours)

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

#### Nuclear Technician (18 credit hours)

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

### Total minimum credit hours required for the AAS in

Energy Technology ..... 67

## SUGGESTED COURSE SEQUENCING

### AAS in Energy Technology: Radiological Control Emphasis

#### Semester 1, (Fall, 1st eight weeks)

PS 110 College Orientation ..... 0  
CH 114 Current Concepts of Chemistry (16 weeks) ..... 4  
PH 114C Introduction to Physics (16 weeks) ..... 4  
EN 113 Composition & Rhetoric ..... 3  
INDT 113E Basic Electrical Theory ..... 3  
MA Any math class ..... 3

#### Semester 2 (Fall, 2nd eight weeks)

EN 123A Report Writing for Technicians (16 weeks) ..... 3  
MA Any math class ..... 3  
RW 133 Standards & Theory of Radiological Control ..... 3  
RW 213 Radiological Control Systems ..... 3  
RW 213A Radiological Monitoring & Protection ..... 3

#### Semester 3 (Spring, 1st eight weeks)

INDT 113F Fundamentals of Instrumentation & Controls ..... 3  
INDT 113N Fundamentals of Nuclear Science ..... 3  
INDT 123 Introduction to Thermodynamics, Heat Transfer . 3  
INDT 213A Fundamentals of Prints & Drawings for Techs. .... 3

#### Semester 4 (Spring, 2nd eight weeks)

RW 113A Introduction to Radiological Control ..... 3  
RW 123 Fundamentals of Radiological Control ..... 3  
RW 223 Radiological Transportation & Emergencies ..... 3  
RW 223A Radiological Instrumentation ..... 3  
SE Any Communications course (SE prefix) ..... 3

#### Semester 5 (Summer, eight weeks)

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

#### Semester 6 (Fall, 1st eight weeks)

HM 223 Environmental Health & Safety ..... 3  
INDT 113G Computer Applications for Energy Technicians .. 3  
INDT 213B Material Science for the Energy Industry ..... 3

### AAS in Energy Technology: Nuclear Technician Emphasis

#### Semester 1, (Fall, 1st eight weeks)

PS 110 College Orientation ..... 0  
CH 114 Current Concepts of Chemistry (16 weeks) ..... 4  
PH 114C Introduction to Physics (16 weeks) ..... 4  
EN 113 Composition & Rhetoric ..... 3  
INDT 123B Nuclear Physics & Reactor Theory ..... 3

#### Semester 2 (Fall, 2nd eight weeks)

EN 123A Report Writing for Technicians (16 weeks) ..... 3  
MA Any math class ..... 3  
INDT 213 Fundamentals of Vacuum Technology ..... 3

#### Semester 3 (Spring, 1st eight weeks)

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

#### Semester 4 (Spring, 2nd eight weeks)

INDT 223A Nuclear Safety & Reliability ..... 3  
SE Any Communications course (SE prefix) ..... 3

#### Semester 5 (Summer, eight weeks)

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

#### Semester 6 (Fall, 1st eight weeks)

INDT 113D Nuclear Chemistry ..... 3  
INDT 113E Basic Electrical Theory ..... 3  
INDT 113G Computer Applications for Energy Technicians .. 3  
INDT 213B Material Science for the Energy Industry ..... 3  
INDT 123C Mechanical Science ..... 3  
RW 113A Introduction to Radiological Control ..... 3

# ENERGY TECHNOLOGY

## CERTIFICATE: ENERGY TECHNICIAN

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

PS 110	College Orientation	0
(PS 113A)	Freshman Seminar may be substituted for PS 110)	
EN 113	Composition & Rhetoric	3
EN 123A	Report Writing for Technicians	3
HM 223	Environmental Health & Safety	3
HM 223B	Transportation of Hazardous Material	3
INDT 113E	Basic Electrical Theory	3
INDT 113F	Fundamentals of Instrumentation & Controls	3
INDT 113G	Computer Applications for Energy Technicians	3
INDT 123	Introduction to Thermodynamics, Heat Transfer, & Fluid Flow	3
INDT 123A	Introduction to Programmable Logic Controllers	3
INDT 213A	Fundamentals of Prints & Drawings for Technicians	3
INDT 223	Introduction to Process Management	3
MA 113C	Technical Mathematics I	3

**Total minimum credit hours required for the Energy Technician Certificate** ..... 36

## SUGGESTED COURSE SEQUENCE

### Certificate: Energy Technician

<b>Semester 1, (Fall, 1st eight weeks)</b>		
PS 110	College Orientation	0
EN 123A	Report Writing for Technicians	3
<b>Semester 2 (Fall, 2nd eight weeks)</b>		
EN 113	Composition & Rhetoric	3
MA	Any math class	3
<b>Semester 3 (Spring, 1st eight weeks)</b>		
HM 223	Environmental Health & Safety	3
INDT 113F	Fundamentals of Instrumentation & Controls	3
INDT 123	Introduction to Thermodynamics, Heat Transfer	3
INDT 213A	Fundamentals of Prints & Drawings for Techs.	3
<b>Semester 4 (Summer, eight weeks)</b>		
HM 233B	Transportation of Hazardous Material	3
INDT 123A	Introduction to Programmable Logic Controllers	3
INDT 223	Introduction to Proces Mangement	3
<b>Semester 5 (Fall, 1st eight weeks)</b>		
INDT 113E	Basic Electrical Theory	3
INDT 113G	Computer Applications for Energy Technicians	3

## CERTIFICATE: NUCLEAR TECHNICIAN

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

PS 110	College Orientation	0
(PS 113A)	Freshman Seminar may be substituted for PS 110)	
EN 113	Composition & Rhetoric	3
EN 123A	Report Writing for Technicians	3
INDT 113D	Nuclear Chemistry	3
INDT 113G	Computer Applications for Energy Technicians	3
INDT 113N	Fundamentals of Nuclear Science	3
INDT 123B	Nuclear Physics & Reactor Theory	3
INDT 123C	Mechanical Science	3
INDT 213	Fundamentals of Vacuum Technology	3
INDT 223	Introduction to Process Management	3
INDT 223A	Nuclear Safety & Reliability	3
MA 113C	Technical Mathematics I	3

**Total minimum credit hours required for the Nuclear Technician Certificate** ..... 34

## SUGGESTED COURSE SEQUENCE

### Certificate: Nuclear Technician

<b>Semester 1, (Fall, 1st eight weeks)</b>		
PS 110	College Orientation	0
EN 123A	Report Writing for Technicians	3
INDT 123B	Nuclear Physics & Reactor Theory	3
<b>Semester 2 (Fall, 2nd eight weeks)</b>		
EN 113	Composition & Rhetoric	3
INDT 213	Fundamentals of VAcuum Technology	3
MA	Any math class	3
<b>Semester 3 (Spring, 1st eight weeks)</b>		
INDT 113N	Fundamentals of Nuclear Science	3
<b>Semester 4 (Spring, 2nd eight weeks)</b>		
INDT 223A	Nuclear Safety & Realiability)	3
<b>Semester 5 (Summer, eight weeks)</b>		
INDT 223	Introduction to Proces Mangement	3
<b>Semester 6 (Fall, 1st eight weeks)</b>		
INDT 113D	Nuclear Chemistry	3
INDT 113G	Computer Applications for Energy Technicians	3
INDT 123C	Mechanical Science	3

# ENERGY TECHNOLOGY CERTIFICATES

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## CERTIFICATE: RADIOLOGICAL CONTROL TECHNICIAN

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

PS 110	College Orientation . . . . .	0
(PS 113A	Freshman Seminar may be substituted for PS 110)	
EN 113	Composition & Rhetoric . . . . .	3
EN 123A	Report Writing for Technicians . . . . .	3
INDT 113G	Computer Applications for Energy Technicians . . .	3
INDT 223	Introduction to Process Management . . . . .	3
MA 113C	Technical Mathematics I . . . . .	3
RW 113A	Introduction to Radiological Control . . . . .	3
RW 123	Fundamentals of Radiological Control . . . . .	3
RW 133	Standards & Theory of Radiological Control . . . . .	3
RW 213	Radiological Control Systems . . . . .	3
RW 213A	Radiological Monitoring & Protection . . . . .	3
RW 223	Radiological Transportation & Emergency . . . . .	3
RW 223A	Radiological Instrumentation . . . . .	3

**Total minimum credit hours required for the Radiological Control Technician Certificate . . . . . 36**

## SUGGESTED COURSE SEQUENCE

Certificate: Radiological Control

### Semester 1, (Fall, 1st eight weeks)

PS 110	College Orientation . . . . .	0
EN 113	Composition & Rhetoric . . . . .	3
EN 123A	Report Writing for Technicians (16 weeks) . . . . .	3

### Semester 2 (Fall, 2nd eight weeks)

MA	Any math class . . . . .	3
RW 133	Standards & Theory of Radiological Control . . . . .	3
RW 213	Radiological Control Systems . . . . .	3
RW 213A	Radiological Monitoring & Protection . . . . .	3

### Semester 3 (Spring, 2nd eight weeks)

RW 113A	Introduction to Radiological Control . . . . .	3
RW 123	Fundamentals of Radiological Control . . . . .	3
RW 223	Radiological Transportation & Emergencies . . . . .	3
RW 223A	Radiological Instrumentation . . . . .	3

### Semester 4 (Summer, eight weeks)

INDT 223	Introduction to Process Management . . . . .	3
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### Semester 5 (Fall, 1st eight weeks)

INDT 113G	Computer Applications for Energy Technicians . . .	3
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# INDUSTRIAL TECHNOLOGY

## INDUSTRIAL TECHNOLOGY

- Associate of Applied Science in Industrial Technology

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

### Contact Information

Steve Saucedo  
575.492.4713

For suggested course sequencing, contact an academic advisor or Dean McCool.

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

### General Education Requirements (20 credit hours)

CH 114 Current Concepts of Chemistry . . . . . 4  
CS 123D Business Computer Applications . . . . . 3  
EN 123A Report Writing for Technicians. . . . . 3  
MA 114B Technical Math I . . . . . 4  
PY 213B First Aid and CPR . . . . . 3  
SE 113 Interpersonal Communication . . . . . 3

### Program Requirements (47 credit hours)

HM 101 Safety and Hazardous Materials . . . . . 1  
INDT 113 First Line Maintenance . . . . . 3  
INDT 113A Introduction to OSHA . . . . . 3  
INDT 113B Industrial Practices and Principles . . . . . 3  
PH 113V Fundamentals of Vacuum Technology **or**  
INDT 113C Logistics for Technicians . . . . . 3  
INDT 216A Coop Work Experience 1 . . . . . 6  
INDT 216B Coop Work Experience 2 . . . . . 6  
INDT 216C Coop Work Experience 3 . . . . . 6  
INDT 216D Coop Work Experience 4 . . . . . 6  
NT 111 Quality Assurance for Technicians . . . . . 1  
PS 213A Psychology of Adjustment . . . . . 3  
RW 113 Radiological Safety . . . . . 3  
SO 233 Cultural Diversity . . . . . 3

### Electives as Required by Sponsor (0 – 11 credit hours)

WE 114 Introduction to Welding . . . . . 4  
WE 124 Advanced Welding . . . . . 4  
WE 214 Inert Gas Welding . . . . . 4

**Total credit hours required for the AAS in  
Industrial Technology . . . . . 67**

**CHECK WITH YOUR ACADEMIC ADVISOR FOR COURSE SEQUENCING.**

# LEGAL ASSISTANT / PARALEGAL

## LEGAL ASSISTANT / PARALEGAL

- Associate of Applied Science

### Contact Information

Becca Titus  
btitus@nmjc.edu  
575.492.2714

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . . 0

### General Education Requirements (21 credit hours)

Behavioral Science . . . . . 3  
Communication (SE Prefix) . . . . . 3  
EN 113 Composition and Rhetoric. . . . . 3  
EN 123 Composition and Literature. . . . . 3  
Lab Science. . . . . 4  
Math (MA Prefix) . . . . . 3  
PY 111H Fitness for Life . . . . . 1  
Physical Education Activity Elective . . . . . 1

### Departmental Requirements (29 credit hours)

CJ 113B Criminal Law . . . . . 3  
LS 112 Legal Ethics . . . . . 2  
LS 113 Introduction to the Legal System . . . . . 3  
LS 113A Introduction to Legal Research and Writing. . . . . 3  
LS 113C Introduction to Paralegal Studies . . . . . 3  
LS 123C Family Law . . . . . 3  
LS 213 Law Office Operations and Management . . . . . 3  
LS 213A Civil Procedure . . . . . 3  
LS 213B Practicum/Internship . . . . . 3  
LS 223A Trial Preparation and Procedures . . . . . 3

### Legal Specialty Electives (Select 9 credit hours)

Classes from the following prefixes can be used to satisfy the legal specialty requirements or any LS or CJ course prefix.

AC 114 Principles of Accounting I . . . . . 4  
BS 213 Business Law I . . . . . 3  
BS 223 Business Law II . . . . . 3  
SC 123B Introduction to Accounting. . . . . 3

### Specialized Requirements (6 credit hours)

SC 113E Business English or  
BU 223 Business Communications . . . . . 3  
SC 223D Microsoft Word or  
CS 123D Business Computer Applications . . . . . 3

**Total credit hours required for the AAS . . . . . 65**

## SUGGESTED COURSE SEQUENCING

In order to complete the program in a timely manner, the following course sequencing is offered as an example of how to schedule courses.

### Semester 1

PS 110 College Orientation . . . . . 0  
Behavior Science (Any PS or SO). . . . . 3  
EN 113 Composition & Rhetoric. . . . . 3  
LS 113 Introduction to Legal System . . . . . 3  
LS 113C Introduction to Paralegal Studies. . . . . 3  
MA Any math course. . . . . 3  
PH 111H Fitness for Life. . . . . 1

### Semester 2

CS 123D Business Computer Applications OR  
SC 223D Microsoft Word. . . . . 3  
EN 123 Composition & Literature. . . . . 3  
Lab Science . . . . . 4  
LS 112 Legal Ethics . . . . . 2  
LS 113A Introduction to Research & Writing . . . . . 3

### Semester 3

BU 223 Business Communication OR  
SC 113E Business English . . . . . 3  
LS 213 Law Office Operations & Management. . . . . 3  
Select 9 hours from the list . . . . . 9

### Semester 4

LS 113B Substantive Criminal Law . . . . . 3  
LS 123 Family Law . . . . . 3  
LS 213A Civil Procedure . . . . . 3  
LS 213B Practicum/Internship. . . . . 3  
LS 223A Trial Preparation & Procedures . . . . . 3  
SE Any communication course with SE prefix . . . . . 3

# NURSING

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## NURSING

- Associate of Applied Science in Nursing (RN)
- Certificate of Completion in Practical Nursing (LPN)

### Program Description

“Nursing is both an art and a science, founded on a professional body of knowledge that integrates concepts from the liberal arts and the biologic, physical, psychological and social sciences. It is a learned profession based on an understanding of the human condition across the lifespan and the relationships of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills and technologies and client care activities into evidence-based nursing practice. The goal of nursing for client care in any setting is preventing illness; alleviating suffering; protecting and restoring health; and promoting dignity in dying.” National Council of State Boards of Nursing, 2007.

The mission of the Nursing Program is to promote success through learning by facilitating acquisition of the knowledge, attitudes, and skills required by entry-level nurses to provide legal, ethical, safe, and effective nursing care for individuals, families, and groups within our community. New Mexico Junior College Nursing Program offers a two-year registered nursing education program with a LPN option. The curriculum includes classroom, laboratory, and supervised clinical instruction.

### Contact Information

Delores Thompson, MSN, RN, CNE, FNP-BC  
Director of Nursing  
McLean Hall, Room 116  
575.492.2519  
dthompson@nmjc.edu

### Degree and Certificate Offerings

Associate of Applied Science Degree in Nursing (RN)

Students who successfully complete course requirements for Level I, Semesters I and II and Level II, Semesters III and IV receive an Associate of Applied Science Degree (AAS) in Nursing and are eligible to write the National Council Licensing Examination-Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

### Certificate of Completion for Practical Nursing (LPN)

Students who successfully complete course requirements for Level I, Semesters I and II and Level II, Semester III receive a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination-Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN).

### Employment Opportunities

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

### Career Advancement Opportunities

NMJC Nursing Program graduates may continue their education by pursuing a Bachelor of Science, Master of Science, or Doctorate of Science in Nursing Degrees, as well as Clinical Nurse Specialist or Nurse Practitioner certifications to pursue leadership positions in nursing and the health care community.

## Registered Nursing Program Admission Requirements

### Step One: Completion of Pre-Nursing Requirements

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

### Prerequisite Course Requirements:

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

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

### Nursing Program Required Prerequisite Courses (29 credit hours)

BI 214A Human Anatomy & Physiology I\* . . . . . 4  
BI 224 Microbiology\* . . . . . 4  
BI 224A Human Anatomy & Physiology II\* . . . . . 4

EN 113	Composition & Rhetoric . . . . .	3
ME 111	Medical Terminology I* . . . . .	1
ME 121	Medical Terminology II* . . . . .	1
HE 113	Introduction to Nutrition* . . . . .	3
PS 223B	Human Growth & Development* . . . . .	3
PS 113	Introduction to Psychology . . . . .	3
SE 113	Interpersonal Communication . . . . .	3

\* course must be taken within the three years prior to end of the spring semester before fall admission to Nursing Program.

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

The cumulative GPA for BI 214A Human Anatomy and Physiology I and BI 224A Human Anatomy and Physiology II contributes 60% of the ranking status for admission to the Nursing Program.

### **Nurse Aide Requirement**

The pre-nursing student must complete one of the following options:

Option 1: The pre-nursing student must provide proof of current nurse aide certification by the admission application deadline of May 20th for fall admission to the Nursing Program.

Option 2: The pre-nursing student must complete the NMJC Certified Nurse Aide Course within the one-year period prior to the admission application deadline of May 20th for fall admission to the Nursing Program.

### **Basic Math Proficiency Requirement**

The pre-nursing student must take the COMPASS Pre-algebra Math Examination and achieve a score of 36 or higher within the one-year period prior to the admission deadline of May 20. If the pre-nursing student scores below 36 on the COMPASS Pre-algebra Math Examination, he/she must complete TS 113E Basic Math with a grade of C or higher within the one-year period prior to the admission application deadline of May 20th for fall admission to the Nursing Program.

### **Test of Essential Academic Skills (TEAS) Requirement**

The pre-nursing student must take the Test for Essential Academic Skills (TEAS) by the admission application deadline of May 20th for fall admission to the Nursing Program and achieve the following scores:

- TEAS: Reading Section – Adjusted Individual Score of 40% or higher
- TEAS: Math Section – Adjusted Individual Score of 40% or higher
- TEAS: Science Section - Adjusted Individual Score of 40% or higher
- TEAS: English Section – Adjusted Individual Score of 40% or higher
- Adjusted Individual Total Score of 70% or higher

The TEAS may be taken a maximum of two times per year. Only the TEAS scores achieved within the one-year period prior to the May 20th application deadline for fall admission to the Nursing Program are considered in the admission process.

**The TEAS Adjusted Individual Total Score contributes 40% of the ranking status for admission to the Nursing Program.**

A TEAS study guide is available for purchase at Assessment Technologies Institute website: [www.atitesting.com](http://www.atitesting.com).

## **Step Two: Completion of Nursing Program Admission Application Requirements**

The pre-nursing student must complete the pre-nursing requirements prior to submitting an application for admission to the Nursing Program.

### **Nursing Program Admission Application Requirements**

1. The student must be concurrently admitted to New Mexico Junior College and the Nursing Program in accordance with the admission requirements stated in the NMJC Catalog. Admission to NMJC and admission to the Nursing Program require two separate applications. Admission to NMJC does not mean admission to the Nursing Program. A student must be in good academic standing with NMJC upon admission to the Nursing Program and continue in good academic standing with NMJC throughout enrollment in the Nursing Program. The student must maintain a minimum 2.0 overall.
2. The student must complete the application process for admission to the Nursing Program by the May 20th application for admission deadline for the fall semester. If the application process is not completed by 5:00 p.m. on May 20th, the application will not be considered in the initial selection process for fall admission to the Nursing Program. Applications and forms are available in the Nursing Program Office.

# NURSING

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A completed admission application must contain the following documents:

1. Completed nursing application form
2. Completed personal data sheet
3. Completed student information form
4. Highest TEAS scores meeting all TEAS requirements
5. Proof of current certification as a nurse aide (CNA) or proof of successful completion of a certified nurse aide course within the one-year period prior to the admission application deadline of May 20th for fall admission to the Nursing Program.
6. A copy of the student's high school transcript including graduation date or earned GED scores. It is the student's responsibility to request that his or her official high school transcript be sent to the NMJC Registrar's Office,\* and then request that the NMJC Registrar's Office forward a copy to the NMJC Nursing Program Office.
7. A copy of all of the student's college transcript(s) and transcript evaluation. It is the student's responsibility to request that his or her official college transcript(s) be sent to the NMJC Registrar's Office,\* and then request that the NMJC Registrar's Office forward a copy to the NMJC Nursing Program Office. The transcript must reflect completion of all required prerequisite courses.\*

\*Official transcripts from accredited high schools or GED scores and all official college transcripts and CLEP scores must be forwarded directly from the originating institution to the NMJC Registrar's Office for evaluation or delivered in an envelope sealed by the institution granting credit. All official transcripts must be received by the NMJC Registrar's Office by the May 20th deadline for fall admission to the Nursing Program.

**It is the student's responsibility to verify his/her application is complete prior to the admission application deadline of May 20th for fall admission to the Nursing Program. Incomplete applications will not be considered in the admission selection process.**

The NMJC Nursing Program reserves the right to deny consideration for admission to any admission application that does not meet the established Nursing Program admission application requirements.

## Step Three: Completion of Nursing Program Admission Eligibility Requirements

Initial admission eligibility is based on the following criteria:

1. Satisfactory completion of all pre-nursing requirements by the May 20th deadline for fall admission to the Nursing Program.
2. Satisfactory completion of admission application requirements by the May 20th deadline for fall admission to the Nursing Program.

## Step Four: Nursing Program Selective Admission Process

The Nursing Program utilizes selective admission criteria.

Applications for admission to Level I (the first year) of the Nursing Program will be accepted in the NMJC Nursing Program Office through May 20th for fall admission to the Nursing Program. Only the admission applications completed by the deadline will be considered in the initial admission selection process.

### Initial Admission Selection Process

1. A ranking score is determined for each student meeting the Nursing Program admission eligibility requirements. The student's ranking score is determined by formula utilizing the following scores:
  - The student's cumulative GPA of 2.5 or higher for BI 214A Human Anatomy and Physiology I and BI 224A Human Anatomy and Physiology II contributes 60% of the ranking score for admission to the Nursing Program.
  - The student's TEAS Adjusted Individual Total Score of 70% or higher contributes 40% of the ranking score for admission to the Nursing Program.
2. All ranking scores are placed in order from highest score to lowest score.
3. The students with the highest ranking scores are selected for admission to the fall semester of the Nursing Program until maximum enrollment has been reached. Class size is limited.
4. Each student will be notified by mail of his/her admission selection to the fall semester of the Nursing Program.

### Applications Not Selected in the Initial Admission Selection Process

Admission applications that met the admission eligibility requirements but were not selected before maximum enrollment was reached during the initial selection process are placed in a prospective applicant pool.

### Applications for Admission Completed After the Due Date

Completed admission applications received after the May 20th deadline for fall admission to the Nursing Program but prior to the NMJC last day to add or enroll for credit are placed in the prospective applicant pool.

## **Subsequent Admissions to the Level I - Fall Semester of the Nursing Program**

When admission space(s) become available in the Nursing Program after the initial selection process but prior to the NMJC last day to add or enroll for credit, the current prospective applicant pool is ranked and the students with the highest ranking scores are selected for admission to the fall semester of the Nursing Program until the space(s) are filled.

## **NURSING PROGRAM REQUIREMENTS AFTER ADMISSION**

After a student is admitted to the Nursing Program, he/she must provide proof of compliance with the following requirements:

- Maintenance of current CPR certification throughout Nursing Program enrollment
- Initial two-step negative tuberculosis (TB) screening and annual rescreening
- Rubella immunity (rubella titer) or measles, mumps and rubella (MMR) injection
- Physical examination completed by a health care provider utilizing the NMJC Physical Examination Form with full release for clinical participation
- Maintenance of health insurance throughout Nursing Program enrollment (student insurance is available for purchase)
- Completion of Hepatitis B vaccination series or sign a declination statement
- Clear criminal background check from certifiedbackground.com (see the following Criminal Background Check Section)
- Maintenance of malpractice insurance throughout Nursing Program enrollment
- Compliance with NMJC Nursing Program Substance Use / Abuse Screening / Testing Policies throughout nursing program enrollment

## **LEGAL ISSUES AFFECTING NURSING STUDENTS**

### **Felony Conviction**

Most states do not allow a person who has been previously convicted of a felony to be licensed as a nurse. Prior to submitting an application for admission to the Nursing Program, prospective nursing students with a felony conviction should make an appointment with the Director of NMJC Nursing Program to discuss legal issues.

### **Non-compliance with the State of New Mexico Parental Responsibility Act (child support law)**

The New Mexico Board of Nursing will deny the application for licensure from any graduate who is not in compliance with the State of New Mexico Parental Responsibility Act (child support law). A student who is not in compliance with this law or has questions pertaining to this process should contact the New Mexico Board of Nursing at 505.841.8340.

### **Fingerprinting / Criminal Background Checks for Nursing Education**

The Nursing Program complies with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98], Caregivers Criminal History Screening Act. This act requires a nursing student to have a nationwide criminal history screening prior to providing care for patients. A nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges, and any dispositions arising there from including convictions, dismissals, acquittals, sentencing, and correctional supervision, collected by criminal justice agencies and stored in the computerized data bases of the FBI, the national law enforcement telecommunications systems, the DPS, or the repositories of criminal history information of other states.

The results of the screening must be clear prior to the student being allowed to participate in the clinical portion of the nursing course(s). A student receiving a screening report that identifies a crime(s) as a 'disqualifier' will not be eligible for continued enrollment or completion in the Nursing Program.

The criminal history screening results will be held in a confidential file. The student is responsible for paying for and submitting the information to obtain a criminal background check. Please contact the NMJC Nursing Program Office for more information.

### **Fingerprinting / Criminal Background Check for Nursing Licensure**

The New Mexico Nursing Practice Act 61-3-13 and 61-3-18 requires that applicants for initial licensure in New Mexico, at the applicant's cost, provide the board with fingerprints and other information necessary for a state and national criminal background check. The student's fingerprints must be submitted to the New Mexico Department of Public Safety (DPS) and to the Federal Bureau of Investigation (FBI) for a criminal history record. A graduate may be denied (by the Board of Nursing) the right to sit for the licensure exam. More information is available at the following web site: <http://www.bon.state.nm.us/nursing>.

# NURSING

## ASSOCIATE OF APPLIED SCIENCE IN NURSING

A total of 73 credit hours and a minimum GPA of 2.0 are required for each course. Students should consult with a NMJC guidance counselor or advisor regarding possible degree revisions and for proper sequential order of degree completion.

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) 0

### Prerequisites - General Education / Supporting Courses (29 credit hours)

BI 214A Human Anatomy & Physiology I\* . . . . . 4  
BI 224 Microbiology\* . . . . . 4  
BI 224A Human Anatomy & Physiology II\* . . . . . 4  
EN 113 Composition & Rhetoric . . . . . 3  
ME 111 Medical Terminology I\* . . . . . 1  
ME 121 Medical Terminology II\* . . . . . 1  
HE 113 Introduction to Nutrition\* . . . . . 3  
PS 113 Introduction to Psychology. . . . . 3  
PS 223B Human Growth & Development\* . . . . . 3  
SE 113 Interpersonal Communication. . . . . 3

\* course must be taken within the three years prior to end of the spring semester before fall admission to Nursing Program.

### Nursing Core Course Requirement (44 Credit Hours)

#### Level I, Semester I

NU119 Nursing I  
PC112 Pharmacology I

#### Level I, Semester II

NU128 Nursing II  
PC123 Pharmacology II

#### Level II, Semester III

NU219 Nursing III  
PC213 Pharmacology III

#### Level II, Semester IV

NU228 Nursing IV  
NU222 Preparation for the NCLEX-RN \*

**Total Credit Hours – 73 Credit Hours**

### Grades for Nursing Students

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

90 - 100.00 = A      83 - 89.99 = B  
79 - 82.99 = C      75 - 78.99 = D  
0 - 74.99 = F

## CERTIFICATE OF COMPLETION FOR PRACTICAL NURSING

The students who successfully complete course requirements for Level I, Semesters I and II and Level II, Semester III receives a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination-Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN).

A total of 63 credit hours and a minimum GPA of 2.0 are required. Students should consult with a NMJC guidance counselor or advisor regarding possible degree revisions and for proper sequential order of degree completion.

## LICENSED PRACTICAL OR VOCATIONAL NURSE (LPN/LVN) TO REGISTERED NURSE (RN) TRANSITION OPTION

The Licensed Practical Nurse pursuing completion of registered nursing education (transition student) must meet the same admission eligibility requirements as the registered nursing student. Admission Eligibility Requirements must be completed by November 1st prior to



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spring admission to the Nursing Program. (See Registered Nursing Program Admission Requirements listed above).

The transition student must satisfactorily complete the registered Nursing Program admission application requirements by the November 1st deadline for spring admission to the Nursing Program. (See Registered Nursing Program Admission Requirements listed above).

The transition student must have a current LPN or LVN license in good standing (no disciplinary action against license). The transition student is given credit for Level I, Semester I based on LPN Licensure and enters the registered Nursing Program at Level I, Semester II. The transition student must successfully complete Level I, Semester II and Level II, Semesters III and IV.

To be considered for credit, courses transferred from other colleges to the NMJC Nursing Program must have a grade of C or higher.

The transition student should make an appointment with the Director of Nursing to discuss application and admission eligibility requirements.

### **COLLEGE TRANSFER APPLICANT**

The college transfer student pursuing completion of registered nursing education must meet the same admission eligibility requirements (or equivalent) as the non-transfer registered nursing student. Admission Eligibility Requirements must be completed by November 1st prior to spring admission to the Nursing Program or May 20th for admission to the fall semester. (See Registered Nursing Program Admission Requirements listed above).

The transfer student must satisfactorily complete the Registered Nursing Program admission application requirements by the November 1st deadline for spring admission to the Nursing Program or May 20th for admission to the fall semester. (See Registered Nursing Program Admission Requirements listed above).

A transfer student requesting placement in the Nursing Program that is not eligible for readmission to the transferring program(s) of nursing is not eligible for admission to the NMJC Nursing Program. A minimum cumulative GPA of 2.5 for all transferring course work applicable to the nursing degree is required. To receive credit for courses transferred from other colleges to the NMJC Nursing Program, the course grade must be a C or higher.

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

### **DISCONTINUANCE OF NURSING EDUCATION**

A student who is failing or wishes to discontinue admission to the Nursing Program at any time should make an appointment with the Director of Nursing to discuss the student's academic options and consequences related to failure or discontinuance of admission to the Nursing Program.

#### **Course Withdrawal When Passing**

If a nursing student withdraws from a nursing course when passing and unrelated to disciplinary actions, the student may apply for readmission to the Nursing Program. This student seeking readmission to the Nursing Program must meet the NMJC Registered Nursing Program Admission Requirements in place at the time of application for readmission. The student will be ranked for admission consideration along with other Nursing Program applicants and in accordance with the ranking policy in place at the time of the application for readmission.

#### **Course Withdrawal When Failing or Course Failure**

If a nursing student withdraws from a nursing course and is failing the course at the time of the withdrawal, the student is dismissed from the NMJC Nursing Program. The student may apply for readmission to the Nursing Program but must meet the NMJC Registered Nursing Program Admission Requirements in place at the time of application for readmission. The student is eligible for only one readmission to the Nursing Program. Readmission is based on space availability.

#### **Readmission to Level I**

If a nursing student withdraws from a nursing course and is failing the course at the time of the withdrawal or the student fails a nursing course during Level I, Semester I or II, the student must apply for readmission to Level I, Semester I. The student is eligible for only one readmission to the Nursing Program. Readmission is based on space availability.

#### **Readmission to Level II**

If a nursing student withdraws from a nursing course and is failing the course at the time of the withdrawal or the student fails a nursing course during Level II, Semester III or IV, the student must apply for readmission to Level II, Semester III. The student must apply for readmission to the Nursing Program in fall semester immediately following dismissal. The student is eligible for only one readmission to the Nursing Program. Readmission is based on space availability.

If this Level II nursing student is readmitted in the fall semester immediately following dismissal and does not successfully complete both

# NURSING

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Semesters III and IV in succession, the student is dismissed from the Nursing Program and is ineligible for readmission.

If this Level II nursing student is not readmitted to Level II in the fall semester immediately following dismissal, the student is not eligible for readmission to Level II. The student may apply for readmission to Level I, Semester I and begin the Nursing Program again. This student is eligible for only one readmission to the Nursing Program. Readmission is based on space availability.

If this Level II nursing student is not readmitted to Level II in the fall semester immediately following dismissal, the student is not eligible for readmission to Level II. The student may apply for readmission to Level I, Semester I and begin the Nursing Program again. This student is eligible for only one readmission to the Nursing Program. Readmission is based on space availability.

## National League for Nursing Accrediting Commission (NLNAC)

The NMJC Nursing Program is accredited by and responsible to the NLNAC. For more information regarding NMJC Nursing Program accreditation status, please write to the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 or visit the NLNAC website: [www.nlnac.org](http://www.nlnac.org) or call 404.975.5000.

## State Board of Nursing Approval Status

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

## CERTIFICATE: ONLINE PRACTICAL NURSE CERTIFICATE OF COMPLETION

Requirements: Current Certification as a Nurse Aide from a state approved program or proof of successfully completing a nurse aide course within the year prior to acceptance to the program.

### Contact Information

Karen Cummings  
575.492.2643

### College Requirement

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0

### Prerequisites - General Education / Supporting Courses (22 credit hours)

BI 214A Human Anatomy & Physiology I\* . . . . . 4  
BI 224A Human Anatomy & Physiology II\* . . . . . 4  
EN 113 Composition & Rhetoric . . . . . 3  
HE 111 Medical Terminology I\* . . . . . 1  
HE 121 Medical Terminology II\* . . . . . 1  
HE 113 Introduction to Nutrition\* . . . . . 3  
PS 113 Introduction to Psychology . . . . . 3  
PS 223B Human Growth & Development . . . . . 3

\* Course must be taken within the three years prior to end of the spring semester before fall admission to nursing program.

### Practical Nursing Core Course Requirement – 35 Credit Hours

#### Level I, Semester I

NU 119 Nursing I . . . . . 9  
PC 112 Pharmacology I . . . . . 2

#### Level I, Semester II

NU 128 Nursing II . . . . . 8  
PC 123 Pharmacology II . . . . . 3

#### Level II, Semester III

NU 219 Nursing III . . . . . 9  
NU 124 PN Roles & Practicum . . . . . 4

**Total Credit Hours . . . . . 57**

## TRANSPORTATION

- **Skill Set Certificate**

- Commercial Transportation
- Transportation and Petroleum Safety

### Requirements

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

### Contact Information

Training & Outreach Division  
575.492.4711

### Skill Set Certificate: Commercial Transportation

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

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

### Skill Set Certificate: Transportation and Petroleum Safety

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

TRNS 115	Introduction to Petroleum Safety . . . . .	5
TRNS 114	Field Experience for Operator Assistants . . . . .	4
TRNS 123A or		
TRNS 123B	Basic Operational Theory . . . . .	3
	(Optional for individuals who already have a CDL Permit)	
TRNS 123A or		
TRNS 123B	Operational & Safety Skills Lab . . . . .	4
	(Optional for individuals who already have a CDL Permit)	
<b>Total credit hours required for the Skill Set Certificate in</b>		
<b>Transportation and Petroleum Safety . . . . .</b>		<b>12</b>

# WELDING

## WELDING

- Associate of Applied Science
- Certificate

### Program Description

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

### Career and Advancement Opportunities

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

### Requirements

At least 12 hours must be earned at NMJC; a minimum GPA of 2.00 is required. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### Contact Information

Professor Earl Nymeyer, (575) 492-2868

## Associate of Applied Science in Welding

### College Requirement

- PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) ...0

### General Education Requirements (17 hours)

- Behavioral Science .....3  
EN 113 Composition and Rhetoric .....3  
EN 123A Report Writing for Technicians .....3  
Lab Science .....4  
Math ( Any MA prefix class) .....3  
PY 111H Fitness for Life .....1

### Departmental Requirements (25 hours)

- WE 113M Basic Metallurgy and Welding .....3  
WE 114 Introduction to Welding .....4  
WE 123S Job Estimating .....3  
WE 124 Advanced Welding .....4  
WE 214 Inert Gas Welding .....4  
WE 223P Pipe Welding .....3  
WE 224 Advanced Theory & Practice (Capstone) .....4

### Departmental Electives (Choose Minimum of 15 hours)

- WE 112B Blueprint /Shop Equipment Identification .....2  
WE 113D Destructive Testing .....3  
WE 223N Non-Destructive Testing .....3  
WE 224A Advanced Welding Fabrication & Projects .....4  
WE 243C Industrial Codes and Standards .....3  
WE 244 Welding Cooperative Work Experience .....3-4

### Non-Departmental Requirements (Choose Minimum of 7 hours)

- AC 114 Principles of Accounting .....4  
AC 213A Microcomputer Accounting I .....3  
BU 113 Introduction to Business .....3  
BU 213 Principles of Management .....3  
BU 223C Small Business Management .....3  
BU 293B Business Startup .....3  
CT 113E Electrical I .....3  
HM 101 Hazardous Materials .....1

**Total credit hours required for the AAS .....64**

## SUGGESTED COURSE SEQUENCING

In order to complete the program in a timely manner, the following course sequencing is offered as an example of how to schedule courses.

### Semester 1

- College Orientation ..... 0  
EN 113 Composition & Rhetoric ..... 3  
MA Any math course ..... 3  
PY 111H Fitness for Life ..... 1  
WE 113 Introduction to Welding ..... 3  
Lab Science ..... 4

### Semester 2

- Behavioral Science Elective ..... 3  
EN 123 Introduction to Report Writing ..... 3  
WE 114 Introduction to Welding ..... 4  
Non-Departmental Elective ..... 3

### Semester 3

- WE 124 Advanced Welding ..... 4  
Non-Departmental Elective ..... 4  
WE 123S Job Estimating ..... 2  
WE 113M Basic Metallurgy & Welding ..... 4  
WE 214 Inert Gas Welding ..... 4

### Semester 4

- WE 223P Pipe Welding ..... 3  
WE 224 Advanced Theory & Practice ..... 4  
Departmental Elective ..... 3  
Departmental Elective ..... 4  
Departmental Elective ..... 4

## CERTIFICATE: WELDING

### College Requirement

- PS 110 College Orientation
- (PS 113A Freshman Seminar may be substituted for PS 110) . . . 0

### Departmental Requirements (22 credit hours)

- WE 123S Job Estimating. . . . . 3
- WE 114 Introduction to Welding . . . . . 4
- WE 124 Advanced Welding . . . . . 4
- WE 214 Inert Gas Welding . . . . . 4
- WE 223P Pipe Welding . . . . . 3
- WE 224 Advanced Theory & Practice (Capstone) . . . . . 4

### Departmental Electives (Choose minimum of 8 credit hours)

- WE 112B Blueprint Reading for Welders . . . . . 2
- WE 113D Destructive Testing . . . . . 3
- WE 113M Basic Metallurgy and Welding . . . . . 3
- WE 223N Non-Destructive Testing . . . . . 3
- WE 243C Industrial Codes & Standards . . . . . 3
- WE 224A Advanced Welding Fabrication & Projects . . . . . 4

### Non-Departmental Electives (Choose minimum of 6 credit hours)

- AC 114 Principles of Accounting . . . . . 4
- BU 113 Introduction to Business . . . . . 3
- BU 293B Business Startup . . . . . 3
- CT 113E Electrical I . . . . . 3
- MA Any MA prefix class . . . . . 3

**Total credit hours required for the Certificate in Welding . . . . . 36**

## SUGGESTED COURSE SEQUENCING

In order to complete the program in a timely manner, the following course sequencing is offered as an example of how to schedule courses.

### Semester 1

- Non-Departmental Elective . . . . . 3
- Non-Departmental Elective . . . . . 3
- WE 114 Introduction to Welding . . . . . 4
- WE 123S Job Estimating. . . . . 3

### Semester 2

- Departmental Elective. . . . . 4
- WE 223P Pipe Welding . . . . . 3
- WE 214 Inert Gas Welding. . . . . 4

### Semester 3

- WE 124 Advanced Welding . . . . . 4
- Departmental Elective. . . . . 4
- WE 224 Advanced Theory & Practice (Capstone) . . . . . 4

# COURSE DESCRIPTIONS

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## **COURSE DESCRIPTIONS**

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

## **COURSE NUMBERS**

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

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

## **CREDIT HOURS**

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

## **PREREQUISITES AND COREQUISITES**

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

Corequisites are courses taken during the same semester.

## **CROSS-LISTING**

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

## ACCOUNTING (AC)

### AC 114 Principles of Accounting

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

### AC 124 Principles of Accounting II

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

Prerequisite: AC 114 Principles of Accounting

### AC 191-296 (A-Z) Special Topic

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

### AC 213 Intermediate Accounting I

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

Prerequisite: AC 124 Principles of Accounting II

### AC 213A Microcomputer Accounting I

This course employs a computerized approach to the accounting environment. The focus will be on Excel and Payroll Accounting. In the Excel environment, numerous applications including bank reconciliations, depreciation schedules, accounts receivable, accounts payable, journals, and worksheets will be covered. In the payroll environment, problems concerning unemployment law, fair employment law, human resource systems, social security, and income tax withholding will be solved using software provided. This is designed for students with limited or no background in computers. This is a three credit hour course.

Prerequisite: SC 123B Introduction to Accounting or AC 114 Principles of Accounting

### AC 223 Intermediate Accounting II

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

Prerequisite: AC 213 Intermediate Accounting I

### AC 223B Microcomputer Accounting II

This course is a comprehensive study of a more complex computerized accounting system utilizing QuickBooks and Peachtree software. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. This is a three credit hour course.

### AC 231-233 Accounting Cooperative Work Experience

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

Prerequisite: AC 124

### AC 233A Income Tax

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

Prerequisite: AC 114 Principles of Accounting

## AGRICULTURE (AG)

### AG 112 Agriculture Industries Orientation

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

### AG 113 Introduction to Agriculture Economics

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



**AG 113A Basic Animal Science**

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

**AG 113B Introduction to Agriculture Education**

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

**AG 113H Horsemanship I**

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

**AG 191-296 (A-Z) Special Topic**

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

**AG 123C Computers in Agriculture**

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

**AG 123H Horsemanship II**

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

**AG 213 Animal Nutrition**

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

**AG 213A Agribusiness Management**

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

## ANTHROPOLOGY (AN)

**AN 123 Introduction to Cultural Anthropology**

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

**AN 191-296 (A-Z) Special Topic**

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

## ART (AR)

**AR 113 Art Appreciation**

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

**AR 113A Drawing I**

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

**AR 113D Digital Photography**

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

**AR 123A Drawing II**

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

Prerequisite: AR 113A Drawing I or permission of the instructor

**AR 123D Advanced Digital Photography**

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

**AR 213 Two Dimensional Design**

This course emphasizes two-dimensional activity and compositional arrangement using elements and principles of design. The development of perceptual skills, techniques, and vocabulary are areas of focus. This is a three credit hour course.

Prerequisite: AR 113A Drawing I or permission of the instructor

**AR 213A Painting I**

This introductory course in painting focuses on teaching the student a solid foundation in color theory, mixing, the application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. It will include regular outside assignments. This is a three credit hour course.

Prerequisite: AR 113A Drawing I or permission of the instructor

**AR 191-296 (A-Z) Special Topic**

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

**AR 213B Ceramics I**

This course is an introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing will be provided. Emphasis will be on the aesthetics of sculptural statements in clay and the importance of the utilitarian aspects of clay. Students will be exposed to the numerous firing techniques possible in the ceramic discipline. This is a three credit hour course.

**AR 213C Sculpture I**

This course covers the fundamentals of form and structure through playful and informative materials exploration. An examination of additive and reductive means of construction to develop three-dimensional creative skills is introduced. This is a three credit hour course.

Prerequisite AR 223 Three-Dimensional Design or permission of the instructor

**AR 213F Photography I**

This course covers black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. This is a three credit hour course.

**AR 223 Three Dimensional Design**

This course is a continuation of AR 213 Two-Dimensional Design with emphasis on three-dimensional compositional activity, materials, tools, techniques, and the development of conceptual and perceptual skills related to form in space. Through problem solving assignments, the student will be given the opportunity to explore these elements and principles as they relate to three-dimensional design. This is a three credit hour course.

Prerequisite: AR 113A Drawing I or permission of the instructor

**AR 223A Painting II**

This course is a continuation of AR 213A Painting I and emphasizes skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. This is a three credit hour course.

Prerequisite: AR 213A or permission of the instructor

**AR 223B Ceramics II**

This course is a continuation of AR 213B Ceramics I with greater emphasis on individual maturation within the ceramic discipline. This is a three credit-hour course.

Prerequisite: AR213B Ceramics I or permission of the instructor

**AR 223C Sculpture II**

This course is a continuation of AR 213C Sculpture I with attention given to compositional and design considerations, advanced techniques, and individual expression in selected media. It will include regular outside assignments. This is a three credit hour course.

Prerequisite: AR 223 Three-Dimensional Design or permission of the instructor

**AR 223W**                      **Creating Southwestern Art**

This course is designed to meet the needs of both the beginning and advanced art student / artist seeking either introductory or advanced instruction in the investigation and creation of southwestern art. A multi-leveled instructional approach is taken that includes specific assignments for beginning students and independent instruction and critique for students who are currently involved in the production of southwestern images. Students will be encouraged to work in several mediums and explore a number of different techniques. This is a three credit hour course.

## **AUTOMOTIVE TECHNOLOGY (AT)**

**AT 113**                      **Engine Repair**

This course will cover the fundamentals of automotive engine operation, the service and repair of automotive engines, and the diagnosis and overhaul procedures related to these engines. This is a three credit hour course.

**AT 114A**                      **Cooperative Work Experience I**

This course is a continuation of AT 113, AT 124C, and AT 124D and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week are required. This is a four credit hour course.

**AT 114B**                      **Cooperative Work Experience II**

This course is a continuation of AT 213A, AT 213C, and AT 223B and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week are required. This is a four credit hour course.

**AT 123C**                      **Brake Systems**

This course covers the operating principles, service, and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This is a three credit hour course.

**AT 124**                      **Electronics**

This course covers automotive electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting and charging system diagnosis and repair, lighting systems, gauges, warning devices, horns, wiper/washers and power operated accessories. Open to Automotive Technology students only. This is a four credit hour course.

**AT 124A**                      **Engine Performance**

This course covers automotive systems related to engine performance and drivability. Areas of instruction include ignition systems, fuel systems, computerized engine controls, drivability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only. This is a four credit hour course.

**AT 191-296 (A-Z)**                      **Special Topic**

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

**AT 212**                      **Cooperative Work Experience III**

This course is a continuation of AT 114A and AT 114B and includes work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week is required. This is a two credit hour course.

**AT 213A**                      **Manual Drive Trains and Axles**

This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, CV joints, rear wheel drive universal joints, drive shafts, rear axles, and four wheel drive units. Open to Automotive Technology students only. This is a three credit hour course.

**AT 213B**                      **Heating and Air Conditioning Systems**

This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This is a three credit hour course.

**AT 213C**                      **Automatic Transmissions and Transaxles**

This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This is a three credit hour course.

**AT 223B**                      **Suspension and Steering Systems**

This course covers the operation, diagnosis, service, and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This is a three credit hour course.

**AT 223C Automotive Service Management**

This course is an introduction to automotive service management. Areas of instruction include an overview of the automotive service industry, the role of the automotive service manager, controlling service operations, management techniques, and management and business ethics. This is a three credit hour course.

## **AUTOMOTIVE TECHNOLOGY—FORD MOTOR COMPANY (FM)**

**FM 113 Technology for Technicians**

This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, the use of PC-based diagnostic equipment, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. This is a three credit hour course.

**FM 114 Automotive Fundamentals**

This course is an introduction to the servicing of Ford Motor Company vehicles. Areas of instruction include the selection and use of Ford service publications, the interpretation of VIN Codes, body styles and car lines, repair order processing, the safe and correct use of hand tools, and precision measuring instruments and equipment. Specific on-vehicle instruction for pre-delivery operations, campaign procedures, basic service operations for wind noise and water leaks, and engine cooling and lubrication systems are also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

**FM 114A Cooperative Work Experience I**

This course is a continuation of FM 114 and FM 124 and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

**FM 114B Cooperative Work Experience II**

This course is a continuation of FM 124A and FM 124B and includes work experience in a cooperating Ford-Lincoln-Mercury dealership is required. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

**FM 114C Cooperative Work Experience III**

This course is a continuation of FM 124C and FM 214A and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

**FM 124 Electronics I**

This is the first of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company cars and light trucks sold in North America. Areas of instruction include safety, electrical and electronic fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of wiring diagrams and service manuals, and component operation. Also included are general electrical system diagnosis and repair along with focused diagnosis, maintenance, and repair of the battery, starting, and charging systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

**FM 124A Engine Performance I**

This is the first of three courses providing instruction in Ford Motor Company vehicle systems that influence engine performance and drivability. Areas of instruction include related safety, gasoline engine operation and performance, ignition systems, fuel systems, induction systems, vacuum control systems and vacuum/mechanical emission control systems. The major emphasis of this course is to provide a solid foundation for later in-depth instruction in Electronic Engine Control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.  
Prerequisite: FM 124B Electronics II

**FM 124B Electronics II**

This is the second of three courses providing instruction on the electrical and electronic systems used on Ford Motor Company vehicles. This course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include safety, multiplexing related diagnosis and repair, microprocessor operation, sensors, actuators, electronic automotive systems and various electrical accessory systems not covered in Electronics I. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.  
Prerequisite: FM 114 Automotive Fundamentals and FM 124 Electronics I

**FM 124C Brake Systems**

This course covers the operating principles, service, and troubleshooting procedures of Ford Motor Company's brake systems. Areas of instruction include safety and the operational principles, repair, maintenance, and diagnostic procedures for wheel bearings, brake hydraulics, drum brakes, disc brakes, power assist, traction assist, anti-lock brake systems, and vehicle stability control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 124D Diesel Engine Operations**

The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and driveability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 124E Electronics III**

This course provides instruction on the electrical and electronic systems used on Ford Motor Company vehicles. The course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include body control and communication systems, Ford SYNC System, entertainment systems, Ford supplemental restraint systems, Ford security systems, accident avoidance systems, and parking assistance systems. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals, FM 124 Electronics I, and FM 124B Electronics II

**FM 191-296 (A-Z) Special Topic**

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

**FM 211 Noise, Vibration, and Harshness**

This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Ford electronic vibration analyzer, and the Chassis Ears. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a one credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214 Engine Repair**

This course will review the fundamentals of automotive engine operation and cover the service and repair of Ford Motor Company's automotive engines. The diagnosis and overhaul procedures related to these engines is also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals

**FM 214A Manual Drive Train and Axles**

This course will cover the operation, service, and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, and rear axles and four wheel drive units. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214B Heating and Air Conditioning**

This course will cover the operation, diagnosis, service, and repair of Ford Motor Company's heating and air conditioning systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214C Automatic Transmissions and Transaxles**

This course will cover the operation, service, and repair of Ford Motor Company's automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of electronic controlled automatic transmissions and transaxles. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course. Prerequisite: FM 124B Electronics II

**FM 223 Advanced Drivability Diagnosis**

This course is designed to develop and apply vehicle drivability related diagnostic skills, concentrating on both gasoline and diesel engine systems. The diagnostic strategies used will include the interpretation of recorded data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a three credit hour course.

Prerequisites: FM 124B, FM 224, and FM 124D

**FM 224 Engine Performance Operation & Diagnosis**  
This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), OBDII, driveability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and PC-based diagnostics. This is a four credit hour course.  
Prerequisite: Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. FM 124B Electronics II and FM 124E Electronics III

**FM 224A Cooperative Work Experience IV**  
This course is a continuation of FM 211, FM 212, FM 214, and FM 224 and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

**FM 224B Suspension and Steering Systems**  
This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include front and rear suspension, wheel, tires, steering, wheel alignment, and associated hydraulic and electronic management systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.  
Prerequisite: FM 124B Electronics II.

**FM 224C Cooperative Work Experience V**  
This course is a continuation of FM 214B, FM 214C, and FM 224B and includes work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

## **AUTOMOTIVE TECHNOLOGY—GENERAL MOTORS (GM)**

**GM 113 Technology for Technicians**  
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. This is a three credit hour course.

**GM 114 Automotive Fundamentals**  
This course is an introduction to the servicing of GM vehicles. Areas of instruction include the selection and use of GM service publications, the interpretation of VIN Codes, body styles and car lines, the correct methods of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments, and equipment. Open to ASEP students only. This is a four credit hour course.

**GM 114A Cooperative Work Experience I**  
This course provides work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. This is a four credit hour course.

**GM 114B Cooperative Work Experience II**  
This class is a continuation of GM 114A and GM 124B and involves work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week is required. This is a four credit hour course.

**GM 114C Cooperative Work Experience III**  
This course is a continuation of GM 124C and GM 214A and provides work experience in a cooperating General Motors dealership. Students will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week is required. This is a four credit hour course.

**GM 124 Electronics I**  
This course is the first of three courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. This is a four credit hour course.

**GM 124A Engine Performance I**  
This course is the first of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. This is a four credit hour course.



- GM 124B**                      **Electronics II**  
 This course is the second of three courses covering General Motors electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to GM ASEP students only. This is a four credit hour course.
- GM 124C**                      **Brake Systems**  
 This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. This class meets twenty hours per week. This is a four credit hour course.
- GM 191-296 (A-Z)**            **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- GM 214**                         **Engine Repair**  
 This course will cover the fundamentals of automotive engine operation, the service and repair of General Motors automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to GM ASEP students only. This class meets ten hours per week. This is a four credit hour course.
- GM 214A**                      **Manual Drive Train and Axles**  
 This course will cover the operation, service, and repair of GM manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of GM clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.
- GM 214B**                      **Heating and Air Conditioning**  
 This course will cover the operation diagnosis, service, and repair of General Motors heating and air conditioning systems. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.
- GM 214C**                      **Automatic Transmissions and Transaxles**  
 This course will cover the operation, service, and repair of General Motors automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.
- GM 214D**                      **Electronics III**  
 This course is the third of three courses covering General Motors electrical and electronic systems. Areas of instruction will include Body Control Communications Systems, GM Global Electronics Systems, Diagnostic Strategy for Data Communications, Entertainment Systems, GM Supplemental Restraint Systems, GM On-Star Systems, and GM Security Systems. This is a four credit hour course.  
 Prerequisite: GM 124B, GM Electronics II
- GM 224**                         **Engine Performance II**  
 This course is the second of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, advanced ignition systems diagnosis, advanced Computer Command Control (CCC), drivability diagnosis, exhaust emission controls, and GM fuel injection system service, repair, and scan diagnostics. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.
- GM 224A**                      **Cooperative Work Experience IV**  
 This course is a continuation of GM 214 and GM 224 and provides work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum 20 hours of work per week is required. This is a four credit hour course.
- GM 224B**                      **Suspension and Steering System**  
 This course covers the operation, diagnosis, service, and repair of General Motors suspension and steering systems. Areas of instruction include GM front and rear suspension, wheel, tires, and steering. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.
- GM 224C**                      **Cooperative Work Experience V**  
 This course is a continuation of GM 214B, GM 214C, and 224B, and includes work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors technician. Open to GM ASEP students only. Minimum 20 hours of work per week. This is a four credit hour course.
- GM 224D**                      **New Product Issues**  
 This course is designed to supplement other GM ASEP courses by providing information related to the most recently released service, repair, and diagnostic procedures. Taking advantage of GM's critically timed electronic and print resources, students will receive instructional updates in the areas of power train, electronics, brakes, steering, and suspension, and heating and air conditioning. Meets 4 hours per week. This is a four credit hour course.



## BIOLOGY (BI)

### BI 114

#### General Biology I

General Biology I stresses the concepts, characteristics, and diversities of life. Emphasis is placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, cellular respiration, cell reproduction, inheritance, molecular genetics, and evolution. Concurrent enrollment in BI 114L (laboratory) is required. This is a four credit hour course.

### BI 124

#### General Biology II

General Biology II stresses the origins of life, the diversity of viruses, bacteria, protists, and fungi; the diversity of plants, plant structure and function; animal diversity, animal structure and function; as well as animal behavior, ecology of populations, ecosystems, and environmental concerns. Concurrent enrollment in BI 124L (laboratory) is required. This is a four credit hour course.

### BI 134

#### Biology I for Science Majors

This course provides a background for students majoring in science or entering into health care fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the basic biochemistry of living cells, cellular structures and functions, processes of photosynthesis and cellular respiration, cell cycle, molecular genetics, and gene regulation. Concurrent enrollment in BI 134L (laboratory) is required. This is a four credit hour course.

### BI 144

#### Biology II for Science Majors

This course provides a background for students majoring in science or entering into health care fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the diversity of viruses, bacteria, protists, fungi, plants, and animals. Plant structures, nutrition, transport mechanisms, and reproduction, as well as animal systems, are further studied. Ecology and environmental concerns are also introduced. Concurrent enrollment in BI 144L (laboratory) is required. This is a four credit hour course.

### BI 191-296 (A-Z)

#### Special Topic

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

### BI 214A

#### Human Anatomy and Physiology I

Human Anatomy and Physiology I is an integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, and nervous system. Enrollment is restricted to nursing and pre-professional students or by consent of the instructor. Concurrent enrollment in BI 214AL (laboratory) is required. This is a four credit hour course.

Prerequisites: High school biology and/or a college level biology course (BI 114, BI 124, BI 134, BI 144, or BI 224) successfully completed within the past five years or consent of the instructor

### BI 224

#### Microbiology

Microbiology is a study of the importance of microbiological organisms in life processes; basic principles of microbiology; isolation; morphology; physiology; identification and applications of bacteria, fungi, and viruses; and medical bacteriology and bacterial involvement in disease. Concurrent enrollment in BI224L (laboratory) is required. This is a four credit hour course.

Prerequisites: High school biology and/or a college level biology course (BI 114, BI 124, BI 134, BI 144, or BI 214A) successfully completed within the past five years or consent of the instructor

### BI 224A

#### Human Anatomy and Physiology II

This course is a continuation of BI 214A. Nervous, endocrine, cardiovascular, lymphatic, respiratory, excretory, digestive systems and reproductive systems are studied. Enrollment restricted to nursing and preprofessional students or by consent of the instructor. This is a 4 credit hour course.

Prerequisite: BI 214A Human Anatomy & Physiology I or consent of the instructor

### BI 224B

#### Human Anatomy and Physiology

Human Anatomy and Physiology is a one semester course for non-science majors and is an introduction to the structure and function of the human body. Emphasis is placed on cells, tissues, organs, and organ systems. Concurrent enrollment in BI 224BL (laboratory) is required. This is a four credit hour course.

Prerequisite: BI 114 General Biology I, BI 134 Biology I for Science Majors, or consent of the instructor

## BUSINESS (BS, BU)

### BS 191-296 (A-Z)

#### Special Topic

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

### BS 213

#### Business Law I

This course emphasizes the legal framework of business: the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contract. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. This is a three credit hour course.

**BS 223****Business Law II**

This course is a continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency, employment, business organizations, real property, and estates. This is a three credit hour course.

**BU 111C, 112C, 113C Cooperative Work Experience in Management**

This course will consist of work experience in a business environment while applying concepts learned in the classroom. Work objectives will be established and completed on a semester basis with a cooperative employer and the management coordinator / instructor. This is a variable credit hour course ranging from one to three credit hours.

Prerequisite or co-requisite: BU 213, AC 114, BU 223, CS 123D

**BU 113****Introduction to Business**

This course includes methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society, and provides a foundation for more specialized study. This is a three credit hour course.

**BU 113A****Retailing**

This course emphasizes the study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. This course takes a classroom approach (theory) in computer electronic spreadsheet applications—no computer class required. This is a three credit hour course.

**BU 113B****Salesmanship**

The study of basic sales techniques is presented with actual role-playing and sales demonstrations. A classroom (theory) and laboratory approach is presented. This is a three credit hour course.

**BU 123A****Advertising**

This course includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment is taught. The course will include the types and roles of visual merchandising including creation, color, and principles of design. This is a three credit hour course.

**BU 133****Consumer Behavior**

This course examines the internal and external forces that impact consumption behavior. The consumer decision process is examined as well as the psychological, sociological, and environmental characteristics that marketers use to impact our buying behavior. This is a three credit hour course.

**BU 191-296 (A-Z)****Special Topic**

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

**BU 213****Principles of Management**

The management process, the decision making process, and the science and art of management is emphasized. The four functions of management—planning, organizing, actuating, and control-- are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Role-play situations are incorporated in the course. This is a three credit hour course.

**BU 213A****Principles of Finance**

This is the first course in finance and includes a survey of the whole field of finance, public and private. Financial institution, instruments, and procedures involved in the supply of and demand of loanable funds are studied. This is a three credit hour course.

**BU 213B****Principles of Real Estate**

Practice and finance in real estate from the perspective of the property owner, the businessman, and the realtor are emphasized in this course. Organization, leasing, property management, valuation, and taxation are taught. This is a three credit hour course.

**BU 213D****Principles of Insurance I**

This course covers theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. This is a three credit hour course.

**BU 213F****Personal Financial Management**

This course includes an investigation of the financial problems individuals and families face: budgeting, taxes, credit, insurance, investments, planning for the purchase of a home, planning for retirement, etc., and the development of analytical techniques and skills to use in dealing with these problems. This is a three credit hour course.

**BU 213G****Supervision**

This course examines the role of supervisory management and how important it is to the over-all success of any organization. This is a three credit hour course.

- BU 213H**                      **Real Estate Law**  
This is one of the two state required courses for real estate salesperson licensure. This course covers ownership rights, law of agency, law of contracts, and other legal aspects of real estate. This is a three credit hour course.
- BU 223**                        **Business Communications**  
This course covers the business communication environment. It includes business writing, business styles, business memos, short and long reports, job search and resume writing, oral business presentations, communication for intercultural business, and business ethics. This is a three credit hour course.
- BU 223A**                      **Principles of Marketing**  
Functions, principles, processes, and methods involved in marketing today are covered. Also, this course includes types of middlemen, marketing channels, and buying motive. This is a three credit hour course.
- BU 223B**                      **Human Resource Management**  
This course examines the methods of recruitment, selection, placement, motivation, and evaluation in human resource management. It also covers employment law, employee benefits, and compensation. This is a three credit hour course.
- BU 223C**                      **Small Business Management**  
This course covers the principles of successful business. Topics included are how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, and developing a pricing strategy. Calculations and assignments are to be done with the computer; electronic spreadsheet—no computer class required. This is a three credit hour course.
- BU 223D**                      **Entrepreneurship**  
This course focuses on new business design and skill development. Students will complete a market research and feasibility assessment and use this information to develop a business plan. Emphasis is on writing the vision and mission statements, the company overview, the product / service strategy, the marketing plan, the financial plan, and the executive summary. This is a three credit hour course.
- BU 223E**                      **E-Commerce**  
This course focuses on the set up, organization, and operation of an online business. Basic concepts for operating an online business including e-commerce business models, marketing, security, store operations, order processing, and website design are introduced. This is a three credit hour course.
- BU 233**                        **Business Statistics**  
This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities. Computer applications will include T-Tests, simple linear regressions and correlations. The course will conclude with an overview of business applications, how statistics are used in society and their importance. (This course will not fulfill the mathematics requirements for the AA or AS degrees.) This is a three credit hour course.  
Prerequisite: MA 113A Intermediate Algebra

## CHEMISTRY (CH)

- CH 113**                        **Chemistry of Enrichment Processes**  
This course will provide students with an overview of basic chemistry, chemistry of water treatment, chemical hazards, and chemistry of basic enrichment processes. This is a three credit hour course.
- CH 114**                        **Current Concepts of Chemistry**  
Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy are some of the major topics covered in this course. Topics are discussed with current applications. The course is intended for non-science majors only. Concurrent enrollment in CH114L (laboratory) is required. This is a four credit hour course.
- CH 114A**                      **General Chemistry I**  
General chemistry is a comprehensive study of chemical behavior of matter. The study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure are the major topics covered in this course. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 114AL (laboratory) is required. This is a four credit hour course.
- CH 124A**                      **General Chemistry II**  
This course is a continuation of CH 114A. Major topics include solutions, equilibrium, elementary thermodynamics, reaction kinetics, acids-bases, and electrochemistry. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 124AL (laboratory) is required. This is a four credit hour course.  
Prerequisite: CH 114A General Chemistry I

**CH 191-296 (A-Z) Special Topic**

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

**CH 214 Organic Chemistry I**

Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques are studied. Concurrent enrollment in CH 214L (laboratory) is required. This is a four credit hour course.

Prerequisite: CH 124A General Chemistry II or consent of instructor

**CH 224 Organic Chemistry II**

This course is a continuation of CH 214. The preparation and reactions of functional groups and multi-step synthesis are the topics for the semester.

Concurrent enrollment in CH 224L (laboratory) is required. This is a four credit hour course.

Prerequisite: CH 214 Organic Chemistry I

## COMPUTER SCIENCE (CS)

**CS 112 Computer Applications for Nuclear Technicians**

This course will provide students with basic knowledge of Microsoft Word and basic and advanced knowledge of Microsoft Excel. Instructional topics will include creating, editing, printing, and utilizing commands within Microsoft Word and charting, graphic presentations, formulas, calculations, and advanced functions within Microsoft Excel. This is a two credit hour course.

**CS 112K Keyboarding on Microcomputers (same as SC 112K)**

Students will utilize a computer keyboarding program, which presents a few new alphabetic, numeric, or symbol keys in each lesson. The computer keyboard is covered so that students learn the computer keyboard by touch. This is a two credit hour course.

**CS 113 Fundamentals of Programming**

This course provides a guide to developing structured program logic. The course assumes no programming experience and does not focus on any one particular language. It introduces programming concepts and enforces good style and logical thinking. This is a three credit hour course.

Prerequisite: Student must have completed MA 113A equivalent or higher.

**CS 113A Introduction to Computers**

This course is designed to teach students how to operate a computer. It assumes the student does not have basic computer skills. This is a three credit hour course.

**CS 113B Introduction to Databases**

This course provides students with the necessary training to develop database applications. Students will have the opportunity to learn techniques for managing large amounts of data and provide sorts, queries, and reports to guide decision making in a variety of settings. The focus of this course is to explore and exercise the purpose and functions within a database and use the data to maximize business operations. This is a three credit hour course.

Prerequisite: CS 123D Business Computer Applications

**CS 113C Internet Access Basics**

This course covers browser basics, communications, searches, resources, downloading, and storing data. It will also cover user-generated content, security issues, and creating web pages. This is a three credit hour course.

Prerequisite: CS 123D Business Computer Applications

**CS 113D Ethics and Technology**

This course educates students on the impact ethical issues play in the use of information technology in the modern business world and will present key points that must be considered when making a business decision. The course is a three credit hour class.

Prerequisites: CS 123D Business Computer Applications

**CS 113E Computer Training I for the Paraprofessional**

This course introduces the paraprofessional to technology integration in the instructional environment. It will be conducted in a laboratory/applications environment and will utilize "hands-on" learning. Concepts which will be covered include microcomputer concepts, PowerPoint, Word applications, spreadsheet applications, Internet integration, Web-site utilization, Multi-Media presentation tools including but not limited to digital video cameras, LCD players, scanners, media projectors, Elmos, Smartboards, VCR, and overhead projection for student learning. The student must successfully demonstrate a practical skill level in integration of technology in instructional strategies to support diverse learners. The paraprofessional, upon completion of this course, will be able to support the teacher/educator in the classroom environment in the various aspects of technology integration. This is a three credit hour course.

**CS 123C Introduction to Web Development**

This course is a study of the fundamentals of web technologies. Students will learn how to design and publish webpages utilizing current web programming languages. This is a three credit hour course.

Prerequisite: CS 123D Business Computer Applications

- CS 123D Business Computer Applications**  
 This course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications, including word processing, spreadsheets, databases, and presentation graphics. This course assumes the student has basic computer skills. This is a three credit hour course.
- CS 123G Advanced Business Computer Applications**  
 This course is a continuation of Business Computer Applications. The main focus of study is on advanced computer concepts relating to the business environment. This is a three credit hour course.  
 Prerequisite: CS 123D Business Computer Applications
- CS 191-296 (A-Z) Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- CS 213 Introduction to Spreadsheets**  
 This course is designed to give students a thorough understanding of spreadsheets, including graphics, windows, database functions, and macro design. The student should gain extensive hands-on experience in each facet of the application. This is a three credit hour course.  
 Prerequisite: A grade of "C" or higher in CS 123D Business Computer Applications or consent of the instructor
- CS 213C Visual BASIC Programming**  
 This course provides an introduction to object oriented, event driven business application programming and graphical user interfaces in the windows environment. This course is designed to focus on the fundamental concepts of computer programming. Students will be taught the program development cycle and general problem solving techniques. This is a three credit hour course.  
 Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213D COBOL Programming**  
 This course is designed to present basic components of the COBOL language to solve business problems. This is a three credit hour course.  
 Prerequisite: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213F C++ Programming**  
 This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables, constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. This is a three credit hour course.  
 Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.
- CS 213G Oracle Database Administrator I**  
 This course provides students with a foundation in basic Oracle architecture, storage structure and database administrative tasks. Students will learn to create and modify database tables, create data dictionary views, and use SQL queries to insert, update, delete, and view data. The course will also introduce Forms Builder to create custom forms and database reports. The techniques demonstrated in the class are essential for creating the initial database, as well as, configuring the storage space tables, users, and security for a database. This is a three credit hour course.
- CS 213J Java Programming**  
 This course provides students with a comprehensive knowledge and hands-on experience with the Java programming environment and features. Students will design, write, debug, and run Java stand-alone programs and Java applets. Topics covered include Java language syntax, elements, operators, statements, arrays, string manipulation classes, graphics, graphical user interface, common classes, and basic I/O operations. This is a three credit hour class.  
 Prerequisite: CS 113 or experience/knowledge of a programming language
- CS 213N Networking I**  
 This course is designed to introduce students to the fundamentals of Local Area Networking (LAN) using current industry standards in networking. Students will learn the basics of network administration, supervision, information sharing, software installation, and troubleshooting techniques. This is a three credit hour course.
- CS 214 CISCO Network Associate I**  
 This course focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. This course also serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.  
 Prerequisites: CS 123D or consent of instructor
- CS 214A CISCO Network Associate II**  
 This course focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. This course serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.  
 Prerequisite: CS 214 (CISCO Network Associate I)

- CS 214B**                      **CISCO Network Associate III**  
This course focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. This course serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.  
Prerequisite: CS 214A (CISCO Network Associate II)
- CS 214C**                      **CISCO Network Associate IV**  
This course focuses on project-based learning, including advanced network design projects and advanced management projects. This serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. This is a four credit hour course.  
Prerequisite: CS 214B, CISCO Network Associate III
- CS 223E**                      **Advanced Web Development**  
This course is a continuation of CS 123C Introduction to Web Development. The main focus of study is on advanced web development technologies. This is a three credit hour course.  
Prerequisite: CS 123C Introduction to Web Development
- CS 223L**                      **Advanced C++ Programming**  
This course will continue to focus on C ++ Programming by utilizing specific applications in C++. An in depth study in data structures, program applications, and some graphics, as well as any new program releases will be covered in this advanced course. This is a three credit hour course.  
Prerequisite: CS 213F or consent of the instructor
- CS 223M**                      **Computer Repair & Upgrade I**  
This course will allow students to learn routine preventive maintenance for PCs including hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. This is a three credit hour course.  
Prerequisite: CS 123D Business Computer Applications or consent of the instructor
- CS 223N**                      **Networking II**  
This course introduces the installation and management of workstations and servers in a client/server networking environment. Topics include creating and managing user and computer accounts, performing basic network administrative tasks, implementing and managing backups, and disaster recovery. This is a three credit hour course.  
Prerequisite: CS 213N, Networking I
- CS 223S**                      **Introduction to Operating Systems**  
This course provides a comprehensive overview of the multiple operating systems commonly found in the Information Technology field. This is a three credit hour course.  
Prerequisite: CS 213N
- CS 233M**                      **Microcomputer Repair & Upgrade II**  
CS 233M is a continuation of CS 223M Computer Repair & Upgrade I. This course will allow students to further develop their skills in regards to routine preventive maintenance of PCs, hardware and software troubleshooting, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Upon successful completion of this course, the student will be prepared to attempt to take the A+ certification exam. This is a three credit hour course.  
Prerequisite: CS 223M Computer Repair & Upgrade I or consent of the instructor
- CS 233N**                      **Networking III**  
This course presents the basics of business continuity and contingency planning related to the protection of network infrastructure. Topics include the fundamentals of routers, router security, client/server security, configuration tools, network and resource security, and securing network assets. This is a three credit hour course.  
Prerequisite: CS 213N Networking I
- CS 233S**                      **Systems Architecture**  
This course provides detailed information of computer hardware and system software. The material covered in this course is intended to form a foundation of technical knowledge for systems analysis, design, configuration, procurement, and management. This is a three credit hour course.  
Prerequisite: CS 113
- CS 243N**                      **Networking IV**  
This course introduces computer forensics and network security concepts. Specific topics to be covered include network security terminology, fundamentals of intrusion detection design and implementation, firewall design, virtual private networks, packet filters, and network traffic signatures. This is a three credit hour course.  
Prerequisites CS 213N, Networking I



## CORRECTIONAL ACADEMY (CA)

NOTE: The following courses are taught through the Corrections Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the Associate of Arts or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the corrections academy courses (CA), since the CA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a correctional officer.

### CA 111X **Physical Training and Wellness for Corrections Officers**

This course is designed to enhance the basic correction officer's level of fitness, as well as develop an understanding of wellness as it relates to corrections. This class will include demonstration, discussion, and participation. Periodic fitness assessments and strength, cardiovascular, and flexibility training will be incorporated into this class. Additionally concepts covering nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and agility courses for state certification as a corrections officer.

Co-requisite: Enrollment in the Corrections Academy. This is a one credit hour course.

### CA 113J **Introduction to Corrections (same as CJ 113J)**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. This is a three credit hour course.

### CA 123J **Corrections Officer Safety and Weapons Training (same as CJ 123J)**

This course will cover basic shooting principles used by correctional officer and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures will be covered. This is a three credit hour course.

### CA 133J **Communication and Interpersonal Skills for the Correction Officer**

This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate. This is a three credit hour course.

## COSMETOLOGY (COSM)

### COSM 111 **Theory I**

This course orients the student to cosmetology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

### COSM 111E **Esthetician Theory**

This course orients the student to the skin care career, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

### COSM 111M **Manicurist/Esthetician Theory**

This course orients the student to the field of Manicurist/Esthetician, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

### COSM 111N **Nail Technology Theory**

This course orients the student to the field of Nail Technology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

### COSM 112 **Haircutting I**

This first of three haircutting courses includes theory and practice related to haircutting, including anatomy and physiology as well as the preparation and procedures for the use of shears, scissors, razors and clippers on mannequins. Students are indoctrinated in safety practices as well as products related to the various haircutting procedures. This is a two credit hour course.

### COSM 112A **Haircutting II**

This second of three haircutting courses includes theory and practice related to haircutting, including additional anatomy and physiology as well as the preparation and advanced safety practices as well as products related to the various haircutting procedures are covered. Practice opportunities for client consultation, record keeping, and haircutting are provided. This is a two credit hour course.  
Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, AND COSM 142

### COSM 115 **Manicuring / Pedicuring**

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage and advanced nail techniques, client consultation and recommendations, as well as client record keeping and safety. This is a five credit hour course.



- COSM 121**                      **Theory II**  
 This course covers the areas of hairstyling, haircutting, facials, safety and sanitation, electricity, and related topics as applied within the field of barbering and cosmetology. This is a one credit hour course.  
 Prerequisites: COSM 142 and the NM Board of Barbers and Cosmetologists Student License Permit Number
- COSM 124**                      **Hairstyling**  
 This course combines theory and practice of hairstyling to include the anatomy and physiology, preparation, practice, and procedures related to hairstyling along with the associated materials and implements. Students will practice safety procedures and styling techniques including wet styling, blow drying, fingerwaving, airwaving, and hair pressing. Students will perform consultations with clients including hair analysis, recommendations, and record keeping. This is a four credit hour course.  
 Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142
- COSM 132**                      **Sterilization and Sanitation**  
 This course covers safety, preparation, procedures, practice, products, materials and implements, theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections. This is a two credit hour course.
- COSM 142**                      **Shampoo, Rinses, and Scalp Treatments**  
 This course covers preparation, procedures and practice, products, materials, implements, and related theory. Additional topics presented include related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client record keeping and safety. This is a two credit hour course.
- COSM 153**                      **Independent Study**  
 Developed as an independent clinic practice and make-up class for missed hours. This course is the practice of all skills and knowledge learned in related courses. This is a three credit hour course.
- COSM 191-296 (A-Z)**        **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- COSM 211**                      **Theory III**  
 This course covers theoretical knowledge appropriate for haircutting, chemistry, hair additions, chemical texturizing, and hair coloring as applied to the field of barbering and cosmetology. Emphasis will also be given to safety and sanitation or client protection. This is a one credit hour course.  
 Prerequisites: COSM 225 and the NM Board of Barbers and Cosmetologists Student License Permit Number
- COSM 212B**                    **Haircutting III**  
 This third of three haircutting courses includes advanced theory and practice related to haircutting. The course emphasizes advanced safety practices as well as products related to a variety of complex haircutting procedures on clientele in the lab setting. Practice opportunities for client consultation, record keeping, and haircutting are provided. This is a two credit hour course.  
 Prerequisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.
- COSM 213**                    **Haircoloring / Bleaching**  
 This course explores the hair analysis procedures and related chemical actions involved in temporary, semi-permanent, and permanent color applications. Applications include bleaching, tinting, toning, frosting, special effects, and problems specific to the client. The student will consult with the client to make recommendations, perform record keeping, and practice safe methods. This is a three credit hour class.  
 Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.
- COSM 216**                    **Chemical Rearranging/Perms and Relaxers**  
 This course covers theory, preparation, procedures, and practice related to the chemical rearranging (including perms) of hair. Included are theory related to anatomy and physiology of hair as well as common products, materials, and implements. Students will consult with clients to analyze hair, perform the chemical procedure, and maintain proper record keeping while following approved safety measures. This is a six credit hour course.  
 Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.
- COSM 220**                    **Cosmetology / Barbering Clinical Practicum**  
 This course is the capstone course for the cosmetology program. It provides concentrated clinical practice for the student in a supervised lab setting in preparation for the State Board Exam. This class can only be taken after the successful completion of all other required departmental classes. This is a 10 credit hour course.  
 Prerequisites: Completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of C or better in each class.
- COSM 220E**                   **Esthetician Practicum**  
 This course is the capstone course for the Esthetician program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.  
 Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

**COSM 220M                      Manicurist / Facialist Practicum**

This course is the capstone course for the Manicurist / Facialist program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.

Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

**COSM 220P                      Manicure / Pedicure Clinical Practicum**

This course is the capstone for the Nail Technology program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a ten credit hour course.

**COSM 222                      Salon Business / Board Review**

This course is taken during the last semester of the Cosmetology Program. It provides theoretical discussion and presentations relating to opening a salon and creating a business plan. Issues reviewed are written agreements, related regulations and laws, salon operations, policies, practices, personnel, compensation, payroll deductions, telephone etiquette, advertising, retail and salesmanship, client communication, public relations, insurance, and salon safety. Theoretical components of the departmental courses are reviewed in preparation for the written portion of the State Board Exam. This is a two credit hour course.

**COSM 225                      Facials**

This course covers theory and practice associated with performing facials in the related areas of anatomy and physiology, preparation and procedures, appropriate products, materials, and implements, treatments, and make-up application. Students will practice safe techniques while using electrical appliances and currents, specialized treatment machines, applying artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy. Students will practice performing client consultation, making recommendations, and keeping accurate records. This is a five credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

**COSM 233                      Testing and Student Evaluation**

This course will cover measurement of student skills and achievement. This course will include diagnosis student strengths and weaknesses, promote motivation for study, and assist in the development and assessment of oral, written, and practical tests. This is a three credit hour course.

**COSM 234                      Professional Educator**

This course orients the student in the fundamentals of business management. It will also present the important steps required in developing a professional development plan and the qualities for satisfactory performance within each area of performance. This course emphasizes the importance of pursuing instruction as a professional educator. This is a four credit hour course

**COSM 235                      Shaving/Crossover**

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials, and implements. This is a five hour credit course.

**COSM 237                      Course Development and Lesson Planning**

This course is an introduction to cosmetology theory, lesson planning, analysis, and implementation. Also included are sample lesson plans, benefits, outlines, and components of effective lesson plans. Students will practice the principles of preparing lesson plans and practical course reviews. This is a seven credit hour course.

**COSM 239                      Teaching and Classroom Management**

Proposed Description: This course will focus on the following areas: independent classroom instruction, generating and maintenance of reports and records, safety measures, classroom conditions, classroom management and supervision. This course will also cover academic advising. This is a nine credit hour course.

**COSM 245                      Theory for Instructor**

This course covers the fundamental principles of teaching cosmetology. It includes orientation, state laws and regulations, professional ethics, image, effective communications, student learning principles, and academic advising. This is a five credit hour course.

**COSM 247                      Lab / Clinic Supervision**

This course will present material in the following areas: independent clinic supervision, client communication, reception desk supervision, inventory control, effective dispensary procedures, supervision of clinic sanitation, client safety and supervision of student's technical skills. This is a seven credit hour course.

**COSM 257                      Teaching Methods and Teaching Aids**

This course examines the four step teaching plan of preparation, presentation, application, and evaluation. Various teaching methods and effective use of teaching aids with guides to the appropriate use of textbooks, workbooks, project sheets, and instruction sheets will also be discussed. This is a seven credit hour course.

# CRIMINAL JUSTICE (CJ)

## **CJ 113 Introduction to Criminal Justice (same as LA 113)**

This course will explain the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as constitutionally imposed restrictions on the system. This is a three credit hour course.

## **CJ 113B Substantive Criminal Law (same as LA 113B)**

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.

## **CJ 113E Introduction to the Courts (same as LA 113E)**

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.

## **CJ 113F Juvenile Justice & Delinquency**

This course will explain the organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law under the Children's Code and Rules of Procedure. This is a three credit hour course.

## **CJ 113J Introduction to Corrections**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes, and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. This is a three credit hour course.

## **CJ 113P Police and Society (same as LA 113P)**

This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those in the study of crime and the workings of the criminal justice system. This is a three credit hour course.

## **CJ 123F Traffic Law & Accident Investigation**

This course focuses on the theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony, and study of the New Mexico vehicle code. This is a three credit hour course.

## **CJ 123P Law Enforcement Patrol Procedures**

This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol, and observation. Also, basic techniques for arrest/custody, supervision, transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival will be covered. This is a three credit hour course.

## **CJ 191-296 (A-Z) Special Topic**

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

## **CJ 213A Criminal Investigation**

This course will identify the fundamentals of criminal investigation. It will include conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.

## **CJ 213B Criminal Procedure (same as LA 213B)**

This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.

## **CJ 213C Constitutional Law and the Criminal Justice System**

This course is a survey of constitutional law. It includes an overview of the U.S. legal system; the authority, jurisdiction, and influence of the U.S. Supreme Court; constitutional guarantees to citizens, and constitutional amendments which influence the criminal justice system. Specific attention will be given to equal protection under the law (balancing individual, state, and federal rights), and the first, second, fourth, fifth, sixth, and eighth amendments. This is a three credit hour course.

## **CJ 213D New Mexico Law**

This course will focus on the substantive provisions of the New Mexico Criminal Code with particular emphasis on those areas, which have proven to be the most common problem areas for the law enforcement community. This is a three credit hour course.



**CT 113 Building Materials**

This course covers construction standards and specific types of building materials used in commercial, industrial, and private construction projects. These materials include aggregates, asphalt, asphalt concrete, Portland cement, Portland cement concrete, masonry, iron, metal, and wood. These materials are widely used in construction and represent those over which field people in the industry have the most control. Shaping these materials to final size, protecting them from the elements, and fitting them together are accomplished in the field to a greater extent than with most other materials. This is a three credit hour class.

**CT 113E Electrical I**

This course is the introductory course in the electrical emphasis pathway. It covers safety rules and regulations for electricians as well as the OSHA-mandated procedures. It also includes conduit bending and installation, electrical fasteners, anchors, and installation, electrical concepts used in Ohm's law, various circuits, Kirchoff's voltage and laws, electrical test equipment, an introduction to National Electrical Code, raceways, boxes, and fittings, conductors, an introduction to electrical blueprints, and residential, commercial, and industrial wiring. This is a three credit hour class.

Pre and/or co-requisite: CT 112

**CT 113M Masonry I**

This course is the first of three in a series of three masonry courses. This course will introduce the student to the historic and current materials and processes used in the trade as well as safety issues specific to the trade. The course covers the safe operation of masonry saws and mortar mixing machines. Other topics include measurements, drawings, and specifications typically found on residential construction drawings, types and properties of mortar, types of concrete and clay masonry, applications layout and setup, and installation techniques. This is a three credit hour course.

Pre and/or co-requisite: CT 112

**CT 113P Pipe Layer**

This course contains an introduction to drilling and tapping machines and describes rigging and delivering pipe and associated structures. The safest methods for cutting common pipe materials and descriptions of materials and standard sizes for thermoplastic, concrete, ductile iron, and corrugated steel pipe are included. Methods for joining pipe to pipe, pipe to appurtenances, and pipe to manhole connections including O-ring pipe, slip joints mechanical joints, restraint joints and transition couplings are presented. The course introduces elevations, use of the pipe laser, soil behavior, and shoring, shielding, and sloping methods as well as stabilization, bedding and dewatering techniques. Preparation of pressure and gravity systems for testing is also covered. This is a three credit hour course.

Prerequisites: CT 112 & CT 111F

**CT 114C Carpentry I**

This course is the first in a series of four carpentry courses. Wood building materials, fasteners, and adhesives will be discussed as they are used with wood and masonry. The sources and uses of various softwoods and hardwoods is described as well as the grading systems for lumber and plywood, and the composition and uses of various engineered sheet materials and laminated lumber products. Students will learn the safe and correct operation and care of hand and power tools. The framing basics for the lay out and construction of wood floors, walls, ceilings, rough-ins for door and window openings, and corners, partition Ts, bracing walls, and applying sheathing will be covered. A variety of roofs and lay outs for rafters for stick-built and truss-built roofs will be covered. Students will learn how to apply weather-stripping and locksets as well as a variety of windows, skylights, and exterior doors. This is a four credit hour course.

Pre and/or co-requisite CT 112

**CT 114E Electrical II**

This course is the second course in the electrical emphasis pathway. It covers alternating current, AC and DC motors, grounding, conduit bending, boxes and fittings, conductor installations, cable tray, conductor terminations and splices, installation of electric services, circuit breakers and fuses, contractors and relays, and electric lighting. This is a four credit hour course.

Prerequisite: CT 113E or consent of instructor

**CT 114M Masonry II**

This course covers information the mason will need to work with residential plans and construction drawings. Techniques will be included for constructing small structure foundations, steps, patios, decks, chimneys, and fireplaces. The use of grout and other types of reinforcement as well as the various types of metal components and accessories will also be included. Advanced laying techniques for construction of walls, arches, and other structures will be incorporated as well as techniques for moisture control, elevated work, and construction inspection and quality control. This is a four credit hour course.

Prerequisites: CT 113M or permission of instructor

**CT 114P Plumbing I**

This course introduces the student to the history of plumbing, covers professional practices, career opportunities, and some basic safety information. It also covers the tools that will be used in daily work and reviews basic math principles and then plumbing-specific math problems. The course also reviews blueprints and plumbing drawings as well as describes various types of piping and fittings along with their use for plastic, copper, cast-iron, and carbon steel. Students are introduced to drain, waste, and vent systems and an overview of the water distribution system from its source to water treatment distribution. This is a four credit hour class.

Pre and / or co-requisite: CT 112



- CT 122S**                      **Project Management**  
The various forms of business ownership and functions of management are identified. The phases of construction projects and the development of formal and informal organizations are covered. Project managers will be assisted in identifying personal management styles, how and when to use their authority, how to resolve conflict, and how to motivate employees. Key elements of the negotiation process, problem solving for profit, documentation procedures, identifying resources, estimating, scheduling, cost control, resource control, TQM, safety, and subcontractor safety evaluation are discussed. This is a two credit hour course.
- CT 123**                         **Blueprint Reading for Construction**  
This course introduces residential and light commercial blueprint reading. Topics include blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and brick veneer construction, and appropriate mathematics. This is a three credit hour course.
- CT 124C**                      **Carpentry II**  
This course is the second in a series of four carpentry courses. The specifications of blueprints relevant to the carpentry trade and distance measurement and leveling used to perform the site layout task using site /plot drawings are presented. The responsibilities of surveyors, field engineers, and carpenters are discussed. The properties of a variety of cements and reinforcing materials and the procedures for estimates and testing concrete are covered along with construction of a variety of concrete footing and edge forms. Wall, column, slab-and-beam, stair forms, manufactured forms, and systems are included. This is a four credit hour course.  
Prerequisites: CT 114C or permission of the instructor
- CT 124E**                      **Electrical III**  
This course is the third course in the electrical emphasis pathway. It covers load calculations in branch circuits, conductor selection and calculations, over current protection, raceway, box and fitting fill requirements, wiring devices, distribution equipment, lamps, ballasts and components, motor calculations, basic motor maintenance, motor controls, and hazardous locations. This is a four credit hour course.  
Prerequisite: CT 114E
- CT 124P**                      **Plumbing II**  
The techniques for calculating simple, rolling, and parallel offsets using intermediate math skills are presented. The interpretation and use of civil, architectural, structural, mechanical, plumbing, and electrical drawings are included along with procedures to locate, install, connect, and test a complete drain, waste, and vent (DWV) system. Techniques for locating, installing, and connecting roof, floor, and area drains according to code are included. The proper installation, testing techniques, and troubleshooting for fixtures, valves, faucets, water heaters, and fuel gas systems will be covered. This is a four credit hour course.  
Prerequisite: CT 114P or the consent of the instructor
- CT 133**                         **Site Layout**  
This course provides the basic principles and techniques of construction surveying. Introductory tasks include taping, leveling, transit, contour and topographic mapping, and construction surveying as well as surveying math, the use and care of survey equipment, and blueprint reading for surveyors. This is a three credit hour course.
- CT 134S**                      **Construction Technology I**  
This course is the first of two courses designed to prepare students for supervisory jobs by providing an overview and specific descriptions of major construction trades including electrical, masonry, concrete finishing, and plumbing. Proper and safe hands-on techniques are emphasized. This course introduces the student to the historic and current methods and procedures in each area. This is a four credit hour course.
- CT 141-7**                      **Fieldwork for Construction**  
The consent of the instructor is required before enrollment in this course which will be supervised fieldwork on a specific construction project at a local site. The course may be taken for one credit up to a maximum of eight credit hours and may be taken more than one semester until the maximum of eight hours in this course is earned. Each credit hour earned requires three work hours per week for 16 weeks at the site. Students must furnish their own tools. This is a one to seven credit hour course.
- CT 144E**                      **National Electric Code I (NEC)**  
Wiring and installation conforming to NEC requirements are discussed. Topics include grounded systems, overcurrent protection of conductors, ampacity criteria, installing services, installing motors and transformers, remote control and signaling circuits, and installing structured wiring in homes and offices. This is a four credit hour course.  
Prerequisites: CT 134P
- CT 144S**                      **Construction Technology II**  
This course is the second of two courses that provide an overview and specific descriptions of major construction trades. This second course contains an overview of carpentry and specific construction descriptions. The topics covered include floor systems, wall and ceiling framing, roof framing, site layout, exterior finishing, roofing applications, and stairs. This is a four credit hour course.  
Prerequisite: CT 134S

**CT 164P Sprinkler Systems I**

The goals, working relationships, safety, material handling, and common tools used in sprinkler fitting are explained. It covers procedures for determining pipe length, and how to groove pipe and install fittings. The handling, storage requirements, and tools used to assemble CPVC systems are also discussed. The course identifies the types of copper tube and fittings approved for use in fire sprinkler systems and how to solder and braze joints. It also discusses properties and classifications of soils, sloping requirements, excavation support systems, and backfilling requirements. This is a four credit hour course.

Prerequisite: CT 112

**CT 191-296 (A-Z) Special Topic**

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

## **DRAMA / THEATRE (DR)**

**DR 113 Introduction to Theatre**

This class is a general introduction to the art of theatre. The aesthetic, practical, and historical dimensions in the unified work of theatre production are explored. Various aspects of study include acting, directing, theatre architecture, set design, dramatic theory, and theatre history. Students will have the opportunity to study this art form from its known origins to modern day. This is a three credit hour course.

**DR 111 Rehearsal and Performance**

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a one credit hour course.

**DR 112B Rehearsal and Performance**

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a two credit hour course.

**DR 123 Rehearsal and Performance**

Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management assignments. This is a three credit hour course.

**DR 191-296 (A-Z) Special Topic**

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

## **ECONOMICS (EC)**

**EC 191-296 (A-Z) Special Topic**

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

**EC 213 Principles of Economics (Macro)**

This covers will introduce macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth. This is a three credit hour course.

**EC 223 Principles of Economics (Micro)**

This course presents micro-economic theory, concepts of supply and demand, input and output decisions in perfect and imperfect competition, distribution of income to factors, governmental regulation of business, and unions. This is a three credit hour course.

## **EDUCATION (ED)**

**ED 112 Professionalism**

This course will build upon the individual student's integrity, responsibility, and ethical practices that demonstrate a profound respect for all children and their families. The student will embrace a multicultural perspective that is responsive to individuals in culturally diverse communities in New Mexico. The student will make decisions based upon knowledge of early childhood theories and practices that recognize diversity of ability, developmental level, and family characteristics. This is a two credit hour course.



- ED 112A**                      **Practicum I-L**  
 Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 113B, Curriculum Development & Implementation I. They will observe and assess their assigned students' development and modify curriculum as needed. Professional ethics will be demonstrated at all times. Students will work with children for a minimum of 60 hours over the semester. This is a two credit hour course.  
 Co-requisite: ED113B
- ED 113A**                      **Guiding Young Children**  
 This course will answer questions associated with child guidance and discipline. Current theory will be discussed, which will assist students in developing skills and avoiding common pitfalls. This course will provide a comprehensive framework for interpreting children's social behavior and for implementing appropriate strategies to enhance children's social competence. This is a three credit hour course.
- ED 113B**                      **Curriculum Development & Implementation I**  
 This course will help students learn to develop, implement, and evaluate early childhood education curriculum (birth-eight years old). Topics will include settings, methods, materials, scheduling, planning, and classroom management. Lesson plans and projects will be developed for the content fields (such as reading/writing, math, social studies, science) using art, music, drama, play, exploration, games, and various strategies. This is a three credit hour course.  
 Co-requisite: ED 112A
- ED 123**                      **Family & Community Collaboration**  
 This course will explore ways to encourage family involvement and community collaboration to promote the success and development of young children (birth – eight years old). Awareness of various types of family stress, understanding of the dynamics of family systems, and community relationships will be discussed. This is a three credit hour course.
- ED 191-296 (A-Z)**              **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- ED 212**                      **Practicum II-L**  
 Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 223C, Curriculum Development & Implementation II. They will observe and assess their assigned students' development and modify curriculum as needed. Professional ethics will be demonstrated at all times. Students will work with children for a minimum of 60 hours over the semester. This is a two credit hour course.  
 Co-requisite: ED 223C
- ED 213**                      **Foundations of Education**  
 This course will introduce students to the professional life of teachers. Throughout the book, the authors and the teachers profiled offer students practical perspectives for meeting the complex challenges of teaching. Students will be encouraged to write a research paper and develop a professional portfolio. This is a three credit hour course.
- ED 213C**                      **Assessment of Children & Evaluation of Programs**  
 Students in this course will develop knowledge of diverse assessment approaches, including observational skills. The student will use appropriate on-going documentation and report information to families and professionals. Appropriate early childhood assessment is responsive to cultural and linguistic difference. It includes information from multiple sources, e.g. observations, checklists, interviews, and both formal and informal standardized measures in diverse settings for making educational decisions about children. This is a three credit hour course.
- ED 213F**                      **Educational Psychology (Same as PS 213F)**  
 This psychology course will provide the student with useful concepts and principles of educational psychology that can be used for upcoming or practicing teachers. Throughout the book, the author offers students practical perspectives for meeting the complex challenges of teaching and ways to apply various educational psychology concepts and principles for working with students in a classroom setting. This is a three credit hour course.
- ED 213G**                      **Child Growth, Development & Learning**  
 The foundation for all learning is established during a child's early years and is built upon throughout childhood. Biological-physical, social, cultural, emotional, cognitive, and language domains are inherently intertwined in growth and development. Professionals working with children must understand this process of development and the adult's role in supporting each child's growth from birth onward. This is a three credit hour course.
- ED 222**                      **Health, Safety, & Nutrition**  
 This course will explore ways to provide emotionally and physically safe environments for young children (birth – eight years old). Sound health, safety, and nutritional practices will be examined. Possibilities of involvement of local agencies, personnel, and facilities will also be discussed. This is a two credit hour course.

**ED 223C Curriculum Development & Implementation II**

This course will provide the student with skills for use in the teaching and learning relationships of young children. The student will use his or her child development knowledge, knowledge of developmentally appropriate practices, and content knowledge to design, implement and evaluate experience that promote optimal development and learning for all children from birth through age eight. In addition, the student's use of observations is grounded in a thorough understanding of children's families, culture, and communities. This is a three credit hour course.

Co-requisite: ED 212

**ED 223D Introduction to Reading & Literacy Development**

This course will explore how language develops during a child's early formative years, within each child's culture, regardless of their individual home language. The student will become familiar with current research and theories relating to the area of language acquisition and emergent literacy (early reading and writing behaviors). The student will develop materials and strategies for promoting language development and early reading and writing skills in their early childhood classrooms (birth – 3<sup>rd</sup> grade). Students will be expected to work with children, outside of class, in order to implement the activities and strategies discussed in class. This is a three credit hour course.

**ED 233 Educational Field Observation**

This course is for students who are majoring in one of the following: elementary education, secondary education, special education, or bilingual education. All students, including special education majors, are to be placed in regular classrooms. The course requires thirty (30) hours of observation in the classroom. Students will observe many aspects of teaching including lesson planning, instructional strategies, evaluation and grading, classroom management, and professional ethics. Also, the students will extend their knowledge of teaching through various readings, teaching a lesson, and keeping a daily journal. The intent of the course is to give structure to the observations and prepare students for the courses to come, in which these aspects of teaching will be covered in depth. This is a three credit hour course.

## EMERGENCY MEDICAL (EM)

**EM 108 Emergency Medical Technician Basic**

This course is designed for ambulance / rescue personnel who have access to specialized vehicles equipped with specialized items of equipment. The course prepares ambulance / rescue attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport, utilizing the specialized vehicle and specialized equipment. This class meets all requirements for certification as required by the State of New Mexico. This is an eight credit hour course.

**EM 118 Emergency Medical Responder**

This introductory course focuses on handling emergencies that require basic life support equipment. This course meets the emergency medical responder curriculum for New Mexico. This is an eight credit hour course.

**EM 122C Emergency Medical Technician Training – Intermediate (EMT-1) Clinical Experience**

This course provides the clinical experience for the EMT Intermediate program. It is for students who are currently enrolled in EM 124. This clinical course provides the students with hands-on experience while working under the supervision of a licensed EMT. Seventy-two clinical hours are required. Coordination of the clinical experience is through the NMJC faculty. This is a two credit hour course.

Co-requisite: EM 124

**EM 124 Emergency Medical Technician Training-Intermediate (EMT- I)**

Assessment of trauma and medical patients, airway management, shock, respiratory emergencies, fluid & electrolytes, IV & inhalation therapy, OB emergencies, subcutaneous medication administration, cardiovascular emergencies, diabetes management, and medico legal issues. This class includes initiation of IV therapy on fellow student while under direct supervision. This is a four credit hour course.

Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health

**EM 128 Emergency Medical Technical – Basic Bridge (EMT-B Bridge)**

This course is a continuation of EM 118, Emergency Medical Responder. It is designed for ambulance / rescue personnel who have access to specialized vehicles and equipment. The course prepares ambulance / rescue attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport. This is an eight credit hour course.

Prerequisite: EM 118

**EM 191-296 (A-Z) Special Topic**

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

## ENGLISH (EN)

**EN 103 English Fundamentals for Specialized Programs**

This course focuses on grammar, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses effective technical writing in the work place. This class does not meet the requirements of the associate of arts or the associate of science degrees. This is a three credit hour course.

- EN 113**                                 **Composition and Rhetoric**  
 This course offers an introduction to written communication with emphasis on developing college-level paragraphs and essays. This is a three credit hour course.  
 Prerequisite: TS 113C or appropriate score on a placement test
- EN 123**                                 **Composition and Literature**  
 As a continuation of EN 113, this course focuses on writing effective paragraphs and essays with an emphasis on reading, analyzing, and researching literary genres: short stories, poetry, drama, novels, and/or essays. This course includes a research project and other writing assignments. This is a three credit hour course.  
 Prerequisite: EN 113 Composition and Rhetoric
- EN 123A**                                 **Report Writing for Technicians**  
 This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. This is a three credit hour course.  
 Prerequisite: EN 113 Composition and Rhetoric
- EN 191-296 (A-Z)**                     **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- EN 213**                                 **Types of Literature I**  
 This course examines selected literary works from one or more genres. The successful student has the opportunity to develop critical thinking skills through close reading of the selected genre(s) presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature
- EN 213A**                                 **Survey of British Literature I**  
 This course offers a study of the development of British literature from Beowulf through the eighteenth century. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.  
 Prerequisite: 123 Composition and Literature
- EN 213B**                                 **Creative Writing**  
 This course offers an introduction to the writing of various literary genres resulting in individual writing portfolios. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature or consent of instructor
- EN 213C**                                 **American Literature I**  
 This course examines representative masterpieces from ancient, medieval, and Renaissance literature. It is designed to introduce world literature and to widen the student's contacts with individuals, ideas, and customs of other cultures. Readings, reports, and writings required. This is a three credit hour course.  
 Prerequisite: ENG 123 Composition and Literature
- EN 213D**                                 **World Literature I**  
 This course examines representative masterpieces from ancient, medieval, and Renaissance literature. It is designed to introduce world literature and to widen the student's contacts with individuals, ideas, and customs of other cultures. Readings, reports, and writings required. This is a three credit hour course.  
 Prerequisite: ENG 123 Composition and Literature
- EN 223**                                 **Types of Literature II**  
 This course examines selected literary works from one or more genres. The successful students' critical thinking skills are developed through close reading of the genres presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature
- EN 223A**                                 **Survey of British Literature II**  
 This course offers a study of the development of British literature from the eighteenth century to the present. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature

- EN 223B**                                 **Creative Writing II**  
 This course is a continuation of EN 213B, emphasizing further development in the writing of various literary genres, resulting in individual writing portfolios. This is a three credit hour course.  
 Prerequisite: EN 213B Creative Writing
- EN 223C**                                 **American Literature II**  
 This course examines the development of American literature from the Civil War to the present. It is designed to offer a broad cultural awareness of American literature and culture. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature
- EN 223D**                                 **World Literature II**  
 This course examines representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. It is designed to introduce world literature from the modern era and to widen the students' contact with individuals, ideas, and customs of other cultures. Readings, reports, and writings are required. This is a three credit hour course.  
 Prerequisite: EN 123 Composition and Literature

## **GEOGRAPHY (GG)**

- GG 113**                                 **World / Regional Geography**  
 This course is designed as an introductory geographic survey arranged around the following major regions: United States and Canada, Latin America and the Caribbean, Europe, Northern Eurasia, Central Asia and Afghanistan, The Middle East and North Africa, Africa-South of the Sahara, South Asia, East Asia, Southeast Asia, and Australia, New Zealand, and the Pacific Islands. Emphasis is placed upon an analysis of the natural environment, cultural environment, population status, economic development, and potentials. This is a three credit hour course.
- GG 191-296 (A-Z)**                     **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

## **GEOLOGY (GE)**

- GE 114**                                 **Physical Geology**  
 This course will study earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, volcanism, earth resources, oceans, and meteorology. Concurrent enrollment in GE 114L (laboratory) is required. This is a four credit hour course.
- GE 124**                                 **Historical Geology**  
 This course will include a chronological study of the history and development of life on earth. Topics will include the formation of the oceans and atmospheres, fossils, and evolution of dinosaurs, and animal life. Concurrent enrollment in GE 124L (laboratory) is required. This is a four credit hour course.
- GE 214**                                 **Introduction to Meteorology**  
 This course focuses on the science of the atmosphere by following weather in real time via the internet. This course provides the student with background information on the properties of the atmosphere, the scientific principles that govern weather and climate, the interactions between the atmosphere and the other components of the Earth system, and the implications of those interactions for humankind. Concurrent enrollment in GE 214L (laboratory) is required. This is a four credit hour course.
- GE 191-296 (A-Z)**                     **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- GE 224**                                 **Ocean Studies**  
 This course focuses on the science of world oceans and the role of the ocean from an Earth system perspective. Students are introduced to the dynamic ocean in near real-time by working with current oceanographic data delivered via the Internet and coordinated with learning investigation labs keyed to current ocean products. This course explores the ocean in the Earth system with special emphasis on the flow and transformation of weather and energy into and out of the ocean, the physical and chemical properties of seawater, ocean circulation, marine life and its adaptations, interactions between the ocean and the other components of the Earth system, and the human / societal impacts on and response to those interactions. Concurrent enrollment in GE 224L (laboratory) is required. This is a four credit hour course.

## GERMAN (GR)

### GR 114 **Beginning German I**

This course uses a conversational approach to language acquisition to teach vocabulary and to facilitate comprehension. This course aids students in the development of speaking, reading, writing, and comprehension, with careful attention given to grammar and pronunciation. Not only are students exposed to the spoken language, but also to German culture. This course contains both a lecture and a lab component. This is a four credit hour course.

### GR 191-296 (A-Z) **Special Topic**

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## GOVERNMENT (GO)

### GO 191-296 (A-Z) **Special Topic**

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

### GO 213 **American Government**

This course examines the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between the formal and informal groups seeking to make claim on or through the government. This is a three credit hour course.

### GO 233 **International Relations**

This course discusses the major theories of international relations and provides students with the historical background to understand global politics. It provides a basis of discussion over three key themes—the historical, the contemporary and policy-oriented, and the theoretical—and emphasizes the extent to which they complement one another. It gives the student one of the most important processes affecting relations between states and non-state actors today: globalization. This is a three credit hour course.

## HAZARDOUS MATERIALS ENVIRONMENTAL TECHNOLOGY (HM)

### HM 101 **Safety and Hazardous Materials**

This course will introduce the student to the proper management of hazardous material encountered in the automotive environment. The student will gain an understanding of the Hazard Communication Regulation. Students will learn how to utilize a Material Safety Data Sheet in order to identify, handle, store, and dispose of hazardous materials. They will be introduced to basic first aid and response to spills or exposure in their work environment. Use of the proper personal protective equipment will be covered. Other safety topics including right-to-know laws will be covered. This is a one credit hour course.

### HM 191-296 (A-Z) **Special Topic**

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

### HM 223 **Environmental Health & Safety**

This course introduces students to the effects of industrial, biological, and chemical hazards on the environment. Material from the Department of Energy, the Nuclear Regulatory Commission, OSHA, and the Environmental Protection Agency is integrated throughout the course. This is a three credit hour course.

### HM 233 **Environmental Law**

This course introduces the current federal laws that regulate the assessment, use, handling, storage, and disposal of hazardous materials. This course also gives the student an understanding of public and private nuisances and available remedies. It includes: Clean Air Act, Clean Water Act, RCRA, CERCLA, Toxic Substance Control Act, Federal Pesticide Act, and OSHA. This is a three credit hour course.

### HM 233B **Transportation of Hazardous Material**

This course provides a working knowledge of the Hazardous Materials Transportation Regulations. The emphasis of the course is on definition of hazard classes using the hazardous materials table, marking, labeling, placarding, and shipping papers. This is a three credit hour course.

## HEALTH CARE (HC)

### HC 191-296 (A-Z)      **Special Topic**

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

## HISTORY (HI)

### HI 113      **United States History to 1877**

This course surveys the discovery, establishment, and growth of the English colonies; their relations with Great Britain; the revolution; the Confederation; the Constitution; the growth of nationalism; westward expansion; slavery; the Civil War; Reconstruction; economic, political, and social development; and international relations. This is a three credit hour course.

### HI 113A      **History of New Mexico**

This course studies the archaeology, geography, and geology of New Mexico and its effect on the growth of New Mexico. It will cover New Mexico's Prehistoric and Proto-Historic Native Americans, Spanish, Mexican, and American Epochs; internal development and problems of the state; and New Mexico's place in the United States. This is a three credit hour course.

### HI 123      **United States History from 1877**

This course studies the growth of big business and the accompanying problems; westward expansions; causes and results of World War I; the Great Depression of the 1930s and its consequences; causes of World War II; and the post war adjustments and prospective solutions. This is a three credit hour course.

### HI 191-296 (A-Z)      **Special Topic**

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

### HI 213      **History of Civilization I**

This course covers the civilizations that have contributed to the shaping of contemporary society. It focuses on prehistoric civilizations and the civilizations of the Near East, Far East, Greece, and Rome. The medieval church, the Renaissance, the Protestant Reformation, and the rise of the monarchies are also discussed. This is a three credit hour course.

### HI 213M      **U.S. Military History**

This course will cover the history of the United States military from its colonial beginnings through the Vietnam War. This period of history has become a watershed of change for our nation. Coverage will include a survey of important battles of the major wars in U.S. History, as well as an introduction of the interrelationships that exist between the U.S. military and the political, economic, and social forces that continue to shape our nation. Emphasis will be placed upon America's role in the world. This is a three credit hour course. Prerequisites and or co-requisite recommended: HI 113 and HI 123

### HI 223      **History of Civilization II**

This course is a continuation of HI 213. The focus is on early modern times and the genesis of present civilization. The period of the rise of monarchy, individualism, and capitalism in Western Europe; the development of the industrial revolution in England, and the political revolutions in France and the other European countries; the growth of totalitarianism and its struggle with democracy, and recent world developments are examined. This is a three credit hour course.

### HI 223W      **The Civil War**

This course is a history of the American Civil War with an emphasis upon the sectional conflicts and events that led to the war. The course also covers the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world. This is a three credit hour course.

## HOME ECONOMICS (HE)

### HE 113      **Introduction to Nutrition**

This course provides an introduction to the principles of basic nutrition and the relationship of nutrition to health. This is a three credit hour course.

### HE 191-296 (A-Z)      **Special Topic**

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



# INDUSTRIAL TECHNOLOGY (INDT)

## **INDT 113 First Line Maintenance**

This course will provide basic information to locate and troubleshoot common machine or equipment faults. Upon completion of this course, students should be able to safely and properly perform preventative maintenance techniques. This is a three credit hour course.

## **INDT 113A Introduction to OSHA**

This course will introduce students to OSHA (Occupational Safety and Health Administration) and its established health and safety standards as applicable to employees in the workplace environment. It will cover the areas of hazard communications, record keeping, egress training, ergonomics, personal protective equipment, flammable and combustible liquids, powered industrial trucks, walking and working surfaces, electrical hazards, lock-out/tag-out, and other related topics. This is a three credit hour course.

## **INDT 113B Industrial Practices and Principles**

This course will introduce students to the principles and practices of ISO 9000, Root Cause Analysis, Failure Modes and Effects Analysis, and Hazardous Assessment and their applicability in the workplace. This is a three credit hour course.

## **INDT 113C Logistics for Technicians**

This course will provide basic and advanced logistics training for material handlers. Topics in this course will include warehousing, automated equipment, control procedures, distribution and order processing, warehouse management and evaluation, industrial health and safety, and logistics information systems. This is a three credit hour course.

## **INDT 113D Nuclear Chemistry**

This course introduces students to atomic structure of matter, chemical bonding, and chemical interactions involved with corrosion processes. Students will be introduced to water-chemistry control, including the principles of water treatment, the hazards of chemicals, and basic gaseous diffusion processes. This is a three credit hour course.

## **INDT 113E Basic Electrical Theory**

This course is an introduction to Basic Electronic Theory. This course covers how to identify electronic components used in communications and industrial equipment, how to calculate voltage and current in series and parallel circuits, and how to understand the basics of circuit design. This is a three credit hour course.

## **INDT 113F Fundamentals of Instrumentation & Controls**

In this course students will be introduced to a variety of detectors, including temperature, pressure, level, flow, and radiation; position indicators; and principles of control systems used in the nuclear industry. This is a three credit hour course.

## **INDT 113G Computer Applications for Energy Technicians**

This course will provide students with basic knowledge of word processing, spreadsheets, database theory, Open Office, internet basics, and security. Topics will include data collection, charting, formulas, calculations, and graphic presentations. This is a three credit hour course.

## **INDT 113N Fundamentals of Nuclear Science**

This course is an introduction to the fundamentals of nuclear science. The course presents the basic nuclear science needed to understand and quantify nuclear phenomena such as nuclear reactions, nuclear energy, radioactivity, and radiation interaction with matter. This course explores the latest advances in the detection and measurement of radiation, fusion, and fission energy. This is a three credit hour course.

## **INDT 123 Introduction to Thermodynamics, Heat Transfer, and Fluid Flow**

This course will provide students with the basic principles of thermodynamics, heat transfer, and fluid flow. Students will be introduced to the properties of fluids, conduction, convection, radiation-heat transfer, and the relationship between types of energy in a fluid stream. This is a three credit hour course.

## **INDT 123A Introduction to Programmable Logic Controllers (PLC)**

This course will introduce students to the basics of Programmable Logic Controllers (PLC) used in industrial control systems, including electronic device-to-device interfacing, data communication, signal processing, data display, and control operations. This is a three credit hour course.

## **INDT 123B Nuclear Physics & Reactor Theory**

This course introduces students to concepts of atomic physics, including the atomic nature of matter, nuclides, radioactivity, radioactive decay, neutron interactions, fission, and the interaction of radiation with matter. This is a three credit hour course.

## **INDT 123C Mechanical Science**

This course presents the basics of mechanical components, diesel engines, heat exchangers, pumps, and valves. Students will have the opportunity to understand the construction and operation of mechanical components associated with various Department of Energy (DOE) nuclear facility operations and maintenance. This is a three credit hour course.

## **INDT 191-296 (A-Z) Special Topic**

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



**INDT 213                      Fundamentals of Vacuum Technology**

This course introduces students to methods and processes used in the nuclear industry. Students are introduced to the use of vacuum technology in the production of microelectronics, optics, specialty pharmaceuticals, chemical analysis, and other areas where high degrees of purity and cleanliness are required. This is a three credit hour course.

**INDT 213A                      Fundamentals of Prints & Drawings for Technicians**

This course will introduce students to print reading, engineering fluid diagrams, electrical diagrams, electronic schematics, logic diagrams, engineering fabrication, and construction drawings. This course should provide personnel and contractors who are associated with Department of Energy nuclear facility construction, operation, and maintenance, a foundation in reading, interpreting, and using engineering prints and drawings. This is a three credit hour course.

**INDT 213B                      Material Science for the Energy Industry**

This course will introduce students to properties of materials used in most energy related industries along with the importance of material selection to safety, reliability, and the environment. This is a three credit hour course.

**INDT 216A                      Cooperative Work Experience 1**

This course will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216B                      Cooperative Work Experience 2**

This course is a continuation of INDT 216A and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216C                      Cooperative Work Experience 3**

This course is a continuation of INDT 216A and INDT 216B and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216D                      Cooperative Work Experience 4**

This course is a continuation of INDT 216A, INDT 216B, and INDT 216C and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 223                      Introduction to Process Management**

This course presents methods for developing and managing process inputs, value added steps, outputs, and process metrics. The course introduces students to how well-managed processes save businesses warranty costs, increase product and service reliability, and increase customer satisfaction. This is a three credit hour course.

**INDT 223A                      Nuclear Safety & Reliability**

In this course, students will examine case studies which include nuclear accidents and the lessons learned, and they will research and develop strategies to avoid future events. Students will use basic reliability tools, including reliability calculations of series and parallel systems, data distributions used to identify trends, and root cause failure analysis identification methods. This is a three credit hour course.

## **LAW ENFORCEMENT ACADEMY (LA)**

NOTE: The following courses are taught through the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the certificate in Law Enforcement, the Associate of Arts, or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the law enforcement courses (LA), since the LA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a peace officer.

**LA 111                              First Aid and CPR for Public Safety**

This course provides instruction and certification in basic First Aid / CPR knowledge, skills, and procedures designed to render care for the sick or injured. This instruction is specific to first responders while in a law enforcement and / or corrections capacity. This is a one credit hour course.

- LA 112 Physical Training and Wellness for Law Enforcement Officers**  
 This course is designed to enhance the basic police officer's level of fitness, as well as to develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well-being. This class will include demonstration, discussion, and participation. This class will incorporate periodic fitness assessments, strength, cardiovascular, and flexibility training. Additionally, concepts in nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and obstacle/agility courses for state certification as a law enforcement officer. This is a two credit hour course.  
 Co-requisite: Enrollment in the Law Enforcement Academy
- LA 113 Introduction to Criminal Justice (same as CJ 113)**  
 This course will cover the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system. This is a three credit hour course.
- LA 113B Substantive Criminal Law (same as CJ 113B)**  
 This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.
- LA 113E Introduction to the Courts (same as CJ 113E)**  
 This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.
- LA 113P Police in Society (same as CJ 113P)**  
 This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. This is a 3 credit hour course.
- LA 114 Custody Control, Chemical Agents and Officer Safety**  
 This course will cover procedures (principles, concepts, medical implication and practical application) for custody and control and use of chemical agents in a law enforcement environment. Also covered will be academic and practical application regarding officer safety including day and night traffic stops, arrest situations, and handcuffing. This is a four credit hour course.
- LA 121 Case Preparation and Presentation**  
 This course provides basic knowledge in the nature of technical writing as it applies to police reports and documentation. The course will also provide the student with clear and concise techniques and procedures to effectively prepare for and testify in civil and / or criminal court proceedings. This is a one credit hour course.
- LA 123D Tech Writing Law Enforcement**  
 Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills. This is a three credit hour course.
- LA 123E Firearms Proficiency**  
 Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. This is a three credit hour course.
- LA 123F Traffic Law & Accident Investigation (same as CJ 123F)**  
 This course will review theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. This is a three credit hour course.
- LA 123P Law Enforcement Patrol Procedures (same as CJ 123P)**  
 This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, topics covered include basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival. This is a three credit hour course.
- LA 191-296 (A-Z) Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- LA 213A Criminal Investigation (same as CJ 213A)**  
 This course focuses on the fundamentals of criminal investigation. It includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.
- LA 213B Criminal Procedure (same as CJ 213B)**  
 This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.

## LEGAL STUDIES / PARALEGAL (LS)

LS 112

### Legal Ethics

This course is an in-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for the paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys, and the relationship of the paralegal to the supervising attorney, the client and the community. This is a two credit hour course.

LS 113

### Introduction to the Legal System

This course focuses on the history and overview of the legal system including the role of the legal assistant; legal ethics; unauthorized practice; the Code of Professional Responsibility; importance of communications, judgment, and analytical ability; terminology sources; and work of law. This is a three credit hour course.

LS 113A

### Introduction to Legal Research and Writing

This course is a study of legal research and bibliography, research problems, sources, legal drafting and writing, and preparation of memoranda and briefs. This is a three credit hour course.

LS 113C

### Introduction to Paralegal Studies

This course will introduce concepts such as the definition and role of the paralegal, ethical responsibilities, professionalism, the legal system, legal research and analysis, legal and office procedures, technology in the law, and topics in substantive law. This is a three credit hour course.

LS 123

### Contracts

This course focuses on the formation of contracts, breach of contracts, remedies for breach of contract, and drafting contracts. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 123A

### Torts

This course is a study of negligence and gross negligence including the requisites for recovery, such as duty, breach, causation, and damages. Also to be included in this course is the study of intentional torts, product liability, defamation, defenses, and the drafting of various documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director/coordinator

LS 123B

### Property

This course is a study of the legal aspects of personal and real property ownership. It will include bailments and the basics of probate. It is also an analysis of common real estate transactions such as deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens, and landlord/tenant relations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director or coordinator

LS 123C

### Family Law

This course will focus on topics that will include divorce, separation, custody, adoption, guardianship, support, settlement agreements in compliance with statutes, and drafting documents. Also included in this course will be aspects of the administrative agencies that affect the modern family, from spousal abuse to juvenile justice. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 191-296 (A-Z)

### Special Topic

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

LS 213

### Law Office Operations and Management

This course focuses on law office operation, theories of management, time keeping and billing, law office equipment, budgeting, key players, preparation of forms, checklists, docket control, personnel problems, and self-management. This is a three credit hour course.

LS 213A

### Civil Procedure

This course is an analysis of civil procedure. Instruction includes preparation of documentation in lawsuits, covering pre and post trial matters, jurisdictional, evidentiary, and admissibility problems. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

LS 213B

### Practicum/Internship

This course is a supervised on-the-job training experience in law office, governmental agencies, or legal departments of business or industry. This course requires 45 hours of on the job training in the legal field. This is a three credit hour course.

Prerequisite: Permission of dean/program director

LS 223A

### Trial Preparation and Procedures

This course covers methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, and methods and organization for effective trial presentations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 223B**                      **Torts / Negligence**

This course is the study of negligence and gross negligence. Instruction includes the requisites for recovery, duty, breach, causation, damages, product liability, and drafting appropriate documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/ program director

**LS 223C**                      **Estate Planning and Probate**

This course is an introduction to estate and probate terminology. Instruction includes wills and trusts, New Mexico/Texas probate law and procedures, required orders and notices of estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial finding. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 223D**                      **Bankruptcy and Creditors Rights**

This course is a study of Uniform Commercial Code in secured transaction matters including garnishment and replevins, the study of the bankruptcy code and rules of procedure, the study and preparation of appropriate pleadings and schedules, and creditors' rights. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 231A-234A**                      **Special Topics in Paralegalism**

This course is a study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants.

Prerequisite: LS 113 & LS 113C or permission of dean / program director

**LS 233**                      **Advanced Research Techniques**

This course is a continuation of LS 113A. It is designed to provide training in more advanced legal research problems with a focus on analysis and writing. It requires preparation of sophisticated legal memoranda and documents. This is a three credit hour course.

Prerequisite: LS 113, LS 113A, & LS 113C or permission of dean / program director

**LS 251**                      **Advanced Training for Paralegal Studies I**

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to resume building, identification of parties and proper caption headings, and paralegal rules of conduct for a novice paralegal / legal assistant.

This is a one credit hour course.

**LS 261**                      **Advanced Training for Paralegal Studies II**

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to client contact, preparing pleadings for different jurisdictions, conflict resolution, and communication for an experienced paralegal / legal assistant. This is a one credit hour course.

Prerequisite: Permission of instruction

**LS 271**                      **Advanced Training for Paralegal Studies III**

This course is designed to meet the needs of the community for office training for current and aspiring paralegals. This course consists of hands-on training in the law office environment, including but not limited to notebook preparation, courtroom visits, witness preparation, and jury paneling for an advanced paralegal / legal assistant. This is a one credit hour course.

Prerequisite: Permission of instruction

## **MATHEMATICS (MA)**

**MA 113**                      **College Algebra**

This college algebra course is designed for pre-engineering, mathematics, and science majors. The subject matter covered in this class includes a brief review of Elementary and Intermediate Algebra topics, as well as a more extensive study of graphs of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions, and logarithmic functions. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

**MA 113A**                      **Intermediate Algebra**

This intermediate algebra course is designed for students in general education and technical fields. This course provides a review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations, quadratic functions, and solving systems of linear equations. This course is not open to students who have credit for MA 113 or its equivalent. This is a three credit hour course.

Prerequisite: TS 113F or equivalent or appropriate score on a placement test

**MA 113B**                      **Statistics**

This is an introductory course in statistics. It will cover the measures of central tendency, variation, regression, correlation, probability, sampling, sampling distributions, estimation, and test of statistical hypotheses. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

- MA 113C**                      **Technical Mathematics I**  
 This course is designed for the student majoring in a vocational / technical field. It includes a brief review of whole numbers, decimals, and fractions followed by fundamental operations of algebra, linear equations, ratio, proportions, variations, percents, basic geometry, unit conversions, metric system, and applications in the technical fields. This is a three credit hour course.
- MA 113D**                      **Mathematical Analysis with Business Applications I**  
 This course is designed strictly for business and economics majors. This course is a review of algebra followed by the study of functions, mathematics of finance, matrix theory, linear systems, linear programming, and exponential and logarithmic functions. This is a three credit hour course
- MA 113E**                      **Mathematics for Elementary Teachers**  
 This is a mathematics course for prospective or current elementary teachers. Topics covered will be problem solving, set theory, number theory, number systems, and operations on real numbers. This course will be taught using lecture, cooperative learning, demonstration, and student generated lessons. It will also require critical thinking in problem solving. This is a three credit hour course.  
 Prerequisite: MA 113A or equivalent or appropriate score on a placement test
- MA 113M**                      **Metric Conversions for Technicians**  
 This course will provide students with theory and application of mathematics including basic math, algebra, geometry, trigonometry, calculus, and the calculation of all units of measurement using SI vs. English. This is a three credit hour course.
- MA 123**                        **Plane Trigonometry**  
 This course will cover trigonometric functions, solutions of right triangles, properties and relationships between trigonometric functions, radian measures of the angles, graphs of trigonometric functions, the addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, and solutions of trigonometric equations. This is a three credit hour course.  
 Prerequisite: MA 113 or equivalent or appropriate score on a placement test
- MA 123D**                      **Mathematical Analysis with Business Applications II**  
 This is the sequential course to MA 113D. This course covers probability, decision theory, statistics, differential calculus, and integral calculus applications. This is a three credit hour course.  
 Prerequisite: MA 113D or equivalent
- MA 144**                        **Calculus and Analytic Geometry I**  
 This course is an introduction to concepts in analytic geometry, limits, continuity, differentiation of algebraic and transcendental functions, the mean value theorem, curve sketching, max-min problems, the definite and indefinite integral, and applications of integration, area, and the Fundamental Theorem of Calculus. This is a four credit hour course.  
 Prerequisites: MA 113 and MA 123, or equivalent or appropriate score on a placement test
- MA 154**                        **Calculus and Analytic Geometry II**  
 This is the sequential course to MA 144. This course covers techniques of integration, L'Hospital's rule, polar coordinates, arc lengths, work, liquid force centroids, improper integrals and hyperbolic functions, introduction to differential equations, sequences, infinite series, and convergence tests. This is a four credit hour course.  
 Prerequisite: MA 144 or equivalent
- MA 191-296 (A-Z)**            **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- MA 234**                        **Calculus and Analytic Geometry III**  
 This is the sequential course to MA 154. This course covers three dimensional geometry and vectors, vector operations, introduction to vector functions, parametric equations, functions of several variables, partial derivatives, tangent planes and the gradient, multiple integrals, cylindrical and spherical coordinates, line integrals, surface integrals, and Stokes Theorem. This is a four credit hour course.  
 Prerequisite: MA 154 or equivalent

## **MEDICAL TERMINOLOGY (ME)**

- ME 111**                        **Medical Terminology I**  
 This course is an introduction to medical terminology with an emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. This is a one credit hour course.
- ME 121**                        **Medical Terminology II**  
 This course is a continuation of ME 111 and uses a systematic approach to learn medical terms, standard medical abbreviations, and spelling. This is a one credit hour course.

**ME 191-296 (A-Z) Special Topic**

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

## Music (MU)

**MU 111K Introduction to Singing**

This course is designed for individuals who have little or no vocal experience. Basic techniques of voice production, diction, breathing, and intonation will be explored in a group setting. This is a one credit hour course.

**MU 111P Private Piano**

This course is designed for non-music and music majors whose interest or concentration of study is piano. The student's proficiency level will be assessed, and an individual program of study will be developed. This is a performance based course. This course may be repeated for credit for a total of two credit hours. This is a one credit hour course.

**MU 111V Private Voice**

This course is designed for non-music and music majors whose concentration of study is voice / vocal performance. . The student's proficiency level will be assessed, and an individual program of study will be developed. This course may be repeated for a total of two credit hours. This is a one credit hour course.

**MU 112A Piano I**

This course is a continuation of MU111P Private Piano and is designed for non-music and music majors whose interest or concentration of study is piano. The student's proficiency level will be assessed and an individualized program of study will be developed. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 111P Private Piano or permission of the instructor

**MU 112B Voice I**

This course is a continuation of MU 111V Private Voice and is designed for non-music and music majors whose interest or concentration of study is voice/vocal performance. Once the student has completed an audition / interview with the Music Department, an individual program of study will be developed, centered upon technique and the building up of repertoire. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 111V Private Voice or permission of the department.

**MU 112C Elementary Harmony I**

Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. This is a two credit hour course.

Co-requisite: MU 112E Aural Skills I

**MU 112D Instrument I**

This course is a continuation of MU 101 Private Instrument and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. The student's proficiency level will be assessed and an individualized program of study will be developed. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 101 Private Instrument or permission of the instructor

**MU 112E Aural Skills I**

This course is designed as an aid to develop the musician's ear for detecting musical patterns. This is a two credit hour course.

Co-requisite: MU 112C Elementary Harmony I

**MU 122A Piano II**

This course is a continuation of MU 112A Piano I and is designed for non-music and music majors whose interest or concentration of study is piano. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 112A Piano I or permission of the instructor

**MU 122B Elementary Harmony II**

This course is a continuation of MU 112C Elementary Harmony I. This is a two credit hour course.

Co-requisite: MU 122E Aural Skills II

**MU 122C Instrument II**

This course is a continuation of MU 112 Instrument I and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 112 Instrument I or permission of the instructor

**MU 122D Voice II**

This course is a continuation of MU 112B Voice I and is designed for music majors whose concentration of study is voice / voice production. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 112B Voice I or permission of the instructor



- MU 122E**                      **Aural Skills II**  
 This course is a continuation of MU 112E Aural Skills I. This is a two credit hour course.  
 Co-requisite: MU 122B Elementary Harmony II
- MU 131**                        **College and Community Chorale**  
 This course is centered within an ensemble designed for both college and members of the community. Emphasis is given to preparing various styles of repertoire for public performance. This is a one credit hour course.
- MU 131C**                      **College and Community Band**  
 This is a performance oriented course designed for both college and members of the community. Various styles of music are introduced with emphasis in concert band idioms. Included in the course will be a study of instrumental tone, intonation, technique, balance, interpretation, and musical effects. This is a one credit hour course.
- MU 142**                        **Music Rudiments**  
 This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form. This is a two credit hour course.
- MU 191-296 (A-Z)**            **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- MU 212**                        **Piano III**  
 This course is a continuation of MU 122A Piano II and is designed for music majors whose concentration of study is piano. This is a performance based course. This is a two credit hour course.  
 Prerequisite: MU 122A Piano II or permission of the instructor
- MU 212A**                      **Voice III**  
 This course is a continuation of MU 122D Voice II and is designed for students majoring in Music whose concentration of study is Voice / Vocal Performance. This is a performance based course. This is a two credit hour course.  
 Prerequisite: MU 122D Voice II or permission of the instructor
- MU 212B**                      **Advanced Harmony I**  
 This course explores harmonic principles of the late 19th and early 20th centuries with emphasis on chromaticism and the non-tonal techniques. This is a two credit hour course.  
 Co-requisite: MU 212E Aural Skills III  
 Prerequisite: MU 122B Elementary Harmony II
- MU 212C**                      **Instrument III**  
 This course is a continuation of MU 122C Instrument II and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.  
 Prerequisite: MU 122C Instrument II
- MU 212E**                      **Aural Skills III**  
 This course is a continuation of MU 122E Aural Skills II. This is a two credit hour course.  
 Co-requisite: MU 212B Advanced Harmony I
- MU 213**                        **Music Appreciation**  
 This course explores the ideas of music in society and its cultural relevance. The elements of sound and music and stylistic explorations of four major periods in western art and music will be explored. This is a three credit hour course.
- MU 222**                        **Piano IV**  
 This course is continuation of MU 212 Piano III and is designed for music majors whose concentration of study is piano. This is a performance based course. This is a two credit hour course.  
 Prerequisite: MU 212 Piano III or permission of the instructor
- MU 222A**                      **Voice IV**  
 This course is a continuation of MU 212A Voice III and is designed for students majoring in music whose concentration of study is voice / vocal production. This is a two credit hour course.  
 Prerequisite: MU 212A Voice III
- MU 222B**                      **Advanced Harmony II**  
 This course is a continuation of MU 212B. This is a two credit hour course.  
 Co-requisite: MU 222E, Aural Skills IV  
 Prerequisite: MU 212B, Advanced Harmony I



**MU 222C****Instrument IV**

This course is a continuation of MU 212C Instrument III and is designed for non-music and music majors whose interest or concentration of study is an orchestral or other instrument. This is a performance based course. This is a two credit hour course.

Prerequisite: MU 212C Instrument III

**MU 222E****Aural Skills IV**

This course is a continuation of MU 212E Aural Skills III. This is a two credit hour course.

Co-requisite: MU 222B Advanced Harmony II

Prerequisite: MU 212E Aural Skills III

## NUCLEAR TECHNOLOGY (NT)

**NT 111****Quality Assurance for Technicians**

This course will provide students with the basics of the Quality Assurance Program's purpose, implementation, and worker role in achieving quality in work assignments. Students will be aware of the Corrective Action Program, the Safety Conscious Work Environment, and Employee Concerns Program. This is a one credit hour course.

**NT 191-296 (A-Z)****Special Topic**

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

## NURSING (NU)

**NU 115****Nursing Assistant**

This course is 150 clock hours and is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. The course is designed to teach the student the necessary knowledge and skills to deliver responsible and safe health care for residents in nursing and long-term care facilities under qualified supervision of a nurse. Close personal care requires a sensitive and knowledgeable caregiver, who has a good understanding of patient needs, as well as, personal interaction with other health care team members. This course includes an introduction to health care and the role of the nurse aide; understanding the body structure, function and needs; safety in the provision of care; and satisfactory performance of basic care skills. The classroom and nursing skills laboratory portion of the course is taught at a NMJC facility. The course has specific requirements: CPR, TB screening, malpractice insurance, Rubella titer, physical exam, and a criminal background check. The background check will identify a felony conviction which will render the applicant ineligible for admission to the course. A felony conviction disqualifies an applicant from participating in the clinical portion of this course and other nursing courses. The clinical portion of the course is conducted in a licensed, certified area health care agency. The student must satisfactorily meet the objectives of the course's computerized exams, laboratory skills performance, and clinical practice to be eligible for course completion. Successful completion of this course entitles the student to take the New Mexico Nurse Aide Skills and Written Exam (computerized). This is a five credit hour course with a lab component.

**NU 119****Nursing I**

This course introduces the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the foundations of nursing practice, nursing process, health promotion and maintenance, comprehensive health assessment, and diagnostic testing. A body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan involving all body systems and including normal maternal/newborn nursing care. The student is given the opportunity to develop age and developmentally appropriate plans of care involving health promotion and maintenance for individuals and families across the lifespan. This course provides opportunities for the student nurse to demonstrate legal, ethical, safe, and effective nursing care within the three major roles of nursing practice: provider of care, manager of care, and member of the nursing profession. This course includes a laboratory component with clinical laboratory hours and clinical learning experiences in the simulated campus laboratory setting and/or clinical rotations in a variety of health care settings. This is a nine credit hour course.

Co-requisite: PC 112

**NU 124****PN Roles & Practicum**

This course addresses professional practice issues in preparing the learner to transition from the role of a student nurse to a practical nurse. Emphasis is on the nursing process, wellness and illness patterns, communication, critical thinking and problem-solving, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Course content includes current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. The clinical experience provides opportunities to explore the role of the practical nurse in relation to other health care team members and to foster an understanding of the independent and interdependent functions of the practical nurse. The student will participate in clinical laboratory experiences designed to prepare the student for the role of the practical nurse and eligibility for the NCLEX-PN. This is a four credit hour course.

Co-requisite: NU 219

Prerequisite: NU 119, PC 112, NU 128, PC 123

**NU 128 Nursing II**

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the foundations of nursing practice, nursing process, comprehensive health assessment, and diagnostic testing to plan and coordinate patient care based on current standards of nursing practice for patients who are coping with common alterations in the health continuum of a specific body system of lower complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan related to common alterations of the respiratory, integumentary, gastrointestinal, renal, musculoskeletal, and reproductive systems and nursing care of the perioperative patient. The student is given the opportunity to develop age and developmentally appropriate nursing plans of care for individuals, families and groups of patients across the lifespan. This course provides opportunities for the student nurse to demonstrate legal, ethical, safe, and effective nursing care within the three major roles of nursing practice: provider of care, manager of care, and member of the nursing profession. This course includes a laboratory component with clinical laboratory hours and clinical learning experiences in the simulated campus laboratory setting and clinical rotations in a variety of health care settings. This is an eight credit hour course.

Prerequisite: NU 119, PC 112

Co-requisite: PC 123

**NU 191-296 (A-Z) Special Topic**

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

**NU 219 Nursing III**

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the foundations of nursing practice, nursing process, comprehensive health assessment, and diagnostic testing to plan, coordinate, and direct patient care based on current standards of nursing practice for patients who are coping with common alterations in the health continuum of a specific body system of higher complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan related to common alterations of fluid, electrolyte, and acid-base imbalances, cardiovascular, immune, hematologic, nervous/sensory, and endocrine systems; mental health disorders; and high-risk maternal-newborn patient systems. The student is given the opportunity to develop age and developmentally appropriate nursing plans of care for individuals, families and groups of patients across the lifespan. This course provides opportunities for the student nurse to demonstrate legal, ethical, safe, and effective nursing care within the three major roles of nursing practice: provider of care, manager of care, and member of the nursing profession. This course includes a laboratory component with clinical laboratory hours and clinical learning experiences in the simulated campus laboratory setting and clinical rotations in a variety of health care settings. This is a nine credit hour course.

Prerequisites: NU 128, PC 123

Co-requisite: PC 213

**NU 222 Preparation for the NCLEX-RN®**

This is a capstone course designed to facilitate the review of nursing theory to support the student in preparation for the NCLEX-RN® exam. The course uses a body systems approach to address the physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan with common and complex alterations in the health continuum. The course content will review medical-surgical nursing, mental health nursing, and maternal-newborn nursing care for individuals, families, groups, and communities experiencing common and complex alterations in the health continuum. The course content will also review drug dosage calculations, pharmacological, and nutritional concepts. This is a two credit hour course. Prerequisites: NU 219, PC 213 Co-requisite: NU 228

**NU 228 Nursing IV**

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the foundations of nursing practice, nursing process, comprehensive health assessment, and diagnostic testing to plan, coordinate, direct, and manage patient care based on current standards of nursing practice for patients who are coping with complex alterations in the health continuum of specific body systems and related multi-system effects. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of nursing care for patients across the lifespan related to complex alterations in health. Content includes principles of advanced medical-surgical nursing, management of nursing care related to critical illnesses, and nursing care of the trauma patient. The concepts of ethical-legal issues and trends, leadership, management, community-based nursing, and emergency/disaster nursing are expanded. The student is given the opportunity to develop age and developmentally appropriate nursing plans of care for individuals, families and groups of patients across the lifespan. This course provides opportunities for the student nurse to demonstrate legal, ethical, safe, and effective nursing care within the three major roles of nursing practice: provider of care, manager of care, and member of the nursing profession and prepares the nursing student to adapt to the role of the associate degree nurse. This course includes a laboratory component with clinical laboratory hours and clinical learning experiences in the simulated campus laboratory setting and clinical rotations in a variety of health care settings. This is an eight credit hour course.

Prerequisites: NU 219, PC 213

Co-requisite: NU 222.

## PHARMACOLOGY (PC)

### PC 112                      **Pharmacology I**

This course introduces the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to pharmacology in nursing. This course provides an introduction to pharmacology from the nurse's perspective regarding pharmacologic, pharmacokinetic, and pharmacodynamic phases of drug action. The course focuses on accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The course also includes an introduction to the nursing process and patient teaching principles as related to pharmacologic concepts. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a two credit hour course.

Co-requisite: NU 119

### PC 123                      **Pharmacology II**

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the clinical applications of pharmacology within the context of the nursing process and prioritization of needs. Special consideration is given to the pharmacological therapies of patients who are coping with common alterations in the health continuum of specific body systems of lower complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of pharmacological therapies for patients across the lifespan related to common alterations of the respiratory, integumentary, gastrointestinal, renal, musculoskeletal, and reproductive systems, and the perioperative patient. This course utilizes a drug classification approach and explores specific drug therapies and the nursing implications for therapies. The course covers indications, modes of action, effects, contraindications, and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. The course incorporates accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a three credit hour course.

Prerequisites: PC 112, NU 119    Co-requisite: NU 128

### PC 191-296 (A-Z)              **Special Topic**

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

### PC 213                      **Pharmacology III**

This course provides the opportunity for the student to apply knowledge of the major nursing concepts of communication, critical-thinking and problem-solving, and self/community awareness as related to the clinical applications of pharmacology within the context of the nursing process and prioritization of needs. Special consideration is given to the pharmacological therapies of patients who are coping with common alterations in the health continuum of specific body systems of higher complexity. The body systems approach is utilized to introduce physiological, psychological, social, spiritual, and cultural considerations of pharmacological therapies for patients across the lifespan related to common alterations of the immune, cardiovascular, hematologic, nervous/sensory, and endocrine systems, mental health disorders, and high-risk maternal-newborn patients systems. This course utilizes a drug classification approach and explores specific drug therapies and the nursing implications for therapies. The content explores specific drug therapies and the nursing implications for oral and parenteral medication routes including IV drug calculations and titrations. The course covers indications, modes of action, effects, contraindications, and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. The course incorporates accurate drug dosage calculations and basic principles of legal, ethical, safe, and effective drug administration for patients across the lifespan. The student is given the opportunity to develop age and developmentally appropriate patient teaching plans utilizing basic concepts of pharmacology and principles of safe medication administration. This is a three credit hour course.

Prerequisites: PC 123 and NU 128

Co-requisite: NU 219

## PHILOSOPHY (PI)

### PI 191-296 (A-Z)              **Special Topic**

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

**PI 213 Introduction to Philosophy**

This course provides a survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Students are introduced to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. This is a three credit hour course.

**PI 223 Ethical Thought**

This course surveys theories related to the individual and social contact by examining the development of morality and principles of individual and social behavior, including contemporary ethical issues. This is a three credit hour course.

## **PHYSICAL EDUCATION (PY)**

**PY 101 Introduction to Exercise**

This is a physical education activity course designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming. This is a one credit hour course.

**PY 111 Volleyball**

This is a physical education activity course that provides instruction and practice of basic skills and techniques in volleyball. Knowledge of rules and strategies will be stressed so students will be able to effectively participate in recreational volleyball. This is a one credit hour course.

**PY 111A Nautilus Conditioning**

This is a physical education activity course that provides instruction for an isokinetic conditioning program that can develop muscular strength, muscular endurance, flexibility, and cardiovascular endurance at a moderate pace. It also provides the student with new techniques in exercise conditioning that can make fitness enlightening and enjoyable. This is a one credit hour course.

**PY 111B Beginning Golf**

This is a physical education activity course designed to teach the beginning golf student the basic knowledge, skills, and etiquette of the game of golf. This is a one credit hour course.

**PY 111C Techniques of Cross Country I**

This is a physical education activity course that provides instruction in and practice of basic cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. It is set up to meet the needs of incoming freshmen. This is a one credit hour course.

**PY 111H Fitness for Life**

This is a physical education activity course that is required for most degree seeking students. The student will be introduced to all the concepts and components necessary for incorporating physical fitness into their current lifestyle and the benefits of lifelong physical activity. This is a one credit hour course.

**PY 111L Circuit Weight Training**

This is a physical education activity course that provides a moderate to high intensity workout program consisting of weight lifting and aerobic movement patterns, providing maximum fitness benefits in a minimum amount of time. This is a one credit hour course.

**PY 111M Introduction to Kettlebell Training**

This is a physical education activity course that introduces students to basic techniques specific to Kettlebell training and conditioning. At the conclusion of this course, the student should be familiar with basic workout routines which will build functional strength, stamina, and flexibility. This is a one credit hour course.

**PY 111N Beginning Racquetball**

This is a physical education activity course designed to teach the beginning racquetball player the proper racquetball strokes and how to use them offensively and defensively. The student will also learn court and service strategies and rules of the game. Safety and on-the-court etiquette will be stressed. This is a one credit hour course.

**PY 111P Pilates**

This is a physical education activity course that provides instruction in and practice of basic Pilates mat-work techniques. Pilates conditioning is designed to develop long, lean muscles along with flexibility and a healthy mind and body. This is a one credit hour course.

**PY 111S Body Shaping / Fitness**

This is a physical education activity course designed to involve students in a low impact aerobic activity program, structured to increase cardiovascular fitness, build muscular strength and endurance through specific body conditioning exercises and increases overall flexibility through static as well as rhythmic stretching. This is a one credit hour course.

**PY 111T                                      Rope Climbing and Rappelling**

This is a physical education outdoor recreational course designed to introduce students to the basics of rope climbing and rappelling. Knots, types of rope, various climbing systems, rigging, rappelling, belaying, and climbing will be the focus of the course. Proper technique will be emphasized with safety as the main priority. Practical application in the gym and in the field will be required. Basic caving etiquette and principles will be discussed. The final rappelling and climbing experience will take place cliff side and in a cave in the Guadalupe Mountains. This is a one credit hour course.

**PY 111U                                      Arthritis Exercise**

This is a physical education activity course that is designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well researched gentle land-based exercises that will benefit those who live with arthritis. This is a one credit hour course.

**PY 111V                                      Basic Rock Climbing**

Basic rock climbing is designed as an introductory outdoor recreational course for novice climbers. Instruction and demonstrations will be given on proper use of equipment, rock climbing techniques, and belaying techniques required to safely navigate vertical rock faces. Basic knot tying skills, climbing etiquette, and safety will be taught. Top-rope climbing will be done in an indoor gym on an artificial rock wall. Descriptions and brief instruction will be given of other types of climbing techniques such as lead, aid, and sport climbing. Field trips to a nearby climbing gym or an outdoor natural rock face may be held near the end of the semester as a culminating experience. This is a one credit hour course.

**PY 111Y                                      Fundamentals of Yoga**

This is a physical activity course designed to familiarize the student with the basic yoga asanas (postures) and breathing techniques of Hatha Yoga. Yoga is a slow stretching and toning activity designed to help release stress while elongating muscles to give them a longer, leaner look. Yoga can help strengthen secondary and postural muscles not usually used by individuals, therefore making them more flexible and stronger in everyday life. Breathing practices and body awareness techniques designed to relax and revitalize the mind and body are included. This is a one credit hour course.

**PY 111Z                                      Zumba**

This is a physical education activity course that uses the principles of fitness interval training and resistance training to maximize caloric output, fat burning, and total body toning. It mixes body sculpting movements with easy-to-follow dance steps. Zumba is a fitness program inspired by Latin dance and combines Latin rhythms with cardiovascular exercise to create an aerobic routine that is fun and easy-to-follow. This is a one credit hour course.

**PY 113    Introduction to Physical Education**

This is a physical education theory course that provides instruction about the foundations of physical education, aims, objectives, scope, and general significance of physical education involving all age groups. This is a three credit hour course.

**PY 113B                                      Introduction to Athletic Training**

This is a physical education theory course that provides instruction for the student who has not had sports health, athletic training and/or sports medicine education previously. This course provides instruction in the prevention, care of, and rehabilitation of athletic injuries. This is a three credit hour course.

**PY 121A                                      Conditioning Aerobics**

This is a physical education activity course designed to prepare, motivate, and engage students in various low to medium impact aerobic exercises. Conditioning Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning exercises. Overall flexibility should increase through static and rhythmic stretching. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

**PY 121C                                      Community Fitness**

This is a physical education activity course designed to give students flexibility in the personal fitness program. Students are given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, and free-weight training under the guidance and supervision of a physical education professor. This is a one credit hour course.

**PY 121D                                      Step Aerobics**

This is a physical education activity course primarily designed to prepare, motivate, and engage students in various levels including low to high impact aerobic exercises using the step. Anaerobic, flexibility, and stretching activities will also be included. Step Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning movements. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

**PY 121G                                      Men's Competitive Golf I**

This is a physical education activity course designed for second semester freshmen so they can participate in the sport of golf. The course will provide advanced opportunities for individuals to develop skills, techniques, knowledge of rules, and conditioning for golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.



**PY 121H                                      Techniques of Women's Basketball I**

This is a physical education activity course designed for entry level freshmen so they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 121J                                      Jazzy Joints**

This is a physical education activity course that provides gentle and low impact exercises designed to provide a participant a combination of endurance/aerobic, stretching, strengthening, toning, range of motion, and relaxation during each class session. This is a one credit hour course.

**PY 121K                                      Beginning Karate**

This is a physical education activity course designed to acquaint individuals with basic skills and elements of Kajukenbo karate in a non-intimidating, yet disciplined atmosphere. This course will include warm-up, stretching, and practice drills. In addition to techniques, simple strikes, kicks, and falls will also be a part of this class. Understanding of proper etiquette, terminology, and related concepts will be assessed throughout the course. This is a one credit hour course.

**PY 121L                                      Kick Boxing**

This is a physical education activity course designed to provide a fun, energetic, and safe workout for students focusing on techniques of self-defense and karate in an aerobics atmosphere for better health, strength and cardiovascular abilities. This is a one credit hour course.

**PY 121N                                      Intermediate Racquetball**

This is a physical education activity course designed to reinforce basic fundamentals of racquetball. Offensive and defensive strategies will be stressed. The intermediate student will have the opportunity to continue to develop an understanding of racquetball strokes and techniques as well as the rules of the game. This is a one credit hour course.

**PY 121O                                      Techniques of Cross Country II**

This is a physical education activity course that provides instruction in and practice of advanced cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. It is set up to meet the needs of sophomores. This is a one credit hour course.

**PY 121R                                      Walking and Jogging for Fitness**

This course is a physical education activity course. The primary purpose of this course is to introduce novice exercisers to the benefits of walking and jogging for the enhancement of health and fitness. Information on new trends and topics of fitness will be covered and individual walking and jogging programs will be established and performed throughout the semester. This is a one credit hour course.

**PY 121U                                      Techniques of Men's Basketball I**

This is a physical education activity course designed for entry level freshmen so that they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 131A                                      Techniques of Men's Basketball II**

This is a physical education activity course designed for second semester freshmen so that they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 131B                                      Techniques of Women's Basketball II**

This is a physical education activity course designed for second semester freshmen so they can participate in the sport of basketball. The course will provide advanced opportunities for both the individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 131C                                      Techniques of Men's Baseball I**

This is a physical education activity course that provides team orientation, individual assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's baseball. This class will meet the needs of the incoming freshmen. This is a one credit hour course.

**PY 131D                                      Techniques of Men's Golf I**

This is a physical education activity course designed for entry level freshmen so they can participate in the sport of golf. The course will provide advanced opportunities for both the individual and the team to learn the rules of golf, to set goals, to improve motor skills, to improve techniques, and to focus on conditioning. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.

**PY 131E                                      Techniques of Rodeo I**

This is a physical education course designed for entry level freshmen students. Organizing a rodeo will be taught in this course. Students will have the responsibility of preparing for and physically working to conduct a National Intercollegiate Rodeo Association (NIRA). Skills, techniques, and proper conditioning which is necessary to be competitive in the sport of rodeo will be emphasized. All NIRA rodeo events will be addressed. This is a one credit hour course.

- PY 131F**                      **Techniques of Cheerleading I**  
 This is a physical education activity course designed for entry level freshmen so that they can participate in the sport of cheerleading. The course will provide opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.
- PY 131G**                      **Weight Training**  
 This is a physical education activity course that introduces the basic techniques of weight training and proper conditioning. Knowledge of proper form and performance of individual exercises for various muscles and/or muscle groups will be taught. This is a one credit hour course.
- PY 131J**                      **Aqua Fitness**  
 This is a physical education activity course conducted in an aquatic environment. It will consist of aerobic as well as toning exercises. Use of various types of water equipment may be used in this class. This is a one credit hour course.
- PY 131P**                      **Indoor Fitness Biking**  
 This is a physical education activity course that will include endurance, strength, and interval bike rides. The course will also include strength and flexibility training and/or off the bike using various training techniques. The instructor will encourage each participant to customize their ride to fit their individual needs and fitness level. This is a one credit hour course.
- PY 131R**                      **Recreational Basketball**  
 This is a physical education activity course that introduces students to basketball as a recreational sport. It will include basic basketball skills, rules of the game, teambuilding skills, and the opportunity to play basketball while increasing aerobic and anaerobic fitness. This is a one credit hour course.
- PY 131T**                      **Athletic Training Practicum I**  
 This is a physical education practicum course that provides instruction for the entry level Athletic Training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. This course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced. This is a one credit hour course.
- PY 132T**                      **Athletic Training Practicum II**  
 This is a physical education practicum course that provides instruction as a continuation of PY 131T in which the first year student progresses with emphasis on medical services and advanced taping and wrapping techniques. The clinical assignment commitment is also expanded. This course also has the clinical and mandatory weekly seminar components. This is a two credit hour course.  
 Prerequisite: PY 131T or consent of instructor
- PY 141**                      **Arthritis Foundation Aquatic Program**  
 This is a physical education activity course designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well-researched exercises that will benefit those who have arthritis. The exercises are performed in a warm water pool. This is a one credit hour course.
- PY 141C**                      **Techniques of Men's Baseball II**  
 This is a physical education activity course that provides team orientation, individual assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's baseball. This class will meet the needs of the incoming freshmen. This is a one credit hour course.
- PY 141D**                      **Techniques of Men's Golf II**  
 This is a physical education activity course designed for sophomores so they can participate in the sport of golf. The course will provide advanced opportunities for both the individual and the team to learn the rules of golf, to set goals, to improve motor skills, to improve techniques, and to focus on conditioning. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.
- PY 141E**                      **Techniques of Rodeo II**  
 This is a physical education course designed for second semester freshmen so that they can participate in competitive rodeo. This course will provide additional opportunity for students to advance their skills, techniques, and conditioning in their individual rodeo event. All NIRA rodeo events will be addressed. This is a one credit hour course.
- PY 141F**                      **Techniques of Cheerleading II**  
 This is a physical education activity course designed for second semester freshmen so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.
- PY 141G**                      **Golf Fitness**  
 This is a physical education activity course that will consist of a variety of moderate to high intensity aerobic exercises, stretching, and weight lifting geared toward the sport of golf. The program is designed to provide benefits in flexibility, balance, and speed that are critical for golf improvement and healthy living. This is a one credit hour course.



- PY 141R**                      **Recreational Racquetball**  
 This course is an introduction to racquetball as a recreational sport, designed to assist students in acquiring basic skills, developing aerobic, and / or anaerobic fitness levels, while actively participating in racquetball activities. This is a one credit hour course.
- PY 141T**                      **Techniques of Indoor / Outdoor Track & Field I**  
 This is a physical education activity course designed to develop, improve, and maintain individual and team indoor / outdoor track skills. Techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of incoming freshmen. This is a one credit hour course.
- PY 191-296 (A-Z)**              **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- PY 211C**                      **Techniques of Men's Baseball III**  
 This is a physical education activity course designed to develop, improve, and maintain individual and team baseball skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of first semester sophomores. This is a one credit hour course.
- PY 211E**                      **Intermediate Golf**  
 This is a physical education activity course designed to reinforce basic fundamentals of golf and increase knowledge of how the game is to be played. The intermediate golf student can develop a basic knowledge of golf ball flight laws and acquire an understanding of the rules of golf. This is a one credit hour course.
- PY 211G**                      **Advanced Golf**  
 This is a physical education activity course designed for the advanced golf student to continue reinforcement of basic golf fundamentals and develop an advanced understanding of how the game of golf is played. This is a one credit hour course.
- PY 211H**                      **Backpacking and Camping**  
 This is a physical education outdoor recreational course that provides instruction on the concepts of backpacking and outdoor survival skills. Respect for our natural environment will be stressed and the students will be provided a supervised backpacking experience in the wilderness. This is a one credit hour course.
- PY 211K**                      **Conditioning Free Weights**  
 This is a physical education activity course designed to assist students with the knowledge and basic fundamentals of conditioning and strength training by using free weights. Individual weight training routines and other conditioning will be prescribed. This is a one credit hour course.
- PY 213**                      **Health Education**  
 This is a physical education theory course that provides instruction of the physical, mental, and social health issues of our modern society. It examines critical issues involving personal, family, community, regional, and world health problems. This is a three credit hour course.
- PY 213B**                      **First Aid and CPR**  
 This course examines standard first aid and prevention of accidents, first aid for injuries and disorders, and CPR skills and techniques for adults, children, and infants. American Red Cross standards are used. This is a three credit hour course.
- PY 221C**                      **Techniques of Men's Baseball IV**  
 This is a physical education activity course designed to develop, improve, and maintain individual and team baseball skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of second semester sophomores. This is a one credit hour course.
- PY 221G**                      **Men's Competitive Golf II**  
 This is a physical education activity course designed for second semester sophomores so they can participate in the sport of golf. The course will provide advanced opportunities for individuals to develop skills, techniques, knowledge of rules, and conditioning for golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf. This is a one credit hour course.
- PY 221H**                      **Techniques of Women's Basketball III**  
 This is a physical education activity course designed for sophomores so they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.
- PY 221U**                      **Techniques of Men's Basketball III**  
 This is a physical education activity course designed for sophomores so that they can participate in the sport of basketball. The course will provide opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.
- PY 223**                      **Theory of Coaching Basketball**  
 This course is designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. This is a three credit hour course.

**PY 223B**                      **Theory of Coaching Baseball**

This course is a physical education course designed to teach the administration, organization, management, and instructional skills necessary in coaching a successful high school or college baseball program. This is a three credit hour course.

**PY 223C**                      **Officiating in Sports**

This course includes discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. This is a three credit hour course.

**PY 231A**                      **Techniques of Men's Basketball IV**

This is a physical education activity course designed for second semester sophomores so that they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 231B**                      **Techniques of Women's Basketball IV**

This is a physical education activity course designed for second semester sophomores so they can participate in the sport of basketball. The course will provide advanced opportunities for individuals to develop skills, techniques, and proper conditioning for basketball. Various team building strategies will be implemented. This is a one credit hour course.

**PY 231E**                      **Techniques of Rodeo III**

This is a physical education course designed for sophomores. In this course, students will use their leadership skills to organize and produce a NIRA rode. They will be assigned a particular event and provided an opportunity to develop their skills, techniques, and proper conditioning which are necessary to be competitive. All NIRA rodeo events will be addressed. This is a one credit hour course.

**PY 231F**                      **Techniques of Cheerleading III**

This is a physical education activity course designed for sophomores so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

**PY 231T**                      **Athletic Training Practicum III**

This is a physical education practicum course for the second year athletic training student. Emphasis of educational modules is placed on therapeutic techniques and procedures. Clinical assignment requirements are expanded past the requirements of first year athletic training students. The course requires the clinical and mandatory weekly seminar components, in which educational modules are discussed, demonstrated, and practiced. This is a one credit hour course.

**PY 232T**                      **Athletic Training Practicum IV**

This is a physical education practicum course that provides a continuation of PY 231T, in which second year athletic training students progress with educational modules that emphasize therapeutic exercise techniques. This course requires both a clinical assignment and mandatory weekly seminar components in which educational modules will be discussed, demonstrated, and practiced. This is a two credit hour course.

Prerequisite: PY 231T or consent of instructor

**PY 241E**                      **Techniques of Rodeo IV**

This is a physical education course designed for second semester sophomores so that they can participate in competitive rodeo. This course will provide additional opportunity for students to advance their skills, techniques, and conditioning in their individual rodeo event. All NIRA rodeo events will be addressed. This is a one credit hour course.

**PY 241F**                      **Techniques of Cheerleading IV**

This is a physical education activity course designed for second semester sophomores so that they can participate in the sport of cheerleading. The course will provide advanced opportunities for individuals to develop skills, techniques, and conditioning necessary to be a successful college cheerleader. Various team building strategies will be implemented. This is a one credit hour course.

**PY 241T**                      **Techniques of Indoor / Outdoor Track & Field II**

This is a physical education activity course designed to develop, improve, and maintain individual and team indoor / outdoor track skills. Advanced techniques and conditioning needed to compete at a collegiate level will be taught. This class is set up to meet the needs of sophomore students. This is a one credit hour course.

## **PHYSICS (PH)**

**PH 112C**                      **Fundamentals of Instrumentation and Controls**

This course will provide students with the basic knowledge of the theory and application of resistance temperature sensors. The student will be introduced to the basic functions of temperature detectors, the basic theory of thermocouple operation, the identification of logic circuits, and environmental concerns that can affect the accuracy of temperature detection instrumentation. This is a two credit hour course. (This does not count as a lab science course.)

**PH 112E Basic Electrical Theory**

This course will provide students with the fundamentals of electrical terminology, units of electrical measurement, voltage production methods, electrical symbols, Kirchhoff's Laws, battery terminology and hazards, voltage regulators, and transformers. This is a two credit hour course. (This does not count as a lab science course.)

**PH 112N Review of Nuclear Physics**

This course will provide students with a review of basic physics to include atomic structure, radioactivity decay, neutron interactions, nuclear fission, and radiation's interaction with matter and nuclear criticality with an emphasis on nuclear physics. This is a two credit hour course. (This does not count as a lab science course.)

**PH 113 Technical Physics**

This course covers the principles of mechanics, heat, and electricity as applied to automotive technology. This course is designed for students in the ASEP (GM), ASSET (FM), and Automotive Technology (AT) training programs and does not count as a lab science course. This is a three credit hour course.

**PH 113T Introduction to Thermodynamics, Fluid Flow, and Hydraulics**

This course will provide students with the basic principles of thermodynamic properties, temperature pressure, change of phase, first and second law of thermodynamics, compression processes, convection and radiant heat transfer, continuity equation, laminar and turbulent flow, Bernoulli's equation, centrifugal pumps and hydraulics as utilized by technicians. This is a three credit hour course. (This does not count as a lab science course.)

**PH 113V Fundamentals of Vacuum Technology**

This course will provide students with the fundamentals of vacuum technology in order to understand vacuum theory. This is a three credit hour course. (This does not count as a lab science course.)

**PH 114 General Physics I**

The course content involves the principles of mechanics and heat. This course meets the requirements of pre-medical, pre-dental, and technician majors. Concurrent enrollment in PH 114CL (laboratory) is required. This is a four credit hour course.

Prerequisites: MA 113 and MA 123 or consent of instructor

**PH 114A Astronomy**

The observations, theories, and methods of astronomy in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic) will be covered in this course. This is a course intended for non-science majors. Concurrent enrollment in PH 114AL (laboratory) is required. This is a four credit hour course.

**PH 114C Introduction to Physics**

This is a survey of mechanics, electricity/magnetism, and modern physics. This course is focused for the non-science student. The conceptual aspects of physics will be explored, as well as the famous scientists and their theories. A minimum amount of mathematics will be used in the course. Real world experiments and simple experiments will make the concepts clearer to the student. This course is for non-science majors. This is a four credit hour course.

**PH 124 General Physics II**

This course is a continuation of PH 114, with a study of magnetism, electricity, sound, and light. Concurrent enrollment in PH 124L (laboratory) is required. This is a four credit hour course.

Prerequisite: PH 114

**PH 191-296 (A-Z) Special Topic**

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

**PH 214 Engineering Physics I**

The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Concurrent enrollment in PH 214L (laboratory) is required. This is a four credit hour course.

Prerequisite: MA 144 or consent of instructor

**PH 224 Engineering Physics II**

This is a continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Concurrent enrollment in PH 224L (laboratory) is required. This is a four credit hour course.

Prerequisite: PH 214

## PSYCHOLOGY (PS)

**PS 110 College Orientation**

This course is an introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. It is presented during freshman week activities and is required of all students enrolled in twelve or more semester hours and/or seeking a degree. It's recommended for all beginning students. This is a zero credit hour course.

- PS 113 Introduction to Psychology**  
This is an introduction to the science of human behavior and surveys topics including learning, motivation, physiological, personality, and abnormal psychology. This is basic to all succeeding courses in psychology. This is a three credit hour course.
- PS 113A Freshman Seminar**  
This is an introduction to college life and surveys topics from policies and procedures to career exploration. This course outlines strategies the student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. This is a three credit hour course. (This class will not count as a Social and Behavioral Sciences requirement in the General Education core requirements.)
- PS 191-296 (A-Z) Special Topic**  
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- PS 213 Child Psychology**  
This course is a study of the physiological, psychological, and social development from conception to adolescence. Basic theories, research, and practical applications will be connected to student lives. This is a three credit hour course.
- PS 213A Psychology of Adjustment**  
This course surveys the responses people have to conflict, stress, and frustration. Emphasis is placed on methods of adaptation, adjustment and coping with range of response from normal to abnormal. This is a three credit hour course.
- PS 213B Human Relations**  
This course is an introduction to the behavioral sciences as they apply to management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. There is also a consideration of perceptions, attitudes, and values as they affect management decisions and actions. This is a three credit hour course.
- PS 213F Educational Psychology (same as ED 213F)**  
This is an introduction to the principles of educational psychology for use by teachers. This includes a study of various ways to apply educational psychology concepts and principles for working with students in the classroom and meet the complex challenges of teaching. This course is the equivalent to ED 213F. This is a three credit hour course.
- PS 223 Adolescent Psychology**  
This course will examine the individual's physical, psychological, and social development during the adolescent years by studying basic theories, research, and cultural influence. This is a three credit hour course.  
Prerequisite: PS 113 Introduction to Psychology or consent of instructor
- PS 223A Psychology of Lifespan**  
This course surveys physical, motor, emotional, cognitive, social, and personality development through the lifespan. This course examines hereditary and environmental influences throughout the lifespan. This is a three credit hour course.  
Prerequisite: PS 113 Introduction to Psychology or consent of instructor
- PS 223B Human Growth & Development**  
This course encompasses the sociocultural, environmental, spiritual, and religious influences on the person and the family. This course also introduces the student to the concept of family and provides an overview of the theories of human development. Focus is on family development and relationships, physiologic concepts, psychological concepts, and nursing implications from conception to death. This is a three credit hour course.  
Prerequisite: PS 113 Introduction to Psychology

## **RADIOLOGICAL CONTROL & WASTE HANDLING (RW)**

- RW 113 Introduction to Radiological Safety**  
In this course students will be introduced to Radiological Control and Waste Handling. This course offers study of the fundamentals that are required by many employers in the nuclear industry. Coverage will include foundations in basic mathematics, physics, biology, chemistry, and studies of sources of radiation. This is a three credit hour course.
- RW 113A Introduction to Radiological Control**  
This course is an introduction to radiological control, and it includes the mathematical fundamentals required for certification in the nuclear industry, as well as unit analysis, conversion, nuclear physics, and sources of radiation. This is a three credit hour course.
- RW 123 Fundamentals of Radiological Control**  
This course will introduce students to physical sciences, radioactivity, radioactive decay, interaction of radiation with matter, and biological effects of radiation. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 133 Standards & Theory of Radiological Control**

This course will introduce students to radiological protection standards, ALARA (As-Low-As-Reasonably-Achievable) principles, external and internal exposure control, and radiation detection theory. This course covers the fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 191-296 (A-Z) Special Topic**

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

**RW 213 Radiological Control Systems**

This course introduces students to radiological documentation, communications systems, counting errors, statistics, and dosimetry. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 213A Radiological Monitoring & Protection**

This course introduces students to contamination control, air sampling programs and methods, respiratory protection, radiation source control, environmental monitoring, access control, work-area setup, and radiological-work coverage. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 223 Radiological Transportation & Emergencies**

This course introduces students to shipment and receipt of radioactive material, radiological incidents and emergencies, personnel decontamination, and radiological considerations for first aid. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 223A Radiological Instrumentation**

This course introduces students to radiation survey methods, contamination monitoring, air sampling equipment, and counting room equipment. This course covers fundamentals required for certification in the nuclear industry. This is a three credit hour course.

**RW 224 Radiological Instrumentation**

In this course students will be introduced to the proper procedures for shipping and receiving radioactive material. Department of Energy and Department of Transportation guidelines will be taught. Processes related to radiological incidents and emergencies, personnel decontamination, and radiological considerations for first aid will also be covered. Training in instrumentation used in monitoring radioactivity is an important component of the course. This is a three credit hour course.

Prerequisites: RW 113 or consent of instructor

## RELIGION (RE)

**RE 113 World Religion**

This is a survey course of the historical origins, beliefs, and current trends of major, contemporary, and world religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam, and Christianity will be included in this introductory course. This is a three credit hour course.

**RE 191-296 (A-Z) Special Topic**

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

## SECRETARIAL SCIENCE (SC)

**SC 112K Keyboarding on Microcomputers (same as CS 112K)**

Students will utilize a computer keyboarding program, which presents a few new alphabetic, numeric, or symbol keys in each lesson. The computer keyboard is covered so that students learn the computer keyboard by touch. This is a two credit hour course.

**SC 113 Keyboarding and Document Processing I**

This is an introductory keyboarding course that utilizes a popular word processing software. The course is designed to help the student learn the alphabetic and numeric keys; to develop proper keyboarding techniques; to build basic speed and accuracy skills, and to provide practice in applying those basic skills to the formatting of letters, tables, reports, memorandums, and many other kinds of personal, and business documents. This course may be used as a refresher course. This course is taught through lecture, demonstration, individualized instruction, and hands-on activities. The students are allowed to progress at different rates; however, there are designated lessons and tests to complete each week. This is a three credit hour course.

- SC 113B Business Calculating Machines**  
This course includes training and practice on both the computer 10-keypad and an electronic 10-key calculator. Emphasis is on 10-key touch control and business related calculations. This is a three credit hour course.
- SC 113C Business Mathematics**  
This course provides a review of the fundamental arithmetic skills needed in the business world, with particular emphasis on decimals, percentages, interest, discounts, commissions, tax rates, insurance, inventories, and depreciation. This is a three credit hour course.
- SC 113E Business English**  
This course will focus on an intensive study of grammar, punctuation, and word usage. This is a three credit hour course.
- SC 123 Keyboarding and Document Processing II**  
This course is taught on computers and utilizes popular word-processing software. It promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports, and forms. Emphasis is also placed on improving typing speed and accuracy. This is a three credit hour course.  
Prerequisites: SC 113 or equivalent
- SC 123B Introduction to Accounting**  
This course introduces basic accounting records relating to both merchandising and personal service enterprises. Topics include procedures for handling purchases, sales, cash payments, cash receipts, payroll, petty cash, and the preparation of financial statements. Basic computerized accounting procedures are also introduced. This course is not a substitute for AC 114 - Principles of Accounting and may not transfer for accounting majors. This is a three credit hour course.
- SC 133 Records Management**  
This is a beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. This is a three credit hour course.
- SC 191-296 (A-Z) Special Topic**  
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- SC 223B Office Procedures**  
This is one of the last courses to be taken in office technology training. It is a culmination of the skills learned throughout the program with additional training and procedures. This is a three credit hour course.  
Prerequisite: SC 113E Business English or consent of instructor and SC 123 Keyboarding and Document Processing II or equivalent
- SC 223D Microsoft Word**  
This course provides extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. This is a three credit hour course.

## **SIGN LANGUAGE (SL)**

- SL 113 American Sign Language I**  
This course is an introduction to communication methods used by the deaf that includes non-verbal communication development of 700 basic signs and beginning American Sign Language (ASL). The course is designed to introduce ASL, a visual-gestural language, used by the deaf community in the United States and Canada. The focus will be on the development of grammar vocabulary, and culturally-appropriate uses of ASL through natural everyday conversational situations. Communicative competence in ASL ultimately depends upon one's ability to satisfactorily progress through structured activities. This course is intended for students who have not previously studied ASL or want to maintain proficiency in their sign language skills. This is a three credit hour course.
- SL 123 American Sign Language II**  
This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. This is a three credit hour course.  
Prerequisite: SL 113 or approval of instructor
- SL 191-296 (A-Z) Special Topic**  
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.



## SOCIOLOGY (SO)

### SO 191-296 (A-Z)

#### Special Topic

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

### SO 213

#### General Sociology

This is an introductory review of the history of sociology using the major sociological principles for emphasis on personality and human behavior as a product of group life. Organization of society, population, the community, cultural life, and other factors of social life are all studied in this course. This is a three credit hour course.

### SO 223

#### Social Problems

This course includes social problems with analysis of the social principles in group living as well as individual problems arising from social class, social disorganization, and maladjustment. It includes causes, effects, and remedial measures. This is a three credit hour course.

### SO 223C

#### Criminology

This course is a study of criminal behavior within society. Definitions, trends, theories, treatments, control of crime in addition to its victims are all examined within the framework of the criminal justice system. This is a three credit hour course.

### SO 223W

#### Marriage and the Family

This course is a study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and mate compatibility of relationships. This is a three credit hour course.

### SO 233

#### Cultural Diversity

This course will provide a sociological analysis of the status of the major racial and ethnic groups in the United States from the viewpoint of the major sociological perspectives. This is a three credit hour course.

## SPANISH (SP)

### SP 103

#### Introduction to Spanish

Introduction to Spanish is a course for beginners who wish to become familiar with the sound system and conjugation of Spanish verbs. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter the regular Spanish program. This is a three credit- hour course.

### SP 114

#### Beginning Spanish I

Beginning Spanish I is a course that provides a conversational approach to language acquisition to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity. This course provides development of speaking, reading, writing, and comprehension in Spanish with careful attention given to grammar and pronunciation. This course contains a lecture and lab component. This is a four credit hour course.

### SP 124

#### Beginning Spanish II

Beginning Spanish II is a continuation of SP 114. The conversational approach to language acquisition is used to provide students the opportunity to increase their fluency in Spanish. This course provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. This course contains a lecture and lab component. This is a four credit hour course.  
Prerequisite: SP 114

### SP 191-296 (A-Z)

#### Special Topic

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

### SP 214

#### Intermediate Spanish I

Intermediate Spanish I is a continuation of SP 124. Instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive forms of verbs. Emphasis is on grammar, oral expression, and listening comprehension. This course contains a lecture and lab component. This is a four credit hour course.  
Prerequisite: SP 124

### SP 224

#### Intermediate Spanish II

Intermediate Spanish II is a continuation of SP 214. Advanced instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. This course contains a lecture and lab component. This is a four credit hour course.  
Prerequisite: SP 214



## **SPEECH / COMMUNICATIONS (SE)**

### **SE 103 Applied Communications**

This course develops communication, language arts, and English skills in an applied setting. Emphasis is placed on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. This course includes occupation-specific applications in business, marketing, technical, trade, and industrial areas. This is a three credit hour course.

### **SE 113 Interpersonal Communications**

Interpersonal Communication is a course centered upon the study of human communication. Specific emphasis is given to the analysis of the process of verbal and non-verbal exchanges in relationships. This is a three credit hour course.

### **SE 123 Public Speaking**

This class is an introductory study in the theory and practice of oral discourse, including the preparation, presentation, and evaluation of public speeches. Students will present speeches intended to emphasize particular elements of rhetorical theory and fundamental skill areas for informative, persuasive, and extemporaneous speaking. This is a three credit hour course.

### **SE 191-296 (A-Z) Special Topic**

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

### **SE 213A Introduction to Mass Communications**

This course covers the structure, characteristics, functions, and support of mass communication in modern society. Also included are radio, television, newspapers, magazines, and related areas of advertising and public relations. This is a three credit hour course.

## **TRANSITIONAL STUDIES (TS)**

Transitional study courses cannot be used to satisfy graduation requirements.

### **TS 103A Basic Reading I**

Basic Reading I is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. An emphasis will be placed on phonemic awareness and skills related to phonics, dictionary use, and basic reading. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. The student must attain a grade of "C" or better to advance. This is a three credit hour course.

### **TS 103B Basic Reading II**

Basic Reading II is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. Reading and vocabulary skills will be introduced and practiced with an emphasis on reading comprehension. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. The student must attain a grade of "C" or better to advance. This is a three credit hour course.

### **TS 103C Basic English Skills**

This course is designed for students who need additional practice and background in basic English writing. The focus will be on helping students build competence in sentence mechanics and grammar. Skills developed in this course will provide a foundation needed to succeed in TS 113A Review of English I. This course cannot be substituted for any of the English requirements that lead to an associate degree. Enrollment in this course is based upon attainment of an appropriate score on a placement exam. The student must attain a grade of C or better to advance. This is a three credit hour course.

### **TS 113 Developmental Reading**

This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. The student must attain a grade of "C" or better to advance. This is a three credit hour course.

Prerequisites: TS 103A Basic Reading I or appropriate score on placement exam

### **TS 113A Review of English I**

This course is designed to assist those students whose ability level in writing requires practice and background development. It provides a review of grammar as well as the teaching of the fundamentals of idea development, support, and organization. This course cannot be substituted for any of the English requirements that lead to an associate degree. The student must attain a grade of C or better to advance. This is a three credit hour course.

Prerequisite: TS 103C Basic English Skills or attainment of an appropriate score on a placement exam

- TS 113C**                      **Review of English II**  
 This course is a continuation of TS 113A Review of English I and builds upon the foundations of usage and of sentence skills. Students will have the opportunity to strengthen their writing ability with the development, support, and organization of ideas using the five paragraph essay. This course cannot be substituted for any of the English requirements that lead to an associate degree. The student must attain a grade of C or better to advance. This is a three credit hour course.  
 Prerequisite: TS 113A Review of English I or attainment of an appropriate score on a placement test
- TS 113E**                      **Basic Mathematics**  
 This course develops the skills and concepts of arithmetic for students needing to strengthen their mathematical background. The course includes problem solving using whole numbers, fractions, decimals, percents, and variables. Coverage will also emphasize equation solving, finding areas and volumes, and the conversion of measures. This course will be taught using lecture, cooperative learning, demonstrations, supervised problem solving, and computer problem sets. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.
- TS 113F**                      **Elementary Algebra**  
 This course develops skills and concepts of algebra for students with little background in algebra. This course includes properties of real numbers, principles of addition and multiplication, solving linear inequalities, problems with two unknowns, graphing linear equations, exponent rules, scientific notation, operations on polynomials, factoring, compound inequalities and solving equalities and inequalities involving absolute value. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.  
 Prerequisite: TS 113E or an appropriate score on a placement exam
- TS 116**                        **English as a Second Language I**  
 English as a Second Language I is designed to teach English to the non-native speaker and is based on the development of oral language skills and interaction strategies. Emphasis will be given to English pronunciation, grammar, and intonation, as well as to idiomatic English expression. This is a six credit hour course.
- TS 123**                        **Reading Improvement**  
 This course is designed to help students improve their reading skills. The goals include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. The student must attain a grade of "C" or better to advance. This is a three credit hour course.  
 Prerequisite: TS 113 Developmental Reading or appropriate score on a placement exam
- TS 126**                        **English as a Second Language II**  
 English as a Second Language II is a continuation of TS 116. The emphasis of this course is on academic writing skills and the grammar of written and spoken English. This is a six credit hour course.  
 Prerequisite: TS 116
- TS 191-296 (A-Z)**            **Special Topic**  
 Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

## **TRANSPORTATION (TRNS)**

- TRNS 114**                      **Field Experience for Operator Assistants**  
 This course will provide work experience with a cooperating petroleum based company. Students will work as a trainee under the supervision of an experienced operator. This course is intended for students seeking a Certificate in Transportation and Petroleum Safety and who are sponsored by a participating company. This is a four credit hour course.
- TRNS 115**                      **Introduction to Petroleum Safety**  
 This course will provide an overview of oil and gas safety practices for operator assistants. Upon successful completion of this course, students will be certified by the Petroleum Education Council (PEC). This is a three credit hour course.
- TRNS 123A**                      **Basic Operational Theory**  
 This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs, and state and federal regulations governing the professional truck driver. This is a three credit hour course.  
 Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRNS 123B Basic Operational Theory**

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs and state and federal regulations governing the professional truck driver. To register for this course, students must be sponsored by a participating company. This is a three credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical Exam.

**TRNS 124A Operator Skills Lab / Un-sponsored**

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRNS 124B Operator Skills Lab / Sponsored**

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling for individuals who are sponsored by a participating company. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRNS 191-296 (A-Z) Special Topic**

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

## WELDING (WE)

**WE 112B Blueprint Reading for Welders**

This course consists of an in-depth study of drawings and industrial blueprints, and the format, terminology, and information included in industrial drawings and blueprints. Students are required to read and interpret standard welding symbols, blueprints, and written specifications that are used in the layout and fabrication of welded structures. This is a two credit hour course.

**WE 113 SPACE (Special Projects for Arts, Crafts, and Enthusiasts) in Welding**

This course is for the life-long learner who wishes to use basic welding techniques for arts and crafts or other welding projects. The course may be repeated as often as requested by the student. This course will not meet requirements for the welding degree or certificate, nor will it transfer to other schools. This is a three credit hour course.

**WE 113D Destructive Testing**

This course introduces students to a study of nomenclature, testing processes, equipment, and materials used in destructive testing. Studied procedures include guided bend, tension, impact, nick-break, and stress testing on ferrous and nonferrous material.

This is a three credit hour course.

Prerequisite or co-requisite: WE 114

**WE 113M Basic Metallurgy & Welding**

This course includes a study of ferrous and nonferrous metals from ore to the finished products. Emphasis is placed on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel, are covered. This is a three credit hour course.

Prerequisite or co-requisite: WE 114

**WE 114 Introduction to Welding**

This course introduces students to the fundamentals of welding, cutting, brazing, and soldering. Students will receive instruction in safety and operational procedures for Oxy-Acetylene welding and cutting equipment, arc welding equipment, and various other shop tools and equipment. Students will perform basic welding, cutting, brazing, and soldering exercises with Oxy-Acetylene and welding with Arc welding equipment. This is a four credit hour course.

**WE 123S Job Estimating**

This class includes a study of the skills necessary to generate time, labor, and cost estimates for specific welding projects. Students will be required to identify, explain, and interpret weld symbols, identify structure shapes, calculate measurements, interpret blueprints, read detail drawings, and calculate dimensions and materials in order to produce accurate welding project cost estimates. This is a three credit hour course.

- WE 124**                                 **Advanced Welding**  
This course includes shielded metal-arc welding in the horizontal, vertical, and overhead positions. Pipe welding layout procedures and arc welding of basic pipe joints are covered. This is a four credit hour course.  
Prerequisite: WE 114
- WE 191-296 (A-Z)**                     **Special Topic**  
Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses. The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.
- WE 214**                                 **Inert Gas Welding**  
Students are required to practice inert gas welding processes on aluminum, mild steel, and stainless steel with Metal Inert Gas (MIG), which is also called Gas Metal Arc Welding (GMAW), and Tungsten Inert Gas (TIG) which is also called Gas Tungsten Arc Welding (GTAW). This is a four credit hour course.  
Prerequisite: WE 114
- WE 223N**                                **Non-Destructive Testing**  
This course includes information on nomenclature, testing processes, equipment, and materials used in Non-Destructive Testing (NDT). Procedures include visual, ultrasound, dye-penetrate, and magnetic particle testing on ferrous and nonferrous material. Explanations of radiographic (x-ray), hydrostatic, and pneumatic processes are included. This is a three credit hour course.  
Prerequisite or Co-requisite: WE 114
- WE 223P**                                **Pipe Welding**  
This course includes shielded metal-arc welding in the horizontal, vertical, and overhead positions. Industrial pipe layout and fabrication and arc welding of basic pipe joints are covered. Students will practice cutting with a plasma cutting torch and welding in different positions from IG through 6G. This is a three credit hour course.  
Prerequisites: WE 114
- WE 224**                                 **Advanced Theory & Practice (Capstone)**  
This class is the capstone course for the NMJC welding program. Students are required to design and construct projects using several approved welding process to demonstrate the ability to analyze welding problems and to make decisions that use the most economical and practical welding process for the given task. This course concentrates on the advanced study of materials and methods, including joint work, adhering to specifications, fabrication of equipment, and completion of special projects. This is a four credit hour course.  
Prerequisites: WE 114, WE 124, and WE 214
- WE 224A**                                **Advanced Welding Fabrication & Projects**  
This course is designed to give advanced practice in individual project development, layout, and fabrication. The course may be repeated for credit, but may only be counted once by degree-seeking students. This is a four credit hour course.  
Prerequisites: WE 114, WE 124
- WE 243C**                                **Industrial Codes & Standards**  
This course includes various codes and standards that are used in welding and fabrication. API is the standard for all pipe used by companies in the oil industry. ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams. AWS includes D-11, the standards for structural welding. This is a three credit hour course.  
Prerequisite or Co-requisite: WE 114
- WE 244**                                 **Welding Cooperative Work Experience**  
The welding cooperative work experience is designed to offer an internship within the industry setting for welding. Students will work under the supervision of an approved professional / specialist in the welding field. A member of the New Mexico Junior College faculty will act as coordinator between and company, and will monitor the internship. A minimum of 180 work hours on the job site is required for successful completion of the course during the semester or the work period. This is a four credit hour course.  
Prerequisite: WE 124 and the consent of the instructor and the company

## BOARD MEMBERS

<b>Phillip Jones</b> Term Expires 3-31-2015	<b>District 1, Tatum</b>
<b>Pat Chappelle, Secretary</b> Term Expires 3-31-2013	<b>District 2, Lovington</b>
<b>Guy Kesner, Chairman</b> Term Expires 3-31-2015	<b>District 3, Hobbs</b>
<b>Ron Black</b> Term Expires 3-31-2017	<b>District 4, Hobbs</b>
<b>Hector Baeza</b> Term Expires 3-31-2013	<b>District 5, Hobbs</b>
<b>Zeak Williams</b> Term Expires 3-31-2015	<b>District 6, Hobbs</b>
<b>Mary Lou Vinson</b> Term Expires 3-31-2013	<b>District 7, Eunice</b>

## ADMINISTRATION

<b>Steve McCleery</b> B.S., Lubbock Christian College (1972) M.S., Texas Tech University (1974) Ed.D., University of New Mexico (1995)	<b>President</b>
<b>John B. Gratton</b> B.A., Oklahoma Baptist University (1971) M.S., East Texas State University (1972) Ed.D., East Texas State University (1978)	<b>Vice President for Instruction</b>
<b>Dan D. Hardin</b> B.B.A., New Mexico State University (1973)	<b>Vice President for Finance</b>
<b>Regina L. Organ</b> A.A., Frank Phillips College (1983) B.S., Wayland Baptist University (1988) M.A., University of Texas of the Permian Basin (1991) Ed.D., New Mexico State University (2004)	<b>Vice President for Student Services</b>
<b>Robert L. Rhodes</b> B.S., Eastern New Mexico University (1981) M.B.A., Eastern New Mexico University (1991) Ph.D., New Mexico State University (2009)	<b>Vice President for Training &amp; Outreach</b>

## DEANS

<b>Mickey D. Best</b> B.A., Southwestern Oklahoma State University (1979) M.F.A., Texas Tech University (1990) Ph.D., Texas Tech University (2008)	<b>Art, Humanities &amp; Career Technology</b>
<b>Michele Clingman</b> B.A., University of Texas of the Permian Basin (1977) M.A., University of Texas of the Permian Basin (1979) Ed.D., New Mexico State University (2006)	<b>Enrollment Management</b>
<b>August M. Fons</b> A.A., New Mexico Junior College (1978) B.B.A., College of the Southwest (1985) M.Ed., College of the Southwest (1997) Ph.D., Texas Tech University (2004)	<b>Public Safety &amp; Industry</b>
<b>Kelly G. Holladay</b> A.A., Tarrant County Junior College (1981) B.S., University of Texas at Arlington (1985) M.S., Texas Woman's University (1990)	<b>Business, Math &amp; Sciences</b>
<b>Jeff McCool</b> B.B.A., New Mexico State University (1989) M.B.A., Eastern New Mexico University (2000)	<b>Training &amp; Outreach</b>

## FACULTY

<b>John A. Baldwin</b> B.A., Olivet College (1979) M.A., Eastern New Mexico University (1996)	<b>Physical Education</b>
<b>Victor G. Berner</b> A.A., Phoenix Junior College (1966) B.S., University of Arizona (1968) M.S., New Mexico State University (1974) Ph.D., New Mexico State University (1979)	<b>Chemistry / Astronomy</b>
<b>James R. Black</b> B.S., Lamar University (1977) PGA Certification (1996)	<b>Physical Education / Head Golf Coach</b>
<b>Patricia Sue Black</b> A.A.S., New Mexico Junior College (1990) B.B.A., College of the Southwest (1993)	<b>Office Technology</b>
<b>J. Keith Blackwill</b> B.S., Fort Hays State University (1996)	<b>Physical Education / Head Women's Cross County / Indoor &amp; Outdoor Track Coach</b>
<b>Shelly A. Busby</b> A.A., New Mexico Junior College (1986) A.A.S., New Mexico Junior College (1995) B.S.N., University of Phoenix (2000) M.S.N., University of Phoenix (2001)	<b>Nursing</b>
<b>Marlena W. Bushway</b> A.A.S., New Mexico Junior College (2002) B.S.N., University of Phoenix (2006) M.S.N., University of Phoenix (2008)	<b>Nursing</b>
<b>Tami M. Cavitt</b> B.S., Texas Tech University (1979) M.Ed., Eastern New Mexico University (1989)	<b>Spanish / ESL</b>
<b>Kimberly S. Chila</b> A.A.S., New Mexico Junior College (1993) B.S.N., University of Phoenix (2001) M.S.N., University of Phoenix (2003)	<b>Nursing</b>
<b>Nadia N. Cole</b> A.A., Odessa College (2000) B.S., University of Texas, El Paso (2003)	<b>Physical Education/Athletic Trainer</b>



# PEOPLE

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- Linda E. Connell**      **English**  
B.S., Texas Tech University (1969)  
M.Ed., Eastern New Mexico University (1986)
- Karen S. Cummings**      **Distance Online Nursing**  
A.A.S., New Mexico Junior College (1976)  
B.S.N., College of the Southwest (1988)  
M.S.N., University of Texas at El Paso (1996)
- Patricia E. Emmerich**      **Government / History**  
B.S., Central Missouri State University (1973)  
M.A., Central Missouri State University (1975)  
Ed.S., Central Missouri State University (1977)  
Ph.D., Kansas State University (1998)
- Pamela J. Fisher**      **Nursing**  
A.A.S., New Mexico Junior College (1997)  
B.S.N., University of the Southwest (1992)
- Samuel R. Gilcrease**      **Automotive Technology / GM ASEP**  
Certificate, New Mexico Junior College (1977)  
A.A.S., New Mexico Junior College (2006)  
GM Master Mechanic Technician Certificate (2007)
- Katherine D. Goad**      **Biology**  
B.S., Biology, New Mexico State University (1980)  
B.S., Medical Technology, New Mexico State University (1981)  
M.S., College of the Southwest (1999)  
Ed.D., New Mexico State University (2007)
- John G. Goebel**      **Automotive Technology / Ford**  
A.A., Mount Hood Community College (1995)  
A.S.E. Master Technician (2002)  
Ford Senior Master Technician (2006)
- Robert T. Guthrie**      **Accounting**  
B.B.A., College of the Southwest (1982)  
C.P.A., New Mexico (1988)
- Donald B. Hancock**      **CDL Trainer**
- Donnie L. Hayes**      **Nursing**  
A.A.S., New Mexico Junior College (1985)  
B.S.N., University of Phoenix (2000)  
M.S.N., University of Phoenix (2010)
- Nelda G. Helms**      **Physical Education**  
   **Head Cheerleading Coach**  
B.S., Eastern New Mexico University (1968)  
M.S., Eastern New Mexico University (1986)
- Jill D. Henning**      **Nursing**  
A.A., Southeast Missouri State University (1990)
- Terry A. Holloman**      **Reading / Writing in Transitional**  
   **Studies**  
B.A., Lubbock Christian University (1982)
- Christopher M. Howell**      **Business / Office Technology**  
A.A.S., New Mexico Junior College (2000)  
B.S., Regents College (1998)  
M.B.A., Eastern New Mexico University (2003)  
Ph.D., North Central University (2008)
- Dallas E. Hulsey**      **English**  
B.A., New Mexico State University (1997)  
M.A., New Mexico State University (1999)  
Ph.D., Louisiana State University (2005)
- Miesha N. Jackson**      **Barbering / Cosmetology**  
Certificate, New Mexico Junior College (1999)  
Provisional Cosmetologist Instructor License (2006)  
A.A.S., New Mexico Junior College (2009)
- Walter F. Journigan**      **Psychology**  
B.A., University of Central Florida (1977)  
M.S., Eastern Kentucky University (1979)  
Ph.D., Brigham Young University (1982)
- Talby S. Justus**      **Physical Education /**  
   **Asst. Women's Basketball Coach**  
B.S., Tabor College (1999)  
M.Ed., Southwestern Oklahoma State University (2007)
- Dustin T. Kaufman**      **Art**  
A.A., Coffeyville Community College (1996)  
B.F.A., Pittsburg State University (2000)  
M.F.A., University of Kentucky (2003)
- Dale C. Kenison**      **Biology**  
B.S., Cornell University (1979)  
M.S., Texas A&M University (1983)  
Ph.D., Texas A&M University (1987)
- Joel A. Keranen**      **Physics / Mathematics**  
B.S., Michigan Technological University (1991)  
M.S., University of Illinois at Urbana-Champaign (1992)  
M.S., Michigan Technological University (1995)
- Erin M. King**      **Cosmetology**  
A.A.S., New Mexico Junior College (2004)
- Cheryl L. Lang**      **Nursing**  
B.S.N., West Chester State College (1978)  
M.S.N., University of Northern Colorado (2007)
- Patsy G. Lewis**      **Writing**  
B.A.S., College of the Southwest (1998)
- Kelli E. McCall**      **Nursing**  
A.A.S., Eastern New Mexico University (1994)  
B.S.N., Eastern New Mexico University (2006)  
M.S.N., University of Phoenix (2009)
- Shelby L. McCorvey**      **Cosmetology**  
A.A.S., New Mexico Junior College (1999)
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Certificate, New Mexico Junior College (2001)  
Cosmetologist Instructor License (2006)
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B.F.A., University of Nebraska (1978)  
M.A., University of Nebraska (1986)
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   **Assistant Men's Basketball Coach**  
B.S., Colorado State University (2005)  
M.S., University of Northern Colorado (2007)
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B.A., University of Minnesota (1973)  
M.F.A., University of Arkansas (1985)
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B.S., Colorado State University (1971)  
M.Ed., University of Arizona (1973)
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A.A.S., New Mexico Junior College (2005)
- Roene E. Neu**      **Geology**  
B.A., Adams State College (1999)  
M.S., Bowling Green University (2005)
- Lynda R. Newman**      **Reading / Education**  
B.S., New Mexico State University (1978)  
M.A., New Mexico State University (1995)
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B.A., Texas Tech University (1974)  
M.A., Texas Tech University (1976)  
M.A., Eastern New Mexico University (1988)
- Earl R. Nymeyer**      **Welding**  
A.A., New Mexico Junior College (1989)  
B.A., Texas Tech University (2002)  
M.A., Texas Tech University (2003)
- Cathy L. Ogle**      **Nursing**  
A.A.S., New Mexico Junior College (1976)  
B.S.N., West Texas State (1978)



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A.A.S., New Mexico Junior College (2000)
- Javier Rivera** **Automotive Technology - GM ASEP**  
A.A.S., New Mexico Junior College (1989)  
A.S.E., Master Technician  
New Mexico Secondary Vocational Technical Certification
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Certificate, National Institute for Automotive Service Excellence (2007)  
Certificate, Ford Motor Company Service Technician Specialty (2008)
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A.S., New Mexico Junior College (1980)  
B.S., Utah State University (1982)  
M.S., Utah State University (1986)
- Drew K. Sanders** **Physical Education**  
**Head Women's Basketball Coach**  
B.S., Cameron University (1979)  
M.Ed., Southwestern Oklahoma State (1984)
- Charlotte J. Schmitz** **Mathematics**  
A.S., New Mexico Junior College (1996)  
B.S., College of the Southwest (1998)  
M.A., Texas Tech University (2004)
- Frances B. Schwab** **Sociology**  
B.A., Oakland University (1969)  
M.A., Wayne State University (1975)
- Angila D. Shook** **Computer Information Systems**  
B.S., Tarleton State University (1998)
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B.S., Northwestern Oklahoma State University (2004)  
M.Ed., East Central University (2010)
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L.V.N., New Mexico Junior College (1995)  
A.A.S., New Mexico Junior College (2002)  
B.S.N., University of New Mexico (2008)
- Richard F. Steinhaus** **Psychology / Sociology**  
B.S., Carroll College (1965)  
M.A., Northern Illinois University (1972)
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M.Ed., University of Nevada (1999)
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B.S., College of the Southwest (2002)  
M.C.J., New Mexico State University (2008)
- Matthew A. Torrez** **Physical Education**  
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B.S., Northwestern Oklahoma State University (2004)  
M.Ed., East Central University (2011)
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B.A., Texas A & I University (1987)  
M.S., Texas A & I University (1989)  
Ph.D., University of North Texas (2001)
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Cosmetology Instructor License, San Antonio, TX (1979)  
Cosmetology / Barber License, New Mexico (1996)  
A.A.S., New Mexico Junior College (2000)  
B.A., College of the Southwest (2004)  
M.Ed., Eastern New Mexico University (2009)
- Kevin J. Waters** **Physical Education ;**  
**Asst. Women's Track Coach**  
B.S., University of Houston (2004)
- Susan C. Waters** **English**  
B.A., State University of New York College at Brockport (1973)  
M.A., George Mason University (1990)
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B.S., Illinois State University (1975)  
M.A., College of the Southwest (2006)
- Yau-Sun Wong** **Music**  
B.A., Hong Kong Baptist College (1978)  
M.M., University of Texas at Austin (1982)  
D.M., Florida State University (1993)
- Homer A. Youngblood** **EMT-B**  
A.S., Eastern New Mexico University-Roswell (1999)  
B.S., Texas Tech University (2005)
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B.S., College of the Southwest (1994)  
M.A., Texas Tech University (2003)

## PROFESSIONAL STAFF

- B. Gayle Abbott** **Director, Student Support Services**  
A.A., New Mexico Junior College (1993)  
B.S., College of the Southwest (1994)  
M.A., University of Texas of the Permian Basin (1997)  
Ed.D., New Mexico State University (2004)
- Charles H. Adams** **Blackboard Administrator**  
B.S., University of Tennessee (1977)
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B.A., Northern Illinois University (2005)  
M.A., Texas Tech University (2008)
- Elisa Autry** **Director of Bookstore**
- Jesse Barron** **Instructional Technology Specialist**  
Certificate, Telecommunications (2003)
- Buddy Bascom** **Custodial Supervisor**
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B.S., Brigham Young University (1973)  
M.Ed., Texas Tech University (1977)  
Ed.D., New Mexico State University (2004)
- R. Philip Berry** **Head Rodeo Coach**  
B.S., Sul Ross State University (1976)
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B.A., Newman University (1993)  
M.A., Wichita State University (1999)
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B.S., California Coast University (1990)  
M.B.A., California Coast University (2003)  
Ph.D., California Coast University (2005)
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- Randy A. Cook** **Director,**  
**Transportation Training / Safety**  
A.A., Dodge City College (1970)  
B.S., West Texas A & M University (1974)
- Mary Ann Crane** **Coordinator of Assessment and**  
**Quality Improvement**  
A.A., New Mexico Junior College (2007)  
B.S., Lubbock Christian University (2007)  
M.S., Lubbock Christian University (2010)
- Natalia DeJesus** **Admission Specialist**  
A.A. & A.S., New Mexico Junior College (2007)  
B.A., Eastern New Mexico University (2010)
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B.S., College of the Southwest (2000)

# PEOPLE

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B.M.Ed., McMurry University (1982)  
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A.A., New Mexico Junior College (1999)  
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B.S.W., University of Texas at El Paso (1993)  
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A.A., Paris Junior College (1970)  
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M.S., East Texas State University (1976)
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B.S., Eastern New Mexico University (2003)
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A.A., New Mexico Junior College (2006)
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Business Development Center**  
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M.A., Eastern New Mexico University (2010)
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B.A., Texas Tech University (2001)  
M.B.A., Baker College (2006)
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B.S., Oklahoma State University (1995)  
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B.A., Ft. Lewis College (2005)
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B.S., College of the Southwest (2003)
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PHR Certification (2005) (2008)  
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Corrections Academy (2001)
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B.A., New Mexico State University (1975)  
M.A., University of the Southwest (2001)
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B.A., West Texas State University (1983)  
M.Ed., Grand Canyon (2007)
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B.A.S., College of the Southwest (2006)
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A.A., Howard College (1976)
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Western Heritage Museum & Lea  
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B.A.S., College of the Southwest (1994)  
M.S., College of the Southwest (2004)
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Activities**  
B.G.S., Wichita State University (1996)  
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B.S.N., University of New Mexico (1996)  
M.S.N./F.N.P., Texas Tech Health Sciences Center (2000)

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M.L.S., Indiana University (1990)

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A.A., Western Texas College (1985)

B.A., Eastern New Mexico University (1989)

M.A., Eastern New Mexico University (1991)

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Certificate - American Commercial College (1988)

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B.S., Lubbock Christian College (1976)

M.Ed., Eastern New Mexico University (1990)

**Cynthia Zambrelli**      **Counselor**

B.A., State University of New York, Brockport (1975)

M.S.Ed., State University of New York, Brockport (1981)

# DEFINITIONS

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## **Academic Advising**

An opportunity for students to meet with their advisors to obtain and review their plan of study and to select courses.

## **Academic Advisor**

College staff member or faculty member responsible for providing guidance in course or program related issues.

## **Academic Term (Semester)**

Designated number of weeks of instruction that comprise the academic year. Fall and spring periods with 16 weeks of instruction and one week of final exams. The summer semester is shorter than 16 weeks.

## **Add A Course**

To enroll for additional courses after registration is complete, accomplished through the Registrar's Office.

## **Add / Drop Period**

A set period of time after the first day of classes when students can add or drop a class through the Registrar's Office.

## **Articulation Agreement**

A formal agreement between NMJC and a four-year college or university which outlines specific course, grade point, and credit requirements necessary to transfer from NMJC to that four-year institution. Some articulation agreements are also established with high schools to provide advanced placement opportunities, advanced college credit, and College Career Pathways or 2 +2 articulated college credit.

## **Audit**

To take a course in which the final grade is AU. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition and fees; student must register for the class through the normal processes and indicate that the class is to be taken for audit.

## **Career Program**

A specialized degree designed to equip a student with the skills and general educational background needed for employment in a specific field.

## **Certificate Program**

An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

## **Commencement**

Commencement is the formal ceremony conferring degrees and certificates upon qualified graduating students.

## **Common Course Numbering**

Common course numbering refers to courses that are numbered the same at all New Mexico state universities and colleges.

## **Co-Requisite**

A co-requisite is a course which must be taken at the same time as another course.

## **Course Reference Number (CRN)**

A number assigned to a specific course section in the schedule of classes.

## **Credit Hour**

A credit hour is a standard measure of the amount of instructional time required to successfully complete a course. (For example, ENG 111, College Composition, is a 3 Credit Hour course, which usually means it will meet for 3 hours each week.) For the length of each class session and lab hours, if any, be sure to check with your advisor or a faculty member regarding specific courses.

## **Curriculum**

Set of courses focused in a particular field (i.e., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

## **Degree Program**

An Associate in Arts (AA) or Associate in Science (AS) or Associate in Applied Science (AAS) plan of study requiring a minimum of 64 credits for completion.

## **Developmental Course**

A basic skill development course numbered below 100/1000 in the College catalog which is credited in meeting financial aid eligibility and veterans benefits but does not count toward the minimum requirements for graduation. (See Credit Course

## **Distance Learning**

Courses offered via the Internet. Also, ITV courses are considered distance learning courses.

## **Drop From A Course**

To cease to participate in a course after registration is complete, accomplished through the Registrar's Office.

## **Elective**

Course requirement(s) in a program of study which may be fulfilled by choosing from a variety of specified courses.

## **Financial Aid**

Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

## **Financial Aid Form (FAFSA)**

A standardized application including detailed financial data, which is required to determine eligibility for all financial aid programs.

## **Full-Time (Student)**

Student registered for 12 or more credits in a semester at NMJC

## **GPA (Cumulative Grade Point Average)**

An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade, then dividing by the total number of hours.

**Point values** are: A=4, B=3, C=2, D=1, F=0.

## **Graduation**

Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

**Hybrid / Blended**

A hybrid course combines face-to-face classroom instruction and online internet-based learning. Typically, 50 percent of the time is in the classroom and 50 percent of the time students work independently on their own computers.

**In-District Resident**

Students whose permanent residence is in Lea County New Mexico are charged in-district tuition. They must meet the in-state residency requirements and have lived in Lea County for the past 90 days

**In-State Resident**

Tuition charged to students who live in New Mexico and have established residency according to the guidelines provided by the State of New Mexico. Students are charged in-state tuition.

**Lab Hours**

Lab hours are learning activities, which are “hands-on” rather than the traditional lecture / discussion. Lab hours provide experiments / exercises that focus on the lecture applications. Since lab hours are the co-requisite to the lecture / discussion portion of a class, students need to register for both (lecture and lab) course reference numbers (CRN's) in the same semester.

**Non-Credit**

Non-academic course oriented to personal interest or continuing education needs of persons seeking non-credit bearing instruction.

**Out-of-District Resident**

Students are classified as out-of-district residents if they declare their home is within the state of New Mexico but outside of Lea County. Students are charged tuition according to the out-of-district rate.

**Out-of-State Resident**

Students are classified as out-of-state residents if they declare their permanent residence to be outside the state of New Mexico. Students are charged according to the out-of-state tuition rate

**Part of Term**

A period of time within a term in which courses are scheduled. Parts of terms can be one to sixteen weeks in duration.

**Part-Time (Student)**

Student enrolled for 11 or fewer credits in a semester.

**PHI THETA KAPPA**

A national honorary organization recognizing academic scholarship by community/technical college students.

**Plan of Study**

A worksheet of courses required to earn a degree in a chosen area of study. Used as a road map for course selection. Used to conduct a final audit for graduation.

**Prerequisite**

Skill or course required for entry into a course or program of study.

**Program Director**

Instructor who provides in-depth information about a certificate or degree program.

**Program of Study**

(See Degree Program and Certificate Program)

**Registration**

The process of signing up for courses, including paying tuition and fees.

**Residence (Credits Earned In)**

A minimum of 12 credit hours applicable to an associate degree must be granted by NMJC as opposed to credits transferred in from another institution of higher education or earned through proficiency examination.

**Semester (Term)**

See Academic Term.

**Schedule of Classes**

A printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

**Short Session**

See Part of Term.

**Skill Set Certificate**

A document issued by an academic division upon successful completion of a combination of approved courses that provide specific skills.

**Topics Course**

A course that is not a part of NMJC's regular course offerings and may change each term. Topics courses complement NMJC's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other NMJC courses.

**Traditional Grade**

Letter grade (A, B, C, D or F) used in calculating the grade point average.

**Transcript**

An official, permanent educational record of student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

**Transfer Credits**

Credits for courses taken at another institution and counted toward a NMJC certificate or degree, or credits taken at NMJC and applied toward a degree at another institution.

**Transfer Guidelines**

Informal documents which suggest courses to be taken at NMJC that transfer into a four-year college.

**Transfer Program**

A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

**Tuition**

Charges to student by the college for registration in credit courses of instruction.

# DEFINITIONS

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## **Web Enhanced**

Online course activity complements class sessions without reducing the number of required class meetings. Any course tied to the traditional classroom but involving some sort of computer usage while still anchored to the normal time spent in classes would fall into this category. Traditional courses and web-enhanced courses are very similar and therefore not usually considered to be distance learning courses.

## **Web Hybrid**

Current convention is to classify a course as web hybrid if thirty percent (30%) or more of the course activity is provided online. Web hybrid courses feature a combination of synchronous and asynchronous delivery using online technologies such as a Learning Management System (LMS) or a website to present content.

## **Web Online**

All course activity is delivered and completed online using NMJC's Learning Management System (LMS) which is currently Blackboard. There are no required face-to-face sessions within the course that must take place at the home campus. However, proctored examinations may be required during the course. If a proctored examination is required, the testing site must be within close proximity of the student's location while taking the online course.

## **Withdraw From A Course**

To cease to participate in a course after the add / drop period, accomplished through the Registrar's Office. Student can also drop a class from the T-BirdWeb Portal.

## **Withdraw From the College**

To cease to participate in all courses for one semester or more, accomplished through the Registrar's Office.



