

# New Mexico Junior College

## 2019-2020 Catalog

First distributed Fall 2019



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

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

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

The following person has been designated to handle inquiries regarding the non-discrimination policies related to students: Vice President for Student Services, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico 88240, (575)492-2761

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

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

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# New Mexico Junior College

Office of the President

Welcome to New Mexico Junior College.

I hope you are looking for a terrific college experience because I know you have found the right place. NMJC is a comprehensive community college; the NMJC mission is to promote “success through learning.”

Community colleges have become the primary choice of many students because of their educational opportunities and affordability. New Mexico Junior College has long served the educational needs of the southeastern New Mexico region with its great instructional reputation.

Our technical programs, academic transfer arrangements and workforce initiatives offer many choices and opportunities for your future. It becomes our goal to “open” the doors of opportunity for you and your responsibility to walk through those doors.

Our student services and collegiate activities are designed to complement this array of educational choices. You have the opportunities to gain knowledge, learn new skills, develop leadership, and acquire many new friends from the New Mexico Junior College student body and staff.

Use your time wisely to learn, grow, and achieve your educational goals. The faculty and staff of New Mexico Junior College stand ready to help you. Please feel free to call on one of us, if you need help.

Best wishes to you.

Kelvin W. Sharp, Ed.D.  
President

# General Information

## Accreditation

New Mexico Junior College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award associate degrees and certificates and is certified as eligible for federal funds and programs.

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

The college also holds program-specific accreditation by the Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

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

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

## Statement of Equal Educational Opportunity

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

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

## Mission, Vision, Values

### Mission

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

### Vision

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

### Values

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

#### Access

In keeping with this value, the college

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

#### Responsiveness

In keeping with this value, the college

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

#### Effectiveness

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

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

#### Excellence

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

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

## General Information

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

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

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

1. **Western Heritage Museum Complex & Lea County Cowboy Hall of Fame** - 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.
4. **John Shepherd Administrative Building** – The Administrative Center houses the offices of the NMJC President, the Vice President for Finance, and the Vice President for Instruction, as well as the Business Office, the Human Resources Office, the NMJC Foundation Office, Public Relations and Marketing Department, and the Office of Institutional Effectiveness.
5. **Ben Alexander Student Learning Center** – 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 office of the Vice President for Student Services, the Dean of Students, and the Student Life Office are also housed in the BAC. The previously existing area was remodeled to provide additional student space, including an Internet café, lounge area, 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. Interlibrary 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. The building is also home to the NMJC Academic Success Center as well as the Office of the Dean of Arts, Sciences & Learning Support.
7. **Heidel Hall** – Heidel Hall houses most of the science and mathematics instructional classrooms, laboratories, and faculty offices.
8. **Caster Activity Center** – This structure houses athletic facilities for students. 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. 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 campus Computer Center.

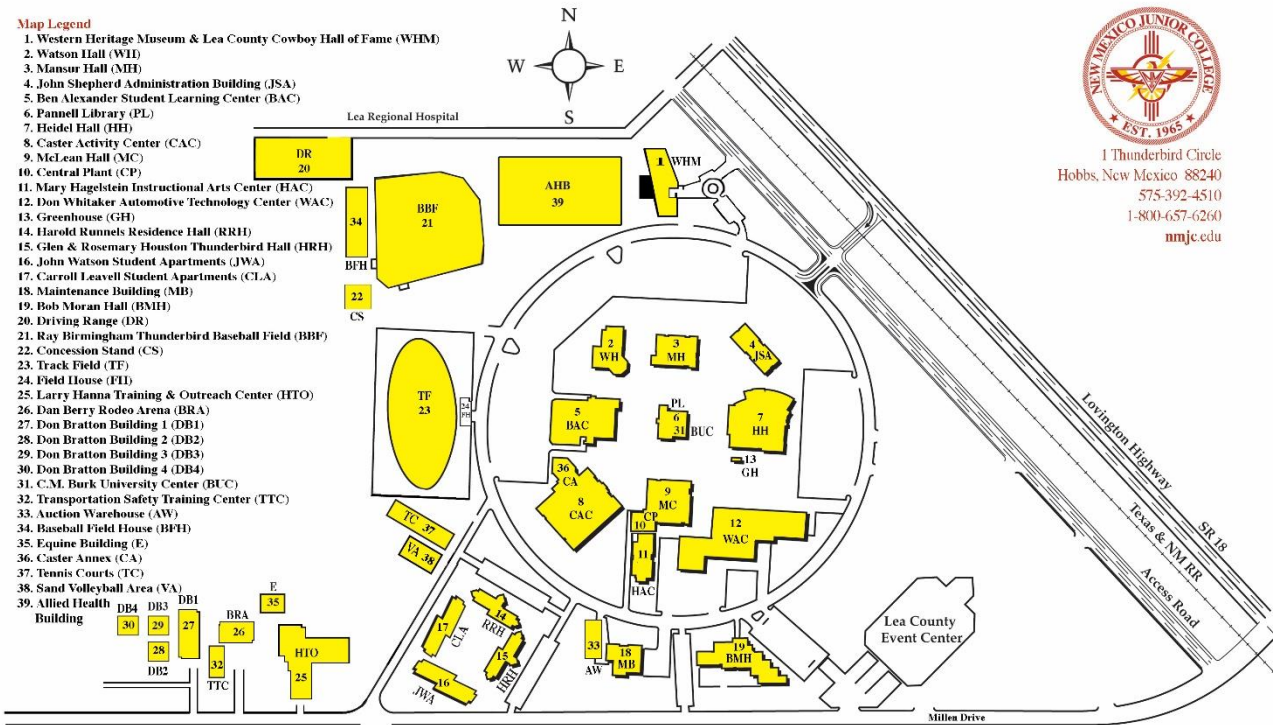


## General Information

10. **Central Mechanical** – This building houses the central plant, which contains the main mechanical infrastructure for the entire campus.
11. **Mary Hagelstein Instructional Arts Center** – This facility contains the Fine Arts classrooms as well as the Document Center.
12. **Don Whitaker Automotive Technology Center** - Located in this building are NMJC's state-of-the-art automotive and welding laboratories and classrooms.
13. **Greenhouse** – This area is utilized by grounds personnel to grow in-house plants for campus landscapes.
14. **Harold Runnels Residence Hall** — Harold Runnels Residence Hall provides comfortable, convenient dormitory living for NMJC students.
15. **Glen & Rosemary Houston Thunderbird Hall** — Glen & Rosemary Houston Thunderbird Hall provides comfortable, convenient dormitory living for NMJC students.
16. **John Watson Student Apartments**— The John Watson Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available is a 24/7 laundry facility located on the second floor. The complete area comprising the dorms and apartments is known as Thunderbird Village.
17. **Carroll Leavell Student Apartments**— The Carroll Leavell Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available is a 24/7 laundry facility located on the second floor.
18. **Warehouse / Maintenance (WM)**—This building houses the maintenance department and houses the motor vehicles utilized for company travel.
19. **Bob Moran Hall** – This facility houses instructional classrooms and laboratories for Entertainment and Music Technology and public safety.
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. **Ross Black Field of Champions**—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, Events, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning. The facility also houses the Office of the Vice President for Training and Outreach and the Dean of Training & Outreach.
26. **Dan Berry Rodeo Arena** — NMJC's intercollegiate rodeo practice facilities are located here.
27. **Don Bratton Building 1**—This is one of the training facilities included in the Don Bratton Energy Technology Center. The Don Bratton Energy Technology Center is an innovative partnership with the oil and gas / alternative industries to meet the needs of both oil and gas producers and potential alternative energy workers in the Permian Basin. It houses both corporate and traditional classrooms and outdoor labs.
28. **Don Bratton Building 2**—This is one of the training facilities included in the Don Bratton Energy Technology Center.
29. **Don Bratton Building 3**—This is one of the training facilities included in the Don Bratton Energy Technology Center.
30. **Don Bratton Building 4**— This is one of the training facilities included in the Don Bratton Energy Technology Center.
31. **C. M. Burk University Center**—The University Center houses the offices of Distance Learning whose staff works with students and faculty in a support role for online and ITV classes.

# General Information

- 32. **Transportation Safety Training Center**—This building houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Driver’s Education. It also contains the classrooms for CDL training.
- 33. **Auction Warehouse**
- 34. **Baseball Fieldhouse (BF)**—The Baseball Fieldhouse has an enclosed practice area, locker rooms, referee’s locker rooms / shower area and will house the Baseball Hall of Fame.
- 35. **Equine Building**—This newly constructed Equine Building has an arena and classrooms.
- 36. **Caster Annex**
- 37. **Tennis Courts**
- 38. **Sand Volleyball Area**
- 39. **Allied Health Building** – The Allied Health Building provides state-of-the-art facilities for nursing and other related areas.



# General Information

## Academic Calendar

The most up-to-date Academic Calendar can be found on NMJC's home page: [www.nmjc.edu](http://www.nmjc.edu). Be sure to check the calendar for important dates that affect student enrollment.

## General NMJC Policies

**Applicability** - These policies apply to recruitment, admission, extracurricular and co-curricular activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletic programs for students. These policies also apply to the recruitment, hiring, training and promotion of NMJC employees (faculty, staff, and students) and to all other terms and conditions of employment. NMJC strives to establish procedures, which assure equal treatment and access to all programs, facilities and services.

NMJC policies regarding Equal Opportunity, Affirmative Action, discrimination, reasonable accommodations, sexual harassment, and other related subjects listed above can be viewed on the website under Consumer Information Disclosures, <http://www.nmjc.edu/administration/consumerinformationdisclosures.aspx>

### Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. NMJC prohibits harassment of employees and students on the basis of race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. NMJC makes special efforts to eliminate both overt and subtle forms of sexual harassment.

### Non-Discrimination

NMJC, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. NMJC is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, color, national origin, age, spousal affiliation, sex, sexual orientation, gender identity, medical condition, disability, religion, pregnancy, genetic information, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Office of Human Resources

### Equal Education Opportunity

NMJC is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, NMJC is committed to creating and maintaining an atmosphere free from all forms of harassment.

### Equal Employment Opportunity

NMJC policy, state, and federal law and regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law in recruiting, hiring, training, promoting and all other terms and conditions of employment.

### ADA Compliance and Reasonable Accommodation

NMJC is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). NMJC makes reasonable accommodation to the religious observances and practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of NMJC. Qualified students, employees or program users with

## General Information

disabilities should contact the Office of Human Resources or Student Disability Services for information regarding accommodations in the employment and/or academic setting. To comply with the ADA and the Rehabilitation Act of 1973, NMJC provides the information in this publication in alternative formats. To request an alternate format, please contact Student Disability Services in the Ben Alexander Student Learning Center.

### **Reporting**

If you believe you have been discriminated against and/or harassed on the basis of your race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law, you should contact the Director of Human Resources.

### **Applicable NMJC Policies**

NMJC policies regarding Equal Opportunity, Affirmative Action, discrimination, reasonable accommodation, sexual harassment, and other related subjects listed above can be viewed on the website under Consumer Information Disclosures: <http://www.nmjc.edu/administration/consumerinformationdisclosures.aspx>

### **Directions for Correspondence**

All departments of NMJC receive mail through a central post office. Address any correspondence to a specific department or individual as follows:

(Name of Individual and Department)  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, New Mexico 88240

For information or assistance, contact the NMJC Helpdesk at 575-392-2577 or [AskNMJC@NMJC.edu](mailto:AskNMJC@NMJC.edu). NMJC office hours are, in general, 8:00 a.m. to 5:00 p.m. Monday through Friday.

# General Information

## Ways to Take Classes at New Mexico Junior College

### **On-campus, Traditional Classes**

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

### **Internet via Canvas**

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

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

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

### **ITV**

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

## Admission Information

New Mexico Junior College is an independent two-year comprehensive community college having as a major part of its fundamental mission the provision of serving the needs and making accessible post-secondary education to the members of the community. In order to fulfill this mission, the College has an open-door policy for admission of students in credit courses and programs, who have graduated from an accredited high school, completed a General Education Development (GED) or High School Equivalency (HiSET) certificate, or who through age and experience qualify for admission. The College also has opportunities for high school juniors and seniors to take college classes.

In order to ensure that the student has every opportunity for success, incoming students are required to meet with an academic or faculty advisor, either in person, via telephone, or virtually, prior to enrolling in courses. During this meeting the advisor will review assessment results and prior course grades, discuss future academic and career goals, assist in identifying a path to achieve those goals, select the appropriate NMJC degree plan, and enroll the student into the appropriate courses.

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 NMJC Helpdesk at [asknmjc@nmjc.edu](mailto:asknmjc@nmjc.edu) or (575) 492-2577. The Vice President for Student Services is responsible for administering the admissions policies and procedures of the College.

Admission to the College 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. In addition, 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 will be 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.

Correspondence concerning admission to NMJC to:  
New Mexico Junior College  
Registrar  
1 Thunderbird Circle  
Hobbs, NM 88240

Student service offices, including advisors, registrar, and Vice President of Student Services, are located in the Ben Alexander Student Learning Center.

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

## Admission Information

### General Admission Requirements

*General admission to the college does not guarantee admission to some technical education and health occupation programs, which may have additional admission requirements. Please contact the appropriate program advisor for information.*

#### 1. If You Are a Graduate of an Accredited High School

An applicant who is a graduate of an accredited high school will be admitted upon the submission of the NMJC admissions application and presentation of a properly authenticated high school transcript. All transcripts must contain the date of graduation, have an administrative signature, and if applicable, translated into English.

#### 2. If You Are a Graduate of a Home School

An applicant who has successfully completed a nontraditional secondary educational program, including home school, will be admitted upon the submission of the NMJC admissions application and presentation of a properly authenticated transcript. Information regarding home school transcript requirements can be obtained at the NMJC Helpdesk.

#### 3. If You Have Earned a GED or HiSET Certificate

Applicants who have earned a high school equivalent ((HSE): GED®/HiSET®) certificate will be admitted upon presentation of a properly authenticated certificate of completion.

#### 4. If You Are at Least 16 Years Old and You Are Not a High School Graduate and Have Not Obtained a High School Equivalency Certificate

NMJC offers an Adult Basic Education (ABE) program. The NMJC Adult Education Program offers morning and evening classes, free of charge. Classes generally run from August to June each year. The program offers classes for High School equivalent (HSE):GED®/HiSET® as well as English as a Second Language (ESL). To enroll, all students must attend a registration and orientation. Classes are offered at variety of locations. The NMJC Adult Education Program Office is located in the Ben Alexander Building in room 205; (575) 492-2629. In addition, underage applicants may petition the NMJC Registrar for individual approval. Approval will be based on age, experience, and ability to benefit. (See information regarding Admission appeals at the end of this section.)

#### 5. If you are at least 18 years old and you are not a high school graduate and have not obtained a high school equivalent certificate

A person who is 18 years of age or older, who is not a high school graduate and has not earned a GED or HiSET certificate may enroll in select technical or vocational programs, may audit courses for personal enrichment, or may enroll in transitional or ESL courses. In addition, applicants may petition the NMJC Registrar for individual approval. Approval will be based on age, experience, and ability to benefit. (See information regarding Admission appeals at the end of this section.)

#### 6. If You Are a Current High School Student

NMJC provides qualified high school-aged students a variety of opportunities to enroll in college classes. 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.

- **Lea County High School Dual Credit**—NMJC has agreements in place with Lea County high schools which provide juniors and seniors the opportunity to take college courses for which they will simultaneously earn both college and high school credit. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students should contact their high school counselor for more information.
- **Dual Credit Academy** – The NMJC Dual Credit Academy (previously known as Early College) provides the opportunity for Lea County public high school juniors and seniors to earn a high school diploma and a college-level credential and/or degree simultaneously through courses taken on the NMJC campus. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students must make application at their high school.

## Admission Information

- **ACT Academy** – The NMJC ACT Academy provides Lea County public high school juniors and seniors the opportunity to earn college-level Applied Sciences and Technology credits and/or credential through courses taken on the NMJC campus. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students must make application at their high school.
  - **Concurrent Enrollment** - Concurrent Enrollment provides high school and home school students between 16-18 years old the opportunity to enroll in NMJC and take college courses. Students looking to receive high school credit for college courses should check with their school before enrollment.
    1. An NMJC admissions application must be completed and clearly marked "concurrent enrollment" and the student and the parent or guardian must complete a concurrent form, available at the NMJC Help Desk.
    2. NMJC provides a waiver of tuition and fees for Lea county students who qualify for New Mexico in-state tuition status. Students are responsible for the cost of textbooks.
    3. Home-school students will need to show home-school registration with the New Mexico Public Education Department at <https://webnew.ped.state.nm.us/bureaus/options-parents-families/home-schools/> and provide to NMJC their state-issued student ID number. State ID numbers may be obtained by contacting Dyanne Salazar at [duanne.salazar@state.nm.us](mailto:duanne.salazar@state.nm.us) or (505) 476-8441.
    4. Students should contact the NMJC Helpdesk for additional information
7. **If You Are a Transfer Student:**  
A college transfer student in good standing at his or her previous college will be accepted for admission at NMJC. Students on academic suspension at a previous institution are subject to the Academic Suspension requirements and appeals process described in the Academic Standing portion of this catalog. Students must present official transcripts of all previous college work as well as the high school transcript or high school equivalent certificate. Official transcripts should be sent directly to the NMJC Registrar's Office from the respective institutions and should be on file at the time of enrollment. (Information regarding transfer of credits can be found under the Transfer Credit heading later in this section.)
8. **If You Have Previously Attended NMJC and Are Seeking Re-Admission**  
Former students of NMJC, not on academic suspension, may enroll during any scheduled registration period without re-application, provided they have attended NMJC within the past year. Students who have not attended within the past year must file an application for re-admission. Students who have attended another college or university since leaving NMJC will be considered transfer students and must submit official transcripts from all colleges attended.



## Admission Information

### If You Are a New International Student Requesting an I-20 from NMJC

International students are defined as "non-immigrant" visitors who come to the United States temporarily to take classes. A non-immigrant is someone who intends to stay in the US temporarily, does not have US citizenship or legal permanent resident status (a "green card"), and applies for a visa to be allowed entry into the United States. To comply with federal laws and immigration requirements, international students must be degree-seeking students.

- **Application and Documentation Submission Deadlines for International Students:**
  - Fall Semester (August): April 1
  - Spring Semester (January): September 1
- **International Student Application:** Students seeking an F-1 Visa must begin the process by completing the International Student Application found on the NMJC website at: [https://www.nmjc.edu/admission/apply\\_online/index.aspx](https://www.nmjc.edu/admission/apply_online/index.aspx)
- **Academic Records:**

New Mexico Junior College requires official copies of high school, secondary, and university transcripts. Notarized, faxed copies or photocopies of these documents may be submitted for application purposes, but certified documents must be provided prior to course registration. Certified documents must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official.
- Students must submit evidence of graduation from an acceptable secondary school and must be eligible for admission to a recognized university in their home country.
- The official transcript must be an original document translated into English and must show each course completed and grade earned.
- **Financial Documents:** Proof of financial ability to remain at New Mexico Junior College must be submitted prior to issuance of an I-20. Complete and return the NMJC Certificate of Financial Responsibility with required supporting documentation. The applicant must provide proof of adequate financial support for at least one full year of study at NMJC (minimum of \$15,000).
- **Photocopy of student's passport.**
- **Proof of English Proficiency:** If you are from a country in which English is not the official language you must provide proof of English language proficiency. Any of the following may be used as proof of proficiency:
  - Completion of four years of U.S. high school with a 2.0 GPA or better
  - Completion of high school in English-speaking Canada, the United Kingdom, South Africa, Australia, or New Zealand.
  - ACT English score of 19 or better (test not required for admission)
  - SAT Read/Write score of 500 or better (post-March 2016) (test not required for admission)
  - 1 year of full-time study (minimum 24 credit hours) at a regionally-accredited US college or university with a 3.0 GPA or higher
  - Completion of one semester of freshman English composition with a grade of "C" or higher at a regionally-accredited U.S. college or university.
  - Bachelor's degree from a regionally-accredited US college or university or a recognized institution in English-Speaking Canada, the United Kingdom, South Africa, Australia, or New Zealand.
  - Official score on the International version of the Test of English as a Foreign Language (TOEFL) of at least 500 (paper-based), or 173 (computerized), or 72 (Internet) with a minimum score of 18 on each section. (scores valid for 2 years)
  - Official score on the International English Language Testing System (IELTS) of 6.0 or higher. (scores valid for 2 years)

## Admission Information

- **NMJC English Language Pathway Program of Study** - International students with limited English language proficiency that do not meet the stated English proficiency standards may be eligible to enroll in the NMJC English Language Pathway. Applicants must have completed the equivalent of an American upper secondary school education and have the appropriate diplomas or satisfactory results on leaving examinations, as well as prior referenced proof of financial ability. Upon arrival, the student will be given a placement test to determine proper placement in the Pathway program. Students will remain in the Pathway until English proficiency is exhibited or up to two semesters. The Pathway student will be required to be enrolled in a minimum of 12 credit hours each semester in a combination of transitional English and/or reading coursework, English as a Second Language coursework and credit bearing coursework. No online or distance education courses may count toward the student's full course of study. Upon successful completion of the Pathway program, the student will be moved into the Associate of Arts or Associate of Science degree program of his or her choice. This information will be updated in SEVIS and an updated I-20 will be issued to the student.
9. **If You Are an International Student Transferring from Another U.S. College**  
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.

### General Information & Policies Affecting All F-1 Visa Holders

- **Full Course Load:** Holders of F-1 student visas must register for and complete at least 12 credit hours each semester, of which only three hours can be in an Internet course.
- **Tuition payment:** Please be advised that payment of tuition, fees and on-campus housing is due at the time of registration.
- **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. International students should not expect to support themselves through employment while attending NMJC.
- **CPT and OPT:** Curricular and optional training opportunities are not available for international students at NMJC.
- **Check in:** Students must check in with the International office upon arrival and at the beginning of each semester.
- **Travel:** If you plan to leave the United States, you must bring your I-20 to the international office for endorsement before you leave. If this is not done before you leave the country, you will not be allowed to return to the United States.

Questions regarding an International student's immigration status should be directed to the Assistant Registrar in charge of international student issues. It is the student's responsibility to obtain the correct visa and to maintain the appropriate immigration status while in the United States.

### Applying for Admission

1. Complete the application for admission online at [www.nmjc.edu](http://www.nmjc.edu)
  - High school students, who took dual credit classes at NMJC, must complete a "new" application after high school graduation before taking additional classes.

## Admission Information

- Returning students that have not been enrolled in over a year must complete a new application for admission.
2. Submit an official high school transcript or high school equivalent certificate, showing date of graduation / completion. Transfer students must submit high school transcripts (note exemptions below).
  3. Submit official college transcript(s) from all previous colleges attended, if applicable.
  4. Provide Accuplacer scores, and ACT or SAT scores, if available. (ACT and SAT scores are not required for admission, but can be helpful in advisement and may provide exemptions for Accuplacer testing, based on scores.)

### Transcripts

Transcripts of previous high school or college coursework and certificates of high school equivalency completion are important to NMJC for a variety of reasons. These include:

- Proper advisement into programs and courses
- Possible testing exemptions
- Confirmation of pre-requisite course completion
- Financial aid eligibility
- Transfer of college coursework
- Evidence of high school or equivalent completion

Because of the importance, incoming students are required to provide official copies, sent directly from all schools or colleges attended, before meeting with an advisor for registration.

### Transcript Requirement Exemptions

Students in the following categories will not be required to submit transcripts or HS equivalent certificates. (These exemptions may not satisfy eligibility requirements for financial aid, veterans' educational benefits, or other assistance. Please see an academic or financial aid advisor for additional information.)

- Students only auditing courses for personal enrichment.
- Students enrolled only in transitional or ESL courses.
- Dual Credit, ACT Academy, Concurrent, or Dual Credit Academy students.
- Students that have obtained an associate's degree, or 60 hours of transferable college hours, are exempt from providing a high school transcript.
- A person who is 18 years of age or older, who is not a high school graduate and has not earned a GED or HiSET certificate, may enroll in certain technical or vocational programs.

Students may file an appeal with the registrar if unusual circumstances prohibit submission of a required transcript. (see Admission Appeals at the end of this section)

### 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 readmission. 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

## Admission Information

& 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. Only individuals who are financially independent may establish residency regardless of age. A student cannot be approved for residency who is financially dependent upon the parents or legal guardian who are non-residents of NM. Dependency will be based on the previous tax year for residency purposes. If you are under the age of 23 at the time of application for residency, a copy of your parents' or guardians' 1040 or 1040A U.S. income tax form for the previous tax year may be required. If you are shown to be a dependent on this tax form, you will not be considered financially independent. (See Minor section for more information.)

AND

2. Sign a written declaration of intent to relinquish residency in any other state and establish residency in NM.

AND

3. Physically reside in the state for 12 consecutive months immediately preceding the term for which classification is requested. NOTE: A student must be at least 19 years old to complete the 12-month requirement. (See Minors section)

AND

4. Have evidence of any two of the following:
  - If you are financially dependent, a copy of the parents' or guardians' previous year income tax information showing you as a dependent and the parents' address as New Mexico (See Financial Independence Requirement Section);
  - A New Mexico high school transcript issued in the past year confirming attendance at a NM public or private high school within the past 12 months;
  - A transcript from an online high school showing a New Mexico address confirming attendance within the last 12 months;
  - A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the first day of the term or semester.
  - Proof of payment of New Mexico state income tax for the previous year;
  - Evidence of employment within the state of New Mexico;
  - New Mexico vehicle registration; Voter registration in New Mexico;
  - Proof of residential property ownership in New Mexico;
  - A rental agreement within New Mexico;
  - Utility bills showing the applicant name and a New Mexico address;
  - Other evidence that would reasonably support the individual's intent to establish and maintain New Mexico residency.

### **Waiver of Non-Resident Tuition**

The following individuals may receive a waiver of non-resident tuition and are not required to complete the 12-month duration requirement. Sufficient documentation will be required for each:

- An individual married to a legal resident of New Mexico.
- Spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment.

## Admission Information

- Non-resident members of the U.S. armed forces, and their spouse and dependents stationed on active duty in New Mexico.
- Active service members of the U.S. armed forces who were legal residents of New Mexico prior to entering service may retain their New Mexico residency.
- Active participating members of the New Mexico National Guard and their spouse and dependents.
- Individuals, their spouses and dependents who move to New Mexico for retirement purposes.
- Members of an Indian nation, tribe or pueblo located wholly or partially in New Mexico, regardless of residence.
- Part-time students enrolled for six hours or less during a regular semester.
- During summer sessions, non-resident tuition may be waived according to the institution's tuition policy.
- Any student receiving a state-funded athletic scholarship from a New Mexico public post-secondary institution.

### **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. 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.

Tuition is charged according to a student's residency status (tuition classification) and the number of hours enrolled. Refer to the Tuition & Fees Section under Finances in this Catalog. Also, information is on our website.

## Admission Information

### Admission Appeals

Appeals of admission requirements, including age restrictions, and transcript requirements, may be made by petitioning the NMJC Registrar for individual approval. In order to be considered the applicant may be asked to:

- complete the NMJC admission application; provide an official transcript from the last school attended.
- submit a letter that outlines experience or circumstances that warrant individual approval.
- provide Accuplacer and/or ACT/SAT scores.
- schedule a meeting with the NMJC Registrar.

### Admission Classifications

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 per semester

**Part-time student** – a student registered for less than 12 credit hours per semester

### Transferring Credit to NMJC

Any applicant for admission who has attended another college or university must have official transcripts from all previously attended colleges or universities sent directly to the 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 there is an equivalent course in the master NMJC Catalog;
- 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;
- the transfer hours accepted can be applied to a certificate and / or an associate degree; and
- credit will not be given for upper division (junior and senior level) courses from another institution unless there is an articulation agreement in place.

Note: 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.

If students have questions about the evaluation of transfer credit, they may contact the NMJC Registrar.

### 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

## Admission Information

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

For Associate degrees (excluding AAS degrees) – 31 hours	For Associate of Applied Science Degrees (AAS) – 15 credit hours
<b>Fixed 22 - At least 22 credit hours of courses in the following six content areas:</b>	<b>Fixed 12 - At least 12 credit hours of courses from four of the following six content areas:</b>
<b>Communications (6 credits)</b>	<b>Communications</b>
<b>Mathematics (3 credits)</b>	<b>Mathematics</b>
<b>Science (4 credits)</b>	<b>Science</b>
<b>Social and Behavioral Science (3 credits)</b>	<b>Science</b>
<b>Humanities (3 credits)</b>	<b>Humanities</b>
<b>Creative and Fine Arts (3 credits)</b>	<b>Creative and Fine Arts</b>
<b>Flexible nine</b>	<b>Flexible three</b>
The content areas listed above or other content areas that the institution deems appropriate.	The content areas listed above or other content areas that the institution deems appropriate.

### Approved General Education Courses

Courses that have been previously approved to be part of the General Education Curriculum will be given a grace period until **Fall 2020**. These courses will be included in the new General Education Curriculum with the understanding that they must be submitted for certification under the new essential skills criteria by Fall 2020 or will be removed from the General Education Curriculum. A list of approved general education courses (approved under the old model) can be found here. A list of general education courses approved under the NEW model can be found here.

### Transfer Credit Appeal

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

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

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

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

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



## Admission Information

### 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 upon completion of 15 credit hours at NMJC 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 current 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 Vice President for Student Services 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 15 hours of course work at NMJC and meet all other requirements for graduation. Credit will be awarded upon completion of 15 credit hours at NMJC.

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### 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:

Test	Score	Class	Credits
<b>Biology</b>			
	3	BI 114 - General Biology I <u>or</u> BI 134 - Biology I for Science Majors	4
	4 or 5	BI 134 - Biology I for Science Majors <b>and</b> BI144 - Biology II for Science Majors	4
	<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with the course given credit for.</i>		
<b>Calculus AB</b>			
	3	MA 113 - College Algebra	3
	4 or 5	MA 144 - Calc/Analytic Geometry I*	4
<b>Calculus BC</b>			
	3	MA 144 – Calculus / Analytic Geometry I*	3
	4 or 5	MA 144 & 154 – Calculus / Analytic Geometry I & II	8
	<i>*Only if AB sub-score of a 4</i>		
<b>Chemistry</b>			
	3 or 4	CH 114 - Current Concepts of Chemistry	4
	5	CH114A - Current Concepts of Chemistry <b>and</b> CH 124A - General Chemistry	8
	<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with the class for the credit given.</i>		
<b>Comparative Government and Politics</b>			
	3, 4 or 5	GO 213 - American Government	3
<b>Computer Science A</b>			
	3	CS 114 - Fundamentals of Programming	4
	4 or 5	CS 213J - JAVA Programming	3
<b>Computer Science Principles</b>			
	3, 4 or 5	CS 113 - Fundamentals of Programming	3
<b>English Language and Composition</b>			
	3, 4 or 5	EN 113 - Composition & Rhetoric	3
<b>English Literature and Composition</b>			
	3	EN 113 - Composition & Rhetoric	3
	4 or 5	EN 113 - Composition & Rhetoric <b>and</b> EN 123 Composition & Literature	6
<b>European History</b>			
	3	HI 213 - History of Civilization I	3
	4 or 5	HI 213 - History of Civilization I <b>and</b> II	6
<b>German Language and Culture</b>			
	3, 4 or 5	German I	3
<b>Human Geography</b>			
	3, 4 or 5	GG 113 - World / Regional Geography	3
<b>Macroeconomics</b>			
	3, 4 or 5	EC 213 - Principles of Economics (Macro)	3
<b>Microeconomics</b>			
	3, 4 or 5	EC 223 - Principles of Economics (Micro)	3

## Admission Information

Physics 1			
	3, 4 or 5	PH 114 - General Physics I*	4
<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with Algebra I Based Physics.</i>			
Physics 2			
	3, 4 or 5	PH 124 - General Physics II*	4
<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with Algebra II Based Physics.</i>			
Physics C: Electricity and Magnetism			
	3, 4 or 5	PH224 - Engineering Physics II*	4
<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with Calc Based Physics II.</i>			
Physics C: Mechanics			
	3, 4 or 5	PH214 - Engineering Physics I*	4
<i>*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with Calc Based Physics I.</i>			
Psychology			
	3, 4 or 5	PS 113 - Intro to Psychology	3
Spanish Language and Culture			
	3	SP114 - Beginning Spanish I	4
	4	SP 114 & 124 - Beginning Spanish I and Spanish II	8
	5	SP114 , SP124 & SP214 - Beginning Spanish I, Beginning Spanish II, and Intermediate Spanish I	12
Statistics			
	3, 4 or 5	MA 113B - Statistics	3
Studio Art: 2-D Design Portfolio			
	3	AR 113A - Drawing I	3
	4 or 5	AR113A & AR 123A - Drawing I <b>and</b> Drawing II	6
Studio Art: 3-D Design Portfolio			
	3	AR 113A - Drawing I	3
	4 or 5	AR113A & AR 123A - Drawing I <b>and</b> Drawing II	6
Studio Art: Drawing Portfolio			
	3, 4, or 5	AR113A & AR 123A - Drawing I <b>and</b> Drawing II	6
United States Government and Politics			
	3, 4 or 5	GO 213 - American Government	3
United States History			
	3	HI 113 - US History to 1877	3
	4 or 5	HI 113 - US History to 1877 <b>and</b> HI 123 - US History from 1877	6
World History			
	3	History of Civilization I	3
	4 or 5	HI 213 & HI 223 - History of Civilization I & II	6

## Admission Information

### Institutional Challenge

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

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

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

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

Students may earn up to 48 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.

### College Level Examination Program (CLEP)

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

CLEP Exam Subject	Minimum Score	NMJC Course	Credit Hours
College Composition Modular	50+ writing	EN 113	3
American Literature	50	EN 213C	3
English Literature	50	EN 213A	3
History of the U.S. I	50	HI 113	3
History of the U.S. II	50	HI 123	3
Western Civilization I	50	HI 213	3
Western Civilization II	50	HI 223	3
American Government	50	GO 213	3
College Algebra	50	MA 113	3
Pre-calculus	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 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.

## The Registration Process

### 1. Receive information on registration.

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

### 2. Meet with an academic counselor / advisor.

Academic advisement is required for all incoming freshmen and is strongly recommended for all students before registering for classes. Academic counselors / advisors can provide assistance with career pathways, degree plans, course selection, and placement.

### 3. Provide test scores.

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 placement scores on Next-Generation Accuplacer, through exempting scores on ACT, SAT, or TSI-A, by transfer of credit from another institution, or by successful completion of a specific NMJC course.

- New Mexico Junior College uses the Next-Generation Accuplacer exam to assess skills in reading, sentence skills, and mathematics. This test is used to help students plan an appropriate schedule of coursework and meet course prerequisites. The Next-Generation Accuplacer exam is available on campus, and students should contact the Testing Center in the Ben Alexander Student Learning Center for more information.
- Students may be exempt from all or part of testing if they
  - achieve exempting scores on ACT, SAT, or TSI-A;
  - hold an associate’s degree or higher from a regionally accredited institution in the United States;
  - provide proof of successful completion of corresponding college-level math and / or English courses;
  - are a non-degree seeking student registering “Audit” only;

### 4. Register for classes.

All incoming freshman students are required to meet with an academic advisor prior to registering. 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 make payment arrangements. Students are not officially registered until the bill has been paid or arrangements have been made to pay.

#### ▪ Methods of Payment

- **Payment in person:** You may pay by cash, money order, check, credit card, or debit card at the Cashier’s Window in the Ben Alexander Student Learning Center or at the Business Office in the John Shepherd Administration Building.
- **Payment by phone:** You may phone in credit or debit card information to (575) 392.5207 or (575) 492.2772.

## Registration

- **Payment in full online:** Go to the Nelnet Portal: Payment Plan, Full Payment, or Refund) under Registration Tools in the T-Bird Web Portal. There is no additional fee charged when a student is paying in full.
- **Payment Plan:** NMJC offers a payment plan administered by Nelnet Business Solutions. Students must use a checking or savings account, or credit or debit card to set up the plan. Go to the Nelnet Portal: (Payment Plan, Full Payment, or Refund) under Registration Tools in the T-Bird Web Portal.
  - **Installment Plan**—payments are spread out over several months depending on the length of the semester and the date of enrollment in the plan. There is a \$25 enrollment fee per semester. For more details, go to:  
[www.nmjc.edu/student-services/Nelnetonline-tuition-payment-options.asp](http://www.nmjc.edu/student-services/Nelnetonline-tuition-payment-options.asp).
  - **Students with Pending Financial Aid**—students with financial aid not finalized at the time of registration must make payment arrangements. Those students with pending financial aid who have a FAFSA on file with NMJC for the appropriate year and with an “eligible” or “new student” status for Satisfactory Academic Progress may have the Pending Aid option when they log into the Nelnet Portal (Payment Plan, Full Payment, or Refund). There is no up-front cost to students with pending financial aid. For more details, go to:  
[www.nmjc.edu/student-services/nelnetonline-tuition-payment-options.asp](http://www.nmjc.edu/student-services/nelnetonline-tuition-payment-options.asp)

### Registration Guidelines

#### Cancellation of Enrollment Before the Term Begins

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

If a class is cancelled, enrolled students will be notified and arrangements made to enroll the student in another class prior to the beginning of the semester. If classes are not added, the student’s bill will be adjusted to reflect the reduction in registered credit hours.

#### Course Adding / Dropping—Schedule Changes

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

#### Dropping a Class or Withdrawing

Within the parameters of the calendar in effect, students may withdraw from (drop) a course during the semester; however, students will still be liable for tuition and fees and will receive a grade of “W” for the course(s). Students may use the T-BirdWeb Portal or submit a signed official drop or withdrawal form to the Registrar’s Office. Students should not assume that they will be dropped for nonattendance. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar ([https://www.nmjc.edu/resource\\_service/academic/calendar.aspx](https://www.nmjc.edu/resource_service/academic/calendar.aspx)) of the NMJC website.

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.

# Registration

## 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 15 credit hours per semester. NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the Vice President for Instruction or dean.

NMJC will limit the maximum student load to 12 credit hours or less if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less at another institution may petition the appropriate dean for permission to register for an overload based on superior academic achievement. The maximum credit hour load for summer or short sessions is 14 credit hours. Students may petition for permission to register for an overload.

## Repeating a Course

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

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

There will be no limitations on course grades that are eligible for repeat. "Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. All repeat courses will carry the notation "E" or "I" directly beside the course grade on the transcript. "E" means excluded from GPA calculation and "I" means included in GPA calculation. All previous grades in a given course will also appear on the student's transcript.

## Grade Options

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

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

A = Superior achievement  
B = High achievement  
C = Average achievement  
D = Minimal achievement  
F = Failure to achieve  
CR - Credit  
NC – No Credit

I = Incomplete  
S = Satisfactory  
U = Unsatisfactory  
P = Pass  
AU = Audit  
W = Dropped class or withdrawal from the College

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

## Registration

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 the P / F, S / U, CR / NC grading system and / or convert grades of S or P. Students planning to transfer to another institution should talk to an academic advisor at that institution about possible consequences of S / U or P / F grades.

### **Incomplete Grade Assignment and Removal**

A grade of “I” (incomplete) is given when circumstances beyond the student’s control have prevented completion of the work for a course within the official dates of a term. In no case is an “I” to be used to avoid a failing grade or to allow extra time to complete work normally expected. Removal of an “I” grade can only be accomplished by completing the work in a manner acceptable to the instructor. An Incomplete Grade Contract must be signed by the student and instructor and filed with the Registrar’s Office.

### **Prerequisites & Co-requisite**

Pre-requisites and co-requisites are listed in course descriptions and are subject to change with each new catalog. It is the student’s responsibility to meet the pre-requisites and / or co-requisites 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 dis-enrolled if pre-requisites or co-requisites are not met.

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

**Co-requisite:** A co-requisite is a course that is either recommended or required to be taken in combination with another course.

### **Wait Lists**

Once a course has reached the maximum enrollment, students are given the option to be placed on a limited size wait list. This option must be chosen at the time of registration. The wait listed course cannot conflict with other courses in the student’s registration schedule. Being on a wait list does not mean the student is registered in the course. Once space becomes available in a class, wait listed students will be offered a position in the class based on the student’s position on the wait list. Students will be notified via e-mail of the opportunity to enroll in the class. Students will have 24 hours to enroll themselves into the class before being removed from the waitlist and the class offered to the next person in line.

### **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. The unique ID and PIN issued to the student will be used as the username and password for the online Learning Management System (LMS) to verify their identity in the course.

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 advising 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.



## Registration

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. Please contacting the Testing Center Coordinator for more information at 575-492-2591 (bperez@nmjc.edu). Any student taking an exam at any 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 or the instructor may arrange for an online proctoring system 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 or remote proctoring system. 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
- Distance Education—Online Courses
- Registration

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

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

# Finances

## Tuition and Fees

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

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

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

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

*Adopted by the New Mexico Junior College Board on August 19, 1999.*

Tuition and fees are payable as indicated in the NMJC calendar published in the NMJC Catalog and on the NMJC web site. Tuition and fees are subject to change without notice by the NMJC Board. Tuition is charged according to a student's residency status (tuition classification) and the number of hours enrolled. Some courses may require additional fees. Courses taken through distance learning require an additional fee.

### Tuition Per Semester

#### NMJC In-district Resident

Cost per hour for one through eleven hours \$38.00 per credit hour  
Maximum tuition cost for fifteen (15) hours or more \$570.00

#### New Mexico Out-of-district Resident

Cost per hour for one through eleven hours \$57.00 per credit hour  
Maximum tuition cost for fifteen (15) hours or more \$855.00

#### Out-of-state resident

Cost per hour for one through eleven hours \$69.00 per credit hour  
Maximum tuition cost for fifteen (15) hours or more \$1,035.00

### Fees

General Usage Fee \$18.00 per credit hour  
Internet Course \$40.00 per course  
Interactive Television Course \$40.00 per course  
Transcript Fee \$5.00 per transcript  
Dishonored Check Charge \$25.00  
Housing and Meal Plan (if applicable) Contact the Student Life Office

### Course, Lab, Testing, and Other Fees

Some classes may have additional fees.

### 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 Admissions section of this catalog.

### 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.

# Finances

## Senior Citizen Tuition Waiver

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

## Western Undergraduate Exchange (WUE)

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

## Refunds

Students 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 fees refunded. Note the refund schedule is based on the first day of the semester, not on the initial class meeting.

### Refund Schedule for Fall and Spring:

- 16-week and first 8-week terms
  - Refund of 100% through Day 5
  - Refund of 0% after Day 5
- Second 8-week term
  - Refund of 100% through Day 3
  - Refund of 0% after Day 3

### Refund Schedule for summer:

- 10-week, 8-week and first 5-week terms
  - Refund of 100% through Day 4
  - Refund of 0% after Day 4
- Second 5-week term
  - Refund of 100% through Day 2
  - Refund of 0% after Day 2

Specific refund dates are posted in the Academic Calendar. If students drop classes within the refund period, a refund check will be processed according to the refund option selected by the student through the Nelnet Portal. Students are not officially dropped until the proper form is submitted to the Help Desk or the drop is completed through the student portal. *(Note: The first instructional day for each term will be the day noted "classes begin" as specified in the academic calendar in the NMJC Catalog. A student is not registered until all tuition and fees are paid, unless the student has executed a deferred payment agreement with the Business Office. Tuition and fee rates are subject to change without notice by the New Mexico Junior College Board.)*

Students who receive federal Title IV financial aid and withdraw, drop or otherwise fail to complete the semester for which they are enrolled, are subject to the federal return of funds policy and may owe a refund to NMJC and 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 prorated 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 exception to the published refund policy to the Registrar. The Registrar will study the appeal and either recommend a refund or refer the appeal to the Vice President of Student Services.

# Finances

## Payment Policy

Students are allowed 48 hours to pay for classes in full or set up a payment plan (through the Nelnet FACTS program). If payment arrangements are not made within 48 hours, the student's course schedule will be dropped. This 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.

Payment to the college may be made in full or in installments through the Nelnet FACTS online payment solution or in full at the NMJC Business Office.

Should a student have additional charges assessed during the semester, a final bill will be mailed to the student's last known address requiring 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.
- Prosecution, as provided under the New Mexico Worthless Check Act, may result.

In the case of an "insufficient funds" check, the student must remit full payment of the check amount plus a \$25 service charge.

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

## Tuition Payment Plan

### Payment in Full

Payment in full may be made either with the NMJC business office cashier (in person or by telephone) or through the online Nelnet FACTS option (there is no additional fee for using the Nelnet system when paying in full).

### Installment Payments

To help students meet their education expenses, New Mexico Junior College is pleased to offer Nelnet FACTS as a convenient online payment option. Students who choose to use Nelnet 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. This option is available immediately after the student has registered for classes. A \$25 per semester non-refundable Nelnet enrollment fee will be charged when enrolling in the payment plan. No interest is charged for this service.

### Nelnet FACTS System

In order to use Nelnet FACTS system, you must sign up online through the T-Bird Web Portal.

- Login, select the "Student" tab, and click on the link "Nelnet Portal: Payment Plan, Full Payment, or Refund".
- Review your term balance for accuracy, and then click on the "Sign up for a Payment Plan".
- Select the appropriate term and click "Submit". You will then be led through the process of creating a Nelnet agreement. You will need to have the following information available:
  1. Nine-digit Student ID (A#);
  2. The name, address, and e-mail address of the person responsible for making the payments;
  3. Information to create your Nelnet 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 the information is located on your check.
    - If paying by credit card, you will need the credit card number and expiration date.

With Nelnet you may pay your tuition and fees in one of two ways:

- **Automatic Bank Payment (ACH)** – ACH payments are those payments you have authorized Nelnet 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. If you choose the payment plan, payments are processed on the 5th of each month and will continue until the balance is paid in full.
- **Credit Card Option** – Many payers have requested the option of charging their tuition payment to their credit card. This enables them to take advantage of various bonus programs offered by their credit card company.

## Financial Aid & Scholarships

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

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

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

### Awards

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

### Enrollment Requirements for Financial Aid

To receive financial aid, students must be enrolled in an eligible degree program. Scholarships generally require full-time enrollment. Previously passed repeat courses and 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
Less than ½ time	less than 6 credit hours

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

### Verification Policy

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at New Mexico Junior College for a process called "Verification." The Financial Aid Office is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as IRS tax transcripts, Social Security statements, statements regarding untaxed income, and other necessary documents. In addition to those students selected by the U.S. Department of Education, the NMJC Financial Aid Office reserves the right to select additional students for the process of verification at its discretion.

This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions, Federal Register 10/31/89 Vol. 54, No. 209, p.45997 "Policies and Procedures," and the Application and Verification Guide for Title IV Financial Aid Programs.

### Notification and Communication

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

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

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

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

## **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**

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

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

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

# Finances

## Grants

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

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

## Loans

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

- **Allied Health Student Loan for Service**—available to New Mexico residents who are enrolled or accepted in an accredited program for allied health professions in the state of New Mexico. For more information please visit [http://www.hed.state.nm.us/students/alliedhealth\\_ifs.aspx](http://www.hed.state.nm.us/students/alliedhealth_ifs.aspx).
- **Federal Direct Loan**—a variable interest loan made to students who are attending college at least half-time. The subsidized Federal Direct Loan amount is based on unmet financial need. The Federal Direct Loan amount is based on the student's cost of education less other aid received. This loan must be repaid.
- **Federal Plus Loan**—enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Repayment of this loan begins within 60 days after the final loan disbursement unless a deferment is applicable. Deferments do not apply to interest.
- **New Mexico Nursing Loan for Service**—available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. For more information please visit [http://www.hed.state.nm.us/students/nursing\\_ifs.aspx](http://www.hed.state.nm.us/students/nursing_ifs.aspx).

## 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 postsecondary 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 within 16 months 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 three 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/Bridge Scholarship)** is available to incoming freshman students who are New Mexico residents, may provide a tuition and required fee waiver for eligible students, and is based on a student's high school grade point average.
- **Vietnam Veteran's 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. For information on the hiring process, requirements, and responsibilities, please visit the Financial Aid Office located in the Ben Alexander Student Learning Center.

- **Federal College Work-Study** provides jobs for students in need of financial aid. The award amount is based on the student's unmet need and must be earned through employment. The student will earn the current federal minimum wage, and work hours will normally not exceed 20 hours per week.
- **New Mexico Work-Study Program** is designed primarily for New Mexico residents who demonstrate financial need.
- **Institutional Work-Study Program** provides opportunities for part-time employment for students on campus. A student must be enrolled at least 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 (GI Bill®). Most NMJC course offerings are approved and meet veteran's educational assistance criteria under federal and state laws. Tuition waivers are available for students who qualify for in-state tuition from out-of-state status under the various federal programs (Chapter 30 & 33) and state legislative action. For specific information, contact the NMJC Registrar Assistant.

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.

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, 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.



## Satisfactory Academic Progress Policy

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

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

This policy describes the Financial Aid Satisfactory Academic Progress requirements, is in addition to, and operates separately from the Academic Satisfactory Progress requirements for each academic program and department/division. To review the detailed Financial Aid SAP policies and procedures, please see the Financial Aid Policies and Procedures manual available on the NMJC website or a copy can be requested from the Office of Financial Aid [https://www.nmjc.edu/admission/financial\\_aid/index.aspx](https://www.nmjc.edu/admission/financial_aid/index.aspx).

## Evaluating SAP

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

### Qualitative Standard - GPA

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

Student Classification	Required Minimum Cumulative GPA for Program
Freshman 0 – 29 credit hours earned	2.0
Sophomore 30 plus hours earned	2.0

### Quantitative Standard-Pace

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

### Maximum Time Frame

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

### Maximum Time Frame Examples (all programs are not listed):

Associate of Arts (60 credit hour program)	90
Associate of Science (60 credit hour program)	90
Associate of Applied Science (64 credit hour program)	96
Associate of Applied Science in Nursing (71 credit hour program)	106
Associate of Applied Science in Automotive Technology ASEP (81 credit hour program)	121
Cosmetology Certificate (48 credit hour program)	72
Welding Certificate (30 credit hour program)	45

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### **Break in Enrollment**

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

### **Semesters/Terms/Summer Sessions**

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

### **Delay or Changes with Future Aid**

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

### **Withdrawals and Incompletes**

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

### **Repeated Courses**

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

### **Transfer Courses**

Courses transferred in to NMJC are not considered in determining eligibility under the qualitative measure but are considered in the quantitative and maximum time frame measurements.

### **Audit Courses**

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

### **Remedial and ESL Courses**

Remedial and ESL courses are included in the quantitative, qualitative, and timeframe measures.

### **Change in Major / Additional Degrees**

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

### **Course Attendance and Participation**

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

### **Failure to Make Satisfactory Academic Progress**

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

## Finances

### **Re-establishing Eligibility**

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

### **Appeals**

A student who is placed on financial aid suspension may appeal this decision. To appeal the financial aid suspension, a student must submit to the Director of Financial Aid a signed and dated SAP Suspension Appeal Form explaining why the student was not academically successful, what has changed that will now allow the student to be academically successful, and any supporting documentation from an objective third party professional (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, death certificate, divorce decree, etc.). Family members of the student, friends, and NMJC employees may be considered an acceptable third party if they have direct knowledge of the student's situation. The Financial Aid Committee will review the appeal and the student will be notified in writing of the decision within 48 hours of the committee's review. Notification will be sent to the student's NMJC email. All financial aid awards remain cancelled until the student follows these appeal procedures and receives a written notification of reinstatement. If a reinstatement is approved, the student will be placed on financial aid probation for one standard term. The student may also receive a Financial Aid Academic Plan to assist the student toward SAP. A student may receive aid while on financial aid probation. SAP progress will be reviewed at the end of the standard term of probation to determine continued aid eligibility. During the period of an approved appeal (probation), a student must satisfactorily fulfill the requirements of the Financial Aid Academic Plan or regain eligibility by meeting the conditions of SAP.

### **Student Should Monitor Progress**

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

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

To review the detailed Financial Aid Policies and Procedures, please see the Financial Aid Policies and Procedures manual available on the NMJC website or a copy can be requested from the Financial Aid Office.

[https://www.nmjc.edu/admission/financial\\_aid/index.aspx](https://www.nmjc.edu/admission/financial_aid/index.aspx).

## Campus Housing & Food Services

New Mexico Junior College Housing includes a variety of living options and provides convenient and affordable housing. NMJC has two different building styles available. Each provides modern, comfortable living accommodations that offer convenience and independence. There are 392 beds on campus (200 in residence halls and 192 apartment style).

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

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

Educational research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with college housing policy is a condition of enrollment, as set forth in the Student handbook.

### Schedule of Housing Opening / Closing Dates & Rate Schedule

Refer to the Official Calendar for housing opening and closing dates. Housing Rate schedule can be found on the NMJC website [https://www.nmjc.edu/current\\_student/housing\\_dining/documents/Residence%20Fees1.pdf](https://www.nmjc.edu/current_student/housing_dining/documents/Residence%20Fees1.pdf).

### 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.

If a student is removed from campus housing due to violation(s) of the campus housing policy, the student will not receive a refund for room cancellation. Students will not receive a refund for amount of room if the student is removed for violations of the New Mexico Junior College Drug and Alcohol Policy pursuant to public law 101-226, SECTION 22, The Drug Free Schools and Communities Act Amendments of 1989.)

### Payment Policy

Payment in full may be made at the NMJC Business Office or Cashier. A payment plan may be set up through NELNET located on the T-Bird web portal. The *Student Handbook* and Student Housing Handbook is available on the main web site, [www.nmjc.edu](http://www.nmjc.edu) or in the Student Life Office.

### Food Service

Sodexo 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. Dining rates can be found at [https://www.nmjc.edu/current\\_student/housing\\_dining/documents/Residence%20Fees.pdf](https://www.nmjc.edu/current_student/housing_dining/documents/Residence%20Fees.pdf)

## Student Services and Resources

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

### Academic Counseling & Advisement

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

- **Academic Planning:** Students can get help in selecting courses to ensure that they meet program requirements, develop a degree plan 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
- **Career Counseling:** Counselors can assist students in choosing a career path.

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 counselor / advisor assists by helping to identify and assess alternatives and consequences of decisions.

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

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

### Athletics

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

The Athletic Program at NMJC has produced individual and team conference, regional, and national champions throughout its rich history. Scholarships are available. Students endeavoring to become a part of a particular program are encouraged to contact the respective coach to discuss potential participation in the Intercollegiate Athletic Program, [www.nmjc.edu](http://www.nmjc.edu). Contact Information: Athletic Office, 575.492.2740

## Student Services and Resources

### Bookstore

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The bookstore also carries laptop computers and other electronic devices. Normal business hours are Monday-Thursday 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. The bookstore is closed Saturday and Sunday. There are extended hours during the beginning of each semester.

Bookstore purchases may be made with cash and credit or debit cards. Approved financial aid vouchers may be accepted during the beginning of each semester with a proper picture ID. Bookstore purchases may be included in the NELNET payment plans.

Textbooks are arranged on shelves with tags to identify course and CRN number. Students should always take their schedules with them to purchase books.

A receipt is required for ALL returns. Books may only be returned within one week from the date of original purchase and must be in the original condition to be returned.

The NMJC bookstore hosts a book buy back at the end of each semester. The buyback is held in front of the bookstore in the hallway of the Ben Alexander Student Learning Center. Students should take any CDs or materials that came with their textbooks. There is also an online book buyback option through the NMJC bookstore website ([www.nmjcbookstore.net](http://www.nmjcbookstore.net)).

Books may be ordered online and shipped to the student through our website ([www.nmjcbookstore.net](http://www.nmjcbookstore.net)). Books usually ship within 1-2 business days and may be purchased with a credit card, financial aid, or by Nelnet payment. Policies and procedures are subject to change. Visit the NMJC Bookstore for current policies and procedures.

#### Contact Information:

Robert Adams, Director Bookstore Services  
[radams@nmjc.edu](mailto:radams@nmjc.edu)  
575.492.2597

### Business Office

The Business Office, located in the John Shepherd Administration Building, and a cashier's window in the Ben Alexander Student Learning Center coordinate many faculty and staff services while functioning as the official payment centers for all student tuition and fees. Financial Aid is disbursed through Nelnet Business Solutions. Students can receive their financial aid disbursement through direct deposit, reloadable prepaid card or have a paper check mailed to their address on file. In order to sign up for direct deposit or a reloadable prepaid card, students must log in to their T-BirdWeb Portal, click on Nelnet Portal (Payment Plan, Full Payment, or Refund) and follow the instructions. The Business Office also disburses student worker payroll checks. Due to limited cash on hand, the Business Office is unable to cash payroll checks. The Business Office monitors student accounts to ensure all payments are made when due.

## Student Services and Resources

### Campus Life

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

Student Life provides activities that educate students on local, state, and national government, activities simply for enjoyment, game tournaments, clubs on campus, cultural celebrations, and intramural activities. Student ID cards and parking permits are also available in the game room. **Contact Information:** Student Life Office, Ben Alexander Student Learning Center, 575.392.5366

### Career Services

NMJC advisors and counselors can review and discuss career options with students at any time. NMJC's Career Coach software, available on the NMJC website, is a tool for anyone to be able to search our programs and different career paths using real-time data and statistics. Career Coach also allows you to create your own résumé as well as search for and apply to local and area jobs and careers. If you are unsure what you want to study or what your career goals are, Career Coach offers personality assessments to identify your strengths.

### Check Cashing

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

### Complaint Procedures

New Mexico Junior College (NMJC) is dedicated to a procedural process that provides that all student grievances will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin, marital status, political affiliation, sexual orientation, or other non-merit factors. It is the policy of NMJC to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with the appropriate college employee.

#### Informal Complaint Process:

A student with a concern or complaint treated has recourse through the complaint procedures. In some instances, complaints can be resolved through an informal process of discussing the matter with the staff, faculty, or department in which the issue originated.

#### Formal Complaint Process:

If the issue cannot be resolved, the complainant may move to the formal complaint process by contacting one of the following, as appropriate:

Online virtual suggestion/complaint	Instructor	Dean
Vice President for Instruction	Vice President for Student Services	
Vice President for Training and Outreach	Vice President for Finance	
Public Safety	President	

## Student Services and Resources

### **New Mexico Higher Education Department Complaint Process**

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

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

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

### **Consumer Information Disclosures**

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

### **Emergency Notification System**

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

Students should visit their T-Bird Portal and select Regroup to register. This system will work in conjunction with the emergency speakers that are located throughout the campus. In the event of an emergency or school closure this system allows NMJC to make timely notification to all students, faculty and staff members who have registered. Refer to the Student Handbook for specific safety information. Contact Information Director of Campus Security & Safety, 575.492.2530

### **Fax Services**

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

### **Financial Aid**

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

To determine eligibility for federal financial aid programs, the student must be:

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



## Student Services and Resources

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

**Contact Information:** Financial Aid Office, Ben Alexander Student Learning Center, 575.392.5172

### Identification (NMJC ID) Cards

Students are required to have a NMJC ID. Many services on campus require the ID to access the service, and having an ID is the quickest and easiest way to verify your eligibility. Student ID pictures can generally be taken during normal working hours by staff in the Student Life Office in the Gameroom of 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

### Information Technology Acceptable Use

New Mexico Junior College provides numerous information technology resources for use by the College's students, faculty, and staff. Information technology includes, but is not limited to, all College computing equipment, software, systems and networks. These resources are provided to support the College's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the College's policies governing the use of these resources. Violations of this policy could result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some portions of the policy may constitute a criminal offense. The College's Information Technology Acceptable Use Policy requires that each campus user abide by and agree to the guidelines listed in the document. The User Agreement and Policy is located in the Student Handbook and online at [nmjc.edu](http://nmjc.edu).

### Library (Pannell Library and Information Resource Center)

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

#### Library Resources

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

#### Services Offered by Pannell Library

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

## Student Services and Resources

- 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, University of the Southwest, and the Woolworth Community Library in Jal.

### Lost & Found

To report a 'found' item, please take the item to any administrative / departmental office. That office will deliver the item to the Campus Security & Safety Office. Persons claiming lost items must provide a description of the items to the Security Department before receiving them. The NMJC Campus Security & Safety 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 & Safety Office, Ben Alexander Student Learning Center 575.399.2033

### Orientation

New Student Orientations are offered each summer. Orientation provides needed information to become acquainted with NMJC's policies and procedures. All students are encouraged to participate in orientation. Please check with the student services Help Desk for orientation dates and times.

Contact information: Help Desk 575-492-2577 or [askNMJC@nmjc.edu](mailto:askNMJC@nmjc.edu).

### 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 & Safety, Hobbs Police Department, Lea County Sheriff's Department, and / or the New Mexico State Police have jurisdiction and authority to enforce all traffic violations.

Contact information: Student Life Office, 575.392.5366

### Records

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

NMJC's policy for maintaining confidentiality of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512). For more information about FERPA, refer to the Academic Policies section.

Contact Information: Registrar's Office, 575.492.2546

## Student Services and Resources

### **Safety and 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.

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: Safety & Security Office, Ben Alexander Student Center, 575.399.2033 or 575.492.2589

### **Student Accommodation Services (previously Student Disability Services)**

The Office of Accommodation Services is the official contact for students with disabilities who request academic support and accommodations. Students with documented physical, learning or psychological disabilities have access to a variety of services including, but not limited to, extended time, textbooks in audio format, note taking assistance, and large print materials. The Accommodation Services Office is located within the Counseling Office in the Ben Alexander Student Learning Center.

Students must self-identify with Accommodation Services and may provide documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologist, educational diagnostician, or other qualified provider). The New Mexico Junior College ADA Student Guideline Manual provides comprehensive information as to the eligibility for services. Eligibility for services is based on the effects / limitations and suggestions for reasonable accommodations, and in accordance with the Americans with Disabilities Act, Section 504.

The Accommodation Services counselor is available for consultation concerning eligibility and services Monday through Friday, 8:00 a.m. – 5:00 p.m. 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 to plan for accommodations.

Contact Information: Accommodation Services, 575.492.2576, Ben Alexander Center, [krueda@nmjc.edu](mailto:krueda@nmjc.edu).

### **Student Insurance**

NMJC is not responsible for costs arising from injury and sickness while enrolled. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. Students living in on-campus housing are encouraged to seek-out and purchase renter's insurance to cover loss of personal belongings due to fire or theft. NMJC does not endorse a particular student insurance company.

### **Student Right to Student Right to Know**

In compliance with the Student Right to Know and Campus Security Act of 1990, NMJC publishes annual Student Right-to-Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and

## Student Services and Resources

alcohol free campus, sexual harassment / sexual assault prevention response program, and procedures for reporting unsafe incidents / situations of concern. Campus Crime and conduct violation statistics are provided. The reports are accessible on the campus web site ([www.nmjc.edu](http://www.nmjc.edu)). Hard copy reports are available upon request from Vice President for Student Services.

Contact Information: Vice President for Student Services, 575.492.2761

### **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 colleges and universities. The Testing Center offers a variety of services that are available to students, faculty, and the community. In addition to classroom exams, the Testing Center administers the Pre-GED exams and the NextGen Accuplacer tests. In addition, the Testing Center offers placement examinations for various programs.

A picture ID is required for all students taking an exam in the Testing Center. Cell phones are not allowed in the Testing Center. Earplugs are permissible for students taking exams. Surveillance cameras are active in the Testing Center to detect irregularities by students taking exams.

Contact Information: Testing Center, Ben Alexander Student Learning Center, Room 140, 575.492.2591

### **Transcripts**

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

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

Contact Information: Help Desk, Ben Alexander Center 575-492-2577 or [askNMJC@nmjc.edu](mailto:askNMJC@nmjc.edu).

**Tutoring**—Refer to Academic Success Center

### **Veteran's (VA) Education Benefits**

NMJC is fully certified by the state of New Mexico for VA Education Benefits (GI Bill<sup>®</sup>). Most NMJC course offerings are approved and meet veteran's educational assistance criteria under federal and state laws. Eligible

## Student Services and Resources

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; and 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.

The VA pays strictly by the actual dates of a student's courses within each term or part of term. For example, a student enrolls only in the minimum hours required for a full-time load for a semester but has a course that ends halfway through the semester. The student is not considered full-time by the VA once the course has ended and is then paid based upon the number of credits still in progress.

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

Contact Information: Registrar's Office, 575.492.5112

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Students are responsible for their academic progress. Students seeking assistance with academic progress or experiencing academic difficulty should consult with their academic advisor / counselor, an academic dean, a professor, or personnel in the Academic Success Center.

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

Curricular requirements are established by NMJC and include general education courses as well as specific discipline requirements. When a student begins a degree program, the requirements of the currently effective catalog determine all applicable degree requirements. NMJC will honor all degree plans and curricular requirements for a period of five years from the effective beginning date of the catalog if NMJC can reasonably continue to offer the course of study. However, current academic standards, regulations, and policies apply to all students.

Students who do not enroll in degree-related courses for two consecutive terms (excluding summers) may be required to comply with different degree requirements if the degree plan requirements have changed. If succeeding catalogs change degree requirements in such a way as to be beneficial to the student, the most recent catalog policy may be applied.

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

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

## **Academic Success Center / Tutoring**

Located on the first floor of the Pannel Library, the Academic Success Center offers a variety of academic support resources and services to students, faculty, and staff. The center provides a computer lab with Internet access, the latest Microsoft Office software, educational programs, audio/visual aids, instructional videos, group study hall facilities, and additional learning resources. Services include free tutoring for NMJC students (including dual- credit students), group Supplemental Instruction, academic success consultations/workshops, stress management and test taking strategies, and portfolio building/resume writing assistance. Students can sign up for individual tutoring and/or Supplemental Instruction, online tutoring, and study groups / workshops. Tutoring may be provided for other subjects by special request.

Appointments are highly recommended; as walk-in tutoring assistance is available but not guaranteed. Walk-in tutors may not be able to assist with all subjects, so if guidance is needed for a specific assignment or subject, please come speak with ASC staff coordinator ASAP or call (575) 492-2624 to schedule a session.

For students who are unable to visit the Academic Success Center on campus tutoring is available via the applications Moxtra and/or Skype. Users may sign up for a free account at [www.moxtra.com](http://www.moxtra.com) or [www.skype.com](http://www.skype.com). Both Moxtra and Skype are optimized for use with mobile devices such as tablets and smart phones, in addition to computers. Both Moxtra and Skype require access to microphone and webcam. Please visit the Academic Success Center for more information or assistance with using Moxtra/Skype and accessing the ASC's tutoring services.

For students who need further assistance or tutoring guidance during time periods when the ASC is closed, the online, on-demand tutoring system Brainfuse may be accessed for free by signing into the T-Bird Web Portal (<https://luminis.nmjc.edu/cp/home/displaylogin>). Students new to Brainfuse will need to create an account. Brainfuse offers live, on-demand tutoring and test preparation assistance in the following subjects: College Writing, Algebra, Geometry, Trigonometry, Calculus, Statistics, Accounting, Economics, Finance, Anatomy, Physiology, Biology, Chemistry, and Physics. Please contact Academic Success Center staff for assistance or questions regarding Brainfuse.

Contact Information: 575.492.2623

## **Academic Assessment**

NMJC offers the Accuplacer Next Gen for assessment of a student's abilities in reading, math, and English. This assessment is provided to assist

students in the selection of classes 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 Accuplacer in the absence of other exempting test scores. NMJC honors AP and CLEP scores but administers only the CLEP.

Testing accommodations for individuals with disabilities are available upon request; documentation and prior notice is required. Contact Information: Testing Center Office hours are Monday - Friday 8 a.m. to 5 p.m. Phone: 575.492.2591

## **Academic Fresh Start**

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

### **Academic Fresh Start: Criteria**

#### **Student Requirements:**

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

#### **Terms of Academic Fresh Start:**

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

## Academic Honesty Policy

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

The course syllabus is an agreement between the professor and the student. Students should read the course syllabus carefully. The Vice President for Instruction (VPI) is the final authority for academic policy and discipline in the academic arena.

### Academic Dishonesty

Academic dishonesty (commonly known as cheating) 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:

- **Unauthorized aids** – Use of material, information, or study aids not permitted by the professor during tests, quizzes, or other graded class activities. This also includes intentional sharing of information or working together on a graded academic exercise when such collaboration is not approved by the professor. 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:
  - Quotations of another person's spoken or written words.
  - Paraphrases of another person's spoken or written words.
  - Another person's data, solutions, or calculations without permission of the source, including an individual's computerized files.

Students must educate themselves about plagiarism. **Ignorance is not a legitimate defense against a charge of plagiarism.**

- **Falsification/Fabrication** – Intentional and unacknowledged invention or alteration of any data, incident, quotations, or citations in an academic exercise.
- **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(s) in question and impose an academic sanction at the professor's discretion. The Vice President for Instruction (VPI) will maintain a centralized report of all cases of academic dishonesty. In cases of repeat offenders or students on probationary status, the student will be summoned to the office of the VPI for a disciplinary hearing and a determination will be made if additional sanctions, including an, “F” in the course or removal from the course of instruction is warranted. The student, professor, and dean are notified of any further academic sanctions rendered by the VPI.

In all cases of disruption of the educational process, the professor should document the suspected event, meet with the student(s) and impose a disciplinary sanction up to removal from the class. The professor may make a recommendation to the dean (director) and VPI that the student be expelled from the class or program. The professor will provide the dean and VPI a copy of the documentation.

All persons authorized to administer discipline (either academic or behavioral) will establish a course of just cause and due process. Severity of the infraction and prior violations will aid in determining to what extent discipline will be meted.

### Appeal Process

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; and
- » The grounds for the appeal.

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

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

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



## Academic Records / Compliance with FERPA

The Registrar's Office is responsible for the maintenance of the educational records at NMJC. This includes, but is not limited to, student transcripts. The following information refers to some of the policies and procedures for educational records. Note: Proper photo identification (driver's license, NMJC ID card, passport or other state or federal issued identification) is required for all in-person transactions. NMJC's policy for maintaining confidentiality of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512).

### Access to and Confidentiality of Student Academic Records

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

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

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

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

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

### Directory Information

NMJC defines 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 as:

- Student Academic File—five (5) years after the last semester attended by student
- Student Transcript—one hundred (100) years from student's date of birth

- Grade Sheets—five (5) years after term for which created
- Veterans' Benefit File—three (3) years after termination of enrollment
- Class Schedule File—five (5) years after end of term for which created
- Drop / Add and Withdrawal Form Files—one (1) year after end of term for which completed
- Student Awards and Honor Files—five (5) years after date created

### **Social Security Number**

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

### **Students' Rights**

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

- Students have the right to inspect and review information contained in their student records. Requests to inspect and review records must be made, in writing, to the office that keeps the records. Although it is the College's policy that requests to inspect records be honored as promptly as possible, the offices have up to 45 days to honor such requests. It is the policy of the College to provide the student upon request with photocopies of her or his records where that will help the student in inspection and review of the records unless: (1) the record to be copied is an examination, in which case permission of the faculty member is necessary, or (2) where a student's record is being withheld because of an outstanding financial obligation to the University. Fees for photocopies of materials in the records are the same as College offices charge for photocopies of other materials. At its option, an office may furnish copies at no charge, or take the materials to a copy/duplicating center on campus, where the current rate for cash work will be charged.
- Students have the right to request an amendment of the contents of their records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights. Students must submit a written statement to the custodian of records clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. The fairness of a grade may not be challenged under this provision. Any dispute over the contents of the record will be handled through informal discussions between the student and the Registrar. 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/fpco](http://www.ed.gov/policy/gen/guid/fpco).

Contact Information: Registrar's Office, 575.492-2546

### **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.

## **Transcripts**

### **Release of Transcripts**

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

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

### **Transcript Holds**

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

## Academic Standing

### Scholastic Honors

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

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

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

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

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

### Academic Probation & 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, academic success center 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. After serving a semester of academic suspension, a student may resume studies at NMJC. The student will be placed on probationary status and must abide by the guidelines governing that status.

The student will be notified of probation or suspension in writing. Academic probation and suspension will appear on the student's official transcript. Transfer students will be required to meet the same standards and are provided the same opportunity to appeal.

#### Suspension Appeals

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

## Attendance / Absences

### Attendance Policy

Responsibility for class attendance rests with the student. NMJC expects regular and punctual attendance at all scheduled classes. Course syllabi state how absences affect student grades. Excessive absences constitute cause for dropping a student from class; however, do not assume that instructors will drop you. Students are responsible for assignments given and due in their absence. When students plan to miss class, they should notify their professors prior to missing class. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors.

### Online Course Attendance Policy and Participation Expectation

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

### NMJC Authorized Absences

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

### Military Service

Any student serving as a reservist in the armed forces who is called up for active duty should contact the Vice President for Student Services to explore potential options to continue or terminate his / her current enrollment. The Vice President for Student Services, 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 Vice President for Student Services in person or by writing before the end of the enrollment period. The student will need to provide a copy of his / her orders.

### Pregnancy

In accordance with Title IX of the Education Amendments of 1972, in the event of pregnancy, termination of pregnancy or recovery from any of these conditions, a student's absences shall be excused, as deemed necessary by the student's physician (Title IX.) The student should contact the Vice President for Student Services (Title IX coordinator) at (575)492-2761 for further assistance.

## Course Load

A semester hour is the unit of measure for credit purposes. Should a student drop to zero credit hours, the student will be considered withdrawn from the College.

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

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

### Course Schedule Changes (Adding / Dropping)

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

## Dropping a Class or Withdrawing

Dropping a course delays graduation. Students should plan their schedules and make a serious commitment to academic success. When it becomes necessary to drop a course, students must initiate the process and in most instances will have an opportunity to discuss the consequences with the professor of the class to be dropped. Courses may be dropped through the date posted in the Academic Calendar as the "Last Day to Drop with a W"; however, students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-Bird Web Portal or submit a signed official drop or withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for nonattendance. Students who stop attending a class but fail to drop the course will receive a grade of F and the grade will become a permanent part of their academic record. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar <http://www.nmjc.edu/academics/calendar.asp>), which is found on NMJC's webpage.

A student who complies with policies to drop a class will receive a grade of "W". This will be recorded on the student's permanent record but will not be used in the calculation of the student's semester or cumulative grade point average. However, dropping courses may affect current or future financial aid, and scholarships. Students receiving financial aid and / or participating in intercollegiate athletics should contact Financial Aid to discuss the impact of dropping or withdrawing, and in the case of an athlete, should contract his/ her coach to determine the effects of withdrawing will have on eligibility.

## Administrative Drops

### Failure to Pay

Registration is not complete until tuition and fees have been paid. Payment is due within 48 hours of registration for classes. If payment is not made, students who have not paid or made a "serious financial commitment" toward registration at NMJC will be dis-enrolled according to published policy. A student is considered to have made a "serious financial commitment" under any of the following circumstances.

- The student has set up a formal payment plan through Nelnet.
- The student has pending financial aid awards and the student has set up payment through Nelnet.
- The institution has received a valid purchase order from a third party for which full payment will be received by the end of the semester, regardless of the student's academic outcome; for example, a local school district agrees to these terms.

### Faculty Drops

A student may be administratively dropped from a class for excessive absences, disciplinary reasons or other reasons within specific programs.

## 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 Nursing and some technical / vocational programs. Refer to each program for the specific grading scale and grade calculation used.**

## 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 successfully completed a substantial portion of the work, but some unforeseen event occurs which is beyond the student’s control. A substantial portion of the work would be something in the range of 80-85% or more of the work. The student, unless incapacitated, is responsible for notifying the instructor of the event and requesting an incomplete grade. The following Incomplete Grade Regulations apply:
- If the criteria above are met, the instructor and student enter into a completion contract. The contract specifies what the student must do to complete the course and receive a grade. The method used to calculate the final grade must also be stated. The burden for completing the work resides with the student. The instructor will provide minor assistance to help the student complete the work. The instructor, the student, and the appropriate Dean sign the contract. If the student is incapacitated, the student does not have to sign. A copy goes to the student, the instructor, and the Registrar.
  - 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 Associate Dean 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 Office 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 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.
- P (Pass) / F (Fail) -** Some courses are offered as P / F. Students who meet all minimum requirements for the course receive a P, but the grade is not computed in the GPA although the student will receive credit for the course. In courses taken for P / F, students who do not satisfactorily complete the minimum course requirements will receive F.
- S (Satisfactory) -** Some courses are offered as S / U. Students who meet all minimum requirements for the course receive a S, but the grade is not computed in the GPA although the student will receive credit for the course.
- U (Unsatisfactory) -** In courses taken for S / U, students who do not satisfactorily complete the minimum course requirements will receive U. A grade of U is not computed in the GPA and the student will not receive credit for the course.

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

**Grade Points**

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

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

**Grade Reports**

Students can obtain their grades at the end of each semester through the T-Bird Web Portal. If mid-semester grades are issued in a course, those may be accessed through the student's T-Bird Web Portal account; access to the T-Bird Web Portal 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**

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 before beginning a formal, written grade appeal. 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. 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.

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

**Process for a formal, written Grade Appeal****I. Written Appeal to Professor**

- The student is to obtain the Formal Grade Appeal Form from the Academic Division in which the course was offered
- The student is to contact the Professor and provide the Formal Grade Appeal Form with the top section already completed by the student. This is to allow written documentation of reasons for the appeal. This contact with the Professor may be by any method including person-to-person, letter or e-mail. If the Professor is not available, the student should submit the Formal Grade Appeal Form to the Dean who supervises the Professor. (This information may be obtained from the Registrar's Office or the Vice President for Instruction's Office.)
- The Professor will complete his/her part of the Form within 10 business days (Monday – Friday) following receipt of the form from the student. 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. If the Professor does not agree with the student, the grade remains unchanged.
- 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.

## Academic Information & Procedures

### II. Written Appeal to the Academic Dean

- 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.
- 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.
- 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. If the Dean does not agree with the student, the grade remains unchanged.
- The Student may either accept the Dean's decision or advance the appeal to the Vice President for Instruction no later than 20 business days following receipt of the Dean's decision.

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

- The student requests a formal, written appeal to the Vice President for Instruction by submitting a copy of the Form, as completed at the previous levels, to the Vice President for Instruction.
- 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.
- If the Vice President agrees with the student request for a grade change, within 5 business days of that decision, the Vice President for Instruction will have a Grade Change Form initiated. If the Vice President does not agree with the student, the grade remains unchanged.
- The decision of the Vice President for Instruction is final. No further appeals of this grade may take place.

## Graduation

### General Graduation Requirements

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

- A minimum of 60 acceptable semester hours must be earned.
- A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The students must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfil any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

### Graduation Under a Particular Catalog

All degree requirements must be met according to a single NMJC catalog. Normally this will be the catalog in effect when the student first enrolls in the college and remains continuously enrolled until he/she meets the degree requirements. If a student does not attend for two semesters, he/she will have to begin under the current catalog in effect. The catalog is published each summer, and its provisions apply during the following academic year, beginning with the fall semester and extending through the next summer semester. A student who registers for the first time during a summer session is subject to the degree requirements set forth in the catalog effect for the fall semester immediately following the initial enrollment.

### 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

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

- The GPA will be determined by using only NMJC courses;
- 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.



## Academic Information & Procedures

### 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 submitted to the Registrar's Office.

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 Vice President for Student Services. Participation in the ceremony does not necessarily indicate that the student has completed all of the coursework for a degree. If a student does not complete the degree requirements in the allotted time, a new Intent to Graduate Form must be completed. If an excessive amount of time lapses before the student completes the degree requirements, the degree plan may no longer be valid.

### Repeating Courses

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

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

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

## Degree Programs

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

### Associate Degrees

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

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

New Mexico Junior College offers the following associate degrees:

- AA Associate of Arts
  - Associate of Arts in Early Childhood Education
- AS Associate of Science
- AAS
  - Associate of Applied Science in Animal Science
  - Associate of Applied Science in Automotive Technology: ASSET
  - Associate of Applied Science in Automotive Technology: ASEP
  - Associate of Applied Science in Barbering
  - Associate of Applied Science in Business
  - Associate of Applied Science in Computer Information Systems
  - Associate of Applied Science in Cosmetology
  - Associate of Applied Science in Criminal Justice
  - Associate of Applied Science in Energy Technology
  - Associate of Applied Science in Entertainment and Music Technology
  - Associate of Applied Science in Nursing
  - Associate of Applied Science in Welding

### GENERAL GRADUATION REQUIREMENTS

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

- A minimum of 60 acceptable semester hours must be earned.
- A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

### CERTIFICATES

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

NMJC is committed to maintaining the academic rigor and relevance of its occupational curriculum. The majority of our occupational programs have an advisory committee to provide occupational outlook information and give input to the curriculum, ensuring that students are learning the skills needed by industry. Whether the student is exploring career choices following high school, considering a major career move, or seeking new skills

for advancement, a wide variety of training options are available through these certificate programs. Refer to the degree offerings to determine what certificates are offered.

# Degree Programs

## Associate of Science(AS) Degree

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.

### Associate of Science (AS) – 60 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF SCIENCE									
Emphasis (if applicable): _____									
NAME: _____		A# _____							
GENERAL EDUCATION REQUIREMENTS - 32 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
EN 113	Composition & Rhetoric	3				MA 113 or higher	3		
EN 123	Composition & Literature	3				MA (not MA 113A)	3		
	Humanities (EN, GR, HI, PI, RE, SI, SP)	3				Fine Arts Elective (AR, DR, or MU)	3		
	Laboratory Science (BI, CH, GE, PH)	4				Social/Behavioral Science (AN, EC, GG, GO, PS or SO; Excludes PS 113A)	3		
	Laboratory Science (BI, CH, GE, PH)	4				Social/Behavioral Science (AN, EC, GG, GO, PS or SO; Excludes PS 113A)	3		
ELECTIVES - 28 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
<b>Total Elective Credits</b>							0		
Total credit hours required for AS: <b>60</b>		Total Credit Hours Acquired: _____			Cumulative GPA: _____				
<p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.</i></p>									

Updated April 2019

## Associate of Arts (AA) Degree

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

### Associate of Arts – 60 Credit Hours

NEW MEXICO JUNIOR COLLEGE										
ASSOCIATE OF ARTS										
Emphasis (if applicable): _____										
NAME: _____		A#: _____								
GENERAL EDUCATION REQUIREMENTS - 31 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
EN 113	Composition & Rhetoric	3				Fine Arts (AR, MU or DR)	3			
EN 123	Composition & Literature	3				Mathematics (not MA 113A)	3			
	English Elective (200 Level)	3				Laboratory Science (BI, CH, GE or PH)	4			
	Communications (EN or SE)	3				Social/Behavioral Science (AN, EC, GG, GO, PS or SO; Excludes PS 113A)	3			
	Humanities (EN, GR, HI, PI, RE, SL, SP)	3								
	Humanities (EN, GR, HI, PI, RE, SL, SP)	3								
ELECTIVES - 29 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
<b>Total Elective Credits</b>							0			
<b>Total credit hours required for AA:</b>		60	<b>Total Credit Hours Acquired:</b>					<b>Cumulative GPA:</b>		
<p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.</i></p>										



## Early Childhood Education – Associate of Arts and Certificate Program

Contact: Professor Lynda Newman - 575.492.2826

### 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.

### 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. 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, substitute teachers, Head Start teachers / assistants, or childcare setting teachers / assistants.

## Associate of Arts – Early Childhood Education – 60 Credit Hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF ARTS in EARLY CHILDHOOD EDUCATION										
NAME: _____					A#: _____					
GENERAL EDUCATION REQUIREMENTS - 25 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
EN 113	Composition & Rhetoric	3			MA	Laboratory Science	4			
EN 123	Composition & Literature	3				Mathematics Elective (not MA 113A)	3			
	Communications Elective	3				Humanities Elective or AR113, DR113, or MU213	3			
	Behavioral or Social Science Elective	3								
	Behavioral or Social Science Elective	3								
NON-DEPARTMENTAL ELECTIVES - 6 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
DEPARTMENTAL REQUIREMENTS - 29 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
ED 112	Professionalism	2			ED 213C	Assessment of Children & Eval. of Programs	3			
ED 112A	Practicum (Birth-Age 4/Pre-K)	2			ED 213G	Child Growth, Development & Learning	3			
ED 113A	Guiding Young Children	3			ED 222	Health, Safety & Nutrition	2			
ED 113B	Curriculum Development through Play (Birth-Age4/Pre-K)	3			ED 223C	Curriculum Development & Implementation (Age 3/Pre-K-Grade 3)	3			
ED 123	Family & Community Collaboration	3			ED 223D	Intro. to Language, Literacy & Reading	3			
ED 212	Practicum (Age 3/Pre-K-Grade 3)	2								
Total credit hours required for AA: 60					Total Credit Hours Acquired: _____			Cumulative GPA: _____		
<i>General Education requirements must be completed with a "D" or better.</i>					<i>All courses, other than General Education requirements, must be completed with a "C" or better.</i>					
<i>The student must have a cumulative grade point average of at least 2.0.</i>					<i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i>					
<i>Transitional courses do not fulfill any of the above requirements.</i>					<i>Students will not be permitted to graduate if they have incomplete (I) grades on their academic record.</i>					
<i>Be aware, many universities require a 2.8 grade point average and above to transfer.</i>										
<i>Education students seeking a bachelor's degree should complete the Essential Academic Skills tests (3 subtests in reading, writing, and mathematics) as part of the National Evaluation Series Tests required by the New Mexico Public Education Department. Many four-year institutions require a passing score in order to be accepted into their departments of education. See advisors for details.</i>										
<a href="http://www.nestest.com/home.aspx">http://www.nestest.com/home.aspx</a>					Updated April 2019					
<small>Although college officials will offer assistance, it is the final responsibility of the student to check all phases of his or her degree.</small>										

## Certificate – Early Childhood Education – 29 Credit Hours

Upon satisfactory completion of the Early Childhood Education Departmental Requirements (29 hours listed below), the student will be awarded a certificate from the State of New Mexico-Office of Child Development, once application is made.

NEW MEXICO JUNIOR COLLEGE EARLY CHILDHOOD EDUCATION CERTIFICATE Degree Plan										
NAME: _____					A#: _____					
DEPARTMENTAL REQUIREMENTS - 29 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
ED 112	Professionalism	2			ED 213C	Assessment of Children & Evaluation of Programs	3			
ED 112A	Practicum (Birth-Age 4/Pre-K)	2			ED 213G	Child Growth, Development & Learning	3			
ED 113A	Guiding Young Children	3			ED 222	Health, Safety & Nutrition	2			
ED 113B	Curriculum Development through Play (Birth-Age4/Pre-K)	3			ED 223C	Curriculum Development & Implementation (Age3/Pre-K-Grade 3)	3			
ED 123	Family & Community Collaboration	3			ED 223D	Intro. to Language, Literacy & Reading	3			
ED 212	Practicum (Age3/Pre-K-Grade 3)	2								
total credit hours required for this certificate: 29					Total Credit Hours Acquired: _____			Cumulative GPA: _____		
<i>All courses, other than General Education requirements, must be completed with a "C" or better.</i>										
<i>The student must have a cumulative grade point average of at least 2.0.</i>										
<i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i>										
<i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i>										
<i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i>										
NMJC 2019-20 Catalog										
<small>Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.</small>										
										Updated April 2019

## Elementary Education—Alternative Licensure Program

### Program Description

The Elementary Education Alternative Licensure Program is a 12-credit program with a supervised field experience component for participants who have completed a Bachelor's degree (or higher-level degree) and want to become a teacher at the elementary level (K-8th grade). The program helps provide students the opportunity to prepare for certification (teacher licensure) to teach K-8th grade in the state of New Mexico. Future students should consult with a faculty member for acceptance into the program. **Contact** - Professor Lynda Newman - 575.492.2826

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.

### Certificate – 12 credit hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
ED 243	Teaching Elementary Reading	3		
ED 243A	Elementary Curriculum & Teaching Methods	3		
ED 243B	Early Literacy & Young Children	3		
ED 253	Elementary Field Experience	3		

All courses must be completed with a "B" or better.  
Student must have a cumulative grade point average of at least 3.0.

### Suggested Course

#### Sequencing

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

#### Semester 1

ED 243 Teaching Elementary Reading

#### Semester 2

ED 243A Elementary Curriculum & Teaching Methods

#### Semester 3

ED 243B Early Literacy & Young Children

#### Semester 4

ED 253 Elementary Field Experience

## Animal Science - Associate of Applied Science

Animal Science is concerned with the science and business of producing domestic livestock species, including but not limited to beef cattle, dairy cattle, horses, poultry, sheep, and swine. An animal scientist applies principles of the biological, physical, and social sciences to the problems associated with livestock production and management. Animal Science is also concerned with foods of animal origin: meat, dairy foods, and eggs. The food industry is one of the largest and most important industries in the United States. In addition, animal science is concerned with aspects of companion animals, including their nutrition, care, and welfare.

NMJC Animal Science has recently signed articulation agreements with Texas Tech University and New Mexico State University. These degree plans should transfer all 60 credit hours from NMJC Animal Science to one of those universities.

### Associate of Applied Science (AS) – Animal Science – 60 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF APPLIED SCIENCE in ANIMAL SCIENCE Degree Plan										
NAME: _____					A#: _____					
GENERAL EDUCATION REQUIREMENTS - 37 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
EN 113	Composition & Rhetoric	3			MA 113	College Algebra	3			
EN 123	Composition & Literature	3			MA 113B	Statistics	3			
SP 114	Beginning Spanish I	4			EC 213	Macroeconomics	3			
BI 134 & 134L	Biology I for Science Majors & Lab	4			SE 113 or SE 123	Interpersonal Communication or Public Speaking	3			
CH 114A & 114AL	General Chemistry & lab	4			HI 113 or HI 123	United States History to 1877 or United States History from 1877	3			
CH 124A & 124AL	General Chemistry II & lab	4								
DEPARTMENTAL REQUIREMENTS- 23 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
ANSC 114 & 114L	Introduction to Animal Science & Lab	4			ANSC 113	Introduction to Veterinary Science	3			
AG 123C	Computers In Agriculture	3			ANSC 103	Equine Science	3			
AG 111	Agriculture Careers	1			ANSC 223	Introduction to Genetics	3			
ANSC 213	Meat Science	3			AG 213A	Agribusiness Management	3			
Total credit hours required for AAS: <u>60</u>					Total Credit Hours Acquired: _____			Cumulative GPA: _____		
<p><i>General Education requirements must be completed with a "D" or better.</i></p> <p><i>All courses, other than General Education requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>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.</i></p>										
Updated March 2018										

# Automotive Technology (AT) – Associate of Applied Science

## 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.

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

## Associate of Applied Science – Automotive Technology – 81 credit hours

**Student Service Educational Training (ASSET) Ford Motor Company – Contact Information: 575.492.2888**

**NEW MEXICO JUNIOR COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**in AUTOMOTIVE TECHNOLOGY - ASSET**  
 (Automotive Student Service Education Training - Ford Motor Company)

NAME: \_\_\_\_\_

A#: \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS - 9 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
AT 113C	Technical Mathematics I	3		
PH 113	Technical Physics	3		
PS 213B	Human Relations	3		

**NON-DEPARTMENTAL REQUIREMENT - 1 Credit Hour**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
HM 101	Safety and Hazardous Materials	1		

**DEPARTMENTAL REQUIREMENTS - 71 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
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		

**DEPARTMENTAL REQUIREMENTS - 71 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
FM 211	Noise, Vibration, & Harshness Diagnosis	1		
FM 214	Engine Repair	4		
FM 214A	Manual Drive Train & Axles	4		
FM 214B	Heating and Air Conditioning	4		
FM 214C	Auto Transmissions/Transaxles	4		
FM 224	Engine Perform Op/Diagnosis	4		
FM 224A	Cooperative Work Experience IV	3		
FM 224B	Suspension/Steering Systems	4		
FM 234	Advanced Drivability & Diagnosis	4		
AT 133	Technical Writing for Auto. Industry	3		

Total credit hours required for ASSET: **81**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

General Education requirements must be completed with a "D" or better.  
 All courses, other than General Education Requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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.

Updated April 2018

## Associate of Applied Science – Automotive Technology – 81 credit hours

**Student Service Educational Training General Motors (ASEP) Automotive Service Educational Program – Contact Information: 575.492.2863**

**NEW MEXICO JUNIOR COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**in AUTOMOTIVE TECHNOLOGY - ASEP**  
 (Automotive Service Education Program - General Motors)

NAME: \_\_\_\_\_

A#: \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS - 9 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
AT 113C	Technical Mathematics I	3		
PH 113	Technical Physics	3		
PS 213B	Human Relations	3		

**NON-DEPARTMENTAL REQUIREMENT - 1 Credit Hour**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
HM 101	Safety and Hazardous Materials	1		

**DEPARTMENTAL REQUIREMENTS - 71 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
GM 114	Automotive Fundamentals	4		
GM 114A	Cooperative Work Exp. I	4		
GM 114B	Cooperative Work Exp. II	4		
GM 114C	Cooperative Work Exp. 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		

**DEPARTMENTAL REQUIREMENTS - 71 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
GM 214A	Manual Drive Train and Axles	4		
GM 214B	Heating & Air Conditioning	4		
GM 214C	Auto Transmissions/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 System	4		
GM 224D	New Product Issues	4		
AT 133	Technical Writing for Auto. Industry	3		

Total credit hours required for ASEP: **81**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

General Education requirements must be completed with a "D" or better.  
 All courses, other than General Education Requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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.

Updated April 2018



## Business – Associate of Applied Science and Certificates

### 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.

**Business, Math, & Sciences – Contact Information: 575.492.2801**

### Associate of Applied Science – Business – 60 - 61 credit hours

NEW MEXICO JUNIOR COLLEGE					
ASSOCIATE OF APPLIED SCIENCE					
in BUSINESS					
NAME: _____		Emphasis: _____			
		A#: _____			
<b>COLLEGE REQUIREMENT - 3 Credit Hours</b>					
COURSE	TITLE	CREDITS	SEMESTER	GRADE	
PS 113A	College Success	3			
<b>GENERAL EDUCATION REQUIREMENTS - 16 Credit Hours</b>					
COURSE	TITLE	CREDITS	SEMESTER	GRADE	
EN 113	Composition & Rhetoric	3			
EN 123	Composition & Literature	3			
EC 213 or EC 223	Principles of Economics (Macro) or Principles of Ec. (Micro)	3			
MA	Math Elective (not MA 113A)	3			
PY 111H	Fitness for Life	1			
	Social or Behavioral Science	3			
<b>DEPARTMENTAL REQUIREMENTS - 20 Credit Hours</b>					
COURSE	TITLE	CREDITS	SEMESTER	GRADE	
AC 114	Principles of Accounting I	4			
AC 124	Principles of Accounting II	4			
BU 113	Introduction to Business	3			
BU 243	Business & Prof. Communication	3			
CS 123D	Computer Applications	3			
CS 123G	Advanced Computer App.	3			
<b>Total credit hours required for AAS: 60 - 61</b>		<b>Total Credit Hours Acquired:</b> _____			<b>Cumulative GPA:</b> _____
<p><i>General Education requirements must be completed with a "D" or better.</i></p> <p><i>All courses, other than General Education requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved Incomplete (I) grades on their academic record.</i></p> <p><i>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.</i></p>					
					March 2018


#### EMPHASIS AREAS : 21- 22 Credit Hours (Select 1 Emphasis)

Accounting Emphasis - 22 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 213	Intermediate Accounting I	3		
AC 223	Intermediate Accounting II	3		
AC 213A	Spreadsheet & Payroll Accounting	3		
AC 223B	Computerized Accounting	3		
AC 233A	Income Tax I	3		
BU 113F	Business Calculating Machines	3		
CS 224	Introduction to Spreadsheets	4		
OR				
Management Emphasis - 21 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
BS 213	Business Law I	3		
BU 213	Principles of Management	3		
BU 213G	Supervision	3		
BU 223A	Principles of Marketing	3		
BU 223B	Human Resources Management	3		
EC 213 or EC 223	Principles of Economics (Macro) or Principles of Economics (Micro)	3		
	Business Elective(AC, BS, BU, EC, SC)	3		

## Business – Accounting and General Management & Supervision Certificates

### Certificate: Business (Accounting) – 36 hours

**NEW MEXICO JUNIOR COLLEGE**  
**BUSINESS CERTIFICATE: ACCOUNTING**  
 Degree Plan



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 36 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4			BU 243	Business & Professional Communications	3		
AC 124	Principles of Accounting II	4			CS 123D	Computer Applications	3		
AC 213A	Spreadsheets and Payroll	3			CS 224	Introduction to Spreadsheets	4		
AC 223B	Computerized Accounting	3			EC 213	Principles of Economics (Macro)	3		
AC 233A	Income Tax I	3				Math Elective (not MA 113A)	3		
BU 113F	Business Calculating Machines	3							


Total credit hours required for this Certificate: **36**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated March 2018

### Certificate: Business (General Management / Supervision) – 34 hours

**NEW MEXICO JUNIOR COLLEGE**  
**BUSINESS CERTIFICATE:**  
**GENERAL MANAGEMENT / SUPERVISION**  
 Degree Plan



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 34 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4			BU 223A	Principles of Marketing	3		
BU 113	Introduction to Business	3			BU 223B	Human Resource Management	3		
EN 113	Composition & Rhetoric	3			CS 123D	Computer Applications	3		
BU 213	Principles of Management	3			MA	Math Elective (not MA 113A)	3		
BU 213G	Supervision	3			PS 213B	Human Relations	3		
BU 243	Business & Professional Communications	3							

Total credit hours required for this certificate: **34**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated March 2018

## Computer Information Systems - Associate of Applied Science and 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. Contact Information - 575.492.2801

### Associate of Applied Science – Computer Information Systems – 60 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF APPLIED SCIENCE in COMPUTER INFORMATION SYSTEMS										
NAME: _____					A#: _____					
GENERAL EDUCATION REQUIREMENTS - 16 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
EN 113	Composition & Rhetoric	3			MA	Math Elective (not MA 113A)	3			
EN 123 or EN 123A	Composition & Literature OR Report Writing for Technicians	3				Lab Science PS or SO Prefix (Excluding PS113A)	4 3			
NON-DEPARTMENTAL REQUIREMENTS - 7 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
AC 114	Principles of Accounting	4			BU 213	Principles of Management	3			
DEPARTMENTAL REQUIREMENTS - 17 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
CS 103	Introduction to CIS	3			CS 123D	Computer Applications	3			
CS 114	Fundamentals of Programming	4			CS 224	Introduction to Spreadsheets	4			
CS 113D	Ethics & Technology	3								
DEPARTMENTAL ELECTIVES - 20 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
CS					CS					
CS					CS					
CS										
CS										
							Total Departmental Electives	0		
Total credit hours required for AAS: <b>60</b>			Total Credit Hours Acquired: _____				Cumulative GPA: _____			
<p><i>General Education requirements must be completed with a "D" or better.</i></p> <p><i>All courses, other than General Education requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>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.</i></p>										

March 2018

### Certificate – Computer Information Systems – 35 credit hours

NEW MEXICO JUNIOR COLLEGE COMPUTER INFORMATION SYSTEMS CERTIFICATE										
NAME: _____					A#: _____					
DEPARTMENTAL REQUIREMENTS - 17 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
CS 103	Introduction to CIS	3			CS 123D	Computer Applications	3			
CS 114	Fundamentals of Programming	4			CS 224	Introduction to Spreadsheets	4			
CS 113D	Ethics & Technology	3								
DEPARTMENTAL ELECTIVES - 16 Credit Hours										
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE	
CS					CS					
CS					CS					
CS					CS					
							Total Departmental Electives			
Total credit hours required for this Certificate: <b>33</b>			Total Credit Hours Acquired: _____				Cumulative GPA: _____			
<p><i>All courses must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>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.</i></p>										

Updated March 2018

## Cosmetology & Barbering - Associate of Applied Science and Certificates

### Program Description

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

### Career and Advancement Opportunities

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

### Requirements

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

**Contact Information:** 575.492.2852

(Information regarding testing and licensure can be found in the Addendum pages at the end of this catalog.)


### Associate of Applied Science – Cosmetology – 63 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF APPLIED SCIENCE in COSMETOLOGY									
NAME: _____					A#: _____				
<b>GENERAL EDUCATION REQUIREMENTS - 15 Credit Hours</b>									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
	Social / Behavioral Science Elective (AN, EC, GG, GO, PS, or SO; excludes PS 113A)	3			MA	Math Elective (not MA 113A)	3		
	English Elective	3			SE 113	Interpersonal Communications	3		
PS 213B	Human Relations	3							
<b>DEPARTMENTAL REQUIREMENTS - 48 Credit Hours</b>									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3			COSM 213	Hair Coloring / Bleaching	3		
COSM 126	Haircutting	6			COSM 215	Chemical Rearranging - Perms & Relaxers	5		
COSM 220A	Clinic Practicum #1	3			COSM 220C	Clinic Practicum #3	3		
COSM 115	Manicure / Pedicure	5			COSM 223A	Salon Business	3		
COSM 163	Hairstyling	3			COSM 225	Facials	5		
COSM 133	Sterilization, Sanitation, Bacteriology	3							
COSM 143	Shampoo, Rinses and Scalp Treat.	3							
COSM 220B	Clinic Practicum #2	3							
Total credit hours required for AAS in Cosmetology: 63					Total Credit Hours Acquired: _____			Cumulative GPA: _____	
<p><i>All courses, other than General Education Requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>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.</i></p>									



**Certificate – Cosmetology – 48 credit hours**

**NEW MEXICO JUNIOR COLLEGE**  
**COSMETOLOGY CERTIFICATE**  
 Degree Plan



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 48 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3			COSM 220B	Clinic Practicum #2	3		
COSM 126	Hair Cutting	6			COSM 213	Hair Coloring / Bleaching	3		
COSM 133	Sterilization, Sanitation, Bacteriology	3			COSM 215	Chemical Rearranging / Perms and Relaxers	5		
COSM 115	Manicure / Pedicure	5			COSM 220C	Clinic Practicum #3	3		
COSM 163	Hairstyling	3			COSM 223A	Salon Business	3		
COSM 143	Shampoo, Rinses, Scalp Treatments	3							
COSM 220A	Clinic Practicum #1	3							
COSM 225	Facials	5							

Credit hours required for Cosmetology Certificate: 48 Total Credit Hours Acquired: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

*All courses, other than General Education requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated Fall 2019

**Certificate – Manicurist / Esthetician – 25 credit hours**

**NEW MEXICO JUNIOR COLLEGE**  
**MANICURIST / ESTHETICIAN CERTIFICATE**



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 25 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3		
COSM 133	Sterilization, Sanitation, Bacteriology	3		
COSM 223A	Salon Business	3		
COSM 115	Manicuring / Pedicure	5		
COSM 220A	Clinic Practicum #1	3		
COSM 225	Facials	5		
COSM 220B	Clinic Practicum #2	3		

Total Credit Hours Required - 25 Total Credit Hours Acquired: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

*All courses, other than General Education requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated Fall 2019

**Certificate – Esthetics – 17 credit hours**

### NEW MEXICO JUNIOR COLLEGE

#### ESTHETICS CERTIFICATE



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

CERTIFICATE REQUIREMENTS - 17 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3		
COSM 133	Sterilization, Sanitation, Bacteriology	3		
COSM 223A	Salon Business	3		
COSM 225	Facials	5		
COSM 220A	Clinic Practicum #1	3		

Total Credit Hours Required - 17      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses, other than General Education requirements, must be completed with a "C" or better.*  
*The student must have a cumulative grade point average of at least 2.0.*  
*A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.*  
*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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated Fall 2019

**Certificate – Manicurist / Pedicurist – 17 credit hours**

### NEW MEXICO JUNIOR COLLEGE

#### MANICURIST / PEDICURIST CERTIFICATE



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

CERTIFICATE REQUIREMENTS - 17 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3		
COSM 133	Sterilization, Sanitation, Bacteriology	3		
COSM 223A	Salon Business	3		
COSM 115	Manicuring / Pedicuring	5		
COSM 220A	Clinic Practicum #1	3		

Total Credit Hours Required - 17      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_


*All courses, other than General Education requirements, must be completed with a "C" or better.*  
*The student must have a cumulative grade point average of at least 2.0.*  
*A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.*  
*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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated Fall 2018

## Cosmetology & Barbering - Associate of Applied Science and Certificates

### Associate of Applied Science – Barbering – 60 credit hours

**NEW MEXICO JUNIOR COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**in BARBERING**



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS - 15 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
	Social / Behavioral Science Elective (AN, EC, GG, GO, PS, or SO; excludes PS 113A)	3			MA	Math Elective (not MA 113A)	3		
ENGL	English Elective	3			SE 113	Interpersonal Communications	3		
PS 213B	Human Relations	3							

**DEPARTMENTAL REQUIREMENTS - 45 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3			COSM 213	Hair Coloring / Bleaching	3		
COSM 120	Hair Cutting / Beard Trimming	10			COSM 223A	Salon Business	3		
COSM 163	Hairstyling	3			COSM 215	Chemical Rearranging / Perms and	5		
COSM 133	Sterilization, Sanitation, Bacteriology	3			COSM 225	Facials	5		
COSM 143	Shampoo, Rinses and Scalp Treatments	3			COSM 224	Clinic Practicum Barber	4		
COSM 220A	Clinic Practicum #1	3							


Total credit hours required for AAS in Barbering: **60**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses, other than General Education Requirements, must be completed with a "C" or better.  
The student must have a cumulative grade point average of at least 2.0.  
A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
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.*

Updated 8/18/

### Certificate – Barbering – 45 credit hours

**NEW MEXICO JUNIOR COLLEGE**  
**BARBERING CERTIFICATE**



NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 45 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
COSM 113	Theory	3			COSM 213	Hair Coloring / Bleaching	3		
COSM 120	Hair Cutting / Beard Trimming	10			COSM 223A	Salon Business	3		
COSM 163	Hairstyling	3			COSM 215	Chemical Rearranging / Perms and Relaxers	5		
COSM 133	Sterilization, Sanitation, Bacteriology	3			COSM 225	Facials	5		
COSM 143	Shampoo, Rinses and Scalp Treatments	3			COSM 224	Clinic Practicum Barber	4		
COSM 220A	Clinic Practicum #1	3							

Credit hours required for Cosmetology Certificate: **45**      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses, other than General Education requirements, must be completed with a "C" or better.  
The student must have a cumulative grade point average of at least 2.0.  
A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Updated Fall 2019

# Criminal Justice / Public Safety – Associate of Applied Science and Certificates

## 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 60 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- 575.492.2721

## Associate of Applied Science – Criminal Justice – 60 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF APPLIED SCIENCE in CRIMINAL JUSTICE Degree Plan									
NAME: _____					A#: _____				
GENERAL EDUCATION REQUIREMENTS - 18 Credit Hours					DEPARTMENTAL ELECTIVES* - 24 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
EN 113	Composition & Rhetoric	3							
EN 123	Composition & Literature	3							
	Social/Behavioral Science Elective	3							
	Social/Behavioral Science Elective	3							
	Communications Elective	3							
	Math Elective (not MA 113A)	3							
DEPARTMENTAL REQUIREMENTS - 18 Credit Hours					TOTAL Credits Electives <b>0</b>				
COURSE	TITLE	CREDITS	SEMESTER	GRADE					
CJ/LA 113	Intro to Criminal Justice	3							
CJ/LA 113B	Substantive Criminal Law	3							
CJ/LA 113E	Intro to the Courts	3							
CJ 113F	Juvenile Justice & Delinquency	3							
CJ/CA 113J	Introduction to Corrections	3							
CJ/LA 113P	Police & Society	3							
<small>Note: 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.</small>					<small>*Any CA, CJ, LA, PS or SO will satisfy the Departmental Elective requirement.</small>				
Total credit hours required for AAS in Criminal Justice: <b>60</b>					Total Credit Hours Acquired: _____				
					Cumulative GPA: _____				
<p><i>General Education Requirements must be completed with a "D" or better.</i></p> <p><i>All courses, other than General Education Requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p>									

February 2018



## Criminal Justice / Public Safety – Associate of Applied Science and Certificates (cont.)

### Certificate – Criminal Justice – 32 credit hours

NEW MEXICO JUNIOR COLLEGE				
CRIMINAL JUSTICE CERTIFICATE				
Degree Plan				
NAME: _____				
	A#: _____			
<b>CERTIFICATE REQUIREMENTS - 32 Credit Hours</b>				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
LA 111	First Aid/CPR for Public Safety	1		
LA 112	Physical Training & Wellness for Law Enforcement Officers	2		
LA 113	Introduction to Criminal Justice	3		
LA 113B	Substantive Criminal Law	3		
LA 113E	Introduction to the Courts	3		
LA 113P	Police and Society	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: <b>32</b>		Total Credit Hours Acquired: _____		Cumulative GPA: _____
<p><i>All courses, other than General Education requirements, must be completed with a "C" or better.</i></p> <p><i>The student must have a cumulative grade point average of at least 2.0.</i></p> <p><i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i></p> <p><i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i></p> <p><i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i></p> <p><i>Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.</i></p>				




### Certificate – Corrections – 10 credit hours

CERTIFICATE REQUIREMENTS - 10 Credit Hours				
COURSE	TITLE	CREDITS	SEMESTER	GRADE
CA 111X	Physical Training & Wellness for Law Enforcement Officers	1		
CA/CJ 113J	Introduction to Corrections	3		
CA/CJ 123J	Corrections Officer Safety & Weapons Training	3		
CA 133J	Communications & Interpersonal Skills for the Corrections Officers	3		

# Energy Technology - Associate of Applied Science and Certificates

The goal of the Energy Technology Program at New Mexico Junior College is to prepare students to enter the workforce as an entry-level technician. The purpose of the Energy Technology Education Program at New Mexico Junior College is to support the educational infrastructure necessary for the nation to successfully move forward with its energy initiatives. The dynamic program promotes and strengthens courses by teaching the required skills, safety standards, site security, environmental protection, and other critical fields relating the nation's energy needs. Contact Information – (575) 492-4714

## Associate of Applied Science – Energy Technology – 62 or 63 credit hours (based on emphasis chosen)



**NEW MEXICO JUNIOR COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**in ENERGY TECHNOLOGY**

NAME: \_\_\_\_\_ A#: \_\_\_\_\_

EMPHASIS: \_\_\_\_\_

GENERAL EDUCATION REQUIREMENTS - 17 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
CH 114 OR CH 114A	Current Concepts of Chemistry OR General Chemistry I	4			MA 113	College Algebra	3		
EN 113	Composition & Rhetoric	3			MA 113B	Statistics	3		
					PH 114C OR PH 114	Intro. to Physics OR General Physics I	4		

DEPARTMENTAL REQUIREMENTS - 30 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 213A	Environmental Health & Safety	3			ENGT 223B	Mechanical Science	3		
ENGT 213B	Fundamentals of Instrumentation & Controls	3			ENGT 223C	Fundamentals of Vacuum Technology	3		
ENGT 213C	Programmable Logic Controllers	3			ENGT 223D	Material Science for the Energy Industry	3		
ENGT 213F	Fundamentals of Prints & Drawings for Tech.	3			ENGT 223E	Electrical Theory	3		
ENGT 223A	Thermodynamics, Heat Transfer & Fluid Flow	3			ENGT 213	Cyber Security for the Energy Industry	3		

DEPARTMENTAL ELECTIVES - SELECT 3 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
BU 243	Business Communication	3			ENGT 236	Energy Technology Internship	6		
ENGT 223F	Process Management	3			MA 123	Plane Trigonometry	3		
ENGT 233	Energy Technology Internship	3			MA 144	Calculus & Analytic Geometry I	4		

EMPHASIS AREAS - Select 1 Emphasis

Nuclear Energy Emphasis - 12 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 213G	Fundamentals of Radiological Control	3			ENGT 223	Fundamentals of Nuclear Science	3		
ENGT 213H	Radiological Control Systems	3			ENGT 223G	Radiological Instrumentation	3		

OR


Petroleum Technology Emphasis - 13 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 203	Introduction to Oil and Gas	3			ENGT 213D	Drilling Technology and Operations	3		
ENGT 213E	Petroleum Recovery and Production Methods	3			GE 114	Physical Geology	4		

Total credit hours required for this AAS: 62 or 63      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

All courses, including General Education requirements, must be completed with a "C" or better.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.  
 Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her program.

Updated July 2015

## Certificate – Energy Technician – 33 credit hours



**NEW MEXICO JUNIOR COLLEGE**  
**ENERGY TECHNICIAN CERTIFICATE**

NAME: \_\_\_\_\_ A#: \_\_\_\_\_

DEPARTMENTAL REQUIREMENTS - 19 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
CS 123D	Computer Applications	3		
ENGT 203	Introduction to Oil & Gas	3		
ENGT 213E	Petroleum Recovery & Prod. Methods	3		
GE 114 or 124	Physical Geology OR Historical Geology	4		
ENGT 213D	Drilling Technology & Operations	3		
ENGT 213F	Fundamentals of Prints & Drawings for Technicians	3		

PETROLEUM TECHNOLOGY - 12 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
INDT 214	Practicum 1	4		
INDT 216	Practicum 2	6		
INDT 222	Practicum 3	2		


Total credit hours required for this certificate: 31      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

All courses, including General Education requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.

Effective Fall 2019

## Energy Technology - Associate of Applied Science and Certificates

### Certificate – Petroleum Technician –34 credit hours



#### NEW MEXICO JUNIOR COLLEGE PETROLEUM TECHNICIAN CERTIFICATE

NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS - 6 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
EN 113	Composition & Rhetoric	3		
MA 113	College Algebra	3		

**DEPARTMENTAL REQUIREMENTS - 15 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 223E	Electrical Theory	3		
ENGT 213C	Programmable Logic Controllers	3		
ENGT 223B	Mechanical Science	3		
ENGT 223C	Fundamentals of Vacuum Technology	3		
ENGT 223D	Material Science for the Energy Ind.	3		

**PETROLEUM TECHNOLOGY - 13 Credit Hours**


COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 203	Introduction to Oil & Gas	3		
ENGT 213E	Petroleum Recovery & Prod. Methods	3		
ENGT 213D	Drilling Technology & Operations	3		
GE 114	Physical Geology	4		

Total credit hours required for this certificate: 34      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses, including General Education requirements, must be completed with a "C" or better.  
The student must have a cumulative grade point average of at least 2.0.  
A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
Transitional and / or developmental courses do not fulfill any of the above requirements.  
Students will not be permitted to graduate if there are unresolved incomplete (I) grades on the academic record.  
Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Effective Fall 2017

### Certificate – Nuclear Energy Technician –33 credit hours



#### NEW MEXICO JUNIOR COLLEGE NUCLEAR ENERGY TECHNICIAN CERTIFICATE

NAME: \_\_\_\_\_ A#: \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS - 6 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
EN 113	Composition & Rhetoric	3			MA 113	College Algebra	3		

**DEPARTMENTAL REQUIREMENTS - 15 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 223E	Electrical Theory	3			ENGT 223C	Fundamentals of Vacuum Technology	3		
ENGT 213C	Programmable Logic Controllers	3			ENGT 223D	Material Science for the Energy Industry	3		
ENGT 223B	Mechanical Science	3							

**NUCLEAR ENERGY - 12 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
ENGT 223	Fundamentals of Nuclear Science	3			ENGT 213H	Radiological Control Systems	3		
ENGT 213G	Fundamentals of Radiological Control	3			ENGT 223G	Radiological Instrumentation	3		

Total credit hours required for this certificate: 33      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*All courses, including General Education Requirements, must be completed with a "C" or better.  
The student must have a cumulative grade point average of at least 2.0.  
A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
Transitional and / or developmental courses do not fulfill any of the above requirements.  
Students will not be permitted to graduate if there are unresolved incomplete (I) grades on the academic record.*

Updated July 2018

## Nursing – Associate of Applied Science (RN Program)

The mission of NMJC as a comprehensive community college is to promote success through learning. The mission of NMJC Nursing Program is to promote success through learning by facilitating the acquisition of knowledge, skills, and attitudes required by entry-level nurses to provide safe, patient-centered, high quality, nursing care across the lifespan that is evidence-based for diverse individuals, families, and communities.

The NMJC Nursing Program offers a comprehensive curriculum that aligns with NMNEC (New Mexico Nursing Education Consortium) standards in a state of the art facility. The two-year registered nursing education program - Associate of Applied Science in Nursing (AAS) includes classroom, laboratory, and supervised clinical instruction in real and simulated environments. Up to 50 students are accepted into the program each August. Applications are accepted in the nursing program until May 20th each year for admission into the fall semester. Information regarding the application process, admission requirements, and application packets are found in the Nursing Menu to the left.

NMJC Registered Nursing Program has Full Approval from the New Mexico State Board of Nursing. Contact information for the New Mexico Board of Nursing is 6301 Indian School Road NE Suite 710 Albuquerque, NM 87110 (505) 841-8340 (Office) (505) 841-8347 (Fax) [www.nmbon.sks.com](http://www.nmbon.sks.com)

Upon successful completion of the program, students are eligible to take the national exam (NCLEX-RN) for RN licensure.

### **NMJC RN Program End-of-Program Student Learning Outcomes**

It is anticipated that the graduate of the NMJC Nursing Program will:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individual, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective inter-professional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

### **Registered Nurse Career Opportunities**

Students who successfully complete the nursing program plan of study 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). Registered nurses provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities, correctional facilities, schools, and the military.

### **Career Advancement Opportunities**

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

### **Accreditation**

New Mexico Junior College is Accredited by the Higher Learning Commission, North Central Association

The NMJC Registered Nursing Program opened in 1969 and has been nationally accredited since 1975 by the National League for Nursing Accrediting Commission (NLNAC) or the Accreditation Commission for Education in Nursing (ACEN). The program is Accredited through the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accreditation Commission (NLNAC). ACEN, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 [acenursing.org](http://acenursing.org)

### **NMJC Nursing Program Contact Information**

Misty Stine, MSN, RN  
Director of Allied Health and Nursing  
Allied Health Building, Room 106  
Hobbs, New Mexico 88240  
575.492.2517  
[mstine@nmjc.edu](mailto:mstine@nmjc.edu)

## Nursing – Associate of Applied Science (RN Program) – (continued)

### Registered Nursing Program Admission Process for AAS Degree

#### Completion of Pre-Nursing Prerequisite Requirements

A student is considered “pre-nursing” prior to acceptance into the Nursing Program. Prospective nursing students must complete 24 credit hours of prerequisite course work for the ADN (AASN) degree before being considered for the program. Please see an academic advisor for more information. A minimum GPA of 2.75 is required.

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

The pre-nursing student must take the Test for Essential Academic Skills V.0 (TEAS) by the admission application deadline of May 20th for fall admission to the nursing program and achieve a TEAS V.0 Adjusted Individual Total Score of 58.7% or higher. \*Note: The required TEAS scores may be adjusted based on student data trends and/or ATI recommendations.

#### Completion of Nursing Program Admission Application Requirements

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

#### Completion of Nursing Program Admission Eligibility Requirements

Initial admission eligibility is based on satisfactory completion of all pre-nursing requirements and Nursing Program admission application requirements by the May 20th deadline for fall admission to the Nursing Program. Current requirements and admission packets are available for download from the NMJC nursing webpage at [http://www.nmjc.edu/academics/programs/aas\\_nu.aspx](http://www.nmjc.edu/academics/programs/aas_nu.aspx).

#### Nursing Program Selective Admission Process

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

#### International Students

Minimally acceptable Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) scores: Overall score of 84 with a minimum speaking score of 26.

## Associate of Applied Science – Nursing – 71 credit hours

NEW MEXICO JUNIOR COLLEGE ASSOCIATE OF APPLIED SCIENCE in NURSING Degree Plan									
NAME: _____					A#: _____				
GENERAL EDUCATION REQUIREMENTS (Prerequisites) - 27 Credit Hours									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
	Basic Science, Choose One: BI:114, 124, 134, 144, 224* or 224B CH: 114, 114A, 124A, 214 or 224	4			EN 113	Composition & Rhetoric	3		
BI 214A	Human Anatomy & Physiology I	4			NU 103	Pathophysiology I	3		
BI 224A	Human Anatomy & Physiology II	4			NU 103A**	Pathophysiology II	3		
					PS 113	Introduction to Psychology	3		
					PS 223B	Human Growth & Development	3		
*Recommended Course / **May be taken with Level 1 Nursing Courses All prerequisite courses must be completed with a grade of C or higher. A cumulative GPA of 2.75 must be achieved for the following courses: Basic Science, BI 214A, EN 113, PS 113, PS 223B.									
NURSING CORE COURSE REQUIREMENTS- 44 Credit Hours									
<i>The student must pass all nursing classes in sequence prior to taking courses in the following semester(s).</i>									
COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
<b>Level 1, Semester I</b>					<b>Level 3, Semester III</b>				
NU 113A / NMNC 1110	Introduction to Nursing Concepts	3			NU 203 / NMNC 2310	Health & Illness Concepts II	3		
NU 114 / NMNC 1135	Principles of Nursing Practice	4			NU 213 / NMNC 2320	Professional Nursing Concepts I	3		
<b>Level 2, Semester II</b>					<b>Level 4, Semester IV</b>				
NU 123 / NMNC 1210	Health & Illness Concepts I	3			NU 214A / NMNC 2335	Care of Patients with Chronic Conditions	4		
NU 123A / NMNC 1220	Health Care Participant	3			NU 204A / NMNC 2410	Health & Illness Concepts III	4		
NU 123B / NMNC 1230	Nursing Pharmacology	3			NU 214B / NMNC 2435	Clinical Intensive I	4		
NU 124A / NMNC 1235	Assessment & Health Promotion	4			NU 216 / NMNC 2445	ADN Capstone	6		
Total credit hours required for this AAS: <b>71</b>					Total Credit Hours Acquired: _____ Cumulative GPA: _____				
<p><i>All courses must be completed with a grade of C or higher. (see grading scale for nursing courses)</i>  <i>The student must maintain a cumulative grade point average of at least 2.0.</i>  <i>A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.</i>  <i>Transitional and / or developmental courses do not fulfill any of the above requirements.</i>  <i>Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.</i>  <i>Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her program.</i></p>									
<b>NMNEC Curriculum Nursing Course Grading Scale:</b> 90-100 = A 80-89.99 = B 77-79.99 = C (A grade of 77 (C) or higher is the minimum passing grade for nursing courses.) 60-76.99 = D 0-59.99 = F									

# Welding – Associate of Applied Science and 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. 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 find employment in a wide range of industries that use welding and welding-related tasks.

**Contact Information:** Professor Earl Nymeyer – (575) 492-2868

## Associate of Applied Science – Welding – 60 credit hours

### NEW MEXICO JUNIOR COLLEGE


#### ASSOCIATE OF APPLIED SCIENCE

#### in WELDING

#### Degree Plan

NAME: \_\_\_\_\_

A#: \_\_\_\_\_



GENERAL EDUCATION REQUIREMENTS - 17 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
	Behavioral/Social Science	3		
EN 113	Composition & Rhetoric	3		
EN or SE	English or Communications Elective	3		
	Lab Science	4		
MA	Math Elective (not MA 113A)	3		
PY 111H	Fitness for Life	1		

DEPARTMENTAL ELECTIVES - 22 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
WE				
WE				
WE				
WE				
WE				
WE				
WE				
WE				
WE				
WE				

DEPARTMENTAL REQUIREMENTS - 18 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
WE 114	Introduction to Welding	4		
WE 123S	Job Estimating	3		
WE 124	Advanced Welding	4		
WE 223P	Pipe Welding	3		
WE 224	Ad. Theory & Practice (Capstone)	4		

NON-DEPARTMENTAL ELECTIVES - 3 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4		
AC	Any Accounting Elective	3		
BU	Any Business Elective	3		
CS 123D	Computer Applications	3		
HM 101	Hazardous Materials	1		

Total credit hours required for this AAS: 60      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*General Education requirements must be completed with a "D" or better.  
 All courses, other than General Education requirements, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Fall 2017


## Certificate – Welding – 30 credit hours

### NEW MEXICO JUNIOR COLLEGE

#### WELDING CERTIFICATE

NAME: \_\_\_\_\_

A#: \_\_\_\_\_



DEPARTMENTAL REQUIREMENTS - 18 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
WE 114	Introduction to Welding	4		
WE 123S	Job Estimating	3		
WE 124	Advanced Welding	4		
WE 223P	Pipe Welding	3		
WE 224	Ad. Theory & Practice (Capstone)	4		

DEPARTMENTAL ELECTIVES - Minimum 9 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
WE				
WE				
WE				

NON-DEPARTMENTAL ELECTIVES - Minimum 3 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4		
AC 213A	Spreadsheets & Payroll	3		
BU	Any Business Elective	3		
CS 123D	Computer Applications	3		
HM 101	Hazardous Materials	1		

Total credit hours required for this Certificate: 30      Total Credit Hours Acquired: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

*General Education requirements must be completed with a "D" or better.  
 All courses, other than General Education, must be completed with a "C" or better.  
 The student must have a cumulative grade point average of at least 2.0.  
 A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.  
 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 provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.*

Effective Fall 2011

# TRAINING & OUTREACH

## NON-CREDIT WORKFORCE TRAINING

### **NON-DEGREE PROGRAM OFFERINGS**

#### **Training and Outreach**

New Mexico Junior College offers specialized training for workforce development through its Training & Outreach Division. Most trainings are designed to be short-term and target workforce training, career and professional development, and skills enhancement for a variety of industries and workplace settings. Certificates are issued upon successful completion of training. Conventional, federal financial aid (FAFSA) does not apply for these training programs. For additional information, call 575-492-4710.

#### **Continuing Education**

Continuing Education at New Mexico Junior College offers students flexible, short-term opportunities to explore new activities for personal growth, pleasure, or entertainment. Classes are available for adults and youth. Offerings include backpacking and camping, voice, piano, ceramics, exercise, and more. For additional information, call 575-492-4707.

### **TRAINING & OUTREACH DEPARTMENTS**

#### **Instrumentation & Controls Training**

The NMJC Instrumentation & Controls program prepares students for entry-level employment in several trade career areas:

- 1) Mechanical Maintenance Technician
- 2) Electrical Maintenance Technician
- 3) Mechanical/Electrical Technician
- 4) Programmable Logic Controller Technician

Students who successfully complete the program should be able to adhere to safe work practices, display quality work habits, and apply learned skills as an employee in the work force. For additional information, call 575-492-2649.

#### **Lineman Utility Training**

This training program is intended to provide basic skills for entry-level Lineman Utility workers. The student will learn safety, resume building and interview skills, test prep, basic electrical circuits, truck driver training, pole climbing and ground man skills. For additional information, call 575-492-4713.

#### **Oil & Gas Training**

This department is focused on training to develop knowledge and skills related to the oil and gas industry. For additional information, call 575-492-4703.

#### **Transportation Training**

The Transportation Training department offers CDL, CDL Test Prep, Defensive Driving, Driver Education, and DWI Education Training. Upon successful completion of each course, a certificate is issued. This Department adheres to Federal and State of New Mexico Transportation rules and regulations. For additional information, call 575-492-2651.

#### **Workforce Training**

The Workforce Training department oversees all professional development and customized training opportunities at New Mexico Junior College. Professional development training opportunities are scheduled trainings that take place at the NMJC Training & Outreach Facility for a set price, offered at various times throughout the year. Customized training opportunities are developed based on demand and can be offered on-site of a business or on the NMJC campus. For additional information, call 575-492-4713.

## **COURSE DESCRIPTIONS**

### **INSTRUMENTATION & CONTROLS TRAINING**

Courses are offered in modules, which prepares the student to take Mastery of Skills tests for each module of training.

#### **Core Knowledge & Skills Certificate Module courses are taken in this order:**

**Workplace Safety** - required. Can be taken through Workforce Training. (16 hours)

**Maintenance Tools and Fasteners** (8 hours)

The course is designed to introduce or familiarize the students with all electrical and hand tools and fasteners, especially the types used in an Instrumentation & Controls career.

**Introduction to Mechanical Systems** (24 hours)

This course will introduce the student to the mechanical side (electric motors) of Instrumentation & Controls careers. The student will see the end result of the I&C systems. The student will set up different types of electrical motor, align motors, shafts, and define; work, horsepower, inertia, velocity and torque. This class has a hands-on component.

**Applied Mathematics and Measurements** (40 hours)

This course can teach the student basic math for the first time or reinforce what a person might have forgotten through the years. The class is addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. Also covered are area, volume, and measurement.

**Electrical Laws and Principles** (24 hours)

This course is set up to teach the student about current, resistance, and power, along with the laws that govern them, such as Ohm's law. Different types of electrical devices that can be installed in electrical circuits are covered. This course has a hands-on component.

**Basic Electrical Circuits** (24 hours)

This course teaches the student how series and parallel circuits work with switches, resistors, motors, lights, and other electrical devices. Also covered are how to solve values for series, parallel, and combination circuits. This course has a hands-on component.

#### **Electrical Maintenance Technician Certificate Module courses are taken in this order:**

**AC and DC Electrical Systems** (24 hours)

The student will learn about Magnetism and compare AC and DC electrical circuits and the components that make them up. The student will also learn about the AC Sine wave generation and frequency, period, peak, peak to peak, RMS and average values. This course contains a hands-on component.

**Inductance and Capacitance** (16 hours)

The course defines inductance and capacitance, how each device works in an electrical system, and inductive



and capacitive reactance in circuits. This course has a hands-on component.

**Transformers (16 hours)**

This course defines the term and explains the operation of transformers. It also explains the turn ratio in step up, step down and isolation transformers, and how to connect and measure output values of transformers. This course has a hands-on component.

**Conduit and Raceway Systems (24 hours)**

In this course, the student learns the different types of metallic and non-metallic conduits, the wide range of connections and installations considerations for different types of conduit, and how to bend conduit and install conduit systems.

**Conductors Types and Sizing (24 hours)**

This course teaches the student about grounded, ungrounded, and types and sizes of conductors. Also explained are differences between insulated, covered, and bare conductors and different types of insulation. The student learn what ampacity is and the conductor sizes needed.

**Overcurrent Protection Devices and Sizing (24 hours)**

Students learn the different between short circuits, ground fault and overloads, and the different sizes and types of fuses and breakers used as OCPD.

**AC and DC Motors (32 hours)**

The student learns the parts and operation of series, shunt and compound DC motors. The student learns the parts and operation of single phase and 3-phase AC motor. The student also performs wiring of AC and DC motor systems with different controls.

**Basic Controls (40 hours)**

This course teaches the student basic principles of electric motor controls by being able to identify and demonstrate the utility of different types of motor controls and current protection devices. The student will also learn a deep understanding of Lockout/Tag-out procedures.

**Sensors (16 hours)**

The student learns to identify and discuss the operation of sensing operator input, part presence, pressure, level, and temperature and to install them in control systems.

**Trouble Shooting/PLC (24 hours)**

This course teaches the student different ways of trouble-shooting electrical systems. Understanding the equipment and how it works makes the process easier. The student will learn the best starting place to trouble shoot an electrical system.

**Mechanical Maintenance Technician Certificate Module courses are taken in this order:**

**Lubrication Fundamentals (12 hours)**

The student in this course learns the terms associated with lubrication of mechanical systems. The student learns the difference between types of lubricants and their use as well as many lubrication methods and application.

**Bearing Fundamentals (12 hours)**

The student learns to identify the different types of bearings, also the use and operation of bearings. The students will learn the removal installation of bearings.

**Motor Transmission Systems I (Belts) (32 hours)**

Students will learn types of belts, belt codes, and terminology. The course teaches how to install, align, and properly tension a belt drive system.

**Motor Transmission System II (Chains) (32 hours)**

This course teaches the student to identify different types, sizes, and measurement of chains, and the sprockets that match the chains. The student will learn how to install, align, and tension chain drive systems properly.

**Motor Transmission System III (Gears) (32 hours)**

The course teaches the student to identify different types, sizes, and terminology for gear driven systems. The student will learn to install and align gear systems with proper backlash and to check for excessive wear on gear teeth.

**Fundamentals of Hydraulics (24 hours)**

The student learns to define force, pressure, and resistance using pressure measurements. The course teaches how a hydraulic pump operates and what cavitation is. Pressure development, force transmission, linear and rotary actuators, as well as pressure, directional and flow controls are discussed. The student learns to build and operate these systems with manual controls.

**Electrically Controlled Hydraulics (24 hours)**

The student learns to control the same systems, used in Fundamentals of Hydraulics, with electrical controls and PLC's (Programmable Logic Controllers).

**Fundamentals of Pneumatics (24 hours)**

This course teaches the differences (and similarities) between hydraulic, pneumatic, and electrical systems. The student will learn compression, preparation, flow control, and directional control of pneumatics. The student will learn to build and operate various Pneumatic systems, with manual controls.

**Electrically Controlled Pneumatics (24 hours)**

The student will learn to control the same systems used in Fundamentals of Pneumatics, with electrical controls and PLC's (Programmable Logic Controllers).

**Electrical and Instrumentation Certificate Module courses are taken in this order:**

**Variable Speed Drives (24 hours)**

The student will learn the operation and components of a variable speed drive and the parameters associated with variable speed drives, learning to install and configure variable speed drive for operation of a motor and remote push buttons for control of a variable speed drive. This course has a hands-on component.

**Fundamental (Beginning) Programmable Logic Controllers (PLC) (24 hours)**

The student learns PLC Hardware, Number Systems, PLC Communications, and PLC Data Files. The student will also learn Timer Instructions, Comparison Instructions, PLC Documentation and Troubleshooting. This course has a hands-on component.

**Intermediate Programmable Logic Controller (24 hours)**

The student will review topics from the Fundamentals course and review PLC Communications. The student will learn Master Control Reset, Jump and Label Instruction, Jump and Subroutine instruction and Temporary End Instruction as well as Move, Masked Move, File Fill, Clear, and Bit Shift Instructions. Also taught are Utilizing the Search Feature and Identifying Faults via Ladder programs. This course has a hands-on component.

**Advanced Programmable Logic Controller (24 hours)**

The student learns CompactLogix Hardware, Communications Setup, CompactLogix Memory Organization and Introduction to Studio5000 Software. The student will also learn Introduction to Tags, Creating and Editing Tags, Data Types and Ladder Programming, Function Block, Sequential Function Chart Programming, and Structured Text. This course has a hands-on component.

**Instrumentation and Process Control (80 hours)**

The student will learn about open and closed loops, on/off and PID controls, and P&ID Symbols and Components. The student will learn to install and manually control flow, level and pressure circuits, and differential pressure measurement of flow, level and pressure, 4-20mA, 0-10v 3-15psi process signals as well as differential pressure transmitters for flow, level and pressure, and calibrate pneumatic valves. The student will learn to install and tune P, PI, and OI loops for flow, level and pressure control. This class has a hands-on component.

**LINEMAN UTILITY TRAINING (338 hours)**

This program includes safety, soft-skills, and hands-on training to prepare students for entry level positions. Training components include Climbing School, Ground Man School, CDL Training, Basic Electrical Circuits, soft-skills, and safety.

## OIL & GAS TRAINING

### **Basic Crude Oil Economics (4 hours)**

This four-hour course provides information to understand the basic economics associated with crude oil pricing. It focuses on the numerous factors affecting the price of oil and provides a clear explanation of the cycles we experience in this industry.

### **Drone Operation – Basic Level (8 hours)**

This one-day class provides hands-on training to learn the safe operation of a sUAS (Small Unmanned Aerial Systems). It is designed so those with little or no experience can learn the rules/regulations while gaining experience and confidence with hands-on drone operation. This course is designed with 75% of the day focused on flying. At the completion of this course the student should have the ability to safely and confidently operate a drone to visually inspect outdoor structures, equipment, tank batteries, and flow lines.

### **Drone Operation – Part 107 (8 hours)**

This one-day class provides the information required to pass the FAA's Remote Pilot Exam. This course discusses the material, provides explanations, and answers questions. This course is highly recommended prior to the FAA test, as a significant portion of the test material will require an understanding of airport operations such as weather reports and sectional maps. If an individual operates a drone as part of business responsibilities, such as inspecting structures, equipment, tank batteries, and flow lines, an FAA Remote Pilot Certificate is required.

### **Introduction to the Oil and Gas Industry (16 hours)**

This two-day course provides a big picture overview of the oil and gas industry. It is ideal for non-technical personnel that want to understand this industry. It covers oil and gas history, terminology, drilling/exploration, production, refining, and economics.

### **Lease Pumper Training (90 hours)**

This ten-day course combines fundamental classroom and on-site training in Lease Operator responsibilities and skills. It is designed to provide high quality training for those seeking an entry level position as a Lease Operator. Learning the safe and effective operation of the lease is the goal of this training. Downhole, wellhead, and tank battery operations are major focus areas.

### **Math for the Oilfield (6 hours)**

This six-hour course is designed to help current and future oilfield workers understand the simple but unique calculations used every day in the oil and gas industry.

### **Surface Production and Separation Equipment (4 hours)**

This four-hour class is designed to familiarize oilfield employees with the basic design and function of production equipment from the wellhead to the sales line. This training is both in the classroom and outside at the Oil and Gas Training Ground. It is ideal for personnel with responsibilities on producing locations to improve safety and efficiency.

### **Well Control Certification (24 to 40 hours)**

IADC WellCap and WellSharp training are three to five-day programs that provide classroom-based instruction and hands-on simulator training to familiarize the student with realistic well control situations. Well control certification is required for supervisory personnel involved in drilling, completions, and/or workovers.

## TRANSPORTATION TRAINING

### **CDL Prep Class** (2 evenings, 3.5 hours each)

CDL Prep Class gives students the core knowledge base to prepare them to successfully pass the required CDL permit tests at the Department of Motor Vehicle (MVD).

### **Three-Week CDL Training Program** (3 weeks, 120 hours)

This course includes 120 hours of hands-on training, including Orientation, Simulation Training, Skills Training, and On-the-Road Truck Driving Training. It also includes the use of the NMJC Truck for the licensing exam and the exam fee (one time only).

### **Two-Week CDL Training Program** (2 weeks, 80 hours)

This course includes 80 hours of hands-on training, including Orientation, Simulation Training, Skills Training, and On the

Road Truck Driving Training. It also includes the use of the NMJC Truck for the licensing exam and the exam fee (one time only). Requires evaluation to qualify for two-week course.

### **Defensive Driving** - *Offered in English or Spanish* (6-8 hours)

This course is approved by the State of New Mexico and the National Safety Council and will teach students to drive defensively. A certificate is awarded upon successful completion and may entitle the student to insurance discounts or deferral of a ticket for a traffic violation.

### **Driver Education** (56 hours)

This course is required for persons under 18 years of age to obtain a New Mexico driver's license. This course is taught in the classroom and teaches laws, rules, attitudes, and techniques required to be a safe driver, including the theory of driving techniques required in today's traffic. This program is licensed by the state of New Mexico and Traffic Safety Division of the New Mexico Department of Transportation.

### **DWI School** - *Offered in English or Spanish* (12 hours)

This course is designed for individuals sentenced by the courts to attend DWI school. Each class meets a total of 12 instructional hours. Students are required to attend classes in consecutive order. This course is registered with the New Mexico Traffic Safety Bureau.

## WORKFORCE TRAINING

### **OSHA-Authorized Safety Training (TEEX) (hours vary)**

These courses provide the knowledge and skills necessary to create a safe workplace for employees and to maintain voluntary compliance with OSHA regulations. Taught by professionals for professionals, instructors are experts with years of field experience in compliance training for construction, general industry, hazardous materials, instructor development, leadership and supervision, and oil and gas/petrochemical and safety.

### **EMT Training (Basic, Advanced, and Refreshers) (hours vary)**

Throughout the year, the Basic and Advanced level EMT training is offered to those currently affiliated with a department and those looking to enter the industry. Refreshers are also offered to help those who are already working with a department to meet their training requirements for the year.

### **Microsoft Office Trainings (hours vary)**

We offer one-day trainings at various levels (Beginner, Intermediate, and Advanced) for various Microsoft Applications such as Excel, Word, PowerPoint, and Access. All one-day trainings include workbooks.

### **Clinical Medical Assistant (160 hours)**

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks, including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physicians' offices, clinics, chiropractors' offices, hospitals and outpatient facilities.

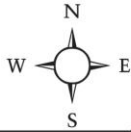
### **Dental Assistant (60 hours)**

The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting, focusing on the responsibilities required to function as an assistant in a dental practice. In addition to facilitating entry-level administrative positions, this course is ideal for students interested in pursuing a future formal dental hygienist program.

*The list above is not all-inclusive, but is intended to give you an idea of the types of trainings that are available. The majority of professional development and customized training classes offered are fueled by demand and the economy. For more information or to request a specific training, please call 575-492-4713.*

### Map Legend

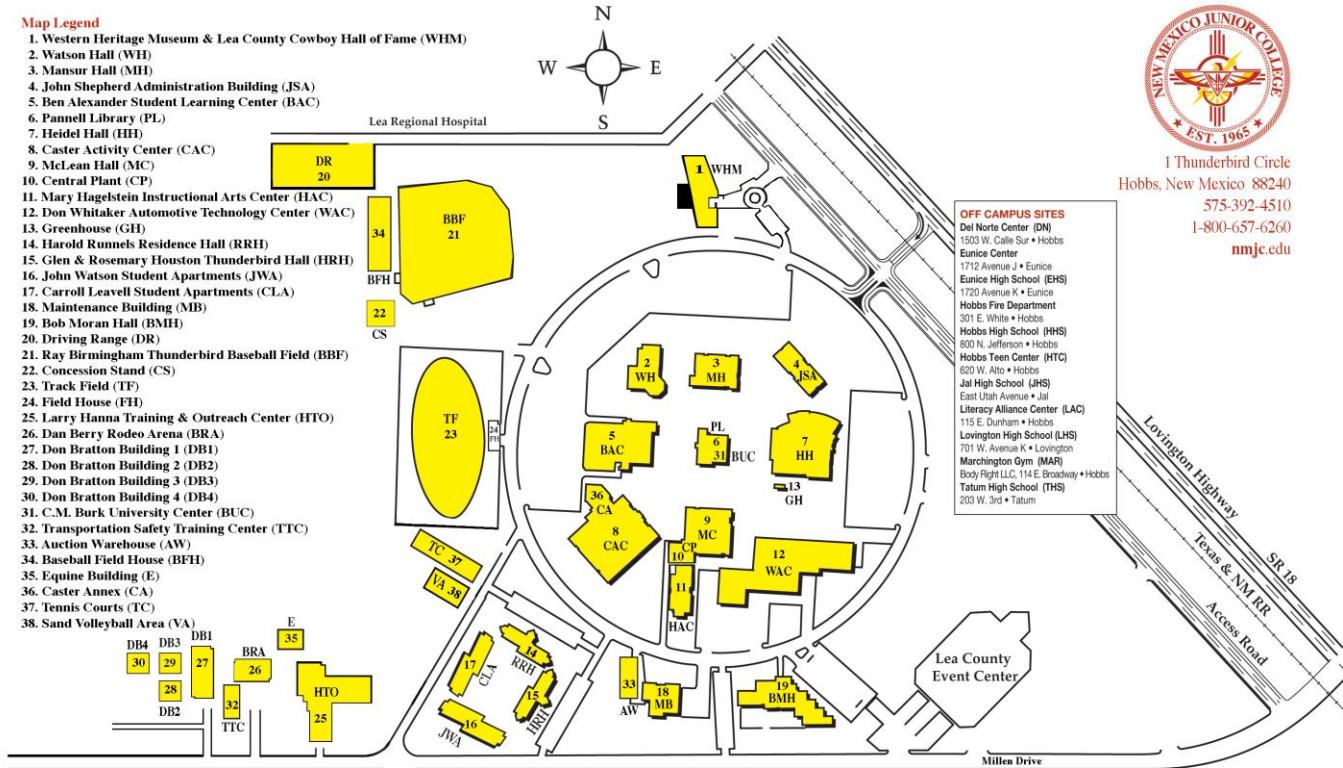
1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHM)
2. Watson Hall (WH)
3. Mansur Hall (MH)
4. John Shepherd Administration Building (JSA)
5. Ben Alexander Student Learning Center (BAC)
6. Pannell Library (PL)
7. Heidel Hall (HH)
8. Caster Activity Center (CAC)
9. McLean Hall (MC)
10. Central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



1 Thunderbird Circle  
Hobbs, New Mexico 88240  
575-392-4510  
1-800-657-6260  
nmjc.edu

### OFF CAMPUS SITES

- Del Norte Center (DN)  
1503 W. Calle Sur • Hobbs
- Eunice Center  
1712 Avenue J • Eunice
- Eunice High School (EHS)  
1720 Avenue K • Eunice
- Hobbs Fire Department  
301 E. White • Hobbs
- Hobbs High School (HHS)  
800 N. Jefferson • Hobbs
- Hobbs Teen Center (HTC)  
620 W. Alto • Hobbs
- Jal High School (JHS)  
East Utah Avenue • Jal
- Literacy Alliance Center (LAC)  
115 E. Dunham • Hobbs
- Lovington High School (LHS)  
701 W. Avenue K • Lovington
- Marchington Gym (MAR)  
Body Right LLC, 114 E. Broadway • Hobbs
- Tatum High School (THS)  
203 W. 3rd • Tatum



## TRAINING & OUTREACH BUILDINGS

### 25. Larry Hanna Training and Outreach Facility

The Larry Hanna Training and Outreach Facility 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 housed in this facility: Workforce Training, Professional Development, Oil & Gas Program, Transportation and CDL Training, Continuing Education, Events/Facility Rental, New Horizons Foundation, Small Business Development Center, and also houses the Office of the Vice President – Training & Outreach/CEO of New Horizons Foundation. This division provides non-credit courses for workforce training, professional development, and life-long learning.

### 27. Don Bratton Building 1

This is one of the training facilities included in the Don Bratton Energy Technology Center. Don Bratton Building 1 is home to the NMJC Instrumentation & Controls Program and houses classrooms, lab, and offices.

### 28. Don Bratton Building 2

This is one of the training facilities included in the Don Bratton Energy Technology Center.

### 29. Don Bratton Building 3

This is one of the training facilities included in the Don Bratton Energy Technology Center.

### 30. Don Bratton Building 4

This is one of the training facilities included in the Don Bratton Energy Technology Center.

### 32. Transportation Training Center

This building contains the classroom and offices for CDL training.

## TRAINING & OUTREACH STAFF

## Administration

**Jeff P. McCool**

B.B.A.  
M.B.A.

**Vice President – Training & Outreach/  
CEO of New Horizons Foundation**

New Mexico State University (1989)  
Eastern New Mexico University (2000)

## Staff

**Dennis Holmberg**

**Brandon E. Hunt**

A.A.  
B.B.A.

**Kimberly K. Latimer**

**Edward G. “Jerry” Morris**

B.S.

**Jennifer Chauncey**

A.A.

**Steve B. Saucedo**

A.A.  
B.A.S.  
M.B.A.

**Jerry Sierra**

**O. Kelly Tooker**

B.S.

**Jeffrey D. Walker**

Certificate:

**Interim Executive Director – New Horizons Foundation**

**Director of Small Business Development Center**

New Mexico Junior College (2000)  
College of the Southwest (2002)

**Program Planner – Continuing Education**

**Facilitator – Instrumentation & Controls Program**

New Mexico State University (1982)  
New Mexico Contractor License

**Coordinator of Facility Scheduling**

Penn Foster University (2003)

**Director of Workforce Training**

New Mexico Junior College (2001)  
College of the Southwest (2003)  
Eastern New Mexico University (2015)

**CDL Trainer**

**Director of Oil & Gas Technology**

Texas Tech University (1981)

**Coordinator of Transportation Training**

Las Cruces Police Academy (1995)

## Continuing Education

Continuing Education at NMJC offers students the opportunity to explore new activities for personal growth and enjoyment. Enjoy flexible, short-term classes designed to develop new interests without the pressure of taking tests. Develop your creativity while broadening your scope of entertainment. Topics range from dancing, personal finance, exercise, childbirth education, healthy cooking, and much more.

Course topics are subject to change each session. Refer to NMJC’s web site to explore what is available. Call 575-492-4707 for more information.



## 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 the content of the class.

Accounting	AC	Geography	GG
Agriculture	AG	Geology	GE
Anthropology	AN	Government	GO
Animal Science	ANSC	Hazardous Materials Environmental Technology	HM
Art	AR	History	HI
Automotive Technology	AT	Home Economics	HE
Automotive Technology—Ford Motor Company	FM	Law Enforcement Academy	LA
Automotive Technology—General Motors	GM	Mathematics	MA
Biology	BI	Medical Terminology	ME
Business	BS, BU	Music	MU
Chemistry	CH	Nursing	NU
Computer Science	CS	Philosophy	PI
Correctional Academy	CA	Physical Education	PY
Cosmetology	COSM	Physics	PH
Criminal Justice	CJ	Psychology	PS
Drama / Theatre	DR	Religion	RE
Economics	EC	Sign Language	SL
Education	ED	Sociology	SO
English	EN	Spanish	SP
Energy Technology	ENGT	Speech / Communications	SE
Entertainment & Music Technology	ENMT	Transitional Studies	TS
		Welding	WE

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should 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 year of study.

The 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). The equivalent New Mexico Common Course Numbers for approved NMJC general education courses can be found immediately following the applicable course credit hour. 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).

## Course Descriptions

### Credit Hours

The credit hours you will receive for completing the course are under the course title. 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.

### 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.

### Prerequisites & Corequisites

Some courses have prerequisites or courses you must successfully complete before enrolling in that course. Exceptions can be made with the instructor’s approval. If you enroll in a course in which you do not have the prerequisites without the instructor’s permission, you may be dis-enrolled. 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. Co-requisites are courses taken during the same semester.

# Course Descriptions

## Accounting (AC)

### **AC 113 Introduction to Accounting**

3 Credit Hour

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 preparation of financial statements. Basic computerized accounting procedures are introduced.

### **AC 114 Principles of Accounting I**

4 Credit Hours

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

### **AC 124 Principles of Accounting II**

4 Credit Hours

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the courses will discuss the accumulation and classification of costs as well demonstrate the difference between costing systems.

### **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**

3 Credit Hours

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. Prerequisite: AC 124 Principles of Accounting II

### **AC 213A Spreadsheets & Payroll Accounting**

3 Credit Hours

This course employs a computerized approach to the accounting environment. The focus will be on Excel and Payroll Accounting. In the Excel environment, numerous applications including book reconciliations, depreciation schedules, accounts receivable, accounts payable, journals, and worksheets will be covered. In the payroll environment, problems concerning unemployment law, fair employment law, human resource systems, social security, and income tax withholding will be solved using software provided. This is designed for students with limited or not background in computers.

Prerequisite: AC 114 Principles of Accounting I & SC 123B Introduction to Accounting

### **AC 223 Intermediate Accounting II**

3 Credit Hours

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.

Prerequisite: AC 213 Intermediate Accounting I

### **AC 223B Computerized Accounting**

3 Credit Hours

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

Prerequisite: AC 124 Principles of Accounting II

### **AC 231-233 Accounting Cooperative Work Experience**

Variable Credit Hours: 1, 2, 3

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.

Prerequisite: AC 124 Principles of Accounting II

### **AC 233A Income Tax**

3 Credit Hours

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.

Prerequisite: AC 114 Principles of Accounting I

# Course Descriptions

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## Agriculture (AG)

### **AG 111                      Careers in Agriculture**

1 Credit Hours

Introduction to scientific disciplines and career options in animal science and agriculture industry. Focus will be on the skill development including resume preparation, networking, importance of internships, and leadership and leadership experiences in animal agriculture.

### **AG 123C                     Computers in Agriculture**

3 Credit Hours

This course is designed to introduce students to computer applications as well as 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.

### **AG 213A                     Agribusiness Management**

3 Credit Hours

This course covers many of the areas of expertise that today's managers must master including finance, marketing, operations, forms of business ownership, organizational management, and human resources. This course pays special attention to the distinct challenges faced by managers in the food and agribusiness system.

## Anthropology (AN)

### **AN 123                      Introduction to Cultural Anthropology**

3 Credit Hours

(NMCCNS ANTH 2113)

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.

### **AN 193                      Introduction to Folklore**

3 Credit Hours

This course surveys folklore in a global context, with a comparative emphasis on ways in which individuals and groups use beliefs, songs, stories, sayings, dances, festivals, and artifacts to address issues of identity, authenticity, and authority in complex societies.

## Animal Science (ANSC)

### **ANSC 103                   Equine Science**

3 Credit Hours

This course is designed to introduce students to the history, breeds, anatomy, selection, genetics, reproduction, nutrition, and management of the horse.

### **ANSC 113                   Introduction to Veterinary Science**

3 Credit Hours

This course is an introductory course in veterinary science. It will cover basic information about animal health, handling, nutrition, reproduction, genetics, facilities, maintenance, anatomy and physiology, and business management.

### **ANSC 114                   Introduction to Animal Science**

4 Credit Hours

This course is an introduction to the livestock industry and provides a survey of modern animal science. It will include application of physiology, meat science, genetics, endocrinology, and nutrition as well as breeding selection, feeding, and management of farm animals. Areas covered include sheep, swine, cattle, and horses.

Concurrent enrollment in ANSC 114L (laboratory) is required.

### **ANSC 203                   Animal Metabolism & Nutrition**

3 Credit Hours

This course will explore the mechanisms of animal metabolism and nutrition as they relate to production, maintenance, performance, and health of animals.

### **ANSC 213                   Meat Science**

3 Credit Hours

This course will cover the fundamental aspects of the red meat industry. Lecture topics will include the nutrient value of the meat, meat preservation, meat safety, muscle structure and contraction, slaughter and processing of beef, lamb, and pork, sausage manufacture, meat cutting, meat cooker, and muscle and bone anatomy. Several field trips may be included with this course.

# Course Descriptions

## Animal Science (ANSC), cont.

### **ANSC 214 Farm Animal A&P**

4 Credit Hours

This course will cover structure and function of the animal body. It will include studies of the horse, cow, sheep, and pig. It will make comparisons to the human body and have application to real life animal husbandry.

### **ANSC 223 Introduction to Genetics**

3 Credit Hours

Introduction to genetics and inheritance relative livestock production and the use of performance information in livestock improvement programs. Covers fundamental principles of reproduction, variation, and heredity in plants and animals.

## Art (AR)

### **AR 113 Art Appreciation (NMCCNS ARTS 1113)**

3 Credit Hours

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.

### **AR 113A Drawing I**

3 Credit Hours

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 basic rendering techniques and skills formation, which includes perceptual and aesthetic development.

### **AR 113D Digital Photography**

3 Credit Hours

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.

### **AR 123A Drawing II**

3 Credit Hours

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.

Prerequisite: AR 113A Drawing I or permission of the instructor

### **AR 123D Advanced Digital Photography**

3 Credit Hours

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.

Prerequisite: AR 113D Digital Photography or permission of the instructor

### **AR 191-296 (A-Z) Special Topic**

Special topics are offered occasionally and the selection is different every semester. Special Topic courses do not repeat material presented by regular semester courses.

The purpose of special topics is to provide students with new, one-time, and developing courses. The specific topic is announced each semester.

### **AR 193F Photoshop**

3 Credit Hours

This course provides students with the capability to use Adobe Photoshop graphics software on a computer. This is a basic foundation course in the use of electronic techniques to select, manipulate, and edit images; work with masks, channels and layers; combine raster and vector graphics; print in color; manage color; and create graphics for the web. This is a three credit hour course.

### **AR 213A Painting I**

3 Credit Hours

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.

### **AR 213B Ceramics I**

3 Credit Hours

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.

# Course Descriptions

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## Art (AR), cont.

### **AR 223A            Painting II**

3 Credit Hours

This course is a continuation in skills formation, technique, and expressive development studied in Painting I. The student will be encouraged to develop paintings that focus on a personal area of interest while applying the concepts presented in class.

Prerequisite: AR 213A Painting I

### **AR 223B            Ceramics II**

3 Credit Hours

This course is a continuation of AR 213B Ceramics I with greater emphasis on individual maturation within the ceramic discipline.

Prerequisite: AR213B Ceramics I or permission of the instructor

## Automotive Technology (AT)

### **AT 113            Engine Repair**

3 Credit Hours

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.

### **AT 114A           Cooperative Work Experience I**

4 Credit Hours

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.

### **AT 114B           Cooperative Work Experience II**

4 Credit Hours

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.

### **AT 123C           Brake Systems**

3 Credit Hours

This course covers the operating principles, service, and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only.

### **AT 124            Electronics**

4 Credit Hours

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.

### **AT 124A           Engine Performance**

4 Credit Hours

This course covers automotive systems related to engine performance and drivability. Areas of instruction include ignition systems, fuel systems, and computerized engine controls, drivability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only.

### **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**

2 Credit Hours

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.

# Course Descriptions

## Automotive Technology (AT), cont.

### **AT 213A            Manual Drive Trains and Axles**

3 Credit Hours

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.

### **AT 213B            Heating and Air Conditioning Systems**

3 Credit Hours

This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only.

### **AT 213C            Automatic Transmissions and Transaxles**

3 Credit Hours

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.

### **AT 223B            Suspension and Steering Systems**

3 Credit Hours

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.

### **AT 223C            Automotive Service Management**

3 Credit Hours

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.

## Automotive Technology—Ford Motor Company (FM) ASSET

### **FM 113            Technology for Technicians**

3 Credit Hours

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.

### **FM 114            Automotive Fundamentals**

4 Credit Hours

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. Open to Ford ASSET students only.

### **FM 114A           Cooperative Work Experience I**

4 Credit Hours

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.

### **FM 114B           Cooperative Work Experience II**

4 Credit Hours

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.

### **FM 114C           Cooperative Work Experience III**

4 Credit Hours

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.

### **FM 124            Electronics I**

4 Credit Hours

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. Open to Ford ASSET students only.

# Course Descriptions

## Automotive Technology—Ford Motor Company (FM) ASSET, cont.

### **FM 124A Engine Performance I**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II

### **FM 124B Electronics II**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisites:** FM 114 Automotive Fundamentals and FM 124 Electronics I

### **FM 124C Brake Systems**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II

### **FM 124D Diesel Engine Operations**

4 Credit Hours

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 drivability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II

### **FM 124E Electronics III**

4 Credit Hours

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. **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**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II

### **FM 214 Engine Repair**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisite:** FM 114 Automotive Fundamentals

### **FM 214A Manual Drive Train and Axles**

4 Credit Hours

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. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II

### **FM 214B Heating and Air Conditioning**

4 Credit Hours

This course will cover the operation, diagnosis, service, and repair of Ford Motor Company's heating and air conditioning systems. Open to Ford ASSET students only. **Prerequisite:** FM 124B Electronics II



# Course Descriptions

## Automotive Technology—Ford Motor Company (FM) ASSET, cont.

### **FM 214C            Automatic Transmissions and Transaxles**

4 Credit Hours

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. Open to Ford ASSET students only. Prerequisite: FM 124B Electronics II

### **FM 224            Engine Performance Operation & Diagnosis**

4 Credit Hours

This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), OBDII, drivability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and PC-based diagnostics. Open to Ford ASSET students only. Prerequisite: FM 124B Electronics II and FM 124E Electronics III

### **FM 224A           Cooperative Work Experience IV**

4 Credit Hours

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. Open to Ford ASSET students only.

### **FM 224B           Suspension and Steering Systems**

4 Credit Hours

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. Open to Ford ASSET students only. Prerequisite: FM 124B Electronics II.

### **FM 224C           Cooperative Work Experience V**

4 Credit Hours

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.

### **FM 224C           Advanced Drivability and Diagnostics**

4 Credit Hours

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. Open to Ford ASSET students only. Prerequisites: FM 124B, FM 224, and FM 124D

## Automotive Technology—General Motors (GM) ASEP

### **GM 113            Technology for Technicians**

3 Credit Hours

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. Open to GM ASEP students only.

### **GM 114            Automotive Fundamentals**

4 Credit Hours

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.

### **GM 114A           Cooperative Work Experience I**

4 Credit Hours

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.

### **GM 114B           Cooperative Work Experience II**

4 Credit Hours

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.

# Course Descriptions

## Automotive Technology—General Motors (GM) ASEP, cont.

### **GM 114C            Cooperative Work Experience III**

4 Credit Hours

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.

### **GM 124            Electronics I**

4 Credit Hours

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.

### **GM 124A           Engine Performance I**

4 Credit Hours

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.

### **GM 124B           Electronics II**

4 Credit Hours

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.

### **GM 124C           Brake Systems**

4 Credit Hours

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.

### **GM 191-296 (A-Z)    Special Topic**

Special topics courses 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**

4 Credit Hours

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.

### **GM 214A           Manual Drive Train and Axles**

4 Credit Hours

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.

### **GM 214B           Heating and Air Conditioning**

4 Credit Hours

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.

### **GM 214C           Automatic Transmissions and Transaxles**

4 Credit Hours

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.

### **GM 214D           Electronics III**

4 Credit Hours

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. Prerequisite: GM 124B, GM Electronics II

### **GM 224            Engine Performance II**

4 Credit Hours

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.

# Course Descriptions

## Automotive Technology—General Motors (GM) ASEP, cont.

### **GM 224A**                    **Cooperative Work Experience IV**

4 Credit Hours

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.

### **GM 224B**                    **Suspension and Steering System**

4 Credit Hours

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.

### **GM 224C**                    **Cooperative Work Experience V**

4 Credit Hours

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.

### **GM 224D**                    **New Product Issues**

4 Credit Hours

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.

## Biology (BI)

### **BI 114**                    **General Biology I**

4 Credit Hours

(NMCCNS BIOL 1113/1111)

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.

### **BI 124**                    **General Biology II**

4 Credit Hours

(NMCCNS BIOL 1123/1121)

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.

### **BI 134**                    **Biology I for Science Majors**

4 Credit Hours

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.

### **BI 144**                    **Biology II for Science Majors**

4 Credit Hours

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.

### **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**

4 Credit Hours

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. Prerequisites: College level biology course (BI 114, BI 124, BI 134, BI 144, or BI 224)

# Course Descriptions

## Biology (BI), cont.

### **BI 224                      Microbiology**

4 Credit Hours

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. Prerequisites: College level biology course (BI 114, BI 124, BI 134, BI 144, or BI 214A)

### **BI 224A                    Human Anatomy and Physiology II**

4 Credit Hours

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 pre-professional students or by consent of the instructor. Prerequisite: BI 214A Human Anatomy & Physiology I or consent of the instructor

### **BI 224B                    Human Anatomy and Physiology**

4 Credit Hours

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. Prerequisite: BI 114 General Biology I, BI 134 Biology I for Science Majors

## 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**

3 Credit Hours

Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

### **BS 223                      Business Law II**

3 Credit Hours

This course is a continuation of the study of the principles of law emphasizing property commercial paper, secured transactions, creditors' rights, insurance, agency, employment, business organizations, real property, and estates.

### **BU 111C, 112C, 113C    Cooperative Work Experience in Management**

1-3 Credit Hours

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**

3 Credit Hours

Introduction to the fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

### **BU 113E                    Business English**

3 Credit Hours

This course will focus on an intensive study of grammar, punctuation, and word usage necessary for success in the business world.

### **BU 113F                    Business Calculating Machines**

3 Credit Hours

This course includes training and practice on both the computer 10-keypad and an electronic 10-calculator. Emphasis is on 10-key touch control and business related calculations.

### **BU 123B                    Records Management**

3 Credit Hours

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.

# Course Descriptions

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## Business (BS, BU), cont.

### **BU 123C Office Procedures**

3 Credit Hours

This is a capstone course for running a business office. It is a culmination of the skills learned throughout the program with additional training and procedures. Prerequisite: BU 113E Business English

### **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**

3 Credit Hours

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities.

### **BU 213A Principles of Finance**

3 Credit Hours

Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

### **BU 213F Personal Financial Management**

3 Credit Hours

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.

### **BU 213G Supervision**

3 Credit Hours

This course examines the role of supervisory management and its importance to the over-all success of any organization.

### **BU 223A Principles of Marketing**

3 Credit Hours

Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include; the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

### **BU 223B Human Resource Management**

3 Credit Hours

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.

### **BU 223C Small Business Management**

3 Credit Hours

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.

### **BU 223D Entrepreneurship**

3 Credit Hours

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.

### **BU 223E E-Commerce**

3 Credit Hours

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.

### **BU 243 Business and Professional Communication**

3 Credit Hours

This course develops the interpersonal, small group, and public communication skills most useful in business relationships and professional organizations.

# Course Descriptions

## Chemistry (CH)

### **CH 114                    Current Concepts of Chemistry**

4 Credit Hours

(NMCCNS CHEM 1113/1111)

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.

### **CH 114A                General Chemistry I**

4 Credit Hours

(NMCCNS CHEM 1213/1211)

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.

### **CH 124A                General Chemistry II**

4 Credit Hours

(NMCCNS CHEM 1223/1221)

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. 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**

4 Credit Hours

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. Prerequisite: CH 124A General Chemistry II or consent of instructor

### **CH 224                    Organic Chemistry II**

4 Credit Hours

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. Prerequisite: CH 214 Organic Chemistry I

## Computer Science (CS)

### **CS 103    Introduction to CIS**

3 Credit Hours

This course provides an introduction to Computer Information Systems. Topics include the history of computers, current computer technology and terminology, the Internet, software, systems, and societal issues related to computer use. (Laboratory – 2 Hours)

Prerequisite: CS 123D

### **CS 103A                Keyboarding & Document Processing I**

3 Credit Hours

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.

### **CS 103B                Keyboarding & Document Processing II**

3 Credit Hours

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. Prerequisite: CS 103A Keyboarding & Document Processing I

### **CS 113A                Basic Computers**

3 Credit Hours

This course is designed to teach students how to operate a computer. It assumes the student does not have basic computer skills. (Laboratory – 2 Hours)

# Course Descriptions

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## Computer Science (CS), cont.

### **CS 113C Internet Access Basics**

3 Credit Hours

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. Prerequisite: CS 123D Computer Applications

### **CS 113D Ethics and Technology**

3 Credit Hours

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. Prerequisites: CS 123D Computer Applications

### **CS 113F Introduction to Word Processing**

3 Credit Hours

This course is designed to give students a thorough understanding of word processing, including creating business documents, working with graphics and tables, and designing macros. The student should gain extensive hands-on experience in each facet of the application.

### **CS 114 Fundamentals of Programming**

4 Credit Hours

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.

Prerequisite: Student must have completed TS 113E Basic Math equivalent or higher.

### **CS 114B Introduction to Databases**

4 Credit Hours

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.

### **CS 123C Introduction to Web Development**

3 Credit Hours

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. Prerequisite: CS 123D Computer Applications

### **CS 123D Computer Applications**

3 Credit Hours

This course examines information systems and their impact on commerce, education, and personal activities by the utilization of productivity tools for communications, data analysis, information management and decision-making. The course will utilize the following productivity tools: word processing, spreadsheets, databases, and presentation graphics. The course assumes the student has basic computer skills. (Laboratory – 2 Hours)

### **CS 123G Advanced Computer Applications**

3 Credit Hours

This course is a continuation of Computer Applications. This course will include advanced concepts in word processing spreadsheets, databases, and presentation graphics. (Laboratory – 2 Hours) Prerequisite: CS 123D 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 213C Visual BASIC Programming**

3 Credit Hours

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. Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.

### **CS 214V Introduction to Virtualization**

4 Credit Hours

Virtualization is an increasingly popular solution for organizations of diverse sizes. IT professionals are required to understand, design, and implement virtualization solutions to provide agile, flexible, and cost effective computing resources to organizations. This course introduces students to virtualization technologies and identifies business benefits, reasons to adopt virtualization, and concerns or challenges of virtualization. This course is suitable for students who would like to gain practical knowledge on system virtualization and will allow students to gain hands-on experiences with common hosted and bare metal hypervisors. This is a three credit hour course.

# Course Descriptions

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## Computer Science (CS), cont.

### **CS 214J                    Java Programming**

3 Credit Hours

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 214N                    Networking Basics**

4 Credit Hours

This course is designed to provide the knowledge and skills needed to install, configure, and maintain a network for a small business as well as prepare students for networking certifications including Test-Out Network Pro and Comp TIA Network+.

### **CS 223E                    Advanced Web Development**

3 Credit Hours

This course is a continuation of CS 123C Introduction to Web Development. The main focus of study is on advanced web development technologies. Prerequisite: CS 123C Introduction to Web Development.

### **CS 223S                    Introduction to Operating Systems**

3 Credit Hours

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. Prerequisites: CS 214N Networking Basics

### **CS 224                      Introduction to Spreadsheets**

4 Credit Hours

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.

Prerequisite: CS 214N Networking Basics

### **CS 224M                    Computer Repair & Upgrade I**

4 Credit Hours

This course is designed to develop skills in regards to routine preventive maintenance of PC's hardware and software troubleshooting, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Upon successful completion of this course, the student will be prepared to attempt to take the A+ certification exam.

### **CS 224N                    Server Network**

4 Credit Hours

This course is designed to expose students to tasks and skills necessary to implement, troubleshoot, repair, and maintain interconnecting network devices. In covering the material, this course should help prepare students for certifications. Prerequisite: CS 214N Networking Basics

### **CS 233S                    Systems Architecture**

3 Credit Hours

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.

### **CS 234M                    Computer Repair & Upgrade II**

4 Credit Hours

This course is part II of the Computer Repair and Upgrade course. It is designed to acquire the knowledge and develop the fundamental skills to install, repair, upgrade, configure, troubleshoot, improve, perform basic computer networking, and preventive maintenance of PC's hardware and software. Upon successful completion of both Computer Repair and Upgrade I and II courses, the student will be prepared to attempt to take the Test-Out and Comp TIA A+ certification exams.

### **CS 234N                    Advance Server Network**

4 Credit Hours

This course prepares students for the Server Pro: Manage and Administer Certification by exposing students to Active Directory management, Group Policy configuration, file services management, DNS configuration, routing and remote access configuration, and deployment management. Prerequisite: CS 214N Networking Basics

### **CS 244N Network Security**

4 Credit Hours

This course is designed to prepare students for the Security Pro Certification, by introducing basic security concepts, terminology, and issues, along with the practical skills essential to security. Prerequisite: CS 214N Networking Basics



# Course Descriptions

## Correctional Academy (CA)

NOTE: The following courses are taught through the Corrections Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the Associate of Arts or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the corrections academy courses (CA), since the CA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a correctional officer.

### **CA 111X            Physical Training and Wellness for Corrections Officers**

1 Credit Hour

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.

### **CA 113J            Introduction to Corrections (same as CJ 113J)**

3 Credit Hours

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.

### **CA 123J            Corrections Officer Safety and Weapons Training (same as CJ 123J)**

3 Credit Hours

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.

### **CA 133J            Communication and Interpersonal Skills for the Correction Officer**

3 Credit Hours

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.

## Cosmetology (COSM)

### **COSM 111            Theory I**

1 Credit Hour

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.

### **COSM 111E            Esthetician Theory**

1 Credit Hour

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.

### **COSM 111M            Manicurist/Esthetician Theory**

1 Credit Hour

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.

### **COSM 111N            Nail Technology Theory**

1 Credit Hour

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.

### **COSM 112            Haircutting I**

2 Credit Hours

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.

### **COSM 112A            Haircutting II**

2 Credit Hours

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.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, AND COSM 142

# Course Descriptions

## Cosmetology (COSM), cont.

### **COSM 113            Theory**

3 Credit Hours

This course orients the student to the applied area of study, specifically in the areas of state laws and regulations, professional image, first aid, chemistry, electricity, job seeking, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field of study.

### **COSM 115            Manicuring / Pedicuring**

5 Credit Hours

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.

### **COSM 115A          Manicure / Pedicure**

5 Credit Hours

This course covers the theory, anatomy, physiology, preparation, procedures and practices, products, materials and implements. The theory of massage, advanced nail techniques, client consultation and recommendations as well as client recordkeeping and safety.

### **COSM 120          Haircutting/Beard Trimming**

10 Credit Hours

This course includes theory, anatomy, physiology, shaving, honing, stropping, preparation, procedures and practice. Use of shears, razor and clippers products, materials and implements, client consultation and recommendations, client record keeping and safety.

### **COSM 121          Theory II**

1 Credit Hour

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. Prerequisites: COSM 142 and the NM Board of Barbers and Cosmetologists Student License Permit Number

### **COSM 122          Natural Nail Care**

2 Credit Hours

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage, client consultation, and recommendations, as well as client recordkeeping and safety.

### **COSM 123          Advanced Nail Care**

3 Credit Hours

This course introduces students to artificial nail technology. The care and application of acrylic nails, nail wraps, gel systems, and other advanced artificial nail technology. Prerequisite: COSM 122 Natural Nail Care

### **COSM 124          Hairstyling**

4 Credit Hours

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, finger waving, air waving, and hair pressing. Students will perform consultations with clients including hair analysis, recommendations, and record keeping. Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

### **COSM 126          Haircutting**

6 Credit Hours

This course includes theory, anatomy, physiology, preparation, procedures and practice. Use of shears, razor and clippers products, materials and implements, client consultation and recommendations, client record keeping and safety.

### **COSM 132          Sterilization and Sanitation**

2 Credit Hours

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.

### **COSM 133          Sanitation, Sterilization and Bacteria**

3 Credit Hours

This course covers related theory and 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, infections and infection control and safety standards.

# Course Descriptions

## Cosmetology (COSM), cont.

### **COSM 142 Shampoo, Rinses, and Scalp Treatments**

2 Credit Hours

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.

### **COSM 143 Shampoo, Rinses and Scalp Treatments**

3 Credit Hours

This course covers theory, anatomy, physiology, preparation, procedures and practice, products, materials, implements, hair analysis, disorders of hair and scalp, hair and scalp treatments, related chemistry, client record keeping and safety.

### **COSM 153 Independent Study**

3 Credit Hours

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.

### **COSM 163 Hairstyling**

3 Credit Hours

This course combines theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and client consultation, related chemistry, client record keeping and safety.

### **COSM 191 Shampoo / Rinse HS Part 2**

1 Credit Hour

This course is for year one cosmetology high school students who will be transitioning into the college cosmetology program. This course covers preparation, procedures and practice, products, materials, implements and related theory, anatomy, physiology, hair analysis, disorders of the hair and scalp, related chemistry, client record keeping and safety.

### **COSM 191T Nail Tech Theory Spec. Topic**

1 Credit Hour

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.

### **COSM 192 Mani/Pedicuring for HS Part 2**

2 Credit Hours

This course is for year one high school cosmetology students to transition into the college cosmetology program. This course covers related theory, anatomy, physiology, preparation, procedure, and practice, products, materials and implements, theory of massage, client consultation and recommendations, client record keeping and safety.

### **COSM 192A Hairstyling Transition**

2 Credit Hours

This course combines theory and practice of hairstyling to include anatomy, physiology, preparation, practice, and procedures related to hairstyling along with associated materials and implements. Students will practice safety procedures and styling techniques including wet styling, blow drying, finger waving, air waving, and hair pressing.

### **COSM 194 Med/Ped Practicum Spec. Topic**

4 Credit Hours

This course is the capstone course for the Nail Tech 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.

### **COSM 211 Theory III**

1 Credit Hour

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. Prerequisites: COSM 225 and the NM Board of Barbers and Cosmetologists Student License Permit Number

### **COSM 212B Haircutting III**

2 Credit Hours

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. Prerequisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

# Course Descriptions

## Cosmetology (COSM), cont.

### **COSM 213      Hair Coloring**

3 Credit Hours

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. Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

### **COSM 215      Chemical Rearranging/Perms and Relaxers**

5 Credit Hours

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. Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

### **COSM 215A      Mani/Pedi Clinical Practicum 1**

5 Credit Hours

This is the first of a two-part 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.

### **COSM 215B      Mani/Pedi Clinical Practicum 2**

5 Credit Hours

This is the second of a two-part 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.

### **COSM 216      Chemical Rearranging/Perms and Relaxers**

6 Credit Hours

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. 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**

10 Credit Hours

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. Prerequisites: Completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of C or better in each class.

### **COSM 220A      Clinic Practicum I**

3 Credit Hours

This course is to apply by the instructor to strengthen student performance in curriculum related areas, or for supervised field trips and other course related training.

### **COSM 220B      Clinic Practicum II**

3 Credit Hours

This course is to apply by the instructor to strengthen student performance in curriculum related areas, or for supervised field trips and other course related training.

### **COSM 220C      Clinic Practicum III**

3 Credit Hours

This course is to apply by the instructor to strengthen student performance in curriculum related areas, or for supervised field trips and other course related training.

### **COSM 220E      Esthetician Practicum**

10 Credit Hours

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. Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

### **COSM 220M      Manicurist / Facialist Practicum**

10 Credit Hours

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. Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

# Course Descriptions

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## Cosmetology (COSM), cont.

### **COSM 222 Salon Business / Board Review**

2 Credit Hours

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.

### **COSM 225 Facials**

5 Credit Hours

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.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

### **COSM 232 Testing and Student Evaluation**

2 Credit Hours

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.

### **COSM 234 Professional Educator**

4 Credit Hours

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.

### **COSM 243 Barber / Crossover**

4 Credit Hours

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials, and implements.

### **COSM 247A Laboratory Supervision**

7 Credit Hours

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.

### **COSM 253 Instructor Theory**

3 Credit Hours

This course includes orientation, state laws and regulations, employment and compensation information, professional ethics, image, effective communications, first aid, chemistry, electricity, job seeking, ethics, principles of teaching, teacher maturity, student learning principles and academic advising.

### **COSM 262 Teaching Aids**

2 Credit Hours

This course covers films/videos, charts, mannequins, reference materials, chalkboards, overhead projectors and transparencies.

### **COSM 263 Teaching Methods**

3 Credit Hours

This course covers preparation, presentation, application, testing, lecture and workbooks. Demonstrations and return demonstrations, discussion, question and answer, projects and field trips.

### **COSM 273 Instructor Clinic**

3 Credit Hours

This course will cover the fundamentals of business management, to be applied by instructor to strengthen student performance in curriculum areas for supervised field trips and other course related training cosmetology course.

# Course Descriptions

## Criminal Justice (CJ)

### **CJ 113 Introduction to Criminal Justice (same as LA 113)**

3 Credit Hours

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.

### **CJ 113B Substantive Criminal Law (same as LA 113B)**

3 Credit Hours

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law.

### **CJ 113C Crime in America**

3 Credit Hours

This course will emphasize the nature of crime in the United States including the evolution of Law as we know it. Topics addressed include basic theories of criminal behavior, characteristics of major crimes, and sociological, demographic and psychological characteristics of those who commit crimes.

### **CJ 113D Probation, Parole & Community**

3 Credit Hours

This course will explain the role of community corrections within the Criminal Justice System, operation of the correctional institution, alternatives to incarceration, treatment and rehabilitation of offenders, distinction between parole and probation, and the legal basis governing the supervision of juvenile and adult offenders placed on probation or parole.

### **CJ 113E Introduction to the Courts (same as LA 113E)**

3 Credit Hours

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system.

### **CJ 113F Juvenile Justice & Delinquency**

3 Credit Hours

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.

### **CJ 113J Introduction to Corrections**

3 Credit Hours

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.

### **CJ 113P Police & Society (same as LA 113P)**

3 Credit Hours

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.

### **CJ 123F Traffic Law & Accident Investigation**

3 Credit Hours

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.

### **CA 123J Corrections Officer Safety and Weapons Training (same as CJ 123J)**

3 Credit Hours

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.

### **CJ 123P Law Enforcement Patrol Procedures**

3 Credit Hours

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.

# Course Descriptions

## Criminal Justice (CJ), cont.

### **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**

3 Credit Hours

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.

### **CJ 213B Criminal Procedure (same as LA 213B)**

3 Credit Hours

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.

### **CJ 213C Constitutional Law and the Criminal Justice System**

3 Credit Hours

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.

### **CJ 213D New Mexico Law**

3 Credit Hours

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.

### **CJ 213F Criminalistics: An Introduction to Forensics**

3 Credit Hours

This course is a study of physical evidence found at crime scenes, updated techniques for proper collection and preservation of crime scene evidence, and various forms of forensic analysis. Also covered will be the topic of DNA in a manner that is comprehensible to students who lack a scientific background.

### **CJ 223A Criminal Investigation II**

3 Credit Hours

A continuation of Criminal Investigation I concentrating on specific investigations according to the type of crime. Special emphasis is placed on homicide investigations and the rules of search and seizure.

### **CJ 223B Introduction to Victimology**

3 Credit Hours

This course is an introduction to the crime victim as a larger part of our society and as a participant in the criminal justice system. The student will be introduced to criminal victimization in the United States and their role the victim plays in the criminal justice system. Additionally, the course will address crime, abuse, rape, elderly victims, children as victims, victim service programs, and compensation / restitution.

### **CJ 223C Narcotics and Dangerous Drugs**

3 Credit Hours

This course will emphasize the pharmacological properties of abused drugs, common abuse patterns, field-testing, evidence requirements, and investigation techniques utilized in narcotics and dangerous drug investigations.

### **CJ 250-256 Topics in Advanced Training for Law Enforcement and / or Corrections**

This course will include law enforcement and / or corrections advanced curriculum which meets State of New Mexico accreditation standards and requirements for continuing certification. The specific topic for the course will be announced each semester. This course may be taken for one-half credit up to a maximum of six credit hours and may be repeated. Prerequisite: Consent of instructor

## Drama / Theater (DR)

### **DR 113 Theatre Appreciation**

3 Credit Hours

This class is a general introduction to the art of theatre for non-majors and majors. Various aspects of study include acting, directing, play writing, set design, dramatic theory, and theatre history. Students will have the opportunity to study this art form from its known origins to modern day.

### **DR 191-296 (A-Z) Special Topic**

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

# Course Descriptions

## Economics (EC)

### **EC 113 Introduction to Economics**

3 Credit Hours

An introductory course in economics designed for non-business majors. This course will introduce students to macro and micro economic principles and how they apply to individual well-being, society, and domestic and global issues in today's world.

### **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)**

3 Credit Hours

(NMCCNS ECON 2113)

This course will introduce macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth.

### **EC 223 Principles of Economics (Micro)**

3 Credit Hours

(NMCCNS ECON 2123)

This course is a continuation of the study of the principles of law emphasizing property, advanced contract law, debtor-creditor relations, bankruptcy and Uniform Commercial Code topics including sales, negotiable instruments, secured transactions and documents of title.

## Education (ED)

### **ED 112 Professionalism**

2 Credit Hours

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

### **ED 112A Practicum for Curriculum Development through Play (Birth – Age 4/Pre-K)**

2 Credit Hours

This beginning practicum course is a co-requisite with ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K). The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Family Service Plans (IFSPs) is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Co-requisite: ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K)

### **ED 113A Guiding Young Children**

3 Credit Hours

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learning, including families as part of the guidance approach.

### **ED 113B Curriculum Development through Play (Birth-Age 4/Pre-K)**

3 Credit Hours

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Family Service Plans (IFSPs) is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Corequisite: ED 112A Practicum for Curriculum Development through Play (Birth-Age 4/Pre-K)

### **ED 123 Family & Community Collaboration**

3 Credit Hours

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings are discussed. Families' goals and desires for their children will be supported through culturally responsive strategies.

### **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.



# Course Descriptions

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## Education (ED), cont.

### **ED 212 Curriculum Development and Implementation Practicum: Age 3 (Pre K) through Grade 3**

2 Credit Hours

The beginning practicum course is a co-requisite with ED 223C Curriculum Development and Implementation: Age 3 through Grade 3. The field-based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age three through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Education Plans (IEPs) is included. Co-requisite: ED 223C Curriculum Development and Implementation: Age 3 (Pre K) through Grade 3

### **ED 213 Foundations of Education**

3 Credit Hours

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.

### **ED 213C Assessment of Children & Evaluation of Programs**

3 Credit Hours

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

### **ED 213F Educational Psychology (Same as PS 213F)**

3 Credit Hours

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.

### **ED 213G Child Growth, Development & Learning**

3 Credit Hours

This basic course in the growth, development, and learning of young children prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized.

### **ED 222 Health, Safety, & Nutrition**

2 Credit Hours

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

### **ED 223C Curriculum Development and Implementation: Age 3 (Pre K) through Grade 3**

3 Credit Hours

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of Individualized Education Plans (IEPs) is included. Corequisite: ED 212 Curriculum Development and Implementation Practicum: Age 3 (Pre K) through Grade 3

### **ED 223D Introduction to Language, Literacy, & Reading**

3 Credit Hours

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches as well as theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

# Course Descriptions

## Education (ED), cont.

### **ED 233 Educational Field Observation**

3 Credit Hours

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.

### **ED 243 Teaching Elementary Reading**

3 Credit Hours

This course will emphasize developing methods and activities that promote success in literacy development of children from the intermediate elementary grades to middle school. The course will cover phonemic awareness, phonics instruction, fluency, vocabulary development, and comprehension skills. Additionally, the important correlation between writing experiences and learning to read will be explored. Practicum assignments provide students experiences outside of class and the opportunity to work with children at various levels.

### **ED 243A Elementary Curriculum & Teaching Methods**

3 Credit Hours

This course will emphasize effective teaching methods and lesson design for the elementary level (Kindergarten – 8th grade) that promotes hands-on learning and encompasses state standards. Strategies for leading a class in small and large group settings as well as maintaining a classroom environment that is conducive to learning will be emphasized. Practicum assignments allow students the opportunities to evaluate the effectiveness of their curriculum activities and teaching methods.

### **ED 243B Early Literacy & Young Children**

3 Credit Hours

This course is designed to help students gain knowledge and skills needed to assist children in the areas of reading and writing development in the early elementary grades. Emphasis will be placed on phonemic awareness, phonics, fluency, vocabulary development, and comprehension. Informal assessment tools will be introduced to students as the basis for designing curriculum to meet children's individual needs.

### **ED 253 Elementary Field Experience**

3 Credit Hours

The student enrolled in this course will be assigned to an elementary classroom. Class meetings will provide opportunities to reflect and to discuss experiences. Communication, classroom management, organization, and lesson preparation will be emphasized. The student must attain a "B" or better in order to pass this course. Prerequisite(s): ED 243 Teaching Elementary Reading, ED 243A Elementary Curriculum & Teaching Methods, and ED 243B Early Literacy & Young Children

## English (EN)

### **EN 113 Composition and Rhetoric**

3 Credit Hours

(NMCCNS ENGL 1113)

This course offers an introduction to written communication with emphasis on developing college-level paragraphs and essays.

Prerequisite: TS 113C or appropriate score on a placement test

### **EN 123 Composition and Literature**

3 Credit Hours

(NMCCNS ENGL 1123)

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. Prerequisite: EN 113 Composition and Rhetoric

### **EN 123A Report Writing for Technicians**

3 Credit Hours

(NMCCNS ENGL 2113)

This course is designed to introduce the student to various types of technical and report writing through intensive writing activities.

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.

# Course Descriptions

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## English (EN), cont.

### **EN 213                   Types of Literature I**

3 Credit Hours

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.

Prerequisite: EN 123 Composition and Literature

### **EN 213A                  Survey of British Literature I**

3 Credit Hours

(NMCCNS ENGL 2413)

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. Prerequisite: 123 Composition and Literature

### **EN 213B                  Creative Writing**

3 Credit Hours

This course offers an introduction to the writing of various literary genres resulting in individual writing portfolios. Prerequisite: EN 123 Composition and Literature or consent of instructor

### **EN 213C                  American Literature I**

3 Credit Hours (NMCCNS ENGL 2513)

This course examines the development of American literature to the Civil War. It is designed to offer a broad cultural awareness of American literature and culture. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required.

Prerequisite: EN 123 Composition and Literature

### **EN 213D                  World Literature I**

3 Credit Hours

(NMCCNS ENGL 2613)

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.

Prerequisite: EN 123 Composition and Literature

### **EN 223                   Types of Literature II**

3 Credit Hours

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. Prerequisite: EN 123 Composition and Literature

### **EN 223A                  Survey of British Literature II**

3 Credit Hours

(NMCCNS ENGL 2423)

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. Prerequisite: EN 123 Composition and Literature

### **EN 223B                  Creative Writing II**

3 Credit Hours

This course is a continuation of EN 213B, emphasizing further development in the writing of various literary genres, resulting in individual writing portfolios. Prerequisite: EN 213B Creative Writing

### **EN 223C                  American Literature II**

3 Credit Hours

(NMCCNS ENGL 2523)

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. Prerequisite: EN 123 Composition and Literature

### **EN 223D                  World Literature II**

3 Credit Hours

(NMCCNS ENGL 2623)

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. Prerequisite: EN 123 Composition and Literature

# Course Descriptions

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## Energy Technology (ENGT)

### **ENGT 203 Introduction to Oil & Gas**

3 Credit Hours

This course introduces equipment, systems, instrumentation, and operations in industry. A variety of petroleum technologies as they relate to exploration, drilling, production, transportation, marketing and hydrocarbon processing will be covered.

### **ENGT 213 Cyber Security for Energy Industry**

3 Credit Hours

This course introduces students to protecting their computers and technology devices from cyber-attacks. Topics include analysis of cyber security, personal security, Internet security, mobile security, and risks to Internet and computer privacy.

### **ENGT 213A Environmental Health & Safety**

3 Credit Hours

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. Material from the Nuclear Regulatory Commission, OSHA, and the Environmental Protection Agency is integrated throughout the course.

### **ENGT 213B Fundamentals of Instrumentation & Controllers**

3 Credit Hours

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 various energy industries.

### **ENGT 213C Programmable Logic Controllers**

3 Credit Hours

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.

### **ENGT 213D Drilling Techniques & Operations**

3 Credit Hours

This course introduces students to on and offshore well drilling practices and procedures involved in complex drilling operations. Topics covered will include rig equipment, casing design, fishing, and proper procedures to successfully drill a well.

### **ENGT 213E Petroleum Recovery & Production Methods**

3 Credit Hours

This course introduces students to the equipment and processes used to produce oil and gas. Topics covered will include wellheads, pumping units, flow lines, valves, piping manifolds, separators, heater treaters, stock tanks, central tank batteries, pumps, and metering. This course covers unique problems during oil and gas production and important solutions to these challenges.

### **ENGT 213F Fundamentals of Prints & Drawings**

3 Credit Hours

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 energy industry facility construction, operation, and maintenance a foundation in reading, interpreting, and using engineering prints and drawings.

### **ENGT 213G Fundamentals of Radiology Control**

3 Credit Hours

This course will introduce students to radiological control, physical sciences and ALARA (As-Low-As-Reasonable-Achievable) principles. This course covers mathematical fundamentals, nuclear physics, sources of radiation, and radiation exposure and control.

### **ENGT 213H Radiology Control Systems**

3 Credit Hours

This course introduces students to radiation control and management systems. Statistical methods for radiation counting, radioactive air sampling practices, and radioactive contamination control procedures will be reviewed.

### **ENGT 223 Fundamentals of Nuclear Science**

3 Credit Hours

This course introduces students to fundamentals of nuclear science and nuclear physics and reactor theory. This course covers atomic physics, nuclear reactions, and detection of radiation.

### **ENGT 223A Thermodynamics, Heat Transfer, Fluid Flow**

3 Credit Hours

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.

# Course Descriptions

## Energy Technology (ENGT), cont.

### **ENGT 223B      Mechanical Science**

3 Credit Hours

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 energy industry facility and equipment operations and maintenance. This is a three credit hour course.

### **ENGT 223C      Fundamentals of Vacuum Technology**

3 Credit Hours

This course introduces students to methods and processes used in various energy industries. 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.

### **ENGT 223D      Material Science**

3 Credit Hours

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.

### **ENGT 223E      Electrical Theory**

3 Credit Hours

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.

### **ENGT 223F      Process Management**

3 Credit Hours

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.

### **ENGT 223G      Radiological Instrumentation**

3 Credit Hours

This course will introduce students to fundamental radiation detection methods and instruments. Portable and stationary laboratory radiation detection equipment will be reviewed with multiple applications.

### **ENGT 233      Energy Technology Internship**

3 Credit Hours

The internship course is hands-on work experience in the public or private sector that provides for workplace learning in an area of student career interest that relates to their specified degree program. This course will provide opportunities for students to gain expertise and knowledge that will enhance their skills necessary in the workplace. A minimum of 120 hours must be worked in order to get full credit. This is a three credit hour course.

### **ENGT 236      Energy Technology Internship**

6 Credit Hours

The internship course is hands-on work experience in the public or private sector that provides for workplace learning in an area of student career interest that relates to their specified degree program. This course will provide opportunities for students to gain expertise and knowledge that will enhance their skills necessary in the workplace. A minimum of 240 hours must be worked in order to get full credit.

## Entertainment and Music Technology (ENMT)

### **ENMT 102      Introduction Entertainment Industry**

2 Credit Hours

This course will introduce students to real world industry information and applications in both the business and technical areas. Topics will include industry employment, copyright and publishing, performance and recording contracts, and entertainment unions.

### **ENMT 103      Acoustics**

3 Credit Hours

This course will introduce students to the concepts of physics as it applies to sound and sound reinforcement applications. Topics covered will include basic physical principles underlying sound, music, acoustics, and space.

### **ENMT 104      Live Sound and Production I**

4 Credit Hours

This course introduces the concepts and technical skills required for live event sound reinforcement. Topics covered will include operation of basic sound systems, analog audio applications, and acoustics.

# Course Descriptions

## Entertainment and Music Technology (ENMT), cont.

### **ENMT 112            ENMT Internship I**

2 Credit Hours

This course will provide the student a real world, hands-on working situation. The student will be placed in an actual work environment for a minimum of 160 hours over a period of four weeks to gain on-the-job experience.

### **ENMT 113            Entertainment Law & Management**

3 Credit Hours

This course introduces students to the business and legal aspects of the entertainment industry. Topics covered will include performance rights, mechanical rights, inner band contracts, band partnership agreements, work for hire, songwriting and performance contracts, performance riders, recording contracts, copyright law, and publishing and industry management.

Prerequisite: ENMT 102 Introduction to the Entertainment Industry

### **ENMT 114            Electronics Technology I**

4 Credit Hours

This course introduces students to electrical and electronic maintenance methods used in the areas of musical equipment and audio production. The course will cover safety, electrical and electronic fundamentals, basic math concepts used in electronics engineering, analog and digital test equipment, basic circuit diagnostics, interpretation and use of wiring diagrams, service manuals, system diagnosis and repair, and basic maintenance of cables, connectors, and devices.

### **ENMT 123            Introduction to Video Producing & Editing**

3 Credit Hours

This course introduces students to the concepts, theory, and practical knowledge of digital video editing in contemporary media environments. The goal of the course is to develop students' understanding of the historical and creative contexts that contribute to digital video production and editing practice through lectures and hands-on experiences. Students will explore production and post-production processes, methods, and techniques.

### **ENMT 124            Live Sound Production II**

4 Credit Hours

This course covers additional concepts and technical skills required for live event sound reinforcement. Topics covered will include operation of digital sound systems, including digital consoles, amplifiers with built in DSP, speaker systems, line arrays, processors, and digital audio applications.

Prerequisite: ENMT 104 Live Sound Production I

### **ENMT 133            Computers and Music**

3 Credit Hours

This course is intended as a beginning course for students desiring to learn the use of software, synthesizers, drum programs, and sequencing programs to create music. It is a fundamental course that meets the standards set for audio programs across the country.

### **ENMT 143            Computers and Music II**

3 Credit Hours

This course is a continuation of those concepts and principles, which were introduced in Computers, and Music I. Emphasis is placed on advanced sequencer workstation operation and synchronization in the interaction of recording systems. Prerequisite ENMT 133 Computers and Music I

### **ENMT 153            Introduction to Audio**

3 Credit Hours

This course introduces students to multi-track audio recording methods and techniques. Topics covered will include audio theory, acoustics, console and processor operation, microphones, multi-tracking mixing techniques, session procedures mix down, and CD burning.

### **ENMT 202            Introduction to Multimedia Production**

4 Credit Hours

This course introduces students to multi-track audio recording methods and techniques. Topics covered will include audio theory, acoustics, console and processor operation, microphones, multi-track mixing techniques, session procedures mix-down, and CD burning.

### **ENMT 203            Live Music Production III**

3 Credit Hours

This course continues the concepts and technical skills required for live event sound reinforcement. Topics covered will include operation of hybrid digital and analog sound systems, digital consoles, switching power supply amplifiers with build in DSP, powered and non-powered speaker systems, and powered line arrays. Prerequisite: ENMT 124 Live Sound Production II

### **ENMT 204            Live Sound Production IV**

4 Credit Hours

This course continues the concepts and technical skills required for live event sound reinforcement. Topics covered will include operation of hybrid digital and analog sound systems, IEM systems, amp racks, powered and non-powered speaker systems, powered and non-powered line arrays, and stage stacked monitoring systems. Prerequisite: ENMT 203 Live Sound Production III.

# Course Descriptions

## Entertainment and Music Technology (ENMT), cont.

### **ENMT 212 Entertainment & Music Ensemble**

2 Credit Hours

This course is an introduction to the individual and group skills necessary to produce a successful band or ensemble. Topics covered will include Nashville Number Chart reading and writing, music terminology and vocal harmonies as they apply to various styles of music.

### **ENMT 222 ENMT Internship II**

2 Credit Hours

This course will provide the student a real world, hands-on working situation. The student will be placed in an actual work environment for a minimum of 160 hours over a period of four weeks to gain on-the-job experience.

### **ENMT 223 Introduction to Lighting & Rigging**

4 Credit Hours

This course introduces students to the technical aspects of concert lighting and rigging. Topics covered will include basic design, color theory, types of instruments, power distribution, proper safety practices, connections, focus and control of instruments, and digital lighting and rigging applications.

### **ENMT 233 Electronics Technology II**

3 Credit Hours

This course will focus on how to apply electronic and electrical trouble shooting techniques, math concepts, formulas, and safety practices, along with exploring digital circuits and digital technology. Students should gain the basic skills and theory for trouble shooting equipment without a schematic or wiring diagram. Prerequisite: ENMT 114 Electronics Technology I

### **ENMT 243 Concert Lighting & Rigging**

3 Credit Hours

This course further develops the technical aspects of concert lighting and rigging. Topics covered will include power distribution, safety practices, connections, lighting grids and trusses, DMX control, digital and conventional lighting and rigging. Prerequisite: ENMT 223 Introduction to Lighting and Rigging

### **ENMT 253 Video Production II**

3 Credit Hours

This course is designed to build upon the fundamental skills of video production and editing. Topics include documentary film making advanced cinematography, lighting, post-production workflow, file management techniques, and advanced editing techniques. Prerequisite - ENMT 123 Introduction to Video Production.

### **ENMT 263 Audio for Video**

3 Credit Hours

This course is designed to instruct students on the fundamentals of recording audio on a film set. Topics include recording automatic dialog replacement, creating sound design for film, audio editing and mixing techniques for film, 5.1 surround sound mixing and file management.

### **ENMT 273 Multi-track Recording I**

3 Credit Hours

This course covers additional concepts and technical skills required in recording studio procedures. Topics covered will include digital recording, special effects, production techniques, engineer and studio record keeping, studio scheduling, studio maintenance, and post production techniques. Prerequisite: Introduction to Audio or permission of instructor.

### **ENMT 283 Multi-track Recording II**

3 Credit Hours

This course covers additional concepts and technical skills required in recording studio procedures. Topics covered will include digital recording, special effects, production techniques, engineer and studio record keeping, studio scheduling, studio maintenance, and post production techniques. Prerequisite: Multi-track Recording I or permission of instructor

## Geography (GG)

### **GG 113 World / Regional Geography**

3 Credit Hours

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.

### **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.

# Course Descriptions

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## Geology (GE)

### **GE 114                      Physical Geology**

4 Credit Hours  
(NMCCNS GEOL 1114)

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.

### **GE 124                      Historical Geology**

4 Credit Hours

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.

### **GE 214                      Introduction to Meteorology**

4 Credit Hours  
(NMCCNS GEOL 1214)

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.

### **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**

4 Credit Hours

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.

## 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**

3 Credit Hours  
(NMCCNS POLS 1123)

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.

## Hazardous Materials Environmental Technology (HM)

### **HM 101                      Safety and Hazardous Materials**

1 Credit Hour

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.

### **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.



# Course Descriptions

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## History (HI)

### **HI 113 United States History to 1877**

3 Credit Hours (NMCCNS HIST 1113)

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.

### **HI 113A History of New Mexico**

3 Credit Hours (NMCCNS HIST 2113)

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.

### **HI 123 United States History from 1877**

3 Credit Hours (NMCCNS HIST 1213)

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.

### **HI 123B History of Lost Civilizations**

3 Credit Hours

This course introduces students to a comparative analysis of lost civilizations of both what is deemed the "old" world and "new" world, including the Sumerians, Hittites, Minoans, Mycenaean, Amazonians, Atlantis, Etruscans, Mohenjo-Daro, Mesoamerican, Roanoke, Mali, and Dong Son. 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**

3 Credit Hours (NMCCNS HIST 1053)

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.

### **HI 223 History of Civilization II**

3 Credit Hours (NMCCNS HIST 1063)

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.

## Home Economics (HE)

### **HE 113 Introduction to Nutrition**

1 Credit Hour

This course provides an introduction to the principles of basic nutrition and the relationship of nutrition to health.

### **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.

# Course Descriptions

## 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**

1 Credit Hour

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.

### **LA 112 Physical Training and Wellness for Law Enforcement Officers**

2 Credit Hours

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. Co-requisite: Enrollment in the Law Enforcement Academy

### **LA 113 Introduction to Criminal Justice (same as CJ 113)**

3 Credit Hours

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.

### **LA 113B Substantive Criminal Law (same as CJ 113B)**

3 Credit Hours

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law.

### **LA 113E Introduction to the Courts (same as CJ 113E)**

3 Credit Hours

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system.

### **LA 113P Police & Society (same as CJ 113P)**

3 Credit Hours

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.

### **LA 114 Custody Control, Chemical Agents and Officer Safety**

4 Credit Hours

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.

### **LA 121 Case Preparation and Presentation**

1 Credit Hour

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.

### **LA 123F Traffic Law & Accident Investigation (same as CJ 123F)**

3 Credit Hours

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.

### **LA 123P Law Enforcement Patrol Procedures (same as CJ 123P)**

3 Credit Hours

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.

# Course Descriptions

## Law Enforcement Academy (LA), cont.

### **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)**

3 Credit Hours

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.

### **LA 213B Criminal Procedure (same as CJ 213B)**

3 Credit Hours

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.

## Mathematics (MA)

### **MA 103 Survey of Mathematics**

3 Credit Hours

This Course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or model phenomena with mathematical or logical reasoning. Topics include financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts. (CCNS) Prerequisite: TS 113F or equivalent or appropriate score on placement test.

### **MA 113 College Algebra**

3 Credit Hours (NMCCNS MATH 1113)

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. Prerequisite: MA 113A or equivalent or appropriate score on a placement test

### **MA 113A Intermediate Algebra**

3 Credit Hours

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. Prerequisite: TS 113F or equivalent or appropriate score on a placement test

### **MA 113B Statistics**

3 Credit Hours (NMCCNS MATH 2113)

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. Prerequisite: MA 113A or equivalent or appropriate score on a placement test

### **MA 113C Technical Mathematics I**

3 Credit Hours

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.

### **MA 113D Mathematical Analysis with Business Applications I**

3 Credit Hours

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.

### **MA 113E Math for Elementary Teachers I**

3 Credit Hours

This is a mathematics course for prospective or current elementary teachers designed to cover topics for grades K-3. Topics covered will be problem solving, number theory, number systems, operations on real numbers, basic functions, measurement and data, and geometry. This course will be taught using lecture, cooperative learning, demonstration, and student presentations. It will also require critical thinking in problem solving. Prerequisite: MA 113A or equivalent or appropriate score on a placement test

# Course Descriptions

## Mathematics (MA), cont.

### **MA 113F Business Math**

3 Credit Hours

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.

### **MA 123 Plane Trigonometry**

3 Credit Hours

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. Prerequisite: MA 113 or equivalent or appropriate score on a placement test

### **MA 123D Mathematical Analysis with Business Applications II**

3 Credit Hours

This is the sequential course to MA 113D. This course covers probability, decision theory, statistics, differential calculus, and integral calculus applications. Prerequisite: MA 113D or equivalent

### **MA 123E Math for Elementary Teachers II**

3 Credit Hours

This is a mathematics course for prospective or current elementary teachers designed to cover topics for grades 4-5. Topics covered will be problem solving, operations on real numbers, basic algebra principles, functions of various degrees, set theory, data analysis, probability, and geometry. This course will be taught using lecture, cooperative learning, demonstration, and student presentations. It will also require critical thinking in problem solving. Prerequisite: MA 113E, Math for Elementary Teachers I

### **MA 144 Calculus and Analytic Geometry I**

3 Credit Hours

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. Prerequisites: MA 113 and MA 123, or equivalent or appropriate score on a placement test

### **MA 154 Calculus and Analytic Geometry II**

4 Credit Hours

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. 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**

4 Credit Hours

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. Prerequisite: MA 154 or equivalent

## Medical Terminology (ME)

### **ME 111 Medical Terminology I**

1 Credit Hour

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.

### **ME 121 Medical Terminology II**

1 Credit Hour

This course is a continuation of ME 111 and uses a systematic approach to learn medical terms, standard medical abbreviations, and spelling. Prerequisite: ME 111, Medical Terminology I

### **ME 191-296 (A-Z) Special Topic**

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

# Course Descriptions

## Music (MU)

### **MU 111P Private Piano**

1 Credit Hour

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.

### **MU 111V Private Voice**

1 Credit Hour

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.

### **MU 112C Elementary Harmony I**

2 Credit Hours

Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. Co-requisite: MU 112E Aural Skills I

### **MU 112D Instrument I**

2 Credit Hours

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. Prerequisite: MU 101 Private Instrument or permission of the instructor

### **MU 122B Elementary Harmony II**

2 Credit Hours

This course is a continuation of MU 112C Elementary Harmony I. Co-requisite: MU 122E Aural Skills II

### **MU 122C Instrument II**

2 Credit Hours

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. Prerequisite: MU 112D Instrument I or permission of the instructor

### **MU 131 College and Community Chorale**

1 Credit Hour

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.

### **MU 131C College and Community Band**

1 Credit Hour

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.

### **MU 142 Music Rudiments**

2 Credit Hours

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.

### **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 212B Advanced Harmony I**

2 Credit Hours

This course explores harmonic principles of the late 19th and early 20th centuries with emphasis on chromaticism and the non-tonal techniques. Co-requisite: MU 212E Aural Skills III Prerequisite: MU 122B Elementary Harmony II

### **MU 212C Instrument III**

2 Credit Hours

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. Prerequisite: MU 122C Instrument II

# Course Descriptions

## Music (MU), cont.

### **MU 213 Music Appreciation**

3 Credit Hours  
(NMCCNS MUSI 1113)

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.

### **MU 222C Instrument IV**

2 Credit Hours

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. Prerequisite: MU 212C Instrument III

## Nursing (NU)

### **NU 103 Pathophysiology I**

3 Credit Hours

This course focuses on the basic understanding of pathophysiology associated with professional health care practice for nursing students. Diseases and conditions of greatest incidence, prevalence, and importance are studied across the lifespan. Course content is presented using a conceptual learning model. The relationships between body systems, organs, tissues, cells, and the underlying concepts associated with human pathophysiology are discussed. Normal structure and function of the cells, pathophysiological mechanisms, and iatrogenic injury to the cells of specific body systems are examined. Risk factors and clinical findings of specific diseases are discussed. Cultural, ethnic, and racial variations of anatomy, physiology, and pathophysiology of specific diseases are studied.

Prerequisite: BI 214A Anatomy and Physiology I

### **NU 103A Pathophysiology II**

3 Credit Hours

This course is a continuation of Pathophysiology I and focuses on the basic understanding of pathophysiology associated with professional health care practice for nursing students. Diseases and conditions of greatest incidence, prevalence, and importance are studied across the lifespan. Course content is presented using a conceptual learning model. The relationships between body systems, organs, tissues, cells, and the underlying concepts associated with human pathophysiology are discussed. Normal structure and function of the cells, pathophysiological mechanisms, and iatrogenic injury to the cells of specific body systems are examined. Risk factors and clinical findings of specific diseases are discussed. Cultural, ethnic, and racial variations of anatomy, physiology, and pathophysiology of specific diseases are studied.

Prerequisite: BI 224A Anatomy and Physiology II, NU 103 Pathophysiology I

### **NU 105 Nurse Aide I**

5 Credit Hours

This course is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. The course is part one of a two-part program and I designed to introduce to students the necessary knowledge and skills to deliver responsible and safe basic health care for residents in nursing and long-term care Facilities under the supervision of a qualified registered nurse. The course will involve an on-campus lab component as well as an off-campus clinical experience of up to 24 hours or more.

### **NU 105A Nurse Aide II**

5 Credit Hours

This course is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. Students must meet eligibility requirements before enrolling in this course. The course is part two of a two-part program and involves an on-campus lab component as well as an off-campus clinical experience of up to 24 hours or more. Students will deliver responsible and safe basic health care for residents in nursing and long-term care facilities under the supervision of a qualified registered nurse.

Prerequisite: NU 105 Nurse Aide I

### **NU 105B Nurse Aide Certification Course**

5 Credit Hours

This course provides instruction in the roles and responsibilities of the Nursing Assistant. Body structure and function, infection prevention, nutrition, principles of growth and development, safety in healthcare, home health care, and care of the older person are some of the topics emphasized. Instruction and practice of basic patient care skills required for Nursing Assistants is provided. Skills practiced include patient assistance with activities of daily living, personal care, transfer and positioning, vital sign measurement, intake and output measurement, restorative care, and communication. Students will practice supervised basic patient care in a clinical setting prior to completion of the program. The student must successfully meet all objectives of the course; pass computerized exams, laboratory skills performance and the clinical experience to be eligible for course completion. There are specific clinical requirements that must be completed prior to beginning the course. At the completion of this certificate, students are eligible to take the New Mexico State certification exam to become a Certified Nursing Assistant (CNA). The Nurse Aide Certification Course is a five credit hour course with lab component. (45 didactic and 80 clinical/lab hours). Prerequisite: Accuplacer English score of 105 and Math score of 95.

# Course Descriptions

## Nursing (NU), cont.

### **NU 113A Introduction to Nursing Concepts**

3 Credit Hours (NMNC 1110)

This course introduces the nursing student to the concepts of nursing practice and conceptual learning. Knowledge is integrated from pre-requisite and co-requisite courses into a conceptual learning model and applied to select nursing concepts. The student defines personal values, beliefs, and attitudes about health and wellness. This course provides opportunities for the student to describe the importance of identifying patient safety issues, the roles and values of the nurse and members of the health care team, and specific standards/regulations that apply to nursing practice. Prerequisite: Admission into the nursing program. Corequisites: Principles of Nursing Practice, NU 113B

### **NU 114 Principles of Nursing Practice**

4 Credit Hours (NMNC 1135)

This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or the clinical setting. The course focuses on the principles of communication, assessment, safety, and specific nursing interventions including accurate calculation, measurement, and administration of medications. Different types and characteristics of communication used in professional practice are described. The student applies the concepts learned in Level I nursing courses to the care of the patient and implements the principles of safety during the performance of nursing skills in patient-based scenarios. Prerequisite: Admission into the nursing program Corequisites: Introduction to Nursing Concepts, NU 113A

### **NU 123 Health & Illness Concepts I**

3 Credit Hours (NMNC 1210)

This course focuses on health and illness concepts across the lifespan. The scope, risk factors, physiologic processes, attributes, and clinical management of the concepts of homeostasis/regulation, sexuality/reproduction, protection/movement, and emotional processes are included in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts of the course are discussed. Normal physiology and healthy adaptations of the patient are integrated into the concept/exemplar content. Prerequisites: NU 113A Introduction to Nursing Concepts, NU 113B Principles of Nursing Practice. Corequisites: NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion.

### **NU 123A Health Care Participant**

3 Credit Hours (NMNC 1220)

This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community. The student identifies personal values, beliefs, and attitudes regarding the health and wellness of the health care recipient. The role of nursing as related to the health of vulnerable populations and elimination of health disparities is included in course content. Protective and predictive factors influencing the health of families, groups, communities, and populations are discussed. Evidence-based practices guiding health-related teaching, counseling, screening, and outreach; disease and outbreak investigation; and health care referral and follow-up are explored. Information and communication technologies in preventive care are also included in the course content. This course provides opportunities for the student to examine the health care and emergency preparedness of the local community and the state of New Mexico. The student is given the opportunity to identify effective, efficient, economical, and equitable clinical prevention and population-focused interventions.

Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice

Corequisites: NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion

### **NU 123B Nursing Pharmacology**

3 Credit Hours (NMNC 1230)

This course introduces the nursing student to pharmacological nursing practice across the lifespan utilizing a conceptual approach. The student identifies the nurse's professional role related to pharmacotherapeutics in diverse populations. Safety issues and minimization of risk potential associated with pharmacotherapeutics, complementary, and alternative medicines are discussed. Evidence-based pharmacological and pathophysiological concepts are integrated to guide medication therapeutics. Health care system protocols, communication methods, and informatics related to pharmacotherapeutics are included in the course content. Common drug classes and the pharmacotherapeutics, pharmacodynamics, and pharmacotherapeutics associated with each class are included in this course.

Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice

Corequisites: NU 123 Health and Illness Concepts, NU 123A Health Care Participant, and NU 124A Assessment and Health Promotion

### **NU 124A Assessment & Health Promotion**

4 Credit Hours (NMNC 1235)

This course introduces the nursing student to assessment and health promotion for the health care participant as an individual, a family, or a community. This course utilizes seminar, laboratory, and/or clinical settings. The student is given the opportunity to assess physical health, health/illness beliefs, values, attitudes, developmental level, functional ability, culture, and spirituality of the participant. The student also assesses family health including family health history, genetic health history, and environmental exposures to identify current and future health problems. Community health needs are identified through collaborative community assessment and evidence-based practice. Assessment data is shared through communication with healthcare professionals to identify needed interventions. The role of the nurse as advocate for the health care recipient is explained. The student is given the opportunity to analyze educational materials for literacy level. Prerequisite: NU 113A Introduction to Nursing Concepts, NU 114 Principles of Nursing Practice Corequisites: NU 123 Health and Illness Concepts, NU 123A Health Care Participant, and NU 123B Nursing Pharmacology

# Course Descriptions

## Nursing (NU), cont.

### **NU 203 Health & Illness Concepts II**

3 Credit Hours (NMNC 2310)

This course focuses on health and illness concepts across the lifespan. Concepts covered include oxygenation/hemostasis, homeostasis/regulation, protection/movement, and cognitive/behavioral processes. The scope, risk factors, physiologic processes, attributes, and clinical management of the selected concepts are included in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts of the course are discussed. Opportunities are provided for the student to apply selected health and illness concepts to the nursing care of health care recipients across the lifespan. Prerequisites: NU 123 Health and Illness Concepts I, NU 123A Health Care Participant, NU 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion Corequisites: NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions

### **NU 204A Health & Illness Concepts III**

4 Credit Hours (NMNC 2410)

This course focuses on health and illness concepts across the lifespan. Concepts covered include homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes. The scope, risk factors, physiologic processes, attributes, and clinical management of the relationships between selected concepts/exemplars are discussed in the course content. Exemplars, evidence-based practices, collaborative care, healthcare standards, nursing informatics/technologies, and care resources associated with the concepts/exemplars of the course are discussed. The roles of health care team members related to specific concepts/exemplars are differentiated. Opportunities are provided for the student to apply selected health and illness concepts to the nursing care of patients across the lifespan. Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions Corequisites: NU 214B Clinical Intensive I, NU 216 ADN Capstone

### **NU 213 Professional Nursing Concepts I**

3 Credit Hours (NMNC 2310)

This course focuses on fundamental concepts for professional development, including selected professional attributes and care competencies. Ethical values, virtues, principles, and policies that guide the moral delivery of health care are examined. The relationship between the nurse's interpretations of the health care recipient's needs, concerns, and health problems and the nurse's decisions are explored. The delivery of quality nursing care and the factors that influence individuals, groups, and organizations to deliver quality nursing care are included in the content. The effects of health care team member interactions in the delivery of care are discussed.

Prerequisites: NU 123 Health and Illness Concepts I, NU 123A Health Care Participant, Nu 123B Nursing Pharmacology, NU 124A Assessment and Health Promotion Corequisites: NU 203 Health and Illness Concepts II, NU 214A Care of Patients with Chronic Conditions

### **NU 214A Care of Patients with Chronic Conditions**

4 Credit Hours (NMNC 2335)

The focus of this course is the provision of safe, evidence-based nursing care across the lifespan for patients with chronic conditions in a variety of settings. This course builds upon the student's current knowledge of nursing concepts and utilizes a combination of laboratory and clinical settings. The student is given the opportunity to demonstrate ethical, safe, evidence-based nursing care for patients with chronic conditions. The student also demonstrates understanding of appropriate health care policy, finance, and regulatory environments effecting patients with chronic conditions. The student practices effective communication techniques with health care team members and patients with chronic conditions. The student also demonstrates effective use of the nursing process and nursing informatics/technologies in the nursing care to patients with chronic conditions. Prerequisites: NU 203 Health and Illness Concepts I, NU 123A Health Care Participant, NU 123B Nursing, Pharmacology, NU 124A Assessment and Health Promotion Corequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts

### **NU 214B Clinical Intensive I**

4 Credit Hours (NMNC 2435)

This course is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the care management of patients with acute conditions across the lifespan. This course utilizes a combination of seminar, lab, and clinical. The student is given the opportunity to integrate nursing practice concepts into professional nursing practice and integrate diverse patient values into plans of care for patients with acute illness. The student interprets and analyzes system conditions and other factors that impact the quality and safety of nursing practice. An evidence-based approach is used in the delivery and evaluation of nursing care to acutely ill patients across the lifespan. The student evaluates policies and procedures relative to the acute care setting and collaborates with the health care team regarding delivery of patient care. The student also integrates the use of appropriate nursing informatics/technologies in the delivery of nursing care to acutely ill patients.

Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions Corequisites: NU 204A Health and Illness Concepts III, NU 216 ADN Capstone

### **NU 216 ADN Capstone**

6 Credit Hours (NMNC 2445)

This course is the second of two Level Four clinical courses. This course prepares the student for entry-level nursing practice as an associate degree graduate. The focus of this course is management of individuals across the lifespan with chronic, acute, and select complex conditions. This course utilizes a combination of seminar, lab, and clinical. The student is given the opportunity to integrate nursing practice concepts into professional nursing practice and integrate diverse patient values into plans of care for patients with acute illness. The student interprets and analyzes system conditions and other factors that impact the quality and safety of nursing practice. An evidence-based approach is used in the delivery and evaluation of nursing care for patients across the lifespan. The student practices in accordance with policies and procedures of the assigned health care setting and collaborates with the health care team regarding delivery of patient care. The student also integrates the use of appropriate nursing informatics/technologies in the delivery of nursing care for assigned patients. Prerequisites: NU 203 Health and Illness Concepts II, NU 213 Professional Nursing Concepts I, NU 214A Care of Patients with Chronic Conditions Corequisites: NU 204A Health and Illness Concepts III, NU 214B Clinical Intensive I



# Course Descriptions

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## 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**

3 Credit Hours (NMCCNS PHIL 1113)

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.

## Physical Education (PY)

### **PY 111A Nautilus Conditioning**

1 Credit Hour

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.

### **PY 111C Techniques of Women's Cross Country I**

1 Credit Hour

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.

### **PY 111D Techniques of Men's Cross Country I**

1 Credit Hour

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 freshman.

### **PY 111G Techniques of Volleyball I**

1 Credit Hour

This is a physical education activity course designed for first semester freshmen so they can participate in the sport of volleyball. This course will provide individuals opportunities to develop skills, knowledge of rules, conditioning, and the ability to incorporate teamwork and integrity as it relates to volleyball. This is a one credit hour course.

### **PY 111H Fitness for Life**

1 Credit Hour

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.

### **PY 111L Circuit Weight Training**

1 Credit Hour

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.

### **PY 113 Introduction to Physical Education**

1 Credit Hour

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.

### **PY 121B Techniques of Volleyball II**

1 Credit Hour

This is a physical education activity course designed for second semester freshmen so they can participate in the sport of volleyball. This course will provide individuals advanced opportunities to develop skills, knowledge of rules, conditioning, and the ability to incorporate teamwork and integrity as it relates to volleyball. This is a one credit hour course.

### **PY 121G Men's Competitive Golf I**

1 Credit Hour

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.

# Course Descriptions

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## Physical Education (PY), cont.

### **PY 121H                   Techniques of Women's Basketball I**

1 Credit Hour

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.

### **PY 121O                   Techniques of Women's Cross Country II**

1 Credit Hour

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.

### **PY 121P                   Techniques of Men's Cross Country II**

1 Credit Hour

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.

### **PY 121R                   Walking and Jogging for Fitness**

1 Credit Hour

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.

### **PY 121U                   Techniques of Men's Basketball I**

1 Credit Hour

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.

### **PY 131A                   Techniques of Men's Basketball II**

1 Credit Hour

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.

### **PY 131B                   Techniques of Women's Basketball II**

1 Credit Hour

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.

### **PY 131C                   Techniques of Men's Baseball I**

1 Credit Hour

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.

### **PY 131D                   Techniques of Men's Golf I**

1 Credit Hour

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.

### **PY 131E                   Techniques of Rodeo I**

1 Credit Hour

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.

### **PY 131G                   Weight Training**

1 Credit Hour

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.

# Course Descriptions

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## Physical Education (PY), cont.

### **PY 131T            Athletic Training Practicum I**

1 Credit Hour

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.

### **PY 132T            Athletic Training Practicum II**

2 Credit Hours

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. Prerequisite: PY 131T or consent of instructor

### **PY 141C            Techniques of Men's Baseball II**

1 Credit Hour

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.

### **PY 141D            Techniques of Men's Golf II**

1 Credit Hour

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.

### **PY 141E            Techniques of Rodeo II**

1 Credit Hour

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.

### **PY 141T            Techniques of Women's Indoor / Outdoor Track & Field I**

1 Credit Hour

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.

### **PY 141U            Techniques of Men's Indoor / Outdoor Track & Field I**

1 Credit Hour

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.

### **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 211B            Techniques of Volleyball III**

This is a physical education activity course designed for first semester sophomore so they can participate in the sport of volleyball. This course will provide individuals advanced opportunities to develop skills, knowledge of rules, conditioning, and the ability to incorporate teamwork and integrity as it relates to volleyball. This is a one credit hour course.

### **PY 221B            Techniques of Volleyball IV**

This is a physical education activity course designed for second semester sophomore so they can participate in the sport of volleyball. This course will provide individuals advanced opportunities to develop skills, knowledge of rules, conditioning, and the ability to incorporate teamwork and integrity as it relates to volleyball. This is a one credit hour course.

### **PY 211C            Techniques of Men's Baseball III**

1 Credit Hour

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.

### **PY 211E            Intermediate Golf**

1 Credit Hour

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.

# Course Descriptions

## Physical Education (PY), cont.

### **PY 211K                    Conditioning Free Weights**

1 Credit Hour

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.

### **PY 213                    Health Education**

3 Credit Hours

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.

### **PY 213B                  First Aid & CPR**

3 Credit Hours

This course teaches standard first aid and prevention of accidents; first aid for injuries and disorders, CPR skills and techniques for adults, children, and infants; and the proper use of defibrillator. This course can prepare students to successfully pass an official certification test.

### **PY 221C                  Techniques of Men's Baseball IV**

1 Credit Hour

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.

### **PY 221G                  Men's Competitive Golf II**

1 Credit Hour

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.

### **PY 221H                  Techniques of Women's Basketball III**

1 Credit Hour

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.

### **PY 221U                  Techniques of Men's Basketball III**

1 Credit Hour

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.

### **PY 223                    Theory of Coaching Basketball**

3 Credit Hours

This course is designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball.

### **PY 223B                  Theory of Coaching Baseball**

3 Credit Hours

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.

### **PY 231A                  Techniques of Men's Basketball IV**

1 Credit Hour

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.

### **PY 231B                  Techniques of Women's Basketball IV**

1 Credit Hour

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.

### **PY 231E                  Techniques of Rodeo III**

1 Credit Hour

This is a physical education course designed for sophomores. In this course, students will use their leadership skills to organize and produce a NIRA rodeo. They will be assigned a particular event and provided an opportunity to develop their skills, techniques, and proper conditioning, which are necessary to be competitive. All NIRA rodeo events will be addressed.

# Course Descriptions

## Physical Education (PY), cont.

### **PY 231T                    Athletic Training Practicum III**

1 Credit Hour

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.

### **PY 232T                    Athletic Training Practicum IV**

2 Credit Hours

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. Prerequisite: PY 231T or consent of instructor

### **PY 241E                    Techniques of Rodeo IV**

1 Credit Hour

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.

### **PY 241T                    Techniques of Women's Indoor / Outdoor Track & Field II**

1 Credit Hour

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.

### **PY 241U                    Techniques of Men's Indoor / Outdoor Track & Field II**

1 Credit Hour

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.

## Physics (PH)

### **PH 112C                    Fundamentals of Instrumentation and Controls**

2 Credit Hours

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 does not count as a lab science course.)

### **PH 113                    Technical Physics**

3 Credit Hours

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.

### **PH 113T                    Introduction to Thermodynamics, Fluid Flow, and Hydraulics**

3 Credit Hours

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 does not count as a lab science course.)

### **PH 113V                    Fundamentals of Vacuum Technology**

3 Credit Hours

This course will provide students with the fundamentals of vacuum technology in order to understand vacuum theory. (This does not count as a lab science course.)

### **PH 114                    General Physics I**

4 Credit Hours (NMCCNS PHYS 1114)

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. Prerequisites: MA 113 and MA 123 or consent of instructor

### **PH 114A                    Astronomy**

4 Credit Hours (NMCCNS ASTR 1113/1111)

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.

# Course Descriptions

## Physics (PH), cont.

### **PH 114C Introduction to Physics**

4 Credit Hours

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.

### **PH 124 General Physics II**

4 Credit Hours (NMCCNS PHYS 1124)

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. 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**

4 Credit Hours (NMCCNS PHYS 1214)

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. Prerequisite: MA 144 or consent of instructor

### **PH 224 Engineering Physics II**

4 Credit Hours (NMCCNS PHYS 1224)

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. Prerequisite: PH 214

## Psychology (PS)

### **PS 113 Introduction to Psychology**

3 Credit Hours (NMCCNS PSYC 1113)

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.

### **PS 113A College Success**

3 Credit Hours

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 class will not count as a Social and Behavioral Sciences requirement in the General Education core requirements.)

### **PS 191-296 (A-Z) Special Topics**

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**

3 Credit Hours

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.

### **PS 213A Psychology of Adjustment**

3 Credit Hours

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.

### **PS 213B Human Relations**

3 Credit Hours

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.

### **PS 213F Educational Psychology (same as ED 213F)**

3 Credit Hours

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.

# Course Descriptions

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## Psychology (PS), cont.

### **PS 223                      Adolescent Psychology**

3 Credit Hours

This course will examine the individual's physical, psychological, and social development during the adolescent years by studying basic theories, research, and cultural influence. Prerequisite: PS 113 Introduction to Psychology or consent of instructor

### **PS 223A                     Psychology of Lifespan**

3 Credit Hours

This course surveys physical, motor, emotional, cognitive, social, and personality development through the lifespan. This course examines hereditary and environmental influences throughout the lifespan. Prerequisite: PS 113 Introduction to Psychology or consent of instructor

### **PS 223B                     Human Growth & Development**

3 Credit Hours

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, and psychological concepts from conception to death.

## Religion (RE)

### **RE 113                      World Religion**

3 Credit Hours

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.

### **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.

## Sign Language (SL)

### **SL 113                      American Sign Language I**

3 Credit Hours

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.

### **SL 123                      American Sign Language II**

3 Credit Hours

This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. Prerequisite: SL 113 or approval of instructor

### **SL 191-296 (A-Z)        Special Topic**

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

# Course Descriptions

## Sociology (SO)

### **SO 191-296 (A-Z) Special Topic**

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

### **SO 213 General Sociology**

3 Credit Hours (NMCCNS SOCI 1113)

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.

### **SO 223 Social Problems**

3 Credit Hours (NMCCNS SOCI 2113)

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.

### **SO 223C Criminology**

3 Credit Hours

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.

### **SO 223W Marriage and the Family**

3 Credit Hours

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.

### **SO 233 Race & Ethnic Relations**

3 Credit Hours

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.

## Spanish (SP)

### **SP 114 Beginning Spanish I**

4 Credit Hours (NMCCNS SPAN 1114)

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.

### **SP 124 Beginning Spanish II**

4 Credit Hours (NMCCNS SPAN 1124)

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. Prerequisite: SP 114

### **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.

### **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.



# Course Descriptions

## Speech / Communications (SE)

### **SE 113                    Interpersonal Communications**

3 Credit Hours (NMCCNS COMM 1213)

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.

### **SE 123                    Public Speaking**

3 Credit Hours (NMCCNS COMM 1113)

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.

### **SE 133                    Introduction to Social Media**

3 Credit Hours

This course develops knowledge and skills needed to understand, critique, and implement communication strategies using social media platforms. Course content focuses on professional and ethical use of social media. Topics includes: history of social media, critical analysis of relationships between social media and audiences, and relationships with traditional media, as well as using strategic communication in personal and professional settings. Students will develop projects for nonprofit organizations.

### **SE 213A                  Introduction to Mass Communication**

3 Credit Hours

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.

### **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.

## Transitional Studies (TS)

*Transitional study courses cannot be used to satisfy graduation requirements.*

### **TS 103C                  Basic English Skills**

3 Credit hours

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.

### **TS 113                    Developmental Reading**

3 Credit hours

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. Prerequisites: TS 103A Basic Reading I or appropriate score on placement exam

### **TS 113A                  Review of English I**

3 Credit hours

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. Prerequisite: TS 103C Basic English Skills or attainment of an appropriate score on a placement exam

### **TS 113C                  Review of English II**

3 Credit hours

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. Prerequisite: TS 113A Review of English I or attainment of an appropriate score on a placement test

# Course Descriptions

## Transitional Studies (TS), cont.

### **TS 113E Basic Mathematics**

3 Credit hours

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, percentages, 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.

### **TS 113F Elementary Algebra**

3 Credit hours

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. Prerequisite: TS 113E or an appropriate score on a placement exam

### **TS 116 English as a Second Language I**

6 Credit Hours

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.

### **TS 123 Reading Improvement**

3 Credit Hours

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. Prerequisite: TS 113 Developmental Reading or appropriate score on a placement exam

### **TS 126 English as a Second Language II**

6 Credit Hours

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. Prerequisite: TS 116

## Welding (WE)

### **WE 112B Blueprint Reading for Welders**

2 Credit Hours

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.

### **WE 113D Destructive Testing**

3 Credit Hours

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. Prerequisite or co-requisite: WE 114

### **WE 113E Basic Electrical Theory**

3 Credit Hours

This course will provide students with the fundamentals of electrical terminology, units of measurement, voltage production methods, electrical symbols, battery terminology and hazards, voltage regulators, and transformers. It also covers circuits, electrical test equipment, and an introduction to National Electrical Code. Students will also be introduced to basic safety rules and regulations for electricians.

### **WE 113M Basic Metallurgy & Welding**

3 Credit Hours

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. Prerequisite or co-requisite: WE 114

### **WE 114 Introduction to Welding**

4 Credit Hours

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.

# Course Descriptions

## Welding (WE), cont.

### **WE 123S      Job Estimating**

3 Credit Hours

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.

### **WE 124      Advanced Welding**

4 Credit Hours

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. 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**

4 Credit Hours

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). Prerequisite: WE 114

### **WE 223N      Non-Destructive Testing**

3 Credit Hours

This course includes information on nomenclature, testing processes, equipment, and materials used in Non-Destructive Testing (NDT). Procedures include visual, ultrasound, dye-penetrant, and magnetic particle testing on ferrous and nonferrous material. Explanations of radiographic (x-ray), hydrostatic, and pneumatic processes are included. Prerequisite or Corequisite: WE 114

### **WE 223P      Pipe Welding**

3 Credit Hours

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. Prerequisites: WE 114

### **WE 224      Advanced Theory & Practice**

4 Credit Hours

This class is the capstone course for the NMJC welding program. Students are required to design and construct projects using several approved welding processes 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.

### **WE 224A      Advanced Welding Fabrication & Project**

4 Credit Hours

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. Prerequisites: WE 114, WE 124

### **WE 243C      Industrial Codes and Standards**

3 Credit Hours

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. Prerequisites: WE 114

### **WE 244      Welding Cooperative Work Experience**

4 Credit Hours

The welding co-operative 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. Prerequisite: WE 124 and the consent of the instructor and the company.

## Faculty and Staff

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Term Expires 3-31-2021

**Pat Chappelle, Chairperson**

Term Expires 3-31-2019

**Manny Gomez**

Term Expires 3-31-2021

**Ron Black, Secretary**

Term Expires 3-31-2023

**Hector Baeza**

Term Expires 3-31-2019

**Evelyn Rising**

Term Expires 3-31-2019

**Mary Lou Vinson**

Term Expires 3-31-2019

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**District 3, Hobbs**

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**District 5, Hobbs**

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M.S.Ed., State University of New York, Brockport



# Definitions

## Academic Advising

An opportunity for students to meet with their advisors to obtain and review their plan of study and to select courses.

## Academic Advisor

College staff member or faculty member responsible for providing guidance in course or program related issues.

## Academic Term (Semester)

Designated number of weeks of instruction that comprise the academic year. Fall and spring periods with 16 weeks of instruction and one week of final exams. The summer semester is shorter than 16 weeks.

## Add A Course

To enroll for additional courses after registration is complete, accomplished through the Registrar's Office.

## Add / Drop Period

A set period of time after the first day of classes when students can add or drop a class through the Registrar's Office.

## Articulation Agreement

A formal agreement between NMJC and a four-year college or university which outlines specific course, grade point, and credit requirements necessary to transfer from NMJC to that four-year institution. Some articulation agreements are also established with high schools to provide advanced placement opportunities, advanced college credit, and College Career Pathways or 2 +2 articulated college credit.

## Audit

To take a course in which the final grade is AU. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition and fees; student must register for the class through the normal processes and indicate that the class is to be taken for audit.

## Career Program

A specialized degree designed to equip a student with the skills and general educational background needed for employment in a specific field.

## Certificate Program

An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

## Commencement

Commencement is the formal ceremony conferring degrees and certificates upon qualified graduating students.

## Common Course Numbering

Common course numbering refers to courses that are numbered the same at all New Mexico state universities and colleges.

## Co-Requisite

A co-requisite is a course which must be taken at the same time as another course.

## Course Reference Number (CRN)

A number assigned to a specific course section in the schedule of classes.

## Credit Hour

A credit hour is a standard measure of the amount of instructional time required to successfully complete a course. (For example, ENG 111, College Composition, is a 3 Credit Hour course, which usually means it will meet for 3 hours each week.) For the length of each class session and lab hours, if any, be sure to check with your advisor or a faculty member regarding specific courses.

## Curriculum

Set of courses focused in a particular field (i.e., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

## Degree Program

An Associate in Arts (AA) or Associate in Science (AS) or Associate in Applied Science (AAS) plan of study requiring a minimum of 64 credits for completion.

## Developmental Course

A basic skill development course numbered below 100/1000 in the College catalog which is credited in meeting financial aid eligibility and veterans benefits but does not count toward the minimum requirements for graduation. (See Credit Course

## Distance Learning

Courses offered via the Internet. Also, ITV courses are considered distance learning courses.

## Drop From A Course

To cease to participate in a course during the registration period, accomplished through the Registrar's Office.

## Elective

Course requirement(s) in a program of study which may be fulfilled by choosing from a variety of specified courses.

## Financial Aid

Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

## Financial Aid Form (FAFSA)

A standardized application including detailed financial data, which is required to determine eligibility for all financial aid programs.

## Full-Time (Student)

Student registered for 12 or more credits in a semester at NMJC

## GPA (Cumulative Grade Point Average)

An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade, then dividing by the total number of hours.

**Point values** are: A=4, B=3, C=2, D=1, F=0.

## Graduation

Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

## Hybrid / Blended

A hybrid course combines face-to-face classroom instruction and online internet-based learning. Typically, 50 percent of the time is in the classroom and 50 percent of the time students work independently on their own computers.

## In-District Resident

Students whose permanent residence is in Lea County New Mexico are charged in-district tuition. They must meet the in-state residency requirements and have lived in Lea County for the past 90 days

## In-State Resident

Tuition charged to students who live in New Mexico and have established residency according to the guidelines provided by the State of New Mexico. Students are charged in-state tuition.

## Lab Hours

Lab hours are learning activities, which are "hands-on" rather than the traditional lecture / discussion. Lab hours provide experiments / exercises that focus on the lecture applications. Since lab hours are the co-requisite to the lecture / discussion portion of a class, students need to register for both (lecture and lab) course reference numbers (CRN's) in the same semester.

# Definitions

## **Non-Credit**

Non-academic course oriented to personal interest or continuing education needs of persons seeking non-credit bearing instruction.

## **Out-of-District Resident**

Students are classified as out-of-district residents if they declare their home is within the state of New Mexico but outside of Lea County. Students are charged tuition according to the out-of-district rate.

## **Out-of-State Resident**

Students are classified as out-of-state residents if they declare their permanent residence to be outside the state of New Mexico. Students are charged according to the out-of-state tuition rate

## **Part of Term**

A period of time within a term in which courses are scheduled. Parts of terms can be one to sixteen weeks in duration.

## **Part-Time (Student)**

Student enrolled for 11 or fewer credits in a traditional semester.

## **PHI THETA KAPPA (PTK)**

A national honorary organization recognizing academic scholarship by community/technical college students.

## **Plan of Study**

A worksheet of courses required to earn a degree in a chosen area of study. Used as a road map for course selection. Used to conduct a final audit for graduation.

## **Prerequisite**

Skill or course required for entry into a course or program of study.

## **Program Director**

Instructor who provides in-depth information about a certificate or degree program.

## **Program of Study**

(See Degree Program and Certificate Program)

## **Registration**

The process of signing up for courses, including paying tuition and fees.

## **Residence (Credits Earned In)**

A minimum of 15 credit hours applicable to an associate degree must be granted by NMJC as opposed to credits transferred in from another institution of higher education or earned through proficiency examination.

## **Semester (Term)**

See Academic Term.

## **Schedule of Classes**

A printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

## **Short Session**

See Part of Term.

## **Skill Set Certificate**

A document issued by an academic division upon successful completion of a combination of approved courses that provide specific skills.

## **Special Topics Course**

A course that is not a part of NMJC's regular course offerings and may change each term. Topics courses complement NMJC's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other NMJC courses.

## **Traditional Grade**

Letter grade (A, B, C, D or F) used in calculating the grade point average.

## **Transcript**

An official, permanent educational record of student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

## **Transfer Credits**

Credits for courses taken at another institution and counted toward a NMJC certificate or degree, or credits taken at NMJC and applied toward a degree at another institution.

## **Transfer Guidelines**

Informal documents which suggest courses to be taken at NMJC that transfer into a four-year college.

## **Transfer Program**

A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

## **Tuition**

Charges to student by the college for registration in credit courses of instruction.

## **Web Enhanced**

Online course activity complements class sessions without reducing the number of required class meetings. Any course tied to the traditional classroom but involving some sort of computer usage while still anchored to the normal time spent in classes would fall into this category. Traditional courses and web-enhanced courses are very similar and therefore not usually considered to be distance learning courses.

## **Web Hybrid**

Current convention is to classify a course as web hybrid if thirty percent (30%) or more of the course activity is provided online. Web hybrid courses feature a combination of synchronous and asynchronous delivery using online technologies such as a Learning Management System (LMS) or a website to present content.

## **Web Online**

All course activity is delivered and completed online using NMJC's Learning Management System (LMS) which is currently Canvas. There are no required face-to-face sessions within the course that must take place at the home campus. However, proctored examinations may be required during the course. If a proctored examination is required, the testing site must be within close proximity of the student's location while taking the online course.


## **Withdraw From A Course**

To cease to participate in a course after the add / drop period, accomplished through the Registrar's Office. Student can also drop a class from the T-BirdWeb Portal.

## **Withdraw From the College**

To cease to participate in all courses for one semester or more, accomplished through the Registrar's Office.


Addendum  
Cosmetology and Barbering  
Licensure and Testing Information

>  **61-17A-3. Barbering defined. (Repealed effective July 1, 2026.)**

Barbering includes any one or any combination of the following practices when done upon the upper part of the human body for cosmetic purposes for the public generally, upon male or female:

- A. shaving or trimming the beard or cutting the hair;
- B. curling and waving, including permanent waving, the hair;
- C. giving facial and scalp massage or treatments with oils, creams, lotions or other preparations, either by hand or mechanical appliances;
- D. shampooing, bleaching or dyeing the hair or applying tonics; or
- E. applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to the scalp, face, neck or upper part of the body.

**History:** [Laws 1993, ch. 171, § 3.](#)

 **61-17A-4. Cosmetology defined. (Repealed effective July 1, 2026.)**


Cosmetology means the practice of those services that include:

- A. arranging, dressing, curling, waving, cleansing, cutting, bleaching, coloring, straightening or similar work upon the hair of a person, whether by hand or through the use of chemistry or of mechanical or electrical apparatus or appliances;
- B. using cosmetic preparations, antiseptics, tonics, lotions or creams or massaging, cleansing, stimulating, manipulating, beautifying or performing similar work on the body of a person;
- C. manicuring and pedicuring the nails of a person;
- D. caring for and servicing wigs and hair pieces; or
- E. removing of unwanted hair except by means of electrolysis.

**History:** [Laws 1993, ch. 171, § 4.](#)

**ANNOTATIONS**

**Delayed repeals.** — For delayed repeal, see [61-17A-25 NMSA 1978](#).

 **61-17A-4.1. Hairstyling defined. (Repealed effective July 1, 2026.)**

Hairstyling includes any one or any combination of the following practices when done upon the upper part of the male or female human body for cosmetic purposes for the public generally, using the hands or manual, mechanical or electrical implements or appliances:

- A. cleansing, massaging or stimulating the scalp with oils, creams, lotions or other cosmetic or chemical preparations;
- B. applying cosmetic or chemical preparations, antiseptics, powders, oils, clays or lotions to the scalp;
- C. cutting, arranging, applying hair extensions to or styling the hair by any means;
- D. cleansing, coloring, lightening, waving or straightening the hair with cosmetic or chemical preparations; or
- E. trimming a person's beard.

**History:** [Laws 2017, ch. 112, § 1.](#)

**ANNOTATIONS**

**Delayed repeals.** — For the delayed repeal of this section, see [61-17A-25 NMSA 1978](#).

**Effective dates.** — Laws 2017, ch. 112 contained no effective date provision, but, pursuant to [N.M. Const., art. IV, § 23](#), was effective June 16, 2017, 90 days after the adjournment of the legislature.

**61-17A-5. License required. (Repealed effective July 1, 2026.)**

- A. Unless licensed pursuant to the Barbers and Cosmetologists Act or exempted from the provisions of that act, no person shall practice barbering, hairstyling or cosmetology for compensation either directly or indirectly.
- B. Unless licensed pursuant to the Barbers and Cosmetologists Act, no person shall operate a school or establishment for compensation.
- C. Unless licensed pursuant to the Barbers and Cosmetologists Act or exempted from the provisions of that act, no person shall teach barbering, hairstyling, cosmetology or electrology for compensation.
- D. Unless licensed by the board pursuant to the Barbers and Cosmetologists Act, no person shall practice as a manicurist-pedicurist, esthetician or electrologist for compensation.

**History:** Laws 1993, ch. 171, § 5; 1997, ch. 218, § 2; 2017, ch. 112, § 4.

**61-17A-16. Fees. (Repealed effective July 1, 2026.)**

The board may, by rule, establish initial license and renewal fees not to exceed the following:

establishment license.....	\$200
school license.....	\$600
relocation of a school.....	\$300
cosmetologist license.....	\$100
barber license.....	\$100
hairstylist license.....	\$100
specialty license.....	\$100
instructor license.....	\$100
duplicate license.....	\$50.00
temporary license.....	\$25.00
administrative fee.....	\$100
limited license fee.....	\$100
licensure through reciprocity.....	\$200
transcript.....	\$50.00
examinations.....	\$100.

**History:** Laws 1993, ch. 171, § 16; 1997, ch. 218, § 11; 2017, ch. 112, § 7; 2019, ch. 243, § 1.

**61-17A-8. Licensure requirements; barbers. (Repealed effective July 1, 2026.)**

A. Except as provided in Subsection B of this section, a barber license shall be issued to any person who files a completed application, accompanied by the required fees and documentation, and who:

- (1) has an education equivalent to the completion of the second year of high school;
- (2) is at least seventeen years of age;
- (3) has completed a course in barbering of at least one thousand two hundred hours in a school or apprenticeship approved by the board; and
- (4) has passed an examination approved by the board.

B. A barbering license shall be issued to a person who files a completed application, accompanied by the required fees and documentation, meets the requirements of Paragraphs (1) through (4) of Subsection A of this section and shows proof of having successfully completed a registered barbering apprenticeship approved by the state apprenticeship agency and the board of barbers and cosmetologists.

C. The holder of a barber license has the right and privilege to use the title "barber", and the initials "R.B." following the holder's surname and to use a barber pole, the traditional striped, vertical emblem of the barbering trade.

**History:** Laws 1993, ch. 171, § 8; 1997, ch. 218, § 5; 2015, ch. 85, § 1.

 **61-17A-8.1. Licensure requirements; hairstylists. (Repealed effective July 1, 2020.)**


A. Except as provided in Subsection B of this section, a hairstylist license shall be issued to a person who files a completed application, accompanied by the required fees and documentation, and who:

- (1) has an education equivalent to the completion of the second year of high school;
- (2) is at least seventeen years of age;
- (3) has completed a course in hairstyling of at least one thousand two hundred hours in a school; and
- (4) has passed an examination approved by the board.

B. A hairstylist license shall be issued to a person who files a completed application, accompanied by the required fees and documentation, and meets the requirements of Paragraphs (1) through (4) of Subsection A of this section.

C. The holder of a hairstylist license has the right and privilege to use the title "hairstylist".

**History:** [Laws 2017, ch. 112, § 2.](#)


 **61-17A-9. Licensure requirements; cosmetologists. (Repealed effective July 1, 2026.)**

A. A cosmetologist license shall be issued to any person who files a completed application, accompanied by the required fees and documentation, and who:

- (1) is at least seventeen years of age;
- (2) has an education equivalent to the completion of the second year of high school;
- (3) has completed a course in cosmetology of at least one thousand six hundred hours at a school approved by the board; and
- (4) has passed an examination approved by the board.

B. The name of a licensed cosmetologist may be immediately followed by the initials "R.C.", as a right and privilege of licensure.

**History:** [Laws 1993, ch. 171, § 9](#); [1997, ch. 218, § 6.](#)

 **61-17A-10. Licensure requirements of manicurists-pedicurists, estheticians and electrologists. (Repealed effective July 1, 2026.)**

A. The board shall provide for the licensure of manicurists-pedicurists. The board shall issue a manicurist-pedicurist license to any person who files a completed application, accompanied by the required fees and documentation, and who submits satisfactory evidence of compliance with all requirements established by the board. The name of a licensed manicurist-pedicurist may be immediately followed by the initials "R.M.", as a right and privilege of licensure.

B. The board shall provide for the licensure of estheticians. The board shall issue an esthetician license to any person who files a completed application, accompanied by the required fees and documentation, and who submits satisfactory evidence of compliance with all requirements established by the board. The name of a licensed esthetician may be immediately followed by the initials "R.F.", as a right and privilege of licensure.

C. The board shall provide for the licensure of electrologists. The board shall issue an electrologist license to any person who files a completed application, accompanied by the required fees and documentation, and who submits satisfactory evidence of compliance with all requirements established by the board. The name of a licensed electrologist may be immediately followed by the initials "R.E.", as a right and privilege of licensure.

**History:** [Laws 1993, ch. 171, § 10](#); [1997, ch. 218, § 7.](#)

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 **61-17A-20. Duration, restoration and renewal of licenses. (Repealed effective July 1, 2026.)**

A. The original issuance and renewal of licenses to practice as a barber, hairstylist, cosmetologist, instructor, esthetician, manicurist-pedicurist or electrologist shall be for a period of two years or less from the date of issuance. If the licensee fails to renew the license for the next two-year period, the license is void; provided the license may be restored at any time during the year following expiration upon the payment of the appropriate fee and a late charge not to exceed one hundred dollars (\$100) as set forth by board rules. If the licensee fails to restore the license within one year following its expiration, the licensee may request restoration of the license pursuant to rules promulgated by the board.

B. The original issuance and annual renewal of licenses to operate an establishment or school shall be for a period of twelve months or less following the issuance of the license. If the licensee fails to renew the license within thirty days after its expiration, the license is void, and, to again obtain a license, an application, required documentation, payment of the renewal fee and a late fee not to exceed one hundred dollars (\$100) as established by board rules is required.

C. The board may establish a staggered system of license expiration.

**History:** Laws 1993, ch. 171, § 20; 1997, ch. 218, § 14; 2007, ch. 181, § 17; 2017, ch. 112, § 8; 2019, ch. 243, § 2.



### **Approval Process (continued):**

You will receive an **Authorization to Test (ATT)** for the theory examination as soon as you have been approved to test. If you do not receive your ATT via mail within 7 days, please call PCS to verify your mailing address is correct.

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application, please make reference to this on your information.

**YOUR APPLICATION FOR EXAMINATION AND LICENSURE WILL NOT BE CONSIDERED UNTIL THE ENTIRE PACKET IS COMPLETE.**

**How to Schedule For and Take the Theory Examination:** Upon receipt of your ATT, you may request to take the theory examination by contacting PSI Testing Center at [www.psiexams.com](http://www.psiexams.com) or at 800-733-9267. An ATT **cannot be faxed** to you or to the PSI site.

### **Internet Scheduling**

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

Log onto PSI's website. Complete the associated registration form online and submit your information to PSI via the internet.

Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date and location.

### **Telephone Scheduling**

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call 800-733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30am and 8:00pm and Saturday, between 11:00am and 5:00pm, Eastern Time, to schedule your appointment for the examination.

Theory examinations are offered on a daily basis using a computer-based testing platform. Since PSI tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several PSI Testing Centers throughout New Mexico, however, you can examine at any PSI test center located throughout the United States. You may access test center information at [www.psiexams.com](http://www.psiexams.com). Maps and test center hours are available from this web site as well.

You will take your theory examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit [www.psiexams.com](http://www.psiexams.com) for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 75 or higher to achieve a passing score on the theory examination. PSI personnel have no knowledge of, are not responsible for, and cannot answer questions about the content of the examinations, references, passing scores, etc.

### **Theory and Practical Examination Admission Requirements:**

**You must register for your examination with your LEGAL first and last name as it appears on your government issued identification. All required identification below must match the first and last name under which you registered.** Candidates are required to bring **a recent 2"x2" passport type photo** and **two (2) forms of valid (non-expired) identification** to the test site. One of the identifications presented must be Government issued identification with photograph and signature. Photocopies of identification will **NOT** be accepted. Candidates must present two forms of ID: One Primary and One Secondary.

#### **PRIMARY IDENTIFICATION – Choose One**

- State issued driver's license
- State issued identification card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

#### **SECONDARY IDENTIFICATION – Choose One**

- Credit card (must be signed)
- Social Security Card
- US issued Birth Certificate

**\*NOTE:** Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

It is your responsibility to arrive at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination in order to become familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

### **General Policies and Procedures for Theory and Practical Examinations:**



**Security Policies:** Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

**Copyrighted Examination Questions:** All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

**Prohibited Items:** No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, walkmans, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for **any** personal items brought into the examination site.

**Environmental Distracters:** Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

**Emergency Policy:** In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

**Refunds and Rescheduling Policies:** You may reschedule for the theory examination without losing your fee **if** you contact PSI within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. **NOTE:** A voicemail message is not an acceptable form of cancellation. Please use the internet, automated telephone system or call PSI and speak to a Customer Service Representative. Rescheduling is **not** permitted for the practical examination unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time. Refunds are **not** issued nor are fees transferable for either the theory or practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** When you complete the theory examination, the computer will print out an unofficial "Pass" or "Fail" Score Report. For failing candidates, this will include a strength and weakness report by major content areas. For the theory examination, a score of 75 is required in order to pass. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test.

The official pass or fail results of the theory and practical examination will be mailed to you by first-class mail 10 business days after you take the examination. Failing candidates will receive a strength and weakness report, as well as information on how to retest. For the practical examination, an overall score of 75 must be achieved.

**Confidentiality:** Test results are confidential and are not provided over the telephone.

**Passing Candidates:** When you have passed both the theory and the practical examinations, you will be provided with a **Licensure Fee Notice** with your score. Please mail this form with the required fees to the NM Board for your license. Please be sure to notify PCS of any mailing address changes. Once you have met all licensure requirements please allow the Board 30 business days to process and mail your license. It is not necessary to notify the Board that you have passed an examination; the Board is provided candidate scores on a daily basis.

**Failing Candidates:** If you fail the examination or are absent, you must reapply and resubmit fees to PCS by calling: 1-888-822-3272.

**Expiration of Training Hours:** Pursuant to New Mexico Regulation 16.34.2.8A(2)(c) All required examinations must be taken and passed within 24 months of the date training was completed. After 24 months, you are required to complete a minimum of 150 hours of remedial education; upon completion, you must submit a new application to PCS along with proof of completing these additional hours. You must also re-take and pass all required examinations.

**IT IS THE CANDIDATES RESPONSIBILITY TO FAX, MAIL, OR E-MAIL ANY CHANGE OF ADDRESS TO THE NEW MEXICO COSMETOLOGY COORDINATOR AT PCS AND THE NEW MEXICO STATE BOARD OF COSMETOLOGY.**

**National-Interstate Council of State Boards of Cosmetology (NIC):**

Please visit [www.nictesting.org/cand\\_info.htm](http://www.nictesting.org/cand_info.htm) for the most current theory and practical content outline of the Cosmetology examination.

**Practical Examination:**

The New Mexico State Board of Cosmetology and Barbers requires candidates to be examined in the following services:

**Core Domain Services**

- Set Up and Client Protection
- Thermal Curling
- Haircutting
- Chemical Waving
- Virgin Hair Lightening Application and Hair Color Retouch
- Virgin Relaxer Application and Relaxer Retouch

**Mannequins:**

A mannequin is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

**Thermal Curling Irons:**

Candidates will use a **cold** curling iron for the Thermal Curling section of the practical examination.

**Aerosol Products:**

Candidates are not permitted to use aerosol products at anytime during the examination.

**Kit Size:**

Recommended kit size is no larger than 30"x30". For safety reason all kits must be able to fit completely under the table area.

**MMA:**

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

