



**The University of New Mexico**

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**T A O S**

## 2006 - 2008 Catalog

The University of New Mexico - Taos Branch  
115 Civic plaza Drive  
Taos, NM 87571

(505) 737-6200    <http://taos.unm.edu>

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## ACCREDITATION

As an Official Branch of The University of New Mexico, UNM-Taos is fully accredited by the North Central Association of Colleges and Secondary Schools.

<b>THE UNIVERSITY OF NEW MEXICO</b>	
David J. Schmidly, <i>President</i>	Please visit <a href="http://www.unm.edu/president/regents.htm">http://www.unm.edu/president/regents.htm</a> for a list of current Regents.
<b>THE UNIVERSITY OF NEW MEXICO-TAOS BRANCH</b>	
Dr. Catherine M. O'Neill, <i>Executive Campus Director</i> Jim Gilroy, <i>Dean of Instruction</i> D. Dennis Cruz, <i>Associate Director of Business Operations</i>	
<b>Student Affairs</b> Patricia Gonzales, <i>Enrollment Services Director</i> Amie Chávez-Aguilar, <i>Student Success Director</i> Vickie Alvarez, <i>Admissions, Student Enrollment Associate</i> Victoria S. Gonzales, <i>Financial Aid, Sr. Student Enrollment Associate</i> Damon Montclare, <i>Student Advisor, Sr. Student Success Associate</i> Nikki Moyer, <i>Financial Aid Advisor</i> Henry Trujillo, <i>Admissions, Sr. Student Enrollment Associate</i> Katherine Spess, <i>CASA Tutoring Center Manager, Student Success Manager</i>	
<b>Planning and Institutional Development</b> Chandler Barrett, <i>Planning and Institutional Development Director</i> Anne C. Landgraf, <i>Information Resources Manager</i> Alex Chávez, <i>Graphic Designer/Webmaster</i>	
<b>Department of Instruction</b> Jim Gilroy, <i>Dean of Instruction</i> Roberta Vigil, <i>Administrative Assistant II</i> Renée Barela-Gutierrez, <i>Professions and Liberal Arts Academy Head</i> Jean Ellis-Sankari, <i>Health and Human Services Academy Head</i> Gary Cook, <i>Art Academy Head</i> James Rannefeld, <i>Trades and Industries Academy Head</i> Joel Whitehead, <i>Business and Computer Technology Academy Head</i> Martinez "Marty" Hewlett, <i>Science Academy Head</i> Kathleen Knoth, <i>Manager of Library Operations</i> Kim Jones, <i>Library Information Specialist III</i> Randi Archuleta, <i>Psychology Program Coordinator</i> Edward "Bob" Arellano, <i>English Program Coordinator</i> Gary Atias, <i>Early Childhood Education Program Coordinator</i> Pearl Huang, <i>International Program Coordinator</i> Norah Flatly-Lovell, <i>Art Program Coordinator</i> Larry Torres, <i>Language Program Coordinator</i>	

<p><b>Business Office</b>  Thomas Duran, <i>Accountant III</i>  Debra Martinez, <i>Branch/Divison Human Resources Representative</i>  Erlinda Gonzales, <i>Community Relations Manager</i>  Rick Bull, <i>Senior LAN Administrator</i>  Lisa Bustos-Garcia, <i>Bookstore Supervisor</i>  Maxine Chacon, <i>Cashier</i>  Irene Nichols, <i>Accounting Tech</i></p>
<p><b>Facilities Operations Department</b>  Rudy W. Baca, <i>Facilities Operations Manager</i>  Theresa Mondragon, <i>Administrative Assistant III</i>  Paul Clawson, <i>Senior Campus Associate</i>  Victor Chavez, <i>Campus Services Assistant</i>  Joseph Madrid, <i>Campus Services Assistant</i>  Ralph Garcia, <i>Campus Services Assistant</i>  Sam Lucero, <i>Campus Services Assistant</i></p>
<p><b>Adult Basic Education</b>  Judy Hofer, <i>ABE/GED Program Director</i></p>
<p><b>Family Resource Center</b>  Brandy Corry, <i>Program Coordinator</i>  Patricia Alaniz, <i>Coordinator of Community Education</i>  Maysel Castillo, <i>Education Associate</i></p>
<p><b>CASA Tutoring Center</b>  Katherine Spess, <i>CASA Tutoring Center Manager, Student Success Manager</i></p>
<p><b>UNM Extended University</b>  Mary Lutz, <i>Operations Manager</i>  Gina Vigil, <i>Coordinator of Student Enrollment</i>  Mario Suazo, <i>Academic Advisor</i></p>

**ACADEMIC CALENDAR 2006-2008**

**Fall 2006 semester**

Undergraduate application and credentials deadline.....	June 15, 2006
Financial Disenrollment.....	5 pm, Aug. 18, 2006
Instruction begins.....	Aug. 21, 2006
Registration ends, last day to add or change courses.....	Sept. 1, 2006
Labor Day (no classes, campus closed).....	Sept. 4, 2006
Last day to change grading options.....	Sept. 15, 2006
Last day to drop a course without a grade.....	Sept. 29, 2006
Fall Break.....	Oct. 12-Oct. 13, 2006
Last day to drop a course without approval of college dean.....	Nov. 10, 2006
Thanksgiving Holiday (no classes, campus closed).....	Nov. 23-Nov. 26, 2006

Last day to drop a course with approval of college dean.....	Dec. 8, 2006
Last day of classes.....	Dec. 9, 2006
Final Examinations.....	Dec. 9-16, 2006
Last day to report removal of incomplete grade.....	Dec. 15, 2006

### Spring 2007 semester

Undergraduate application and credentials deadline.....	Nov. 15, 2006
Martin Luther King Jr. Day (no classes, campus closed).....	Jan. 15, 2007
Classes begin.....	Jan. 16, 2007
Registration ends.....	Jan. 26, 2007
Last day to add courses & change sections.....	Jan. 26, 2007
Last day to change grading options.....	Feb. 9, 2007
Last day to drop a course without a grade.....	Feb. 23, 2007
Spring Recess (no classes, campus closed).....	Mar. 11-18, 2007
Cultural Awareness Day (no classes, campus closed).....	Apr. 6, 2007
Last day to withdraw without approval of college dean.....	Apr. 13, 2007
Last day to withdraw from a course with approval of college dean.....	May 4, 2007
Last day of classes.....	May 5, 2007
Final Examinations.....	May 5-12, 2007
Last day for report of removal of incomplete grade.....	May 11, 2007
Commencement (subject to change).....	May 12, 2007

### Summer 2007 semester

Undergraduate application & credentials deadline.....	May 1, 2007
Financial Disenrollment.....	5 pm, June 1, 2007
Instruction Begins/ 8 week term.....	June 4, 2007
1st 4-week term.....	June 4, 2007
2nd 4-week term.....	July 2, 2007
Registration ends, last day to add or change courses/ 8 week term.....	June 8, 2007
1st 4-week term.....	June 5, 2007
2nd 4-week term.....	July 3, 2007
Independence Day (no classes, campus closed).....	July 4, 2007
Last day to change grading options/ 8 week term.....	June 15, 2007
1st 4-week term.....	June 8, 2007
2nd 4-week term.....	July 6, 2007
Last day to drop a course without a grade/ 8 week term.....	June 22, 2007
1st 4-week term.....	June 13, 2007
2nd 4-week term.....	July 11, 2007
Last day to withdraw without approval of college dean/ 8 week term.....	July 13, 2007
1st 4-week term.....	June 22, 2007
2nd 4-week term.....	July 20, 2007
Last day of classes/ 8 week term.....	July 28, 2007
1st 4-week term.....	June 30, 2007
2nd 4-week term.....	July 28, 2007

### Fall 2007 semester

Undergraduate application and credentials deadline.....	June 15, 2007
Financial Disenrollment.....	5 pm, Aug. 17, 2007
Instruction begins.....	Aug. 20, 2007
Registration ends, last day to add or change courses.....	Aug. 31, 2007
Labor Day (no classes, campus closed).....	Sept. 3, 2007
Last day to change grading options.....	Sept. 14, 2007
Last day to drop a course without a grade.....	Sept. 28, 2007

Fall Break.....	Oct. 11-Oct.12, 2007
Last day to drop a course without approval of college dean.....	Nov. 9, 2007
Thanksgiving Holiday (no classes, campus closed).....	Nov. 22-Nov. 25, 2007
Last day to drop a course with approval of college dean.....	Dec. 7, 2007
Last day of classes.....	Dec. 8, 2007
Final Examinations.....	Dec. 8-15, 2007
Last day to report removal of incomplete grade.....	Dec. 14, 2007

### **Spring 2008 semester**

Undergraduate application and credentials deadline.....	Nov.15, 2007
Financial disenrollment .....	5 pm, Jan. 18, 2008
Martin Luther King Jr. Day (no classes, campus closed).....	Jan. 21, 2008
Instruction begins.....	Jan. 22, 2008
Registration ends, last day to add or change courses.....	Feb. 1, 2008
Last day to change grading options.....	Feb. 15, 2008
Last day to drop a course without a grade.....	Feb. 29, 2008
Spring Recess (no classes, campus closed).....	Mar.16-23, 2008
Last day to withdraw without approval of college dean.....	Apr. 18, 2008
Last day to withdraw from a course with approval of college dean.....	May 9, 2008
Last day of classes.....	May 10, 2008
Final Examinations.....	May 10-17, 2008
Last day to report removal of incomplete grade.....	May 16, 2008
Commencement (subject to change).....	May 17, 2008

### **UNM-Taos Mission Statement**

The University of New Mexico-Taos subscribes to comprehensive community education with the goal of providing programs and services of superior quality to meet the post-secondary educational needs and interests of the community. The college encourages lifelong learning and thus maintains an admissions policy that allows for open entry by all local citizens, believing that all who can benefit from its services should be able to do so. Specifically, the goals that have been identified to fulfill this mission are:

- to provide a high-quality learning environment for all students;
- to provide a wide range of academic programs culminating in the awarding of Associate of Arts and Associate of Applied Science degrees;
- to provide a wide range of vocational and technical programs culminating in certificates and degrees for students who seek career-related employment in business, industry, and government;
- to provide a transfer program to include a wide range of general education and pre-professional courses which normally articulate with Baccalaureate degree-granting colleges and the universities;
- to provide a diversified program of academic, technical, and vocational courses to allow for the achievement of individual educational goals involving professional or technical skills development, and/or professional rectification;
- to provide noncredit continuing adult education services to the community in the areas of business/professional training, personal development, cultural enrichment, and recreational activities;
- to provide developmental education courses to acquire the basic verbal, quantitative, and cognitive skills necessary for a student's successful transition into college-level study; and
- to provide an array of student support services that include faculty and staff academic advisement and career counseling, diagnostic and placement testing, financial aid, and human development opportunities readily accessible to all students.

## GENERAL INFORMATION

### **Affirmative Action**

The University of New Mexico-Taos commits itself to a program of affirmative action to increase access by, and participation of, traditionally underrepresented groups in the University's education programs and work force. It is the policy of the University in the case where a vacant position falls within a job group that is determined to have under utilization, that the hiring officials give preference for selection to a finalist who is a member of the under utilized group, provided his/her qualifications and past performance are substantially equal to other finalists.

### **Applicability Policy**

This policy applies to recruitment, admissions, extracurricular activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, and health insurance for students. This policy also applies to the recruitment, hiring, training and promotion of University employees (faculty and staff), and to all other terms and conditions of employment.

### **Anti-Harassment**

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers and harassment of students on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, medical condition, or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment.

### **Equal Education Policy**

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

### **Equal Employment Opportunity**

University policy, state and federal law regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition, in recruiting, hiring, training, promoting, and all other terms and conditions of employment. All personnel policies, such as compensation, benefits, transfers, layoffs, terminations, returns from layoff, University-sponsored training, education, tuition assistance, social, and recreation programs will be administered without regard to the characteristics or conditions listed above, except when one of these is a bona fide occupational qualification. The University strives to establish procedures which assure equal treatment and access to all programs, facilities and services.

### **Reasonable Accommodation**

The University makes reasonable accommodation to the religious observances/national origin 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 services or placing an undue hardship on the operation of the University. Qualified students, employees or program users with disabilities should contact the Office of Equal Opportunity or the Office of Accessibility Services for information regarding accommodations. The University of New Mexico is committed to the recognition and the pro-active pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA).

### **About This Catalog**

This volume was produced by The University of New Mexico-Taos, Office of University Communications. The catalog is the student's guide to the programs and regulations of the University. All students must be familiar with University regulations and assume responsibility for complying with them.

The catalog is designed primarily to describe the undergraduate programs, courses of instruction, and academic regulations of The University of New Mexico-Taos. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirements anytime within the student's term of residence.

For information about University programs and policies not included in this catalog, please contact individual departments or administrative offices.

### **Correspondence**

All departments of the University receive mail through a central post office. Please address any correspondence to a specific department or individual as follows:

The University of New Mexico-Taos  
(Name of Individual)  
(Department)  
115 Civic Plaza Dr.  
Taos, New Mexico 87571

University administration hours are 8:00 am to 5:00 pm Monday through Friday.

### **Faculty**

The faculty of UNM-Taos is predominately part-time (adjunct) with a few who hold both teaching and administrative positions. Although faculty is predominately part-time, many teach on a regular basis from semester to semester providing consistency and quality instruction in program areas.

UNM-Taos faculty have received approval from Main Campus in Albuquerque and are qualified in their fields. In addition, many have had years of experience working and/or teaching and enjoy outstanding reputations in their fields.

## **FACILITIES INFORMATION**

The University of New Mexico-Taos has four main locations:

- The Camino Real building at 115 Civic Plaza Drive houses the following: Central Administration, the Business Office, the Bookstore, Student Affairs, the Library, Graduate and Upper Division offices, and ITV classrooms.
- El Pueblo Hall located at 114 Civic Plaza Drive houses the Department of Instruction and the offices of three Academy Heads: Business and Computer



Technology, Holistic Health and Human Services, and Professions and Liberal Arts.

- Klauer Campus (NM State Road 570) is a multi-use facility that encompasses computer and general science labs, the woodworking shop, the photography darkroom, several art studios, and general classrooms. The Physical Plant Department (PPD) and the offices of the Academy of Art and Academy of Trades and Industry Academy Heads are also located at the Klauer Campus.
- The UNM-Taos Medical Center facility at 1398 Weimer Road is home to CASA (the Center for Academic Success and Achievement), several classrooms, the ABE/GED/ESL program offices, and the office of the Academy of Science Academy Head.

In addition, dual enrollment classes are held at high schools in Taos, Questa, Peñasco, and Cimarron. UNM-Taos is also responsible for the Family Resource Center located at 1335 Gusdorf Road, Suite Q.

### **Campus Safety**

Campus Monitor personnel patrol and provide assistance with problems such as dead car batteries, locked vehicles, and flat tires. They will escort students, faculty, and staff to parking areas.

Day Monitor (7am-5pm Monday-Friday): 737-6270, Night Monitor (5pm-10pm Monday-Thursday): 741-1076. The Campus Monitor's central office is located at Klauer Campus in the Physical Plant Department office.

### **Emergency Services**

In case of an emergency, dial 911 from any campus telephone. Buildings and classrooms are monitored by Campus Monitor Personnel who can be reached by calling 741-1076 or 741-1075.

### **To Report an Incident**

UNM-Taos Monitor Staff should be notified immediately whenever a crime is discovered, suspected, or witnessed on campus property. **If the incident requires police or emergency medical intervention call 911.** Day Monitor (7am-5pm Monday-Friday): 737-6270, Night Monitor (5pm-10pm Monday-Thursday): 741-1076. The Campus Monitor's central office is located at Klauer Campus in the Physical Plant Department office.

### **Maintenance**

UNM-Taos custodial staff are responsible for cleaning and maintaining UNM-Taos offices, classrooms, and grounds. Please call the Physical Plant Department at 737-6271 to report unsafe, unclean, or otherwise unacceptable conditions on campus.

## **UNDERGRADUATE ADMISSIONS INFORMATION**

The University of New Mexico-Taos Campus admits all qualified New Mexico applicants. Within the limits of its resources, it also accepts qualified students from other states and foreign countries. Because of the great diversity of UNM-Taos's students, special applications and admissions procedures have been created to meet the needs of the different students served, including entering freshmen, transfer students, non-degree students, certificate students, associate degree students and unclassified students.

## **Application Procedure**

Applications are required for:

- \* Students who have not previously attended UNM-Taos.
- \* Students who have not attended UNM-Taos for two semesters or more and are seeking re-admission.
- \* Students who are changing from non-degree status to degree seeking.

Application for admission must be turned in to the UNM-Taos Student Services Office.

The completed application is submitted with a \$15.00 non-refundable application fee. Students must make arrangements for high school and college transcripts to be sent directly from their former educational institutions to Admissions, UNM-Taos, 115 Civic Plaza Dr., Taos, NM 87571, when appropriate. The student is responsible for verifying that UNM-Taos has received the transcripts. Non-degree students are not required to submit formal transcripts until they apply for degree status.

If more information is required, a notice will be sent to the student requesting the necessary information. Once all the necessary information is received and the student is found in good standing, a notice will be sent informing the student of acceptance. Because of processing time, recommended application deadlines for degree status are: 1st week of June for fall semester, 1st week of November for spring semester, and mid April for summer session.

## **UNM-Taos Admissions Requirements**

### **1. Associate of Science / Associate of Applied Science / Associate of Arts Degree**

- UNM-Taos admissions application
- \$15.00 non-refundable admissions fee
- High school / GED official transcript
- Official college transcript (if applicable)

### **2. Certificate**

- UNM-Taos admissions application
- \$15.00 non-refundable admissions fee
- High school / GED official transcript
- Official college transcript (if applicable)

### **3. Non-Degree**

- UNM-Taos admissions application
- \$15.00 non-refundable admissions fee
- Must currently possess a Bachelor's Degree

### **3. Unclassified**

- UNM-Taos admissions application
- \$15.00 non-refundable admissions fee
- Be at least 18 years of age and not in high school

### **5. High School Dual Enrollment Option**

The High School Dual Enrollment Program includes honors and vocational programs. Its purpose is to award a select number of high school juniors and seniors who are at least 16 years of age the opportunity to take University courses (above the Basic Skills level) and to earn college credit while they are still enrolled in high school.

It is up to the college or University that the student plans to attend to determine if credit is given for both high school and college for courses taken as a dual-enrolled student. UNM-Taos allows the credit to be used toward high school graduation as well as earned college credit. Students should work with their high school counselor to determine an

individual high school's acceptance policy of courses toward graduation. Students are free to choose any course as long as prerequisites have been met.

Students should familiarize themselves with University policies and procedures regarding grading, attendance, drops and withdrawals. College catalogs are available at regional and local high schools and at UNM-Taos.

Qualified high school juniors and seniors may be considered for dual enrollment while simultaneously attending high school, or they may take college courses during the summer between the junior and senior years.

The following requirements must be met:

- a) The student must be a high school junior or senior who is at least 16 years of age.
- b) The student must have the certification of and an unconditional signed recommendation form from the high school counselor before each semester of participation.
- c) The high school must provide the Admissions Office at UNM-Taos with an official transcript.
- d) The student must rank in the top 25 percent of his or her class in grade point average,

or

his/her cumulative grade point average must be 3.0 or better on a 4.0 scale for 9th and 10th grades in subjects counted toward graduation,

or

the student must have an ACT composite score of 23,

or

the student must have an SAT total score of 1000.

The \$15.00 application fee is not required for dual enrollment. High school students other than those in their senior year may be considered but only in very exceptional cases.

#### *5. Dual Enrollment-Vocational and Career-Technical Program*

UNM-Taos offers a dual enrollment program for students who wish to explore occupational options. This Vocational and Career-Technical education program is available for currently enrolled high school juniors and seniors. Eligible students must have a minimum GPA of 2.0 and have the approval of both a parent and a high school counselor.

At registration, the student should submit the following items to the UNM-Taos Registrar's Office for approval:

1. a completed application;
2. a completed Vocational and Career-Technical Program enrollment recommendation form with student, counselor, and principal's signatures, and
3. an official high school transcript.

Once approved, the student is eligible to register during regular registration periods. Students must check with their particular high schools as to whether individual high schools will accept the Vocational and Career-Technical program courses toward graduation requirements.

## **International Students**

All international students must show proof of health insurance coverage before they will be allowed to register.

International students are not eligible to be classified as residents for tuition purposes, but can pay in-state tuition rates if they register for six credit hours or fewer.

All international students on visas other than student visa must provide copies of their current visa to the UNM-Taos Admissions Office prior to registration. Check with the UNM-Taos registrar for the appropriate documentation that is required.

International students seeking a student visa need to contact UNM's International Admissions Office at (505) 277-5829.

## **Tuition and Fees**

This catalog is published once every two years. Since tuition rates are subject to change, visit the UNM-Taos website (<http://taos.unm.edu>) or the main UNM website (<http://www.unm.edu>) for current tuition rates.

Non-Resident Tuition:

Students enrolled for 6 or fewer hours pay the in-state tuition rate. Students enrolled for 7 or more hours pay the indicated non-resident tuition for all credit hours taken. Please visit the UNM-Taos website (<http://taos.unm.edu>) or the main UNM website (<http://www.unm.edu>) for current tuition rates.

## **Lab Fees**

Lab fees for individual courses will be listed in the Schedule of Classes published each semester and summer session.

## **Resident Status in New Mexico**

Established by the NM Higher Education Department (HED Rule 910)  
Effective Fall 1996

All students are classified according to their residency status for tuition purposes. Any student wishing to change from nonresident to resident classification must petition through the Registrar's Office. New students must change their residency status through the Admissions Office.

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be completed. Each person must meet the requirements individually.

1. *The 12-month Consecutive Residency Requirement.* A person must physically reside in the state for the twelve consecutive months immediately preceding the term for which the resident classification is requested. Note: Students must be 19 years old to establish their own residency.
2. *The Financial Independence Requirement.* Only persons who are financially independent may establish residency apart from parents or guardians. A student cannot be approved for residency who is financially dependent upon his/her parents or guardians who are nonresidents of New Mexico. Dependency is always based on the previous tax year for residency purposes. If under the age of 23 at the time the student applies for residency, a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous tax year must be submitted with the application to verify this status. If the student is shown to be a dependent on this tax form, he/she will not be considered finan-

cially independent during the current year.

3. *The Written Declaration of Intent Requirement.* The student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico.

4. *The Overt Acts Requirement.* New Mexico requires the completion of several "overt" acts, which support the student's written declaration of intent to become a permanent resident. The student must meet the requirement of all of the overt acts listed in this section unless they can sufficiently demonstrate why they are unable to do so. The required overt acts are:

- 1) if employed, evidence of employment within the state of New Mexico;
- 2) if employed in New Mexico, evidence of payment of New Mexico state income tax;
- 3) a New Mexico driver's license;
- 4) a New Mexico vehicle registration; and,
- 5) voter registration in New Mexico.

NOTE: Any act considered inconsistent with being a New Mexico resident--such as voting, securing and/or maintaining a driver's license or automobile registration in another state, etc.--will cause the petition to be denied.

Active duty military stationed in New Mexico, their spouses and dependents, are eligible for waivers for nonresident tuition. A form must be submitted to obtain this waiver.

\* The spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) shall not be required to complete the twelve month durational requirement. However, all other requirements must be satisfied.

### **Senior Citizens Reduced Tuition**

**Senior Citizen Rate:** Senior citizens may take classes for nominal tuition. To qualify for the Senior Citizen tuition rate you must:

- \* be age 65 or older;
- \* be a New Mexico resident as defined by the Residency Classification Office;
- \* register for no more than six credit hours;
- \* register on or after the first day of classes.

Senior citizens (persons 65 years or over) are eligible for reduced tuition under the Senior Citizen Reduces Tuition Act, which is outlined below.

1. Senior tuition is \$5.00 per credit hour. (For current tuition rates, please visit [www.unm.edu](http://www.unm.edu).) Any additional course-specific fees will be paid at regular rate. Lab fees and facility fees will be charged at the regular rate.

2. The maximum number of hours for which a senior citizen may enroll with the reduced rate is six. A senior citizen who enrolls for seven or more hours must pay the full regular rate for all hours, not just the seventh and beyond.

3. Senior citizens enrolling under the provisions of this act will be enrolled on a space-available basis. After the close of regular registration, students will be contacted to register during the first week of classes. No late fee will be charged.

4. Senior citizen enrollment in a class cannot be considered in determining the minimum number of students required to "make" a class. The University may restrict the senior citizen enrollment in a class to 10% of the total students enrolled for a particular class.

5. Senior citizens enrolling under provision of this act are expected to meet all course

requirements and are eligible for all grading options, including audit status, as permitted by the institution.

6. Senior citizens are expected to comply with all the rules, and regulations and policies of the institution, specifically in relation to dropping courses, withdrawing from courses, transaction deadlines, and academic standing (probation/suspension).

7. Students registering under the provisions of this act are expected to comply with all admission requirements that pertain to the classification for which they apply, including fees, deadlines, and the submission of credentials.

8. Senior citizens will be entitled to all rights and privileges of enrolled students, including the issuance of an ID card, the use of the library, and access to other campus facilities according to campus regulations pertaining to full-time versus part-time students.

### **Tuition Refund Schedule**

***Tuition will be refunded in accordance with the following schedule:***

\* Course duration greater than eight weeks up to and including sixteen weeks:

Withdrawal and drop in paid hours:

Prior to first day of classes and through Friday of third week of classes: 100%

First day of fourth week of classes and thereafter: 0%

\* Course duration greater than four weeks up to and including eight weeks:

Withdrawal or drop in paid hours:

Prior to first day of class and through Friday of second week of classes: 100%

First day of third week of classes and thereafter: 0%

\* 4 Week (or fewer) Courses:

Withdrawal or drop in paid hours:

First day of classes: 100%

After first day of classes: 0%

All refunds are based on the date of the drop or withdrawal. To receive a tuition refund, students must go to Student Affairs, complete the drop procedures for their courses and then contact the Business Office.

All refunds will be mailed by the end of the fourth week of the session or by the end of the sixth week of the semester. When classes are canceled by the institution, students may make changes to their schedules during the first week of the session or semester. After the one-week period, any student who has not made a change will be issued a refund automatically.

### **Readmission to the University**

A UNM or UNM-Taos degree student who stops attending for two or more regular semesters must file an application for readmission, although the application fee is not required again. Students applying for readmission must meet the regular application deadlines. Official transcripts of any college work attempted during the absence must be submitted to the Registrar at UNM-Taos before re-admission can proceed. The transcripts should also list courses in progress if the student is taking non-UNM courses at the time of application. Although these transcripts would not show final grades, the UNM Admissions office will let the student know his/her admission status so plans can be made subject only to the final transcript being received by the Admissions Office not later than three weeks after classes begin. Although credit earned during suspension

from UNM will not be accepted for transfer, attendance at another institution during suspension must be indicated on student's application for re-admission, and an official transcript must be furnished. Students will be readmitted to a degree program only if previous UNM work was in degree status unless a degree has subsequently been earned. Students in non-degree status must also reapply if they have not attended for one or more semesters as long as the 30-credit-hour limit is not exceeded.

Current program requirements will be in effect for students who are readmitted after an absence of one or more semesters.

### **Student Responsibility**

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

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

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

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

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

Area I: Communications - 9 semester hours

- (a) College-Level English Composition 3 - 4 hrs
- (b) College-Level Writing (a second course building on the above) 3 hrs
- (c) Oral Communication 3 hrs

Area II: Mathematics - 3 semester hours

- (a) College Algebra 3 hrs
- (b) Calculus 3 hrs
- (c) Other College-Level Mathematics 3 hrs

Area III: Laboratory Science - 8 semester hours

- (a) General Biology, with laboratory 4 - 8 hrs
- (b) General Chemistry, with laboratory 4 - 8 hrs
- (c) General Physics, with laboratory 4 - 8 hrs
- (d) Geology/Earth Science, with laboratory 4 - 8 hrs
- (e) Astronomy, with laboratory 4 - 8 hrs

Area IV: Social/Behavioral Sciences - 6 - 9 semester hours

- (a) Economics (macroeconomics or microeconomics) 3 hrs
- (b) Introductory Political Science 3 hrs
- (c) Introductory Psychology 3 hrs
- (d) Introductory Sociology 3 hrs
- (e) Introductory Anthropology 3 hrs

Area V: Humanities and Fine Arts select 6 - 9 semester hours

- (a) Introductory History Survey 3 hrs
- (b) Introductory Philosophy 3 hrs
- (c) Introductory Course in History, Theory, or Aesthetics of the Arts or Literature 3 hrs

Total to be selected -- 35 semester hours

#### *Lower-Division 64-hour Transfer Modules*

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their time at UNM-Taos that are outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult UNM-Taos Academic Advisors for a list of classes that fit these categories.

#### *Inter-Institutional Transfer Guides and Catalogs*

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection.

#### *Complaint Procedure for Transfer Students*

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of UNM-Taos complaint policy may be obtained at Student Affairs or from the New Mexico Higher Education Department 1068 Cerrillos Road, Santa Fe, NM 87501-4295, (505) 827-7383 ([hed.state.nm.us](http://hed.state.nm.us)).

#### **Transferring to UNM-Taos**

New UNM-Taos students who have attended other colleges may enroll in degree, non-degree, or unclassified status. Official transcript evaluations are available for students who are enrolling in degree status. Transcripts must be sent from each institution attended. Students should allow one semester for an evaluation to be completed. To have a transcript from another college evaluated, a student should apply for degree status in a UNM-offered program, submit a \$15.00 application fee and request that official copies of his/her transcript be sent from all previously attended colleges to the Registrar, UNM-Taos, 115 Civic Plaza Dr., Taos, NM 87571. For students applying for the next academic session while still enrolled at another institution, the official transcript must include



listing of courses in progress as well as all completed work. An official evaluation of the transcript will be prepared only if the above procedures are followed.

If the applicant is transferring to UNM with fewer than 26 hours of acceptable college work, the applicant is considered a freshman transfer and must also submit official ACT scores, sent directly from ACT Records, PO Box 21, Iowa City, Iowa 52210, and complete official transcripts of high school work.

Applications will not be processed until all required items are on file in the Registrar/ Admissions Office.

To allow students at other institutions to make definite plans for transfer, a determination of admission status may be made before courses in progress are completed, subject only to receipt of the final transcript.

Students permitted to register before receipt of their final transcripts may be disenrolled if their transcripts do not reach the UNM Admissions Office within three weeks after the beginning of classes.

Students must indicate on their applications all previous college attendance. Applicants may not ignore previous college attendance, even though they may prefer to repeat all previous courses. Students found guilty of non-disclosure or misrepresentation in filling out admission application forms are subject to disciplinary action, including possible dismissal from UNM-Taos.

*Academic credits for courses completed at other post-secondary institutions can be transferred to UNM-Taos if:*

1. a grade of C or better was earned in the course,
2. the post secondary institution is appropriately accredited, and
3. UNM or UNM-Taos offers a course deemed equivalent by the appropriate department chair.

### **Other Ways to Earn Academic Credit**

#### **1. College Level Examination Program (CLEP) Credit**

UNM grants general credit for qualifying scores on CLEP General Examinations before earning 26 credit hours toward a baccalaureate degree or 12 hours toward an associate degree at UNM-Taos. Policies vary for application of CLEP general credit toward degrees in individual colleges at UNM. UNM-Taos allows 12 CLEP general and subject credit toward associate degrees (6 hours toward certificate program). Additional information about these credits can be obtained by referring to the (main campus) UNM Catalog or by consulting UNM-Taos Academic Advisors.

**2. College Entrance Examination Board (CEEB) Advanced Placement and CLEP Subject Examinations.** UNM grants credit to students who achieve satisfactory scores on a number of the CLEP Subject Examinations and CEEB Advanced Placement Examinations. Please consult the (main campus) UNM Catalog or the UNM-Taos Academic Advisors for information.

#### **3. Military Credits**

Credit for service training and experience is granted on the basis of measured educational achievement in conformity with the procedures recommended by North Central Association of Colleges and Secondary Schools and the American Council on Education. A veteran student who is eligible for educational benefits under one of the public laws or

who has served on active duty for at least one calendar year after July 26, 1946, must apply for such credit in the Office of Admissions during the first semester of enrollment in regular status at UNM- Taos. Please consult the UNM Catalog or the UNM-Taos advisors for information.

#### 4. *Correspondence Courses*

Independent study is available through correspondence courses. Students should contact UNM's Division of Continuing Education at (505) 277-2631 for a current catalog. A maximum of nine semester hours may be used toward an associate degree.

#### 5. *Examination to Establish or Validate Credit (Challenge a Course)*

Only students admitted to or enrolled in regular degree status may, with appropriate approval from UNM or UNM-Taos departments, take an examination to establish or to validate credit. These students may not have been previously enrolled in the course at UNM or UNM-Taos.

The procedure is as follows:

A permit will be issued by the UNM-Taos Registrar. The student must then pay a fee of \$10.00 per credit hour and must submit the permit to the person who will administer the examination. Once the examination has been administered and graded, the instructor will complete the form and will submit it to the UNM-Taos Registrar's Office.

Examination to establish credit may be taken only during the period of the week before classes begin through the ending date of the semester or summer session. Credit will be allowed and will be placed on the student's permanent record as of the semester in which the examination is completed and will not count in the student's grade point average prior to the completion of that semester. Only grades of C or better will be recorded as a CR (credit). If the student does not earn a grade of C or better, a second examination for that course will not be permitted.

#### 6. *Technical Credit*

Under special circumstances, students may receive credit for technical courses that are not normally transferable to UNM. Students who have earned technical credit that they believe may be applicable to their specific degree programs can request a review of that credit by the department chairperson or program director. An interview or demonstration of competence, or both, may be required before a decision regarding credit is made. Acceptance of technical credit is binding only to the specific department or program recommending the credit.

#### 7. *Training Credit*

Credit for non-collegiate training programs is graded based on recommendations of the American Council of Education's "National Guide to Educational Credit for Training Programs". Official records must be supplied to the UNM Admissions Office by the appropriate source.

#### 8. *Concurrent College Enrollment*

Prior to enrolling concurrently in residence or by extension or correspondence in another collegiate institution, students should verify with the Admissions Office and their college advisors to ensure acceptance of the transfer credits.

### **Introductory Studies Courses**

Entering freshmen whose ACT scores or UNM-Taos placement exam scores indicate

a need for college preparatory course work, or entering freshmen with deficiencies in admission requirements, may be required to take Introductory Studies courses before entering their individual programs. These courses include IS-English 098, IS-English 099, ISR 020, 021, and 100, Math 099, Math 100. General University credit will be granted for these skills courses, but they are not accepted toward UNM-Taos associate degree programs or toward UNM degree programs.

## **STUDENT AFFAIRS INFORMATION**

### **Schedule of Classes and Registration**

Detailed registration procedures and important information relating to each semester/session at UNM-Taos are published before each semester or session in the UNM-Taos schedule of classes. Also included in the class schedule are tuition and fee payment information; a list of course offerings, dates, times, locations, and faculty; advisement information; a semester/session calendar; and any new course descriptions not listed in the Catalog. The schedule of classes is available at the UNM-Taos 114 and 115 Civic Plaza Drive locations, the Klauer campus, and at the Taos Public Library, as well as online at <http://taos.unm.edu>. Click on the "Current Class Schedule" quick link.

### **Class Cancellation**

UNM-Taos reserves the right to cancel any course subject to budgetary requirements, enrollment figures, or availability of instructors. Decisions regarding the cancellation of specific classes will be made at the close of each registration period. Because the major determining factor for cancellations is enrollment, it is most important that students register during the scheduled registration period.

### **Transcript Requests**

There is a \$3.00 fee for each official transcript to be sent to other collegiate institutions, state departments of education, employers, or prospective employers. The fee is \$10.00 if the student wishes to have the transcript processed within 24 hours. There is no fee for unofficial transcripts. Transcripts of record may not be issued until all financial obligations to the University have been satisfied.

### **Graduation**

The student is responsible for monitoring his/her individual progress towards graduation. For this purpose, curriculum checklists are available from Student Affairs for the various associate degree programs. A Request for Degree Requirements Graduation Review should be submitted by each student to the Registrar upon the completion of at least 40 credit hours towards an associate degree, or 20 credit hours towards a certificate. One semester before the semester in which a student expects to graduate, a student must petition to graduate by completing an Official Graduation Petition and submitting it to the Student Success Director or Academic Advisor at UNM-Taos.

### **Academic Regulations**

Students are solely responsible for their own compliance with UNM-Taos and UNM regulations and are thus advised to familiarize themselves with the regulations listed below.

### **Class Hours and Credit Hours**

A class hour generally consists of 50 minutes. One class hour per week of lecture throughout a semester generally earns a maximum of one credit hour. One credit hour

of laboratory usually meets for 2-1/2 hours per week. The student should expect 3 hours of study time per credit hour enrollment.

### **Grades and Grade Point Average**

The grades awarded in all courses are indicative of the quality of work done. Grade points are shown below:

<b>A+</b>	<b>4.33</b>
<b>A</b>	<b>4.00 - Excellent</b>
<b>A-</b>	<b>3.67</b>
<b>B+</b>	<b>3.33</b>
<b>B</b>	<b>3.00 - Good</b>
<b>B-</b>	<b>2.67</b>
<b>C+</b>	<b>2.33</b>
<b>C</b>	<b>2.00 - Satisfactory</b>
<b>C-</b>	<b>1.67</b>
<b>D+</b>	<b>1.33</b>
<b>D</b>	<b>1.00 - Barely Passing</b>
<b>D-</b>	<b>0.67</b>
<b>F</b>	<b>0.00 - Failing</b>

**CR - Credit** Gives credit for the course but is not computed in the scholarship index. At the graduate level, CR is used to report completion of master's thesis or doctoral dissertation. CR credit is the equivalent of at least a grade of C but is not computed in scholarship index.

**NC - No Credit** Not computed in scholarship index. At the graduate level, NC is used to report unsatisfactory completion of master's thesis or doctoral dissertation.

**PR - Progress** (Selected courses only): This grade indicates that a student has made progress but has not met achievement requirements of the course and is not able to advance to the next level course. No honor points are earned, and the credit is not computed in the GPA, nor is it counted toward graduation. Students may earn progress grade only once, they must then earn a letter grade: A, B, C, D or F.

**I (Incomplete)** The grade of I is given only when circumstances beyond the student's control have prevented completion of the work of a course with official dates of a session. (see *Resolving Incomplete Grade* on page 22.)

**Audit** Audit is recorded for completion of enrollment in an audited course. No credit is earned for audit grade option.

**WP - Withdraw Passing** All approved course withdrawals after sixth week of classes (after the third week during the summer session) are subject to the grade of WP, if the student was passing the course at the time of completion of the official paperwork.

**WF - Withdraw Failing** All approved course withdrawals after the sixth week of classes (after the third week during summer session) are subject to the grade of WF, if the student was failing the course at the time of completion of the official paperwork to withdraw. The grade of WF will be calculated as a failing grade in student's grade point average.

A student's academic standing is defined in terms of a grade point average obtained by dividing the total number of grade points earned at UNM-Taos by the total number of hours attempted. These hours must be attempted in courses with letter grades and courses numbered 100 or above. Hours given a grade of WP, CR, NC, or I are not included in the computation.

With respect to scholarships, the standing of all students (including those who withdraw from the University during the session) is checked at the end of each semester and sum-

mer session. All students who are deficient in scholarship are placed on probation or are suspended.

### ***Dean's List***

Students who are enrolled in a UNM-Taos associate degree program for eight credit hours or more and who earn a grade point average of 3.5 or higher for the semester will be recognized for their academic achievement by being named to the Dean's List.

### ***Incomplete Grade***

According to academic policy, no "I" can be outstanding for a student who is graduating from The University of New Mexico. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of a session.

Students should not enroll in or reregister (for credit) in a course for which an Incomplete has been received in order to resolve the Incomplete.

If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades must be resolved by the published ending date of the next semester in attendance or within the next four semester if the student does not re-enroll in residence. An Incomplete may be resolved even though a student is not enrolled in the residence. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure).

Therefore, students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the date. Students are responsible for informing instructors that they are graduating and that the resolved grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

### ***Resolving Incomplete Grade***

Students are responsible for making arrangements with the instructor for resolving an Incomplete grade. Students must complete work prescribed by Incomplete grade.

Students must complete work prescribed by the instructor in sufficient time for the resolved grade to be reported to the Records and Registration Office by the appropriate deadlines described above.

The instructor of record will report the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

### ***Grade Option***

#### **1. Credit/No Credit Grade Option**

This grading option is open only to undergraduate and non-degree students enrolling in non-major courses.

To receive a CR (credit), the student must earn at least a grade of a C. Students who do not satisfactorily complete a course under CR/NC grading will received NC (no credit). A course may be changed from a traditional grade to CR/NC that will be allowed toward a baccalaureate degree and 12 credit hours graded CR/NC will be allowed toward an associate degree. No courses in the core areas of degree programs may be taken for CR/NC. (The 12-hour limit also applies to the associate degree in Liberal Arts.)

Hours earned for courses in which grading is specifically approved for CR/NC are not included in the 24-hour maximum allowed toward degree requirements under the CR/NC grade option.

## 2. Audit

A student may register in a course for audit, provided permission of the instructor is obtained and space is available. An auditor who fails to attend class may be dropped at the instructor's request. The fee for audited courses is the same as for credit courses. Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment certification.

Instructor permission will be required before registering in a course for audit through the first two weeks of classes. No permission from the instructor is required to change to audit status during the third and fourth week of classes. No changes in audit status may be made after the fourth week of classes (second week during summer session). Courses taken for audit may be repeated for credit.

### ***Change of Grade***

The instructor of a course is responsible for reporting grades. Once a grade is reported to the Records and Registration Office, it may be changed by submitting a grade change form to the Records and Registration Office. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must also be approved by the college dean or departmental chairperson, if submitted 30 days after the end of the semester. Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Grade changes may be referred to the Admissions and Registration Committee for approval.

Procedures for Changes in Enrollment in 16-, 8- and 6-Week Classes

Students withdrawing from six-week classes follow the same procedures for withdrawal from eight-week (summer session) classes.

Detailed procedures for accomplishing change in a student's program are available at the UNM-Taos Student Affairs and include the following:

1. Program changes (adds, drops, and section changes) must be initiated by the student in the UNM-Taos Student Affairs Office, and appropriate forms must be filled out.
2. A course may be added to the student's program until the end of the second week of the semester (or the first week in the summer session).
3. A student may drop a course or courses until the end of the sixth week of the semester (or until the end of the third week of the summer session). Grades will not be required, and courses will not appear on the student's academic record if the course is dropped before the deadline given above.
4. A student may withdraw from a course between the end of the sixth week and the end of the twelfth week of a semester (or between the end of the third week and the end of the sixth week during the summer session). During this period, no approvals are required. Course withdrawals after the end of the twelfth week during a semester (and after the end of the sixth week during a summer session) require the approval of the UNM-Taos Registrar and/or the Dean of Instruction. This approval is limited to hardship cases involving circumstances beyond the student's control. Course withdrawals are subject to grades of WP (withdrawal passing) or WF (withdrawal failing), to be determined by the instructor at the time the student completes the official paperwork for withdrawal. The grade of WF will be computed in the student's grade point average. No withdrawals will be accepted during closed week (final examination week).
5. All changes in sections must be made before the end of the second week of the semester (or the first week of the summer session).

6. No change in grading option in any course may be made after the fourth week of the semester (or the second week of the summer session).
7. The student is responsible for the completion of every course for which he/she has registered. If he or she drops a course at any time without complying with the procedures described above and without filling out the appropriate forms, a grade of F in the course will be received, even though the student may be passing the course up to the time of leaving.

#### *Procedures for Changes in Enrollment in 4-week (or less) Classes*

1. Program changes (adds, drops, and section changes) must be initiated by the student in the UNM-Taos Registrar's Office and appropriate forms filled out.
2. A course may be added to the student's program or a section may be changed during the first two days of classes only. This policy is in effect when 4-week classes begin during a regular semester or session. Students may add classes or change sections for the same period of time regularly allowed (2 weeks) unless the class they are considering is another 4-week class. In this case, a student may only add a class or change sections during the first two days of classes.
3. A student may change a grading option during the first week of class.
4. A student may drop a class without a grade until the end of the second week.
5. A student may withdraw from a class during the third week with a WP/WF. The instructor will determine this grade at the time that the student completes the official paperwork for withdrawal. WF will be computed in the student's grade point average as an F.

#### ***Attendance and Withdrawal Policy***

Individuals attending classes at UNM-Taos must be officially registered students. The student is expected to attend all meetings of his/her classes, unless excused by the instructor. Instructors will keep record of class attendance and will report excessive absences to the UNM-Taos Registrar. A student who is absent without an approved excuse from final examinations or other closing exercises of his/her classes will be given a grade of F.

An instructor has the right to drop any student for excessive absences. Instructors can determine what is considered to be an excessive absence; most instructors use a guideline of 3 absences for a 3 credit hour course. At their discretion, instructors can initiate automatic withdrawals by completing withdrawal forms and by submitting them to the UNM-Taos Enrollment Services Director or the Student Success Director. A grade of WF will be assigned. Attendance problems and legitimate reasons for absences should, therefore, be discussed immediately with the instructor.

A student may initiate a "drop" or withdrawal up until the end of the twelfth week (or the end of the sixth week during a summer session). The appropriate forms must be filled out at the UNM-Taos Student Affairs Office. Withdrawals initiated after the end of the sixth week (or the end of the third week during the summer session) are subject to grades of WP or WF, assigned by the instructor according to the grade achieved in the course until the point of official withdrawal. A WF will be calculated as a failing grade in the student's grade point average. Withdrawals initiated after the twelfth week of a semester (or the sixth week of a summer session) requires the approval of the UNM-Taos Registrar and are for hardship cases only.

A student who fails to attend class or who does not carry out withdrawal according to the above procedure (i.e., filling out a withdrawal form) will be assigned an F at the end of the semester, even though the student may be passing the course at the time of leaving. The grade of WP/WF is awarded at the time students officially initiate the withdrawal

process and complete necessary paperwork. Students cannot expect a grade of WP if there has been a drop in attendance and a delay between the time students notified faculty members of their withdrawal and their actual initiation of the process. Students must advise instructors of their intended withdrawal and their actual withdrawal date so that a valid assessment of performance up to this date can be made by faculty members.

### ***Probation and Suspension Policy (Effective Fall 2005 Semester)***

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be suspended.

Undergraduate students who have 30 or fewer attempted hours must have a cumulative grade point average (GPA) of at least 1.70 to be in good standing. Thereafter, a cumulative GPA of at least 2.0 is required to remain in good standing.

Students are placed on probation at the end of any semester (or summer session) in which their cumulative GPA falls below these minimum requirements. Two consecutive semesters of probationary status will result in academic suspension. Students not meeting the minimum academic requirements will be placed on academic probation for one semester. Students on academic probation will be sent a letter informing them of their probationary status. Academic probation is **not** a penalty, but an empathic warning that the quality of your work must improve if you are to attain the GPA necessary to graduate from UNM-Taos. Students on academic probation will be required to sign a contract indicating that they will successfully complete the semester in which they are enrolled, meet with an academic advisor and participate in the CASA tutoring program. Failure to complete the contract will result in academic suspension.

Students suspended for the first time will not be allowed to enroll for one semester. Student suspended for a second time will not be allowed to enroll for two consecutive semesters. Students suspended for a third time may not enroll for a period of five academic years. UNM-Taos prefers not to look on academic suspension as a penalty for failure, but as an opportunity to deal with the pressures of life and school, which may have contributed, to the low grades, which brought on a period of suspension.

#### ***NOTE:***

1. Summer sessions are counted with the following Fall semester for purposes of this policy, e.g., a student suspended at the end of a Spring semester may not attend either the following Summer session or Fall semester.
2. Students absent from the University for a year or more, for suspension and/or any other reason, must reapply for admission to the University.
3. Students who are accepted for readmission after academic suspension will be readmitted on academic probation in the accepting college.
4. UNM-Taos may specify the number of hours for which a student may enroll following a suspension. UNM-Taos may also require students to drop hours or courses that seem beyond their abilities.
5. Attendance at another institution during suspension must be indicated on the student's application for readmission and an official transcript must be sent to the Office of Admissions as part of the reapplication.

#### ***Enrollment Limit***

Without special college approval, undergraduates may not take more than 20 semester hours during regular semesters and 10 semester hours during summer session.



### ***Examinations***

Examinations other than final examinations may be given during each course at the discretion of the instructor. Final examinations are given at the end of each course during the final examination period (the last week of the semester). Final examination schedules are available at the UNM-Taos Student Affairs Office, usually several weeks before finals week. Only under exceptional circumstances may a student take the final examination at a time other than the officially scheduled time.

### ***Repetition of a Course***

A student may repeat any course but will receive credit only once. (This does not apply to courses noted "may be repeated more than once."). Through Fall 1990 ALL ATTEMPTS AND ALL GRADES are computed in the student's grade point average. Effective Spring Semester 1991, any course acceptable toward an undergraduate degree can be repeated on time for improvement of grade. Attempted courses remain on the UNM record; however, a student will receive credit only once. Only 12 hours of course work may be repeated for grade improvement. This process is NOT automatic. A student must notify the Office of Admissions and Records when a course has been repeated to improve a grade point average.

*NOTE:* No repeated course will be allowed for grade improvement after a degree has been awarded. Courses taken prior to spring 1991 will NOT be considered the first attempt. The first attempt must be in spring 1991 or after.

### ***Academic Renewal Policy***

Academic Renewal applies to students seeking undergraduate degrees who have been readmitted to UNM after an absence of 5 years or more. The procedure allows a currently enrolled student to request that his/her academic record be reviewed for the purpose of evaluating previously earned UNM credits and recalculating the student's grade point average from the point of readmission.

The student may obtain a petition from the Registrar's Office. If all criteria are met, the petition will be approved and the academic record appropriately noted.

### ***Academic Renewal Guidelines***

*NOTE:* Readmission to the university and acceptance in a degree program must occur prior to Academic Renewal.

1. Academic Renewal may be applied only once and is not reversible.
2. A period of five or more years must have elapsed between readmission and the last enrollment at UNM. (*NOTE:* Readmission to the University and acceptance in a degree program must occur prior to Academic Renewal.)
3. The student must be currently enrolled in a degree-seeking status. Additionally, college entrance requirements such as minimum hours and grade point average (GPA) must still be met after the effect of Academic Renewal. (*NOTE:* Academic Renewal will not be applied if total earned credits should fall below the minimum for entrance to the student's academic unit.)
4. At least 12 credit hours, but no more than 36 credit hours, must be completed in good standing (2.00 GPA or better) Since readmission before Academic Renewal can be applied. (*NOTE:* Probationary status is determined by the degree-granting unit and is

not automatically changed by Academic Renewal.)

5. All graduation requirements must be satisfied after Academic Renewal i.e., minimum earned credit, residence credit requirement, cumulative grade point average, etc. (NOTE: Credit earned prior to Academic Renewal will not count toward satisfying the residence credit requirements.)
6. All courses taken prior to Academic Renewal will remain unaltered on the record. An appropriate notation will be added to the record to indicate Academic Renewal. Courses with a grade of C or CR or better-taken prior to Academic Renewal will be carried forward as earned credits. Acceptability of these credits towards a degree will be determined by the degree-granting unit.
7. Courses with grade of D or below taken prior to Academic Renewal will be noted and will not count for earned credits or for satisfying any graduation requirements.
8. Academic Renewal, when applied, will be effective as of the date of the re-admission following the five-year absence.
9. The cumulative grade point average after academic renewal will be calculated on the basis of courses taken since the readmission following the five-year absence.

### ***Academic Rights and Responsibilities of Students***

The University of New Mexico has established policies regarding student's educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the Student Handbook available at the UNM-Taos Student Affairs Office.

### ***Academic Records Policy***

The Office of Admissions and Records is responsible for the maintenance of the educational records at UNM-Taos. These include but are not limited to, student transcripts, academic folders, and faculty grade reports. The following information refers to some of the policies and procedures for educational records.

### **Access to and Confidentiality of Records**

Family Educational Rights and Privacy Act (FERPA) November 19, 1974.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records(s) they wish to inspect. The University official will make arrangements for access and notify the student of time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student as to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent), a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

At The University of New Mexico directory information, as outlined below, may be released without the student's written consent unless the student has requested that directory information be withheld. Directory information includes: STUDENT'S NAME, ADDRESS, E-MAIL ADDRESS, TELEPHONE LISTING, DATE OF BIRTH, MAJOR FIELD OF STUDY, FULL OR PART-TIME STATUS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, MOST RECENT PREVIOUS EDUCATIONAL AGENCY OR INSTITUTIONS ATTENDED BY STUDENT, AND PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS.

Students who wish to have "directory information" withheld may submit a written request for such status to the Admissions, Records and Registration Office, Room 14, Student Services. Such request must be made by the end of late registration for any semester and remain in effect until withdrawn in writing by the student.

Copies of information about the Rights and Privacy Act are available in Admissions, Records and Registration Office, Student Services, RM # 14.

### **Student Grievance Procedure**

UNM-Taos uses as a guideline the current UNM Student Standards and Grievance Procedures, which provide procedures for the resolution of disputes between students and faculty or staff of the University as well as procedures for handling student disciplinary matters. Modifications are made to various roles due to a different administrative structure at the center. The following categories of disputes or disciplinary matters are provided for and detailed information regarding the procedures to be followed is listed in the Student Handbook available online at <http://www.unm.edu/studentinfo.html>. Any questions about these procedures should be directed to the Director for Student Affairs. The categories included are:

Academic Disputes  
Dishonesty in Academic Matters  
Disciplinary Matters  
Academic Record Disputes

The UNM Affirmative Action Office has been given responsibility for overseeing UNM's policy of non-discrimination on the basis of race, color, sex, national origin, or physical handicap.

### **Honesty in Academic Matters**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found to be responsible for academic dishonesty or who otherwise fails to meet the standards. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to: cheating or copying, committing plagiarism (claiming credit for the words or works of another person), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work previously used without informing the instructor, tampering with or hindering the academic work of other students, and misrepresenting academic or professional qualifications within or outside the university.

### **Use of Social Security Number**

The University of New Mexico uses the individual student's social security number as the student's identification at the University. This number is used for record-keeping purposes only and is not disclosed to other parties for any purpose without written authorization from the student. The authority to use the social security number comes from the Board of Regents and was adopted March 14, 1967, prior to the Federal Privacy act of 1975. It is, therefore, mandatory that a student disclose the social security number to the University for identification purposes.

### **Student Identification Cards**

All students will be issued a student identification card after registration. This card is required in order to provide identification for the use of campus facilities. If the card is lost students may be issued a replacement card at Main Campus in Albuquerque. A \$10.00 fee will be charged. The card is effective for the current semester or summer session only and will be updated each semester or session the student is enrolled.

### **Classroom Conduct**

The classroom instructor is responsible for all classroom conduct, behavior, and discipline; any action that would disrupt or obstruct an academic activity is prohibited. Classroom activities should be positive learning experiences. Students and instructors are expected to display adult behavior, i.e., in a courteous and civil manner. It is further expected that in an adult and University community all persons will conduct themselves in a manner befitting the serious pursuit of higher education. Use of classrooms or other facilities during scheduled activities is limited to enrolled students and to University personnel. Use of these facilities during non-scheduled periods should be arranged with the Office of Instruction. A rental schedule, with rental policies and procedures, is available at the UNM-Taos Office of Instruction.

### **Eating and Drinking in the Classroom**

Food and beverages are prohibited in the UNM-Taos classrooms, laboratories, and facilities. Food may be consumed in the UNM-Taos Student Lounge(s).

## **Care of Children**

Parents must not bring children under 18 into University classrooms or leave children unattended while in class, participating in campus activities, or conducting business on campus. UNM-Taos may not be held liable for injury, illness, or for the expense thereof for children brought onto University property by parents who are attending classes, participating in campus activities, or conducting business on campus.

## **Restricted Activities**

Individuals are prohibited from using roller skates, roller blades, or other wheeled vehicles (except those necessary to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus. All motorized and wheeled vehicles should be parked in designated areas of the parking lots. Anyone violating this policy is subject to disciplinary and/or legal action. Vehicles parked in unauthorized areas may be towed at the owner's expense.

## **Presence of Animals**

Individuals are prohibited from bringing animals onto campus or into campus buildings (except for those animals necessary to assist with physical impairments.) Anyone violating this policy is subject to disciplinary and/or legal action.

## **Smoking on University Property**

Adopted by the President 3/27/1997 - Effective Date: June 1, 1997

1. General - Environmental Tobacco Smoke (ETS) has been shown through research and field studies to be the most widespread harmful indoor air pollutant. ETS contains over 4,000 chemicals, 43 of which are known animal or human carcinogens. Many chemicals in ETS are tumor promoters or cancer precursors. Exposure to ETS has been shown to cause pulmonary, cardiovascular, and reproductive disease in nonsmoking adults and children. Described herein are policies and procedures designed to reduce the hazards of ETS to nonsmokers and to comply with the New Mexico Clean Indoor Air Act, House Bill 48, 1985 as amended.

Smoking tobacco products is prohibited in the University buildings, facilities, vehicles, and during organized indoor and outdoor events on University property. This policy also applies to other legal smoking preparations such as clove cigarettes.

### **2. Smoke Free Building**

Smoking is prohibited in or at:

- o all enclosed buildings and facilities, including classrooms, offices, food service venues, lavatories, and most residence halls (in accordance with Residence Life policies);
- o corridors, elevators, and enclosed walkways;
- o University-owned vehicles; and
- o indoor and outdoor athletic or other University-sponsored or designated events.

"No Smoking" signs will be posted at every major entrance of all University buildings and facilities except for those campus resident halls and apartments where smoking is permitted. The University Safety, Health and Environmental Affairs Department will provide signs for facilities as required. Ashtrays will not be provided in any enclosed University building or facility.

Smoking is permitted outdoors on University property only in designated areas. "Smoking Permitted" signs are posted and ashtrays are provided in these areas.

## **Policy on Illegal Drugs and Alcohol**

This Policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and because of the commitment of The University of New Mexico to an environment for the pursuit of its educational mission free of illegal drugs and the illegal use of alcohol. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other employees, student and members of the general public; and conflicts with the responsibility of The University of New Mexico to foster a healthy atmosphere for the pursuit of education, research, and service. This policy covers all property owned, used, leased or controlled by The University of New Mexico, or any other site where official University business is being conducted. "Controlled substances: means those substances in 812, and implementing regulations, 21 CFR 1308.11-1301.15." Controlled substances include, but not limited to, marijuana, cocaine (including "crack"), amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs. Illegal uses of alcohol include, but are not limited to, serving, buying or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. The policy is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline, or any additional requirements imposed on The University of New Mexico or its students, faculty, or staff by federal or state law.

### ***Policy Statement***

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its faculty, staff, or student—is strictly prohibited. As a condition of employment, all employees, faculty and staff of The University of New Mexico shall abide by the terms of this policy. Violation of this policy shall result in disciplinary action, up to and including dismissal. As a condition of continued registration and enrollment, any student of The University of New Mexico shall abide by this policy. Violation of this policy shall result in disciplinary action, up to and including expulsion.

UNM's response to any violation of this policy may include, as a total or partial alternative to disciplinary action, a requirement that the employee or student participate successfully in an approved substance abuse treatment or rehabilitation programs a condition of continued employment or registration/enrollment. Any employee engaged in the performance of work under federal contract or granting is required, as a condition of employment, to notify his/her supervisor if he or she is convicted of a criminal drug statute violation occurring in the workplace within five days of such conviction. The supervisor shall notify the University Counsel's Office. Failure of the employee to notify the supervisor shall be grounds for disciplinary action.

In recognition of the dangers of substance abuse in the workplace The University of New Mexico shall maintain alcohol and drug-free awareness programs to inform members of the University community about the issues and risks of substance abuse, and about counseling and treatment resources. The University shall assign responsibility for such awareness programs to specific administrative entities, which shall be provided sufficient resources to develop and maintain the programs. As a matter of policy, any referral, treatment, awareness, or primary prevention programs established by the University of New Mexico shall play no role in enforcing or instituting possible disciplinary action.

## **Computer Use Policy**

UNM Taos has adopted a Code of Ethics regarding the use of computer facilities. Computer users agree to abide by the policy in the Code of Ethics. Violations of any of the conditions are considered unethical and possibly unlawful. Disciplinary procedures are outlined in the Code of Ethics and will be imposed on computer users who violate the policy. Computers are available on a first-come, first-served basis.

It is the user's responsibility to protect his/her own password to his/her account. Any user caught sharing accounts will have his/her access privileges suspended and will be reported to the Administration for appropriate action. Use of all lab computer equipment is limited to current UNM Taos students, faculty, and staff. Use by other persons is strictly prohibited.

- Computer lab equipment is provided for school related projects, and the privilege is not to be abused.
- Users must accept the risk as to the availability of lab equipment and services.
- User's files should be saved to diskette or zip disk. Any files saved to the hard drives may be deleted.
- Print only UNM class work related documents. The printing of multiple copies is not allowed.
- No eating or drinking in the lab.
- Do not disturb other users with excessive noise.
- Report any computer lab problems to the computer coordinator.
- Report LRC problems to the Library Staff.

[For the complete UNM computer use policy, go to <http://www.unm.edu/cirt/policies.html> ]

## **Computer Ethics Code**

- The UNM Taos computer center services a large number of faculty, staff, and students.
- All computer users have the responsibility to use the Computer Center systems in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource.

[The following conditions apply to all users of the UNM Taos computer systems. Violations of any of the conditions are considered unethical and possibly unlawful.]

- The use of computer facilities is a privilege, not a right, and UNM Taos seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate computing needs.
- The computer center usage policy is based on the laws of the State of New Mexico and United States copyright law. In addition, certain restrictions apply that are not specifically covered by either law.
- Besides setting guidelines for appropriate use of computers, the usage policy outlines the disciplinary procedures that will be imposed on computer users who violate the policy. In accordance with established University practices, violations may result in disciplinary review, which could result in expulsion from the University or dismissal from a position, and/or legal action.

[Computer users agree to abide by the following conditions, which apply to all computers and network interconnections owned or administrated by the Computer Center including University-wide microcomputer facilities.]

- A variety of software is available for use in the lab. These programs have been specifically configured for our computers and peripherals. Do not change any computer configuration or preference unless specifically guided by your instructor. No application

program software of any kind may be installed on or copied to or from any computer.

- Violation or abuse of any policy, equipment, or lab staff member will be reported to the Campus Director and may result in suspension or revocation of lab privileges.

For the complete UNM computer use policy, go to <http://www.unm.edu/cirt/policies.html>.

### **Change of Name**

Students who need to process a change of name for their academic records must bring appropriate documentation (at least two types of identification showing the new name) to the Records & Registration Office. Examples of such documentation are: marriage certificate, birth certificate, or court order for legal name change. Name changes will be processed for enrolled students only.

### **Transcripts**

The Records Office issues advisement copies of UNM student records. Official copies may be requested either by visiting the Records & Registration Office in the Student Services Center Room 250, FAX (505) 277-6809, or at the following address:

Records & Registration  
Student Services Center RM 250  
Albuquerque, NM 87131-2039

The following information is needed in order to process a request by mail: student name, (all names used while at UNM) social security number, date of birth and dates of attendance. The student's signature is required to authorize the release of any transcript. A fee is charged for all official transcripts. Transcripts from other institutions that are sent to UNM for purposes of admission are not copied or returned to the student.

### **Transcript Holds**

No official transcript will be released to the student or any other person or institution until all the student's outstanding financial obligations to the university have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to, loans, such as the New Mexico Student Loan Program, library fines, tuition and fees, and other charges. All financial arrangements are handled in the Bursar's Office, (505) 277-5363. Transcripts may also be held for non-financial reasons such as incomplete admission status.

### **Grade Notification**

Students can access semester grades online via <http://my.unm.edu>. If a hard copy is desired, it can be obtained by visiting Student Affairs on 115 Civic Plaza Drive.



## STUDENT RESOURCES

### Tutoring Program

Students seeking help with their studies and course work can take advantage of UNM-Taos's supplemental instruction services. Tutors are available to assist students with exam preparation, homework, math science, computer studies, and to help improve English, mathematics, and reading skills.

Our services are free to UNM-Taos students. Students can be referred for tutoring by their instructor or voluntarily enter the program by contacting the Coordinator. To improve study skills and learning strategies, all students are encouraged to attend the hour-long mini workshops offered throughout the semester. For more information on course tutorials, workshops and learning resources contact the Center for Academic Success and Achievement (CASA) at 758-5904.

**UNM Resources for Substance Abuse Problems** - Located at Main Campus in Albuquerque

#### *Campus Resources for Faculty and Staff:*

If you are concerned about your own, an employee's or a colleague's alcohol or drug use, contact the Counseling Assistance and Referral Services (CARS) program. The intent of CARS is not to intrude into the private lives of University employees, but rather to provide services for those who choose to request help with their problems. Your contact with CARS is confidential within the limits of applicable law and ethical guidelines. Individual assessments, short-term counseling, consultation and referrals are available. CAR (Counseling Assistance and Referral Service) Main Campus (505) 277-6868.

#### *UNM Resources for Students:*

If you are concerned about a student's alcohol or other drug use contact the Student Health Center's Student Assistance Program for consultation. Individual assessments, counseling, group therapy, and referrals are available.

#### Student Health Center

Student Assistance Program (505) 277-1899

Student Health Education Program (505) 277-7947

Student Mental Health Center (505) 277-4537

#### Other Campus & Community Resources:

AGORA Crisis Center (505) 277-8300

#### ASAP Program

(Alcohol & Substance Abuse Prevention Prog.) (505) 277-5532

#### National Council on Alcoholism & Drug Abuse

(AA, ACOA, Al-Anon, Women for Sobriety, etc.) (505) 256-8300

Suicide Crisis Emergency Telephone (505) 265-7557

UNM Mental Health Center (505) 843-2800

Crisis Unit (505) 843-2800

Center for Alcoholism, Substance Abuse & Addictions(505) 768-0100

### ADA Compliance and Reasonable Accommodation

The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodation to the religious observances/national origin 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 the University. Qualified stu-

dents, employees or program users with disabilities should contact the Office of Equal Opportunity or Accessibility Services for information regarding accommodations in the academic and/or employment setting. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides the information in this publication in alternative formats. If you have a special need and require an auxiliary aide and/or service, please contact the Student Success Director at (505) 737-6200 or at 115 Civic Plaza Drive, Taos, New Mexico 87571.

### **College Readiness Program**

The College Readiness Program is designed to serve students by helping to strengthen their academic competencies as well as helping to ensure their successful transition into college-level degree and certificate programs. The program offers course placement evaluation for students and credit introductory studies courses to help students enter college at the most appropriate level. Both the Tutoring Program and the Learning Resources Center work in conjunction with College Readiness faculty members to provide educational opportunities and academic strategies for student success.

### **Testing, Assessment, and Placement**

Students must be assessed for appropriate placement prior to enrolling in any of the following courses: Math 099, Math 100, Math 120, Math 121, Math 123, Stat 145, Math 150, Math 162, ISE 098, ISE 099, ISR 020, ISR 021, ISR 100, Engl 100, Engl 101, or Engl 102. Students will be assessed based on UNM-Taos placement exam scores, ACT/SAT scores, CLEP/CEEB scores, and /or prior college prerequisite course work that is fewer than three years old. Students are strongly encouraged to take the UNM-Taos placement exams to confirm proper placement, even when other assessment scores are available. For placement testing information, call The Center for Academic Success and Achievement at 758-5904.

### **Financial Aid**

UNM-Taos offers a variety of scholarships, grants, loans and student employment opportunities to help meet the financial needs of all its students. Students enrolled at least half time in a certificate or degree-granting program should consider applying for any of the financial aid programs at UNM-Taos. Federal regulations require that to remain eligible for financial aid, students must perform in the classroom according to the University's Satisfactory Academic Progress Policy. (See complete Satisfactory Academic Progress Policy below.) Student academic progress is reviewed at the end of each academic year for programs at least two years in length. For programs shorter than two years in length, academic progress is reviewed at the end of each semester. For students not meeting the University's standard, financial aid will be canceled.

Opportunities for part-time employment are provided to students through the federally funded Work-Study Program. The students must have demonstrated financial need and be enrolled in at least six credit hours, as indicated by the completed Financial Aid form, to participate in the Program.

### **Satisfactory Academic Progress Policy**

The three components of the Satisfactory Academic Progress Policy are explained below. Academic renewal does not satisfy academic progress standards for financial aid.

1. Course Completion Rate: Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of A, B, C, D, and CR are earned will be considered completed. Repeated courses were already counted as completed course, and credit will not be earned twice. All attempted credit hours, from

any university (including non-degree hours), are counted whether or not financial aid was received. This calculation includes all hours in which student is registered at the time of withdrawal. Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken form AUDIT are not counted in the student's total course load for purposes of financial aid eligibility. For graduate students, 100- and 200- level classes count as hours attempted, but not hours earned, because they will not count toward the completion of a graduate degree.

2. Minimum GPA requirement: The students must meet the following GPA requirements in order to maintain their eligibility for financial aid:

College/Program	Total Attempted Credit Hours	Minimum GPA
Undergraduate	1-30	1.7
Undergraduate	31+	2.0
Graduate	N/A	3.0

3. Maximum Time Frame: undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of an academic program is 128 credits, the maximum time frame for completion is 192 attempted credits. All attempted credit hours from any university, including non-degree hours, and hours attempted in completing a prior certificate or degree will count toward the maximum allowable credits regardless of whether financial aid was received. Courses with assigned grades of F, WF, W, WP, I, NC, and "repeated" courses all count as attempted credit hours. In addition, remedial classes and ESL classes are counted in this calculation, even though these classes do not count toward the students' graduation requirements. To receive financial aid, graduate students must complete their degree within the maximum time frame allowed by their graduate program.

### **Remedial Coursework**

Students enrolled in degree or certificate-granting program may receive financial aid for remedial coursework. However, federal regulations prohibit the receipt of financial aid for more than 30 semester hours of work. ESL (English as a Second Language) courses do not count against this limit.

### **Exception for Standards of Satisfactory Progress**

Students may request a review for accommodation when failing satisfactory progress standards by submitting a petition to the Student Financial Aid Office. A committee will review each petition. Petitions must contain the following:

1. A personal statement, explaining the extenuating circumstances which prevented Satisfactory Academic Progress toward a degree or certificate. If the student's transcript indicates difficulty for more than one semester, the petition must address the circumstances pertaining to each of these terms, and should also explain how they have been resolved.

2. Documentation: For example, if you had an illness that prevented you from attending classes, you must provide statement from your physician or photocopies of medical bills or statements containing a description of the illness and the dates that indicate when you suffered from that illness.

3. Degree summaries signed by academic advisors, for students who exceeded the maximum time frame.

Students will be notified, in writing, of the decision approximately 10 working days after the petition was submitted.

### **Scholarships** (see the Financial Aid Advisor for more information)

In addition to grants, loans, and work-study, UNM-Taos has a variety of scholarships available to eligible UNM-Taos students. Students should contact the Financial Aid Coordinator for specific eligibility requirements, qualifications, and deadlines.

- Native American Scholarship: this scholarship is offered to Native American Students who are attending UNM-Taos.
- Mana del Norte Scholarship: The Mana del Norte Scholarship assists Hispanic Women in completing their post-secondary education.
- UNM-Taos Bridge to Success Scholarship: the Bridge Scholarship is offered to high school graduates who are enrolled full-time.
- New Mexico Lottery Success Scholarship: Offered to New Mexico High School graduates and GED recipients who enroll for 12 credit hours and have a 2.5 GPA.
- UNM-Transfer Scholarship: General Scholarship offered to students who plan on transferring to The University of New Mexico-Main Campus.

### **Bookstore**

Textbooks are available for purchase the week before classes begin each semester and during regular office hours once the semester begins. A complete list of textbooks and prices is available each semester in the Bookstore. Books may be returned and students refunded for a limited length of time after classes begin (usually the first two weeks of the semester or the first week of the summer session). After this time, no refunds will be available, and books will be returned to UNM Main Campus according to UNM Main Campus policy. Student may also purchase school supplies, gift ware items, and special interest books at the Bookstore.

### **Library and Learning Resource Center**

Located in CR #14 at 115 Civic Plaza Drive 737-6242

Email: [unmtlib@unm.edu](mailto:unmtlib@unm.edu) Website: <http://taos.unm.edu/library>

The Library is intended to supplement and support the teaching process. The Library is located behind the Administration offices and is staffed by the Librarian, Assistant Librarian, and student assistants. Library resources and services include circulation of books, audio and videocassettes, a pamphlet file, magazine, newspaper and journal subscriptions, electronic research databases and a strong interlibrary loan service. Reserve materials for your classes may be housed in the library.

***The goal of the Library is to provide the resources and instruction for one to become a lifelong learner.***

#### *Who May Borrow Materials?*

- Current students, faculty and staff
- Residents of Taos County with identification showing current address.
- Patrons who have a Library Passport Certificate by other New Mexico colleges and universities.

#### *Borrowing Procedures*

- Books may be borrowed for two weeks and renewed for an additional two weeks if there are no holds on that item. Faculty may also use their "faculty extended bor-

rowing privileges” if an item is needed for the duration of the semester.

- Audiovisual materials may be borrowed for one week and renewed for another week if there are no holds on that item.
- Five items may be borrowed at one time.
- Magazines may be checked out for three days providing it is not the current issue. Newspapers and reference materials do not circulate.

#### *Interlibrary Loans*

- Materials we borrow from other libraries may be checked out for two weeks from the date we receive the item.
- Renewals depend upon the loaning library. ILL items for renewal should be brought back on or before the due date to be considered for renewal.
- The Library has electronic access to libraries all across the country so check with the staff for any items you need.
- The interlibrary loan service is for current students, faculty, and staff only.

#### *Direct Borrowing from Other Institutions*

- Current students, faculty, and staff may obtain a Library Passport Certificate from the UNM-Taos library staff to use at any other New Mexico college or university library. This enables one to go to another academic library, do their research, and check out materials directly. This would be used only if you are doing research at that particular institution and wish to check out materials directly. Otherwise, you would request the material from your UNM-Taos Library to obtain through inter-library loan.

#### *UNM-Email Accounts*

- Current students, staff, and faculty must obtain a UNM e-mail account.
- Library staff can assist with the online application or you can go directly to the internet address (<http://www.unm.edu/cirt/new>).
- Be prepared to provide your date of birth, social security number, a login name (4-8 characters usually your name or nickname), and a password (6-8 characters using a combination of letters and/or numbers).

#### *Learning Resource Center (LRC)*

- The LRC is open to all current students, staff, and faculty. As space permits, patrons who can demonstrate current affiliation (i.e. student or faculty identification) with other academic institutions may have access to the LRC.
- The LRC computers offer word processing programs and other software applications offered as coursework.
- There is direct connection to the Internet (World Wide Web searching), to LIBROS (online library catalog consortium including UNM Main Campus libraries, UNM branches, and other regional academic libraries), and research data bases including FirstSearch, Health Reference Center, Business Source, ProQuest Magazines Online, Newsbank Newsfile, Academic Search Premier, InfoTrac databases, and LexisNexis Academic.
- In order to provide Information Literacy Instruction, the Library offers workshops on library research, course-related library instruction, and electronic information services.

#### **Early Childhood Resource Center**

The Early Childhood Resource Center is a grant funded program that focuses on bringing FREE support and education services to anyone who works with, cares for

or has a child or children ages 0-12 years old. We have been in operation in Taos County since 1993 and in that period have grown and shaped our program according to the requests and needs of the community. All of our services are free and open to anyone. At this time we offer:

*Technical Assistance* to child care providers, Early Childhood Professionals, parents and community agencies regarding program licensing and registration, CYFD/state agency information, community resources, child care and child development concerns, etc.

*Toy Lending & Resource Libraries* in Taos and Peñasco

*“Training Night Live”*, a free workshop series for childcare providers, parents, grandparents, and teachers. Workshops are in Peñasco & Questa monthly and twice a month in Taos.

*“Warm Line” Services* for answers to questions regarding children (child development questions & concerns, support services, community agency referrals, etc.)

*Childcare Referral Program* to refer parents, including TANF participants, to childcare programs appropriate for their children, with follow-up services as needed.

*Early Care Training Program* - training & guidance services to participants interested in the Early Childhood field.

*Aim High Initiative* - the goal of which is to support childcare programs in an effort to ensure that safe, high quality care is provided.

*“45 Hour Entry Level Course” (Foundations in Early Care, Education, and Family Support)* A free course designed for developing professionals, parents and grandparents in need of support. Upon successful completion of this course, students will be awarded an Entry Level New Mexico Certificate from the Office of Child Development, Children, Youth and Families Department.

*Developmental Disabilities Planning Council Child Care Inclusion Project* –specific training topics to allow child care providers to be more comfortable and familiar with serving children with special needs.

*Car Seat Distribution Program* – Through a grant from Safer NM. Now, the UNM-Taos Early Childhood Resource Center will provide a limited number of car seats for infants and children who meet low-income guidelines. Our technicians can also assess the quality, installation, and safety of your current car seat for FREE.

*Free Helmet Distribution Program* – Provided by the New Mexico Medical Foundation Pediatric Society. The UNM-Taos Early Childhood Resource Center is funded by a grant from the Office of Child Development, Children Youth and Families Department to provide training and technical assistance.

The UNM-Taos Early Childhood Resource Center is funded by grants from the Children Youth and Families Department, Office of Child Development, NM State Department of Education, Developmental Disabilities Planning Council, and the Los Alamos National Laboratories Foundation.

The UNM-Taos Early Childhood Resource Center is part of the New Mexico Child Care Training and Technical Assistance Network. Promoting the development of quality child-care, education and family support.

### **Community Education**

UNM-Taos offers a diverse program of non-credit Community Education courses. The program provides residents of Taos and surrounding area with lifelong learning opportunities for personal and professional growth. Courses may be offered as workshops or on a regularly scheduled basis and are instructed by qualified and experienced Instructors.

### **ABE/GED/ESL Program**

Instruction in Adult Basic Education (ABE), General Education Development (GED) which helps students earn their GED High School Equivalency Diploma, and English as a Second Language (ESL) for adult students who are at least 16 years of age is offered. If you have a goal to advance your academic level, earn a High School Diploma, or learn to read, write, or speak English as your second language in order to be a more marketable in today's workforce, this program is for you.

These academic programs are offered free of charge to students who qualify for the program. We do ask, before students enroll, that they make a commitment to keep the schedule that is tailored for them. To facilitate this, we offer classes in the evenings as well as a scheduled lab during the day. We have student instructors, as well as volunteer tutors, who can work with participants in this program. We also offer a basic and an advanced math class.

When students pass the Pre-GED test, they are referred to the official GED testing program. This testing program is scheduled to be in place at a Taos location by mid- April 2004. Our goal is to ensure that the student is successful in attaining his or her goal.

## BACHELOR AND GRADUATE PROGRAMS

If you have been attending a two-year institution, you will need to make some adjustments when entering a Bachelor's completion program through one of the University of New Mexico Bachelor and Graduate Program sites. Admission, tuition, and fees will be substantially different from the two-year institution. Bachelor and Graduate programs function by the same policies and procedures as Main Campus programs; the courses are just offered on a different campus.

### **Costs**

The cost of attending a university is a major concern for students. Whereas the low tuition at the two-year colleges is subsidized by local property taxes, the funding for Graduate and Upper Division programs comes from state funding similar to that of other university campuses around New Mexico. Therefore, students at distant sites will be charged the same tuition and fees as students at UNM Main Campus. Contact the UNM Taos Financial Aid Advisor for more information on student aid (505) 737-6200.

### **Degree Admission**

Students can apply for admission to Graduate and Upper Division status either at the local UNM Extended University site, or at the specific department on Main Campus. You must meet the admission requirements of Main Campus since degree requirements will be the same as students attending UNM in Albuquerque. Processing an application takes time and depends on a number of factors. Application review will not begin until all transcripts, test scores, and application fees are on file. It is important to meet with an advisor before applying for admission.

### **Non-degree Admission**

If you want to take a course but do not want to apply to a specific program, you may apply to UNM in Non-degree Status. Keep in mind that most colleges and departments will only accept up to 12 non-degree credit hours to be applied to a graduate program. You can fill out a non-degree application at the local UNM Extended University office. Contact an Extended University advisor for more information at (505) 737-6279.

### **UNM Credits**

All courses completed within the UNM system will appear on your UNM transcript. College preparatory courses (numbered 010-100) and many vocational and technical courses are not accepted toward baccalaureate degrees. Check with an advisor to determine which of your credits will apply to an upper division degree.

### **Advising**

It is important to schedule regular appointments with an advisor in the program that you are pursuing. Take the time to meet with your advisor and discuss any questions you may have. Advisors from Main Campus arrange advisement days at various sites each semester. Keep an eye out for announcements. The BUS (Bachelor's of University Studies) advisor in Taos, can be reached at (505) 737-6282.

### **Student's Schedule**

The Bachelor and Graduate Programs provide convenient evening courses for students when possible. Courses include live courses and instructional television (ITV) courses. Students also have the option of taking correspondence and internet courses through Extended University. Contact the UNM-Taos Bachelor and Graduate Programs office at (505) 737-6279 to obtain a schedule of courses.



## BACHELOR AND GRADUATE PROGRAMS

### Contact information

Mary Lutz, M.F.A  
Operations manager  
505 737-6281  
mlutz@unm.edu

Gina Vigil, Educational Site Coordinator  
505 737-6280  
gvigil@unm.edu

Mario Suazo, Academic Advisor  
505 737-6282  
msuazo1@unm.edu

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505 737-6252  
lecarm@unm.edu

Eileen Lujam, Nursing Academic Advisor  
505 741-1948  
elujan@salud.unm.edu

## UNM-TAOS ACADEMIES

Programs of study are grouped into six Academies. Academy Heads coordinate programs within clusters and advise the Administration on curriculum and academic personnel matters while Program Assistants manage specific faculty to ensure a quality education through the development and implementation of outcomes and outcomes assessment, classroom visits, and student evaluations. These are just a few ways in which UNM-Taos strives to provide a high quality learning environment for all students.

The UNM-Taos Academies and their associated disciplines are:

<p><b>Academy of Art</b>            Applied Arts and Crafts            Art Studio            Art History            Media Arts            Performing Arts            Southwest Arts</p>	<p><b>Academy of Business and Computer Technology</b>            Pre-Business            Administrative Assistant            Business Computers            Internet Technology            Digital Graphic Design            Multimedia Technology</p>
<p><b>Academy of Health and Human Services</b>            Human Services            Psychology            Healing Arts            Behavioral Sciences            Early Childhood Multicultural Education            Criminal Justice            Paralegal Studies            Peace Studies            Sociology</p>	<p><b>Academy of Professions and Liberal Arts</b>            Anthropology            Communication and Journalism            English            Foreign Language            History            Political Science            Philosophy            Religion            Southwest Studies            Women's Studies</p>
<p><b>Academy of Science</b>            Biology            Chemistry            Earth and Planetary Sciences            Environmental Sciences            Health Sciences            Mathematics            Physics</p>	<p><b>Academy of Trades and Industry</b>            Construction Technology            Carpentry            Woodworking            Culinary Arts            Heavy Equipment Operator CDL            Outdoor Education</p>

**Prospective, new, and existing students are strongly urged to discuss their educational goals with a UNM-Taos Academic Advisor prior to registering. Academic advising services are free. Advisors can help you select the program of study that best suits your needs, obtain transfer credit for classes completed at other institutions, schedule your classes, and make the most of your time at UNM-Taos.**

**Call 737-6200 to schedule an appointment with an Academic Advisor.**

# ACADEMY OF ART

## ASSOCIATE OF APPLIED SCIENCE IN VISUAL ARTS

The UNM-Taos Associate of Applied Science in Visual Arts program addresses the historic need for basic and academic skills through advanced training for those who desire to a living from the applied arts. The curriculum is designed to prepare students with the basic skills and professional techniques necessary to be successful as artists, artisans, or craftsmen. The program combines general education courses along with a curriculum that allows for optimal choices for those who want to specialize in areas such as ceramics, photography, printmaking, jewelry, fiber/textiles, painting, and woodworking. The general education requirements meet many of the admission requirements for undergraduate studies to the College of Fine Arts at UNM Albuquerque.

### GENERAL EDUCATION COURSES

#### English

**6 Credit Hours**

ENGL 101 Comp I: Exposition

3

ENGL 102 Comp II: Analysis & Argument

3

#### Mathematics

**3 Credit Hours**

MATH 121 College Algebra

3

#### Physical & Natural Sciences

**15 Credit Hours**

*Choose five courses from the following areas:*

ASTR 101 & 101L Intro to Astronomy/Lab

BIOL 110 & 112L Biology Non-Majors/Lab

BIOL 121L Principles of Biology/Lab

BIOL 122L Principles of Biology/Lab

BIOL 123L Biology for Health Related Sciences and Non-Majors

CHEM 111L Elements of General Chemistry

CHEM 121L General Chemistry

CHEM 122L General Chemistry

EPS 101 & 105L An Intro to Geology/Lab

EPS 102L Historical Geology

GEOG 101/105L Physical Geography/Lab

PHYC 102 /102L Intro to Physics/Lab

PHYC 151/151L General Physics/Lab

PHYC 152/152L General Physics/Lab

#### Social & Behavioral Sciences

AMST 182 Intro to Environment, Science & Technology

AMST 185 Intro to Race, Class & Ethnicity

ANTH 101 Intro to Anthropology

ANTH 130 Cultures of the World

ECON 105 Introductory Macroeconomics

ECON 106 Introductory Microeconomics

LING 101 Intro to the Study of Language

POLS 110 The Political World

POLS 200 American Politics

PSY 105 General Psychology

SOC 101 Intro to Sociology

## Humanities

AMST 186	Intro to Southwest Studies
COMP 223	Literary Questions
COMP 224	Literary Questions
ENGL 150	The Study of Literature
ENGL 292	Western Literature/World Contexts
ENGL 293	Western Literature/World Contexts
MLNG 101	Approaches to Language & Culture
HIST 101	Western Civilization
HIST 102	Western Civilization
HIST 161L	History of the United States to 1877
HIST 162L	History of the United States Since 1877
PHIL 101	Intro to Philosophical Problems
PHIL 202	Modern Philosophy
RELG 107	Living World Religions

## Second Language

Any of the lower division non-English language offerings of Departments of Linguistics, Spanish and Portuguese, and Foreign Languages and Literatures.

## Fine Arts

DANC 105	Dance Appreciation
MA 210	Introduction to Film
MUS 139	Music Appreciation
THEA 122	Theatre Appreciation

OR one 3-credit studio course offered in Music, Theater, Dance, or Media Arts.

## Core Required Courses

### 15 Credit Hours

The following core courses are required to successfully complete an Associate of Arts in Applied Arts and Crafts.

ARTS 121	2 D-Design	3
ARTS 106	Drawing I	3
ARTH 201	History of Art I	3
ARTH 202	History of Art II	3
ARTS 122	3-D-Design	3

## Electives

### 27 Credit Hours

*(Choose 9 from the following groups of courses. All courses are 3 credit three hours. You may choose to focus in a particular group or you may take a variety courses from different groups. If you are planning to pursue further study with the college of Fine Arts at UNM Albuquerque it is advisable to take ARTS courses. All courses should be taken in sequence.)*

## Drawing /Painting/Design

ARTH 251 Artistic Traditions of the Southwest OR ARTH 250 Modern Art  
*The Core Requirements of ARTS 121 or ARTS 106 are prerequisites for all of the Drawing/Painting/Design courses.*

ARTS 293	Beginning Watercolor Painting
AAC 107	Portraiture I
AAC 166	Still Life
AAC 167	Figure Drawing
AAC 108	Landscape Techniques
ARTS 207	Painting I

- ARTS 205 Drawing II
- AAC 105 Beginning Watercolor
- AAC 161 Portrait II ( prerequisite AAC107T)
- AAC 164 Landscape II ( prerequisite AAC108T)
- AAC 168 Figure Painting
- ARTS 290 Pleine Aire

### **Print Making**

*The Core Requirements of ARTS 121 and ARTS 106 are prerequisites for all of the Print Making courses.*

- AAC 140 Intro to Printmaking or ARTS 274 – Intro to Printmaking
- AAC 141 Hand Woodcut Printmaking
- AAC 142 Monoprint AAC 140 ( prerequisite AAC 140 or ARTS 274)
- AAC 143 Safe Etch Intaglio
- AAC 144 Advanced Printmaking (Pre-requisites AAC 140, AAC 143)

### **Ceramics**

*The Core requirements of ARTS 121 and ARTS 122 are prerequisites to all of the following Ceramics courses.*

- AAC 130 Pueblo Pottery Techniques
- ARTS 168 Ceramics I
- AAC 132 Ceramics II (prerequisites AAC 131 or ARTS 168)
- ARTS 270 Ceramics: Materials and Processes

### **Photography**

*The Core requirement of ARTS 121 is a prerequisite for the all of the Photography courses.*

- ARTS 187 Photography I
- AAC 136 Figure Photography (prerequisites AAC 134, or ARTS 187)
- AAC 139 Portfolio Development (prerequisites AAC 134, or ARTS 187)
- AAC 170 Intro to Alternative Photo (prerequisites AAC 134, or ARTS 187)
- ARTS 287 Photography II (prerequisites AAC 134, or ARTS 187)

### **Fibre/Textiles**

*The Core Requirements of ARTS 121 and ARTS 106 are prerequisites for all of the Weaving courses.*

- AAC 120 Beginning Weaving
- ARTH 251 Artistic Traditions of SW

### **Metal Arts**

*The Core requirements of ARTS 121 and ARTS 122 are prerequisites to all of the following Metal Arts courses.*

- AAC 110 Traditional Jewelry I
- AAC 111 Innovative Jewelry
- AAC 112 Traditional Jewelry II (prerequisite AAC 110)
- AAC 113 Lapidary
- AAC 114 Metal Casting (prerequisite AAC 110)
- AAC 165 Metal Arts Studio
- ARTS 157 Jewelry and Small Scale Metal Construction I
- ARTS 257 Jewelry and Small Scale Metal Construction II (prerequisite ARTS 157)
- AAC 293 Stained Glass

**General Electives**

CT 293L TOPIC: various topics in Computer Technology

**TOTAL CREDIT HOURS REQUIRED** 60-63**CERTIFICATE IN APPLIED ARTS AND CRAFTS****Core Requirements** **12 Credit Hours**

ARTH 101	Introduction to Art	3
ARTS 106	Drawing I	3
ARTS 121	Two Dimensional Design	3
ARTS 122	Three Dimensional Design	3

**Electives** [to be taken in sequence] **18 Credit Hours***Choose any 6 from the following:*

ARTS 293	Beginning Watercolor Painting
AAC 107	Portraiture
AAC 111	Innovative Jewelry
AAC 110	Traditional Jewelry
AAC 115	Tinsmithing
AAC 120	Beginning Weaving
AAC 130	Pueblo Pottery Techniques
AAC 150	Santo and Kachina Carving
AAC 151	Retablo Painting
AAC 152	Colcha, Embroidery and Stitching
AAC 175	Applied Arts Studio
ARTS 205	Drawing II
ARTS 207	Painting I
ARTS 213	Sculpture
CT 109L	Introduction to Desktop Publishing
WW 101	Basic Woodworking
WW 105	Wood finishing and Painting
WW 110	Furniture Design and Construction
WW 111	Cabinet Building
WW 113	Spanish Colonial Furniture
WW 114	Spanish Colonial Carving
WW 117	Wood Carving
WW 120	Wood Working Shop
WW 135	Wood Sculpture

**TOTAL CREDIT HOURS REQUIRED** 30

## CERTIFICATE IN PAINTING & DRAWING

### **Core Requirements** **12 Credit Hours**

ARTS 106 Drawing I	3
ARTS 122 Three Dimensional Design	3
AAC 103 Elements of Design and Composition	

#### **OR**

ARTS 121 Two Dimensional Design	3
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### *Choose 3 courses from the following:* **9 Credit Hours**

AAC 107 Portraiture	
AAC 108 Techniques of Landscape Painting	
AAC 166 Still Life	
AAC 167 Figure Drawing	
ARTS 205 Drawing II	
ARTS 207 Painting I	
ARTS 293 Beginning Watercolor Painting	

### **Electives** **9 Credit Hours**

#### *Choose three (3) from the following:*

AAC 110 Traditional Jewelry	
AAC 111 Innovative Jewelry	
AAC 115 Tinsmithing	
AAC 120 Beginning Weaving	
AAC 130 Pueblo Pottery Techniques	
AAC 140 Beginning Printmaking	
AAC 141 Hand Woodblock Printing	
AAC 142 Monotype	
AAC 161 Portrait II	
AAC 164 Landscape II	
AAC 165 Metal Arts Studio	
AAC 293 TOPICS	
ARTS 187 Photography I	
ARTS 287 Photography II	
CT 111 Intro to Computer Aided Design and Drafting	

**TOTAL CREDIT HOURS REQUIRED** **30**

## CERTIFICATE IN SOUTHWEST ART

### **Core Requirements** **12 Credit Hours**

ARTH 101 Introduction to Art	
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#### **OR**

ARTH 201 History of Art	3
ARTS 106 Drawing I	3
ARTS 121 Two Dimensional Design	3
ARTS 122 Three Dimensional Design	3
ARTS 207 Painting I	3

**Electives****18 Credit Hours***Choose 6 from the following:..*

- AMST 186 Introduction to Southwest Studies
- SPAN 101 Elementary Spanish
- AAC 110 Traditional Jewelry
- AAC 115 Tinsmithing
- AAC 120 Beginning Weaving
- AAC 130 Pueblo Pottery Techniques
- AAC 150 Santo and Kachina Carving
- AAC 151 Retablo Painting
- AAC 152 Colcha, Embroidery and Stitching
- ARTH 251 Artistic Traditions of the Southwest
- CT 109L Introduction to Desktop Publishing
- WW 105 Wood finishing and Painting
- WW 110 Furniture Design and Construction
- WW 111 Cabinet Building
- WW 117 Wood Carving
- WW 120 Wood Working Shop
- WW 135 Wood Sculpture

**TOTAL CREDIT HOURS REQUIRED** 30**CERTIFICATE IN THEATRE****Core Requirements****12 Credit Hours**

- THEA 120 Acting Foundations I 3
- THEA 121 Acting Foundations II 3
- THEA 122 Introduction to Theatre 3
- THEA 220 Acting Skills 3

**Electives****18 Credit Hours***Choose 6 of each of the following courses:*

- THEA 192 Introduction to Stagecraft
- THEA 200 Topics: Rehearsal and Performance
- THEA 221 Acting Skills II
- THEA 223 Introduction to Script Analysis
- THEA 226 Ensemble Improvisation
- THEA 295 Studies in Theatre 1-3
- ENGL 101 Composition I: Exposition
- ENGL 211 Topics in Literature
- DANC 110 Modern Dance I
- DANC 169 Flamenco I
- DANC 204 Stretching, Strengthening and  
Conditioning for the Performing Arts
- DANC 208 Studies in Spanish form

**TOTAL CREDIT HOURS REQUIRED** 30



# ACADEMY OF BUSINESS AND COMPUTER TECHNOLOGY

## ASSOCIATE OF ARTS IN PRE-BUSINESS ADMINISTRATION

The Associate of Arts in Pre-Business Administration is designed for students who plan to pursue further studies for a Bachelor of Business Administration at UNM Albuquerque's Anderson School of Management or other BBA programs.

### **Writing & Speaking** **6 Credit Hours**

ENGL 101 Composition I  
ENGL 102 Composition II

### **Mathematics** **6 Credit Hours**

MATH 121 College Algebra  
MATH 180 Elements of Calculus (or higher)

### **Physical and Natural Sciences** **4 Credit Hours**

One (1) course with a lab.

### **Social and Behavioral Sciences** **6 Credit Hours**

PSY 105 & PSY 200 level course  
**OR**  
SOC 101 & SOC 200 level course

### **Social Science** **9 Credit Hours**

Anthropology  
Economics  
Geography  
Native American Studies  
Political Science  
Psychology  
Sociology  
Southwest Studies/Cultural  
Women's Studies/Cultural

### **Humanities** **9 Credit Hours**

American Studies  
American Literature  
Classics  
Comparative Literature  
English Literature  
History  
History Survey  
Linguistics  
Religious Studies  
Southwest Studies/(Literature, Art)  
Women's Studies (related to Literature or Art)

### **Major Program Requirements** **19 Credit Hours**

ECON 105 Principles of Microeconomics  
ECON 106 Principles of Microeconomics  
MGMT 101 Principles of Accounting I  
MGMT 102 Principles of Accounting II

MGMT 290 Statistical Methodology  
MGMT 291 Business Statistics Laboratory  
CS 150 Computing For Business Students

**Other Electives** **3 Credit Hours**

**TOTAL CREDIT HOURS REQUIRED** **62**

### **ASSOCIATE OF APPLIED SCIENCE IN ADMINISTRATIVE ASSISTANT**

The Associate of Applied Science degree in ADMINISTRATIVE ASSISTANT is designed to develop skills and abilities necessary to meet employment standards in a variety of office settings. The Administrative Assistant program offers training in organizational and interpersonal skills as well as office automation and written communication. The individual completing this degree will be employable as an administrative assistant, secretary, legal/medical secretary, clerk receptionist, clerk typist or word processing operator.

**GENERAL EDUCATION** **13 Credit Hours**

**English** **3 Credit Hours**

ENGL 101 Composition 1 3

**Communication** **4 Credit Hours**

*Choose one from the following*

CJ 101 Introduction to Communications

CJ 130 Public Speaking

CJ 232 Business and Professional  
Speaking

**Science** **3-4 Credit Hours**

*Choose one of the following:*

BIOL 110 & 112L Biology Non-Majors 4

BIOL 123 & 124L Biol. for Health Related Sciences 4

BIOL 136 Human Anatomy and  
Physiology for Non-Majors 3

BIOL 237 Human Anatomy and Physiology for  
Health Related Sciences 3

ENVS 101 The Blue Planet 3

ENVS 102 The Blue Planet Lab 1

**Social/Behavioral Science** **3 Credit Hours**

*Choose one of the following:*

SOC 101 Intro to Sociology

PSY 105 Intro to Psychology

**Administrative Assistant Requirements** **52 Credit Hours**

AAST 111 Beginning Keyboarding

AAST 112 Keyboarding Applications

AAST 124 Introduction to Word Processing

- AAST 134 Intermediate Word Processing
- AAST 205 Calculating for Business
- AAST 220 Business Math
- AAST 224 Advanced Word Processing
- AAST 230 Business Communications
- AAST 240 Machine Transcription
- AAST 250 Records Management
- AAST 260 Business Appl on Computer
- AAST 262 Legal/Medical Transcription
- AAST 264 Legal Office Procedures
- AAST 265 Medical Office Procedures
- AAST 271 Office Accounting Procedures
- AAST 272 Computerized Accounting
- AAST 280 Internship

**TOTAL CREDIT HOURS REQUIRED** **65**

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**CERTIFICATE IN ADMINISTRATIVE ASSISTANT  
Career in Office Technology**

The Certificate in Administrative Assistant is designed to develop the skills and abilities necessary to meet employment standards in a variety of office settings. The Administrative Assistant program offers training in organizational and interpersonal skills as well as office automation and written communication. The individual completing this certificate will be employable as an administrative assistant, secretary, clerk receptionist, clerk typist, and word processing operator. (Courses taken as part of the certificate program may apply towards an Associate of Applied Science degree).

<b>Required Courses</b>	<b>30 Credit Hours</b>
AAST 111 Beginning Typewriting	3
AAST 112 Intermediate Typewriting	3
AAST 124 Introduction To Word Processing	3
AAST 134 Intermediate Word Processing	3
AAST 205 Business Math/Elec Calculators	3
AAST 224 Advanced Word Processing/Desktop Publishing	3
AAST 230 Business Communications	3
AAST 240 Machine Transcription I	3
AAST 250 Records Management	3
AAST 260 Business Applications on the Computer	3
<b>TOTAL CREDIT HOURS REQUIRED</b>	<b>30</b>

## CERTIFICATE IN BUSINESS COMPUTERS

The Business Computer Certificate Program consists of hands-on laboratory training to prepare students for employment in northern New Mexico as well as to provide a basis for further study. Key industrial and governmental employers in the area have endorsed our program. The program emphasizes up-to-date PC applications that are used in a business office environment. The Internet is also an integral part of the Business Computer Certificate program.

The Curriculum for the Business Computer Certificate requires 30 hours of classroom instruction consisting of 7 three-hour core courses (21 hours) and 3 three-hour electives (9 hours). Students may choose from electives to expand their knowledge of the Internet or to develop basic computer applications skills. As an alternative, students may choose electives from the Computer Technology Program core courses to gain valuable cross-platform instruction. Minimum proficiency in Math and English is also required.

<b>Required Courses</b>	<b>21 Credit Hours</b>
CT 102 L Introduction to Microcomputers	3
CT 106 L Microsoft Word	3
CT 107 L Microsoft Excel	3
CT 112 L Introduction to Microsoft Access	3
CT 170 L Introduction to Internet	3
CT 172 L Office for Windows	3
CT 193 L Business Information Systems	3

<b>Electives</b>	<b>9 Credit Hours</b>
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*Choose three (3) from the following:*

CS 150L Computers for Business Students	
CT 108L Powerpoint	
CT 171L Intermediate Internet	
CT 173L Marketing on the Internet	
CT 190L Desktop Publishing 2	
CT 191L Advanced WWW Publishing	
CT 207L Quickbooks	
Any core course from Computer Technology Certificate Program	

<b>TOTAL REQUIRED CREDIT HOURS</b>	<b>30</b>
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## CERTIFICATE IN INTERNET TECHNOLOGY

The purpose of this certificate program is to prepare students to meet the ever increasing demand for skilled internet workers, providing certificate holders opportunities not available to them before. This program is comprised primarily of hands-on coursework and uses real-world projects and examples.

<b>Required Courses</b>	<b>9 Credit Hours</b>
CT 102L Intro to Microcomputers (PC emphasized business certificates)	3
<b>OR</b>	
CT 125L Intro to Macintosh (Mac emphasized certificates)	3

CT 116L Fundamentals of Graphic Design	3
CT 110L Digital Imagery I	3
<b>Core Courses</b>	<b>15 Credit Hours</b>
CT 170L Intro to the Internet	3
CT 114L Intro to WWW Publishing	3
CT 175L Planning and Designing Websites	3
CT 191L Advanced WWW Publishing	3
CT 211L Advanced Web Development (capstone class)	3
<b>Electives</b>	<b>6 Credit Hours</b>
<i>Choose two (2) from the following:</i>	
CT 113L Multimedia 1	
CT 210L Digital Imagery 2	
CT 165L Intro Programming - Visual Basic	
CT 115L Vector Graphics	
CT 109L Desktop Publishing	
BSTC 110 Starting a Small Business	
<b>TOTAL REQUIRED CREDIT HOURS</b>	<b>30</b>

### CERTIFICATE IN DIGITAL GRAPHIC DESIGN

The Digital Graphic Design program offers hands-on laboratory training to prepare students for employment in northern New Mexico. The program will provide practical and conceptual experiences that supply the students with tools for employment. The Digital Graphic Design Certificate program trains students in planning and presenting graphic ideas for publications, advertising, broadcasting, and web media. Our goal is to keep students current with evolving means of design expressions and design tools. Students will be learning digital technologies that will enable them to work in a wide range of media productions. In addition to small class sizes, the program allows students to explore their personal strengths and focus on their interests. With our state of the art Macintosh Lab, our students can be at the forefront of today's always changing technology.

<b>Required Courses</b>	<b>9 Credit Hours</b>
CT 102L Intro to Microcomputers (PC emphasized business certificate)	3
<b>OR</b>	
CT 125L Intro to Macintosh (Mac emphasized certificates)	3
CT 116L Fundamentals of Graphic Design	3
CT 110L Digital Imagery I	3
<b>Core Courses</b>	<b>15 Credit Hours</b>
CT 109L Desktop Publishing 1	3
CT 190L Desktop Publishing 2	3
CT 210L Digital Imagery 2	3
CT 115L Vector Graphics	3
CT 199L Advanced Desktop Publishing (capstone class)	3

**Electives****6 Credit Hours***Choose two (2) from the following:*

- CT 170L Intro to the Internet
- CT 114L Intro to WWW Publishing
- CT 173L Marketing on the Internet
- CT 113L Multimedia I
- CT 195L Directed Studies/Graphic Design
- BSTC 110 Starting a Small Business

**TOTAL REQUIRED CREDIT HOURS 30****CERTIFICATE IN MULTIMEDIA**

This program helps students become educated and informed persons in Digital Media processes. Students will be kept current on evolving means of design expression and multimedia production tools. The curriculum offers the training necessary for students to learn the skills to be visual/verbal communicators able to develop creative solutions to a variety of design and communication problems.

**Required Courses****9 Credit Hours**

- CT 102L Introduction to Microcomputers 3  
(PC emphasized business certificates)

**OR**

- CT 125L Introduction to Macintosh 3  
(Mac emphasized certificates)
- CT 116L Fundamentals of Graphic Design 3
- CT 110L Digital Imagery I 3

**Core Courses****15 Credit Hours**

- CT 113L Multimedia 1 3
- CT 210L Digital Imagery 2 3
- CT 213L Multimedia 2 3
- CT 214L Multimedia Tools & Techniques 3
- CT 215L Multimedia Production (capstone) 3

**Electives***Choose two from the following:***6 Credit Hours**

- CT 109L Desktop Publishing I 3
- CT 170L Intro to the Internet 3
- CT 216L Directed Studies/Multimedia 3
- CT 165L Intro to Programming - Visual Basic 3
- BSTC 110 Starting a Small Business 3

**TOTAL CREDIT HOURS REQUIRED 30**

# ACADEMY OF HOLISTIC HEALTH AND HUMAN SERVICES

## ASSOCIATE OF ARTS IN EARLY CHILDHOOD MULTICULTURAL EDUCATION

This program in Early Childhood Multicultural Education is designed for students who wish to work in this field or transfer to a four-year college or University to complete a bachelor's degree in early childhood education, child development, or related field. As part of this program, students will complete the Child Development Associate (CDA) credential preparation courses. This program addresses the seven general early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in Early Childhood Education (birth to third grade).

### GENERAL EDUCATION

**35 Credit Hours**

#### Communications/English Composition

**9 Credit Hours**

ENGL 101 Composition I: Exposition

3

ENGL 102 Composition II: Analysis & Argument

3

*Choose 1 from the following:*

LING 101 Intro to the Study of Language

3

CJ 270 Communication for Teachers

3

CJ 221 Interpersonal Communications

3

#### Mathematics

**3 Credit Hours**

MATH 111 Math for Elementary

& Middle School Teachers

3

#### Science (Any two)

**8 Credit Hours**

Astronomy, Biology, Botany, Chemistry,

Geology, Physics, Zoology **OR**

4

NS 261L Physical Science

4

NS 262L Life Science

4

NS 263L Environmental Science

4

#### Social & Behavioral

##### Science/Humanities/Fine Arts

**15 Credit Hours**

*Choose five (5) from the following:*

HIST 101/102 Western Civilization

HIST 161/162 History of the United States

ANTH 230 Topics in Current Anthropology

ANTH 238 Cultures of the Southwest

ANTH 205 Human Development

ECON 101 Introduction to Economics

SOC 101 Introduction to Sociology

SOC 216 The Dynamics of Prejudice

SOC 225 Marriage, Family and Their Alternatives

ARTH 101 Art History

ARTS 121 Two-Dimensional Design

PSY 105 Intro. to Psychology

#### Early Childhood Core Requirements

**29 Credit Hours**

ECME 101 Child Growth, Development

& Learning

3

ECME 103	Health, Safety & Nutrition	2
ECME 111	Family & Community Collaboration	3
ECME 115	Guiding Young Children	3
ECME 117	Curriculum & Implementation I	3
ECME 117L	Practicum I	2
ECME 202	Introduction to Reading & Literacy Development	3
ECME 217	Curriculum & Implementation II	3
ECME 217L	Practicum II	2
ECME 220	Assessment of Children & Evaluation of Programs I	3
ECME 230	Professionalism	2
<b><u>TOTAL CREDIT HOURS REQUIRED</u></b>		<b>64</b>

### **ASSOCIATE OF ARTS IN CRIMINAL JUSTICE**

The Associate of Arts Degree in Criminal Justice is designed for students who plan to transfer to a four-year institution or for those students who desire to gain employment in the criminal justice field upon completion of the degree requirements. Students pursuing the Associate of Arts Degree in Criminal Justice may choose a career in law enforcement or corrections. All students declaring this degree should seek advisement to prepare for upper division course work and transfer into baccalaureate programs.

#### **UNM General Education Core Requirements      41 Credit Hours**

##### **Area I: Writing and Speaking      9 Credit Hours**

ENGL 101	3
ENGL 102	3
CJ 130	3

##### **Area II: Mathematics      3 Credit Hours**

MATH 121 <b>OR</b>	
STAT 145	3

##### **Area III: Physical and Natural Science      8 Credit Hours**

One biology course and a lab, and an additional course with a lab to be chosen from:

BIOL 110 & 112L, or, 123 & 124L  
 CHEM 111L, 121L or 131L, 121L or 132L;  
 EPS 101 & 105L, 201L, ENVS 101 & 102L;  
 GEOG 101 & 105L; PHYC 102 & 102L, 105, 151 & 151L, 152 & 152L, 160 & 160L;  
 ANTH 150 & 151L, ANTH 160 & 161L 121L;  
 ASTR 101 & 101L, NTSC 261L, 262L, 263L.

##### **Area IV: Social/Behavioral Sciences      9 Credit Hours**

SOC 101	3
PSY 105	3
ANTH 130	3



**Area V: Humanities****6 Credit Hours**

AMST 186; CLST 107, 204, 205; COMP 223, 224; ENGL 150, 292, 293; MLNG 101;  
 HIST 101,102, 161, 162; PHIL 101, 201, 202;  
 RELG 107, 263, 264

**Area VI: Fine Arts****3 Credit Hours**

ARCH 101; ARTH 101, 201, 202; DANC 105; FA 284; MA 210; MUS 139,140; THEA  
 122 or one 3- hour studio course

**Area VII: Foreign Language****3 Credit Hours**

Non-English, Lang. Sign, Spanish, Portuguese  
 Foreign Languages & Literatures

**Criminal Justice Core Requirements:****21 Credit Hours**

CRJS 101 Intro to Criminal Justice	3
CRJS 102 Intro to Corrections	3
CRJS 103 Juvenile Justice	3
CRJS 201 Criminal Law I	3
CRJS 203 Courts and Criminal Justice	3
CRJS 204 Policing and Law Enforcement	3

**Elective****3**

Selected from sociology, political science, psychology, human services, family studies,  
 computer science

**TOTAL CREDIT HOURS REQUIRED****62**

*Recommended electives: SOC 211, Social Problems, SOC 205, Crime, Public Policy  
 and the Criminal Justice System, SOC 213, Deviance.*

*Students are encouraged to seek advising regarding the sequence of classes, and the  
 availability of classes. Some classes are offered only once a year. Students planning to  
 transfer to four-year institutions should consult with their advisor in planning their sched-  
 ules.*

**ASSOCIATE OF ARTS IN HUMAN SERVICES**

The Associate of Arts in Human Services is a program of study designed for students  
 who intend to investigate and pursue paraprofessional careers in various human services  
 fields, including social work, public health, community mental health and other social  
 services. It is also designed to prepare students for transfer into Bachelor of Arts or  
 Bachelor of Science programs in these related fields.

**UNM General Education Core Requirements****40 Credit Hours**

A grade of C is required in all courses.

**Area I Writing and Speaking****9 Credit Hours**

ENGL 101/102  
 CJ 130

**Area II Mathematics****3 Credit Hours**

MATH 145 (for students transferring to UNM Main Campus) or

MATH 121\*(required for students pursuing a bachelor's degree in Social Work)

**Area III Physics and Natural Science**

**4 Credit Hours**

BIOL 121 and 121 Lab, or BIOL 110 and 112 Lab

(Students may need to take 4 additional credit hours from the following for completion of a four year degree: ANTH 150 & 151L; ASTR 191; BIOL 121L/122L/123L; CHEM 105 & 107L/111L 121L (or 131L)/122L (or 132L); EPS 101 & 105L/102L/103; GEOG 101& 105L; NS 261L/262L/263L; PHYC 102& 112L/151 & 153L/152 & 154L/160/161 & 163L)

**Area IV Social and Behavioral Sciences 12 Credit Hours**

ANTH 101 or 130; ECON 105; PSY 105; SOC 101 (Meets Core Requirements of Human Services as well as Gen.Ed.)

**Area V Humanities**

**6 Credit Hours**

Choose two courses from the following:

AMST 186; CLST 107/204/205; CLST 223/224; ENGL 150/292/293; MLNG 101; HIST 101/102/161/162; PHIL 101/201/202; RELG 107/ EDUC 124\*

**Area VI Second Language**

**3 Credit Hours**

Choose one course from any of the following lower division non-English language offering of the Department of Linguistics, Spanish and Portuguese, and Foreign Languages and Literatures.

**Area VII Fine Arts**

**3 Credit Hours**

Choose one course from: ARTH 101/201/202; DANC 105 MA 210; Music 139; THEA 122; or one 3 credit studio course offered by the Dept. of Arts and Art History, Music, Theater and Dance, or Media Arts

**Human Services Core Requirements**

**24-27 Credit Hours**

HS 101 Introduction to Human Services or

FS 281 Introduction to Family Studies

3

HS 102 Principles of Interviewing

3

HS 109 Techniques of Assessment and Intervention

3

FS 213 Marriage and Family Relations

3

HS 250 Clinical Experience in Human Services

3

HS 251 Adv Clinical Experience in Human Svcs

3

HS 105 Group Dynamics

3

One Course in Human Development Across the Lifespan **OR**

PSY 220 Developmental Psychology

3

An Additional three credits of electives may be taken.

**TOTAL CREDIT HOURS REQUIRED**

**64-67**

*Computer proficiency is required for admission to some universities. It is recommended students include a course in this area if they seek a four-year degree.*

*Language proficiency standards may require students to take additional course work in second language for admission to upper division work in some universities.*

## ASSOCIATE OF ARTS IN BEHAVIORAL SCIENCES

The Associate of Arts in Behavioral Sciences is designed for students who intend to pursue The Bachelor of Arts degree in psychology or sociology. This degree invites students to explore their interests in areas such as counseling, clinical psychology, social welfare, criminology, peace studies, education, health care, business and computer science.

Students may choose either a psychology or sociology track within this degree program and will be well prepared to earn a minor or a major in their desired field of study. At the same time students earning this degree are well prepared to move into other fields of study that require rudimentary preparation in behavioral sciences, like organizational psychology, industrial psychology, business, education, and healthcare.

Students are encouraged to meet with an advisor to discuss their particular areas of interest. They will be guided toward appropriate tracks, concentrations and electives that directly relate to their choice of study. Students predominantly interested in programs of study under the college of Arts and Sciences are required to take specific additional course work beyond the general education core requirements. Please refer to the notes\* within the following section on general education core requirements. Advising is a key step in the process of paving a successful academic and career pathway.

### UNM GENERAL EDUCATION CORE

**41 Credit Hours**

#### Area I: Writing and Speaking

**9 Credit Hours**

ENGL 101

3

ENGL 102

3

CJ 130

3

#### Area II: Mathematics

**3 Credit Hours**

MATH 121 OR

3

STAT 145

3

\*Note: an additional three credits are required for A&S

#### Area III: Physical and Natural Science

**8 Credit Hours**

*One biology course and a lab, and an additional course with a lab to be chosen from:*

BIOL 110 & 112L or 123 &124L; CHEM 111L, 121L or 131L, 122 L or 132L; EPS 101 & 105L, 201L, ENVS 101 & 102L; GEOG 101 & 105L; PHYC 102 & 102L, 105, 151 &151L, 152 &152L, 160 &160L; ANTH 150 &151L ,ANTH 160, &161L 121L; ASTR 101 &101L, NTSC 261L, 262L, 263L.

\*Note: a total of 10 units are required by A&S.

#### Area IV: Social/Behavioral Sciences

**9 Credit Hours**

SOC 101

3

ANTH 130

3

PSY 105

3

#### Area V: Humanities

**6 Credit Hours**

AMST 186; CLST 107, 204, 205; COMP 223, 224; ENGL 150 292,293;

MLNG 101; HIST 101,102, 161, 162; PHIL 101, 201,202; RELG 107,263,264;

\*Note: an additional three credits are required by A&S. Only 6 credits from any one area.

**Area VI: Fine Arts** **3 Credit Hours**

ARCH 101; ARTH 101, 201, 202; DANCE 105; FA 284;  
MA 210; Music 139, 140; THEA 122 or one 3- hour studio course

\*Note: an additional three credits are required by A&S.

**Area VII: Foreign Language** **3 Credit Hours**

Non-English Language, Sign Language, Spanish, Portuguese,  
Foreign Languages & Literatures

\*Note: An additional 9 credits are required by A&S.

Students are encouraged to follow one of the following tracks and may select an area of emphasis or interest based on the following:

**PSYCHOLOGY CONCENTRATION REQUIREMENTS 24-27 Credit Hours**

**Psychology Core Requirements** **12 Credit Hours**

PSY 105 General Psychology	
PSY 200 Statistical Problems	3
PSY 220 Developmental Psychology	3
PSY 271 Social Psychology	3
PSY 265 Cognitive Psychology	3

**Psychology electives** **6- 9 Credit Hours**

**Electives from other disciplines:** **6 Credit Hours**

Sociology, Women's Studies, Education, Human Services, Family Studies; Economics, Political Science, Business, Computer Science, Native American Studies, American Studies, Anthropology, History, Geography, Communication and Journalism, or any other approved area.

**Total minimum to be selected** **65 Credit Hours**

**SOCIOLOGY CONCENTRATION REQUIREMENTS 24-27 Credit Hours**

**Sociology Core Requirements** **12 Credit Hours**

SOC 101 Introduction to Sociology (Gen Ed, 3 credits)	
SOC 213 Deviance	3
SOC 211 Social Problems	3
SOC 221 Global Issues	3
SOC 280 Introduction to Research Methods	3

**Sociology Electives** **6-9 Credit Hours**

**Electives from other disciplines** **6 Credit Hours**

psychology, women's studies, education, Native American studies, southwest studies, American studies, business, computer sciences, human services, family studies, economics, political science, history, anthropology, geography or any other approved area

**Total minimum to be selected** **65 Credit Hours**

## CERTIFICATE IN EARLY CHILDHOOD MULTICULTURAL EDUCATION

UNM-Taos Certificate in Early Childhood Multicultural Education is designed as a basic professional preparation program for students who wish to work with children from birth through age eight in various inclusive settings such as K-3, Head Start, child care, and home care providers, teachers, assistants, and administrators. This one-year competency based program will provide education in the theories and practices of child development and early childhood education. As part of the certificate, students will complete the academic requirements for the Child Development Associate (CDA) credential. All courses completed in this program are fully transferable into the Associate of Arts Degree Program.

### General Education Requirements

**3 Credit Hours**

ENGL 101 Composition I: Expository Writing 3

### Early Childhood Core Requirements

**29 Credit Hours**

ECME 101	Child Growth, Development & Learning	3
ECME 103	Health, Safety & Nutrition	2
ECME 111	Family & Community Collaboration	3
ECME 115	Guiding Young Children	3
ECME 117	Curriculum & Implementation I	3
ECME 117L	Practicum I	2
ECME 202	Introduction to Reading & Literacy Development	3
ECME 217	Curriculum & Implementation II	3
ECME 217L	Practicum II	2
ECME 220	Assessment of Children & Evaluation of Programs I	3
ECME 230	Professionalism	2

**TOTAL CREDIT HOURS REQUIRED 32**

## CERTIFICATE IN HOLISTIC HEALTH AND HEALING ARTS

The Certificate in Holistic Health and Healing Arts is designed as a gateway program to familiarize students with careers in holistic health, healing arts and integrative healthcare. Students develop self-awareness and consciousness relative to the integration and balance of body, mind and spirit. This program supports students in developing a capacity to examine lifestyle choices and their impact on health. The primary focus is on self-care and learning and practicing approaches that support self-healing, promote longevity and optimal health.

Students completing this certificate may pursue further education as yoga, tai chi or aikido instructors, community health educators, massage therapists, counselors, physical therapists, occupational therapists, nurses, or physicians.

### General Education Requirements

**6-8 Credit Hours**

*Choose 6-8 credit hours from the general education core requirements in Social Sciences, Education, Natural Sciences, Humanities or Fine Arts (consult your advisor).*

### Core Requirements

**9 Credit Hours**

HHA 101 Introduction to Healing Arts 3

HHHA 102	Meditation, Consciousness and Self-Healing	3
HHHA 103	Kundalini Yoga or	
HHHA 104	Hatha Yoga or	
HHHA 105	Tai Chi or approved substitute	3

### **Elective Courses**

**15 Credit Hours**

*Choose 5 classes from the below list. Three credits may be taken from other disciplines with the approval of an advisor in HHHA.*

HHHA 106	Introduction to Massage	
HHHA 107	Massage: Body/mind Clearing I, Upper Body	
HHHA 108	Massage: Body/mind Clearing II, Lower Body	
HHHA 109	Massage: Body/mind Clearing III, Hips/Torso	
HHHA 110	Applied Kinesiology and Oriental Massage	
HHHA 111	Journal Writing as a Healing Art	
HHHA 112	The Anatomy of Health	
HHHA 113	The Healing Power of Song	
HHHA 114	Kundalini Yoga and Communication	
HHHA 115	Ayurveda: The Science and Art of Life and Longevity	
HHHA 116	Oriental Medicine: An Introduction	
HHHA 117	Dreams, Visions and Art making/Imagery as a Healing Tool	
HHHA 118	Mask Making As a Healing Art	
HHHA 119	Woman As Healer	
HHHA 120	Outcome Based Patient Care in Alternative Medicine	
HHHA 121	Health, Healing and Culture (sp02)	
HHHA 122	Holistic Wellness	
HHHA 123	Interior Alignment for Home and Body	
HHHA 124	Feng Shui	
HHHA 125	Dance Therapy	
HHHA 126	Feldenkrais	
HHHA 127	Aikido	
HHHA 128	Astrology as Healing Art	
HHHA 129	Qi Gong: Fountain of Life	
HHHA 130	Emotional Healing	
HHHA 200	Energy Medicine and Massage	
HHHA 201	Sacred Ceremony: Poems, Prayers, Rituals and Practices from Around the World	
HHHA 202	Meditation and the Creative Arts	
HHHA 203	Kundalini Yoga II	
HHHA 204	Hatha Yoga II	
HHHA 227	Aikido II	
HHHA 228	Aikido III	
HHHA 229	Aikido: Sword/Staff	
HHHA 230	Emotional Healing II	
HHHA 293	Topics: Art and Healing	
HHHA 293	Topics: West African Drumming	
HHHA 293	Topics: Herbology	
HHHA 293	Topics: Meditative Dance	
HHHA 293	Topics: Massage: Healing Touch and Awareness	
HHHA 293	Topics: Massage: Swedish	
HHHA 293	Topics: Ayurveda, Level II	
HHHA 293	Topics: Chinese Brush Calligraphy Qi Gong	

HHHA 293 Topics: Whole Foods

HHHA 293 Topics: Pharmacology

**TOTAL CREDIT HOURS REQUIRED 30**

### CERTIFICATE IN PARALEGAL STUDIES

The Certificate in Paralegal Studies prepares students for employment as legal assistants in a variety of settings, including law offices, district and magistrate courts, and private and public business sectors. Students are introduced to an overview of the legal system and opportunities for practice and advanced study.

**Writing and Speaking 6 Credit Hours**

ENGL 101 Composition 3

CJ 101 Introduction to Communication

**OR**

CJ 130 Public Speaking 3

**Computing 3 Credit Hours**

CS 150 Computing for Business Students 3

**Paralegal Course Requirements 15 Credit Hours**

PLTR 101 Introduction to Paralegal Studies\* 3

\* Note: prerequisite ENGL 100

PLTR 102 Legal Research /Writing 3

PLTR 107 Civil Procedure 3

CRJS 106 Overview of Criminal Law & 3

PLTR 104 Business law I 3

**Program Electives 6 Credit Hours**

*Choose two electives from the following list or select any paralegal, criminal justice, or other approved class:*

PSY 105 General Psychology

PLTR 109 Family Practice Law

PLTR 108 Law Office/Legal Assistant Internship

**TOTAL CREDIT HOURS REQUIRED 30**

### CERTIFICATE IN HUMAN SERVICES

The Certificate in Human services is designed for human services workers and paraprofessionals who never received formal training in human service delivery. It introduces the student to the study and practice of Human Services and provides information about careers in Social Work, Public Health and other social service endeavors.

**General Education Requirements 9 Credit Hours**

**Writing and Speaking: 3 Credit Hours**

ENGL 101 3

**Social and Behavioral Sciences 6 Credit Hours**

SOC 101 3

PSY 105	3
<b>Human Services Core Requirements</b>	<b>15 Credit Hours</b>
HS 101 Introduction to Human Services	
<b>OR</b>	
HS 281 Introduction to Family Studies	
<b>AND</b>	
HS 102 Principles of Interviewing	3
HS 105 Group Dynamics	3
HS 109 Techniques of Assessment and Intervention	3
HS 250 Clinical Experience in Human Services	3
Students may choose two approved lower division courses.	
<b><u>TOTAL CREDIT HOURS REQUIRED</u></b>	<b><u>30</u></b>

### CERTIFICATE IN PEACE STUDIES

As an academic program, Peace Studies draws from a variety of disciplines that address the issues of peace, violence, conflict or cooperation in communities and cultures. The inter-disciplinary nature of the program enables a student to pursue the concepts and realities of peace, war, and violence from a variety of perspectives: strategies of transition to global cooperation; theories and practices of conflict resolution; non-violent methods to implement social change; economics of war and peace; images of peace and violence in philosophy, literature and the arts; history of pacifism and non-violent resistance; and the nature of global and local conflicts related to the environment and natural resources.

<b>Required Courses</b>	<b>21 Credit Hours</b>
ENGL 101 Composition I	3
ENGL 102 Composition II	3
SOC 101 Introduction to Sociology	3
PSY 105 General Psychology	3
SOC 211 Social Problems	3
SOC 280 Social Research (prerequisite: ENGL 101)	3
SOC 221 Global Issues	3
<b>Electives</b>	<b>9</b>
<b><u>TOTAL CREDIT HOURS REQUIRED</u></b>	<b><u>30</u></b>

*Electives may be chosen from the following areas: Sociology, Philosophy, Geography, Psychology, Women's Studies, Human Services, Family Studies, Health Education, Political Science, American Studies, Native American Studies, Southwest Studies, Economics, History, Communication and Journalism or other approved courses.*

**Recommended electives include:** SOC 200, Foundations of Social Welfare; SOC 230, Society and Personality; SOC 216, Dynamics of Prejudice; PHIL 101, Introduction to Philosophical Problems; AMST 251, The Chicano Experience in the US; HS 250/251, Clinical Experience in Human Services; HS 105, Group Dynamics, FS 252, Principles of Interviewing; POLS 240, International Politics; ANTH 130, Cultural Anthropology.



Students are encouraged to see an advisor to determine the recommended sequence of classes and the appropriate prerequisites for specific courses. Some classes are only offered once a year.

## ACADEMY OF PROFESSIONS AND LIBERAL ARTS

### ASSOCIATE OF ARTS IN COMMUNICATION & JOURNALISM

The Associate of Arts in Communication & Journalism is a degree program designed for students who wish to have marketable skills for the job market in a variety of areas: advertising, public relations, print or broadcast journalism, organizational communication, and others. The program is designed so that the student can earn a Minor in Communication as well as the AA in Communication and Journalism, it will also provide the basis for a major in Communication or Journalism and Mass Communication in a B.A. program.

<b>English</b>	<b>6 Credit Hours</b>
ENGL 101 Composition I	3
ENGL 102 Composition II	3

<b>Mathematics</b>	<b>3 Credit Hours</b>
Choose one of the following:	
MATH 121 College Algebra	3
Other MATH above MATH 121	3

<b>Science</b>	<b>8 Credit Hours</b>
Choose two from the following:	
BIOL 110/112L Biology Non-Majors	4
BIOL 123/124L Biology Health Science Majors	4
EPS 101-105L Physical Geology	4
<i>*Students may take BIOL 110 <u>or</u> BIOL 123, not both.</i>	

<b>Social/Behavioral Science</b>	<b>9 Credit Hours</b>
Choose three from the following:	
ECON 105 Intro to Macroeconomics	3
POLS 200 American Politics	3
PSY 105 General Psychology	3
SOC 101 Introduction to Sociology	3
ANTH 101 Introduction to Anthropology	3

<b>Humanities/Fine Arts</b>	<b>9 Credit Hours</b>
<i>Chose three from the following:</i>	
HIST 101 Western Civilization	3
PHIL 111 Humanities	3
ENGL 211 Topics in English Literature	3
ARTH 202 History of Art	3

<b>Communication Requirements</b>	<b>6 Credit Hours</b>
CJ 101 Introduction to Communication	3
CJ 130- 130L Public Speaking	3

<b>Electives</b>	<b>21 Credit Hours</b>
<i>Choose seven from the following:</i>	
CJ 115 [125] Communication Across Cultures	3
CJ 171L [151] Writing for the Mass Media	3
CJ 221 Interpersonal Communication	3
CJ 232 Business & Professional Speaking	3
CJ 273 [253-255L] Newspaper Practice/Lab	3
CJ 261 News Photography & Lab	3
CJ 262 Radio/Television Performance	3
CJ 220 [270] Communication for Teachers	3
CT 109L Intro to Desktop Publishing	3
LING 101 Intro to the Study of Language	3
<b><u>TOTAL CREDIT HOURS REQUIRED</u></b>	<b><u>62</u></b>

### ASSOCIATE OF ARTS IN LIBERAL ARTS

The Associate of Arts in Liberal Arts is designed for students who intend to pursue Bachelor of Arts degrees in various fields. Upon completion of the degree, a student will have completed the Core Curriculum as required at UNM Albuquerque and many other four-year institutions. Students will also have satisfied most of the Arts and Sciences graduation requirements (see Physical and Natural Sciences and Second Language, below, for exceptions). All courses for the Liberal Arts A.A. will transfer to UNM Albuquerque. Courses designated as "T" courses (e.g., BSTC 293T), and Introductory Studies courses (e.g., ISE 010) may not be used towards the Liberal Arts A.A. *Please note: not all of the courses listed will be offered on a regular basis.*

<b>Writing and Speaking</b>	<b>9 Credit Hours</b>
ENGL 101	3
ENGL 102	3
One course in Communication & Journalism	3

*\*Students may not begin the Liberal Arts major until they place into ENGL 101 via placement exam or successful completion of IS ENGL 100. Students who have advanced placement credits to satisfy the ENGL 101 requirement may take PHIL 156 or another Communication & Journalism course.*

<b>Humanities</b>	<b>9 Credit Hours</b>
<i>Choose 2 courses from:</i>	
AMST 186	ENGL 150
CLST 107/ENGL 107	ENGL 292 or 293
CLST 204	MLNG 101
CLST 205	HIST 101
COMP 223 or 224	HIST 102
UHON 100 level	RELG 107
UHON 200 level	RELG 264
	HIST 161
	HIST 162
	PHIL 101
	PHIL 201
	PHIL 202
	RELG 263

*Plus 1 course from:*

History; Literature (English, foreign, comparative); Philosophy (except 156); Religious Studies (not 333, 422, 430); American Studies (certain courses only; check with Arts & Sciences advisor)

**Fine Arts****6 Credit Hours***Choose 1 course from:*

ARTH 101	MUS 139 or 140	<b>OR</b> 1 three-credit
ARTH 01	MA 210	studio/performance course
ARTH 202	FA 284	offered by Art & Art Hist,
DANC 105	THEA 122	Music, Theater & Dance,
ARCH 101	<b>OR</b> Media Arts	

*Plus 1 course from:*

Art &amp; ARTH ; Music, Theater &amp; Dance; or Media Arts

*\*If you took 3 credits studio/performance, these 3 must be History, Appreciation, or Criticism.***Mathematics****6 Credit Hours***Choose 1 course from:*

MATH 121	MATH 162L	MATH 181
MATH 129	MATH 163L	MATH 215
MATH 150	MATH 180	STAT 145

*Plus 1 course from:*

MATH 121 or higher (not 122 or 215)

**Physical & Natural Sciences****7 Credit Hours***Choose 2 three-credit hour courses, plus 1 lab, from:*

ANTH 121L	CHEM 111	PHYC 102
ANTH 150	CHEM 121L	PHYC 102L
ANTH 151L	CHEM 122L	PHYC 151
ANTH 160	EPS 101 or ENVS 101	PHYC 151L
ANTH 161L	EPS 105L	PHYC 152
ASTR 101	EPS 201L	PHYC 152L
ASTR 101L	ENVS 102L	PHYC 160
BIOL 110	GEOG 101	PHYC 160L
BIOL 112L	GEOG 105L	PHYC 161
ENVS 102L	NTSC 261L	PHYC 161L
BIOL 123	NTSC 262L	
BIOL 124L	NTSC 263L	

*\*Note: Arts & Sciences require 10 units to graduate.***Social & Behavioral Sciences****12 Credit Hours***Choose 2 courses from:*

AMST 182	ECON 106	POLS 220
AMST 185	GEOG 102	POLS 240
ANTH 101	LING 101	PSY 105
ANTH 130	POLS 110	SOC 101
ECON 105	POLS 200	Comm & Reg Pln 181
ENGF 200		

*Plus 2 courses from:*

American Studies (certain courses only; check with an Arts & Sciences advisor);  
 Anthropology (cultural); Economics; Geography (*not* 101, 105, 251, 351, 356, 359, 453);  
 Linguistics; Political Science (*not* 250, 291, 491, 499); Psychology, Sociology (*not* 338,  
 381, 478, 481L, 490, 499)

**Second Language****6 Credit Hours***Choose 2 courses from:*

Any of the lower division non-English language offerings

*\*Note: Arts & Sciences require completion of level 4 (4<sup>th</sup> semester), or the equivalent, for graduation.***Electives****9 Credit Hours**

Elective courses should be chosen in consultation with a UNM-Taos academic advisor in order to develop a coherent program for transferring to upper division programs at UNM Albuquerque and elsewhere, or to prepare for the upper-division major in the Bachelor of University Studies program at UNM-Taos.

**TOTAL CREDIT HOURS REQUIRED****64****ASSOCIATE OF ARTS IN SOUTHWEST STUDIES**

The Associate of Arts in Southwest Studies is an interdisciplinary program dealing with topics related to the American Southwest and United States-Mexico border regions. The course offerings include studies in history, culture, social problems, and environmental issues and encompass a broad intellectual perspective. An AA in Southwest Studies satisfies the general education requirements of UNM Albuquerque and other four-year institutions. It prepares students to transfer into B.A. programs in American Studies, Native American Studies, Chicano Studies, American history, American Literature, sociology and anthropology. It can also provide regional perspective for a variety of human resource management and other professionals.

**Core Requirements****6 Credit Hours**

AMST 186	Introduction to Southwest Studies	3
LIBR 266	Introduction to Information Research	3

**Humanities/Fine Arts****9 Credit Hours**

ARTH 151	Artistic Traditions of the Southwest	3
ENGL 211	Topics in Literature	3
HIST 260	History of New Mexico	3

**Foreign Languages****6 Credit Hours**

SPAN 101	Elementary Spanish	3
SPAN 102	Elementary Spanish	3

**Social/Behavioral Sciences****9 Credit Hours**

ANTH 120	Digging up our past	3
ANTH 130	Cultures of the World	3
SOC 101	Introduction to Sociology	3

**Southwest Studies Electives****15 Credit Hours***Choose any 5 of the following:*

ANTH 120	Digging up our Past
ANTH 121L	Archeology Laboratory
ANTH 130	Cultures of the World
ANTH 221	Ancient People of the Southwest
ANTH 222	Ancient Mexico
ANTH 237	Indians of New Mexico

ANTH 238	Cultures of the Southwest	
ENGL 211	TOPICS in Literature: Southwest ,Native American, Chicano, and Latin American Literature; Oral Literature of the Southwest; The Southwest Image in Literature and Film; Latin and American Literature and Film	
ENGL 298	Workshop in Literature or Writing	
MLNG 150	Introduction to Latin America	
HIST 101	Western Civilization	
HIST 102	Western Civilization	
HIST 160	History of the United States	
HIST 161	History of the United States	
SPAN 201	Intermediate Spanish	
SPAN 202	Intermediate Spanish	
WMST 231	Introduction to Chicana Studies	
WMST 233	American Indian Women	
ARTH 251	Artistic Traditions of the Southwest	
MUS 113	Mexican Guitar	
MUS 114	Mexican Guitar	
DANC 169	Flamenco I	
DANC 269	Flamenco II	

**Communication and Writing** **9 Credit Hours**

ENGL 101	Comp I: Exposition	3
ENGL 102	Comp II: Analysis and Argument	3
<i>Choose one course from one of the following areas:</i>		
Communications		
	Linguistics	3
	Journalism	3
ENGL 219	Technical Writing	3

**Mathematics and Science** **9 Credit Hours**

	1 (one) course in Biology	3-4
	2 (two) courses in Mathematics 121 or higher	6
<b>OR</b>		
	2 (two) courses in the following areas:	6-8
	Chemistry	
	Earth Sciences (Geology)	
	Physics	
	Astronomy	

**TOTAL CREDIT HOURS REQUIRED** **63**

### ASSOCIATE OF APPLIED SCIENCE IN GENERAL STUDIES

The Associate of Applied Science in General Studies is designed for students who wish to study across the curriculum or develop a program tailored to their own specific goals. The program may combine both academic courses and technical courses. Most of the academic courses will be transferable to four-year institutions, including UNM Albuquerque and UNM-Taos' BUS program. Students intending to seek a BA should consult an academic advisor regarding the use of technical courses (those with a suffix "T"), however, since they may not transfer to UNM's and other four-year degree programs.

<b>Fine Arts</b>	<b>3 Credit Hours</b>
<i>Choose one from the following:</i>	
Dance	3
Music	3
Studio Art	3
Art History	3
Theater Arts	3
Film and Video	3
<b>Mathematics and Science</b>	<b>9-11 Credit Hours</b>
<i>Choose three from the following:</i>	
Mathematics	3-4
Biology*	3-4
Chemistry*	3-4
Earth Science/Geology/Astronomy*	3-4
Physical Anthropology*	3-4
Physics*	3-4
Psychology	3
<i>*One-unit laboratory sections may be included</i>	
<b>Communication</b>	<b>9 Credit Hours</b>
ENGL 101 Composition I	3
ENGL 102 Composition II	3
<b>AND one the following:</b>	
ENGL 219 Technical Writing	3
CJ 101 Introduction to Communications	3
CJ 130 Public Speaking	3
CJ 171 [151] Writing for the Mass Media	3
CJ 221 Interpersonal Communications	3
<b>Humanities</b>	<b>3 Credit Hours</b>
<i>Choose one from the following:</i>	
English	3
History	3
Foreign or Comparative Literature	3
American Studies	3
<b>Social Sciences</b>	<b>3 Credit Hours</b>
<i>Choose one from the following:</i>	
Anthropology	3
Sociology	3
Human Services	3
Political Science	3
<b>Foreign Language</b>	<b>3 Credit Hours</b>
<b>Computer Science/Computer Technology</b>	<b>3 Credit Hours</b>
<b>Electives</b>	<b>27 Credit Hours</b>
<i>THREE academic area courses, 101 or above</i>	9
<i>SIX additional electives form technical or academic areas, 101 or above</i>	18

*NOTE: At least fifteen semesters credits must be received from the University of New Mexico with a minimum GPA of 2.0. No Introductory studies courses (IS) will be accepted toward the degree.*

**TOTAL CREDIT HOURS REQUIRED** 60-62

## ACADEMY OF SCIENCES

### ASSOCIATE OF SCIENCE IN PRE-SCIENCE (30 Science Areas)

This program is designed for any student interested in an advanced degree that requires a set sequence of math and science courses. It has flexibility and options for changing one's mind without jeopardizing one's future. This program offers students a variety of degree pathways that lead to Bachelor of Science degree at many four-year institutions. Along with an appropriate sequence of math and science courses, this two-year program offers a variety of courses for fulfillment of the core curriculum. It also offers Topics courses and Internships to assist students in pursuing personal interests and developing a professional portfolio.

**Students must see an advisor or Academy Head to plan sequence of courses and to be made aware of any changes in degree requirements.**

<b>Required Courses</b>	<b>61 Credit Hours</b>
Writing and Speaking	9
Mathematics	6
Two courses, MATH 121 or higher	
Physical and Natural Sciences	10
Social and Behavioral Sciences	6
Humanities	6
Foreign Language	3
Fine Arts	3

#### **Common Core** **27 Credit Hours** **Science and Math Core**

The following are the math and science requirements for the Associate of Science degree. Each student is encouraged to take the math and science courses recommended for a specific career or transfer option. The completed AS degree, a good GPA, and a professional portfolio will allow a student to competitively enter an advanced degree program.

**Mathematics:** minimum of 6 hours from MATH 121/123/145/150/180/181/162L/163L

**Life Science:** minimum of one course from BIOL 201/202/203L/204L/121L/122L/237/238/239L/247L/248L

**Earth and Planetary Science:** minimum of one course from ASTR 101/101L, EPS 101/105L/201L/ 211/225/250/251, ENVS 101/102L

**Physical Sciences:** minimum of one course from CHEM 121L/122L; PHYC 151/151L, 152/152L , 162/162L, 163/163L

**Internship and/or Topics** (in a math, science, or engineering field), minimum of 4 hours: (CMTE courses in Science and MATH ED take the place of Topics and Internships) major-approved mathematics and science electives.

**Science and Math Core**

**34**

**TOTAL CREDIT HOURS REQUIRED**

**60-62**

### **A LIST OF PRE-SCIENCE PATHWAYS**

Focus in a discipline, or course sequence leading to specific career, or transfer options, are highly recommended. Below is a partial list of these options. Please see Academic Advisor Christine Garcia (737-6200), or Academy Advisor (Jim Gilroy, 737-6229 or gilroy@unm.edu) for details.

*Pre-Agriculture & Ag Education (NMSU)*  
*Pre-Animal, Wildlife, & Range Science (NMSU)*  
*Pre-Astrophysics (UNM)*  
*Pre-Biochemistry (UNM)*  
*Pre-Biology (UNM)*  
*Pre-Chemistry (UNM)*  
*Pre-Dental Hygiene (UNM)*  
*Pre-Earth and Planetary Science (UNM)*  
*Pre-Emergency Medicine and Paramedic (UNM)*  
*Pre-Engineering (UNM)*  
*Pre-Environmental Science (UNM)*  
*Pre-Forestry (NMSU)*  
*Pre-Horticulture and Agronomy (NMSU)*  
*Pre-Mathematics (UNM)*  
*Pre-Mathematics Elementary Education (UNM)*  
*Pre-Mathematics Secondary Education (UNM)*  
*Pre-Medicine (UNM)*  
*Pre-Medical Lab (UNM)*  
*Pre-Midwifery(National College of Midwifery-Taos, NM)*  
*Pre-Nursing (For BSN at UNM)*  
*Pre-Natural Resource & Resource Management (Highlands)*  
*Pre-Nutrition and Dietetics (UNM)*  
*Pre- Pharmacy (UNM)*  
*Pre-Physician's Assistant (UNM)*  
*Pre-Physical Therapy (UNM)*  
*Pre-Physics (UNM)*  
*Pre-Radiologic Sciences (UNM)*  
*Pre-Science Elementary Education (UNM)*  
*Pre-Science Secondary Education (UNM)*  
*Pre-Statistics (UNM)*  
*Pre-Veterinary Medicine (NMSU)*

**Note: Specific requirements are subject to change due to state revisions, as well as changes within the Colleges. It is imperative to obtain information from the College Advisement Center and appropriate faculty advisors.**



## THE SCIENCE AND MATH SEQUENCE

The following are the math and science sequences for the following Bachelor of Science pathways. They are listed in alphabetical order and articulated with the University listed. Each student will take the math and science 100 and 200 level courses required to complete their Science Pathway. The completed course work, a respectable GPA, and a professional portfolio will enhance the student's chances of being accepted into a Bachelor of Science program and competing for financial aid.

### **Pre-Agriculture & Ag Education (NMSU)**

Science: BIOL 201, 202, 203L, 204L; CHEM 121L & 122L, PHYC 151L

Mathematics: MATH 121 and MATH 145

Core requirements: ECON 105 or 106; CJ 130

### **Pre-Animal, Wildlife, & Range Science (NMSU)**

Science: BIOL 201,202, 203L 204L; CHEM 121L, 122L, 221

Mathematics: MATH 121 or 180, 145

Core requirements: ECON 105

### **Pre-Astrophysics (UNM)**

Science: CHEM 121L, 122L; PHYC 160, 160L, 161, 161L, 265L, 267.

Mathematics: MATH 162L, 163L

### **Pre-Biochemistry (UNM)**

Science: BIOL 201, 202

CHEM 121L, 122L; PHYC 151,151L, 152, 152L (or 160, 161L, 162, 162L)

Mathematics: MATH 162L, 163L for B.A. 180, 181

### **Pre-Biology (UNM)**

Science: BIOL 201,202, 203L, 204L; CHEM 121, 122; PHYC 151, 152 (or 160, 161)

Mathematics: MATH 180, 181 (or 162L, 163L)

### **Pre-Chemistry (UNM)**

Science: CHEM 121, 122; PHYC 160, 160L, 161, 161L

Mathematics: MATH 162L, 163L

### **Pre-Dental Hygiene (UNM)**

Science: BIOL 123L, CHEM 121L, CHEM 212, BIOL 237/ 247L & BIOL 238/238L, BIOL 239L, NUTR 244

Mathematics: MATH 121, 145

Core requirements: PSY105; SOC 101

### **Pre-Earth and Planetary Science (UNM)**

Science: CHEM 121L, 122L; EPS 101, 105L, 201L

PHYC 160, 160L, 161, 161L

Mathematics: MATH 162L, 163L

### **Pre-Emergency Medicine and Paramedic (UNM)**

Science: BIOL 123/124L, CHEM 121L, BIOL 237/247L & BIOL 238/238L

Mathematics: MATH 121, 145

Core requirements: PSY 105, CJ 130, ANTH 101 or SOC 101, ENGL 219 or ENGL 220

**Pre-Engineering (UNM)**

Science: CHEM 121L, 122L; PHYC 160, 160L, 161, 161L, 265L, 267.

Mathematics: MATH 162L, 163L

**Pre-Environmental Science (UNM)**

Science: BIOL 201, BIOL 203L, CHEM 121L, 122L; ENVS 101, 102L, EPS 101, 105L, PHYC 160, 160L, 161, 161L

Mathematics: MATH 162L, 163L

**Pre-Forestry (NMSU)**

Science: BIOL 201, 202, 203L, 204L CHEM 121L & 122L, 212, EPS 101 & 105L, PHYC 151 (or 160, 160L)

Mathematics: MATH 121, 123, 180

Core Requirements: Soils and Introduction to Plant Science

**Pre-Horticulture and Agronomy (NMSU)**

Science: BIOL 201, 202, 203L, 204L, CHEM 121L, 122L, 212

Mathematics: MATH 121(or 180), 145

Core Requirements: Soils and Introduction to Plant Science

**Pre-Mathematics (UNM)**

Science: (7-8 Credit hours: one with lab)

Mathematics: MATH 162L, 163L, 264L

**Pre-Mathematics Elementary Education (UNM)**

Science: (12 hours)

Mathematics: MATH 111, 112, 215

Other: Curriculum and Instruction in Multicultural Teacher Education (CMTE) (4 hours): CMTE 192 Workshop (1-6), CMTE 291 Problems (1-3), CMTE 292 Workshop (1-6), CMTE 296 Internship (3-6, to a maximum of 12)

**Pre-Mathematics Secondary Education (UNM)**

Science: (12 hours, and 1 course must be a lab course)

Mathematics: MATH 162L, 163L, 264L

Other: Curriculum and Instruction in Multicultural Teacher Education (CMTE) (4 hours): CMTE 192 Workshop (1-6), CMTE 291 Problems (1-3), CMTE 292 Workshop (1-6), CMTE 296 Internship (3-6, to a maximum of 12)

**Pre-Medicine (UNM)**

Science: BIOL 201, 202, 203L, 204L, CHEM 121, 122, PHYC 151, 151 L, (161, 161L)

Mathematics: MATH 180, 181

**Pre-Medical Lab (UNM)**

Science: BIOL 201, 202, BIOL 203L, BIOL 237/247L & BIOL 238/238L, BIOL 239L; CHEM 121L, 122L, 212

Mathematics: MATH 121, 145

**Pre-Midwifery (National College of Midwifery-Taos, NM)**

Science: BIOL 123/124L, BIOL 202, BIOL 237/247L & BIOL 238/238L, BIOL 239L, NUTR 244

Mathematics: MATH 120, 145

**Pre-Nursing (For BSN at UNM)**

Science: BIOL 123/124L, CHEM 121L, BIOL 237/247L & BIOL 238/238L, BIOL 239L, NUTR 244

Mathematics: MATH 120, 145

**Pre-Nursing (For RN at Northern CC)**

Science: BIOL 123/124L, BIOL 237, 237L, 238, 238L, 239L, CHEM 111L, or 121L, NUTR 120, (or 244)

Mathematics: MATH 120

Core requirements: ENGL 101,102, PSY 105, 220, CS 150

**Pre-Nursing (For RN at Luna CC)**

Science: BIOL 123/124L, BIOL 237, 237L, 238, 238L, 239L, NUTR 120, (or 244).

Mathematics: MATH 120

Core requirements: ENGL 101, PSY 105, PSY 220, HCCHS 111T Med Terminology, and Certified Nurse Assistant Certificate

**Pre-Natural Resource & Resource Management (Highlands)**

Science: ENVS 101, 102L, BIOL 201,202, 203L,204L CHEM 121L, 122L, 212, EPS 101 & 105L, PHYC 151, 151L, 152, 152L

Mathematics: MATH 180 (or 162L)

Recommended: GIS, Soils

**Pre-Nutrition and Dietetics (UNM)**

Science: BIOL 123/124L, CHEM 121L, 212, BIOL 237/247L & BIOL 238/238L, BIOL 239L, NUTR 244

Mathematics: MATH 121, 145

Core requirements: CJ 130, PSY 105, ENGL 101, 102, ENGL 219

**Pre- Pharmacy (UNM)**

Science: BIOL 123/124L, 237, 237L, 238, 238L, 239L, CHEM 121L, 122L, PHYC 151, 151L, 152, 152L

Mathematics: MATH 145, 180, 181 (or 162L, 163L)

Core requirements: CS 150, Econ 106

**Pre-Physician's Assistant (UNM)**

Science: BIOL 123/124L, BIOL 237, 247L, 238, 248L, 249L CHEM 121L and 122L, 212, NUTR 244

Mathematics: MATH 121, 145

Core requirements: PSY 105, ENGL 219

**Pre-Physical Therapy (UNM)**

This is a graduate program. A student should follow a minimum of the Pre-Med course sequence.

**Pre-Physics (UNM)**

Science: PHYC 160, 160L, 161, 161L, 265L, 267.

Mathematics: MATH 162L, 163L

**Pre-Radiologic Sciences (UNM)**

Science: BIOL 123/124L, BIOL 237, 247L, 238, 248L, 249L, CHEM 121L,122L, PHYC 151, NUTR 244

Mathematics: MATH 121, 123, 145  
Core requirements: PSY 105, SOC 101, CS 150L

### **Pre-Science Elementary Education (UNM)**

Science: 18 hours from: Biology, Chemistry, Geology, Physics, or Natural Science. 6 more hours must be at the 300 level or above.

Mathematics: 9 units Recommended: K-5: MATH 121, 180,181,145

K-8: 123, 145, 150, 162

Other: Curriculum and Instruction in Multicultural Teacher Education (CMTE) (4 hours):  
CMTE 192 Workshop (1-6),CMTE 291 Problems (1-3), CMTE 292 Workshop (1-6),  
CMTE 296 Internship (3-6, to a maximum of 12)

### **Pre-Science Secondary Education (UNM)**

Science: Physical (Physics): 30 hours in physics with 8 hours in biology, chemistry, earth and planetary sciences and mathematics.

Mathematics: MATH 120, 145

Physical (Chemistry): 30 hours in chemistry with 8 hours in biology, earth and planetary sciences, physics, and mathematics

Life Science: This program requires 30 hours of biology and 8 hours in chemistry, earth and planetary sciences, and mathematics

Earth Science: This program requires 30 hours of earth and planetary sciences and 8 hours each in biology, chemistry, physics, and mathematics.

Mathematics: (6 hours) 121, 145, 180, 181, 162L, 163L

Other: Curriculum and Instruction in Multicultural Teacher Education (CMTE) (4 hours):  
CMTE 192 Workshop (1-6),CMTE 291 Problems (1-3), CMTE 292 Workshop (1-6),  
CMTE 296 Internship (3-6, to a maximum of 12)

### **Pre-Statistics (UNM)**

Science: (7-8 Credit hours: one with lab)

Mathematics: MATH 145, 162L, 163L, 264L

### **Pre-Veterinary Medicine (NMSU)**

Science: BIOL 201, 202, 203L,204L; CHEM 121, 122, PHYC 150 (or 161L),

Mathematics: MATH 180,181

*\*Note: Specific requirements are subject to change due to state revisions, as well as changes within the Colleges. It is imperative to obtain information from the College Advisement Center and appropriate faculty advisors.*

## **CERTIFICATE IN DENTAL ASSISTING**

The Dental Assisting Certificate Program is a two-year half-time course of study. Class enrollment is limited. Students must meet the regular UNM admissions criteria and are selected for the Dental Assistant Program based upon personal interview, pre-admission test scores, and high school or previous college records. The Dental Assistant may comfort an anxious patient, bill insurance companies, and assist the dentist in providing treatment to patients. Through strong educational preparation, the Dental Assistant may assume responsibilities that are within his/her abilities and are recognized by the state practice act.

## GENERAL EDUCATION REQUIREMENTS

<b>Communication</b>	<b>6 Credit Hours</b>
CJ 221	3
HCHS 111T	3
<b>Core Requirements</b>	<b>30 Credit Hours</b>
HCDA 101	4
HCDA 120	4
HCDA 125	4
HCDA 135	2
HCDA 230	3
HCDA 240	3
HCDA 164	3
HCDA 145	3
<b>HCDA 155</b>	<b>4</b>
<b>TOTAL CREDIT HOURS REQUIRED</b>	<b>36</b>

## ACADEMY OF TRADES AND INDUSTRY

### ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY

The Associate of Applied Science in Construction Technology is a degree program for students wishing to enter the workforce as construction contractors. The course work is designed to prepare students for contractor licensing. Some general education requirements are satisfied through the program, helping those students who wish to prepare for continuing their education at a four-year College or University.

## GENERAL EDUCATION REQUIREMENTS

<b>Communication</b>	<b>9 Credit Hours</b>
ENGL 101	3
ENGL 102	3
ENGL 119T or CJ 130	3
<b>Math and Natural Science</b>	<b>6-7 Credit Hours</b>
MATH 118T & 119T	3
Natural Science Elective w/Lab	3-4
<b>Social Science</b>	<b>3 Credit Hours</b>
<i>Choose one from the following:</i>	
Sociology	3
Psychology	3
Anthropology	3
Political Science	3
<b>Humanities</b>	<b>3 Credit Hours</b>
<i>Choose one from the following:</i>	
Art History	3
Art Studio	3
English Literature	3
History	3

American Studies	3
Music	3
Dance	3
Theater	3
<b>Business Requirements</b>	<b>15-16 Credit Hours</b>
CT 102L	3
BSTC 192	3
BSTC 202	3
BSTC 206	3
MGMT 101	3

**Construction Technology Requirements 21 Credit Hours**

CNST 101 Layout and Framing	3
CNST 105 Interior Finishing	3
CNST 115 Concrete Pouring and Finishing	3
CNST 120 Principles of Electricity	3
CNST 130 Design of Plumbing	3
CNST 113 Brick Construction	
CNST 140 Central Air and Heat Installation	3

*Choose TWO from the following courses:* **6 Credit Hours**

CNST 104 Spanish Colonial Carving Techniques	
CNST 107 Advanced Spanish Colonial Furniture Making	
CNST 121 Electrical Wiring	
CNST 193 Adobe Construction	
CNST 293 Topics: Preservation of Historic Buildings	

**TOTAL CREDIT HOURS REQUIRED 64-65**

**CERTIFICATE IN CONSTRUCTION TECHNOLOGY**

**Required Courses 18 Credit Hours**

CNST 187 General Carpentry <b>OR</b>	
CNST 101 Layout & Framing	3
CNST 105 Interior Finishing <b>OR</b>	
CNST 112 Owner Build Home	3
CNST 109 Plumbing Theory	3
CNST 111 Remodeling <b>OR</b>	
CNST 118 Alternative Building & Construction	3
CNST 121 Electrical Wiring	3
CNST 175 Blueprint Reading	3

**Electives 12 Credit Hours**

*Choose four of the following courses:*

CNST 103 Exterior Finishing	3
CNST 115 Concrete Pouring & Finishing	3
CNST 125 Solar Design	3
CNST 128 Adobe Construction	3
WW 101 Basic Woodworking	3
WW 105 Wood Finishing & Painting	3

WW	111	Cabinet Building	3
WW	113	Spanish Colonial Furniture	3
WW	114	Spanish Colonial Carving	3
WW	120	Woodworking Shop	3
AAST	230	Business Communications	3
MGMT	101	Fundamentals of Accounting	3
ARTS	122	Three Dimensional Design	3
SPAN	101	Elementary Spanish	3
<b>TOTAL CREDIT HOURS REQUIRED</b>			<b>30</b>

### CERTIFICATE IN CULINARY ARTS

<b>Required Courses</b>		<b>18 Hours</b>	
CART	101	Introduction to Culinary Arts	3
CART	102	Soups, Stocks, and Sauces	3
CART	103	International Cuisine	3
CART	107	Culinary Business	3
<b>OR</b>			
MGMT	113	Management: An Introduction	
CART	109	Table Service Internship	3
CART	110	Culinary Arts Internship	3
<b>Electives</b>			
CART	104	Processing and Product Development	3
CART	105	The World of Tamales	3
CART	106	Vegan Cooking	3
NUTR	120	Nutrition for Health	3
HS	102	Principles of Interviewing	3
SPAN	101	Elementary Spanish	3
FREN	101	Elementary French	3
CJ	130	Public Speaking	3
AAST	220	Business Math	3
ANTH	130	Cultures of the World	3
BIOL	123	Biology for Health Related Sciences	3
CS	150L	Computing for Business Students	3
CT	102L	Introduction to Microcomputers	3
CT	107L	Quickbooks	3
HIST	260	History of New Mexico	3
MGMT	101	Fundamentals of Accounting I	3
<b>TOTAL CREDIT HOURS REQUIRED</b>			<b>30</b>

### CERTIFICATE IN CARPENTRY

<b>Required Courses</b>		<b>18 Credit Hours</b>	
CNST	101	Layout & Framing	3

CNST 111	Remodeling	<b>OR</b>	
CNST 105T	Interior Finishing		3
CNST 175	Blueprint Reading		3
CNST 184	General Carpentry		3
WW 101	Basic Woodworking		3
WW 111	Cabinet Building		3

**Electives** **12 Credit Hours**

*Choose four of the following courses:*

CNST 103	Exterior Finishing		3
CNST 109	Plumbing Theory		3
CNST 112	Owner Built Home		3
CNST 115	Concrete Pouring & Finishing	3	
CNST 118	Alternative Bldg & Construction	3	
CNST 121	Electrical Wiring		3
WW 105	Wood Finishing & Painting		3
WW 113	Spanish Colonial Furniture		3
WW 114	Spanish Colonial Carving		3
WW 120	Woodworking Shop		3
AAST 230	Business Communications		3
MGMT 101	Fundamentals of Accounting		3
ARTS 122	Three Dimensional Design		3
SPAN 101	Elementary Spanish		3

**TOTAL CREDIT HOURS REQUIRED** **30**

**CERTIFICATE IN WOODWORKING**

**Required Courses** **18 Credit Hours**

WW 101	Basic Woodworking		3
WW 110	Furniture Design & Construction		3
WW 111	Cabinet Building		3
WW 113	Spanish Colonial Furniture		3
WW 120	Woodworking Shop		3
ARTS 106	Drawing I	<b>OR</b>	3
ARTS 122	Three Dimensional Design		3

**Electives** **12 Credit Hours**

*Choose four (4) of the following courses:*

WW 105	Wood Finishing & Painting		3
WW 114	Spanish Colonial Carving		3
WW 117	Wood Carving		3
WW 120	Woodworking Shop		3
	(may be repeated)		3
WW 135	Wood Sculpture		3
CNST 101	Layout & Framing		3
CNST 105	Interior Finishing		3
CNST 111	Remodeling	3	
CNST 175	Blueprint Reading		3
CNST 184	General Carpentry		3
MGMT 101	Fundamentals of Accounting		3



CT 109L	Introduction to Desktop Publishing	3
AAST 230	Business Communications	3
SPAN 101	Elementary Spanish	3
<b>TOTAL CREDIT HOURS REQUIRED</b>		<b>30</b>

## COURSE DESCRIPTIONS

(Please note that all courses are not offered every semester. Please check the UNM-Taos Course Schedule to see which courses are being offered each semester.)

### ADMINISTRATIVE ASSISTANT

#### AAST 111. BEGINNING KEYBOARDING. (3)

Presentation of keyboard by the touch method and development of basic machine operations. \$25 lab fee.

#### AAST 112. KEYBOARD APPLICATIONS. (3)

This course is designed to help students develop skills and knowledge in the preparation of various types of business correspondence (memos, letters, reports, etc.), in the preparation of statistical communications, and in special development and control in the operation of the typewriter.

Prerequisite: ASM AS 111. \$25 lab fee.

#### AAST 124. INTRODUCTION TO WORD PROCESSING. (3)

An introductory course designed to acquaint students with basic concepts of word processing.

Students will learn to create, edit, file, retrieve and print various types of documents produced in an office. Prerequisite: AAST 111 or permission of instructor. \$25 lab fee.

#### AAST 134. INTERMEDIATE WORD PROCESSING. (3)

An individual laboratory course used to develop proficiency on word processing and microcomputer equipment and software. Types of lessons include document assembly, multi-page documents, page formatting, tables, and math columns. Prerequisite: AAST 124. \$25 lab fee.

#### AAST 205. BUSINESS MATH/ELECTRONIC CALCULATORS. (3)

Teaches the touch method of operating office adding and calculating machines. Basic operating instructions and realistic problems from simple addition and subtraction to complex calculations are included for both ten-key and electronic calculators. \$25 lab fee.

#### AAST 220. BUSINESS MATH. (3)

The Business Math course is designed to strengthen mathematical skills as well as to expand their understanding of mathematical terms relating to the business arena. (MATH 100 or equivalent).

#### AAST 224. ADVANCED WORD PROCESSING/DESKTOP PUBLISHING. (3)

This course is designed to refine word processing skills then progress to desktop publishing.

Students will create letterheads, design menus, create brochures and forms, and develop newsletters. Prerequisite: AAST 134. \$25 lab fee.

#### AAST 230. BUSINESS COMMUNICATIONS. (3)

This course is designed to help students develop verbal communication skills in a business

environment and in composing various business letters, reports, proposals, minutes, and other types of written communication.

#### AAST 240. MACHINE TRANSCRIPTIONS. (3)

An individual laboratory course teaches the mechanics of machine transcription of dictated materials.

A knowledge of grammar, punctuation and capitalization along with good spelling capability is needed

to successfully transcribe dictated materials. Prerequisites: AAST 112, AAST 134 and AAST 230. \$25 lab fee.

**AAST 250. RECORDS MANAGEMENT. (3)**

Teaches the principles, methods and procedures for the selection, operation, and control of records systems. Students will be made aware of established filing rules as well as changing trends in records management.

**AAST 260. BUSINESS APPLICATIONS ON COMPUTER. (3)**

Computer-based course in sole proprietor business applications. Includes computer use in accounting, planning, organizing, managing, and communicating. Prerequisite: AAST 111 or instructor's permission. Prerequisites: AAST 111, AAST 124. \$25 lab fee.

**AAST 262. LEGAL/MEDICAL TRANSCRIPTION. (3)**

This course is designed to familiarize students with legal/medical terminology, layout, formatting, and the transcribing of legal and medical documents using correct spelling, grammar, and punctuation. (Prerequisites: AAST 112, AAST 134, AAST 230 (recommended), AAST 240) \$25 lab fee.

**AAST 264. LEGAL OFFICE PROCEDURES. (3)**

Legal Offices Procedures is designed to utilize a project-based approach to completing legal office activities. The projects will allow a hands-on approach offering the legal secretarial student the ability to perform in a simulated environment. (Prerequisites AAST 134, AAST 240) \$25 lab fee.

**AAST 271. OFFICE ACCOUNTING PROCEDURES. (3)**

This course will provide a background in the basic accounting procedures used to operate a business. The accounting procedures presented will serve as a sound background for enjoyment in office jobs as well as preparation for studying advanced business courses in college. Office Accounting Procedures will cover financial reports, the double-entry accounting system, the accounting cycle, and payroll.

**AAST 272. COMPUTERIZED ACCOUNTING. (3)**

Computerized Accounting will provide students with a realistic approach to computerized, integrated principles. The computer software used will process a wide variety of accounting tasks used to operate a business. (Prerequisites: AAST 271) \$25 lab fee.

**AAST 280. INTERNSHIP. (3)**

This course is designed for students to work and gain experience in an approved office setting. Students are not paid for their work but are supervised jointly by instructor and employer. Prerequisites: AAST and Basic Educational requirements or Program Assistant permission.

**AMERICAN STUDIES**

**AMST 181. INTRODUCTION TO CULTURAL STUDIES. (3)**

An introduction to one or more of the subjects informing the interdisciplinary field of culture studies. Topics may include material culture, folklore, consumerism, public culture, critical theory, and cultural identity.

**AMST 182. INTRODUCTION TO ENVIRONMENT, SCIENCE, & TECHNOLOGY. (3)**

An introduction to the socially and politically constructed values directing Americans' attitudes toward nature, science and technology and to the impacts of those attitudes on built and natural environments regionally, nationally and globally.

**AMST 183. INTRODUCTION TO GENDER STUDIES**

This course focuses on the interdisciplinary study of the construction of gender as a category. Readings will span cross-cultural and historical materials, including literary, artistic and popular representations of masculinity and femininity in America.

**AMST 184. INTRODUCTION TO AMERICAN POPULAR CULTURE. (3)**

Survey of basic concepts of popular culture and methods for its study. Includes examination of popular myths and beliefs, heroes, rituals, icons, and formulas. Source materials are drawn from diverse areas—television, film, fashion, comics, music and games. May be repeated for credit with permission of American Studies undergraduate advisor.

**AMST 185. INTRODUCTION TO RACE, CLASS AND ETHNICITY. (3)**

An interdisciplinary introduction to the issues of race, class and ethnicity in American life and society.

**AMST 186. INTRODUCTION TO SOUTHWEST STUDIES. (3)**

Provides both an introduction to the complex history and culture of the Southwestern United States and a demonstration of the possibilities of the interdisciplinary study of regional American culture. It is multi-cultural in its content as it is multi-disciplinary in its methodology.

**AMST 200. TOPICS IN AMERICAN STUDIES. (3 to a maximum of 6)**

The content of this course varies by semester. Topics include: America in the 50s; America in the 60s–70s; the American family; power and culture; schooling in America.

**AMST 250. THE BLACK EXPERIENCE IN THE UNITED STATES. (3)**

(Also offered as AF AM 280.) An analysis of the political, economic, religious, and familial organization of Black communities in the United States.

**AMST 251. THE CHICANO EXPERIENCE IN THE UNITED STATES. (3)**

Investigation of the historical and social conditions that have shaped the development of Chicano life.

**AMST 252. THE NATIVE AMERICAN EXPERIENCE. (3)**

(Also offered as NATA 252.) Introductory survey of Native American History, culture and contemporary issues. Students read literature by and about Native Americans covering a variety of topics including tribal sovereignty, federal policy, activism, economic development, education, and community life.

**AMST 285. AMERICAN LIFE AND THOUGHT. (3)**

Examination of the development of American cultural values and attitudes from the seventeenth to the early twentieth centuries. Demonstrates the use of interdisciplinary modes of inquiry.

## **ANTHROPOLOGY**

**ANTH 101. INTRODUCTION TO ANTHROPOLOGY. (3)**

Surveys the breadth of anthropology, introducing students to archeology, biological anthropology, ethnology, human evolutionary ecology, and linguistics.

**ANTH 110. LANGUAGE, CULTURE, AND THE HUMAN ANIMAL. (3)**

Fundamentals of anthropological linguistics. The biological, structural, psychological, and social nature of language implications for cross-cultural theory, research, and applications. Cross listed with LING 101.

**ANTH 121L. ARCHAEOLOGICAL METHOD & THEORY. (4)**

Introduction to archaeological method and theory. Lectures cover basic concepts and strategy. Labs provide hands-on experience with methods of analyzing archaeological remains.

**ANTH 130. CULTURES OF THE WORLD. (3)**

Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization.

**ANTH 150. EVOLUTION AND HUMAN EMERGENCE. (3)**

Fundamentals of biological anthropology and principles of organic evolution, in relation to the biology, ecology and behavior of primates and fossil humans. Biological anthropology concentrators are required, and others are encouraged, to enroll concurrently in 151L.

**ANTH 150L. HUMAN EVOLUTION LABORATORY. (1)**

The factual basis of human evolution, from the comparative study of living and fossil primates to interpretation of recent human fossils. Recommended, but not required, that this be taken concurrently with 150. Two hrs. lab.

**ANTH 160. HUMAN LIFE COURSE. (3)**

Biology and behavior of the human life course, including the evolution of the life history patterns specific to human s and the impact of population growth and of adaptation to local conditions in promoting human diversity. Students are encouraged, but not required, to enroll concurrently in 161L.

**ANTH 161L. COMPUTER LABORATORY IN HUMAN EVOLUTIONARY ECOLOGY. (1)**

Introduces the computer as a tool in biological and social science research, provides first-hand experience in data collection, analysis and modeling behavior. No prior computer experience required. Prerequisite: 160.

**ANTH 220. WORLD ARCHAEOLOGY. (3)**

Introduces archaeological theory, method and technique by presenting the developmental history of human cultures.

**ANTH 230. TOPICS IN CURRENT ANTHROPOLOGY. (3)**

Experimental courses on topics of current interest.

**ANTH 237. INDIANS OF NEW MEXICO. (3)**

Survey of the Indian cultures of New Mexico including anthropological perspectives on their history, language, social organization, economy, health, and education.

**ANTH 238. CULTURES OF THE SOUTHWEST. (3)**

Survey of prehistoric cultures of the Southwest from Paleo-Indian times to the Historic Period.

**ANTH 255. TOPICS: EVOLUTIONARY ANTHROPOLOGY. (3)**

May be repeated for credit as subject matter varies, no limits.

**APPLIED ARTS & CRAFTS**

**AAC 107. PORTRAITURE. (3)**

The face is perhaps one of the most often attempted, yet least often accomplished, subject matters in art. Beginning with an analysis of light and shadow, color, form, and perspective, this course emphasizes the professional techniques required to give "life" to portraits. Lab fee. (does not include student materials).

**AAC 108. TECHNIQUES OF LANDSCAPE PAINTING. (3)**

This course explores the landscape as an art form. It includes the use of space, line, color, and shading to create unique compositions. It also includes the fundamentals of balance, tension, perspective, proportion, and scale as tools in the creation process. Lab fee. (does not include student materials).

**AAC 110. TRADITIONAL JEWELRY. (3)**

This course is an introduction to the tools, materials, safety procedures, and techniques for fabricating traditional silver jewelry. Includes design, forming, soldering, overlay, and stone setting. Co-requisite: ARTS 122 OR instructor permission. Lab fee. (does not include student materials)

**AAC 111. INNOVATIVE JEWELRY. (3)**

Today's casual lifestyle has encouraged jewelers to use a wide variety of materials to make jewelry that is well-designed, affordable and fun to wear. This introductory course will teach students basic sheet metal and wire techniques that can be done in almost any small work space with simple hand tools. Projects will include use of other materials such as wood, leather, cloth, yarn, paint, photographs, paper, clay, plastics, gold leaf, beads, etc. Making innovative jewelry involves the development of design and thoughtful use of materials.

**AAC 112. TRADITIONAL JEWELRY II. (3)**

This advanced course delves into the design and history of jewelry. It includes construction and decorative techniques such as fusing, casting, soldering, linking, texturing, embossing, and reticulation. Lab fee. (does not include student materials).

**AAC 114. METAL CASTING. (3)**

The focus of this class will be to bring out the creativity and ingenuity of students by incorporating new three-dimensional concepts through the introduction of working with various textures and hard and soft wax, organic, inorganic, as well as stones of every kind. \$60 Lab Fee.

**AAC 115. INTRODUCTION TO TINSMITHING. (3)**

Decorating tin by folding, punching, and stamping is an Hispanic tradition. These basic techniques, along with an introduction to surface design, forming, and the safe use of hand and soldering tools, will enable students to create a variety of projects during the class. Co-requisite: Art St 122 OR instructor permission. Lab fee (does not include student materials).

**AAC 120. BEGINNING WEAVING. (3)**

Students will learn to create simple fabrics using a variety of techniques. Students will learn to weave using cards, backstrap and Navajo looms. We will also introduce the 4-harness loom. The emphasis will be on constructing different types of fabrics using various looms and techniques and on designing and planning weaving projects. Co-requisite: Art St 121 or AAC 103, or instructor permission. Lab fee. (does not include student materials).

**AAC 121. NAVAJO WEAVING. (3)**

This course is for anyone who would like to experience the beauty and simplicity of weaving on a Navajo Loom. The course will include a history of Navajo weaving and discussion of the art as it is now practiced in the Southwest. The students will design and weave a small rug. This course will include warping the looms and both beginning and advanced tapestry techniques. \$25 lab fee.

**AAC. 130. PUEBLO POTTERY TECHNIQUES. (3)**

This course will be a combination hands-on examination of the process of pottery making and an exploration into the artistic traditions of the Native Americans who create pottery as an integral part of their lives. We will gather, process and prepare the clay and related materials in much the same way that Native people have done for the last two thousand years in the American Southwest. Through a series of readings and discussions, the class will examine the concept of ethno-aesthetics and ethnographic importance of pottery making and how the process and end results represent a glimpse into the world of the Pueblo people. Co-requisites: Art St 122 OR instructor permission. Lab fee. (does not include student materials).

**AAC 140. BEGINNING PRINTMAKING. (3)**

This is an introductory level course designed to familiarize the student with a variety of print processes including woodcut, linoleum cut, drypoint, collograph, and monoprint. It will be taught with innovative and non-toxic methods. Lab fee. (does not include student materials).

**AAC 141. HAND WOODBLOCK PRINTING. (3)**

This is a course in traditional techniques and experimental exploration of woodcut. The use of tools in the woodshop will be demonstrated and practiced. The course will cover jigsaw and reductive cuts for color relief printing. Co-requisites: Art St 121 OR AAC 103 OR instructor permission.

**AAC 142. MONOTYPE. (3)**

This course in printmaking emphasizes the monotype process including embossing, stencil and mask, and chine collée. We will explore the varied possibilities of the monotype medium while also developing safe and non-toxic printmaking procedures. Additive and subtractive methods, as well as water-based and oil inks, crayons, and pencils, will be used. Technical and aesthetic considerations will be addressed in one-on-one instruction and group critique. Lab fee. (does not include student materials).

**AAC 143. SAFE ETCHING-INTAGLIO. (3)**

This is an intermediate course in Printmaking, concentrating on alternative non-toxic methods that replace traditional toxic materials. Techniques for both hard and soft grounds lift processes and aquatint will be covered. Etching is an extremely versatile media allowing for bold sculptural imagery, delicate line and subtle tonal appealing to a wide range of artistic concerns. \$40 Lab Fee.

**AAC 161. PORTRAIT II. (3)**

This course is a study of the planes and proportions of the human head. The course goal is to arrive

at a 3-dimensional representation by the use of light, shade, half-tone, and shape. This course also deals with facial structure and pastel and paint manipulation. Prerequisite: AAC 107 OR instructor permission. Lab fee (does not include student materials).

**AAC 166. STILL LIFE. (3)**

In this class students will draw and paint. They will explore and analyze of line, value, shape, texture, and color. Students will also explore concepts of both organic and non-representative forms as they relate to still life objects. Co-requisite: Art St 106 or AAC 101 or instructor permission. Lab fee. (does not include student materials).

**AAC 167. FIGURE DRAWING. (3)**

This is an introduction to the human figure with concern for using the figure in pictorial design, representational, and expressive interpretations. Co-requisite: Art St 106 or instructor permission. Lab fee. (does not include student materials)

**AAC 293. TOPIC: FIGURE PHOTO. (3)**

This is a conceptual and visual investigation into one of photography's classic subjects: the human figure. Work is done in the studio and on location. Discussions probe the aesthetic and intellectual issues raised by the subject including stereotypes and personal and cultural influences. This course will also focus on the environmental figure in regard to the physical landscape and photographic history of Taos. The focus will primarily be on Steiglitz and O'Keeffe who incorporated nature and the environment as a phenomenon, hence creating a Southwest aesthetic of paramount significance in the visual arts. Lab fee. (does not include student materials).

**AAC 293. TOPIC: LAPIDARY. (3)**

Students in lapidary will first and foremost learn safety in all aspects of stone cutting. In the first part of the semester students will learn sawing techniques, including slabbing and trimming. Students will learn the Mohs scale of hardness and stone identification and proceed on to grinding and other shaping methods, as well as stone sanding and polishing. As the students progress they will learn to custom-cut stones to incorporate into jewelry designs, as well as be introduced to stone carving. (Many of these skills will coincide with their Jewelry II designs). Prerequisites: AAC 110 , 111T, Co- or prerequisite: AAC 112. Lab fee.

**AAC 293. PUEBLO POTTERY II. (3)**

Continued hands-on examination of the process of pottery making in the Pueblo tradition for intermediate and advanced students. Co-requisites: AAC 130 or instructor permission. \$25 Lab Fee. (Does not include student materials).

**AAC 293. MIXED MEDIA BOOK ART. (3)**

This course emphasizes the "fundamental" vocabulary and skills as related to 2 dimensional art through collage and mixed media, process and the creation of "artistic" books. \$25 lab fee.

**AAC 293. T/MASTERING DIGITAL CAMERA. (2)**

Learn how to use your digital camera - learn all of its features and how to use them. Learn how to transfer your pictures to a computer, how to organize them on your computer, and how to use software to make changes to the brightness, contrast, and color of your pictures. Field trips will let you practice your skill in practical situations. \$25 Lab Fee.

## **ART EDUCATION**

**ARTE 214. ART IN ELEMENTARY AND SPECIAL CLASSROOMS (3)**

Understanding the art process as it relates to the growth and development of children. Experiences, methods, and curriculum for art education in the elementary school. Special fee required.

## **ART HISTORY**

**ARTH 101. INTRODUCTION TO ART. (3)**

A beginning course in the fundamental concepts of the visual arts; the language of form and the media of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance.

**ARTH 201. HISTORY OF ART I. (3)**

Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque and Gothic Art.

**ARTH 202. HISTORY OF ART II. (3)**

Western Art from the Early Renaissance to Impressionism.

**ARTH 250. MODERN ART. (3)**

This class examines major stylistic developments of European and American painting and sculpture from Impressionism to approximately the art of World War II.

**ARTH 251. ARTISTIC TRADITIONS OF THE SOUTHWEST. (3)**

The Interrelationships of Native American, Hispanic, and Anglo cultures from prehistoric times to the present, emphasizes the major forms of expression- pottery, textiles, jewelry, architecture, painting and photography, slide lectures, supplemented by museum exhibits.

**ART STUDIO**

**ARTS 106. DRAWING I. (3)**

Basic drawing concepts include the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure. Suggested co-requisite: Art Hi 101. \$25 lab fee.

**ARTS 121. TWO-DIMENSIONAL DESIGN. (3)**

Emphasis is on elements of line, form, value, color theory, painting principles and visual vocabulary. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills. Suggested co-requisite: Art Hi 101. \$25 lab fee.

**ARTS 122. THREE DIMENSIONAL DESIGN. (3)**

Emphasis on materials, processes, and vocabulary. Particular emphasis will be placed on traditional and contemporary approaches to sculpture through the consideration of spatial concepts and making three-dimensional objects. Suggested co-requisite: Art St 123.

**ARTS 157. JEWELRY AND SMALL METAL CONSTRUCTION. (3)**

Introduction to basic fabrication methods as they relate to object making and small-scale sculpture. Co-requisite ARTS 121. \$50 Lab Fee.

**ARTS 168. CERAMICS I. (3)**

This is an introduction to clay forms, hand-built and wheel-thrown techniques, slip, glazes and stoneware. Suggested co-requisites: 106, 122. \$40 lab fee. (does not include student materials.)

**ARTS 187. INTRO TO PHOTOGRAPHY. (3)**

This course is an introduction to photographic vision and photographic techniques. Suggested co-requisite ARTS 121. \$40 lab fee. (does not include student materials.)

**ARTS 205. DRAWING II. (3)**

This course is for further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media. Assigned problems explore aspects of still life, landscape, portraiture and/or the figure. Prerequisites: Art St 106 OR 121 OR instructor permission. \$25 lab fee.

**ARTS 207. PAINTING I. (3)**

This course utilizes painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems will explore aspects of still life, landscape, portraiture, and/or the figure. Prerequisites: Art St 106 OR 121 OR pre- or co-requisite: Art St 205 OR instructor permission. \$25 lab fee.

### ARTS 213. SCULPTURE I. (3)

A further exploration into the concepts presented in Three-Dimensional Design. Will investigate, through specific assignments, issues that are central to producing sculpture. Pre-requisites: ARTS 122, 123. \$50 Lab Fee.

### ARTS 287. PHOTOGRAPHY II. (3)

This is a continuation of 187, with concentration on photographic techniques and the formal aspects of photographic vision. Prerequisite: 187, Pre- or Co-requisite: 121. \$40 lab fee.

### ARTS 257. JEWELRY AND SMALL METAL CONSTRUCTION II. (3)

A continuation of 157. Fabrication skills are further developed and refined. Emphasis is on developing a deeper understanding of form/content as it relates to intimate scale. Pre-requisites: ARTS 122, 157. Co-requisite 106. \$60 Lab Fee.

### ARTS 268. CERAMICS II. (3)

Continuation of ARTS 168 with emphasis placed on the mastery of ceramic processes and development of a personal aesthetic. Pre-requisites: 122, 168. \$60 Lab Fee.

### ARTS 274. INTRODUCTION TO PRINTMAKING. (3)

Fundamental techniques, methods, and expressive potentials of the major printmaking processes, including monotype, etching, lithography, woodcut, and xerography. Instruction includes lecture, demonstrations, practice, and critique. Prerequisites: ARTS 106 and ARTS 121.

### ARTS 293. BEGINNING WATERCOLOR PAINTING. (3)

Painting on site with emphasis on landscape uses basic techniques of various water-soluble media. This includes lecture, demonstration, practice, and critique. Prerequisites: ARTS 106 OR 121 OR 207 OR instructor permission. \$25 lab fee.

## ARTS AND SCIENCES

### ARSC 198. UNDERGRADUATE STUDY ARTS & SCIENCES. (3)

Develops academic skills necessary for the study of science and mathematics including scholarship, research, comprehension, analysis, synthesis, evaluations, application, critical thinking, and communication of ideas. It also provides an overview of science and math-based professions as well as research opportunities. This course is a prerequisite for first semester students seeking an Associate of Science Degree.

## ASTRONOMY

### ASTR 101. INTRODUCTION TO ASTRONOMY. (3)

Conceptual description of our fascinating universe: early astronomy, Newtonian, synthesis, Earth, Moon, planets, asteroids, comets, the Sun, our solar system, stars, black holes, galaxies, dark matter, dark energy and cosmological mysteries.

### ASTR 101L. ASTRONOMY LABORATORY. (1)

Intended as an adjunct to ASTR 101, this course deals with elementary techniques in astronomical observations. Two hrs. Pre- or co requisite: ASTR 101.

## BIOLOGY

### BIOL 110. BIOLOGY NON-MAJORS. (3)

Biological principles important for the non-major in today's world. Ecological, evolutionary, and molecular topics. (Credit not allowed for both 110 and either 121L-122L).

### BIOL 112L. BIOLOGY LAB FOR NON-MAJORS. (1)

An optional laboratory which will be taken concurrently with 110. One 3-hour lab per week including plant and animal diversity, techniques, and investigation of current issues.

### BIOL 123. BIOLOGY FOR HEALTH RELATED SCIENCES AND NON-MAJORS. (3)



Principles of cell biology, genetics, and organic biology. 3 lectures, 3 hrs lab. (Credit not allowed for both 123 or 110.)

BIOL 124L BIOLOGY FOR HEALTH RELATED SCIENCES AND NON-MAJORS LAB. (1)

One credit optional laboratory to accompany 123. Pre- or co-requisite: 123

BIOL 201 MOLECULAR AND CELL BIOLOGY. (4)

The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication, and the cell cycle. 3 lectures, 1 discussion section. Co-requisite: Chemistry 121L.

BIOL 202. GENETICS. (4)

Mitosis, meiosis, Mendelian genetics, chromosomes and inheritance, molecular basis of inheritance, genes to proteins, genetic models (viruses and bacteria), eukaryotic genomes, genetic basis of development, and overview of genomes. 3 Lectures, 1 discussion section. Co-requisite: CHEM 122L

BIOL 203L. ECOLOGY AND EVOLUTION. (4)

Darwinian principles, origin of the earth, the fossil record and diversification of ancient life, evolution of populations, origin of species, phylogenetics, introduction to ecology and the biosphere, behavioral ecology, population ecology, community ecology, ecosystem ecology, and conservation biology. 3 lectures, 3 hrs. lab. Lab material includes a survey of the diversity of life. Prerequisites: Bio 201 and 202, CHEM 121L and 122L. Co-requisite Math 162 or 180.

BIOL 204L. PLANT AND ANIMAL FORM AND FUNCTION. (4)

Plant structure and growth, transport in plants, plant nutrition, plant reproduction and development, control systems in plants, introduction to animal systems, animal nutrition, circulation and gas exchange, immune systems, control of the internal environment, chemical signals in animals, reproduction, development, nervous systems, and sensory and motor mechanisms. 3 lectures and 3 hrs. lab. Prerequisites: Bio 201 and 202, CHEM 121L and 122L.

BIOL 237. HUMAN ANATOMY AND PHYSIOLOGY I. (3)

An integrated study of human structure and functions of the skeletal, muscular, nervous, and cardiovascular systems. Prerequisites: 121L and 4 hours of general chemistry.

BIOL 238. HUMAN ANATOMY AND PHYSIOLOGY II. (3)

Continuation of 237. Cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Prerequisite: 237

BIOL 239L. MICROBIOLOGY FOR HEALTH SCIENCES. (4)

Introduction to microbiology with emphasis on principles of infection and immunity. Prerequisites: 121L and 4 hrs of chemistry. Not accepted toward a biology major. 4 hrs. lab required for pharmacy students, 3 hrs. lab required for nursing and dental hygiene students. (Credit not allowed for both 239L, 351 and 352L.)

BIOL 247L. HUMAN ANATOMY AND PHYSIOLOGY LABORATORY I. (1)

Laboratory work using cadavers. Anatomy stressed with appropriate physiological work. Topics integrated with 237. Pre- or co-requisite: 237. 3 hrs. lab.

BIOL 248L. HUMAN ANATOMY AND PHYSIOLOGY LABORATORY II. (1)

Continuation of BIOL 247L. Topics integrated with 238. Pre- or co-requisite: 238. 3 hrs. lab.

## **BUSINESS TECHNOLOGY**

BSTC 204. HUMAN RELATIONS IN BUSINESS. (3)

A study of basic human relations in work environments. Address principles of business relations including organizational skills, communications, interpersonal relationships, career goals, job hunting, professionalism on the job and attitudes for success.

BSTC 110. TOPIC: STARTING A SMALL BUSINESS. (3)

This course includes instruction in the development of a business plan. Basic compliance issues that the small business person faces will be addressed, i.e. state and federal taxes, bonding, licenses

and fees, unemployment payments, etc. The course will aid the individual in assessing when and if to start a small business and describe what the different tax statutes mean, i.e. sole proprietorship, LLC, C, or corps.

**BSTC 293. JUMP INTO QUICKBOOKS. (1)**

The basic nuts and bolts of the most current edition of QuickBooks Pro. After taking this class you will be able to use this program in your home and office. This is an abbreviated course offered on a two-session basis.

**CHEMISTRY**

**CHEM 111L. ELEMENTS OF GENERAL CHEMISTRY. (4)**

One semester course in general chemistry, especially for non-science majors in the health sciences except pre medicine and medical technology. 3 hrs. lab. (Credit not allowed for both 111L and 121L.)

**CHEM 121L. GENERAL CHEMISTRY. (4)**

Introduction to the chemical and physical behavior of matter. Prerequisite: completion of Math 121 with a grade of C or better; or a math placement test score which qualifies the student for Math 180. 3 hrs lab.

**CHEM 122L. GENERAL CHEMISTRY. (4)**

Continuation of 121L. Prerequisite 121L with grade of C or better. 3 hrs. lab.

**CHEM 212. INTEGRATED ORGANIC CHEMISTRY AND BIOCHEMISTRY. (4)**

Survey interrelating the major principles of organic chemistry and biochemistry with special emphasis on students in the health sciences. Prerequisite: 111L or 121L. (Credit not allowed for both 212 and 301.)

**COMMUNICATION & JOURNALISM**

**CJ 101L. INTRODUCTION TO COMMUNICATION. (3)**

Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication. A lecture/discussion course.

**CJ 110. INTRODUCTION TO MASS COMMUNICATION. (3)**

(Also offered as MA 110.) The development of the mass media with emphasis on television in the areas of programming, policy, regulation, economics and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society.

**CJ 115 [125]. COMMUNICATIONS ACROSS CULTURES. (3)**

An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. The class seeks to identify, honor, and enhance the strengths of different cultural perspectives.

**CJ 130. PUBLIC SPEAKING. (3)**

Analysis, preparation, and presentation of speeches. A performance course.

**CJ 171L [151L]. WRITING FOR THE MASS MEDIA I. (News Writing) (3)**

Practical introduction to journalism, emphasizing journalistic conventions and gathering and writing of news for the print and broadcast media. Language and typing skills required, Prerequisite: 15 hours., 2.00 GPA, ENGL 102.

**CJ 220 [270]. COMMUNICATION FOR TEACHERS. (3)**

Concepts and practices of interpersonal, small group, and public communication pertinent to classroom teachers at the elementary, middle, and secondary levels of education.

**CJ 221. INTERPERSONAL COMMUNICATION. (3)**

Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communication skills in different situations.

**CJ 225 SMALL GROUP COMMUNICATION. (3)**

Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution and creative decision-making methods.

**CJ 262. NEWS PHOTOGRAPHY/LAB. (3)**

Camera and darkroom techniques for newspapers and magazines; editing of photos, including preparation of outlines; production of all varieties of photos for publication, including photo stories.

**CJ 262. RADIO/TELEVISION PERFORMANCE. (3)**

Verbal and nonverbal performance and message preparation skills related to both the audio and video components of the mass media. Emphasis on fundamentals of prepared, extemporaneous and interpretive speaking for radio and television.

**CJ 268. MEDIA THEORY AND INFLUENCE. (3)**

Introduction to theories of mass media and their influences.

**CJ 269. INTRODUCTION TO VISUAL COMMUNICATION. (3)**

Exploration of visual images in the mass media, with emphasis on the design and theory of mediated imaging. Includes some practical training in still photography and video. Prerequisite: 171L with a grade of C (not C-) or better or permission of instructor.

**CJ 271 [251]. WRITING FOR THE MASS MEDIA II. (3)**

Continuation of CJ 171, with increased emphasis on gathering news from original sources and the introduction of writing for advertising, public relations and television. Prerequisite: 171 with C or better.

**CJ 273 [253-255L]. NEWSPAPER PRACTICE AND LAB. (3)**

Open to all University students. May be taken up to 3 times.

**CJ 293. TOPICS. (1-3)**

**COMPUTER SCIENCE**

**CS 150L. COMPUTING FOR BUSINESS STUDENTS. (3)**

Students will use personal computers in campus laboratories to learn to use word processors, spreadsheets and database management systems. The course will cover access to the World Wide Web and other topics of current importance to business students. Course cannot be applied towards a major in Computer Science. Prerequisite: Math 122. \$30 lab fee.

**COMPUTER TECHNOLOGY**

**CT 102L. INTRODUCTION TO MICROCOMPUTERS. (3)**

Students will be introduced to basic word processing, spreadsheet, and database applications. Hands-on exercises as well as classroom discussion will be utilized to provide beginners with a solid foundation for further computer study. \$25 lab fee.

**CT 105L. INTRODUCTION TO MACINTOSH. (3)**

The course provides an overview of the operation of the Macintosh computer and its applications. Students will be introduced to various application programs including word processing, spreadsheets, database management, and desktop publishing. Content also includes desk accessories, file and folder management. \$25 lab fee.

**CT 106L. MICROSOFT WORD. (3)**

The student will be introduced to advanced word processing techniques using Microsoft Word. The class content involves document design and formatting as well as file management. A great emphasis will be put on efficiency in applications. \$25 lab fee.

**CT 107L. MICROSOFT EXCEL. (3)**

The course introduces the student to the Microsoft Excel spreadsheet application. Beginning and more advanced topics will be offered. Course content includes spreadsheet layout and design as well

as file management. Prerequisite: CT 102L or equivalent Windows experience. \$25 lab fee.

**CT 108L. POWERPOINT. (3)**

Learning Power Point Pro starts with basics. Students will become familiar with PowerPoint screens and the various screen elements. Then students will learn the fundamentals of creating effective multimedia presentations. By the end of the course, students will create their own presentations using their own information. \$25 lab fee.

**CT 109L. DESKTOP PUBLISHING 1. (3)**

Students will learn desktop publishing in a production environment using the Macintosh computer. Course content includes page layout and design using text and graphics as well as file management. \$25 lab fee.

**CT 110L. DIGITAL IMAGERY 1. (3)**

The course introduces students to computer graphics on the Macintosh computer using Adobe Photoshop. Students will create, modify, and prepare various computer-generated raster image documents. Course content includes document scanning and resizing as well as producing digital artwork. \$25 lab fee.

**CT 111L. INTRODUCTION TO COMPUTER AIDED DESIGN & DRAFTING. (3)**

This entry-level course is intended for the technician or draftsman interested in the use of CADD in an engineering environment. The course will acquaint the student with the AutoCAD electronic drafting program for IBM-PC's and address basic techniques associated with Architectural Desktop. The student will be familiarized with basic aspects of CADD from program initiation through hard copy output (plotting) of rudimentary AutoCAD drawings. \$25 lab fee.

**CT 112L. INTRODUCTION TO MICROSOFT ACCESS. (3)**

The student will be introduced to the Microsoft Access database application. Database concepts, application, and design will be emphasized. Content includes ongoing database management. \$25 lab fee.

**CT 113L. MULTIMEDIA 1. (3)**

Course content focuses on importing and capturing sound, text, and video imagery for digital storytelling using non-linear editing on the Macintosh. Students will learn to export their projects to DVD, CD, the web, and videotape. \$25 Lab fee.

**CT 114L. INTRODUCTION TO WORLD WIDE WEB PUBLISHING. (3)**

The course introduces students to producing World Wide Web home pages for publication on the Internet using the Macintosh computer. Students will gain experience in browsing the World Wide Web as well as designing, writing, and maintaining web pages. Content includes HTML, links and URLs, images, sound, and video. \$25 lab fee.

**CT 115L. VECTOR GRAPHICS. (3)**

The course introduces the student to using various vector graphic images in publishing. The student will gain experience in creating, modifying, and preparing graphic images as well as knowledge of a proper operating environment. \$25 lab fee.

**CT 116L. FUNDAMENTALS OF GRAPHIC DESIGN. (3)**

This is a core course that allows the student to understand the visual dynamics of Graphic Design. The emphasis of this course is on drawing and composition. This is a course in design aesthetic that will allow the student to experience the theory and practices of 2-dimensional design throughout history. Areas to be covered: typography, the golden ratio, design, composition, line, shape, space and color concepts. \$25 lab fee.

**CT 120L. INTRODUCTION TO DATABASE PUBLISHING. (3)**

Students will be introduced to database management in a publishing environment. This course teaches relational database management, database design, and overall operation. Emphasis will be placed on database publishing as it relates to online Internet catalogs, etc. \$25 lab fee.

**CT 160L. INTERMEDIATE MACINTOSH. (3)**

The course emphasizes managing a Macintosh computer system in a business publishing environment. The student will learn troubleshooting techniques, file management, and advanced productivity applications. \$25 lab fee.

**CT 170L. INTRODUCTION TO INTERNET. (3)**

The student will be introduced to the Internet and its capabilities. The course is designed for the beginner with no prior knowledge of computers or the Internet. Content includes an introduction to Email, Telnet, and the World Wide Web. \$25 lab fee.

**CT 171L. INTERMEDIATE INTERNET. (3)**

The course is a continuation of CT 170L for students seeking additional Internet skills, Emphasis is on using the Internet effectively for accessing and searching its vast resources. Content includes Email, Gopher, Telnet, FTP, World Wide Web, and UNIX. \$25 lab fee.

**CT 173L. MARKETING ON THE INTERNET. (3)**

Students will be introduced to marketing concepts as they relate to the Internet. The course is a non-technical approach to producing online sales and product information as well as customer relations and support. Content includes familiarization with the World Wide Web and its capabilities and limitations. \$25 lab fee.

**CT 175L. PLANNING AND DESIGNING WEBSITES. (3)**

In order to build a web site that is both attractive and logical, one must understand the basic principles of web design and planning. This class will cover the skeleton of web design and give the students needed skills to take raw material and transform the material into a web site. Prerequisites: CT 110, CT 170, or Co requisite: CT 114. \$25 lab fee.

**CT 190L. DESKTOP PUBLISHING 2. (3)**

The student will gain experience in planning, implementing, and managing professional desktop publishing projects. Course content includes pricing, assembling, and profitability in the publishing environment. \$25 lab fee.

**CT 191L. ADVANCED WORLD WIDE WEB PUBLISHING. (3)**

The course is a continuation of CT 114L and furthers the students knowledge of WWW publishing. Students will gain experience with animation, audio, image maps, and a variety of other advanced topics. \$25 lab fee.

**CT 193L. BUSINESS INFORMATION SYSTEMS. (3)**

The course emphasizes information systems used in business. Students will gain an understanding of business computer concepts, communications, application and system software, system development, and information resource management. \$25 lab fee.

**CT 195L. DIRECTED STUDIES/GRAPHIC DESIGN. (3)**

Will be available to students focusing on Digital Graphic Design certificates. It will be an open lab where the student can focus on a specific line of study. \$25 lab fee.

**CT 199L. ADVANCED DESKTOP PUBLISHING. (3)**

This is an advanced graphic design course. The student will gain experience in planning, implementing and managing professional desktop publishing projects. The topics studied will be pricing, assembling, and profitability in a publishing environment. \$25 lab fee.

**CT 207L. QUICKBOOKS. (3)**

QuickBooks Pro is the most popular personal and business accounting program in the country. Knowledge of this program can give students command of their personal and business data, along with job and career possibilities. Prerequisite: CT 102L or equivalent Window experience. \$25 lab fee.

**CT 210L. DIGITAL IMAGERY 2. (3)**

This course focuses on several areas of Photoshop that are key to the producing quality print and web images such as: color editing by selection techniques and curves control, making professional

composition of images using Photoshop layers, how to handle different types of file extension, how to convert them, and how to handle large file sizes. \$25 lab fee.

**CT 211L. ADVANCED WEB DEVELOPMENT & MANAGEMENT. (3)**

This course will guide the student through the fields of system administration, advanced web programming, advanced coding, and development techniques. This course will also present techniques on marketing the student's skills and a brief overview of writing a technical resume. \$25 lab fee.

**CT 212L. INTERMEDIATE MICROSOFT ACCESS. (3)**

Students will review basic concepts taught in the CT 112L Introduction to Microsoft Access course. The review will be in the form of a project and the student can work and ask questions towards completing the project. In addition, Intermediate Access will also concentrate on advanced reporting, queries, and the use of Macros in the development of forms. Prerequisite: CT 112L. \$25 lab fee.

**CT 213L. MULTIMEDIA 2. (3)**

Multimedia 2 is to provide the student with further knowledge of Multimedia using Adobe Final Cut. Upon successful completion of this course, the student will have a basic understanding of multimedia editing. \$40 lab fee.

**CT 214L. MULTIMEDIA TOOLS AND TECHNIQUES. (3)**

The objective of this course is to provide the student with techniques and experience in the use of digital camcorders and cameras. At the end of the course, the student will be able to capture and transfer digital imagery to the computer. \$40 lab fee.

**CT 215L. MULTIMEDIA PRODUCTION. (3)**

This course will allow students to develop and present multimedia projects using various mediums. The course includes works from concepts to storyboards to production. \$40 lab fee.

**CT 216L. DIRECTED STUDIES/MULTIMEDIA. (3)**

Seminar will be available to students focusing on Multi Media Certificates. It will be an open lab where the student can focus on a specific line of study. \$40 lab fee.

**CT 224L. INTRODUCTION TO UNIX. (3)**

Students will be introduced to the UNIX operating system and its capabilities. Course content includes commands, tools, networking, shells, and Internet access. \$25 lab fee.

**CT 225L. INTRODUCTION TO "C" PROGRAMMING. (3)**

Students will be introduced to computer programming using the versatile "C" language. The course content includes program design, creation, and implementation. Emphasis will be placed on proper structure, program efficiency, and application portability. Lab fee.

**CONSTRUCTION TECHNOLOGY**

**CNST 101. LAYOUT AND FRAMING. (3)**

A study of wood and construction techniques. Wall, roof and deck framing, planning layout and study of stress on structural members. Classroom and lab experience.

**CNST 103. EXTERIOR FINISHING. (3)**

A study of exterior trim techniques, selection of doors and windows, methods of installation. Includes overview of paint, stains, and prefabricated materials. \$25 lab fee.

**CNST 105. INTERIOR FINISHING. (3)**

A study of the interior of a building which includes methods of wall, ceiling, and floor finishing. The use of different types of covering, paint, paneling, and texture will be emphasized. The installation of decorative tile for bathroom, kitchen, and floors will be explored. \$25 lab fee.

**CNST 109. PLUMBING THEORY I. (3)**

Introduction to plumbing occupations, safety, tools, equipment, and human relations in the plumbing trade. Covers plumbing components, sizes of various residential and commercial plumbing systems,

pipe fitting and joining, and cost estimating. \$20 lab fee

**CNST 111. REMODELING. (3)**

This course is designed to focus on key factors underlying hidden costs. Hopefully we will visit remodeling jobs, in process, to see the surprise factors in action.

**CNST 112. OWNER BUILT HOME. (3)**

An introduction to the construction of your own home, with or without the use of architects, designers, and contractors. Including design, legal, and financial considerations of such a project.

**CNST 115. CONCRETE POURING AND FINISHING. (3)**

A study of the use of concrete in building construction. The use of power tools and hand tools to finish walls and poured work. \$20 lab fee.

**CNST 118. ALTERNATIVE BUILDING & CONSTRUCTION. (3)**

An overview and evaluation of construction techniques and systems currently in use in the Southwest. The course will include poured pumice, hay bale, and stacked tire techniques, solar, and low cost considerations. This class will visit representative construction sites.

**CNST 120. PRINCIPLES OF ELECTRICITY. (3)**

A study of AC and DC circuits and components. Practical applications of electrical principles and practice on circuit boards. Use of calculations derived from formulas of electrical functions. The working principles and proper use of various electrical motors. Classroom with lab experience. \$25 lab fee.

**CNST 121. ELECTRICAL WIRING. (3)**

This introductory course will be useful for students preparing to become electricians for do-it-yourselfers who would like to install and repair their own electrical systems. The course will teach the basic theory of electricity, electrical terms, measuring electricity, electrical wires, and electrical devices. \$40 lab fee.

**CNST 125. SOLAR DESIGN. (3)**

This course will educate students about renewable energy and how to use solar energy for heating cooling, hot water, cooking, and electrical power. Hands on activities are integrated throughout the course. The curriculum will also cover "green" building materials and sustainable design principles. Students will create their own residential design(s) incorporating these principles throughout the semester. \$25 lab fee.

**CNST 128. ADOBE CONSTRUCTION. (3)**

A practicum in the use of adobe as a building material for both historic restoration and new structures. Includes use of production-scale adobe brick forms, building to code with formulating and applying adobe plaster.

**CNST 175. BLUEPRINT READING. (3)**

An introduction to blueprint reading for builders to help students interpret the ideas of designers and architects and to express their own ideas through drawings. Stresses necessary skills and process used in architectural drafting.

**CNST 184. GENERAL CARPENTRY. (3)**

This course will have two components: a classroom segment, where carpentry concepts will be explored, and a hands-on segment where students will be able to participate in the actual construction of a structure. Habitat for Humanity has generously offered one of their projects as a "hands-on" site. \$40 lab fee.

**CNST 185. COST ESTIMATING FOR CARPENTRY. (3)**

The application of mathematics to carpentry trade problems such as planning and computing labor, material, and equipment for residential, commercial, and other projects.

**CNST 293. TOPICS: PHOTOVOLTAICS. (3)**

This course introduces students to photovoltaics or electricity generated directly from the sun. Includes battery storage and reverse generation "on grid." \$25 lab fee.

**CNST 293. TOPICS: CREATIVE DRAFTING. (3)**

An introduction to drawing the built form. From freehand sketching to precise mechanical drafting, the course intends to sharpen visual, manual, and aesthetic drawings (plans, elevations, details) and 3-dimensional pictorial drawings (axonometrics and perspective). \$25 lab fee.

**CNST 293. TOPICS: TRIM AND FINISH CARPENTRY. (3)**

This course continues the instruction in "General Carpentry, CNST 184", by refining the skills needed for professional finish carpentry, including door and window installation, trim and molding installation, stair construction, built in cabinets and efficient production, methods for the professional carpenter. \$40 lab fee.

**CNST 293. TOPIC: RESIDENTIAL DESIGN AND DRAWING. (3)**

An introductory course to develop the skills necessary to produce the required drawings for a building permit. The site and structure of selected residences will be used as actual examples from which to learn site analysis skills and to measure and draw up an acceptable set of building documents. This process will illuminate various design decisions and structural choices in the making of a home.

**CRIMINAL JUSTICE**

**CRJS 101. INTRODUCTION TO CRIMINAL JUSTICE. (3)**

An introductory course in the history and philosophy of the U.S. criminal justice system. The legislative and constitutional framework of the system is covered and each of the major components (the police, courts, corrections, and industrial security) is examined.

**CRJS 102. INTRODUCTION TO CORRECTIONS. (3)**

A study of the history, philosophy, legal issues, research, and models of the corrections system and the impact of the system on prisoners and society. The corrections process, the rights of the convicted criminal and correctional systems and community corrections and other alternative sentencing programs.

**CRJS 103. JUVENILE JUSTICE SYSTEM. (3)**

A study of the juvenile justice system, with particular emphasis on New Mexico; history of the juvenile court; juvenile court practices and procedures; neglect; dependency and delinquency; jurisdiction of the court; and the roles of the police officer, the juvenile correctional officer, social service worker and other human service workers in the juvenile justice system. This course will also explore alternative juvenile justice programs that have proven successful around the country.

**CRJS 201. CRIMINAL LAW I. (3)**

An introductory study of the philosophy, development, and social basis of U.S. and New Mexico criminal law and constitutional procedure. Topics include an overview of the classification of crime, the elements of and parties to a crime, defenses, pertinent principles of evidence, laws of arrest and search and seizure and their application in the legal process.

**CRJS 203. COURTS AND CRIMINAL JUSTICE. (3)**

Structures and functions of American courts. Roles of attorneys, judges, and other court personnel, operation of petit and grand juries, trial and appellate courts.

**CRJS 204. POLICING AND LAW ENFORCEMENT. (3)**

This course will explore issues relevant to the law enforcement community. The course will explore the evolution of American policing from its roots in England to the present. Topics will include community oriented policing, problem oriented policing, victim issues, the culture of the police community, trauma and stress, the structure of local, state, and federal agencies, and the process that link law enforcement agencies to the courts and corrections

**CRJS 293. TOPIC IN CRIMINAL JUSTICE. (3)**



A heading for other special course offerings, seminars, and workshops in various areas of criminal justice electives, as needed.

## **CULINARY ARTS**

### **CART 101. INTRODUCTION TO CULINARY ARTS (3).**

An introduction to the fundamentals of professional food preparation to include product identification, basic skill development, dexterity, safety, and sanitation in the kitchen. This class will focus on the use of seasonal fruits, vegetables, and grains and will provide the student with the basics of quality control, weights and measures, terms, professionalism, and communication. Lab fee: \$50.

### **CART 102. SOUPS, STOCKS, AND SAUCES (3).**

Emphasis will be placed on classical techniques in the preparation of mother sauces and their derivatives, proper stock preparation, reduction, storage, and usage. This course also covers the assembly of clear broth, legume, velouté, chowders, bisques and cream soups, and focuses on the preparation of vegetarian, meat, poultry, and seafood entrées. Lab fee: \$50.

### **CART 103. INTERNATIONAL CUISINE (3).**

This course affords the opportunity for the student to practice skills acquired in 101 and 102 using the medium of international cuisine. This course will explore the cuisines of France, Italy, Spain, Greece, Mexico, and more. Learn to work with the ingredients that are adding excitement to the global market basket. Study a variety of approaches to preparing and presenting the final dish. Lab fee: \$60.

### **CART 104. PROCESSING AND PRODUCT DEVELOPMENT (3).**

This course will cover the basic steps to develop, package, and market a specialty food product. Topics include specialty foods history, market research, trends, processing techniques, food safety issues, packaging design, and labeling requirements. The course also includes hands-on food processing workshops including commercial canning and juicing at the Taos Food Center. Lab fee: \$50.

### **CART 105. THE WORLD OF TAMALES (3).**

Fun hands-on cooking class designed to allow students to learn how to make many different styles of tamales. Focusing on a tour of tamale making from South America to Northern New Mexico, students will learn wrapping styles, masas, meat and vegetable fillings, and appropriate sauces and salsas. Learn southwestern cuisine through the medium of tamales. Lab fee: \$50.

### **CART 106. VEGAN COOKING (3).**

Introduction to the fundamentals of the Vegan lifestyles. Course will include Vegan philosophy, nutritional information, elementary Vegan pantry requirements, and basic Vegan cooking techniques. Local Southwestern flavors, plus cuisines from around the world will be used to augment Vegan cooking concepts including Italian, Thai, Chinese, Japanese, and East Indian. Lab fee: \$50.

### **CART 107. CULINARY BUSINESS (3).**

The student will be allowed a solid financial business approach to food services and culinary arts through use of computer technology to manage costing, budgets, menu development and writing, ordering, profitability, record keeping, inventory, sanitation schedules and supplies, file management, and P & L's. This course is a template for existing restaurateurs as well as those wanting to start a food service business. Lab fee: \$45.

### **CART 109. TABLE SERVICE INTERNSHIP (3).**

This is the second to the last course necessary for completion of the Culinary Arts Certificate Program. This class provides clear, straightforward techniques needed to assure excellent table service. The course also allows the opportunity for the student to have an overview of an entire restaurant operation. Prerequisites: CART 101, 102, 103, 107 OR MGMT 101, AND 12 HOURS OF ELECTIVES. Lab fee: 45\$.

### **CART 110. CULINARY ARTS INTERNSHIP (3).**

This is the final course necessary for completion of the Culinary Arts Certificate Program. This course allows the student to work 45 hours in a professional restaurant environment. This is a hands

on, work-study class. It will provide the student the opportunity to practice real world techniques in the culinary arts profession. Prerequisite: CART 109. Lab fee: \$45.

## **CURRICULUM & INSTRUCTION IN MULTICULTURAL TEACHER EDUCATION**

CMTE 291. PROBLEMS. (1-3, maximum of 3)

Prerequisite: Permission of instructor.

CMTE 296. INTERNSHIP. (3-6, maximum of 12)

## **DANCE**

DANC 110. MODERN DANCE I. (2 to a maximum of 6)

Fundamental work for the adult beginner in Modern Dance techniques and styles. A course fee is required.

DANC 169. FLAMENCO I. (2)

This is a course in fundamental work for the adult beginner in techniques and styles of Flamenco. A course fee is required.

DANC 204. STRETCHING, STRENGTHENING, AND CONDITIONING FOR THE PERFORMING ARTS. (3 to a maximum of 12)

Specialized floor work training using principles of the Pilates Methodology and the basic movement concepts of Core Dynamics™. For preparing and maintaining a uniformly developed body for dance and movement. A course fee is required.

DANC 208. STUDIES IN SPANISH FORM. (1-3 to a maximum of 3)

This course will provide students with studio instruction in a variety of dance techniques based on or derived from Spanish classical and folk dance forms. Such styles as Escuela Bolera, Jota, Castanets, and Cante will be taught. A course fee is required.

DANC 212. IMPROVISATION. (3)

Discover the authentic self in movement. Students will take their first steps in use of structure and form in dance composition and in developing skills in group interaction.

DANC 289. TOPICS IN FLAMENCO. (3)

Flamenco and Spanish dance technique and choreography for adults at the intermediate/advanced level of dance. This class introduces the use of various props-specifically, manton (Shawl) and/or castanets-unique to the dance form. Working with live musicians will continue, focusing on musical and choreographical structure and the communication between dancer and musician. Some history, culture, and costuming will be covered. Core strength of the body will also be addressed. \$40 Lab Fee.

DANC 293. TOPIC: FLAMENCO II. (3)

Flamenco techniques and styles are taught at the intermediate level.

DANC 295. CONTEMPORARY DANCE. (3)

Playful, simple and accessible movement rooted in African dance and the butoh form of Body Weather. Regular practice increases core strength, neuromuscular response, expands breathing capacity, flexibility, and opens awareness to creative impulse. Partnered stretching concerned with breathing and alignment is led at the close each class. Please wear comfortable clothing. Bring "layers" (extra socks and a sweater) and water. We work in bare feet. There will be an eight-hour field trip during the course to be determined the first week of class. \$40 Lab Fee.

## **EARLY CHILDHOOD MULTICULTURAL EDUCATION**

ECME 101 CHILD GROWTH, DEVELOPMENT, AND LEARNING. (3)

This basic course in the growth, development, and learning of young children, prebirth through age eight, provides students with the foundation for becoming competent early childhood professionals

and knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognition, and language domains. The adult's role in supporting each child's growth, development, and learning will be emphasized.

#### ECME 103. HEALTH, SAFETY, AND NUTRITION. (2)

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 the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury.

#### ECME 111. FAMILY AND COMMUNITY COLLABORATION I. (3)

This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program will be included.

#### ECME 115. GUIDING YOUNG CHILDREN. (3)

This class explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be explored. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners.

#### ECME 117. CURRICULUM DEVELOPMENT AND IMPLEMENTATION I. (3)

Co-requisite: ECME 117L Curriculum Development and Implementation Practicum I

This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways 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 IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized.

#### ECME 117L. CURRICULUM DEVELOPMENT AND IMPLEMENTATION PRACTICUM I. (2)

Co-requisite: ECME 117 Curriculum Development and Implementation I

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

#### ECME 193. FOUNDATIONS/EARLY CARE. (3)

This course is designed for developing professionals in the field of early care, education, and family support, those "new to the field" as well as those already employed, but with no formal training. Course work will provide an initial introduction to the seven competency areas of early childhood education. Students will have an opportunity to observe and participate for ten hours in a local early care and educational setting. Upon successful completion of this course students will be awarded an Entry Level New Mexico Certificate.

#### ECME 202. INTRODUCTION TO READING AND LITERACY DEVELOPMENT. (3)

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 phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy

development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading, and oral language in the home and school contexts will be addressed. Major instructional approaches and strategies to support children's emergent literacy and reading skills will be presented.

**ECME 217. CURRICULUM DEVELOPMENT AND IMPLEMENTATION II. (3)**

Co-requisite: Curriculum Development and Implementation Practicum II

This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. Prerequisite ECME 117.

**ECME 217L. CURRICULUM DEVELOPMENT AND IMPLEMENTATION PRACTICUM II. (2)**

Co-requisite: Curriculum Development and Implementation II (see separate syllabus)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. Prerequisite ECME 117L.

**ECME 220. ASSESSMENT OF CHILDREN AND EVALUATION OF PROGRAMS I. (3)**

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

**ECME 230. PROFESSIONALISM. (2)**

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.

**EARTH & PLANETARY SCIENCES**

**EPS 101. HOW THE EARTH WORKS-AN INTRODUCTION TO GEOLOGY. (PHYSICAL GEOLOGY). (3)**

A fascinating tour of our active planet. Explore earth materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global working and other topics. Concurrent: 105L.

**EPS 105L. PHYSICAL GEOLOGY LABORATORY. (1)**

Minerals, rocks, and topographic and geologic maps: field trips. Pre or co-requisite 101 or 103.

**EPS 110. SHORT TOPICS IN EPS. (1 TO A MAXIMUM OF 3)**

Eight week courses on selected topics relating directly to the human experience, e.g. volcanoes, extinctions, weather, earthquakes, New Mexico's water, soils, nuclear hazards, geomagnetism, field geology, and the geology of everyday life.

**EPS 211. DINOSAURS AND THEIR WORLD. (3)**

Survey of the fossil record, evolution, paleobiology, and extinction of dinosaurs, and the animals with whom dinosaurs shared the earth.

**EPS 212. HISTORICAL GEOLOGY. (4)**

Origin and history of the earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of

extinction. Required field trip and lab exercises permit understanding of how Earth history is interpreted from the geologic rock record. Prerequisite: 101 and pre- or co requisite: 105L.

**EPS 225. OCEANOGRAPHY. (3)**

The ocean as a physical and chemical feature and dynamic process.

**EPS 250. GEOLOGY OF NEW MEXICO. (3)**

Description of geologic features including structures, landforms, and mineral resources of New Mexico. For earth science teachers at high schools and junior high schools. Prerequisite : 101

**EPS 251. METEOROLOGY. (3)**

(Also offered as Geog 251.) Description of weather phenomena, principles of atmospheric motion, weather map analysis, and weather prediction.

**ECONOMICS**

**ECON 105. INTRODUCTORY MACROECONOMICS. (3)**

Economics on a national scale: determination of national income, employment level, inflation, and impact of policies affecting money supply, interest rates and government programs. Current macroeconomic issues and problems. (Prerequisite for most upper-division courses).

**ECON 106. INTRODUCTORY MICROECONOMICS. (3)**

Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption choices. (Prerequisite for most upper division choices).

**ECON 203. SOCIETY AND THE ENVIRONMENT. (3)**

(Also offered as CRP 203.) Introduction to environmental and natural resource issues of both global and local scale. Investigates basic causes and consequences of environmental problems including interrelated physical and social science dimensions.

**ECON 204. ORIGINS AND DEVELOPMENT OF ECONOMIC IDEAS. (3)**

Introduction to economic ideas, theories and models. Emphasis is on foundations of economic analysis, history of economic ideas, development of economic models and economic behavior of individuals, groups, businesses and organizations.

**ECON 212. PERSONAL INVESTING. (3)**

Investment options available to the individual will be analyzed in terms of economic theories of capital markets. Risk, value, returns, and portfolio analysis.

**ECON 239. ECONOMICS OF RACE AND GENDER. (3)**

Examines the economic situation of women and minorities in the United States. Explores effects of race, gender, and ethnicity on the economic performance of workers and evaluates various strategies for social change.

**EDUCATION**

**EDUC 220. EXPLORING SCHOOLS AND TEACHING. (3)**

This course is open to all University students interested in exploring schools, teaching, contemporary education issues, and teaching as a profession.

**EDUC 293. TOPICS IN EDUCATION. (1-3, no limit)**

Various topics related to education from an interdisciplinary perspective.

**EMERGENCY MEDICINE**

**EMS 101. EMT-BASIC. (6)**

This is U. S. D. O. T. EMT-B course (120 hours) designed specifically for medical rescue and ambulance personnel who have access to specialized vehicles equipped with specialized items of equipment. The course trains pre-hospital emergency care providers to recognize and stabilize patients with life-threatening emergencies at the scene and in transport, utilizing the specialized

vehicles and specialized items of equipment. Prerequisite for EMT-1 and paramedic training. Restricted: Instructor approval required. \$45 lab fee.

EMS 201. EMT-I. (5)

This course utilizes the standard U.S. D.O.T. curriculum, and involves 108 hours of didactic and laboratory sessions. Emphasis is placed upon pre hospital emergency patient assessment and care, with advanced airway management and intravenous therapy included. Prerequisite: 101. Restricted: Instructor approval required. Pre-testing required. \$90 Lab fee..

Note: All paramedic courses require formal admittance into the Paramedic program. Admission requires successful completion of a formal pre-testing and interview process.

## **ENGLISH**

ENGL 101. COMPOSITION I: EXPOSITION. (3)

This course encourages students to think, read, and compose as writers think, read, and compose. Students learn to read their own writing critically and, from feedback provided by both instructors and peers, revise their drafts into clear, readable, thoughtful essays. In the second half, students are introduced to the conventions of academic discourse, conduct research, and compose a longer essay that distinguishes them as experts on their chosen topic. Prerequisite: English 100 or equivalent.

ENGL 102. COMPOSITION II: ANALYSIS & ARGUMENT. (3)

In this course students engage, analyze, and synthesize complex ideas in essays that are argumentative in style and voice. In addition to reading and studying written texts, students experiment with rhetorical strategies that will enhance their written ability to persuade readers to accept as valid their carefully considered and supported positions. Prerequisite: English 101 or equivalent.

ENGL 150. THE STUDY OF LITERATURE. (3)

An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writers' techniques increases the enjoyment of their works; relates these techniques to literary conventions; teaches recognition, analysis, discussion of important themes.

ENGL 211. TOPICS IN LITERATURE. (3 to a maximum of 6)

Surveys a specific type or area of literature, e.g., the American novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native-American literature, African-American literature, Medieval, and Viking literature. Primarily for non-majors. Prerequisite: English 150.

ENGL 219. TECHNICAL WRITING. (3)

This course is designed to familiarize students with the discourse of business, government, and higher education. Students will develop a topic relevant to their interests or careers through professional correspondence, proposals, critiques and summaries of researched sources, and a final full-length report (or study) that clearly establishes their authority over the subject matter. IN a workshop-based classroom, students will consult frequently with the instructor and collaborate with peer-colleagues throughout the semester. Prerequisite: ENGL 102 or equivalent.

ENGL 220. EXPOSITORY WRITING. (3 to a maximum of 6)

An intermediate course with emphasis on rhetorical types, structure, and style. Prerequisite: 102 or its equivalent.

ENGL 221. CREATIVE WRITING: PROSE FICTION. (3)

To develop facility, strength, and enjoyment in writing creative short prose, through exposure to first rate narratives (short story and autobiographical), a diverse number of writing activities in a workshop setting, the teaching of listening and editing techniques, and the support of a non-threatening group of peer writers. Prerequisite: 101 or its equivalent.

ENGL 222. CREATIVE WRITING: POETRY. (3)

Poetry writing workshop course. Prerequisite: ENGL 101 or its equivalent.

**ENGL 290. INTRODUCTION TO PROFESSIONAL WRITING. (3)**

Introductory course in the professional writing concentration. Study of technical writing, public information and public relations writing, and freelance nonfiction writing. Prerequisite: ENGL 102 or its equivalent.

**ENGL 292. WESTERN LITERATURE/WORLD CONTEXTS. (3)**

Western literature from classical Greece through the Renaissance complemented by texts from other traditions. Classical World, Middle Ages, Renaissance; Homer, Sophocles, Virgil, Dante, Chaucer, Shakespeare, the Bible.

**ENGL 293. WESTERN LITERATURE/WORLD CONTEXTS. (3)**

Western literature from the Enlightenment to the present complemented by texts from other traditions. Modernism, Swift, Voltaire, Goethe, Thoreau, Freud, Eliot.

**ENGL 296. EARLIER AMERICAN LITERATURE. (3)**

A general survey of American literature to the mid-19<sup>th</sup> century.

**ENGL 297. LATER AMERICAN LITERATURE. (3)**

A general survey of American literature from the mid-19<sup>th</sup> century to the present.

**ENGL 298. WORKSHOP IN LITERATURE OR WRITING. (3 to a maximum of 6)**

Various topics in literature, language, and writing.

**ENGLISH (INTRODUCTORY COURSES)**

**ISE 010. ENGLISH FUNDAMENTALS. (3)**

Intensive study of basic vocabulary, grammar and mechanics, sentence structure, paragraph, and essay development. Reinforcement of reading, study and other academic skills. Not accepted toward degree/certificate programs. Co requisite: ISR 020, to be determined by placement test score. Offered on a CR/NC basis only.

**ISE 100. ESSAY WRITING (3)**

Prepares students for first-year college composition by providing practice of the rhetorical and grammatical skills necessary to write purposeful, reader-centered essays. Covers effective use of a writing process in out-of-class essays and in timed, in-class situations. Incorporates readings for discussion of ideas and for information to be used in students' writing. Satisfactory completion of ENGL 100 meets prerequisite for ENGL 101. Co requisite: ISR 021, to be determined by placement test score. Offered on a CR/NC basis only.

**ENVIRONMENTAL SCIENCE**

**ENVS 101. The Blue Planet. (3)**

This course covers global change and environmental concerns and weaves together an understanding of earth's lithosphere, atmosphere, and oceans and how ecosystems are linked to the physical environment. Students are encouraged but not required to enroll concurrently in 102L.

**ENVS 102L. The Blue Planet Laboratory. (1)**

Introductory environmental earth science laboratory. Includes minerals, rocks, and rock cycle, topographic maps, local geology and groundwater, weather and climate. Pre- or co requisite. 101

**FAMILY STUDIES**

**FS 213. MARRIAGE AND FAMILY RELATIONSHIPS. (3)**

Overview of significant research and theories in premarital, marital and family relationships.

**FS 281. INTRODUCTION TO FAMILY STUDIES. (3)**

An introduction to the profession of Family Studies including content areas, community agencies, and career opportunities.

**FS 252. PRINCIPLES OF INTERVIEWING. (3)**

Basic knowledge of the interviewing process with emphasis on developing interviewing skills.

Awareness of ways in which the student's background and behavior influence the interview. Videotaped class interviews provide material for discussion and critique.

## **FRENCH**

### **FREN 101. ELEMENTARY FRENCH. (3)**

This course provides a foundation in reading writing, listening, and speaking for all subsequent courses.

### **FREN 102. ELEMENTARY FRENCH. (3)**

This course is designed to complement and follow French 101. Having mastered the basics contained in French 101, this class expands on more advanced forms of conversational speaking, reading, grammar, vocabulary, history, and culture.

### **FREN 103. ELEMENTARY FRENCH CONVERSATION. (3)**

This is a supplementary course to French 101-102 for students interested in additional practice in phonetics (103) and communication skills (104).

### **FREN 201. INTERMEDIATE FRENCH I. (3)**

Review of grammar and development of communication skills, conducted mostly in French.

### **FREN 202. INTERMEDIATE FRENCH II. (3)**

This is a conclusion to the presentation of grammar, development of communication skills, introduction to reading of French Literature. By the end of the course, classes will be conducted entirely in French.

## **GENERAL STUDIES**

### **GNST 192 T/AMERICAN INDEPENDENT CINEMA. (3)**

This course will offer an introduction to recent American independent film, with special emphasis on issues of diversity and marginalization as reflected in works by current film makers. This course is designed to interact with the Taos Talking Pictures Film Festival: students in this course will have an opportunity to serve on a film jury which evaluates films entered into the festival, participate in festival screening and special events, and meet with independent film makers in attendance at the festival.

### **GNST 293. T/LIFE SKILLS. (3)**

This is a discussion and guided assignment class, which explores the transitions from high school to career. Class lessons will provide an overview of various models for planning, implementing and evaluating transition focused needs and education. Readings, discussions, and activities will increase the students knowledge and skills in individual development planning, evaluating, curricula and collaborating with community agencies and families. Each student will be required to map out during this course an individual development plan.

### **GNST 293. T/KINETIC LEARNING ACROSS THE CURRICULUM. (3)**

This course prepares teachers to use kinetic learning experience in a wide varsity of curricular areas as well as for students' personal development. Teachers participate in movement sessions related to learning language arts, math, social studies, science, and critical thinking.

### **GNST 293. T/INTRODUCTION TO BRAZILIAN CULTURE. (3)**

This course will offer a general overview of Brazilian culture. Students will examine the historical background of the Brazilian populace, and will explore Brazil's religious traditions, music and dance, sports and popular festivals, media arts and contemporary literature.

### **GNST 293. T/INTERNSHIP CREDIT. (3)**

Project or credit for work related to program of study. Students must obtain approval by departmental advisor or instructor approval.

### **GNST 293. T/ZERO WASTE. (3)**

This course investigates current practices in reducing and eliminating waste and inefficiency in systems. Students will study examples of local and regional activities which have a negative impact on the environment and the economy. They will then develop creative solutions that address



employment, business development, and environmental issues in the region.

**GNST 293. T/CAMPUS ECOLOGY. (3)**

Students will study the UNM-Taos campus for energy efficiency, indoor environmental quality, land use planning, water use, wastewater treatment, and waste disposal. Students will compare other campuses and community solutions to come up with creative solutions for the long range sustainability of the UNM-Taos campus.

**HEALTH EDUCATION**

**HED 164L. STANDARD FIRST AID. (1-3, maximum of 3)**

Preparation in knowledge and skills to meet the needs in situations when basic first aid care is needed. Students eligible for Standard First Aid Certification and CPR Certificate.

**HOLISTIC HEALTH AND HEALING ARTS**

**HHHA 101. INTRO TO HEALING ARTS. (3)**

This course introduces students to various theories and modalities of practice in the Healing Arts. An overview of Eastern and Western philosophies and the technologies which encompass them will be taught and demonstrated to students. This course is both didactic and experiential in nature.

**HHHA 102. MEDITATION, CONSCIOUSNESS AND SELF-HEALING. (3)**

This course teaches the history and application of practical techniques for awakening the subtle body. Creative meditation and personal mythology will be explored as a basis for mobilizing the mind/body spirit to use inner resources for self-healing.

**HHHA 103. KUNDALINI YOGA. (3)**

The fundamentals of Kundalini Yoga, including exercise sets (Kriyas), breathing techniques (pranayam), and mental concentration and relaxation techniques; i.e. meditation. The focus is on strengthening the nervous system and balancing the endocrine glandular system.

**HHHA 104. HATHA YOGA. (3)**

Hatha Yoga is a study of yogic postures as a form of health maintenance. Students will study asanas (postures) and pranayama (breath work). Students will study the use and purposes of asanas.

**HHHA 105. TAI CHI. (3)**

Taijiquan as applied for daily living will be taught. Students will learn how this famous time-rested system for health, self-defense, to manage stress, and to access areas deep within the body and consciousness normally not accessed. This course will help students to build whole-body awareness and strength and more fully understand themselves.

**HHHA 106. INTRODUCTION TO MASSAGE. (3)**

Develop your Healing Art of Touch. You will learn Basic massage, Swedish massage, Sports massage, Acupressure, and Reflexology. You will enhance your intuition, learn body reading, & effective body mechanics so you learn to be relaxed as you give the massage.

**HHHA 107. MASSAGE: BODY/MIND CLEARING I, UPPER BODY. (3)**

You will learn innovative Body/Mind Clearing massage techniques for the upper body (Deep Connective Tissue Work, Applied Kinesiology, & body-centered facilitation skills, within the self-expression model of hearing)

**HHHA 108. MASSAGE: BODY/MIND CLEARING II, LOWER BODY. (3)**

You will learn innovative Body/Mind Clearing massage techniques for the lower body (Deep Connective Tissue Work, Applied Kinesiology, and body-centered facilitation skills, within the self expression model of healing).

**HHHA 109. MASSAGE: BODY/MIND CLEARING III, HIPS/TORSO. (3)**

You will learn innovative Body/Mind Clearing message techniques for the hips/torso of the body (Deep Connective Tissue Work, Applied Kinesiology, and body-centered facilitation skills, within the

self expression model of healing).

**HHHA 110. APPLIED KINESIOLOGY AND ORIENTAL MESSAGE. (3)**

An introduction to kinesiology and oriental message focusing on acupressure meridian massage and muscle testing.

**HHHA 111. JOURNAL WRITING AS A HEALING ART. (3)**

An experiential course to develop a self-nourishing journal-writing practice and to explore ways in which journal writing may be used as a tool in healing self and others.

**HHHA 113 . THE HEALING POWER OF SONG. (3)**

Singing is a basic human need. Learn the healing power of song as you learn to find and free your natural voice through breath and song. Songs from all over the world will be taught.

**HHHA 114. KUNDALINI YOGA AND COMMUNICATION. (3)**

We will experience Kundalini Yoga Kriyas, pranayam and meditations, as well as reading in yoga literature. We will read the words written by and about those who have attained the goal of yoga, as defined by Patanjali. We will note the impact our yogic practices have on our communication with friends, family, and society. Partner yoga will be explored as one vehicle to refine communications, in and out of the classroom.

**HHHA 115. AYURVEDA: THE SCIENCE AND ART OF LIFE AND LONGEVITY. (3)**

This course introduces students to the 5,000 -year-old science of ayurveda which originated in India. An overview of this ancient art and science of self-healing will be presented with the focus on how to apply this knowledge base to current lifestyles in the west.

**HHHA 116. INTRODUCTION TO TRADITIONAL ORIENTAL MEDICINE. (3)**

This course introduces students to the theory, practice and historical development of Traditional Oriental Medicine. An overview of the major theoretical concepts governing this medicine and its historical context, in both ancient and modern times, will be presented.

**HHHA 117. DREAMS, VISION, AND ARTMAKING/IMAGERY AS A HEALING TOOL. (3)**

An experiential course on consciousness, exploring the relationship between meditation visualization dreams and creativity. Techniques for and the use of meditation and imagery (visualization) for personal growth, creativity, healing, and art making will be taught.

**HHHA 118. MASK MAKING AS A HEALING ART. (3)**

A "hands-on -creative class" and laboratory using a myriad source of materials to create the LIFE MASK of each student. As the course develops and student's awareness of the mask expands, we will create characters and abstract masks.

**HHHA 119. WOMAN AS HEALER. (3)**

History and treatment as consumers and practitioners of health care in Western cultures; changes and issues unique to women and their relationships in American society; community resources for women.

**HHHA 120. OUTCOME BASED PATIENT CARE IN ALTERNATIVE MEDICINE. (3)**

Specially designed for the complimentary medicine practitioner, this course will begin to introduce the practitioner to outcome-based patient care and its infrastructure (its knowledge based information, process standardization methods, outcomes measurement/evaluation, data requirements information technology supports.) The emphasis will be on helping practitioners to assess patients and develop treatment plans with the greatest possibility for positive clinical outcomes. In addition, this course will help the practitioner to better work with patients, their families, and with other disciplines to serve the needs of the patient.

**HHHA 121. HEALTH, HEALING AND CULTURE. (3)**

This course, originally designed for the health care professional, will focus on strategies and practices that can enhance cultural competency for all care providers. This course will examine cultures, and the diversity of ways that humans have learned to deal with illness, pain, and healing. The course will explore how culture impacts health care beliefs, rituals/practices, and compliance

with treatment regimens. It will expose the students to current ideas, models, and practices in culture-specific care communication and guidelines in interviewing, assessing, and developing of treatment plans for the culturally diverse client/patient.

**HHHA 122. HOLISTIC WELLNESS. (3)**

This course will offer the students an opportunity to learn how they can attain an optimal level of health through nutrition, fitness, and alternative styles of healing.

**HHHA 123. INTERIOR ALIGNMENT FOR HOME AND BODY. (3)**

This course will work with understanding energy flow and how it moves through our bodies creating our own signature movements. Each student's authentic movement will be discovered and witnessed. Once students comprehend their movement symbols, they can understand which spaces will support their movement patterns. Movements and environments that block the flow of personal expression will be identified as well as spaces and movements that facilitate each student's identity. Students will work in groups to understand their own patterns and learn how to identify patterns in others.

**HHHA 124. FENG SHUI. (3)**

The goal of this course is to learn how energy flows as defined by the "Chinese art of placement" applied to houses, offices, and treatment centers. By the end of the course, students will be able to do a beginning assessment of their own home using the principles of Intuitive Feng Shui. Students will also have experiences that point to the metaphors for their life manifested in how they arrange their environment and how to change their living spaces to empower their ambitions in life.

**HHHA 125. DANCE THERAPY. (3)**

This course will be a thorough experience of some of the different types of Dance Therapy originating from the various women who founded the field. Each way of working will be discussed so that application and history are understood. The students will also experience each history personally so they have a direct understanding of how each mode of Dance Therapy is employed. Ways of using Dance Therapy as a part of other modes of treatment will also be addressed so each student sees the relationship that the body and its messages have to their treatment modality.

**HHHA 126. FELDENKRAIS. (3)**

This course consists of movement lessons in the Feldenkrais Method. Each class will contain an Awareness Through Movement lesson. Students learn how they learn using the lessons to discover maximum efficiency with minimum effort. These lessons are excellent for the performing and non-performing artist, broadening their sense of using themselves and awareness of space and physical function.

**HHHA 127. AIKIDO. (3)**

Aikido essentially means "the way of harmony with the force and principle of nature". The focus of training is simple and practical through the repetitive practice of various motions known as kata (forms). Aikido practice invariably brings greater self-awareness. The integration of body, mind, and spirit is a natural growth process, which occurs through the daily practice of Aikido.

**HHHA 128. ASTROLOGY AS HEALING ART. (3)**

Astrology is an ancient healing art that helps individuals gain a perspective on their personality, potential, and the events in their lives. Students will learn the basics of astrology – signs, houses, planets, and aspects and how to put them together to read a chart. Examples from charts of famous people will be used. Students will receive a copy of their birth chart.

**HHHA 129. QI GONG: FOUNTAIN OF LIFE. (3)**

This course focuses on introducing the ancient Chinese practice of using Qi (breath, or life force) to awaken our intrinsic self-healing energy for internal cultivation and holistic healing.

**HHHA 130. EMOTIONAL HEALING. (3)**

This course is a vehicle for students to learn to become consciously aware of how inner feeling and the psychological conditioning attached to them influences the state of health. A holistic health

approach is utilized to support the development of physical awareness and emotional self-healing. Due to its content this course is didactic, however mostly experiential.

**HHHA 201. EMERGENCY MEDICINE AND MASSAGE. (3)**

Exploration of physical and energetic healing systems used through the millennium by healers, medicine men/women, and shamans across cultural lines. Lectures will be interspersed with movement, meditations, individual and group processing, as well as practical hands on massage and energy work techniques, taught from an intuitive perspective.

**HHHA 201 SACRED CEREMONY: POEMS, PRAYERS, RITUALS AND PRACTICES FROM AROUND THE WORLD. (3)**

“Come, come, whoever you are!” as the mystic poet Rumi exclaimed. We will read sacred poetry, prayers, and songs from religious and spiritual traditions throughout the world’s various times and cultures. We will also share and learn about rituals and practices from the world’s major traditions. Guest speakers will help in our explorations. Emphasis is on connections with healing and the sacred.

**HHHA 202. MEDITATION AND THE CREATIVE ARTS. (3)**

An exploration of the ways in which meditation practice can inform and inspire creativity and the practice of the arts. We’ll experiment with various meditation and mindfulness techniques, with art forms including drawing, calligraphy, writing, photography, and music to access our deepest sources of creative expression.

**HHHA 203. KUNDALINI YOGA II. (3)**

Kundalini Yoga II is for students who choose to deepen their practice gaining more benefits by incorporating yoga in their lifestyle as a support for their studies and their activities. This course focuses on the further development and understanding of yoga as an integrative health practice. This course is essential for students pursuing a vocation in Kundalini Yoga instruction.

**HHHA 204. HATHA YOGA II. (3)**

This Hatha Yoga II class is a continuation of Hatha Yoga 104. It will be a study of yogic asanas (postures) vinyasas (continuous sequences of asanas) as well as pranayama (breath work).

**HHHA 227. AIKIDO II. (3)**

This course is designed to provide an ongoing presentation of the practice of Aikido, Students need to have successfully completed Aikido I to participate in this class. The focuses of training are the continued practice of and increase in the variety of Aikido techniques.

**HHHA 229. AIKIDO: SWORD AND STAFF. (3)**

This course is designed to provide an introduction and orientation to the basics of Aikido weapons practice through sword and staff work. The focus of weapons training is simple and practical through the repetitive practice of various motions known as “kata” (forms). The rewards of training can include a greater overall sense of well-being, strength, stamina, suppleness, sensitivity, coordination, confidence, balance and flexibility.

**HHHA 293. TOPICS. (3)**

Selected issues and topics in Holistic Health and Healing Arts.

**HEALTH CAREERS DENTAL ASSISTANT**

**HCD 101. INTRODUCTION TO DENTAL ASSISTING. (3)**

This course will introduce the student to four-handed dentistry to include: asepsis and OSHA recommendations related to general operative procedures, medical history, vital signs, and charting.

**HCD 120. PRE-CLINICAL DENTAL ASSISTING I (4)**

An introduction to four-handed dentistry including aseptic techniques, moisture control, local anesthesia, instrumentation, dental materials, and general operative.

**HCD 125. PRE-CLINICAL DENTAL ASSISTING II. (4)**

A continuation of pre-clinical I with emphasis on four-handed techniques in six recognized specialties. \$100 lab fee.

HCDA 145. CLINICAL DENTAL ASSISTING I. (3)

Clinical application of basic dental and behavioral science to the practice of dental assisting.

HCDA 155. CLINICAL DENTAL ASSISTING 11. (3)

Clinical application of basic dental and behavioral science to the practice of dental assisting with an emphasis on refinement of chair side skills.

HCDA 230 DENTAL RADIOLOGY. (3)

Instruction in the basic principles of radiation physics, and modern intra- and extra- oral dental radiographic techniques. It includes exposing radiographs, arrangement and care of darkroom equipment, composition and preparation of developing solutions, processing and mounting films. Radiation safety and protection guidelines will be emphasized.

HCDA 240 DENTAL EDUCATION. (3)

Various aspects of dental disease prevention will be covered. This will include coronal polishing of teeth, providing one-on-one oral hygiene instruction, the importance of nutrition, and the psychology of patient behavior.

HCDA 164. SEMINAR IN DENTAL ASSISTING. (3)

This unit is designed to instruct the student in the basic fundamentals of legal aspects in dentistry. It includes both didactic and clinical application.

## **HEALTH CAREERS HEALTH SCIENCES**

HCCHS 111. MEDICAL TERMINOLOGY. (3).

An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.

HCCHS 111. CONCEPTS OF DISEASE TRANSMISSION. (4)

This course will introduce the student to the fundamental concepts and biological principles of disease causing organisms. The function of disease producers and the ways in which humans can control such organisms will be discussed. \$40 lab fee.

## **HISTORY**

HIST 101. WESTERN CIVILIZATION (3).

Ancient times to 1648.

HIST 102. WESTERN CIVILIZATION (3).

1648 to present.

HIST 161. HISTORY OF THE UNITED STATES. (3)

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877.

HIST 162. HISTORY OF THE UNITED STATES. (3)

Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present.

HIST 220. STUDIES IN HISTORY. (3)

Will vary from instructor to instructor but will offer a review of particular historical issues designed for the non-specialist. Course may be repeated without limit provided the topics vary.

HIST 260 NEW MEXICO HISTORY. (3)

Survey from Cabeza de Vaca to 1912.

## **HUMAN SERVICES**

### **HS 101. INTRODUCTION TO HUMAN SERVICES. (3)**

An overview of the care givers, the delivery systems, and the types of services provided within the field of Human Services, with particular emphasis on the development of the field and the roles and functions performed by these "new professionals." Pre- or Co requisite: ENGL 100.

### **HS 102. PRINCIPLES OF INTERVIEWING. (3)**

Provides basic knowledge of the interviewing process with emphasis on developing interviewing skills. Develops an awareness of ways in which the student's background, attitude, and behavior influence the interview.

### **HS 105. GROUP DYNAMICS. (4)**

Drawing on both theoretical and observer-participation models, students will explore various relationships as they develop in dyads, small-group and large-group settings. Relates practical experience from field placement to group models of interaction. Prerequisite: HS 101 or HS Coordinator permission.

### **HS 109. TECHNIQUES OF ASSESSMENT AND INTERVENTION. (3)**

The course surveys means of obtaining and evaluating information about difficulties which bring people to mental health or social service settings and introduces students to various techniques and processes for assisting individuals, groups, and families. Prerequisite: HS 101 and 102.

### **H S 201. FAMILY PROCESS: FUNCTIONAL AND DYSFUNCTIONAL FAMILIES. (3)**

Assists in developing student's understanding of how families function in today's society, in terms of their ability to cope with various sources of stress. Describe theoretical and therapeutic systems which serve as a guide for family intervention.

### **HS 202. CONTEMPORARY ISSUES IN MENTAL HEALTH. (3)**

Current social, ethical, legal, and medical issues, including community mental health, patients' rights, and side effects of psycho pharmacology (\*Offered by agreement with Human Services Program 202)

### **HS 250. CLINICAL EXPERIENCE IN HUMAN SERVICES. (4)**

Practical experience in a clinical setting involving service to clients and patients in various human service agencies; understanding the helping process. Prerequisite: HS 101, 102, 109 & Psych 105 or HS Coordinator permission.

### **HS 251. ADVANCED CLINICAL EXPERIENCE IN HUMAN SERVICES. (4)**

Continuation of HS 250 with increased student responsibility for client/care service. Weekly seminar. Prerequisite: HS 101, 102, 109, 250 & Psych 105 or HS Coordinator permission.

### **HS 252. ADVANCED CLINICAL EXPERIENCE IN HUMAN SERVICES. (4)**

Continuation of 251 with increased student responsibility for client/care service. Weekly seminar. Prerequisite: HS 101, 102, 109, 250, 251 & Psych 105 or HS Coordinator permission.

### **HS 293. TOPICS. (3)**

Selected issues and topics in Human Services.

## **LINGUISTICS**

### **LING 101. INTRODUCTION TO THE STUDY OF LANGUAGE. (3)**

(Also offered as ANTH 110.) This class is a broad overview of the nature of language: language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, and educational implications. It is intended to fulfill the breadth requirements in any

college.

## **MANAGEMENT**

### **MGMT 101. FUNDAMENTALS OF ACCOUNTING I. (3)**

This course covers the accounting cycle and financial statements with emphasis on sole proprietorship.

### **MGMT 102. FUNDAMENTALS OF ACCOUNTING II. (3)**

Continuation of 101, including corporation and manufacturing accounting and decision making. Prerequisite: MGMT 101.

### **MGMT 113. MANAGEMENT: AN INTRODUCTION. (3)**

Modern concepts of organizations and their management in a dynamic world. An overview of managerial activities within business and other organizations.

### **MGMT 222. INTRODUCTION TO MARKETING. (3)**

An overview of marketing in general, course content will cover market analysis, product, pricing, distribution and promotion strategies, marketing management, target marketing, terms and principles applied to case situations.

### **MGMT 290. STATISTICAL METHODOLOGY. (3)**

(Also offered as MATH 245.) Sample spaces, random variables, probability densities expectation, variance, correlation, estimation, confidence intervals, hypothesis testing power. Specific applications will include T-test, one-way analysis of variance, simple linear regression, and correlations. Applications of business will be emphasized. Prerequisites: MATH 162 or equivalent.

## **MATHEMATICS**

### **MATH 106. PROBLEMS IN INTERMEDIATE ALGEBRA: (1)**

Study session for 120 with an emphasis on problem solving. Offered on a CR/NC basis only. Co-requisite: 120

### **MATH 107. PROBLEMS IN COLLEGE ALGEBRA. (1)**

Study session for MATH 121 with an emphasis on problem solving. Offered on a CR/NC basis only. Co-requisite: 121

### **MATH 110. PROBLEMS IN ELEMENTS OF CALCULUS I. (1)**

Study session for MATH 180 with an emphasis on problem solving. Offered on a CR/NC basis only. Co-requisite: 180

### **MATH 111. MATHEMATICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS I. (3)**

The intuitive and logical background of arithmetic; properties of sets; algorithms of arithmetic in base ten and other bases, properties of the integers, mathematical terminology, elements of number theory, problem solving. Prerequisite: fulfillment of department placement requirements or CR in IS-Math 100.

### **MATH 112. MATHEMATICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS II. (3)**

The properties of rational number system, extension to the irrationals, decimal and fractional representation of real numbers, geometry and measurement. Prerequisite: C (not C-) or better in MATH 111.

### **MATH 120. INTERMEDIATE ALGEBRA. (3)**

As preparation for MATH 121 or MATH 150. Covers linear equations and inequalities, polynomials, factoring, exponents, quadratic equations. Prerequisites: High school Algebra I and adequate ACT mathematics score, or a CR in Math 100. Not open to students with credit for mathematical courses numbered 121 or above. Acceptable as credit toward graduation, but not acceptable to satisfy the Arts and Sciences mathematics group requirement. Co-requisite: MATH 125L. Offered on a CR/NC basis only.

**MATH 121. COLLEGE ALGEBRA. (3)**

Algebra as preparation for Math 180. Includes the study of equations, inequalities, graphs, functions, exponential and logarithmic functions, systems of equations and inequalities, and polynomials. Prerequisite: fulfillment of department placement requirements or a grade of CR in Math 120.

**MATH 129. A SURVEY OF MATH. (3)**

An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry, and probability. Emphasizes general problem solving skills. Prerequisite: fulfillment of department placement requirements or a grade of C (not C-) or better in Math 120.

**MATH 145. INTRODUCTION TO STATISTICS. (3)**

Techniques for the visual presentation of numerical data, descriptive statistics, introduction to sampling and statistical inference, illustrated by examples from a variety of fields. Prerequisite: fulfillment of department placement requirements or a grade of CR in Math 120.

**MATH 162L. CALCULUS I. (4)**

Derivative as a rate of change, intuitive, numerical, and theoretical concepts, applications to graphing, trigonometric and exponential functions, integral as a sum, relation between integral and derivative, applications, mean value theorem. Prerequisite: fulfillment of department placement requirements or C (not C-) or better in Math 150 and Math 123.

**MATH 163L. CALCULUS II. (4)**

Applications of the definite integral, transcendental functions, techniques of integration, improper integrals, numerical methods of integration, and infinite series. Prerequisite: C (not C-) or better in Math 162L or permission of department chairperson.

**MATH 180. ELEMENTS OF CALCULUS I. (3)**

Emphasis is on applications. Intended primarily for students pursuing degrees in business, biological and social sciences, and most technology areas. Course covers derivative as rate of change, techniques of differentiation, exponential and logarithmic functions, anti-differentiation and the definite integral. Prerequisite: Adequate score on placement test or grade of C or better in MATH 150.

**MATH 181. ELEMENTS OR CALCULUS II. (3)**

Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus. Prerequisite: C (not C-) or better in 180 and some knowledge of trigonometry or 123.

**MATH 215. MATHEMATICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS III. (3)**

Topics from probability and statistics, coordinate geometry, algebra, some applications of mathematics, elements of logic, enrichment topics for the classroom. Introduction to programming. Prerequisites: C (not C-) or better in MATH 111 and 112.

**MATHEMATICS (INTRODUCTORY STUDIES)**

**MATH 099. PRE-ALGEBRA. (4)**

This course prepares students for algebra. Topics include operations on fractions and decimals; ratios, proportions and percents, sign number operations, measurement, elements of geometry, elements of algebra and word problems. CR/NC. Lab fee.

**MATH 100. ARITHMETIC & INTRODUCTORY ALGEBRA. (4)**

A basic skills course. Arithmetic and introductory algebra for students who are not prepared to begin at the intermediate algebra level. Does not count toward Associate Degrees. CR/NC or ABC/PR/NC. Lab fee.

**MEDIA ARTS**

**MA 111. TECHNICAL INTRODUCTION TO VIDEO PRODUCTION. (3)**

This class is designed for the student who has no practical knowledge of video technology. Students learn about the camera and lens, sound recording, lighting, editing, and other elements of production.



\$25 lab fee.

**MA 210. INTRODUCTION TO FILM. (3)**

This course is an analysis of film as a unique art and a survey of main trends in film history. It will include screening and critical study of major films. It will not count toward the major in art history or art studio. MA 210 is a prerequisite to 300 and 400 level Media Arts Courses. \$25 lab fee.

**MA 212. BEYOND HOLLYWOOD. (3)**

An introduction to marginalized cinemas with screenings of major works. A course fee is required.

**MA 216. TOPIC IN FIELD PRODUCTION. (3)**

These courses strengthen students skills in video technology while helping them write, direct, and edit video projects that begin to reflect a personal, artistic vision. \$ 25 Lab Fee.

**MUSIC**

**MUS 102. MUSIC THEORY FOR NON MAJORS. (3)**

Students will develop awareness of basic elements of melody, rhythm, harmony, form and expression through involvement as singers, players, creators, movers, listeners, and readers of music. Designed for students with little or no musical training.

**MUS 113. MEXICAN GUITAR. (1)**

This a beginning guitar course that will introduce students to basic methods of chording and strumming with an emphasis on traditional Spanish music. Nylon-stringed guitars are preferable, though steel strings may be used.

**MUS 114. MEXICAN GUITAR. (1)**

This is a continuation of Music 113. Prerequisite: Music 113.

**MUS 139. MUS APPRECIATION. (3)**

This is a non-technical course designed to expand the student's ability to listen actively. Repertoire includes compositions from chamber music and symphonic literature. Listening lab required.

**MUS 143. UNIVERSITY CHORUS. (1)**

Large mixed chorus. Open to all university students; no audition required. Maximum of 8 hours credit allowed toward degrees in the BUS, in the College of Fine Arts or in the College of Education; 4 hours in other colleges.

**MUS 172. JAZZ HISTORY. (3)**

This course is a study of the evolution of jazz in the United States from its beginnings to the present.

**MUS 292. TOPIC: GUITAR I. (3)**

This course is based on group lessons in guitar for beginners. Various traditions will be introduced.

**MUS 292. TOPIC: GUITAR II. (3)**

Students will learn theory as it applies to the instrument. They will learn the rudiments of music, including basic rhythm, melody, scale construction, chording, and note reading.

**MUS 293. TOPIC: GOSPEL/JAZZ CHOIR. (3)**

This is a performance-oriented course for singers and a rehearsal and performance of gospel/jazz repertoire. The emphasis is on harmony, rhythm, phrasing and the basic elements required for a professional musical presentation. Prerequisite: Music 293T TOPIC: Voice Lab OR instructor approval.

**MUS 293. TOPIC: GROUP VOICE I. (3)**

Students will learn basic vocal techniques and how to free and open the voice. Songs from around the world will be taught.

**MUS 293. TOPIC: VOICE LAB (formerly Vocal Technique). (3)**

This is a performance-oriented course for beginning or intermediate singers. Students will explore a

variety of vocal techniques and musical styles and will also have the opportunity to work on individual repertoires as well as ensemble pieces. Musical styles will include gospel, jazz, and world music. Co-requisite: Music 293T TOPIC: Gospel/Jazz Choir.

## **MUSIC EDUCATION**

### **MUSE 298. MUSIC FOR THE ELEMENTARY TEACHER. (3)**

This course will help to prepare elementary classroom teachers to teach music education in a self-contained classroom in traditional and open situations.

## **NATIVE AMERICAN STUDIES**

### **NAS 150. INTRODUCTION TO NATIVE AMERICAN STUDIES. (3)**

Examines the unique status of sovereign Native nations/tribes from pre-contact until 1871 and provides an introduction and foundation for understanding social, geographic, and linguistic differences among indigenous populations in North America from a Native perspective.

### **NAS 252. THE NATIVE AMERICAN EXPERIENCE. (3)**

(Also offered as AMST 252.) Introductory survey of Native American history, culture, and contemporary issues. Students read literature by and about Native Americans covering a variety of topics including tribal sovereignty, federal policy, activism, economic development, education, and community life.

### **NAS 255. TOPICS IN NATIVE AMERICAN STUDIES. (3)**

Topics courses taught by Native and non-Native faculty from the University of New Mexico and community, varying according to instructor's expertise. May be repeated as topic varies.

## **NATURAL SCIENCES**

### **NTSC 261. PHYSICAL SCIENCE. (4)**

For pre-services K-8 teachers only. A broad, inter-disciplinary introduction to the science of geology, chemistry, physics and astronomy, with emphasis on the science processes and inquiry. The course is activity-based, utilizing a problems-and-issues based approach; various teaching methods are modeled and practiced by students.

### **NTSC 262. LIFE SCIENCE. (4)**

For pre-services K-8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes and inquiry. Various teaching methods are modeled and practiced by students; some field experiences may be required. Prerequisite: NTSC 261

### **NTSC 263. ENVIRONMENTAL SCIENCE. (4)**

For pre-service K-8 teachers only. An activity-based interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigations, and field-based activities. Course topics include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled and practiced by students. Prerequisites: NTSC 262 and ENGL 100 (or ENGL placement score of 12.0 and above). \$25 lab fee.

## **NUTRITION**

### **NUTR 120. NUTRITION FOR HEALTH. (3)**

General concepts of nutrition applied to food choices that support health. Cultural, psychological, and economic implications of food choices.

**NUTR 244. HUMAN NUTRITION. (3)** This course provided an overview of all the nutrients including function in the body and food sources. Dietary guidelines intended to promote long term health are stressed. Prerequisites: BIOL 121L or 123L, CHEM 111L or CHEM 121L, or the equivalent.

## **OUTDOOR EDUCATION**

**GNST 293. WILDERNESS SKILLS. (3)**

This course focuses on the wilderness experience and covers topics including safe back country travel, gear and clothing, wilderness first-aid, navigation, edible and medicinal plants, survival and primitive skills. A backpacking excursion will be offered during this course. \$25 lab fee.

**GNST 293. WILDERNESS FIRST AID**

American Red Cross Wilderness First Aid Basics. This course teaches basic skills dealing with injuries and illnesses in remote settings. Upon completion, participants will receive an American Red Cross card valid for three years. \$65 lab fee.

**GNST 293. WILD FOODS AND WILD MEDICINE. (3)**

This course focuses on the wild plants of the Taos area. Students will hike in the natural terrain and learn to identify local plants while also learning their edible, medicinal, and nutritional qualities. \$25 lab fee.

**PARALEGAL STUDIES**

**PLTR 101. INTRODUCTION TO PARALEGAL STUDIES. (3)**

This course will provide an introduction and an overview of the various forms of being a legal assistant, as well as an introduction to the American legal system (including civil, criminal, administrative, and regulatory law), and a very basic introduction to legal research and writing, as well as ethical considerations of the legal profession.

**PLTR 102. LEGAL RESEARCH AND WRITING. (3)**

This course will provide an introduction to basic legal research, including both conceptual thinking, legal research, and writing skills. Students will be introduced to legal research process (both manual and computer), including how factually-based problems can be researched and how the various primary and secondary research sources are used and coordinated.

**PLTR 103. LOCAL GOVERNMENT LAW. (3)**

This course will provide an introduction and overview to New Mexico specific local government law, including municipalities, counties, and other local political subdivision entities, including a review of various state and federal laws affecting local governments.

**PLTR 104. BUSINESS LAW I. (3)**

This course will provide an introduction and overview of business law and its impact on the various business entities commonly found, including a study of business and the court system (including alternative dispute resolution) basic constitutional and administrative/regulatory processes, and the formation of business organizations.

**PLTR 105. BUSINESS LAW II. (3)**

This course will continue the introduction and overview of business organizations and the laws (civil, criminal, administrative, and regulatory) affecting them, including: tort law; consumer protection and product liability law, real and personal property (including intellectual property) laws, contract law (including sales and UCC provisions), agency law, and labor/employment law.

**PLTR 106. CRIMINAL LAW AND PROCEDURE. (3)**

This course will continue the introduction and overview of the substantive criminal law defining common law, statutory crimes and punishment, classifications thereof and state law defining crimes, including basic criminal procedure concepts.

**PLTR 107. CIVIL PROCEDURE. (3)**

This course will continue the introduction and overview of civil procedure, including an in-depth look at the New Mexico Rules of Civil Procedures for the courts of limited jurisdiction, general jurisdiction, and appellate jurisdiction.

**PLTR 108. LAW OFFICE/LEGAL ASSISTANT INTERNSHIP. (3)**

This course will provide a familiarization to the law office setting, including files, forms, and client counseling procedures (including ethical considerations), plus an opportunity to gain "hands-on" experience through supervised, on-the-job training in local law offices, government agencies, or legal

departments.

**PLTR 109. FAMILY PRACTICE. (3)**

This course will provide a more in-depth look at family issues, including juvenile law, domestic relations, and elder law, as well as the inter-play with law enforcement and government agency intervention.

**PHILOSOPHY**

**PHIL 101. INTRODUCTION TO PHILOSOPHICAL PROBLEMS. (3)**

Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality, and in social, political, and religious philosophy.

**PHIL 102. CURRENT MORAL PROBLEMS. (3)**

Ethical issues arising in contemporary society, e.g., sexual morality, preferential treatment, racism, punishment, war, and world food distribution.

**PHIL 108. INTRODUCTION TO ASIAN PHILOSOPHIES. (3)**

Philosophical issues and methodology illustrated in relation to South and East Asian thought, Hinduism, Buddhism, Taoism, and Confucianism.

**PHIL 111-2. HUMANITIES I-II. (3,3)**

Comparative introduction to the development of human civilizations emphasizing philosophic thought, religious practice, and artistic expression.

**PHIL 156. REASONING AND CRITICAL THINKING. (3)**

The purpose of this course is to help students learn how to analyze, critique, and construct arguments in context, in other words, how to read and write argumentative essays.

**PHIL 201. GREEK PHILOSOPHY. (3)**

An introductory survey of early and classical Greek philosophy. Figures: the Pre-Socratics, Socratics, Plato, and Aristotle. Topics: beginnings of scientific thought, theories of the self, the concept of being, ethical relativism, happiness, and theories of justice.

**PHIL 202. MODERN PHILOSOPHY. (3)**

An historical study from the Renaissance through Kant.

**PHIL 241. PHILOSOPHIC PROBLEMS. (3 to a maximum of 12)**

Topic may vary. An elementary treatment of some major philosophic treatment.

**PHYSICAL EDUCATION**

**GNST 293. WEIGHT LIFTING. (3)**

Learn about: Skeletal and muscular structure, benefits of strength training, strength training factors and guidelines, weight training posture, back safety, and stretching. Covers explosive strength, power, plyometrics, loading, circuit training, and much more. \$25 lab fee

**GNST 293. PILATES. (3)**

Pilates is a fusion of western and eastern philosophies that teaches you about breathing with movement, body mechanics, balance, coordination, positioning of the body, spatial awareness, strength, and flexibility. You will learn to flow from one movement to the next building stamina and cardiovascular fitness. The class focuses on individual progress in a non-competitive arena with emphasis on stretching as well as strengthening of muscles. \$25 lab fee

**GNST 293. POWER YOGA. (3)**

This athletic focused yoga workout is one of the fastest growing mind-body fitness trends in the U.S. Discover how power yoga brings together an ancient practice adapted for modern times to help you tone, shape, and sculpt. This class helps build stamina, strength, and endurance by combining various yoga exercises at a rapid pace. Explore the many ways yoga affects the mind and body.

\$25 lab fee

**GNST 293. SCUBA DIVING. (3)**

This course is designed to introduce the student to Scuba Diving as a safe and fun recreational sport. It will demonstrate proper use of the equipment used for scuba diving, proper techniques and skills necessary for conducting safe scuba dives, environmental considerations, physiological and psychological concerns, emergency measures and preparation for advanced training. A PADI International Open Water Certification Card will be issued to students upon successful completion of this course. \$25 lab fee

**GNST 293. LATIN DANCE. (3)**

A Latin dance based aerobics class that combines steps and movements from the Cha Cha, Merengue, Salsa, and Samba into a high-energy aerobics that sizzles. This is so much fun you will forget you're getting a workout! \$25 lab fee

**GNST 293. ZUMBA. (3)**

A Latin dance based aerobics class that combines steps and movements from the Cha Cha, Merengue, Salsa, and Samba into a high energy aerobics class that sizzles. This is so much fun you will forget you're getting a workout! \$25 lab fee

**GNST 293. CARDIO KICKBOXING. (3)**

Learn Tae Kwan Do and Boxing techniques and how they improve hand-eye coordination. Lower body agility and metabolic conditioning. Learn techniques to correct form with this intensive aerobic workout. Shows how improved flexibility helps performance and decreases injuries. \$25 lab fee

**PHYSICS**

**PHYC 102. INTRODUCTION TO PHYSICS. (3)**

Designed for non-science students in all colleges as well as for students planning to major in the sciences who want a general introduction to the basic phenomena and concepts of physics. The treatment is primarily descriptive, with practical demonstrations and applications and with a minimum of elementary mathematics. No previous preparation is assumed. Basic physical concepts such as energy, momentum, and electrical charge are discussed as well as the properties of gravitational, electromagnetic and nuclear forces, and wave phenomena. The basic ideas of relativity and quantum theory are introduced. See Physics 102L for laboratory.

**PHYC 102L. PHYSICS LABORATORY. (1)**

A physics laboratory offered in conjunction with Physics 102 for students desiring lab credit. Experiments and projects designed to explain basic physical concepts related to the atom, the environment, and the universe. Pre- or co-requisite: 102. 2 hrs lab.

**PHYC 151. GENERAL PHYSICS. (3)**

Mechanics, sound, heat. The sequence 151, 151L, 152, 152L is required of pre-medical, pre-dental, and pre-optometry students. Only 151 and 152 are required of pharmacy students. Prerequisite: A working knowledge of algebra at the level of MATH 150 and of MATH 123 (trigonometry).

**PHYC 151L. GENERAL PHYSICS LAB. (1)**

Mechanics, sound, heat. Pre- or co-requisite 151. 3 hrs lab

**PHYC 152. GENERAL PHYSICS. (3)**

Electricity, magnetism, optics. Prerequisite: 151

**PHYC 152 L. GENERAL PHYSICS LAB. (1)**

Electricity, magnetism, optics. Pre- or co-requisite: 152. 3 hrs. lab.

**PHYC 160. GENERAL PHYSICS. (3)**

Mechanics, sound. Pre- or co-requisite: MATH 162

**PHYC 160L. GENERAL PHYSICS LAB. (1)**

Mechanics, sound. Pre- or co-requisite: 160. Three hrs. lab.

PHYC 161. GENERAL PHYSICS. (3)

Heat, electricity, magnetism. Prerequisite: 160. Pre- or co-requisite: MATH 163

PHYC 161L. GENERAL PHYSICS LAB. (1)

Electricity and Magnetism. Pre- or co-requisite: 161. Three hrs. lab.

## **POLITICAL SCIENCE**

POL SCI 110. THE POLITICAL WORLD. (3)

An introduction to politics, with emphasis on the ways people can understand their own political systems and those of others.

POL SCI 200. AMERICAN POLITICS. (3)

Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues.

POL SCI 240. INTERNATIONAL POLITICS. (3)

Will analyze significant factors in world politics, including nationalism, "national interest" ideology, international conflict and collaboration, balance of power, deterrence, international law, and international organization.

POL SCI 299 INTRODUCTORY POLITICAL TOPICS. (3)

Special introductory topics of political science which relate contemporary issues to the discipline. Precise topics will be noted in appropriate class schedules prepared for registration. POLS major or minor students are limited to no more than 3 credit hours. Additional/excess hours above these limits may be counted as A&S electives.

## **PORTUGUESE**

PORT 101-102. ELEMENTARY PORTUGUESE. (3, 3)

Beginning course in Lusiphone studies focusing primarily on the spoken language as practiced in Brazilian culture. It will include basic pronunciation, vocabulary, grammar, and culture. Students will be given ample time for repetition, recombination of materials, and exposure to traditions of Brazil.

## **PSYCHOLOGY**

PSY 105. GENERAL PSYCHOLOGY. (3)

Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality, and approaches to psychotherapy.

PSY 200. STATISTICAL PRINCIPLES. (3)

Presentation of the basic principles of the description and interpretation of data. Provides an acquaintance with statistical principles appropriate to a liberal arts education, as well as a basis for further work in data analysis. Students planning graduate study in any field are advised to take 300 and 302 as well. Pre- or co-requisite: 105.

PSY 232. CLINICAL PSYCHOLOGY. (3)

Introduction to clinical psychology as a profession and research area: psychometrics and assessment, systems of prevention and therapy, forensic psychology, program evaluation, professional/ethics issues. Prerequisite: 105.

PSY 220. DEVELOPMENTAL PSYCHOLOGY. (3)

Description of the more salient aspects of the behavior and development of children and adolescents. Particular emphasis is placed on pertinent psychological research and practical applications to life situations. Prerequisite: PSY 105.

PSY 230. ADJUSTMENT AND INTERPERSONAL RELATIONS. (3)

Process of normal human adjusting and coping in both personal and interpersonal spheres. Topics include applications of psychology to stress and mood management, self esteem, social adjustment, communication, and relationships. Prerequisite: PSY 105.

**PSY 240. BRAIN AND BEHAVIOR. (3)**

A general survey of the biological foundations of behavior. Emphasis is on the central nervous system. Pre requisite: PSY 105 or BIOL 121L.

**PSY 250. SPECIAL TOPICS IN PSYCHOLOGY. (1-3)**

Study of any psychological topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. May be repeated for credit because the subject matter varies.

**PSY 250. PSYCHOLOGY OF GIRLS AND WOMEN. (3)**

This course focuses on the psychological development of girls and women from sociocultural and multicultural perspectives. The class will highlight developmental milestones particular to women's lives: relationships, family, child rearing, trauma, community, and creativity. We will read work by poets and writers and by psychologists who have developed new perspectives which contribute to improving the quality of women's lives. Course will include guest speakers, films, presentations, and class discussions.

**PSY 250. HEALTH, STRESS & COPING. (3)**

This is an introductory course designed to provide an overview of the major areas in the field of health, stress, and coping.

**PSY 260. PSYCHOLOGY OF LEARNING AND MEMORY. (3)**

Survey of the variety of laboratory learning situations, with an emphasis on the application of principles to practical situations. Topics range from simple processes such as conditioning to complex processes such as transfer, memory, and concept formation. Prerequisite: PSY 105.

**PSY 265. COGNITIVE PSYCHOLOGY. (3)**

Study of the cognitive processes involved in the encoding storage, retrieval, and utilization of knowledge including attention, memory, comprehension, categorization, reasoning, problem solving, languages, and motor skills. Prerequisite: PSY 105

**PSY 271. SOCIAL PSYCHOLOGY. (3)**

Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, groups. Prerequisite: PSY 105.

**READING**

**ISR 020. READING I. (3)**

Reading for accuracy and understanding in short expository passages. Vocabulary, sequence, summary, and discussion skills are emphasized. Not accepted toward degree/certificate programs. Co requisite: ISE 010, to be determined by placement test score. CR/NC.

**ISR 021. READING II. (3)**

Reading for analysis in short expository and academic passages. Vocabulary, outlining and note taking, and distinguishing among fact, assertion, evidence, and implication are emphasized. Not accepted toward degree/certificate programs. Co-requisite: ISE 100, to be determined by placement test score. CR/NC.

**ISR 100. BASIC READING FUNDAMENTALS. (3)**

A course designed to strengthen the basic components of reading, writing, and spelling through the use of multi-sensory methods.

**RELIGIOUS STUDIES**

**RELG 101. INTRODUCTION TO RELIGIOUS STUDIES. (3)**

Comparative study of religious beliefs, practices, and institutions.

**RELG 105. RELIGION AND THE ARTS. (3)**

Introduction to the relationship between religion and culture as reflected in the arts.

**RELG 107. WORLD RELIGIONS. (3)**

Introduction to major living world religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism.

**RUSSIAN**

**RUSS 101. ELEMENTARY RUSSIAN. (3)**

This course is designed for the beginning student of foreign languages. It introduces the student to Russian and Soviet culture via geography, cuisine, drama, song, dance, basic vocabulary, expressions, grammar, composition, and dialogue.

**SOCIOLOGY**

**SOC 101. INTRODUCTION TO SOCIOLOGY. (3)**

Basic concepts, topics, and theories of contemporary sociology. Prerequisite for more advanced courses in sociology.

**SOC 200. FOUNDATIONS OF SOCIAL WELFARE. (3)**

Historical development of social welfare institutions and the welfare state, social indicators, and the quality of life.

**SOC 205. CRIME, PUBLIC POLICY AND THE CRIMINAL JUSTICE SYSTEM. (3)**

The main objectives of this course are to introduce students to the study of crime, provide a basic knowledge of key criminology concepts, consider crime as a social problem, review the history of criminology and study the links between criminology and crime policy. Prerequisite: SOC 101.

**SOC 211. SOCIAL PROBLEMS. (3)**

Sociological approaches to problems such as poverty, crime and delinquency, sexual behavior, mental disorders, drug use, corporate power, and other issues selected by instructor. Prerequisite: SOC 101.

**SOC 213. DEVIANCE. (3)**

Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior, and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address, these behaviors. Prerequisite: SOC 101.

**SOC 216. DYNAMICS OF PREJUDICE. (3)**

The study of prejudice and discrimination, including their historical and contemporary sources and prospects for their reduction, with applications to American institutions. Prerequisite: SOC 101.

**SOC 221. GLOBAL ISSUES. (3)**

The global context of patterns of developments in nation-states with emphasis on industrializing countries. Selected topics of social, economic, and cultural change. Inequality, war, reform and revolution in global perspective. Prerequisite: SOC 101.

**SOC 225. MARRIAGE, FAMILY, AND THEIR ALTERNATIVES. (3)**

Comparative analysis of contemporary family and household forms such as dual-worker, single-parent, and homosexual couple households. Focus on links between large-scale social changes and changing family composition and interaction patterns.

**SOC 230. SOCIETY & PERSONALITY. (3)**

The social psychology of personalities, relationships, small groups, and organizations. Prerequisite: SOC 101.



**SOC 280. INTRODUCTION TO RESEARCH METHODS. (3)**

A survey of the major methods of social research; foundations of social research, research design, sampling and measurement, quantitative and qualitative research methods, and data analysis.

Prerequisite: SOC 101

**SPANISH**

**SPAN 101. ELEMENTARY SPANISH. (3)**

This course is designed for beginning Spanish for students with no previous exposure to Spanish.

There is an emphasis on the development of all four language skills, with emphasis on listening and speaking. Bilingual students must enroll in corresponding sections numbered 150's.

**SPAN 102. ELEMENTARY SPANISH. (3)**

This is a course in beginning Spanish for students who have completed 101 or equivalent. There is continued development of four skills with emphasis on listening and speaking. Bilingual students must enroll in corresponding sections numbered 150's.

**SPAN 120. WORKSHOP IN CONVERSATIONAL SPANISH. (1-3 TO A MAXIMUM OF 3)**

Conversational Spanish on the freshman and sophomore levels. May not be used to satisfy language requirements.

**SPAN 201. INTERMEDIATE SPANISH. (3)**

This is a course in intermediate Spanish for students who have completed 102 or equivalent. Review of grammar and further development of all four skills will be emphasized. Bilingual students must enroll in corresponding sections numbered 150's.

**SPAN 202. INTERMEDIATE SPANISH. (3)**

This course is designed for intermediate Spanish for students who have completed 201 or equivalent. There is continued development for all four skills with emphasis on reading.

**SPAN 203. SPANISH CONVERSATION. (3)**

This class is designed for students who have completed or are currently enrolled in Spanish 201, 202 or 276. Small classes are designed to increase skills in speaking Spanish. It is not for native speakers.

**SPAN 276. ACCELERATED INTERMEDIATE SPANISH. (6)**

This is an intensive one-semester course designed for language enthusiasts who want to review or can devote the time required to cover two semesters in one. It is equivalent to SPAN 201 and SPAN 202.

**SPAN 278. SPANISH FOR PROFESSIONALS. (3)**

This course is a specially designed course for professionals in the fields of medicine, law, business, office management. Attention is given to specialized professional vocabularies.

**SPECIAL EDUCATION**

**SPCD 201. EDUCATION OF THE EXCEPTIONAL PERSON. (3)**

A survey of the characteristics and educational needs of exceptional children, includes definition, etiology, characteristics, and various educational alternatives for each of the exceptions. Corequisite: 204

**SPCD 204. INTRODUCTION TO SPECIAL EDUCATION. (3)**

Field experience and seminar in special education settings. Required of all undergraduate majors. Corequisite: 201

**STATISTICS**

**STAT 145. INTRODUCTION TO STATISTICS. (3)**

Techniques for the visual presentation of numerical data, descriptive statistics, introduction to

probability, and basic probability models used in statistics, introduction to sampling and statistical inference illustrated by examples from a variety of fields.

Prerequisite: fulfillment of department placement requirements or a grade of CR in MATH 120.

## THEATRE

### THEA 120. ACTING FOUNDATIONS I. (3)

This is a class in beginning acting. The basic fundamentals of acting including analytical and physical skills of the actor, personal work habits, and taking responsibility for the actor's craft are included within its scope. Co-requisite 122.

### THEA 121. ACTING FOUNDATIONS II. (3)

This is a continuation of 120 with emphasis on textual material. Prerequisite: 120.

### THEA 122. INTRODUCTION TO THEATER. (3)

The nature of theater art explores the aesthetic and practical dimension of the unified work of the theater production. It is open to non-majors.

### THEA 200. THEATRE PRACTICUM. (1 to a maximum of 4)

Participation in University theatre season in production capacity. May not duplicate other course assignments. **Offered on a CR/NCR basis only.**

### THEA 220. ACTING SKILLS I. (3)

Actor preparation. Developing the physical and emotional craft of the actor through intensive exercises, emphasis on methods of study and preparation for presentation of dramatic materials.

### THEA 221. ACTING SKILLS II. (3)

Continuation of THEA 220. Prerequisite: THEA 220.

### THEA 223. INTRODUCTION TO SCRIPT ANALYSIS. (3)

The nature of the staged dramatic work such as analysis of plays with representative readings from the history of dramatic literature are included. Prerequisite 122.

### THEA 226. ENSEMBLE IMPROVISATION. (3 to a maximum of 6)

Emphasis on the development of original dramatic material out of the process of individual and group improvisation.

### THEA 295. STUDIES IN THEATER: MODERN THEATER. (3)

This course will require the students to read, study, and perform excerpts from nine plays beginning with Beckett's *Waiting for Godot*. The goal of the course is to familiarize students with the development of the modern theater and to provide experience participating in in-class acting exercises as well as attending live professional performances.

## WOMEN'S STUDIES

### WMST 200. WOMEN IN CONTEMPORARY SOCIETY. (3)

Focuses on women's status in society—the myths and realities. Examines women's socialization by sex, class, race and culture, the economics of discrimination, and the role of education and family.

### WMST 231. INTRODUCTION TO CHICANA STUDIES. (3)

This course is an introduction to the interdisciplinary field of Chicana studies. Includes historical and contemporary research on labor, political involvement, cultural studies, and feminism.

### WMST 233. AMERICAN INDIAN WOMEN. (3)

An interdisciplinary course that focuses on the historical, cultural, economic, and political issues that affect the changing roles of the American Indian Woman.

### WMST 279. TOPIC: WOMEN AND CREATIVITY. (3)

In this course we will explore women's creative expressions and experiences in art, writing, music, and dance. Native American and Hispanic arts will be highlighted and a variety of multi-cultural

perspectives will be explored. Some experiential work.

**WMST 279. TOPIC: SOCIAL & POLITICAL ISSUES OF WOMEN'S HEALTH. (3)**

Examines women's relationship to the American health care system. Focuses on recent efforts to initiate gender-specific research and define women's unique health concerns. Emphasizes issues of access, diversity, and social justice. Relies on resources generated by the women's health movement and our own community health educators.

**WMST 279. TOPIC: PSYCHOLOGY OF GIRLS AND WOMEN. (3)**

This course focuses on the psychological development of girls and women from sociocultural and multicultural perspectives. The class will highlight developmental milestones particular to women's lives: relationships, family, child rearing, trauma, community, and creativity. We will read work by poets and writers and by psychologists who have developed new perspectives, which contribute to improving the quality of women's lives. Course will include guest speakers, films, presentations, and class discussions.

**WMST 279. TOPIC: WOMEN OF THE SOUTHWEST. (3)**

This course explores the history of women in the Southwest. We will examine the rich tapestry of women's lives in different cultures of the area: American Indian, Spanish Mexican, and Anglo-American. Discussions will include Indian women prior to the arrival of the Spanish and how contact with the Spanish contributed to the creation of a new culture. We will examine the Anglo-American encroachment in the area from the perspective of Spanish-Mexican and Indian women. These various issues will be examined by means of lecture material, readings, and class discussions. Discussions will include the roles of prominent women and the lives and experiences of "ordinary" women. Above all, students will learn to think critically about history and to appreciate different interpretations offered by historians. Our understanding of the past is constantly changing.

**WMST 297. TOPIC: WOMEN, FILM AND POPULAR CULTURE. (3)**

Students will study the history of women and film and video, and discuss how media, portrayals of women have or have not reflected and/or influenced their status in society. Class will include an examination of, and work by, women in film and popular culture through the lens of feminist theory.

## **WOODWORKING**

**WW 101. BASIC WOODWORKING. (3)**

This course introduces students to the wonderful world of wood and related materials, the use and misuse of hand and power tools, and shop safety procedures. The course also demonstrates professional construction techniques and the magic of joinery. This class is half lecture and half shop time, during which students create individual projects. \$40 lab fee. (does not include student materials)

**WW 110. FURNITURE DESIGN & CONSTRUCTION. (3)**

An introduction to creating furniture from conception to completed work. Course will include the history of furniture design, the drawing of furniture, various woods, joinery and construction techniques. Tools, equipment and, shop safety will be included. \$40 lab fee. (Does not include student materials.)

**WW 111. CABINET BUILDING. (3)**

A study of cabinet making in contemporary and Spanish Colonial styles. Practice in construction and finishing techniques, including use of counter top materials.

**WW 113. SPANISH COLONIAL FURNITURE. (3)**

Lab-based course in design, carving and building Spanish Colonial Furniture using traditional styles and methods. \$40 lab fee. (Does not include student materials.)

**WW 114. SPANISH COLONIAL CARVING. (3)**

Instruction is traditional methods of carving using the designs, tools and techniques of Spanish Colonial woodworking. \$25 lab fee. (Does not include student materials.)

**WW 117. WOOD CARVING. (3)**

This course introduces woodcarving-- the tools, safety practices, and basic techniques, including chip carving, low relief carving, texturing, and tool sharpening. This course is the first in a series of classes on woodcarving. \$40 Lab fee.(Does not include student materials.)

#### WW 118. WOOD CARVING II. (3)

The second in a series of carving classes to turn out professional quality carvers. This class is designed to enhance the student's carving abilities by allowing the student to work on a project or projects of their choice. In so doing, the student will learn to master the skill of carving projects which they use in the world of commerce. A review of some basics such as sharpening tools, safety, and basic techniques will be covered up front. In this class the student will move from the use of the basic carving knife to using an array of hand tools including gouges, chisels, other knives, and the mallet. Students will be introduced to design techniques and will be required to design and lay out their projects. Projects can include high relief pieces in the round. Prerequisite: WW 117 or Instructor permission. \$40 lab fee (Does not include student materials.)

#### WW 120. WOODWORKING SHOP. (3)

This is an advanced course for students who have completed basic woodworking courses and are prepared to work on individual projects. A brief refresher course on safety, tools, equipment, design, and stock preparation is also included before students go to work. Prerequisite: WW 101 and one other WW course or consent of instructor. \$40 lab fee (Does not include student materials.)

#### WW 123. PRODUCTION WOOD SHOP. (3)

This is an advanced course for students who are interested in learning the basics of production woodworking. It includes tools and machinery, safety, jigs and templates, wood and laminates used to achieve precision, uniformity and efficiency while working on a class project for UNM. Prerequisites: WW 101 and one other WW course or consent of instructor.

#### WW 135. WOOD SCULPTURE. (3)

An introduction to the sculpting of wood. Includes the history of wood sculpture, woods, safety, tools, and techniques. This course will enable students to visualize and accomplish individual projects from both solid and laminated wood blocks. \$40 Lab fee (Does not include student materials.)

#### WW 136. WOOD LAMINATING AND BENDING. (3)

This advanced course is an introduction to wood lamination as a technique for creating large forms in solid wood and for creating bent forms. This course discusses clamping, forms, presses, hand tools and power machinery, laminated joinery, and decorative lamination. Prerequisite: WW 101 and one other WW course, or consent of instructor. \$40 lab fee. (Does not include student materials.)

#### WW 293. TOPIC: LEGACIES OF WOOD. (3)

This course is a multicultural survey of wooden artifacts created by human hands over the last 5000 years. Students will study historical examples through visits to nearby museums and galleries and observe living artisans at work in their studios. Utilizing library, museum, and Internet resources, students will research topics for a final paper, portfolio, or multimedia presentation.

#### WW 293. TOPIC: SANTO CARVING. (3)

This course is an introduction to the tools, materials, safety procedures, and techniques used in carving traditional contemporary cedar santos. The class is primarily hands-on carving with a small amount of lecture. Lecture covers the religious symbolism and culture surrounding santos as well as the many types of styles found in northern New Mexico. Students will design and fabricate their own cedar santo as they progress through the class. \$40 lab fee. (Does not include student materials.)

#### WW 293. TOPIC: HAND TOOLS AND WOOD JOINERY. (3)

This course introduces students to approximately a dozen woodworking joints all constructed using hand tools. Students will learn the characteristics and appropriate use of each joint and the techniques for making the joints. \$25 lab fee (Does not include student materials.)

#### WW 293. TOPIC: ADVANCED FURNITURE MAKING. (3)

An advanced course in making furniture from drawings, model making, joinery, finishing, and forming curves by shaping bent lamination and stack lamination. Shop safety will be emphasized. Prerequisite: WW 101 and WW 110 or permission of instructor. \$25 lab fee (Does not include

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