

# **Undergraduate Advising Manual**

**Fall 2018 – Spring 2019**

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## **Disclaimer**

This manual is merely an operational guide for faculty use. Some specifics not covered by this manual will be provided by a student's degree major or minor Academic Adviser or an Academic Support Services Adviser as may be warranted.

This manual is also a work in progress, and will be revised yearly based on Faculty Senate input and information from the advising staff. While this manual makes every effort to gather the most current information, some particulars may change both at the department and university level. Please consult your department chair for the most current advising practices in your program.

If you see any discrepancies or having any suggestions for this manual, please e-mail the Chair of the Faculty Senate.

NOTE: The School of Social Work does not have departments or chairs. As such, faculty in the School of Social Work should substitute Dean for Chair and School for department as appropriate in this manual.

## **Introduction**

The purpose of this Faculty Advising Manual is to assist faculty in their advisement of students, and provide faculty with yearly-updated advising practices and policies at NMHU. Academic major and minor programs are urged to develop internal advising practices to complement this manual.

Student academic advisement is a responsibility that is shared by the Faculty and Academic Support Services under The Office of Student Affairs. Personnel in Academic Support Services are responsible for advisement of first-time freshmen, students who have not yet been accepted in a professional school (Education, Business and Social Work) and lower-division students who have not declared a major (note that currently, students who do not declare a major are listed as a University Studies major).

Faculty members in academic disciplines are responsible for advising prospective and declared major students in their degree programs; and during general registration, first-time freshmen or students that have declared a major in another field. Deans, the Registrar, and the Provost may at times provide academic advisement to students and their roles are not covered in this manual. Degree Audit in Banner provides a means to communicate with students, and record their academic progress and decisions for advising purposes. This manual describes the current role of Academic Support Services in the advising process, provides information for individual Faculty use in student advisement at NMHU, and specific policies and guidelines for Faculty to assist students in their completion of the university academic core courses and major programs.

The Manual will be annually updated and the responsibility for its maintenance is a responsibility of the Student Affairs Committee of the Faculty Senate.

Additional feedback provided by the Director of Academic Support, the Director of First Year Experience, and the Director of the Center for Teaching Excellence.

## I. Student Advisement Process and Adviser Responsibilities

At every stage of the student advisement process, the role of the adviser is to help students articulate and define their goals for their educations and to advise students on how best to achieve those goals as students move towards graduation and beyond.

### 1. Summer Orientation, Advising First-Time Freshmen, and Fall Semester Registration

#### Summer Orientation

Students admitted to NMHU are invited to attend an orientation session during the summer before registering for classes. Academic Support Services (AS) host these orientation sessions. It is during this time that ACT, SAT or ACCUPLACER (test written during the orientation if the student did not take the SAT or ACT exams) scores are used to determine the level placement in English and Math. Student registration takes place during these summer orientation sessions. Chairs and Deans are notified to have faculty representing all academic major areas present at these registration sessions to assist the students. Current and updated Programs of Study (POS) from every major must be available during these summer orientation sessions for use by all Advisers.

At orientation, faculty advisers assist students with choosing their first semester courses and with filling out the registration card. Students take the registration card to the Office of the Registrar for processing and enrollment.

#### Advising First-Time Freshman and Declaring a Major

Whether they register during the orientation or while registering on campus, all first-time freshmen are required to declare a major. Students who are uncertain of a major are recorded as a University Studies major. A Major can also be declared via the Major Confirmation Form, included in this document and also available in Online Documents at NMHU.

#### Learning Communities and Integrative Seminar

All first-time freshmen are to enroll in a Learning Community (LC) and Integrative Seminar (IS). LCs consist of two courses from different disciplines that are paired together thematically. Students are to enroll in both courses and the associated IS. The Coordinator of Academic Enrichment Programs will provide faculty at orientation with a list of LCs.

- When enrolling a student in an LC, enroll them in *both classes and the associated IS. Do not enroll them in only one of the classes.*

See **Section IV** for additional information about LCs and IS.

#### Timeline

The majors of first time freshmen are recorded in Banner/Degree Works by the Office of the Registrars. By the fourth or fifth week of the Fall semester, the Office of Institutional Research sends a list of students to the Dean, Chair, and Secretary of appropriate major departments. Once the department receives this information, the department secretaries record who declared a major in their departments into Banner/Degree works. Information must include the POS to be followed by each student. Departments assign faculty Advisers to all students declaring majors in their programs. These Advisers are reported to the department secretary and recorded in Banner/Degree Works.

#### Registration of Freshmen into Spring Semester

Advisers in AS manage registration for second semester freshmen. Registration for the Spring begins in November. In November, all students in the Integrative Seminar are scheduled to meet with their AS Adviser to discuss pre-registration. AS Advisers will use the POS recorded in Degree Works to schedule Spring semester classes.

### **Advisement of Center Students**

In order to ensure that center and online students have convenient access to advising, faculty should respond to student emails promptly and take appropriate measures to be available by e-mail and/or phone to advise students who are unable to come to campus for advising. For online courses, faculty must observe online office hours as denoted in course syllabi.

Faculty Advisers must approve any deviation from the POS recorded in Degree Works. Faculty Advisers must notify AS of their office hours, and be present during these hours to approve POS variations.

### **2. Second and Subsequent Year Students**

After the first year, the responsibility for advising shifts from AS to department faculty Advisers. In order for faculty to advise students, they must be provided access to Degree Audit, which is located in Banner. Faculty who do not have access to Degree Audit are to contact the Office of the Registrar. Under special circumstances AS may advise a student during their second year at NMHU.

In order to advise students successfully, faculty in each academic program need to work together to ensure that all faculty have access to advising resources within their program. Departmental advising responsibilities include:

- 1) Departments must ensure annually that Degree Audit is updated to match the catalog. Each member of the department should receive training in Degree Audit.
- 2) Each department should discuss students in their degree and determine a plan for communicating with every student every semester.
- 3) All Academic Programs are required to have a Degree Map on file with the Office of Academic Affairs. Degree Maps are available on NMHU Online Documents. Maps should be reviewed annually and updated as appropriate so that they reflect degree requirements and course rotations within programs. Maps are guidelines only; please consult with the appropriate Department Chair for the exact specifics of what classes will be offered in any given semester.
- 4) Departments will divide up the duties of advising individual students as best determined by the department.
- 5) Departments will ensure that all faculty are aware of acceptable course substitutions, especially when courses required for graduation are not being offered in a given academic year.

Faculty Advisers are responsible for contacting students and arranging a meeting with their advisees. Advisers are to enter a note in Degree Audit when they attempt to contact a student and when they meet with a student. When meeting with a student, record what was discussed and what decisions were made.

Advisers help students complete their course schedules to include General Education requirements as well as minor requirements. Advisers should additionally direct students to their Minor Adviser each semester.

In order to ensure availability for student advising, faculty need to observe their posted office hours. In addition to coming for advising in person, students may e-mail or call faculty using posted contact information. When office hours are cancelled for any reason, faculty should respond to student emails and voicemails in a timely manner. Academic advisers should be proactive in working with students.

The role of faculty advisers should not be limited to helping students choose appropriate courses as they move towards graduation. Faculty advisers should model professionalism within their field and be prepared to work with students as they move towards their academic and professional goals. This may include giving advice as students prepare to apply for degrees in graduate and professional programs or enter the workforce within their field of study. Faculty advisers should be aware of the resources available on campus for students and be able to direct students to those resources as appropriate.

### **Allowable Course Levels for Enrollment**

Standing determines the courses in which students may enroll.

- Freshman students may not enroll in 300- or 400-level courses.
- Sophomore students may enroll in 300-level courses but not in 400-level courses.
- Junior and senior students may take 400-level courses.

Only undergraduates with advanced standing (usually involves having less than 9 hours to graduate) and graduate students may enroll in 500-level courses.

### **3. Degree Check and Required Credits for Graduation Degree Check**

The degree check is an official procedure carried out by appointment in the Registrar's Office. The appointment may be by email, phone or in-person. Degree checks are used to identify remaining requirements for graduation and are an essential step in responsible academic planning. Students who neglect the degree-check process too often learn of unexpected requirements near the end of their studies, resulting in a delay in completing their degrees. Students should maintain constant contact with the adviser of their major to ensure completion of the program of study.

Degree checks are required at one or two points during each student's time at Highlands University:

Bachelor's degree candidates are required to have a degree check at the beginning of their third year of studies.

- In addition, all degree candidates should have a final degree check prior to the start of the semester in which they plan to graduate.

### **General Graduation Requirements**

Bachelor's degree candidates must

- Complete at least 120 credits with a GPA of at least 2.00 or better to earn their degrees

- Complete at least 45 of upper-division courses credits (300- or 400-level). Students and their Advisers should carefully monitor these requirements to avoid unintended delays in graduating.

### **Graduation and Commencement**

Students need to apply for graduation on a form available in the Office of the Registrar. A one-time, nonrefundable graduation fee is charged for each degree. Graduation is subject to completion of all requirements, and students are reminded of the importance of the final degree check. To participate in the commencement ceremony, a student must be eligible to complete all degree requirements at the end of the spring semester or within 9 credits for the summer term. For more information, contact the Office of the Registrar at 505.454.3436.

## **4. Additional Information**

### **Catalog Changes**

Undergraduate students may graduate under the catalog requirements for the year in which they were enrolled for the first time in a degree-seeking program, providing they complete the graduation requirements within a six-year period. Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them.

### **Classification of Undergraduate Students**

Classification of students is based on completion of semester credits and other criteria:

#### *Lower Division:*

Freshman: Fewer than 30 credits

Sophomore: 30 through 59 credits

#### *Upper Division:*

Junior: 60 through 89 credits

Senior: 90 credits and above

Reclassification of students occurs automatically upon completion of the prescribed number of credits. However, the chief academic officer or Provost may invoke the following additional regulations in assessing a student's preparation to take 300- or 400-level classes: sophomore students must have completed English 111; junior and senior students must have completed English 111 and 112, satisfied the mathematics proficiency requirements, and filed approved major and minor forms.

### **Undergraduate Grades**

The following grades are reported for undergraduate students at the university. As appropriate, they appear on midterm reports, semester or summer term grade reports, and transcripts.

A+ = Excellent (4 points)

A = Excellent (4 points)

A- = Excellent (3.7 points)

B+ = Above Average (3.3 points)

B = Above Average (3 points)

B- = Above Average (2.7 points)

C+ = Average (2.3 points)

C = Average (2 points)

D = Below Average, but passing (1 point)

F = Failure (0 points)

C or better grades are required in all courses listed as major requirements for the degree. C or better grades may be required for support courses in some majors and minors.

### **I – Incomplete**

An 'I' is given at the discretion of the course instructor only when circumstances beyond the student's control prevent completion of course requirements within the established time. The student requests an incomplete in lieu of a final course grade from the instructor, whose approval is required. The instructor reports the 'I' and files a form with the Office of the Registrar documenting the work requiring completion and other conditions. An incomplete not completed within one calendar year automatically becomes an 'F' for both undergraduate and graduate students. (The instructor has the option of setting a terminal date of less than one year.) Students should not reregister for a course in which they have an 'I'; if they do so, the 'I' will become an 'F' at the time when a grade is awarded in the reregistered course. Students are responsible for tuition for any repeated course.

### **Repetition of a Course**

A student may repeat any course, but will receive credit only once toward degree requirements and graduation unless otherwise noted in this catalog. The most recent grade received will be used in the calculation of the cumulative grade point average. Course Repeat Forms are available in the Office of the Registrar and must be completed by the student who is repeating a course. The student's transcript will be coded to reflect that the course was repeated, and the cumulative grade point average will be adjusted. Repeat coursework may not be eligible for financial aid and students are advised to consult with the Financial Aid Office prior to repeating any course.

### **Testing Out of Classes by Special Examination**

The following regulations apply to the testing-out procedure at the university. Permission to undertake the special examination is requested on a form available in the Office of the Registrar. The request must be approved before the special examination can be given. There is a fee charged for testing out of most classes.

Applicants for special examination must meet the conditions stated in A and B below:

A. A student is eligible to apply for special examination to test out of a class offered at the university if the student meets one of the following conditions:

- A course has been taken with similar content, but credit has not been received for reasons other than failure.
- There has been private tutoring, e.g., private instruction in music.
- The student has had successful work experience involving extensive preparation in the field.
- The student has produced a work of recognized merit or presents other evidence of mastery in the field.

B. A student eligible under A above must also:

- Have been a resident student at this university for at least one semester.
- Have at least a 3.0 grade point average in the field and at least a 2.0 grade point average in all previous university work.

- Limit the total number of requests for special examination to 12 credits. (Exceptions to this limit must be approved by the chief academic officer.)
- Obtain approval of the course instructor, the dean of the college/ school in which the course is offered, and the chief academic officer.
- Pay a fee per credit hour (currently \$40 per credit hour) for each special examination. Payment must be made prior to administration of the test.

Examination questions and the completed examination paper are to be filed in the Office of the Registrar.

### **Academic Probation – Undergraduate**

Students whose academic performance in a given semester is not satisfactory, as noted below, will be placed on academic probation:

- Freshmen must earn at least a 1.75 GPA.
- Other undergraduates must earn at least a 2.0 GPA.

The probationary period is for one semester. To be removed from probationary status, students must earn a satisfactory GPA as noted. A student on academic probation at another university may be admitted to Highlands University but retains probationary status.

### **Academic Dismissal – Undergraduate**

Degree-seeking students whose academic progress is unsatisfactory and who are placed on probation for two consecutive semesters are subject to academic dismissal and will be notified by the Office of Academic Affairs. The dismissal period may be for one semester or one calendar year. Students may appeal their dismissal to the Office of Academic Affairs. If the appeal is approved, the dismissal may be waived or shortened.

During the period of dismissal, a student may not attend classes or live in student housing.

### **Adding and Dropping Classes**

The first six days of a semester and the first week of a summer session constitute the late registration period. During this period, students may add courses to their schedule, either in substitution for a class or classes being dropped or as an increase in the number of classes. The total number of credits allowed is subject to limits stated elsewhere in this section. During the first two weeks of the semester, students may drop classes. Tuition charges will be adjusted, and the course will not appear on the student's transcript. After the drop period, students may withdraw from classes but may no longer add new classes or substitute different classes. Withdrawal from classes is allowed through the 10th week of the semester. For the last day to withdraw from summer term, refer to the online schedule of classes. The course(s) will remain on the student's transcript, recorded with a grade of 'W'. In addition, students will be required to pay tuition charges and fees on any classes in which they are enrolled after the end of the late registration period, even though they subsequently withdraw from them.

### **Requirements for a Second Bachelor's Degree**

A student who has completed an undergraduate degree and seeks a second bachelor's degree must meet all requirements for that degree. Some of the work completed for the first degree will meet requirement for the second degree.

#### 4. Changing Majors

If a student wishes to change his or her major, he or she should be advised to contact the Department Chair of the major they wish to change to. The Department Chair will be able to assign an appropriate Adviser within the Department. To finish a change of major, all students must fill out the Major Confirmation Form or other appropriate department form, included in Online Documents and in this manual.

#### 5. Additional Student Advising Responsibilities

<b>Student Status</b>	<b>Relevant Adviser(s)</b>
Dual Enrollment (High school students taking NMHU college courses)	Student Support Services/AP New Mexico/Dual Credit Director
University Studies, Including “undeclared” students	AS and the Coordinator of University Studies
Intended Transfer (Certificate)	Faculty Advisers
Nursing Students enrolled in 2 or more developmental courses	Director of RN-BSN Program
Students in Associates or certificate programs	Faculty Advisers
Second-year Natural Sciences majors/intended majors	Faculty Advisers and AS
Social Work Undergraduate Majors	AS Advisers
Education and Business Undergraduate Majors	Professional Schools
Graduate Students	Faculty Advisers/Department Graduate Chairs

## II. ACCUPLACER, ACT and SAT Level Testing for Math and English Placement

### 1. Who must take the ACCUPLACER Exam:

All entering students are required to take the ACCUPLACER test to assess their knowledge in reading, writing, and mathematics, unless they meet any of the following exceptions:

- Submission of a transcript showing completion of an undergraduate degree from an accredited institution recognized by the Council of Higher Education Accreditation.
- Submission of an ACT or SAT score that has been taken in the last five years.
- Submission of a transcript showing completion of college level English course equivalent to ENGL 111 and/or Mathematics course equivalent to MATH 140 (see Section VII Transfer Matrix) with a C or better.
- Enrollment in 9 or fewer hours for personal enrichment as a non-degree Special Student.
- Permission of the Department Chair to enroll as a concurrent student in a course offered by that department.

Note: ACCUPLACER scores cannot be more than 1 year old when the student starts classes or the test must be retaken.

### 2. Test Placement Recommendations:

#### A. Using the ACCUPLACER Test

ENGL 106/111 - Reading score less than/equal to 79 or Sentence skills less than/equal to 84

ENGL 111 - Reading score 80 or higher AND Sentence Skills score 85 or higher

ENGL 112 - There is currently no way to test into ENG 112 on ACCUPLACER.

Math 120 – Elementary Algebra score lower than 103.

Math 140 – Elementary Algebra score greater than or equal to 103 AND Elementary score less than or equal to 120 AND College Algebra score less than 69.

Math 160 – College Math score greater than or equal to 69 AND College Algebra score less than or equal to 99.

Math 211 – College Math score greater than 100.

#### B. Using the ACT or SAT Test Scores:

Test	ACT Score	SAT Score	Class Placement
Mathematics	24-36	560-800	Math 140
Mathematics	<23	<560	Math 120
English	29-36	660-800	English 112
English	17-28	420-630	English 111

### III. Undergraduate Student Load

An average of 15 semester credits must be completed each semester, excluding summer, if a student is to graduate in four years. Some students take more than the minimum credits required for graduation, either for personal interest or because the major or minor programs of choice are lengthy. Students should plan their load carefully, considering desired speed of progress and minimum loads required for continuation of financial assistance and scholarships, and in consultation with their academic Adviser.

It is recommended to clearly indicate in the table that students receiving institutional or lottery scholarship must be enrolled for 15 credits.

Term

	Part-time	Full-Time	Athlete	Financial aid	Regular Maximum	Overload
Fall	11 credit hours or less	12 credit hours or more	24 credit hours for the academic year including summer	12 credits or more (15 recommended)	18 credit hours	22 hours
Spring	11 credits hours or less	12 credit hours of more		12 credits or more (15 recommended)	18 credit hours	22 hours
Summer	5 credit hours or less	6 credit hours or more		No financial aid offered	9 credit hours	12 hours

#### Maximum Load and Overload

The regular maximum load for undergraduate students is 18 semester credits. The school dean may approve a student's schedule for an overload of more than 18 credits, provided the Adviser recommends the overload, the student has a grade point average above 2.5 for the preceding semester, the student is neither engaged in formal extracurricular activities nor employed more than 20 hours per week, and the student is not on probation. No undergraduate student may take more than 22 semester credits hours.

The regular maximum load for undergraduate students in a summer session is 9 credits. The school dean may approve a schedule for more than nine credits subject to the conditions stated above for overloads in a regular semester. No undergraduate student may take more than 12 credits in a summer session.

#### Summer Work-study

To qualify for work-study during the summer, students must pre-register for the upcoming Fall term.

## IV. First-Year Experience Learning Communities and Integrative Seminar

### Program Overview

The First-Year Experience Learning Communities (FYE LC; FYE) program is part of the Highlands Undergraduate Enrichment (HUE) programs office, which provides academic enrichment programming with the goal of increasing student success and persistence.

NMHU's Learning Communities (LCs) are a High Impact Practice (HIP) that also incorporate the HIPs of first-year seminar and common intellectual experiences. LCs are linked courses with the same students in each course, which typically involve two courses from different disciplines that are paired together thematically and the UNST 101 course, Integrative Seminar. The professors teaching these courses separately yet collaboratively develop a curriculum that encourages students to make connections between the linked courses. The faculty involved collaborate to offer a themed, integrative, and experiential learning environment that incorporates active learning and other HIPs, such as service learning, undergraduate research, collaborative projects, writing intensive courses, or global learning. Each LC group presents their integrative projects at the annual Celebration of Learning first-year symposium in November, providing first-year students experience with public academic presentation and providing the campus community the opportunity to celebrate the excellent work of first-year students. The Integrative Seminar (UNST 101) course, known as iSeminar, is linked in each LC. Undergraduate Peer Mentors are embedded in the iSeminar sections as well as some of the LC courses and other 100/200 level courses, serving as mentor-tutors who help students navigate college. Each LC is part of a "Highlands Hacienda," a group of LCs with a common iSeminar time that provides students a larger social group with which they can make connections.

**Vision:** A culture of excellence and connection that boosts students into successful college careers.

**Mission:** To serve students by providing an exceptional experience focused on supporting student success through community building, experiential learning, and cross-disciplinary connections, as well as supporting personal and academic growth.

**Values:** Student and faculty community, personal growth, and academic integration, with an emphasis on accessibility and excellence through support.

### Placement and Scheduling

- ❖ Learning Communities are provided as a requirement of the first semester and may be available as options in future semesters. After the first semester, students are supported by continued access to the HUE Study Lounge located in Felix Martinez 150 and Peer Mentors who are present in select core courses, facilitate study sessions, and offer mentoring services. LCs linking UNST 101 are for freshmen and freshman transfers

ONLY and no continuing students are to be enrolled. Students must be enrolled for all courses linked in the LC and cannot take any of these sections separately.

- ❖ All first-year students who are admitted as first-time freshmen or transfer freshmen (transferring 15 or fewer credits), including students who have previously participated in dual credit (and may be classified as sophomore or higher), are required to participate in the FYE LC program. The options within the program are designed to accommodate the diversity of our students' academic situations and needs while providing a common experience for all first-year students.
- ❖ LCs are scheduled during the LC priority time block, 10am-12:45pm M-F, and other 100-200 level courses that a freshman might take in the first semester are scheduled before and after the time block in order to eliminate as many scheduling conflicts as possible (see "Class Scheduling Blocks" in the Registrar's "Class Schedule Timeline" document).
- ❖ Integrative Seminar ("iSeminar") is a one-credit course focused on supporting new students as they transition to the university's academic and social environment. Integrative Seminar is graded A-F, counts towards the 120 for graduation as elective credit, and is required of all first-time freshmen and new freshman transfers. Peer Mentors are assigned to each LC and attend the Integrative Seminar course as well as provide study sessions and social events outside of class time.
- ❖ A list of LCs available for the semester can be obtained from the Director of Academic Enrichment and Retention. Each LC is given a Registrar's Code, which is indicated in parentheses next to the title of the LC on the LC list. The code must be written at the top of the Registration/Drop/Withdrawal Form and all courses linked in the LC should also be listed on the provided rows on the form with the appropriate class codes, dept., course #, course title, and units. Courses linked in an LC are considered co-requisites and all the courses listed as part of the LC MUST be taken as co-requisites. In the online Summary Class Schedule, clicking on the course offering will show the other courses to which the section is connected, along with the LC name and Registrar's Code. Example: "Communities, Resilience & Ecosystems Learning Community (ECO1 or ECO1)-Open to LC students ONLY-Students in ECO1 must also register for 2645/2646 FOR 105, 2264 ENGL 106, 2270 ENGL 111. Students in ECO2 must also register for 2645 FOR 105 & 2271 ENGL 111 and log into Desire2Learn."
- ❖ Integrative Seminar, UNST 101, can be found under University Studies in the online Summary Class Schedule.
- ❖ As stated above, all first-year students who are admitted as first-time freshmen or transfer freshmen (transferring 15 or fewer credits), including students who have previously participated in dual credit (and may be classified as sophomore or higher), are required to participate in the FYE LC program. Additional suggestions for advising students starting at NMHU with credits already earned:
  - First-time freshmen who are former dual credit students with 16 or more credits

from one or more colleges can often take a modified Learning Community (one that offers less connected credits but additional experiences). ***If no Learning Community works within their course needs***, the student should take a “stand-alone” section of Integrative Seminar (waiver of LC requirement; not a waiver of Integrative Seminar requirement). Students are identified as former dual credit students by their “Student Type” code in Native Banner. While their “Student Class” in Banner may be “sophomore” or “junior,” if their “Student Type” is “first-time freshman,” they fall under this policy.

- Transfer students with 15 or fewer credits are required to enroll in a Learning Community, which includes the Integrative Seminar course. They can transfer in a freshman transition course as additional elective credit, but they are still required to enroll in an LC, including the Integrative Seminar course (not a waiver of Integrative Seminar or LC).
- Transfer students with 16-29 credits are required to take a LC or a modified LC (one that offers less connected credits but additional experiences) unless transferring in credits for a freshman transition course. ***If no Learning Community works within their course needs***, the student should take a “stand-alone” section of Integrative Seminar (unless transferring in credits for a freshman transition course). The “stand-alone” sections of Integrative Seminar are treated as LCs and are listed alongside the other LCs as part of a Hacienda.
- Participation in the FYE LC program is required of all first-time freshmen and freshman transfers as stated above; however, appeals can be made in the case of extreme schedule conflicts. Appeals will be reviewed, and determinations will be made on a case-by-case basis. Contact the Director of Academic Enrichment and Retention for information about appeals.

See Undergraduate Course Catalog for more information.

## V. Guidelines for Transfer Students

New Mexico Highlands University accepts academic credits for transfer from institutions of higher education that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for coursework completed with an appropriate grade, provided the classes are appropriate to a degree at the university. Transfer course grades will not be calculated as part of Highlands University grade point average and are listed on the academic transcripts with a grade of CR (However, for graduation, all transfer credits graded are included in the final computations for honors.) Highlands University does not award transfer credit for vocational, technical, or remedial courses and credits awarded for work or life experience. Students transferring from an accredited institution of higher education may transfer under one of the following plans:

### **Course by Course**

The course-by-course plan is for students who do not plan to complete an associate degree. The Course Articulation Matrix compiled by the Higher Education Department and transfer guides in place with New Mexico two-year colleges serve as a guide for this purpose and apply to General Education requirements only.

### **Degree Completion**

Students who are transferring with an earned Associate of Arts (AA) or Associate of Science (AS) degree from a New Mexico regionally accredited institution of higher education will have New Mexico Highlands University proficiency, extended core, state core and minor requirements waived. Education majors have special requirements that may preclude waiver of some university requirements. Please consult the appropriate section of the catalog. Students who are transferring with an earned Associate of Arts (AA) or Associate of Science (AS) degree from a regionally accredited institution of higher education from outside New Mexico will have New Mexico Highlands University proficiency, extended core, and minor requirements waived. Students may be responsible for fulfilling the state-mandated core requirements. An Associate of Applied Science (AAS) degree waives university proficiency and extended core requirements but does not waive the state-mandated core or university minor requirements. All other university requirements, including the university's state-mandated 35-hour common core, program, residency, and the 45 upper-division credit requirements must be met before granting of the baccalaureate degree.

An individual transfer analysis will be given to the student by the admissions and registrar's offices to determine courses required for completing the university's general education requirements. Major and minor program requirements will be reviewed by officials in the appropriate department. Students must complete all courses required by Highlands University and meet the university's requirements for academic performance to receive the indicated 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 transfer courses taken within approved modules of lower-division coursework 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.

### **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 prudently select courses so they can 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 ensure all pre-transfer coursework will meet the requirements of the desired degree.

### **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 freshman and sophomore years 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 advisers at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business
- Teacher education
- Early childhood education

Modules for additional areas of study are being developed.

### **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 current and detailed advice to guide their course selection. Transfer guides between most New Mexico Community Colleges and Highlands University are available through the Highlands University Admission's Office.

### **Complaint Procedure for Transfer Students**

All New Mexico public postsecondary institutions are required to establish policies and practices for receiving and resolving complaints from students or other complainants regarding the transfer of coursework from other public institutions in the state. A copy of New Mexico Highlands University's complaint policy may be obtained from the Admission Office or from the New Mexico Higher Education Department at 1068 Cerrillos Road, Santa Fe, NM 87501-4295, 505.476.8404 or <http://hed.state.nm.us>.

### **Military Credit**

The university grants credit for military education or service schools on the recommendation of the American Council on Education's Publication Guide to Evaluation of Educational Experience in the Armed Services. A DD214, DD295, or official military transcript form is required to consider credit for military service. Air Force veterans are required to provide an academic transcript from the Community College of the Air Force.

### **Training Credit**

Credit for non-collegiate training programs is granted based on recommendation of the American

Council of Education's National Guide to Educational Credit for Training Programs and institutional policies. Official records must be provided to the university.

## **VI. Guideline for Students with Associate Degrees**

Students who are transferring with an earned associate of arts (AA) or associate of science (AS) degree from a New Mexico regionally accredited institution of higher education will have New Mexico Highlands University proficiency, extended core, state core and minor requirements waived. Education majors have special requirements that may preclude waiver of some university requirements. Please consult the appropriate section of the catalog. Students who are transferring with an earned associate of arts (AA) or associate of science (AS) degree from a regionally accredited institution of higher education from outside New Mexico will have New Mexico Highlands University proficiency, extended core, and minor requirements waived. Students may be responsible for fulfilling the state-mandated core requirements. An associate of applied science (AAS) degree waives university proficiency and extended core requirements but does not waive the state-mandated core or university minor requirements. All other university requirements, including the university's state-mandated 35-hour common core, program, residency, and the 45 upper-division credit requirements must be met before granting of the baccalaureate degree.

## VII. Transfer Matrix Information and Core Requirements

### General Education Core Course Transfer Curriculum

In accordance to state law (Chapter 21, Article 1B NMSA 1978), the New Mexico Higher Education Department has established policies to guarantee successful transfer of completed core courses between New Mexico postsecondary public institutions.

### Transferring Courses to Fulfill the New Mexico General Education Common Core

In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution to complete their studies should consult with an academic adviser at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore years of study.

### Web site for the articulation matrix:

<http://www.hed.state.nm.us/institutions/general-ed-core-course-transfer-curriculum.aspx>

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website. Courses in the state core matrix are listed by institution under each of the five general education areas.

The following are the approved courses for New Mexico Highlands, with their equivalent New Mexico common course number:

NMHU Common  
Core Classes

NM Common  
Course Number

#### Area I: Communications (9 hours)

ENGL 111 Freshman Composition 1

Engl 1113

ENGL 112 Freshman Composition 2

Engl 1123

MART 124 Public Speaking

Comm 1113

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

MATH 130 Math for Elementary Teachers 2

Approved for majors in  
education only

MATH 140 College Algebra

Math 1113

MATH 145 Introduction to Statistics

Math 2113

MATH 150 Trigonometry

Math 1213

MATH 211 Calculus 1

Math 1613

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

BIOL 110 Biological Perspectives

Biol 1114

BIOL 211 General Biology 1

Biol 1214

BIOL 212 General Biology 2	Biol 1224
BIOL 131 Human Biology	Biol 2414
CHEM 100 Chemistry for the Non-Scientist	Chem 1114
CHEM 211/215L General Chemistry 1	Chem 1214
CHEM 212/216L General Chemistry 2	Chem 1224
GEOL 101 Survey of Earth Science	Geol 1214
PHYS 151 Algebra Physics 1	Phys 1114
PHYS 152 Algebra Physics 2	Phys 1124
PHYS 291 Calculus Physics 1	Phys 1214
PHYS 292 Calculus Physics 2	Phys 1224

Area IV: Social/Behavioral Sciences (6-9 Hours)

ANTH 102 Intro to Sociocultural Anthropology	Anth 2113
ANTH 103 Intro to Physical Anthropology/Archaeology	Anth 1113
ECON 216 Principles of Macroeconomics	Econ 2113
ECON 217 Principles of Microeconomics	Econ 2123
POLS 151 American National Government	PolS 1123
PSY 101 Psychology & Society	Psyc 1113
SOC 152 Introductory Sociology	Soci 1113

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

HIST 100 The Western World	Hist 1053
HIST 201 US History to 1865	Hist 1113
HIST 202 US History from 1865	Hist 1123
PHIL 100 Introduction to Philosophy	Phil 1113
ART 100 Introduction to Art	Art 1013
MUS 100 Introduction to Music	Mus 1013
MUS 101 Rudiments of Music	Mus 1213
THEA 100 Introduction to Theater	Thtr 1013

\* Areas IV and V: The total number of credits must be a minimum of 15 credits.

**Highlands Extended Core Requirements (5 hours)**

PE 100 Fit for Life (2) OR Physical Education (2)

This requirement is waived for eligible athletes. Athletes must still meet the 120-unit minimum degree requirement for graduation.

Literature – Choose three credits in literature offered by English or languages.

**New Mexico Common Core Numbers**

The course prefix and number that appear on the right-hand side next to the NMHU course number is the New Mexico common course number. This is a four alpha – four numeric set of uniform course designations serving as a single reference point for courses sharing substantially equivalent content taught throughout the state. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with a universal common course number creating an easy one-to-one match.

Students can find the New Mexico common course number listed in degree outlines, transfer guides, and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at multiple institutions assuring students that the course will transfer to the receiving institution.

### VIII. AP Credit Matrix

Exam	Score	Hours	NMHU Course Equivalent Initial Proposal
<b>Arts</b>			
<a href="#">AP Art History</a>	5	3	ART 100 Intro to Art
<a href="#">AP Music Theory</a>	3, 4	3	MUS 211 Music Theory 1
	5	6	MUS 211 Music Theory 1, MUS 213 Music Theory 2
<a href="#">AP Studio Art: 2-D Design</a>	4, 5	4 or 3	MART 121 Visual Concepts and Ideational Drawing or ART 121 Fundamentals of Design
<a href="#">AP Studio Art: 3-D Design</a>	4, 5	4 or 3	MART 121 Visual Concepts and Ideational Drawing or ART 121 Fundamentals of Design
<a href="#">AP Studio Art: Drawing</a>	4, 5	3	ART 202 Drawing 1
<b>English</b>			
<a href="#">AP English Language and Composition</a>	3, 4	3	ENGL 111 Freshman Composition 1
	5	6	ENGL 111 Freshman Composition 1, ENGL 112 Freshman Composition 2
<a href="#">AP English Literature and Composition</a>	3, 4	3	ENGL 152 Introduction to Fiction
	5	6	ENGL 111 Freshman Composition 1, ENGL 152 Introduction to Fiction
<b>History &amp; Social Science</b>			
<a href="#">AP Comparative Government and Politics</a>	4, 5	3	POLS 251 Intro to Political and Economic Systems
<a href="#">AP European History</a>	4, 5	3	HIST 100 The Western World
<a href="#">AP Macroeconomics</a>	3, 4, 5	3	ECON 216 Principles of Macroeconomics
<a href="#">AP Microeconomics</a>	3, 4, 5	3	ECON 217 Principles of Microeconomics
<a href="#">AP Psychology</a>	3, 4, 5	3	PSY 101 Psychology and Society
<a href="#">AP United States Government and Politics</a>	4, 5	3	POLS 151 American National Government
<a href="#">AP United States History</a>	4, 5	6	HIST 201 US History to 1865, HIST 202 US History from 1865
<a href="#">AP World History</a>	4, 5	3	HIST 100 The Western World
<b>Math &amp; Computer Science</b>			
<a href="#">AP Calculus AB</a>	3, 4, 5	4	MATH 211 Calculus 1
<a href="#">AP Calculus BC</a>	3, 4, 5	8	MATH 211 Calculus 1, MATH 252 Calculus 2
<a href="#">AP Computer Science A</a>	3, 4, 5	3	CS 145 Introduction to Object Oriented Programming
<a href="#">AP Statistics</a>	4, 5	3	MATH 145 Intro to Statistics
<b>Sciences</b>			
<a href="#">AP Biology</a>	3	4	BIOL 110 Biology Perspectives
	4	4	BIOL 212 General Biology 2
	5	8	BIOL 211 General Biology 1, BIOL 212

			General Biology 2
<a href="#">AP Chemistry</a>	3	4	CHEM 100 Chemistry for the Non-Scientist
	4	5	CHEM 211 General Chemistry 1, CHEM 215 General Chemistry Laboratory 1
	5	10	CHEM 211 General Chemistry 1, CHEM 215 General Chemistry Laboratory 1, CHEM 212 General Chemistry 2, CHEM 216 General Chemistry Laboratory 2
<a href="#">AP Environmental Science</a>	3, 4, 5	4	FOR 105 Ecosystems and Humans
<a href="#">AP Physics C: Electricity and Magnetism</a>	4, 5	5	PHYS 292 Calculus Physics 2
<a href="#">AP Physics C: Mechanics</a>	4, 5	5	PHYS 291 Calculus Physics 1
<a href="#">AP Physics 1: Algebra-Based</a>	4, 5	4	PHYS 151 Algebra Physics 1
<a href="#">AP Physics 2: Algebra-Based</a>	4, 5	4	PHYS 152 Algebra Physics 2
World Languages & Cultures			
<a href="#">AP Spanish Language and Culture</a>	3, 4, 5	8	SPAN 101 Beginning Spanish 1, SPAN 102 Beginning Spanish 2
AP language exams for languages not taught at NMHU	3, 4, 5	8	Fulfills foreign language requirement

## **IX. Programs with Common Core Exceptions and Additions (Excerpts from the NMHU Catalog)**

### **School of Business General Education Core:**

The general education requirements for the BBA degree (See: University Core Curriculum) are 40 credit hours. All business majors and minors, including non-business minors, are required to take CS 101 Living with Computers (satisfies a proficiency requirement), and ECON 216 Principles of Macroeconomics (satisfies 3 hours of Core Area IV). Students may have other proficiency requirements to satisfy beyond the core requirements.

### **School of Education:**

#### **Requirements for Admission to Teacher Preparation and Licensure Programs**

Admission to the School of Education is a separate and independent process from admission to the university. Candidates need to purchase a Chalk and Wire license through the university bookstore. All applications for admission into the School of Education are only accepted through Chalk and Wire. Candidates must complete all requirements listed in Gateway Alpha before they are admitted. If a candidate is deficient in any one of the Gateway Alpha requirements, admission will be denied, until all requirements are met. Students should contact the School of Education early in their freshman year to receive guidance in the process. Early advisement is essential to avoid delays in meeting all requirements. Consultation with an education adviser is essential to establish a program of courses. An overall grade point average of at least 2.5 is required.

1. Complete the following courses with a grade of C or better:

GNED 201 Introduction to Teaching (3)

GNED 251 Field-Base 1 Teacher Prep Experience (1)

SPED 214 Introduction to Special Education (3) ECME

300 Professionalism (2) (ECME students only)

2. Complete and submit an application through Chalk and Wire for admission into the School of Education.

Complete the appropriate freshman and sophomore courses in the university's core curriculum together with additional extended core courses required for education majors and minors by the New Mexico Public Education Department. The choices to be made will reflect the requirements for licensing that have been set by the New Mexico Public Education Department (NMPED). These courses include:

12 hours in English

12 hours in science

12 hours in history

6 hours in fine arts

6 hours in social/behavioral science

6 -9 hours in mathematics\*

\* ECME and elementary education majors need nine hours; special education majors and secondary education minors need six hours.

3. Take the New Mexico Teacher Assessment (NMTA) exams to be eligible for student teaching.

Students must have passed the Basic Skills and Content Knowledge exams of the NMTA to be approved for student teaching. Students must pass the Assessment of Teacher Competency Exam of the NMTA in the areas of early childhood, elementary, or secondary education to receive NMPED licensure. Students have no more than two opportunities to complete successfully any of the field-based experiences. With the submission of the School of Education application, the candidate must have established an electronic portfolio, completed the disclosure form via Chalk and Wire, submitted disposition assessments from designated classes and field-based experiences, and appropriate artifacts from GNED 201 and ECME 300. Students will also be asked to submit other artifacts from other education classes. Details of this process and the required minimum scores are available from the School of Education. Students seeking a bilingual endorsement are required to pass the Prueba de Español para la Certificación Bilingüe exam. Students must maintain close communication with Academic Support Services and the School of Education regarding these important examinations.

## X. Student Resources

### Academic Services

#### Accessibility Services

Felix Martinez Room 140

David Esquibel, 505-454-3252, [desquibel@nmhu.edu](mailto:desquibel@nmhu.edu)

Carolyn Montoya, 505-454-3186, [clmontoya@nmhu.edu](mailto:clmontoya@nmhu.edu)

#### Academic Support

Felix Martinez Building Room 130

Phone: 505-454-3188

Email: [academicsupport@nmhu.edu](mailto:academicsupport@nmhu.edu)

#### ARMAS

Engineering Building Room 106

Phone: 505-426-2010

#### Language Learning Center

Douglas Hall Room 105

Dr. Edgar Vargas, LLC Director, [llc@nmhu.edu](mailto:llc@nmhu.edu), 505-454-3175

#### Writing Center

Douglas Hall Room 115

Phone: 505-454-3537

Email: [writingcenter@nmhu.edu](mailto:writingcenter@nmhu.edu)

#### International Student Services

Student Center, Suite 311

Phone: 505-454-3372

Email: [International\\_ed@nmhu.edu](mailto:International_ed@nmhu.edu)

#### Native American Center

Felix Martinez Building Room 160

Julia Geffroy-Lementino, NAC Coordinator

Office phone: 505-426-2049

Email: [NAC@nmhu.edu](mailto:NAC@nmhu.edu)

#### Thomas C. Donnelly Library

802 National Ave.

Phone: 505-454-3401

Email: [libinfo@nmhu.edu](mailto:libinfo@nmhu.edu)

### Computer Labs

- ARMAS (Engineering Building Room 106)
- Purple Pub (SUB, 2<sup>nd</sup> Floor)
- Writing Center (Douglas Hall Room 115)

### Employment

#### Career Services

Felix Martinez Student Services Building

Room 230 Monday through Friday, 8 a.m.-5 p.m.

Email: [careerservices@nmhu.edu](mailto:careerservices@nmhu.edu)

Ron Garcia, Director, 505.454.3251, [garcia\\_rs@nmhu.edu](mailto:garcia_rs@nmhu.edu)

#### Student Jobs

A listing of jobs available for students both on campus and off

<http://www.nmhu.edu/career-services/jobs/>

### Student Rights

Family Educational Rights and Privacy Act (FERPA)

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Student Life, Safety, and Health

#### Counseling Services

Offered through El Centro Family Health

<http://www.nmhu.edu/counseling-services/>

Call for an appointment: 505.454.3218

#### Cowboy Bucks

<http://www.nmhu.edu/the-office-of-campus-life/cowboy-buck/>

#### Dining Services

<https://nmhu.sodexomyway.com/>

#### Emergency Foods/Basic Needs Pantry

<http://www.nmhu.edu/the-office-of-campus-life/nmhu-emergency-foodbasic-needs-pantry/>

NMHU's Emergency Food/Basic Needs Pantry is located in the SUB Game Room and is open Sunday through Monday from 12 noon until 11 pm.

#### Housing

Website: <http://www.nmhu.edu/highlands-university-housing/>

Phone: 505.454.3193

Email: [housing@nmhu.edu](mailto:housing@nmhu.edu)

#### HU CAREs

Corilia Ortega, Interim Director

Phone: 505-454-3445

Room: SUB-306

Email: [corilia@nmhu.edu](mailto:corilia@nmhu.edu)

To speak with an advocate after-hours:

Please call/ text the CARES Crisis # 505-795-3665

Callers receive immediate, confidential assistance from specially trained Advocates

#### Student Health Center

Operated by El Centro Family Health

[www.ecfh.org](http://www.ecfh.org)

901 Baca Street

Las Vegas, N.M. 87701

505.454.3218

#### Student Senate

Associated Students of NMHU (ASNMHU)

<http://www.nmhu.edu/associated-students-of-new-mexico-highlands-university/>

#### Student Transportation

Transportation to and from various destinations within the city of Las Vegas (Walmart, Lowe's, Walgreen's, Dollar Tree, bus depot, etc.)

Mondays – 6 to 9 p.m.

Wednesdays – 6 – 9 p.m.

Fridays – 6 – 9 p.m.

<http://www.nmhu.edu/the-office-of-campus-life/student-transportation/>

#### Suicide Prevention

NMHU- CARES after-hours: (505)795-366

Campus Police: (505)454-3278

National Suicide Prevention Lifeline is: free, confidential, and offers 24/7 services: 1-800-273-8255

<http://www.nmhu.edu/campus-life-2/hu-cares/suicide-prevention/>

#### Student Recreation and Entertainment

Cineflix in Ilfeld

Schedule: <http://www.nmhu.edu/ilfeld-auditorium/cineflix-in-ilfeld/>

#### Outdoor Recreation Services

Hours 8 a.m. – 5 p.m. M-F

<http://www.nmhu.edu/outdoor-recreation-center/>

Student Union Game Room  
Second Floor of Student Union

**Technical Support**

ITS Technical Support

<http://www.nmhu.edu/information-technology-services/>

Name: \_\_\_\_\_ NMHU Student ID#: @ \_\_\_\_\_

**Instructions:** Below you will select your desired major/concentration (if applicable) and a minor if applicable. Before you select your major and minor you should consult with an academic adviser from the desired area of interest. Once you have met with your department adviser you may complete the form below by making the following designations for your choice including the degree type:

**1 = 1st Major, 2 = 2nd Major, 3 = Minor, 4 = Concentration**

**Catalog Year:** \_\_\_\_ 11-13 \_\_\_\_ 13-15 \_\_\_\_ 15-17

**Degree Type:** \_\_\_\_ AA \_\_\_\_ AS \_\_\_\_ BA \_\_\_\_ BBA \_\_\_\_ BFA \_\_\_\_ BS \_\_\_\_ BSW \_\_\_\_ Certificate

\*The following majors designated with \* require selection of concentration listed directly below the major † the following majors designated with † require the selection of a minor as recommended by your department advisor unless you meet the requirements for waiver of a minor

### Bachelor's Degree Option Below:

\_\_\_\_ 0005 Biology (BA, BS) *With an optional concentration in:*

\_\_\_\_ 056 Teaching (BS only)

*This major requires the selection of a Secondary Education Minor (BS only)*

\_\_\_\_ 0013 Business Administration (BBA) (ACBSP Accredited)\*

*Select a concentration in:*

\_\_\_\_ 132 Accounting

\_\_\_\_ 132 Finance

\_\_\_\_ 137 General Business

\_\_\_\_ 136 Management

\_\_\_\_ 134 Marketing

\_\_\_\_ 134A Media Marketing

\_\_\_\_ 0020 Chemistry (BA \*†, BS)

*For BA's select an optional concentration in:*

\_\_\_\_ 202 Biochemistry (BA only)

\_\_\_\_ 0089 Computer Science (BA, BS)\*

*Select a concentration in:*

\_\_\_\_ 893 Individualized Program (BA, BS) †

\_\_\_\_ 892 Information Systems (BA) †

\_\_\_\_ 891 Software/Hardware Systems (BS)

\_\_\_\_ 0116 Conservation Management (BA) †

\_\_\_\_ 0082 Criminal Justice Studies (BA) †

\_\_\_\_ 0118 Early Childhood Multicultural Education (BA/CAEP Accredited)\*

*Select a concentration in:*

\_\_\_\_ 118 Age 3—Grade 3

\_\_\_\_ 119 Birth—Age 4 (Non License Option/NLIC)

\_\_\_\_ 119 Birth—Age 4 (License Option)

\_\_\_\_ 0025 Elementary Education (BA/CAEP Accredited)† \*

\_\_\_\_ 0035 English (BA) †

\_\_\_\_ 0110 Environmental Geology (BS)\*

*Select a concentration in:*

\_\_\_\_ 061 Environmental Science

\_\_\_\_ 1101 Geology

\_\_\_\_ 1103 Water Resources

\_\_\_\_ 002A Fine Arts (BA, BFA) \*

*Select a concentration in:*

\_\_\_\_ 026 Pre-professional (BFA only)

\_\_\_\_ 027 Interdisciplinary (BFA only)

\_\_\_\_ 021 Liberal Arts (BA only) †

\_\_\_\_ 0105 Forestry (BS)\*

*Select a concentration in:*

\_\_\_\_ 1051 Forestry Management

\_\_\_\_ 1052 Wildland Fire

\_\_\_\_ 0009 General Science for Secondary Teachers (BA)

*This major requires the selection of a Secondary Education Minor (BA Gen Sci)*

\_\_\_\_ 0047 Health (BA)\* †

*Select a concentration in:*

\_\_\_\_ 471 Health Education

\_\_\_\_ 472 Health Promotion and Wellness

\_\_\_\_ 473 Pre-Professional Allied Health

\_\_\_\_ 0050 History (BA) †

\_\_\_\_ 0045 Human Performance and Sport (BA) \*† *Select a concentration in:*

\_\_\_\_ 458 Exercise Science

\_\_\_\_ 459 Physical Education

\_\_\_\_ 450 Recreation and Sport Management

\_\_\_\_ 0090 Mathematics (BA, BS) †

\_\_\_\_ 0102 Math/Computer Science for Secondary School Teachers (BA) †

*This major requires the selection of a Secondary Education Minor*

\_\_\_\_ 0112 Media Arts (BA) †

\_\_\_\_ 0112 Media Arts (BFA) \*

*Select a concentration in:*

\_\_\_\_ 1122 Multimedia & Interactivity

\_\_\_\_ 1124 Photographic Imaging

\_\_\_\_ 1125 Visual Communication

\_\_\_\_ 1126 Video & Audio

\_\_\_\_ 0075 Music (BA, BFA)\*

\_\_\_\_ 752 Music Education

\_\_\_\_ 756 Music Technology & Composition †

\_\_\_\_ 758 Universal Music

\_\_\_\_ 0075 Music (BFA) \*

\_\_\_\_ 757 Music Production

\_\_\_\_ 0108 Nursing (BSN)

\_\_\_\_ 755 Vocal Performance

\_\_\_\_ 0052 Political Science (BA)\* †

*Select a concentration in:*

\_\_\_\_ 521 Law Emphasis

\_\_\_\_ 522 Liberal Arts

\_\_\_\_ 0095 Psychology (BA, BS) †

\_\_\_\_ 0093 Social Work (BSW/CSWE Accredited)

\_\_\_\_ 0091 Sociology/Anthropology (BA) \* †

*Select a concentration in:*

\_\_\_\_ 912 Anthropology

\_\_\_\_ 913 American Indian Studies

\_\_\_\_ 911 Criminology

\_\_\_\_ 914 Sociology

\_\_\_\_ 001A Software Systems Design (BSSD) †

\_\_\_\_ 0070 Spanish (BA) †

\_\_\_\_ 0029 Special Education (BA/CAEP Accredited) †

\_\_\_\_ 0125 University Studies (BA)

**Minor Options Below:**

*If you are pursuing a BS degree your minor must be in a Science related field*

- 0012 Accounting
  - 0091 Anthropology
  - 0002 Art
  - 0004 Art History
  - 0034 Bilingual/TESOL Education
  - 0005 Biology
  - 0020 Chemistry
  - 0046 Coaching
  - 0099 Cognitive Science
  - 0098 Combined Science
  - 0089 Computer Science
  - 0082 Criminal Justice
  - 0118 Early Childhood Multicultural Education
  - 0025 Elementary Education
  - 0035 English
  - 0136 English Writing
  - 0033 English as a Second Language
  - 0006 Environmental Science
  - 138 Finance
  - 0039 Fine Arts
  - 0013 General Business
  - 0009 General Science for Elementary Teachers
  - 0111 Geographic Information Systems
  - 0022 Geology
  - 0129 Gifted & Talented Education
  - 0047 Health
  - 0050 History
  - 0138 Honors
  - 0045 Human Performance and Sport
  - 0084 Information Systems
  - 0016 Management
  - 134 Marketing
  - 0090 Mathematics
  - 0101 Math/Computer Science for Elementary Education
- The above minor requires the selection of a Computer Science Major
- 0112 Media Arts
  - 0075 Music
  - 0124 Native American/Hispanic Cultural Studies
  - 0085 Physics
  - 0052 Political Science
  - 0095 Psychology
  - 001A Software System Design
  - 0026 Secondary Education
  - 0070 Spanish
  - 0091 Sociology
  - 0131 Recreation
  - 0089 Software/Hardware Systems
  - 0029 Special Education
  - 1053 Wildlife Management
  - 1052 Wildland Fire
  - 0073 Women Studies

**Associate Degree Option Below:**

- 0113 General Engineering (AS)
  - 0118 Early Childhood Multi-Education
  - 0025 Elementary Education (AA/CAEP Accredited)
  - 0075 Music (AA)
- Select a concentration in:*
- 757 Music Production
  - 759 General Music
  - 760 Musical Theater
- 0103 Social Behavioral Sciences (AA)
  - 0074 Theater (AA)

**Certificate Options Below:**

- 11 Certificate—Interactive Cultural Technology
- 12 Certificate—Geographic Info Systems
- 15 Certificate—Forest & Watershed Restoration
- 28 Certificate—Accounting
- 29 Certificate—Finance
- 30 Certificate—Human Resource Management
- 32 Certificate—Marketing
- 20 Certificate—Secondary Education

Note to Student: The selection of your major and/or minor should always be decided in conjunction with a department adviser. All students seeking a Bachelor of Science (BS) must as science related minor per the academic catalog policy on minor selection. If you need to change your adviser, please visit your department to request an adviser update. NMHU reserves the right to change its instructional programs at any time. This form is used only for active NMHU undergraduate degree seeking students to make changes to their major/minor

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Major Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minor Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

Form Processed  Yes  No

If **No** give reason:

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