# Undergraduate Advising Manual 

## Fall 2016 - Spring 2017

Approved by the NMHU Faculty Senate April 13, 2016
Approved by the NMHU General Faculty April 27, 2016
Approved by the NMHU Administration June 17, 2016
Approved by the Board of Regents July 29, 2016

## Contents

Disclaimer ..... 3
Introduction ..... 4
I. Student Advisement Process and Adviser Responsibilities ..... 5
II. Compass, ACT and SAT Level Testing for Math and English Placement ..... 11
III. Undergraduate Student Load. ..... 12
IV. Learning Communities and Freshman Forum ..... 13
V. Guidelines for Transfer Students ..... 14
VI. Guideline for Students with Associate Degrees ..... 17
VII. Transfer Matrix Information ..... 18
VIII. Forms ..... 20
IX. Programs with Common Core Exceptions and Additions ..... 27
X. Undergraduate Major/Minor Declaration Form ..... 29

## 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, Brandon Kempner, at bkempner@ nmhu.edu.

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 will be a responsibility of the Student Affairs Committee of the Faculty Senate.

Student Affairs Committee members who produced this document:

Kenneth Bentson<br>Jiao Chen<br>Juan Gallegos<br>Doug Main<br>Emmanuel Nkwenti-Zamcho<br>Dolores Ortega<br>Ian Williamson

# I. Student Advisement Process and Adviser Responsibilities 

## 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 Compass (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 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 Freshmen Forum classes 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.

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.

Faculty Advisers are responsible for contacting students arranging 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.

## Degree Maps

All Academic Programs are required to have a Degree Map on file with the Office of Academic Affairs. Please see that webpage for access to the available Degree maps. 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.

## 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 completed 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 onetime, 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)
\(\mathrm{C}+=\) Average ( 2.3 points)
\(\mathrm{C}=\) 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 requirements 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

## Student Status

Dual Enrollment
(High school students taking NMHU college courses)
University Studies,
Including "undeclared" students
Intended Transfer (Certificate)
Nursing Students enrolled in 2 or more
developmental courses
Students in Associates or certificate programs
Second-year Natural Sciences majors/intended majors
Social Work Undergraduate Majors
Education and Business Undergraduate Majors
Honors Program
Graduate Students

## Relevant Adviser(s)

Educational Outreach
AP New Mexico/Dual Credit Director
AS and the Coordinator of University Studies
Faculty Advisers
Director of RN-BSN Program
Faculty Advisers
Faculty Advisers and AS
AS Advisers
Professional Schools
Honors Program Director
Faculty Advisers/Department Graduate Chairs

Note: Students in the Honors Program are advised by the Honors Program Director in addition to their major Adviser.

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

## 1. Who must take the Compass Exam:

All entering students are required to take the COMPASS 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: Compass 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 Compass Test:

|  | Mathematics Placement Test |  | English <br> Placement Test |
| :--- | :---: | :--- | :--- |
| Test | Score | Class placement | Score |
| Pre-algebra | $<65$ | MATH 120 | $<80$ |
| Algebra | $>65$ | Math 140 or above | $>80$ |

B. Using the ACT or SAT Test Scores:

| Test | ACT Score | SAT Score | Class <br> placement <br> Math 140 |
| :--- | :--- | :--- | :--- |
| Mathematics | $24-36$ | $560-800$ | Math 120 |
| Mathematics | $<23$ | $<560$ | ENGL 112 |
| English | $29-36$ | $660-800$ | ENGL 111 |
| English | $17-28$ | $420-630$ | EN |

## 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 | $\begin{aligned} & 12 \text { credit hours } \\ & \text { or more (15 } \\ & \text { recommended) } \end{aligned}$ | 18 credit hours | 22 credit hours |
| Spring | 11 credit hours or less | 12 credit hours or more | academic year | $\begin{aligned} & 12 \text { credit hours } \\ & \text { or more (15 } \\ & \text { recommended) } \end{aligned}$ | 18 credit hours | 22 credit hours |
| Summer | 5 credit hours or less | 6 credit hours or more |  | No financial aid offered | 9 credit hours | 12 credit 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. Learning Communities and Freshman Forum

All first time freshmen are enrolled into Freshman Forum (FF) and Learning Communities (LC) classes their first semester at Highlands. LCs consist of two courses from different disciplines that are paired together thematically. The professors teaching these courses collaboratively develop a curriculum that encourages students to make connections between the two classes. LCs are for first-time freshmen only and no outside students are to be enrolled in an LC. Freshman Forum (UNST 101) is a one-credit course focused on supporting first-time freshman as they transition to the university academic and social environment. FF is tied to the student's LC. Freshman Forum will be graded A-F and count towards the 120 for graduation as elective credit, and is required of all first-time freshmen.

LCs/FF is required of all freshmen; however:

- First-time freshmen who are former dual credit students with 15 or more credits from one or more colleges can take a stand-alone Freshman Forum if no learning community works within their course needs (waiver of LC requirement; not a waiver of Freshman Forum requirement). Students are identified as former dual credit students by their "Student Type" code in 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 15-29 credits will be required to take a stand-alone Freshman Forum unless transferring in credits for a freshman transition course.
- Transfer students with less than 15 credits will be required to enroll in a learning community, which includes a Freshman Forum 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 Freshman Forum class (not a waiver of Freshman Forum or LC).

Students may appeal their placement in an LC or FF. Appeals to the above guidelines will be reviewed, and determinations will be made on a case-by-case basis. Contact the Coordinator of Academic Enrichment Programs for information about appeals.

## 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 statemandated core requirements. An associate of applied science (AAS) degree waives university proficiency and extended core requirements but does not waive the statemandated 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 statemandated core requirements. An associate of applied science (AAS) degree waives university proficiency and extended core requirements but does not waive the statemandated 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

## 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 | NM Common |
| :---: | :---: |
| Core Classes | Course Number |

Area I: Communications (9 hours)
ENGL 111 Freshman Composition 1
ENGL 112 Freshman Composition 2
MART 124 Public Speaking
Engl 1113
Engl 1123
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

BIOL 211 General Biology 1
BIOL 212 General Biology 2
BIOL 131 Human Biology
CHEM 100 Chemistry for the Non-Scientist
CHEM 211/215L General Chemistry 1
CHEM 212/216L General Chemistry 2
GEOL 101 Survey of Earth Science
PHYS 105 Elementary Physics
PHYS 151 Algebra Physics 1
PHYS 152 Algebra Physics 2
PHYS 291 Calculus Physics 1
PHYS 292 Calculus Physics 2
Area IV: Social/Behavioral Sciences (6-9 Hours)
ANTH 102 Intro to Sociocultural Anthropology
ANTH 103 Intro to Physical
Anthropology/Archaeology
ECON 216 Principles of Macroeconomics
ECON 217 Principles of Microeconomics
POLS 151 American National Government
PSY 101 Psychology \& Society
SOC 152 Introductory Sociology
Area V: Humanities and Fine Arts (6-9 hours)
HIST 100 The Western World
HIST 201 US History to 1865
HIST 202 US History from 1865
PHIL 100 Introduction to Philosophy
ART 100 Introduction to Art
MUS 100 Introduction to Music
MUS 101 Rudiments of Music
THEA 100 Introduction to Theater

Biol 1214
Biol 1224
Biol 2414
Chem 1114
Chem 1214
Chem 1224
Geol 1214
Geol 1214
Phys 1114
Phys 1124
Phys 1214
Phys 1224

Anth 2113
Anth 1113
Econ 2113
Econ 2123
PolS 1123
Psyc 1113
Soci 1113

Hist 1053
Hist 1113
Hist 1123
Phil 1113
Art 1013
Mus 1013
Mus 1213
Thtr 1013

## 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 and meet degree requirements as if it were taken on that campus.

## VIII. Forms

New Mexico Highlands University*
Office of the Registrar

## Pre-Core, Proficiency and Academic Advisement Core Curriculum Requirements NMHU 2014-15 Academic Year

Semester: $\qquad$ Date: $\qquad$
Name: ID\#:
Major(s): $\qquad$ Minor(s):

Pre-Core Courses courses to be taken prior to the core curriculum.

Mathematics is demonstrated by both:
___MATH 120: Intermediate Algebra (3) if ACT Math $=0-16$ or COMPASS Algebra $=0-45$ and Lab

Proficiency Courses - all proficiency courses are a university requirement: however, you have the option to test out. See below:

Computer Science ( $\mathbf{3}$ credit hours)
CS 101: Living with Computers (3) if NMHU Computer Science Test score $=0-69$ and Lab
*Note: see Office of Academic
Support or
CS 144: Introduction to Computer or
*For students majoring in Computer Science,
Math or any other science
___CS 145: Introduction to Object -Oriented
Programming
*For students majoring in Computer Science,
Math or any other science
___ MIS 145: Management Information Systems

## Language ( 8 credit hours)

NOTE: Proficiency assessment or two semesters of a language other than English:

SPAN 101: Beginning Spanish 1 (4)
*Note: see Spanish Department to test out.
SPAN 111: Spanish as Heritage Language I (4)
*Note: see Spanish Department to test out.
LANG 109: American Sign Language 1 (4)

AND $\qquad$ SPAN 102: Beginning Spanish 2 (4)

AND $\qquad$ SPAN 112: Spanish as Heritage Language II (4)

AND $\qquad$ LANG 110: American Sign Language 2 (4)
*Note: see Language Department to test out.
Core Curriculum - required of all students seeking a bachelor's degree. Core courses provide broad exposure to important academic subjects essential to a university education.

## TOTAL CORE CURRICULUM: 40 CREDIT HOURS

Area I: Communications ( 9 credit hours) English competency is demonstrated by:
___ENGL 106: Reading and Writing for College (3) if ACT Reading $=0-16$ or COMPASS English $=0-79$ (units do not apply to 120)

ENGL 111: Freshman Composition I (3) if ACT English $=17-27$ or COMPASS

## English $=80+$ and Workshop

ENGL 112: Freshman Composition II (3) if ACT English $=28+$
___SCH 124: Beginning Speech (3)
Within Area II- If your ACT or COMPASS Math scores are higher than indicated here, contact the Department of Math for assistance in selecting an appropriate Math course.
Area II: Mathematics ( $\mathbf{3}$ credit hours)

## __ MATH 145: Introduction to Statistics, ACT Math $=24-28$ or Math 120 of C or better.

___ MATH 140: College Algebra (3), ACT Math $=24-28$, or COMPASS $=66-100$
*Note: - Math 140 is a Core Curriculum Requirement, Math 145 may also count towards CORE (prerequisites may also be required; however, the pre-requisites do not count for the Core Curriculum Requirement).
___ MATH 115: Mathematics for Elementary Teachers I (3) *Note: All Education Majors must
take MATH 115 (MATH 100 Pre-req. - after successful completion go to MATH 130).
MATH 130: Mathematics for Elementary Teachers II (3) *Note: MATH 115 Pre-requisite - Education majors only
MATH 150: Pre-Calculus (3)
MATH 155: Applied Calculus I (3)
MATH 211: Calculus I (4)
Within Area III - You must choose two courses from different disciplines! Note: Your major may require you to take specific core courses. Consult the major requirements in your catalog to help you decide which courses to take.

## Area III: Lab Sciences (8 credit hours)

## BIOLOGY:

BIOL 110: Biological Perspectives (4) and Lab
___ BIOL 131: Human Biology (4) and Lab
BIOL 132: Human Biology (4) and Lab
BIOL 211: General Biology I (4) and Lab
BIOL 212: General Biology II (4) and Lab

## CHEMISTRY:

CHEM 100: Non-Scientist Chemistry (4) and Lab
___CHEM 211: General Chemistry I (3) and CHEM 215: Chemistry Lab I (2)

## FORESTRY:

FOR 105: Humans \& Ecosystems (4) and Lab

## GEOLOGY:

GEOL 101: Survey of Earth Science (4) and Lab
___GEOL 110: Survey of Astronomy (4) and Lab (if not listed in schedule, check under Physics)

## PHYSICS:

PHYS 105: Elementary Physics (4) and Lab
PHYS 110: Survey of Astronomy (4) and Lab (if not listed in schedule, check under Geology)
PHYS 151: Algebra Physics I (4)
PHYS 152: Algebra Physics II (4) and Lab
PHYS 291: Calculus Physics I (5) and Lab PHYS 292: Calculus Physics II (5) and Lab

WITHIN AREAS IV AND V You must complete a minimum of 15 credits.

Within Area IV You must complete a minimum of six credits.
Area IV: Social/Behavioral Sciences (6 or 9 credit hours)
PSY 101: Psychology \& Society (3) and Lab
__POLS 151: American National Government (3)
SOC 152: Introduction to Sociology (3)
ECON 216: Principles of Macroeconomics (3)
ECON 217: Principles of Microeconomics (3)
ANTH 102: Intro to Sociocultural Anthropology (3)
ANTH 103: Development of Cultures \& Civilizations (3)
WITHIN AREA V You must choose a minimum of one course from each discipline.

Area V: Humanities and Fine Arts (6 or 9 credit hours)
HUMANITIES ( $\mathbf{3}$ or 6 credit hours):
HIST 100: Western World (3)

HIST 201: US History to 1877 (3)
HIST 202: US History since 1877 (3)
PHIL 100: Introduction to Philosophy (3)
FINE ARTS (3 or 6 credit hours):
MUS 100: Introduction to Music (3)
MUS 101: Rudiments of Music (3)
ART 100: Introduction to Art (3)
ART 310: History I (3)
ART 311: History II (3)
ART 380: Art of the Americas (3)
ART 340: Modern Art (3)
THEA 100: Introduction to Theater (3)
MART 261: History of Motion Pictures (3)
Area VI: Other University Requirements (5 credit hours)
Literature Course (See English or Spanish Dept. for Listing) $\qquad$ _ $\qquad$ (3) choose one literature course and PE 100: Fit for Life (2) OR
PE $\qquad$ : $\qquad$ (1) AND PE $\qquad$ : $\qquad$ (1)] choose a different activity for each course.

## UNOFFICIAL TRANSCRIPT ANELYSISSENFVARY FOrSRIORANCHO TRANSFER STUDENTS

*This analysis is unofficial. It is used only to ascertain your current academic status and/or to facilitate your initial meeting with a NMHU Rio Rancho faculty Adviser in your major. An official analysis is performed by the NMHU Office of Admissions upon receipt of your application and official transcripts from all colleges \& universities you've attended.

## TO TRANSFER INTO UNDERGRADUATE PROGRAMS in TEACHER EDUCATION or BUSINESS at NMHU - RIO RANCHO, STUDENTS MUST:

- Be officially classified as a junior or senior by the start of their first semester at Highlands - Rio Rancho.
- Complete, prior to transfer, their program of study's pre-requisite lower-division Program Core courses.
- Possess a minimum of thirty-two (32) transferrable credits, and an AA or AS degree from a regionally accredited college/university. PRIOR TO REGISTERING FOR COURSES, students must meet with their NMHU faculty Adviser. If not, students are responsible for incorrect courses taken.


## STUDENT:

## Email:

## AA or AS Degree(s) Awarded:

## FACULTY ADVISER:

Office Hours:

## Major:

Phone \#:

## Email:

Office \#:

Minor: Will be waived by an AA or AS degree.

Phone:

## NMHU PRE-CORE \& PROFICIENCY

 REQUIREMENTSThe following courses are WAIVED by an AA or AS degree (not by AAS degrees). If you do not have an AA or an AS, you must take these courses.
NOTES:
1.) Students may test-out of the Computer Science \& Foreign Language courses at CNM Student Services.
2.) All Teacher Education students must have 6 cr. hrs. ENG/Literature for licensure. Cannot be waived by AA or AS.

PRE-CORE COURSES:
ENGL 100: CR
MATH 100: CR
PROFICIENCY COURSES:
COMPUTER SCIENCE ( $\mathbf{3} \mathrm{cr} . \mathrm{hrs}$.):
FOREIGN LANGUAGE (8 cr. hrs.):
LITERATURE ( $\mathbf{3} \mathrm{cr}$. hrs.):
P.E. (2 cr. hrs.):

## STATE-MANDATED, GENERAL EDUCATION CORE CURRICULUM (COMMON CORE) <br> REQUIREMENTS

AREA I: COMMUNICATIONS - 9 cr. $\boldsymbol{h r s}$.

AREA II: MATHEMATICS - $\mathbf{3}$ cr. hrs. BUSINESS EDUCATION: Must complete College Algebra \& Intro to Statistics;
TEACHER EDUCATION: Must complete Math for Teachers I \& II, or College Algebra.

AREA III: LAB SCIENCES - $\mathbf{8} \boldsymbol{c r}$. hrs. (4 ea. in two different disciplines)

AREA IV: SOCIAL/BEHAVIORAL SCIENCES - 6 or 9 cr. hrs. *

AREA V: HUMANITIES \& FINE ARTS - 6 or 9 cr. hrs. *

* NOTE: In AREAS IV and V, students must have a combined MINIMUM of fifteen (15) TOTAL credit hours.

New Mexico Highlands University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. NMHU also has specialty accreditations:
The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE).
The School of Business is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
The School of Social Work is accredited by the Council on Social Work Education (CSWE).
The School of Social and Behavioral Sciences is accredited by the Master's in Psychology and Counseling Accreditation Council (MPCAC).

# Highlands - Rio Rancho INITIAL AD NISEDENTARANSERPTANALYSIS (UNOFICIAL) NDS UNIVERS 

PLEASE READ: 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. The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at
http://www.hed.state.nm.us/institutions/general-ed-core-course-transfer-curriculum.aspx. (NMHU Undergraduate Course
Catalog 2014-15; Transferring Courses to Fulfill the New Mexico General Education Common Core]

PRE-CORE COURSES - Courses to be taken prior to the core curriculum.
English competency is demonstrated by:
ENGL 100: Reading and Writing for College (3) [if ACT Reading $=0-16$ or COMPASS Reading $=0-79]$
Mathematics is demonstrated by both:
MATH 100: Intro to Algebra (3) [if ACT Math $=0-16$ or COMPASS Algebra $=0-45$ ] AND Lab

PROFICIENCY COURSES - All proficiency courses are a university requirement, but are waived if vou possess an Associate's degree. You may also test-out of the proficiency courses. Rio Rancho Center students: To test-out, please contact CNM Student Services, or NMHU Office of Academic Success Services
Computer Science ( 3 credit hours)

> | CS 101: Living with Computers (3) [if NMHU Computer Science Test score $=0-69]$ AND Lab, OR |
| :--- |
| CS 144: Introduction to Computer *For students majoring in Computer Science, Math or any other science, OR | CS 145: Introduction to Object-Oriented Programming

Language ( 8 credit hrs.) NOTE: Proficiency assessment, or two semesters of a language other than English. Must be in the same subject.
$\qquad$ $\&$
$\&$
$\&$


## GENERAL EDUCATION CORE CURRICULUM

Also known as the "Common Core," these courses are a New Mexico Higher Education Department requirement for a bachelor's degree. Core courses are designed to provide broad exposure to important academic subjects essential to a quality university education. Courses you've taken are noted.

## Area I: Communications ( $\mathbf{9} \mathbf{c r}$. hrs.) GRade "C" OR better Required

```
ENGL 111: Freshman Composition I (3) [if ACT Reading = 17-28 or COMPASS Reading = 80+] AND
ENGL 112: Freshman Composition II (3) [if ACT Reading = 29+]
MART 124: Beginning Speech (3)
```


## Area II: Mathematics (3 cr. hrs.) (College Algebra or Higher) grade "C" OR better required

## BUSINESS EDUC. STUDENTS: Must take both College Algebra AND Intro to Statistics to comply with Business Core. Will fulfill both

 the common core and business core.TEACHER EDUC. STUDENTS: MUST take MATH $115 \& 130$ (successful completion of MATH 115 is Pre-req. for 130)
MATH 145: Introduction to Statistics [ACT Math $=24-28$ or Math 120 of C or better]
MATH 140: College Algebra (3) [ACT Math $=24-28$, or COMPASS $=66-100$ ]
MATH 120: Intermediate Algebra (3) [if ACT Math = 17-23 or COMPASS Algebra = 46-65] AND Lab
*Note: Math 120 is a pre-requisite for MATH 140 - after successful completion GO TO MATH 140
MATH 115: Mathematics for Elementary Teachers I (3)
MATH 130: Mathematics for Elementary Teachers II (3) *Note: MATH 115 Pre-requisite
MATH 150: Trigonometry (3)
MATH 155: Applied Calculus I (3)
MATH 211: Calculus I (4)
Area III: Lab Sciences (8 cr. hrs.)

BIOLOGY:
BIOL 110: Biological Perspectives (4) AND Lab BIOL 131: Human Biology (4) AND Lab
BIOL 211: General Biology I (4) AND Lab
BIOL 212: General Biology II (4) AND Lab

CHEMISTRY:
CHEM 100: Non-Scientist Chemistry (4) AND Lab
CHEM 211: General Chemistry I (4) AND Lab

## FORESTRY:

FOR 105: Humans \& Ecosystems (4) AND Lab GEOLOGY:
GEOL 101: Survey of Earth Science (4) AND Lab
GEOL 110: Survey of Astronomy (4) AND Lab PHYSICS:
PHYS 105: Elementary Physics (4) AND Lab
PHYS 110: Survey of Astronomy (4) AND Lab
PHYS 151: Algebra Physics I (4)
PHYS 152: Algebra Physics II (4) AND Lab PHYS 291: Calculus Physics I (5) AND Lab
PHYS 292: Calculus Physics II (5) AND Lab
Area IV: Social/Behavioral Sciences ( 6 or 9 cr. hrs.) .-..-.

| PSY 101: Psychology \& Society (3) |
| :--- |
| POLS 151: American National Government (3) |
| SOC 152: Introduction to Sociology (3) |
| ECON 216: Principles of Macroeconomics (3) |
| ECON 217: Principles of Microeconomics (3) |
| ANTH 102: Intro to Sociocultural Anth (3) |
| ANTH 103: Dvlpmnt. of Cltrs \& Civilizations (3) |

## Area V: Humanities and Fine Arts (6 or 9 cr. hrs.)

$\qquad$ $-\square$

HUMANITIES (3 or 6 credit hours):
HIST 100: Western World (3)
HIST 201: US History to 1877 (3)
HIST 202: US History since 1877 (3)
PHIL 100: Introduction to Philosophy (3)
NM History
FINE ARTS (3 or $\mathbf{6}$ credit hours):

| MUS 100: Introduction to Music (3) |
| :--- |
| MUS 101: Rudiments of Music (3) |
| ART 100: Introduction to Art (3) |
| ART History I 310 (3) |
| ART History II 311 (3) |
| ART of the Americas 380 (3) |
| Modern Art 340 (3) |
| THEA 100: Introduction to Theater (3) |
| MART 261: History of Motion Pictures (3) |

Area VI: Other University Requirements ( 5 credit hours). English Literature \& P.E. requirements are waived by an AA or AS degree. However, six credit hours in English Literature is a Licensure requirement for all Teacher Education Students; cannot be waived.


# IX. Programs with Common Core Exceptions and Additions (taken 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 Certifición Bilingües exam. Students must maintain close communication with Academic Support Services and the School of Education regarding these important examinations.

# X. Undergraduate Major/Minor Declaration Form 

New Mexico Highlands University<br>Undergraduate Major/Minor Declaration Form<br>NMHU Office of the Registrar

Name:
NMHU Student ID\#: a
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, $2=2 n d$ Major, $3=$ Minor, $4=$ Concentration
Catalog Year: $\bigcirc$ 11-13 $\bigcirc$ 13-15 $\bigcirc$ 15-17
Degree Type: $\square$ AA $\square \quad$ AS $\square$ BA $\square$ BBA $\square$ BFA $\square$ BS $\square$ BSW $\square$ Certificate

* the following majors designated with * require selection of concentration listed directly below the major
$\dagger$ the following majors designated with $\dagger$ 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: | Bachelor's Degree Option Below: |
| :---: | :---: |
| -_0091 Anthropology (BA, BS) ${ }^{\text {¢ }} \dagger$ | 0047 Health (BA)* $\dagger$ |
| Select a concentration in: | Select a concentration in: |
| __912 Anthropology | 474 Pre Professional Athletic Training |
| -913 American Indian Studies | 471 Health Education |
| 914 Sociology | 472 Health Promotion and Wellness |
| 0005 Biology (BA, BS) | 473 Pre-Professional Allied Health |
| With an optional concentration in: | 0050 History (BA) $\dagger$ |
| -056 Teaching (BS only) | 0045 Human Performance and Sport (BA) * $\dagger$ |
| This major requires the selection of a Secondary Education Minor (BS only) | Select a concentration in: |
| Select a concentration in: | 458 Exercise Science |
| __132 Accounting | 459 Physical Education |
| _ 138 Finance/Managerial | 450 Recreation and Sport Management |
| _ 140 Oil \& Gas Management | 0090 Mathematics (BA, BS) $\dagger$ |
| - 136 Management | [0102 Math/Computer Science for Secondary School Teachers (BA) $\dagger$ |
| - 134B Marketing/Media Arts | This major requires the selection of a Secondary Education Minor |
| 0020 Chemistry (BA * $\dagger$, BS) | 0112 Media Arts (BA) $\dagger$ |
| For BA's select an optional concentration in: | 0112 Media Arts (BFA) * |
| 202 Biochemistry (BA only) | Select a concentration in: |
| 0089 Computer Science (BA, BS)* | 1122 Interactivity \& Multimedia |
| Select a concentration in: 893 Individualized Program (BA, BS $) \dagger$ | _124 Photographic Imaging |
| $\square_{892} 893$ Individualized Program ( $\left.\mathrm{BA}, \mathrm{BS}\right) \dagger$ | _1125 Visual Communication |
| - 891 Software/Hardware Systems (BS) | 1126 Video \& Audio |
| 0116 Conservation Management (BA) $\dagger$ | 0075 Music (BA)* |
| 0082 Criminal Justice Studies (BA) $\dagger$ | Select a concentration in: |
| 0118 Early Childhood Multicultural Education (BA/CAEP Accredited)* | _ 752 Music Education |
| Select a concentration in: | 756 Music Technology \& Composition $\dagger$ |
| _118 Age 3-Grade 3 | 758 Universal Music |
| 119 Birth - Age 4 (Non License Option/NLIC) | 0075 Music (BFA) * |
| _119 Birth-Age 4 (License Option) | Select a concentration in: |
| 0025 Elementary Education (BA/CAEP Accredited) $\dagger$ * | __ 754 Music Composition |
| 0035 English (BA) $\dagger$ | _ 757 Music Production |
| _0110 Environmental Geology (BS)* | 755 Vocal Performance |
| Select a concentration in: | 0052 Political Science (BA)* $\dagger$ |
| 061 Environmental Science | Select a concentration in: |
| 1101 Geology | _ 521 Law Emphasis |
| 1103 Water Resources | 522 Liberal Arts |
| 002 AFine Atts (BA, BFA) * | -0095 Psychology (BA, BS) $\dagger$ |
| Select a concentration in: | 0093 Social Work (BSW/CSWE Accredited) |
| ___ 026 Pre-professional (BFA only) | 0091 Sociology (BA, BS) * $\dagger$ |
| _027 Interdisciplinary (BFA only) | Select a concentration in: |
| 021 Liberal Arts (BA only) $\dagger$ | -913 American Indian Studies |
| - 0105 Forestry (BS)* | -911 Criminology |
| Select a concentration in: | 914 Sociology |
| 1051 Forestry Management | 001 A Software Systems Design (BSSD) $\dagger$ |
| 1052 Wildand Fire | -0070 Spanish (BA) † |
| 0009 General Science for Secondary Teachers (BA) | 0029 Special Education (BA/CAEP Accredited) $\dagger$ |
| This major requires the selection of a Secondary Education Minor (BA Gen | 0125 University Studies (BA) |

## Minor Options Below:

If you are pursuing a $B S$ degree your minor must be in a Science related filed _ 0012 Accounting
-_0091 Anthropology

- 0002 Art
0004 Art History
__ 0034 Bilingual/TESOL Education
0005 Biology
_ 0013 Business Administration
——0020 Chemistry
__0046 Coaching
__0099 Cognitive Science
-_0098 Combined Science
0089 Computer Science
0118 Early Childhood Multicultural Education
__ 0025 Elementary Education
0136 English Writing
_ 0033 English as a Second Language
__ 138 Finance/Managerial
1051 Forestry Management
0009 General Science
__ 0111 Geographic Information Systems - 0022 Geology 0047 Health _ 0050 History
$\qquad$ 045 Human Performance and Sport
__ 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
__ 0131 Recreation
___0026 Secondary Education
$\qquad$ 0070 Spanish
0029 Special Education
$\qquad$ 0091 Sociology
$\qquad$ 052 Wildland Fir1053 Wildlife Management


## Associate Degree Option Below:

0113 General Engineering (AS)
0025 Elem entary 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
_- 28 Certificate-Accounting
-_ 30 Certificate-Human Resource Management
31 Certificate-Media Marketing

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 select 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 and/or concentration

Student Signature: $\qquad$ Date: $\qquad$

## For Office Use Only:

## Form Processed:

$\qquad$
Staff Initials: $\qquad$
If no give reason:

